

New Team Leaders and Alternates – First Time Logging into FIDO

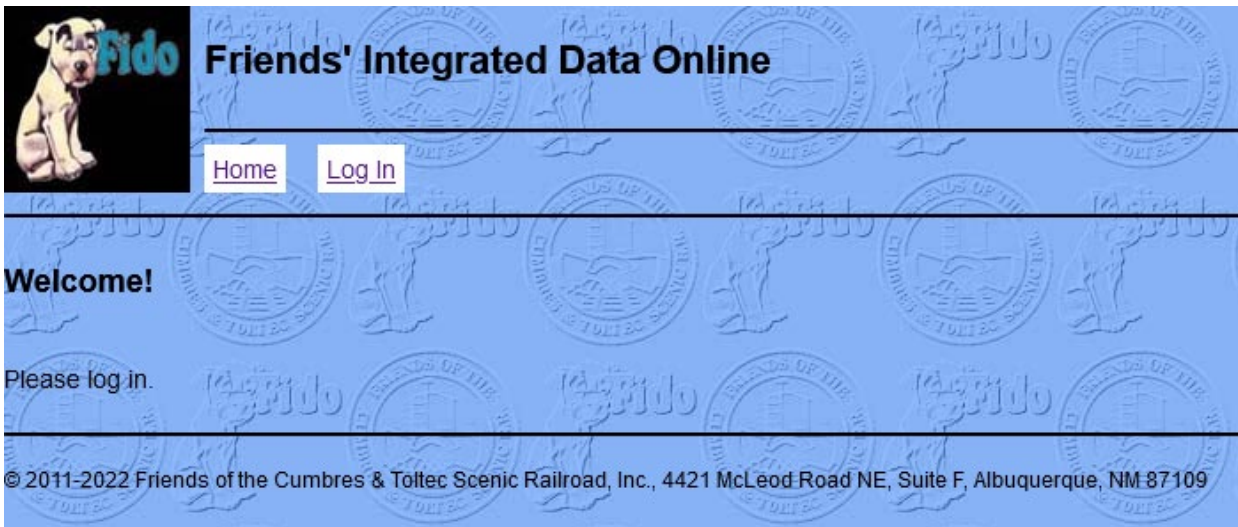
FIDO stands for **Friends Integrated Data Online**

To Log-In you must have been set-up as a Team Leader or an Alternate in the FIDO software. Make sure your name has been entered into the Restoration Project Plan & Schedule by checking the schedule on the Friends web site.

Step 1:

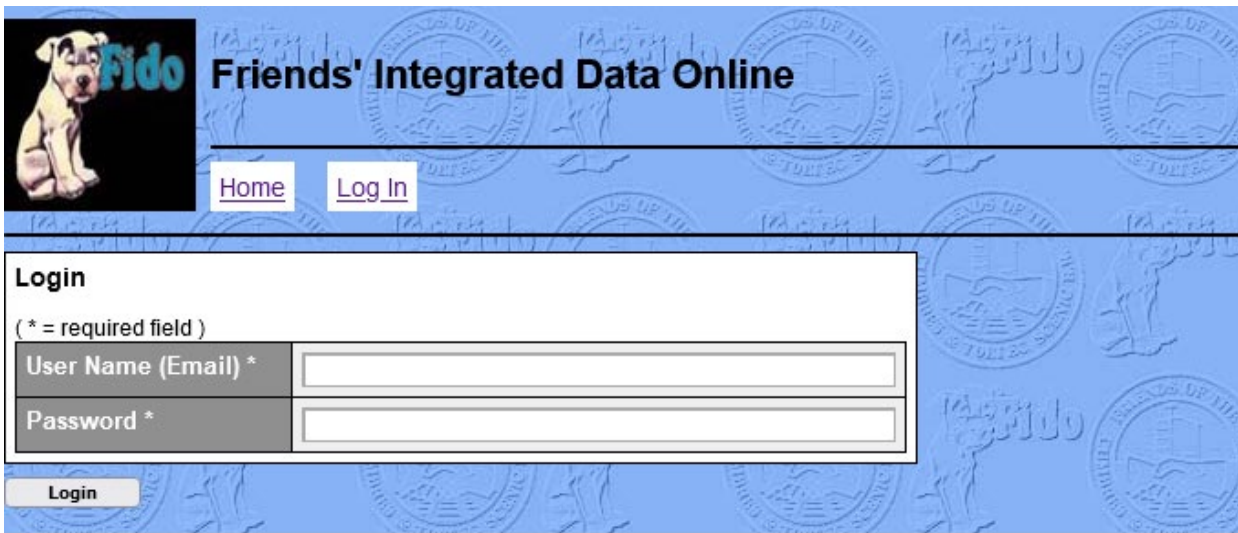
Enter the hyperlink for FIDO into your internet browser: <https://fctsfido.org/FIDO/> we suggest you save this link as a favorite for future use.

