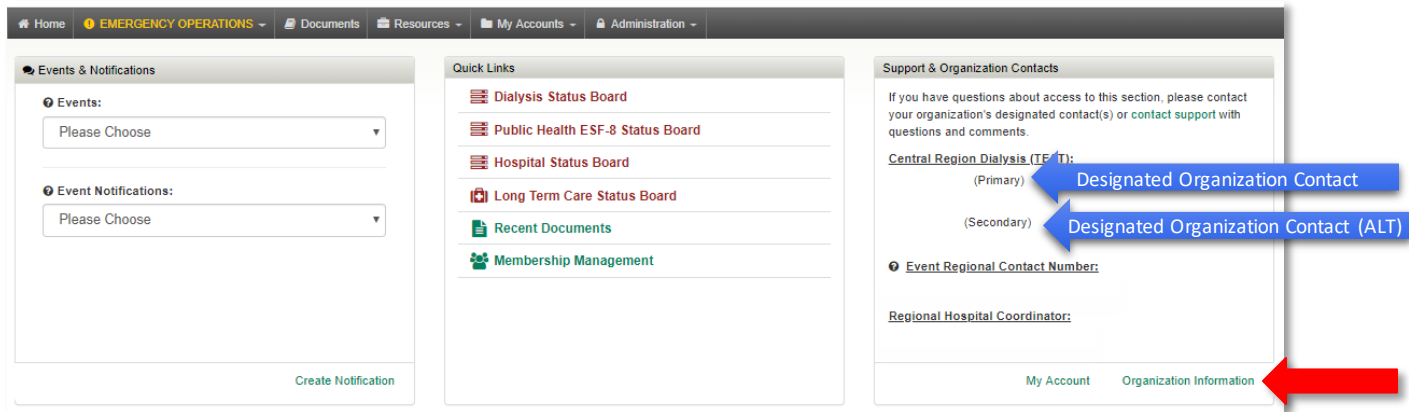




1. Go to the VHASS website: <http://vhass.org/> Login using your username and password.

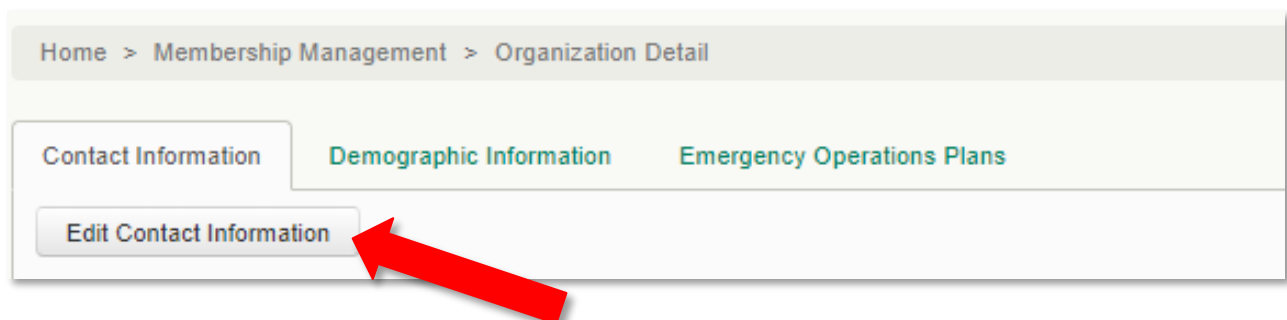


2. To update the organization information, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account. Click "Organization Information".



\*\*If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not see the "Organization Information" button. The Designated Organization Contact names are listed in the Support & Organization Contacts box.

3. Under the "Contact Information" Tab, click "Edit Contact Information".





- Step 1 of 5 – Update the contact information for the facility. Click “Continue”.

Step 1 of 5

Contact Information

\* Main Telephone: ( 123 ) 456 - 7890  Extension

\* 24 Hour Telephone: ( 123 ) 456 - 7890  Extension

24 Hour Fax: (  )  -

24 Hour Cell Phone: (  )  -

24 Hour Pager: (  )  -  PIN  Type

24 Hour Email Address:

←

- Step 2 of 5 – Update the Organization Coordinating Center Information. Click “Continue”.

Step 2 of 5

Organization Coordinating Center Information

The fields in this section apply to the location established by the organization during major emergencies to coordinate response activities (i.e. Healthcare Coordinating Center).

\* Telephone: ( 123 ) 456 - 7890 ext.

Fax: ( 123 ) 456 - 7890

E-mail Address:

←

- Step 3 of 5 – Update the Key Personnel Section. Click “Continue”.

Step 3 of 5

Key Personnel Section

The fields below apply to key personnel within the organization.

\* Designated Organization Contact :

\* Designated Organization Contact (ALT):

\* Emergency Mgt. Coordinator:

←



## 7. Step 4 of 5 – Update the Alerting Contacts. Click “Continue”.

Step 4 of 5

**Alerting Contacts**

These individuals are the contacts to receive state/regional alerts. These alerts will be activated by regional healthcare coordinating centers (RHCC), NDMS Federal Coordinating Centers (FCC), and state health department Emergency Coordinating Center (ECC) alerting users.

- Mouse, Mickey
- Duck, Donald
- Duck, Daisy
- Mouse, Minnie
- Duck, Daffy

## 8. Step 5 of 5 – Update the Emergency Operations Access Authorization. Click “Continue”.

Step 5 of 5

**Emergency Operations Access Authorization**

**Instructions**  
The fields below authorize individual access to the Emergency Operations section of the website.

- If marked "None", user cannot access any of the Emergency Operations section information.
- If marked "Diversion Read", user can view only the diversion status of the region.
- If marked "Diversion Read/Write", user can view only the diversion status of the region and update the diversion status for their organization.
- If marked "Emer.Ops. Read", user can view all regional emergency operations information including Events data.
- If marked "Emer.Ops. Read/Write", user can view all regional emergency operations information and insert/update emergency operations information for their organization. They can also view and update Events data.

After setting authorization levels, please click Continue.

Member	None	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write
Mouse, Mickey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Duck, Donald	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Duck, Daisy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mouse, Minnie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Duck, Daffy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.**

**Contact your healthcare coalition for assistance - <https://vhass.org/regional-info/>.**