

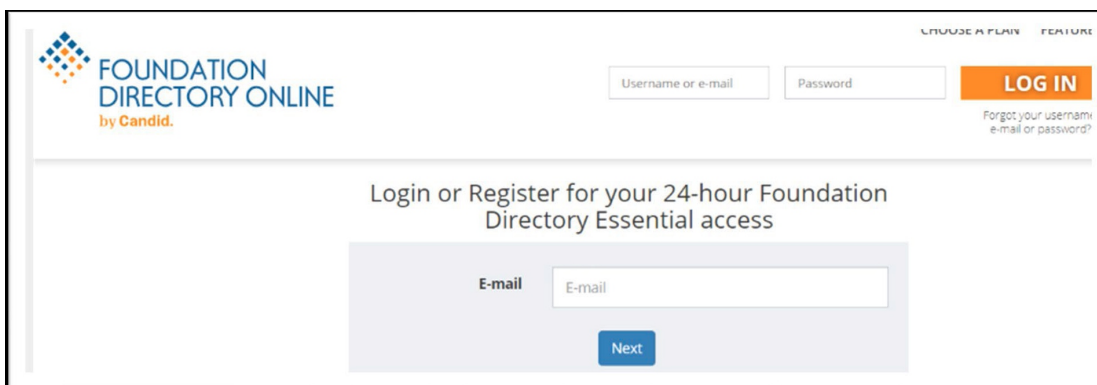
FDO Essential Day Pass Guide

Make the most of each Foundation Directory Essential day pass for remote access by using the tips below:

- *Prepare:* Before logging in for the first time, explore how you can use Foundation Directory by watching Candid's [online tutorials](#).
- *Timing:* Log in at a time when you can come back to the site (if needed) within a 24-hour period. For instance, logging in at 1PM would give you the ability to log back in on the same pass the next morning at 9AM. Or, you could start the clock at 9AM and revisit the application on the same pass later in the afternoon/evening of that day.
- *Offline research:* Take advantage of Foundation Directory's robust download/email features; you can run searches on Foundation Directory Essential and then download or email yourself the prospect list for offline reviewing.
- *MyFDO:* When you're logged in, you can use the features of MyFDO to create personal dashboards, tag favorite grantmakers, and save searches under your username. Then you can return to them each time you activate a new pass and pick up exactly where you left off.
- *Ask us:* if there is a piece of information that you need to find while you are waiting for your next pass, reach out to Candid's Online [Librarians](#) to ask for assistance.

Access the pass by following the below steps:

- Register for 24-hour access by going to ypl.org/grants and scrolling down the page to the search for grants link.
- Enter your email address in the box and click the next button.



FOUNDATION DIRECTORY ONLINE
by Candid.

Username or e-mail Password **LOG IN**
Forgot your username, e-mail or password?

Login or Register for your 24-hour Foundation Directory Essential access

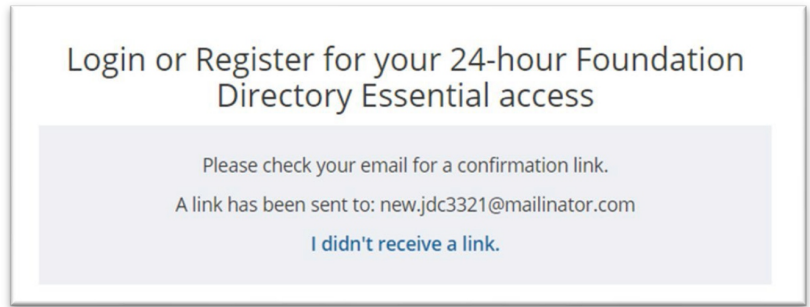
E-mail E-mail **Next**

- Check your email.

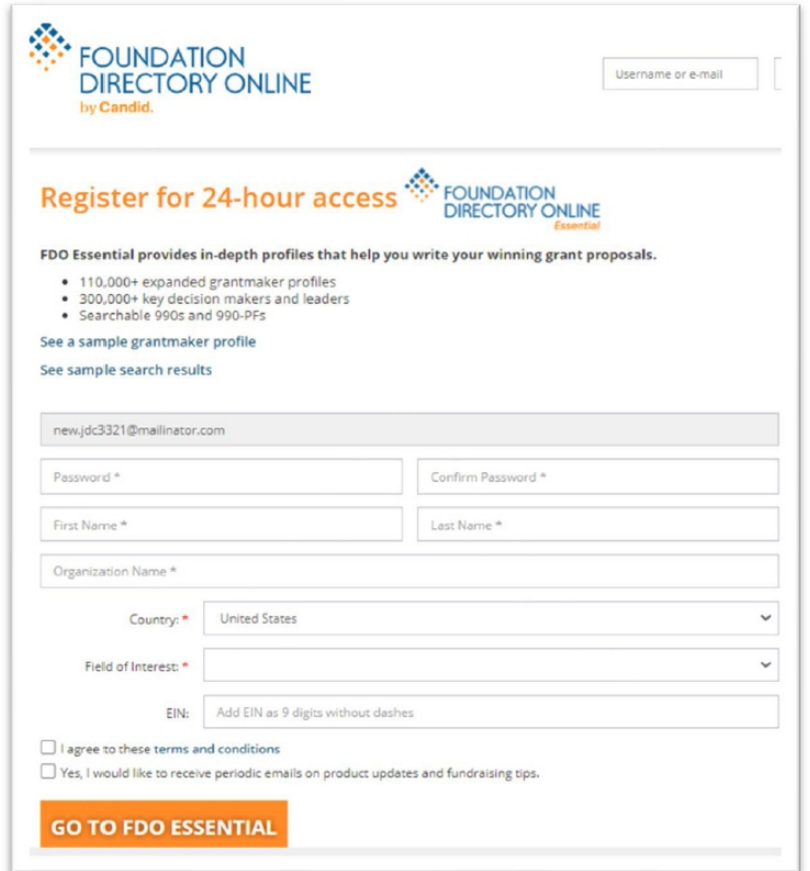
You have submitted a registration request for a Day Pass from Bud Werner Memorial Library. Please click on this link to continue with your registration. The link will be valid for 30 minutes.

Thank you,
Foundation Directory Team

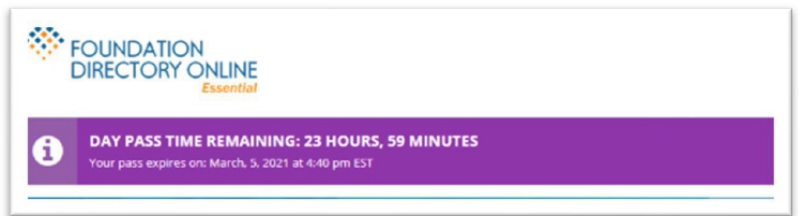
- Follow the provided confirmation link.



- New users will be redirected to fill out this form to create an FDO account.
- To submit, click on the "Go to FDO Essential" button.
- After submitting the form, you will have 24 continuous hours to search in FDO Essential. After those hours are up, you will be able to activate a new pass after 30 days.



- The purple banner at the top of the page will display the time you have remaining. After your 24 hours have expired, the clock will show the next date on which you can activate a new pass.



Note: Each time a new day pass is activated be sure to follow the link from your Funding Information Network partner. If you go directly to the FDO Essential website, you will not be able to log in. You can continue to use the same email and password for each day pass. When you type in your email, the system will recognize your account and prompt you to add your password. If you forget your password, you can use the 'forgot password' button on the login page. If you have any other questions, please use the chat