



ICPD

The CERT/Citizen Corps Registration System.....And You!



FEMA

Individual and Community
Preparedness Division

Logging In

CLICK ME!

or

Go to <http://www.citizencorps.fema.gov/cc/secure/index.do>



The screenshot shows the FEMA Citizen Corps login interface. At the top, there is a dark blue header with the FEMA logo on the left and the word "FEMA" in white text. Below the header is a blue banner with a key icon and the text "Log Into Citizen Corps". Underneath the banner, there is a prompt: "Please enter your email address (case sensitive) and password below." This is followed by two input fields: "Email:" and "Password:", each with a blue arrow icon to its left. Below the input fields is a dark blue button labeled "OK". At the bottom of the form area, there is a blue link that says "Reset My Password".

Can't Log In?

- ★ Don't have an account, or forgot what email address is associated with your Citizen Corps/CERT account? Contact your state point of contact: <http://www.ready.gov/citizen-corps/find-my-state-program-manager>.
- ★ Forgot your password? Click "Reset My Password" and follow the prompts. Remember that when the system sends a new temporary password, it may be in your junk mail!

TIP: If you encounter an error message or other technical issue when trying to log in, you can contact your state point of contact about that too. If they aren't able to fix it, they will contact the national office.

Getting Started

- ★ Once you log in, you will most likely be routed directly to your program's online profile. However, if more than one program is associated with your account, you will be directed to this page, instead.

The screenshot shows the FEMA Citizen Corps and CERT Registration System dashboard. At the top, there is a dark blue header with the FEMA logo and the text "FEMA". Below the header, there is a navigation bar with four tabs: "Manage", "Reports", "Discussion Forum", and "Admin". The main content area is titled "Welcome" and is divided into two columns. The left column is titled "Quick Links" and contains two items: "Manage My Council(s)" (highlighted in a blue box) and "Manage My CERT Program(s)" (highlighted in a green box). The right column is titled "Announcements" and contains a message: "★ If you have a message that you'd like National, R Corps Portal, please go to the TeamSite and edit t". Below this message, there are three links: "★ motd.n.html for National Users", "★ motd.r.html for Regional Users.", and "★ motd.l.html for Local Users." At the bottom of the dashboard, there is a footer that reads: "Welcome to the Citizen Corps and CERT Registration System! With this platform, you can manage you".

- ★ Click “Manage My Council(s)” if you want to update a Citizen Corps Council (or designate a new point of contact) and “Manage My CERT Program(s)” if you want to update a CERT Program (or designate a new point of contact).

Updating an Online Profile

Select	Name	Council State	Council Type	Council Status	Date of Last Update
<input type="checkbox"/>	Ada County Citizen Corps Council	ID	County	Approved	2014-11-26
<input type="checkbox"/>	Adair County Citizens Corps Council	IA	County	Approved	2012-10-03
<input type="checkbox"/>	Adair County Health Department CVC (Community Volunteer Corps)	MO	County	Approved	2012-09-06
<input type="checkbox"/>	Adams County Citizen Corps Council	IN	County	Approved	2012-12-12
<input type="checkbox"/>	Adams County LEPC	NE	County	Approved	2012-12-21
<input type="checkbox"/>	Aiken County CC/VOAD Council	SC	County	Approved	2011-03-30
<input type="checkbox"/>	Alamo Area Citizen Corps Council	TX	County	Approved	2014-12-10
<input type="checkbox"/>	Albany County Citizen Corps	NY	County	Approved	2014-12-18
<input type="checkbox"/>	Albany County Citizen Corps Council	WY	County	Approved	2011-03-14
<input type="checkbox"/>	Alexandria Citizen Corps Council	VA	County	Approved	2014-10-10
<input type="checkbox"/>	Allegheny County Citizen Corps	MI	County	Approved	2015-08-12
<input type="checkbox"/>	Allegheny County Citizen Corps/LEPC	PA	County	Approved	2014-10-07
<input type="checkbox"/>	Allen County Citizen Corps Council	OH	County	Approved	2011-03-30

- ★ If multiple Citizen Corps Councils or CERT programs are associated with your account, you will be directed to a list of programs to choose from. There may be duplicate programs in the system, so make sure you are updating the most recently updated *approved* program (not newly requested or pending).
- ★ If only one program is associated with your account, you'll be routed directly to your program's profile.

