



**US Army Corps
of Engineers®**

Formerly Used Defense Sites

(FUDS)

Formerly Used Defense Sites Portal

(FUDS Portal)

Quick Start Guide



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1. Instructions

These instructions apply only to the Formerly Used Defense Sites (FUDS) Portal system.

The Department of Defense (DoD) is responsible for the environmental cleanup and restoration of Formerly Used Defense Sites (FUDS), or properties formerly owned, leased, possessed, or operated by DoD. The Formerly Used Defense Sites Portal (FUDS Portal), developed by the ERDC Information Technology Laboratory, provides high quality, up-to-date, and accurate information to support environmental cleanup and restoration projects on FUDS.

Portal Content:

- Executive Management System (EMS)
 - Site specific information and state and national data trend analysis from the latest Annual Report to Congress.
- GIS
 - A GIS interface providing information on property and project locations.
- External Documents System (XDocs)
 - A document repository for Formerly Used Defense Sites.
- Forum
 - A state-level FUDS Forum meeting platform.
- Resources
 - Provides access to guidance, regulations, and additional information about the program

1.1 Organization of These Instructions

These instructions are generally organized in the same order as the sections appearing in the FUDS Portal system itself.

Section 1. Getting Started.

- Provides instructions on creating an account, signing in, launching the FUDS Portal System, and on accessing help.



2. FUDS Portal User Access

If you need to request access to account based systems in the FUDS Portal, such as XDocs, you must first complete the account creation process below. Please note that the Resources, GIS and EMS systems do not require an account.

- 1) The registration process begins by accessing the FUDS Portal <https://fudsportal.usace.army.mil>
- 2) Select Login at the top right



Figure 1: Login

- 3) Request your account
NOTE: If you have a USACE issued common access card (CAC), please ensure you have submitted an OCIO/G-6 Service Now, <https://servicenow.eis.usace.army.mil>, request for access to FUDS. Once the request is processed select “Login with CAC”.

If you do NOT have a USACE issued common access card (CAC)
Click on “Request An Account”

Figure 2: Request An Account

- a. Complete the request form and click “Request Account”

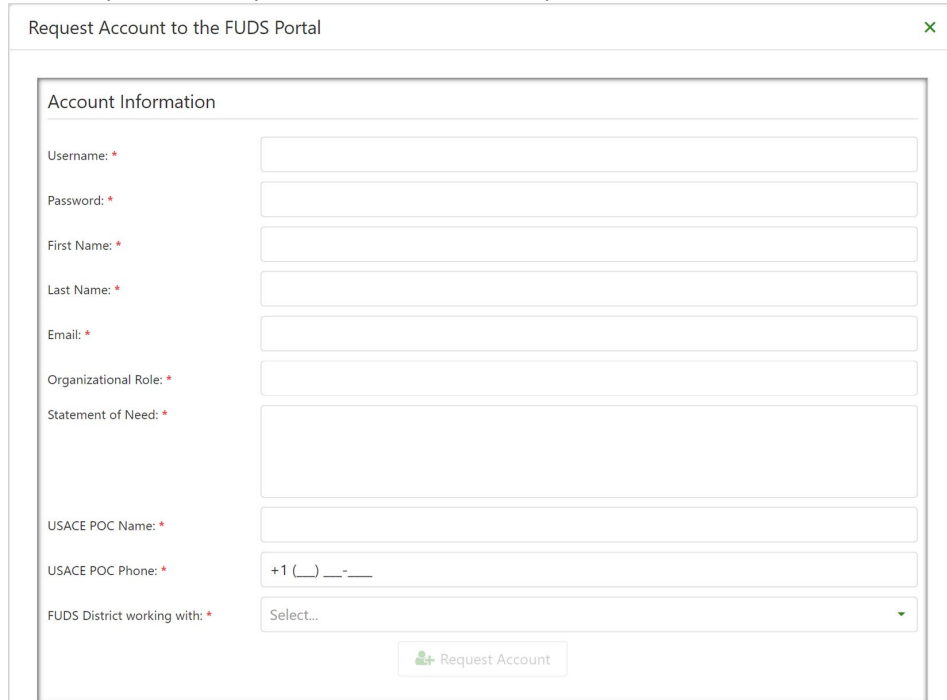


Figure 3: Request Account

- b. Once you have requested your account the system will send you verification code to the email provided. Once you receive the verification code in your email you must repeat steps 1 and 2 above then click on “Verify an Account”