Press Enter you should see the following screen:



Step 2:

Using your mouse click on Log-In you should see the following screen:



Enter your e-mail as user:



Enter Default Password:

Using your mouse click on the “Login” button just below the Login screen.

NOTE: The default password is usable only during the initial Log-In. If you forget your password, contact the Help Desk for a password reset.

Step 3:

The following screen will appear:

Friends' Integrated Data Online

Home Log Out Profile

Profile - Edit

Profile for John Adams

(* = required field)

User Name (Email) * |jadams@williamsburg.com

First Name | John

Last Name | Adams

Street 1 | 101 Visitor Center Dr.

Street 2 |

City | Williamsburg

State (XX) | VA

Zip (#####) | 23185

Phone 1 (###-###-####) | 888-965-7254 | Work

Phone 2 (###-###-####) |

Password * | Change Password

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STOP

You MUST set a new password.

Changing your password is really quite easy, but some people seem to need to have the whole thing spelled out for them. So here goes:

1. Click on the 'Change Password' button to get to the New Password page. (You may change other values in your profile before or after changing your password.)
2. After entering your new password twice (once in each entry blank), check that your new password is valid by clicking the green checkmark icon. If your new password is acceptable, an informational dialog will appear reminding you to save your profile with your new password.
3. Click 'Close' to dismiss the dialog.
4. SAVE your profile with your new password by clicking the padlock icon. If there are no errors in your profile data, a confirmation dialog will appear asking you to confirm that you want to save the data on the current form (your profile).
5. Click 'OK' to confirm the save.

Congratulations! You have just changed your password.

To dismiss this dialog and proceed with changing your password, click 'Close'.

Close

Carefully read and follow the instructions on the white sheet with the STOP sign. Close the dialog box.

1) Click on “change password” at the bottom of the profile page the following screen will display.

Friends' Integrated Data Online

Home Log Out Profile

Set Password for John Adams

New Password


(* = required field)