Updating an Online Profile

- ★ Each profile is three page
 - Click “Next” at the top or bottom of each page to advance to the next page, or “Previous” to return to the previous page.
 - Click “Save” to save your progress at any time. Clicking “Save and Exit” will save your work and navigate you away from your profile.
 - “Click “Save and Finish” after you’ve completed your edits.
- ★ Some fields in the profile may require an entry, even if that entry is “0.”
- ★ The system will automatically log you out if you are idle for 20 minutes.

Manage Reports Discussion Forum Admin

Home -> Council Management -> Edit/Approve Council

Edit/Approve Council

Council Contact Information

Save Next Save and Exit

POINT OF CONTACT INFORMATION

Please note: the select point of contact's information will be publicly available on the Citizen Corps web site

COUNCIL USERS

5 items found, displaying all items.

User	POC / Del	Status	Role	Assign To Council
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Updating the Point of Contact: Existing User

- ★ If you wish to create assign a new point of contact to a Citizen Corps Council or CERT program, and he or she is already in the system, the process is simple:
 - Below the points of contact information, check the box next to where it says “OPTIONALLY TO ADD A NEW USER CHECK THIS BOX.”
 - This will bring up a new field where you can enter in the email address of the user you would like to assign to the council or program.
 - Checking the box under the field where you enter the email address will designate the user as the new point of contact.
 - When you’re done, click “Apply.”

Active	Manage Councils	<input checked="" type="checkbox"/>
Active	Manage Subscribers	<input checked="" type="checkbox"/>
Active	Manage Users	<input checked="" type="checkbox"/>
Active	Send Emails	<input checked="" type="checkbox"/>

OPTIONALLY TO ADD A NEW USER CHECK THIS BOX

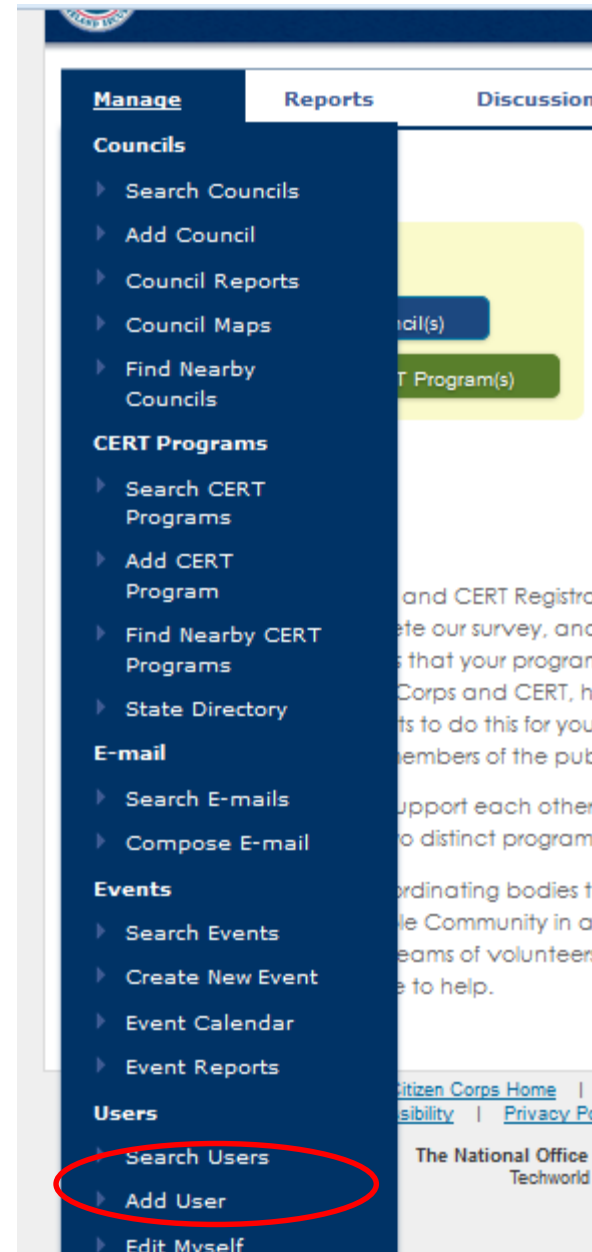
Please enter the e-mail address of the user you would like to add:

If the user is already in the system, would you like to set this person as the new point of contact?

Apply

Updating the Point of Contact: Adding a New User

- ★ If you need to designate a new point of contact for a program, but the new point of contact does not already have an account, you will have to create one for them.
- ★ Hover your cursor over “Manage” in the top left corner and select “Add User” from the drop-down menu.



