OARRS (Operational Area Response and Recovery System) Training Registration Procedures

TRAINING REGISTRATION

> - You must have a user name and password prior to training registration.
> - Pre-registration to attend the training is required.
> - No "walk-ins" on training day will be allowed. Note: A minimum of five (5) people must be registered for the class forty-eight (48) hours in advance or the class will be cancelled.

To register for OARRS training, use the following steps:

1) Go to the OARRS website at: https://oarrs.lacounty.gov
2) Enter your Username and Password
3) Click on the **Operations** button
4) Click on the **OK** button
5) The first screen that appears is your Personal Profile. Make sure all information is correct and click on Submit in the upper right corner.
6) This will take you to the Center View screen.
7) On the left side of the screen, you will see the Navigation menu (in blue)
8) Click on **Custom Form** and it will open up and display several options; Click on OEM Classes (bottom of list).
9) Select the month you wish to take the OARRS training and click on it. Classes offered are:
    o Cities, Special Districts: select those classes offered for jurisdictions and special districts.
    o County Departments: select those classes offered for County Departments.
10) A screen will appear that gives you information as to the class you want to take.
    o Class Information: tells you date, time, status (open/closed) and how many are enrolled.
    o Location: gives you the name of the facility and address of where the training will occur.
    o Registration: lists those registered for the class
11) Click on Update in the right hand corner
12) Scroll down to the Registration section
13) Click on the "+" symbol inside the green circle on the blank line with a right arrow ▶. The system will autofill your name and email address. The email address will be used to send registration confirmation or information regarding class cancellation.
14) Do NOT register others for the training as they each must have their own account for the autofill feature and to participate in the training and to access OARRS.
15) Click on Submit in the upper right corner.
16) Your name will now appear on registration list.

Information contained in this guide may not correspond to what is displayed in OARRS

▼ Class Information

Class Name*
October OARRS Training Class - County Dep

Class Status*
Open

Class Date*
10/26/2011

Student Limit*
20

Total Enrolled 1

Class Start Time*
1:30

am/pm*
pm

Class End Time*
4:30

am/pm*
pm

Class Description
October OARRS training class

▶ LOCATION Los Angeles County Emergency Operations Center

▼ REGISTRATION

▶

Click on the "+" sign

Unregistering from a Class

If you are not able to attend the class, we ask that you unregister from the class. Only the registered user may unregister themselves.

Use the following procedure to **unregister**:

17) Go to the OARRS website at: https://oarrs.lacounty.gov
18) Enter your Username and Password
19) Click on the Operations button
20) Click on the OK button
21) The first screen that appears is your Personal Profile. Make sure all information is correct and click on Submit in the upper right corner.
22) This will take you to the Center View screen.
23) On the left side of the screen, you will see the Navigation menu (in blue)
24) Click on **Custom Form** and it will open up and display several options; Click on OEM Classes (bottom of list).
25) Select the class you registered to take the OARRS training and click on it.
26) A screen will appear that gives you information as to the class you want to take.
27) Click on Update in the right hand corner
28) Scroll down to the Registration section and click on the Unregister button or click on the "-" symbol in the red box. Your name will disappear from the registration list.
29) Click on Submit in the upper right corner; your name will now be removed from the registration list.

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