WebEOC Login (Registered Users)

- Access WebEOC v8 from the main page at www.regiondwebeoc.org

WebEOC Version 8 has a much different look, but function & use is much the same as the old version.

- Click Accept to move to the login page.

- Enter your user name. This will be your First Name <space> Last Name.
- If this is your first login to WebEOC v8 enter the temporary password provided in your account creation email; you will be prompted to change your password.
- If you have already set your password enter that to log in.
- If you cannot remember your password, **SEE PASSWORD RESET SECTION**

Password Reset/Account Lockout

- To retrieve your password from the Login screen, select "Forgot Username/Password?"
- Enter your user name (first name <space> last name) and the email address associated with the account.
- Click Continue and await an email with further information.
- To retrieve your password from www.regiondwebeoc.org. Select "MO Reg-D WebEOC PASSWORD RESET"
- Complete the Help Desk ticket.
- Click "Create Ticket" and await an email with further information.

Position/Incident Selection

- Position is the role you in which you are performing for THIS incident. The drop down list will contain all the positions for which you are registered. Choose the appropriate position. You can change this during login.
- Incident – Most likely, the current incident will be displayed. If not, choose from the drop down. If you are experimenting, choose one of the test incidents.
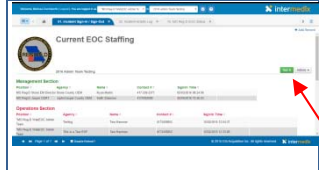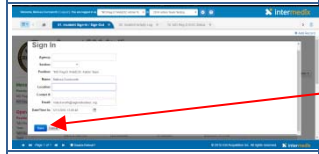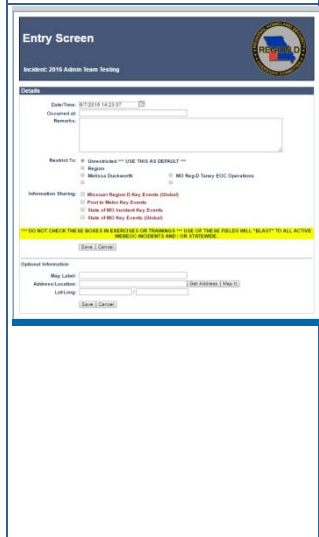

Additional Information

- This information is INCIDENT SPECIFIC. It will be carried over from previous logins, but be sure the contact information is correct for THIS incident.
- **Name –** This is the name that will be attached to each of your posts. However you want to be recognized. Name, with or without title. (Your position/role will also be posted.)
- **Location –** Where you are performing your duties. EOC, CP, particular location, home, etc.
- **Phone & e-mail –** Where you can be contacted during this incident. The phone at the position you are manning and e-mail if it's different than your regular e-mail.
- **Comments –** Any info you want to provide such as availability hours.

WHAT?! Something new? WebEOC "Home"

- If you're familiar with WebEOC, this will be the first and biggest change. Really, it's ok. You'll see your login info on the left and a place for "System Messages".
- **Control Panel (Menu)** - This is the important part. You'll see a little blue box with lines and a down arrow. Click the box and the familiar Control Panel will pop up. Look familiar? Feel better now?
- **Info Bar –** There are cool things with ver 8. Look along the top. You'll see an option to "Log Out" when it's time to go home. Also drop downs to change positions or incidents in the event you are multi-tasking.

Control Panel – CHANGES FROM OLD VERSION

- The control panel varies depending on your position. Simply click on the name of the "board" you want to see. By default, each "board" will open in a new tab within the WebEOC window. Just below the blue Info Bar, you'll see tabs for each open board. These are "sticky" and will return if you log out and back in. Simply click on the tab of the board you want to move on top.
- The red letters have been replaced with a STAR to indicate a board with new data.
- Incident Name – This is the incident you are currently logged into. You can click to change incidents in the event multiple incidents are running.
- Pop out window – To the right of the board name, you'll see a little right pointing arrow icon. Clicking that icon will open the board in its own, separate window.

	• Home – There is always a "Home" button available to return you to this screen.
	Incident Sign in • Please sign in to the INCIDENT. Click the Incident Sign In/Out link to record your time in/out of the incident. • The Sign In/Out board will list all personnel currently signed into this incident. • User Sign In – Click to sign YOURSELF in.
	User Incident Sign In • Complete form. • Save to Sign-In to the Incident
	Incident Activity Log • The Incident Activity Log is the heart of WebEOC. For basic use, this all you need to know. • New Record – To make a new entry, click this button. (Details follow) • Additional Views – These buttons provide for several different views based on filters. • User View – This view shows ALL ENTRIES made by YOU, regardless of the position you were filling. This can be used for locating an entry YOU made, perhaps while performing some other role or position. • Position Log – This view shows entries made by those in YOUR position. This is the default view. • ESF Log –Each discipline is assigned an ESF. This view will allow you to see other entries for YOUR ESF (discipline). Example: There may be multiple law enforcement agencies logged on, but all are part of ESF 13. This filter allows you to see entries within your own ESF. (Unless otherwise restricted.) • ORG Log – The Org Log displays entries made by members of your organization. For instance, KCFD may be actively staffing positions in ESF 4 (Fire), ESF 8 (Health/Ambulance), and ESF 11 (Haz/Mat). Org view allows the user to view entries made by their own organization, regardless of ESF. (Unless otherwise restricted.)
	Entry Screen • Date/Time – This is self populating, but can be manually changed if necessary. • Occurred at: OPTIONAL – This is the location of occurrence for the entry. Admin entries frequently don't have locations. • Remarks: This is the details of the entry. What happened. What action was taken. • **RESTRICTIONS -** You have the option of RESTRICTING who can view your post. Restrict to user is intended for personal action notes. Anything restricted to user will NOT appear on any other reports or logs. (However it is subject to specific Sunshine Law requests). **Restrict to Position** will keep the entry from appearing on either an ESF Log or an Org Log. • **Information Sharing –** Check the box to post important information to Region D Key Events for entries that are of interest region-wide regardless of incident. DO NOT USE THIS IN TRAININGS/EXERCISES. • **Post to MO –** In some instances WebEOC is linked to the state's WebEOC enabling us to share data with agencies across the state. IF these boxes are visible, you can check the box to post to state's "Incident Specific Key Events" (all agencies involved in incident) or the "Statewide Key Events" board which will be visible to ALL subscribers in all incidents. USE THIS WITH CARE! • Click Save to return to display view.

Contact support@regiondwebeoc.org for further assistance.