Adding a New User

- ★ Fill out this form with the contact information of the new point of contact. Fields that have asterisks are required.
- ★ On this page you can also assign Citizen Corps Councils and CERT Programs to users.
- ★ Assigning councils and CERT programs to users will allow you to later designate users as points of contact for those programs. You can also authorize users to edit program profiles once they have been assigned.



The screenshot displays the FEMA user management interface. At the top, there is a navigation bar with the FEMA logo and the text 'FEMA'. Below the navigation bar, there are four tabs: 'Manage', 'Reports', 'Discussion Forum', and 'Admin'. The 'Manage' tab is selected. The main content area is titled 'User Information' and contains a form with the following fields:

- First Name *
- Middle Initial
- Last Name *
- Title
- Street Address *
- Street Address Cont.
- City *
- State * (Please Select A State)
- Zip Code * (with a hyphen separator)
- Phone Number * (with an Ext. field)
- Fax (with an Ext. field)
- Email * (with a placeholder (xxx@yyy.zzz))
- Confirm Email * (with a placeholder (xxx@yyy.zzz))
- Status * (Active selected, Inactive)

Below the 'User Information' section, there is a section titled 'User Councils' with the text: 'No councils are currently associated with this user. Please click the add council button.' and a blue button labeled 'Add Councils'.

At the bottom of the form, there is a section titled 'User CERT Programs'.

Adding a New User

- ★ Click on “Add Councils” to assign a Citizen Corps Council to a user or “Add CERTs” to assign a CERT program to a user.

User Councils

No councils are currently associated with this user.
Please click the add council button.

Add Councils

User CERT Programs

No C.E.R.T.s are currently associated with this user.
Please click the add C.E.R.T. button.

Add C.E.R.T.s

Adding a New User

- ★ You will need to search for the CERT Program or Citizen Corps Council you would like to assign to the user.

The screenshot shows a web application interface with a dark blue header containing the text 'PREPARING THE NATION'. Below the header is a navigation bar with four tabs: 'Manage', 'Reports', 'Discussion Forum', and 'Admin'. The main content area is titled 'Add CERT Programs To User'. It contains several paragraphs of instructions: 'This page allows you to add CERTs to the user you are editing. To add a cert follow these instructions:', 'Fill in the search form with the basic criteria to find a CERT. No criteria will return all CERT you have access to.', 'Hit search, you will be returned to this page with a list of CERT below the search box.', 'Select the CERTs you wish to add to the user by checking the check box next to the CERT name.', and 'Click the 'Add' button, below the results list to add all the checked CERTs to the user. You will then be returned to the edit user page.' Below the instructions is a section titled 'Search For CERT Programs' which contains a search form. The form has the following fields: 'C.E.R.T. Type:' with a dropdown menu set to 'Any'; 'C.E.R.T. Name:' with a text input field; 'City:' with a text input field; 'State:' with a dropdown menu set to 'Any'; 'Registered Between:' with two date input fields, the first containing '2002-01-01' and the second with a placeholder 'yyyy-mm-dd'. At the bottom of the form are two buttons: 'Search' and 'Clear'.

TIP: Searching by the name of the program or even the city can be tricky because the search function is so sensitive. It may be easier to cast a “wider net” by searching for all of the programs in a state and selecting the program from a list.

Adding a New User

- ★ Once you have found the program you are looking for, check the box next to it under where it says “Assign to User.” Then click “Add Councils.”

Search For Councils

Council Type: City:

Council Name: State:

Registered Between: and

Council Search Results

One item found.

Assign To User	Name	Council State	Council Type	Council Status	Date of Last Update
<input type="checkbox"/>	National Citizen Corps Council	DC	National	Approved	2015-06-23

- ★ After you click “Add Councils,” you will be returned to the “User Information” page.

Adding a New User

- ★ When you return to the “User Information” page, below the contact information you should be able to see the Councils or CERT programs you have assigned to the user:

User Councils

5 items found, displaying all items.

Council Name	Council Type	User Role	Has Role
National Citizen Corps Council	National	Association Only, No Permissions To Modify	<input type="checkbox"/>
		Manage Councils	<input checked="" type="checkbox"/>
		Manage Subscribers	<input checked="" type="checkbox"/>
		Manage Users	<input checked="" type="checkbox"/>
		Send Emails	<input checked="" type="checkbox"/>

[Add Councils](#)

User CERT Programs

No C.E.R.T.s are currently associated with this user.
Please click the add C.E.R.T. button.

