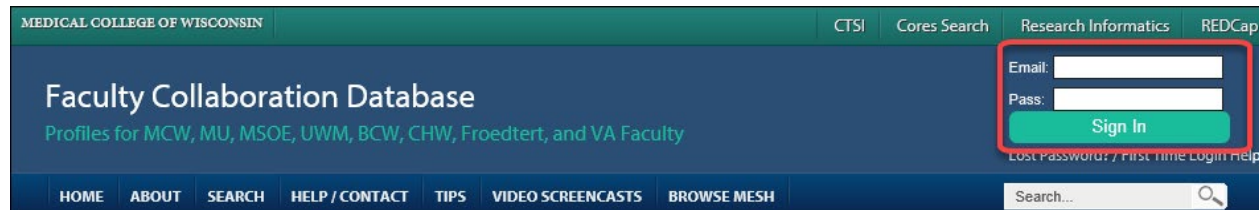


# Faculty Collaboration Database

## Logging in for the First Time

Access the Faculty Collaboration Database at [fcd.mcw.edu](http://fcd.mcw.edu).



### Faculty

Login to your FCD account using your full MCW email address and your MCW password.

### Faculty Designees

Request a designee account by filling out the email form on the [Help/Contact](#) page. After your account is created, you will receive instructions for logging in. Expect a response within 3 business days.

### Having problems adding or removing a designee?

- Search for your profile using the search box underneath the login area. If your name doesn't show up, check with Human Resources to verify your status as "faculty" in their database. FCD profiles only appear for active faculty. FCD accounts will not show up until after you have officially started at MCW.
- Verify that your MCW account is working properly. Contact [help@mcw.edu](mailto:help@mcw.edu) or call (414)955-4357, option 8.
- Verify that you are using your entire MCW email address. Most MCW accounts only use the first part of your email address, but the FCD requires the entire email.