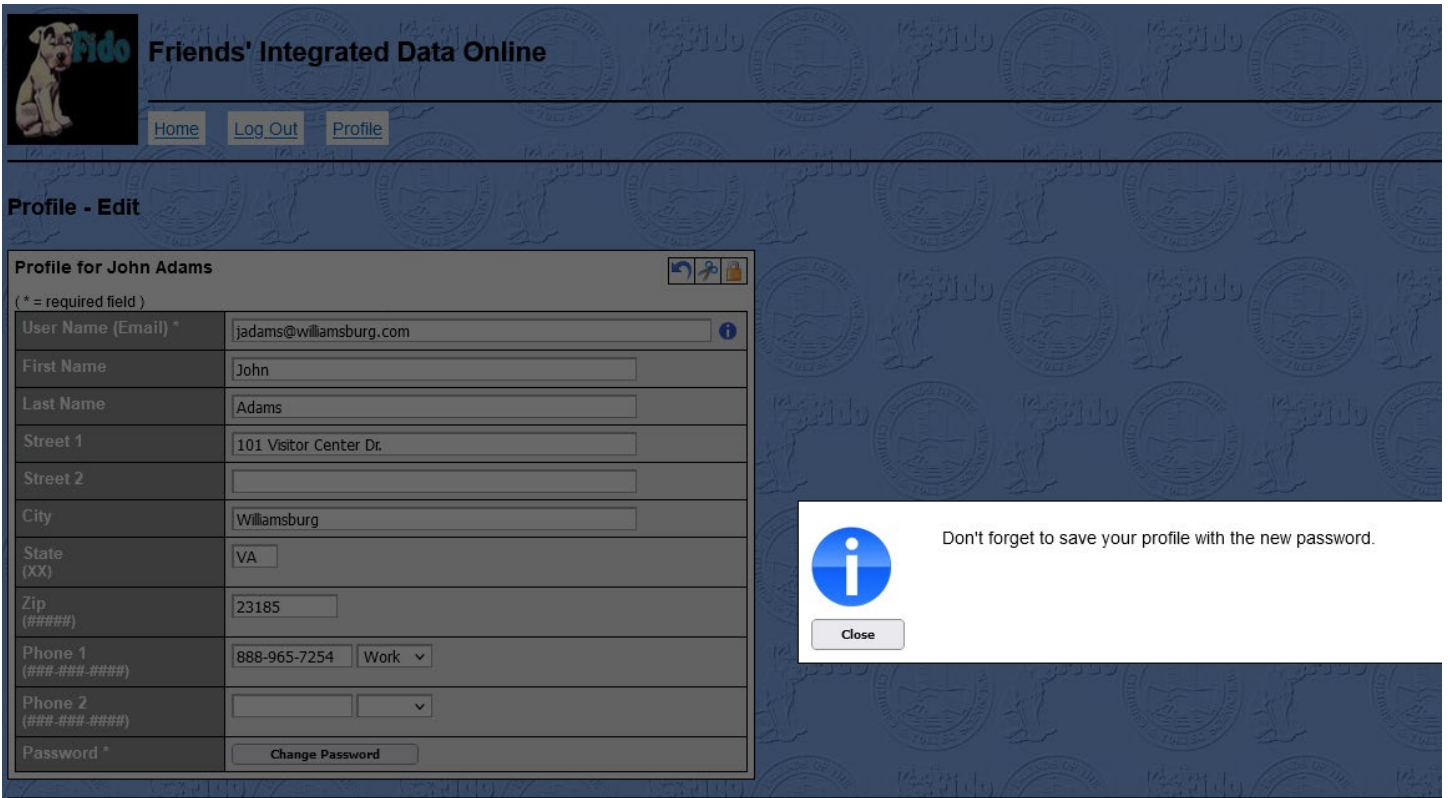
Enter your new password * |

Re-enter your new password * |

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2) Enter your new password on both lines, click on the checkmark when finished.


3) the following screen will appear, a reminder to save your passwords. Use the padlock  to save. Click on Close to close the information screen. Click the padlock in the upper right of the dialog box to save your password.



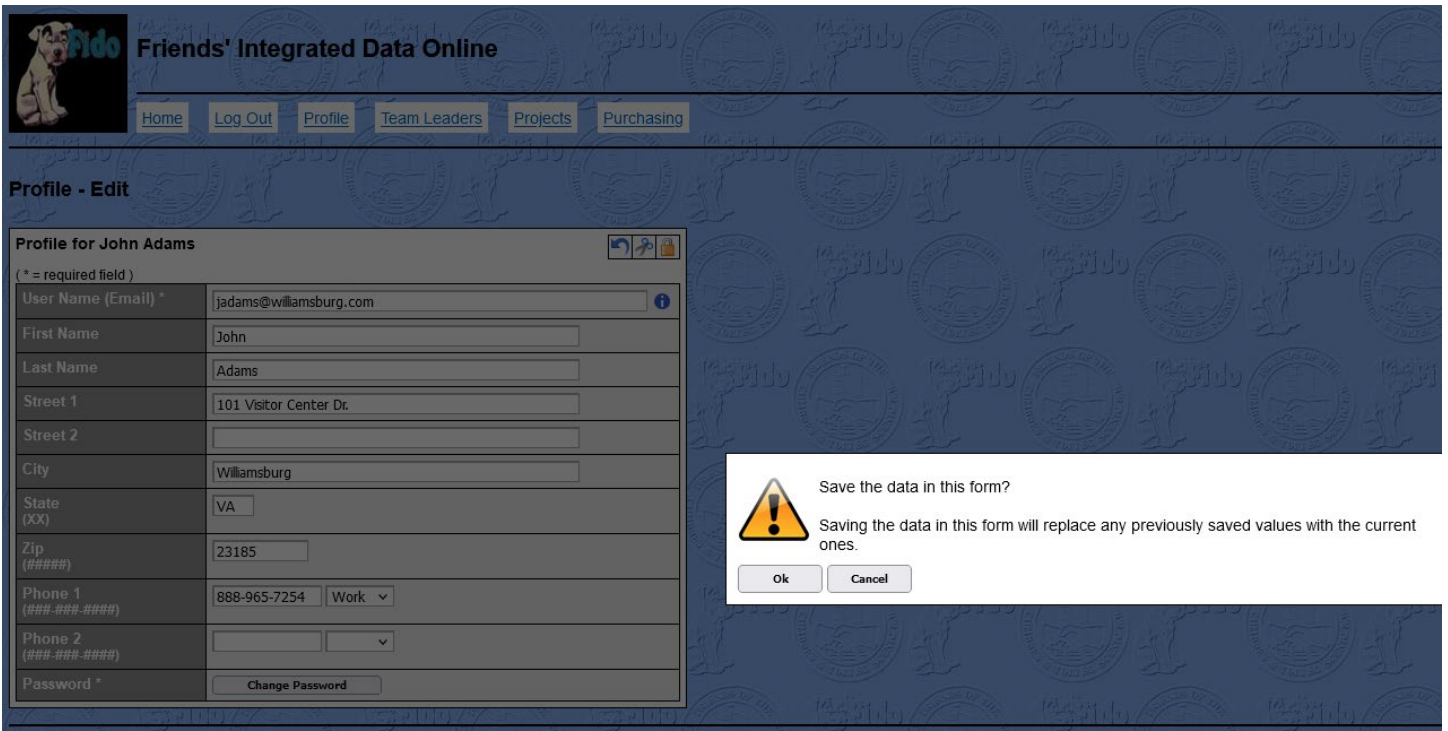
The screenshot shows the 'Profile - Edit' page for John Adams. The form contains the following fields:

User Name (Email) *	jadams@williamsburg.com	
First Name	John	
Last Name	Adams	
Street 1	101 Visitor Center Dr.	
Street 2		
City	Williamsburg	
State (XX)	VA	
Zip (#####)	23185	
Phone 1 (###-###-####)	888-965-7254	Work ▾
Phone 2 (###-###-####)		▾
Password *	Change Password	


A dialog box is overlaid on the right side of the screen with the following text:


 Don't forget to save your profile with the new password.
Close

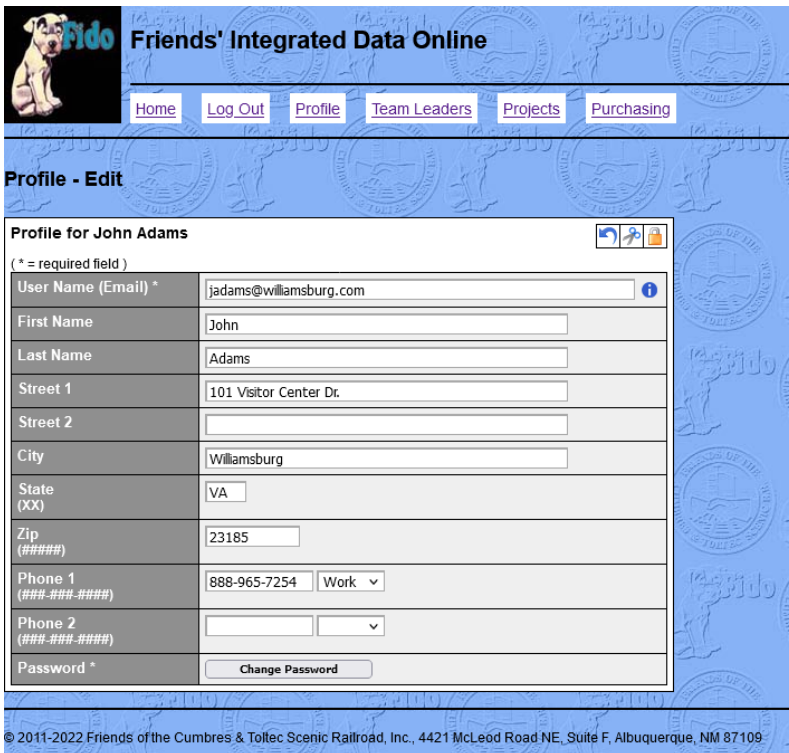
4) Clicking on the padlock will follow with this screen as a reminder that information will be saved. Press OK.



The screenshot shows the 'Profile - Edit' page for John Adams, identical to the previous one. A confirmation dialog box is overlaid on the right side of the screen with the following text:

 Save the data in this form?
Saving the data in this form will replace any previously saved values with the current ones.
Ok Cancel

5) Next you will have the opportunity to correct and/or add to your information profile, this is also the location where you can change your password. When complete click on the padlock  to save your information.

