



*Eunice Kennedy Shriver* National Institute  
of Child Health and Human Development

**Web-based Training Text Alternative:  
An Introduction to the Federation Support System**

Slide/Graphics	Audio
<p>TITLE SLIDE:</p> <p>Logo for the <i>Eunice Kennedy Shriver</i> National Institute of Child Health and Human Development</p> <p>Text: <b>An Introduction to the Federation Support System Web-based training for the <i>Eunice Kennedy Shriver</i> National Institute of Child Health and Human Development</b></p>	<p><b>Narrator:</b> Welcome to the web-based training module for the <i>Eunice Kennedy Shriver</i> National Institute of Child Health and Human Development's Federation Support System, also known as FSS.</p> <p>Click the Next button on the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Navigating the Course</b></p> <p>Image of an arrow labeled as 1 enters screen: Arrow 1 points to the Outline, Audio Script, and Resources tabs on the training.</p> <p>Text enters screen with arrow 1:</p> <p><b>1. The course contains several tabs:</b></p> <ul style="list-style-type: none"> <li>• <b>Outline Tab lists the training topics</b></li> <li>• <b>Audio Script Tab provides a transcript of the page</b></li> <li>• <b>Resources Tab provides links to PDFs that contain additional information</b></li> </ul> <p>Image of an arrow labeled as 2 enters screen: Arrow 2 points to Replay, Back and Next buttons on the training.</p> <p>Text enters screen with arrow 2:</p> <p><b>2. Several buttons help with navigating the course</b></p> <ul style="list-style-type: none"> <li>• <b>Replay button allows you to repeat the content of a page</b></li> <li>• <b>Use the Back and Next buttons to navigate from page to page</b></li> </ul>	<p><b>Narrator:</b> Before we get started, let's review how to navigate this course.</p> <p>Arrow 1 points to 3 tabs: The Outline Tab lists the training topics. After you view the entire course, you can move through the topics to select one to review. The Audio Script Tab provides a transcript of a page. And Resources provides links to PDFs that contain additional information.</p> <p>Arrow 2 points to several navigation buttons. The Replay button allows you to repeat the content of a page. Use the Back and Next buttons to navigate from page to page in the course. Clicking Next will take you to the page directly after the current one. Clicking Back will return you to the page you last visited.</p> <p>Click the Next button to learn how to navigate the course using your keyboard.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>Navigating the Course Accessing the Course with your keyboard:</b></p> <p>Text enters screen synchronized with narration:</p> <ul style="list-style-type: none"> <li>• <b>Use the Tab key to navigate the screen contents (including buttons and the Outline and Audio Script tabs). A yellow focus indicator represents the visual focus and moves among the interactive parts of the screen</b></li> <li>• <b>Use the up and down arrow keys to move within the content of the Outline or Resources tab</b></li> <li>• <b>Use the Spacebar to activate interactive elements</b></li> <li>• <b>Use the Enter key to activate the Play / Pause, Replay, Back, and Next buttons</b></li> </ul>	<p><b>Narrator:</b> If you are accessing the course with your keyboard:</p> <p>Use your Tab key to navigate through the screen contents. A yellow focus indicator represents the visual focus and moves among the interactive parts of the screen.</p> <p>Use the up and down arrow keys to move within the content of the Outline or Resources tab.</p> <p>Use the Spacebar to activate interactive elements. For example, tab to Resources and press the Spacebar to open the contents of Resources. Use the arrow keys to select a link to a particular PDF, and press the Spacebar to open the link.</p> <p>After tabbing to the Play/Pause, Replay, Back or Next button, you use the Enter key to activate the button you selected.</p> <p>Click the Next button to continue the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Navigating the Course Using shortcut keys for navigation and audio controls:</b></p> <p>Text enters screen synchronized with narration:</p> <ul style="list-style-type: none"> <li>• <b>For navigation:</b> <ul style="list-style-type: none"> <li>- Use N to advance to the next slide</li> <li>- Use B to move to the previous slide viewed</li> </ul> </li> <li>• <b>For audio controls:</b> <ul style="list-style-type: none"> <li>- Use P to pause the training narration on a slide</li> <li>- Use E to end the training narration on a slide</li> <li>- Use S to start the training narration on a slide</li> </ul> </li> </ul> <p><b>Other Assistive Technology Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Content Focus:</b> The course displays a yellow box around the shape that is the current focus, and reports it to assistive technology</li> <li>• <b>Non-Visual Operation and Information Retrieval:</b> The course supports the JAWS screen reader</li> </ul>	<p><b>Narrator:</b> The training also has shortcut keys for navigation and audio controls.