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## Log on to IDIS

### IDIS Resources

[IDIS instructions for HPRP grantees](#)

[IDIS Quick Tips User Guide](#)

**NEW** [IDIS Online Data Download Documentation](#)

**IDIS Online EDI Documentation**

- ▶ **NEW** [Grantee Local Administrator Guide](#)
- ▶ [IDIS EDI Record Layout](#)
- ▶ [IDIS EDI Error Messages](#)

[How to Run Reports in IDIS OnLine](#)

**2009 Formula Grant Allocations**

The official 2009 formula grant allocation amounts are now posted on HUD's web site. The announcement letters of these allocations are being mailed by HUD to the chief elected officials of each formula grantee. [more...](#)

To log on to IDIS OnLine, click [here](#).

New IDIS users will be issued a "B" number as your username. Your initial password will be your first and last initials and the last 4 digits of your social security number. For instance: James Madison, SSN 987-65-4321, temporary password = jm4321.

Upon initial login, new users will be prompted to create a new password that must contain:

- ▶ a minimum of eight characters
- ▶ at least one uppercase letter
- ▶ at least one lowercase letter
- ▶ at least one number
- ▶ at least one special character.

**How to obtain an IDIS OnLine account:**

New Grantee/PJ user requests or profile changes must be made by the organization's Chief Executive Officer (or their designee). That person must fill out this [form](#), have the form notarized as directed on the form, and submit it to your local HUD field office.

### Technical Assistance

Contact the IDIS Technical Assistance Unit (TAU) helpdesk at 877-483-8282 or email [idis.help@hud.gov](mailto:idis.help@hud.gov) for assistance. Hours: Mon — Fri, 8:15 AM — 7 PM EDT. Please note: the TAU cannot reset passwords.

### Password Resets

Three unsuccessful login attempts will lock your account. If this happens, you must call the HITS National Help Desk 1-888-297-8689 option 3 and request a password reset. **NOTE: HUD HQ staff and the TAU cannot reset passwords!**

 [Information by State](#)

 [Print version](#)

[Email the CPD Web Team](#)

### Security Issues

- ▶ [Keeping Your IDIS Account Active](#)
- ▶ [Separation of Duties](#)

### Helpful Numbers

- ▶ **IDIS Password Reset**  
1-888-297-8689
- ▶ **Technical Assistance Unit**  
877-483-8282

### Related Information

- ▶ [Access the IDIS Legacy Pseudo Region](#)
- ▶ [Access to Legacy IDIS \(H-IDs only\)](#)
- ▶ **Performance Measurement**
  - ▶ [CPD Performance Measurements](#)
  - ▶ **Interim Update on Performance Measurement**  
[more...](#)
  - ▶ **Federal Register Notice - June 10, 2005**  
[more...](#)
  - ▶ **CPD Notice 03-09 - September 3, 2003**  
[more...](#)
- ▶ [Paperwork Reduction Act Burden](#)
- ▶ **The EDI Alternative**  
Grantees who transmit large amounts of data to IDIS may be able to benefit from Electronic Data Interchange (EDI) [more...](#)
- ▶ [Legacy IDIS Reference Manual](#)  
[more...](#)

## Training on the UAT Test Server

While HUD does not have funds available now for formal training, the User Acceptance Testing (UAT) server is available now for you to learn how to navigate through and use the new system, including running reports.

- [External Users \(Grantees\)](#)
- [Internal Users \(for HUD Staff only\)](#)

## IDIS OnLine UAT Test Server Login Instructions

Your initial userid and password will be your existing C ID/H ID. While the userid can be upper- or lower-case, the password must be only upper case. You will be prompted to change your password. At that point, your password is permanent.

Please do not use your current IDIS password for your initial login; it will not work with this UAT environment.

If you get locked out of IDIS OnLine UAT, wait 2 minutes and try logging in again. If you still have difficulty logging in, please contact the **CPD Help Desk** at **877-483-8282** or via email at [IDIS.Help@hud.gov](mailto:IDIS.Help@hud.gov).

Content current as of 23 December 2009

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