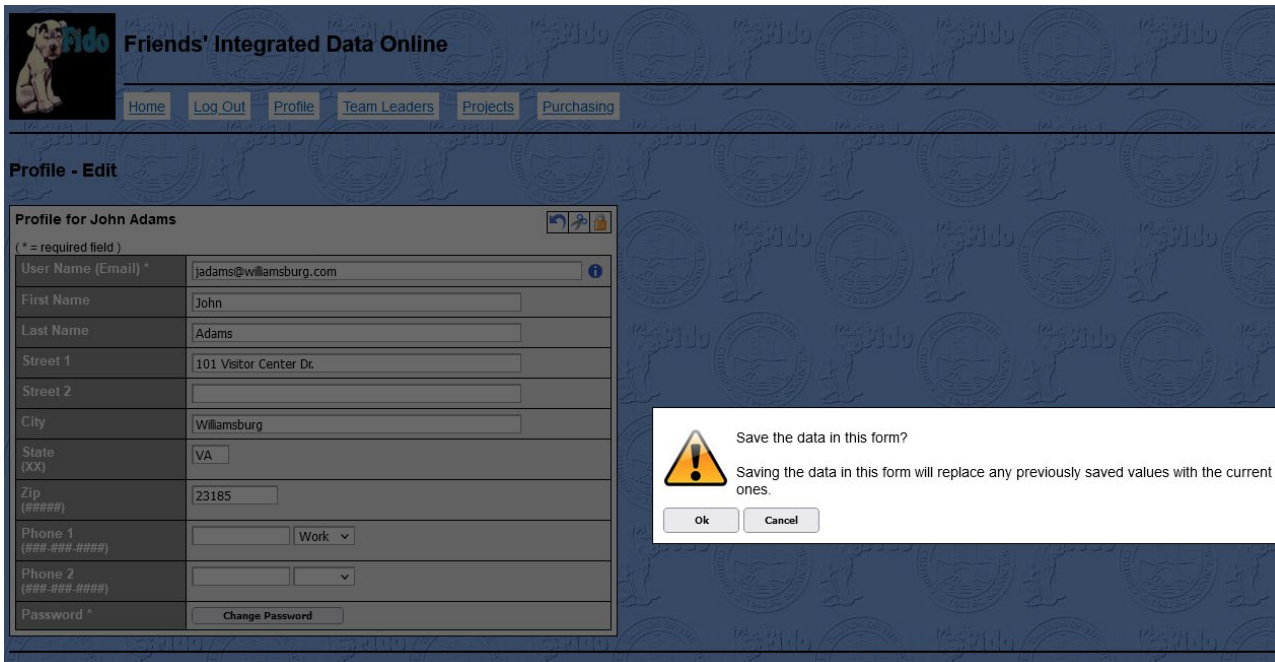


The screenshot shows the 'Profile - Edit' page for John Adams. The page has a blue background with a repeating pattern of the FIDO logo. At the top left is a small image of a dog. The main navigation bar includes links for Home, Log Out, Profile, Team Leaders, Projects, and Purchasing. The profile form contains the following fields:

Profile for John Adams	
(* = required field)	
User Name (Email) *	jadams@williamsburg.com
First Name	John
Last Name	Adams
Street 1	101 Visitor Center Dr.
Street 2	
City	Williamsburg
State (XX)	VA
Zip (#####)	23185
Phone 1 (###-###-####)	888-965-7254 Work
Phone 2 (###-###-####)	
Password *	Change Password

At the bottom of the page, there is a copyright notice: © 2011-2022 Friends of the Cumbres & Toltec Scenic Railroad, Inc., 4421 McLeod Road NE, Suite F, Albuquerque, NM 87109.

6) you will again be asked to confirm you request to save. Press OK



This screenshot shows the same profile edit page as above, but with a confirmation dialog box overlaid on the right side. The dialog box has a yellow warning triangle icon and contains the following text:

Save the data in this form?
Saving the data in this form will replace any previously saved values with the current ones.

At the bottom of the dialog box are two buttons: 'Ok' and 'Cancel'.

Congratulations! You have completed your first-time log-in into FIDO software system. We encourage you to look around the site to become familiar. Please take note of the HELP button on the far-right side on the menu line. It contains the navigation buttons and symbols used in the site.