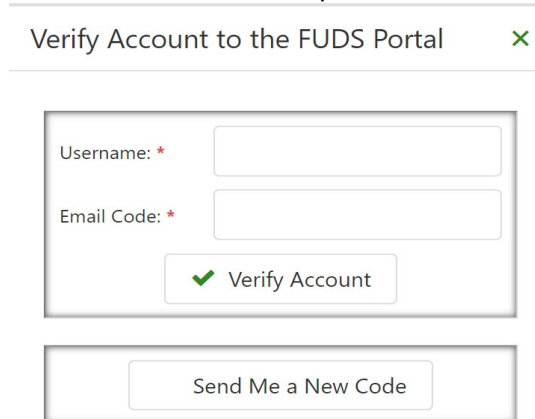


Figure 4: Verify Account

- c. Fill in the information requested and click “Verify Account”. If the email and verification code are valid your account will be activated.

3. Technical Support

Please contact the Portal Helpdesk to receive technical support.

Email: PortalHelpdesk@usace.army.mil

Telephone: 601-634-3562 or Toll-Free: 1-800-522-6937, ext. 3562



4. Getting Started

4.1 Navigation Notes

6.1.1 Scrolling

Screens that are longer than one page will have a scroll bar along the right side of the screen. To move up or down in the screen, click and drag the scroll bar in the desired direction.

Screens that are wider than one page will have a scroll bar along the bottom of the screen. To move left or right in the screen, click and drag the scroll bar in the desired direction.

6.1.2 Data Entry

On each screen, type or select the information requested in each field. Press the <Tab> key to move to the next field.

When entering data, only use the backspace key when you are entering text as necessary. DO NOT use the backspace key on any other non-text entry field.

6.1.3 Sections

Sections are used to group related items within a screen and denoted using a colored box. Clicking on the ▲ in the upper corner will collapse/hide the section and eliminate the need for additional vertical scrolling. Click on the ▼ in the upper corner of a collapsed/hidden section will reopen the section to full height for review and editing.

6.1.4 Tables

To sort items in the table, click the column heading, you will see an indication of ascending order (▲). Clicking the heading again will switch to sort in descending order (▼).

To filter the results, you can type into the filter area denoted by the magnifying glass, 🔍.

Additionally, filtering is available by clicking the filter icon or calendar icon at the end of each column heading. The filter window will appear and you can enter your filtering using the window provided.

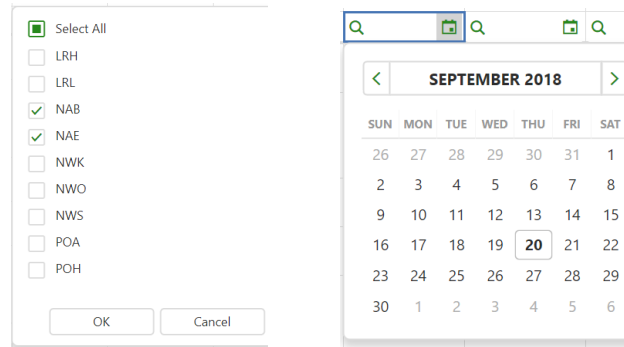


Figure 5: Additional Filtering

4.1.5 Buttons

Common system buttons are explained below:



Search

Use this button to access the search functionality.



Information

Use this button to view the metadata record information



Delete

Use this button to delete the record



Export

Use this button to export the data to Excel. All current filtering and sorting will be retained in the file exported.



4.2 Logging In

Once you have an account you can access the FUDS Portal web system using Chrome, Edge, or Internet Explorer and your USACE issued CAC or your username/password.

Once you have logged in your granted systems will be shown on the FUDS Portal menu.

