Logging On to Foundation Directory Online (24 September 2018)

Foundation Directory Online access is based on a specific number of users. This resource is restricted by the vendor and because of this it requires a complicated authentication procedure to ensure everyone can get access. Please do not bookmark any of these URL’s or choose to remember passwords. Doing so could cause the vendor to block access for everyone using this resource.

1) When you go to access the database, you will need to choose one of the accounts, as listed below:

Once you choose an account, it will go to a page that will give you the following instructions:

2) Click the link below labeled **STEP 1** will open a new tab and after authenticating using your NetID, it will take you to the vendors website with the user name and password filled in.

(The user name and password will be filled into the login box.)

3) After you have clicked the log in button you will end up back at the vendors website with no username and password filled in.

(The URL in the browser will look like this.)
(The user name and password will NOT be filled into the login box.)

(The URL in the browser will look like this.)

4) **(IMPORTANT)** Come back to the tab window with the login instructions and click on the link below labeled **STEP 2** this should take you directly to the vendors site in this tab and you should be logged in.

(The vendor website will show you logged in. At this time you can close the second tab that was opened but it is not necessary.)

Because you are logged in, it will allow you to export and download.

Please remember to logout when you are finished with your search: do this by clicking the logout button at the upper right. This will allow another patron to use this account.