[Add C.E.R.T.s](#)

- ★ From this screen, you can edit the permissions of the user, allowing them to manage the programs you have assigned to them.

Adding a New User

- ★ When you return to the “User Information” page, below the contact information you should be able to see the Councils or CERT programs you have assigned to the user:

User Councils

5 items found, displaying all items.

Council Name	Council Type	User Role	Has Role
National Citizen Corps Council	National	Association Only, No Permissions To Modify	<input type="checkbox"/>
		Manage Councils	<input checked="" type="checkbox"/>
		Manage Subscribers	<input checked="" type="checkbox"/>
		Manage Users	<input checked="" type="checkbox"/>
		Send Emails	<input checked="" type="checkbox"/>

[Add Councils](#)

User CERT Programs

No C.E.R.T.s are currently associated with this user.
Please click the add C.E.R.T. button.

[Add C.E.R.T.s](#)

- ★ From this screen, you can edit the permissions of the user, allowing them to manage the programs you have assigned to them.

Adding a New User

- ★ You can also sign up new users for notifications.
- ★ Many of these options are obsolete and will soon be removed. However, the following are still relevant:
 - New council in jurisdiction.
 - New CERT in jurisdiction.
 - New events in my state/zip code.
 - New national events.
- ★ Once you are done, click on “add” to create the new user account. The new user should receive a confirmation email shortly with a temporary password.

User Notifications

- New events in my state
- New events near my zip code
- New national events
- New partner in my jurisdiction
- New council in my jurisdiction
- New CERT in my jurisdiction
- New media article in my jurisdiction
- New media article in my state
- New national media article

System Information

Password Will be generated automatically and sent via e-mail.