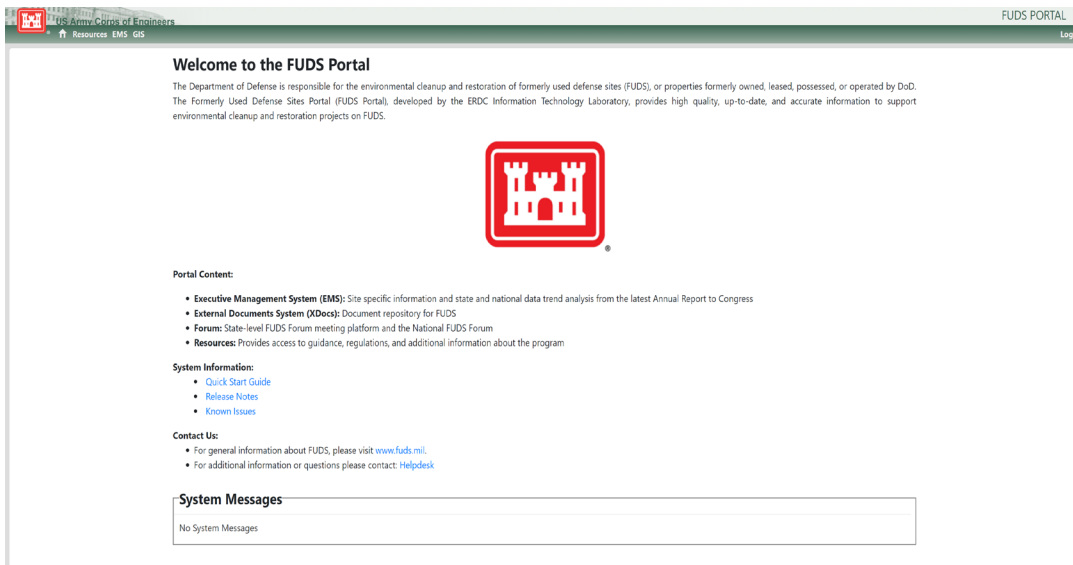


Figure 6: FUDS Portal Home Screen



4.3 Selecting a User Theme

The FUDS Portal provides different themes to allow for various colors and font sizes. Themes are only available to users with an active account and the selected theme will be preserved and utilized once you log in.

To select a new theme click on your name in the top right and then on Account in the drop down menu. This will open the Account screen shown below and allow you to use the drop down to select a theme that best suits your personal needs.

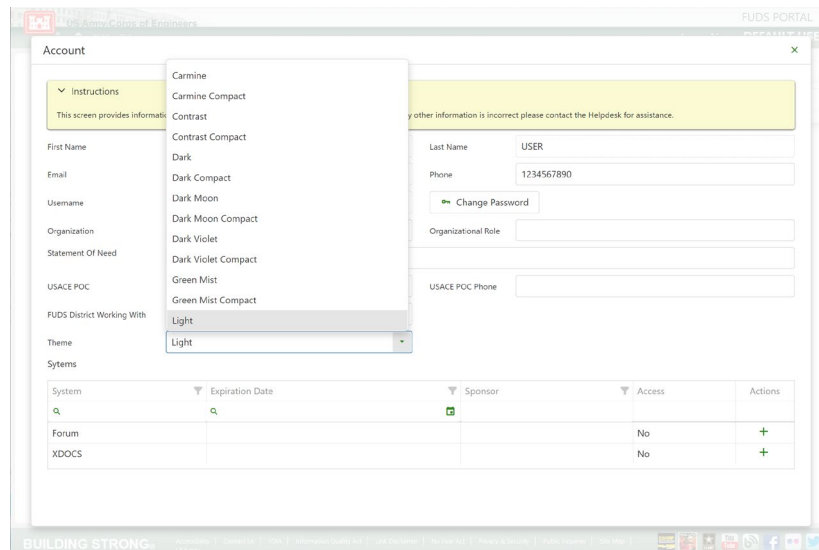


Figure 7: User Themes