</p> <ul style="list-style-type: none"> <li>• For navigation: <ul style="list-style-type: none"> <li>- Use the N key to advance to the next slide</li> <li>- Use the B key to move to the previous slide viewed</li> </ul> </li> <li>• For audio controls: <ul style="list-style-type: none"> <li>- Use the P key to pause narration</li> <li>- Use the E key to end narration</li> <li>- Use the S key to start the narration on a slide</li> </ul> </li> </ul> <p>Other Assistive Technology information:</p> <ul style="list-style-type: none"> <li>• For content focus, the course displays a yellow box around the shape that is the current focus, and reports it to assistive technology.</li> <li>• For non-visual operation and information retrieval, the course supports the JAWS screen reader.</li> </ul> <p>Click the Next button to continue the training.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>This training explains the Federation Support System (FSS) at NICHD. After completing the training, you should be able to:</b></p> <p>Text enters screen synchronized with narration:</p> <ul style="list-style-type: none"> <li>• <b>Understand what FSS is and what you need to know about it</b></li> <li>• <b>Understand that NICHD's federated systems require registration</b></li> <li>• <b>How to register for access (including Frequently Asked Questions)</b></li> <li>• <b>Identify possible errors that may occur</b></li> <li>• <b>Where to find resources for assistance</b></li> <li>• <b>How to log out of the system</b></li> </ul>	<p><b>Narrator:</b></p> <p>This training explains the Federation Support System at NICHD. After you finish the training, you will be able to:</p> <ul style="list-style-type: none"> <li>• Understand what FSS is and what you need to know about it</li> <li>• Understand that NICHD's federated systems require registration</li> <li>• How to register for access (including Frequently Asked Questions)</li> <li>• Identify possible errors that may occur</li> <li>• Where to find resources for assistance, and</li> <li>• How to log out of the system</li> </ul> <p>Click the Next button when you are ready to learn more.</p>
<p>SLIDE:</p> <p>Text on screen: <b>What is FSS?</b></p> <p>Text enters screen synchronized with narration:</p> <p><b>FSS is short for the Federation Support System. FSS allows you to authenticate your access and register for one of NICHD's federated systems (such as Proposal and Application Review System (PARS), Diversity Development Database (3D), or the Council Member website).</b></p> <p><b>To access a federated system at NICHD, you will first need to login using one of NICHD's Approved Login Providers or a Partner Research Organization for authentication, register for access, and then be approved by that Application's Owner for entry.</b></p>	<p><b>Narrator:</b> What is FSS? FSS is short for the Federation Support System. FSS allows you to authenticate your access and register for one of NICHD's federated systems (such as Proposal and Application Review System (PARS), Diversity Development Database (3D), or the Council Member website).</p> <p>To access a federated system at NICHD, you will first need to login using one of NICHD's Approved Login Providers (such as Google, VeriSign, or PayPal) or a Partner Research Organization for authentication, register for access, and then be approved by that Application's Owner for entry.</p> <p>Click the Next button to continue the training.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>Reaching the FSS Homepage-Email Invitation</b></p> <p><b>There are two ways the system will direct you to the homepage for FSS to authenticate your access.</b></p> <ul style="list-style-type: none"> <li>• <b>One way is you will receive an email inviting you to register</b></li> </ul> <p>Screenshot of an example email inviting a user to register for access to the 3D system. The email includes a link to the FSS homepage. An arrow points to the link in the screenshot. This is an example email so the link is not active.</p>	<p><b>Narrator:</b> To begin the registration process for access to a federated system, you will first need to reach the FSS homepage. From the FSS homepage, you will then sign in to one of NICHD's Approved Login Providers (such as Google, VeriSign, or PayPal) or a Partner Research Organization to authenticate your access. There are two ways that the system will direct you to the homepage for FSS. One way is that you can be invited to register for one of NICHD's federated systems. In this case, an Application Owner will send you an email to invite you to register. In your email, you will see a link to the homepage for FSS. An example email is shown in the training. The link in your email is active for 7 days AFTER you click it. After 7 days, the link is inactive.