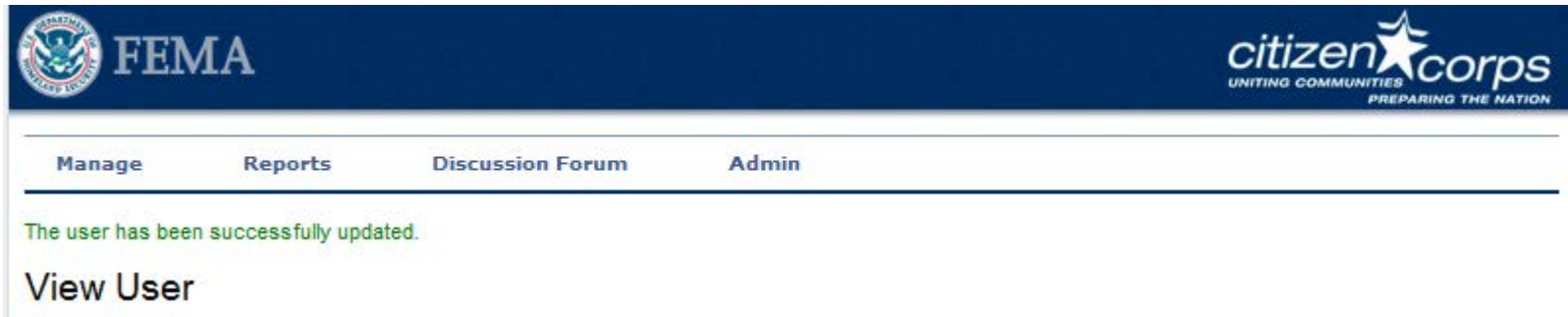
Created Date October 13, 2015

Add

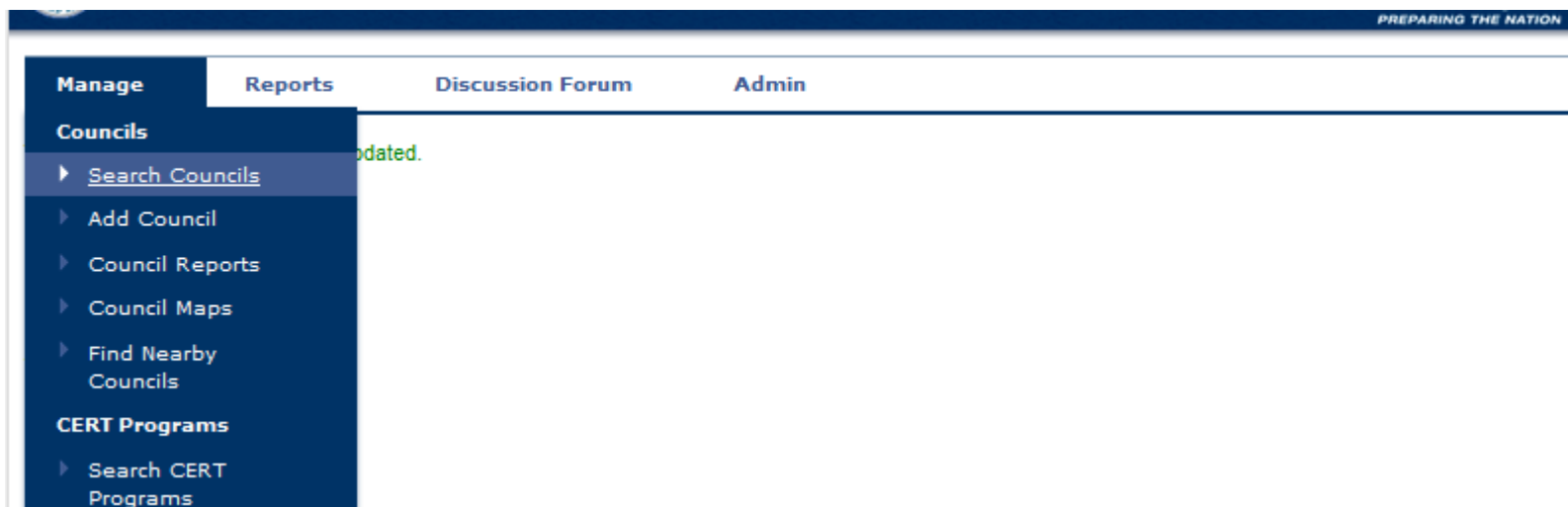
Cancel

Adding a New User

- ★ At the top of the screen, you should see “The user has been successfully updated” in green text at the top of the page.



- ★ Next, hover your cursor over “Manage” in the top right corner and select “Search Councils” (or “Search CERT Programs”).



Adding a New User

- ★ Search for the Citizen Corps Council or CERT program that you've assigned the new user to:

Manage **Reports** **Discussion Forum** **Admin**

Manage Councils

Find Councils

Council Status:	<input type="text" value="Any"/>	City:	<input type="text"/>
Council Type:	<input type="text" value="Any"/>	State:	<input type="text" value="Any"/>
Council Name:	<input type="text"/>	Registered Between:	<input type="text" value="2002-01-01"/> and <input type="text"/> <small>yyyy-mm-dd</small>

Adding a New User

- ★ At the top of the page will be a section called “Council Users.”
 - Next to each user’s name there are options to either delete them (the box), which will remove their link to the program or to designate them as the POC (the circle). Both are circled in red.
 - You can also alter their permissions from here – they will need to at least be able to “Manage Councils” to edit the online profile.

Edit/Approve Council

Council Contact Information

Save

Save and Exit

POINT OF CONTACT INFORMATION

Please note: the select point of contact’s information will be publicly available on the Citizen Corps web site

COUNCIL USERS

30 items found, displaying 1 to 15.

[First/Prev] 1, 2 [Next/Last]

User	POC / Del	Status	Role	Assign To Council
Dante Randazzo ...	<input checked="" type="radio"/> / <input type="checkbox"/>	Active	Association Only, No Permissions To Modify	<input type="checkbox"/>
		Active	Manage Councils	<input checked="" type="checkbox"/>
		Active	Manage Subscribers	<input checked="" type="checkbox"/>
		Active	Manage Users	<input checked="" type="checkbox"/>
		Active	Send Emails	<input checked="" type="checkbox"/>

Adding a New User

- ★ The user you've most recently added may not be readily visible if there are too many users assigned to the program already. If so, try clicking "Next" or "Last" (circled in red below) to see additional users.

Edit/Approve Council

Council Contact Information

Save

Save and Exit

POINT OF CONTACT INFORMATION

Please note: the select point of contact's information will be publicly available on the Citizen Corps web site

COUNCIL USERS

30 items found, displaying 1 to 15.

[First/Prev] 1, 2 [Next/Last]

User	POC / Del	Status	Role	Assign To Council
Dante Randazzo ...	<input checked="" type="radio"/> / <input type="checkbox"/>	Active	Association Only, No Permissions To Modify	<input type="checkbox"/>
		Active	Manage Councils	<input checked="" type="checkbox"/>
		Active	Manage Subscribers	<input checked="" type="checkbox"/>
		Active	Manage Users	<input checked="" type="checkbox"/>
		Active	Send Emails	<input checked="" type="checkbox"/>