

IDIS Basics Training Worksheet

I. Practice Area Access:

IDIS ID: _____

IDIS Password: _____

II. My Role

I understand my role in IDIS. I am responsible for:

- | | | |
|--|---|--|
| <input type="checkbox"/> Project Setups | <input type="checkbox"/> Reports | <input type="checkbox"/> IDIS Administrator |
| <input type="checkbox"/> Activity Setups | <input type="checkbox"/> Activity Completions | <input type="checkbox"/> Creating Drawdowns |
| <input type="checkbox"/> Approving Drawdowns | <input type="checkbox"/> Program Income | <input type="checkbox"/> HOME Subfunds and Subgrants |
| <input type="checkbox"/> Activity Funding | | |

III. Training Activities

Project ID	Plan Year	Activity Name	HUD Activity #

IV. Training Drawdowns

Voucher #	Voucher #

V. Follow Up Tasks

When I return to the office I need to follow up on the following tasks:

- Sign in and Practice in UAT Region
- Practice Downloading Reports
- Download and Use Report Macros
- Other: _____