</p> <p>Click the Next button in the training to learn more.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Reaching the FSS Homepage-Type Federated System URL</b></p> <ul style="list-style-type: none"> <li>• <b>The second way is when you type the URL of a federated system (such as PARS), the system will re-direct you to the FSS Homepage</b></li> </ul> <p>Screenshot of the Federation Support System Homepage.</p>	<p><b>Narrator:</b> The second way to reach the FSS Homepage is when you type the URL of a federated system (such as the PARS website). The system will re-direct you to the homepage for FSS so that you can sign in to one of NICHD's Approved Login Providers or Partner Research Organization.</p> <p>Click the Next button on the training to see what you need to do next.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>Reaching the FSS Homepage-Sign in to Provider or Research Organization</b></p> <ul style="list-style-type: none"> <li>• <b>Sign in to an Approved Login Provider (NIH, Google, PayPal, or VeriSign)</b></li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• <b>Select a Partner Research Organization from the Drop Down Field and click the Sign-In button</b></li> </ul> <p>Screenshot of Approved Login Provider Buttons, which include NIH, Google, PayPal, and Verisign</p> <p>Text on screen with the buttons: <b>Approved Login Provider - When you click the button corresponding to a specific Approved Login Provider (such as NIH, Google, PayPal, or VeriSign), the system directs you to the sign-in page for that organization.</b></p> <p>Screenshot of the Partner Research Organization Drop Down Field and Sign In Button, along with text saying, "Disclaimer: Selecting this organization will take you outside the NIH Website."</p> <p>Text on screen with the buttons: <b>Partner Research Organization Drop Down Field - Clicking this field provides a complete list of Partner Research Organizations for NIH.</b></p> <p><b>Sign-In Button - Clicking the Sign-In button will direct you to the sign-in page for the Partner Research Organization you selected.</b></p>	<p><b>Narrator:</b> On the Federation Support System Homepage, you will either sign in to one the Approved Login Providers (such as Google, VeriSign, and PayPal) or a Partner Research Organization to authenticate your access. The sign-in buttons for these providers and organizations are shown in the training.</p> <p>Click the Next button on the training to learn more.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Reaching the FSS Homepage-Frequently Asked Questions (FAQ)</b></p> <p>Screenshot of the Federation Support System Homepage. The Homepage contains a link entitled, "Why is my organization not listed?" An arrow points to the link on the screenshot. Clicking this link on the Homepage directs you to a page of Frequently Asked Questions.</p> <p>The Homepage also contains a link entitled "Additional FAQs." An arrow points to the link on the screenshot. Clicking this link on the Homepage will direct you to a PDF of additional Frequently Asked Questions around FSS. A screenshot of the FSS Homepage is shown in the training.</p>	<p><b>Narrator:</b> If you have questions when you are beginning the registration process, the Federation Support System Homepage has two links to provide you with assistance. The link "Why is my organization not listed?" will direct you to a page of Frequently Asked Questions about accounts with Approved Login Providers, Partner Research Organizations, and your NIH password. The link "Additional FAQs" will direct you to a PDF of additional Frequently Asked Questions around FSS. A screenshot of the FSS Homepage is shown in the training.</p> <p>Click the <b>Next</b> button on the training to learn more about these Frequently Asked Questions.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>Reaching the FSS Homepage-List of FSS FAQs</b></p> <p>Screenshot of NICHD Frequently Asked Questions. This screen appears after you click "Why is my organization not listed?" on the FSS Homepage. The screenshot also contains a link to this training, a PDF of the text alternative to this training, and a PDF of additional FAQs. A red rectangle surrounds the paragraph with these three links.</p>	<p><b>Narrator:</b> After you click the link "Why is my organization not listed?" FSS will direct you to a page of Frequently Asked Questions. A screenshot of the FAQ page is shown in the training. This page will help you to resolve any issues you have as well as provide additional resources for assistance. Remember that FSS is a separate system from the one you are requesting to access, so the resources listed on the FAQ page will help you with issues you have with the registration process.