

Personal Profile “How To”

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Make sure you are in the appropriate database (Operations or Training) when you log-on.

To print a copy of the How To guide, click on the **How To** tab in the **Personal Profile** view for a link to the document. You can also access the guide by going to the **References** menu on the left side of the screen, then clicking on **Document Library**, then clicking on **How To** for a listing of all How To documents.

Each time you log-on, you should update your personal profile to reflect your current duty assignment. At this time, verify the information in your profile is correct. Each time you log-on, you must click on the **Submit** button to enter the system.

First Name: is a required field
Last: is a required field
ID Number: is NOT a required field; fill this in only if your agency requires it.

Organization/Location: is a required field; this is a drop down menu

If you are from a City:

Select **CITY EOC** only

If you are from a County Dept:

If you are working in the CEOC, select one of the **CEOC** assignments; if you are working from a department operations center, select **DEPARTMENT DOC**.

Select from the drop down menu what type of organization you are reporting from: EOC (County (CEOC), City, School District, College/University), Departmental Operations Center (DOC), Liaison, Disaster Management Area (DMA), Incident Command Post (ICP). This drop-down menu gives you the option of selecting incident command post locations that have been established. Select command posts ONLY if that is your assignment. If you are with an organization that is not listed, there is an **Other** box at the very bottom of the drop down menu where you can type in the name of your organization and then click on the **Add** button.

Note: What you select as **Organization/Location** will determine the drop-down menu selection you can choose from in the **Position** field. **Organization/Location** determines **Position**; **Position** determines the various reports you will have access to; **Position** may change each time you log-on if your assignment varies from shift to shift.

Position: is a required field; this is a drop down menu

For actual events (in the **Operations** database), you would be selecting your assignment within your EOC. The drop-down menu is set-up according to an ICS/SEMS structure of: Management, Operations, Planning/Intel, Logistics and Finance/Administration. There are also Branches and Units within the various Sections you can choose from. If you have an assignment that is not listed, there is

an **Other** box at the very bottom of the drop-down menu where you can type in the name of your position or assignment and then click on the **Add** button.

Agency: is a required field; this is a drop down menu

NOTE:

If you are from a City, select your City from the drop down menu; **DO NOT** select an individual department from the drop down list.

If you are from a County Department, select your department from the drop down list; **DO NOT** select the city where your office is located.

This drop-down menu begins with:

- A list of all county departments and agencies
- DMACs A-H
- A listing of all cities in the county

Following the list of cities, other agencies are listed, such as:

- American Red Cross
- FBI
- School Districts
- Others

If your agency is not listed, there is an **Other** box at the very bottom of the drop-down menu where you can type in the name of your agency and then click on the **Add** button.

Shift: This is a drop down menu. Most agencies will work a 12 hours on/12 hours off schedule during a disaster but some agencies may chose to use three 8-hour shifts.

- **A** shift will be the first 12 hour period;
- **B** shift will be the second 12 hour period;
- **C** shift will denote if you are using an 8 hour shift or some other shift specific to your agency.

Region/Office: Select from the drop down menu where you are working during this shift.

Definitions:

Alt EOC: Alternate EOC

CEOC: County EOC

City EOC: A city's EOC

DOC: Department Operations Center

FAC: Family Assistance Center (mass fatalities/injuries center for victim's families)

ICP: Incident Command Post (field location)

LAC: Local Assistance Center (where citizens go to get help)

REMOTE: A location not otherwise listed or if you are monitoring the situation.

REOC: Regional EOC (CalEMA)

Title: Enter the title of your current EOC or assignment position. Do not use your day-to-day regular business title.

Skill Sets: This is an optional field.

Select from the checklist by clicking on the box(s) next to the skill description. This is designed to assist the county should mutual aid or assistance be required. Only list those skills for which you are currently available to be assigned to should mutual aid be requested.

Contact Information. There are 2 mandatory fields: **Phone** and **E-mail** fields. If you don't enter information in these fields, you will get a pop-up box asking you to provide the information. Please make sure all your contact information is current and correct as this is how you will be contacted by county, state and federal agencies should it be necessary.

Talk Group: List your CWIRS talk group information (Example: EOC All, etc.)

PROVIDE YOUR PREFERRED METHOD OF E TEAM REPORT NOTIFICATION:

Make sure the box for **E Team Alerts** is checked. This will enable you to receive notifications while you are logged on to OARRS.

If you want to receive email alerts, you must also check the box titled **E-mail (address entered above)**.

If you want to receive SMS/text alerts, you must check the box, **E-mail Enabled Mobile Device**. This is where you would enter your cell phone number that is capable of receiving text messaging or e-mails. Since OARRS uses an email-type sending system for text messages, make sure that in this field you list your phone number (no spaces or dash) followed by the @ sign, followed by your carrier/provider's text messaging extension. Example: 5551236789@vtext.com. If you only list your phone number without the @ and extension, it will not be deliverable to your phone.

The following are the extensions for the major carriers:

| | |
|-----------|----------------------------|
| AT&T: | cell number@txt.att.net |
| Cingular: | cell number@cingularme.com |
| T-Mobile: | cell number@tmomail.net |
| Verizon: | cell number@vtext.com |

TABS

Distribution tab: **DO NOT** attempt to use it. It could lock up your system as it is not currently configured for use in OARRS.

Account Information tab: If you need to change your **Password** or **Security Question**, this is where you can make the changes. Note your new password and security question answer. Reminder: User Name, Password, and answer to the security question are case sensitive.

Note: User Name and Password can be seen by your Agency Administrator when an individual first applies for OARRS access. This is the **FIRST** and **ONLY** time it can be viewed.

Once you have entered information in all the required (red label) fields, click on the **Submit** button found in the upper right corner. When you click on **Submit**, your information is saved but you can go back any time to update or change the information. After you click **Submit**, the system will take you to the Center View screen.