

## Tips for Using EMIS TDL

### **TDL User Names:**

JRABENAU	JRACKLEY	CRADCLIF	BRADDE
----------	----------	----------	--------

**TDL User Name Password:** testtest

**TDL address:** <https://tdl.portal.fema.net> OR

<https://tdl.isource.fema.net>

- (Note: if you receive a website security certificate message, keep clicking on “continue to this website” until the log in screen appears.)

### **Test Projects:**

- Any MT or PA projects in the EMIS Inbox may be used for training.
- Note that the Project ID links may or may not work (some may link to a subgrant application in EMMIE or MTeGrants, others may not).
- Try to find at least one project in EMIS that has a working link to EMMIE or MTeGrants, so that you can demonstrate the functionality (i.e. systems interface) to the students and show them how to view a project Scope of Work.

### **Points of Contact:**

Please notify Laura Shick ([laura.shick@dhs.gov](mailto:laura.shick@dhs.gov)) ahead of time when you're planning an EMIS training. Laura will coordinate with FEMA IT to help make sure TDL and the User Accounts are working.

If you have trouble logging in to TDL or receive a message that a user's account has been locked or is expired, please contact Laura. If you encounter problems over the weekend and need immediate assistance, please try contacting the EMMIE/MTeGrants helpdesk (1-866-476-0544 or [MTeGrants@dhs.gov](mailto:MTeGrants@dhs.gov) or [FEMA-EMMIE@dhs.gov](mailto:FEMA-EMMIE@dhs.gov)) or EOPS ([eops@dhs.gov](mailto:eops@dhs.gov)). However, the helpdesk and EOPS may not be available over the weekend, so you may have to wait until regular office hours to receive assistance.