</p> <p>Also on this page is a link to this training, a text alternative of this training, as well as additional FAQs, which directs you to a PDF of additional Frequently Asked Questions around FSS.</p> <p>Click the <b>Next</b> button on the training to continue.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Registering for Access-Selected Organization's Sign-In Page</b></p> <ul style="list-style-type: none"> <li>• <b>The system directs you to the sign-in page for the organization you selected</b></li> <li>• <b>Enter the required information. The example fields are for signing in with Google</b></li> </ul> <p>Screenshot of signing into a Google account.</p>	<p><b>Narrator:</b> If you did not have any issues and were able to select one of NICHD's Approved Login Providers or Partner Research Organization, the system will direct you to the organization's sign-in page. The example in the training displays the sign-in page for Google.</p> <p>Click the Next button on the training to continue.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Registering for Access-Registration Request</b></p> <p>Screenshot of the FSS Registration Request page. The FSS Registration Request page has several fields that require entries.</p> <p>Numbered markers on screenshot of the FSS Registration Request page explain the different entries:</p> <p><b>Marker 1</b> with text description: <b>First Name - Enter your first name in this field. This a required entry.</b></p> <p><b>Marker 2</b> with text description: <b>Last Name - Enter your last name in this field. This is a required entry.</b></p> <p><b>Marker 3</b> with text description: <b>International Code - If your telephone requires an international code, enter it in this field.</b></p>	<p><b>Narrator:</b> After you sign into one of NICHD's Approved Login Providers or Partner Research Organization, FSS will direct you to the Registration Request page. A screenshot of this page is shown in the training. Click the numbered markers on the screenshot to learn about entries for this page.</p> <p>When you are finished reviewing the entries, click the Next button in your training to continue.</p>

Slide/Graphics	Audio
<p><b>Marker 4</b> with text description: <b>Telephone Number - Beginning with the area code, enter your telephone number in this field. This is a required field.</b></p> <p><b>Marker 5</b> with text description: <b>Extension - If your telephone number has an extension number, enter it in this field.</b></p> <p><b>Marker 6</b> with text description: <b>Application - Select the federated system for which you are requesting access (such as PARS). This is a required entry.</b></p> <p><b>This field is pre-filled if you received an invitation to register for access to an NICHD federated system.</b></p> <p><b>Marker 7</b> with text description: <b>Organization - Enter the name of your organization in this field. This is a required entry.</b></p> <p><b>Marker 8</b> with text description: <b>Business Email - This is pre-filled with your email address. You can overwrite this entry if you wish to use a different email address. This is a required entry.</b></p> <p><b>Marker 9</b> with text description: <b>Additional Information or Comments - If you have comments or your organization has additional information, enter it in this field.</b></p> <p><b>Marker 10</b> with text description: <b>Submit and Close buttons - Click the submit button when you completed entering the information on the Registration Request page. Click the Close button if you do not wish to submit your registration information.</b></p>	
<p>SLIDE:</p> <p>Text on screen: <b>Registering for Access-Registration Confirmation</b></p> <p>Screenshot of a registration confirmation page which a user receives upon successful registration.</p>	<p><b>Narrator:</b> Once you have completed registration, you will see the Registration Confirmation screen. The system automatically sends an email to the Application Owner to let them know that you have requested access. Your registration confirmation will note the application for which you requested access as well as the email address of the application owner.</p> <p>Click the Next button to continue the training.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>Registering for Access-Registration Approval Notification</b></p> <p>Screen shot of email confirming approval for registration.</p>	<p><b>Narrator:</b> The Application Owner will either approve or not approve your request and you will receive an email notifying you of the results.</p> <p>Please note that this is a manual process. It may take some time for the Application Owner to approve or not approve your request. If the Application Owner approves your request, your email will contain a link to the system for which you requested access.