

## 2 Accessing the IDIS Online Application

This section describes how to log into the IDIS Online web application.

### 2.1 Logging In

To log in to the IDIS Online application in the **Production** environment:

1. Type <https://idis.hud.gov/idis/> in the **Address** field of your browser.
2. Press the **Enter** key.

The **IDIS Login** page is displayed.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Community Planning & Development**

## CPD Grants Portal Login

Please enter your Username (C\*\*\*\*\*, B\*\*\*\*\*, or H\*\*\*\*\*) and Password to log in.

Username:


Password:

You are accessing a U.S. Government information system. System usage may be monitored, recorded and subject to audit. Unauthorized use of this system is prohibited and subject to criminal and civil penalties. Use of this system indicates consent to monitoring and recording.

I agree to the Terms of Service

If your account is locked, call the HITS National Help Desk at **1-888-297-8689**, option 3, for a password reset.

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 U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455  
[Find the address of a HUD office near you](#)

3. Type your **C ID / B ID / H ID** and your **password** in the appropriate fields.
4. Agree to the Terms of Service.
5. Click the **Login** button.

6. If your userid has only one profile, you will be taken directly to the **Welcome** page. If your userid has multiple profiles, **Profile Selection** page is displayed with all your available **Profiles** listed. The **Profile Selection** will vary depending on your profile.
7. Select your profile, and then click the **Select Profile** button.

The **Welcome** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT		IDIS version 11.1.0.0_5762 (p221)				
Community Development Systems						
Integrated Disbursement & Information System (IDIS)						
<b>User ID:</b> C30249 <b>User Role:</b> Headquarters <b>Organization:</b> Headquarters - <a href="#">Logout</a>	<b>Projects/Activities</b>	<b>Funding/Drawdown</b>	<b>Grant</b>	<b>Grantee/PJ</b>	<b>Admin</b>	<b>Reports</b>
	<b>Welcome to the Integrated Disbursement and Information System</b>					
<b>Utilities</b> - <a href="#">Home</a> - <a href="#">Data Downloads</a> - <a href="#">Print Page</a> - <a href="#">Help</a>	<b>IDIS News</b> <b>04/06/2010</b> <a href="#">Draw Process To be Fixed by 4/13</a> <b>04/05/2010</b> <a href="#">Reports Being Fixed</a> <b>04/02/2010</b> <a href="#">Problem with CDBG-R/HPRP/TCAP Draws</a> <b>04/02/2010</b> <a href="#">Problem with PR53 Reports</a> <b>03/31/2010</b> <a href="#">FY 2010 Formula Allocations Announced</a> <b>03/30/2010</b> <a href="#">System Release Live on March 31, 2010</a> <b>03/16/2010</b> <a href="#">Problem Saving Subordinate Organizations</a> <b>02/25/2010</b> <a href="#">Changes Going Live 3/2/2010</a> <b>02/19/2010</b>		<b>Warning!</b> Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, or destruction of information residing on Federal computers.  <b>Warning!</b> Your IDIS working session will time out after 20 minutes if there is no interaction with the application server. The system will provide a warning and prompt you if you need more time 3 minutes prior to the expiration of the current session.  To work with IDIS MicroStrategy Reports, you must first close any remaining MicroStrategy windows from prior sessions, and open a <b>new</b> window using the link on the IDIS Reports page.  Content updated Nov 14, 2008  U.S. Department of Housing and Urban Development 451 7th Street S.W., Washington, DC 20410 Telephone: (202) 708-1112 TTY: (202) 708-1455			

See the following section, *Running Reports*, for step-by-step procedures accessing the IDIS Online reporting capability and running a report.