</p> <p>Click the Next button to continue the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Error Messages</b></p> <p>Screen shot of error message that displays if you received an email invitation to register for a system, clicked the link in the email, but did not register within 7 days. The error message contains a point of contact if you require another invitation.</p>	<p><b>Narrator:</b> During the registration process, you may see one of several different error messages. Follow the instructions on the error message to resolve the issue. For example, the error on the screen displays if you received an email invitation to register, clicked the link in the email, but did not register within 7 days. In this example, to resolve the issue, you can reach to the system's point of contact if you require another invitation.</p> <p>Click the Next button to continue the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Resources for Assistance</b></p> <p>Text enters screen synchronized with narration:</p> <ul style="list-style-type: none"> <li>• <b>NIH Center for Information Technology</b> <a href="http://www.cit.nih.gov">http://www.cit.nih.gov</a></li> <li>• <b>NIH IT Service Desk</b> 301-496-4357 (local) 866-319-4357 (toll free) 301-496-8294 (TTY) <a href="http://itservicedesk.nih.gov/">http://itservicedesk.nih.gov/</a></li> </ul>	<p><b>Narrator:</b> If you have questions at any time, you have several resources available to you to obtain help. These include the NIH Center for Information Technology and the NIH IT Service Desk. The homepage for the NIH IT Service Desk provides several different channels for finding help (such as searching the online repository of information, submitting a help desk ticket, or contacting the help desk by telephone).</p> <p>Click the Next button to continue the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Logging Out-FSS Log Out Link</b></p> <ul style="list-style-type: none"> <li>• <b>From a registration page, confirmation page or error page, click the Log out link at the top right-hand side of the page</b></li> <li>• <b>The Log out link is in the same location on each of these pages</b></li> </ul> <p>Screenshot of part of the Registration page that contains the link to Log out. An arrow points to the link on the screenshot and a circle outlines the link as well.</p>	<p><b>Narrator:</b> You can log out of FSS at any time. To log out, navigate to and click the Log out link on the registration page, registration confirmation page, or an error page. The link is located on the top right hand side of the page and is in the same location on all of the pages (registration, registration confirmation, or error).</p> <p>Click the Next button to continue the training.</p>

Slide/Graphics	Audio
<p>SLIDE:</p> <p>Text on screen: <b>Logging Out-FSS Log Out Message</b></p> <ul style="list-style-type: none"> <li>• <b>Click OK to continue logging out</b></li> <li>• <b>Click Cancel to stop logging out</b></li> </ul> <p>Screenshot of the message that FSS is logging you out of the system. Clicking OK on this message continues the log out process. Clicking Cancel stops the log out process.</p>	<p><b>Narrator:</b> After you click the link to log out, you will receive a message that FSS is logging you out of the system. To continue logging out you click the OK button on the message. Cancel stops the system from logging you out.</p> <p>Click the Next button to continue the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Logging Out-FSS Log Out Confirmation</b></p> <ul style="list-style-type: none"> <li>• <b>Click the link to log out of the Approved Login Provider or Partner Research Organization</b></li> </ul> <p>Screenshot of the message FSS sends when you are logged out of the system. The message you receive will contain a link to log out of the Approved Login Provider (such as Google) or a Partner Research Organization. An arrow points to the link for the Approved Log-in Provider and a circle outlines the link as well.</p>	<p><b>Narrator:</b> When FSS has logged you off of the system, you will receive a message that you must now log out of the approved Login Provider (such as Google) or a Partner Research Organization that you used to sign in. This is for security purposes. The message provides you with a link to log out of the Provider or Partner Research Organization.</p> <p>Click the Next button to continue the training.</p>
<p>SLIDE:</p> <p>Text on screen: <b>Logging Out-Selected Organization</b></p> <p>Screenshot of logging out of Google, one of the Approved Login Providers.</p>	<p><b>Narrator:</b> Once you have logged out of your Approved Login Provider or Partner Research Organization, you are completely logged out of any open pages or tabs. This concludes our training on an Introduction to the Federation Support System or FSS. To exit the training, close your web browser. Thank you for taking this training.</p>