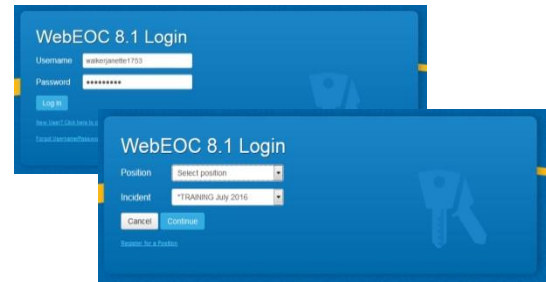


Please use this day to log into WebEOC and complete all or at least one of the tasks below. The drill takes place the 1st Wednesday of every month. User will have all day Wednesday to participate and complete the tasks listed below.

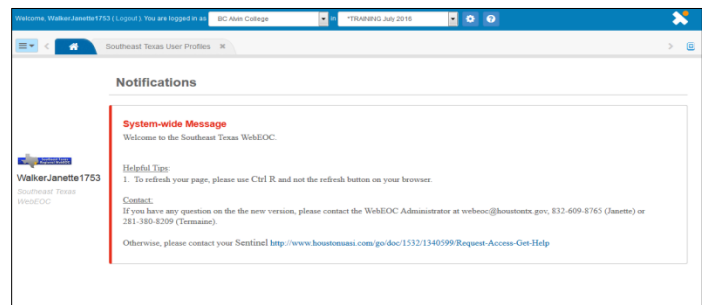
1) **Southeast Texas WebEOC**

- a. Go to <https://houston.webeocasp.com> and **Log-in**
- b. Type in your **username** and **password**
- c. Select your assigned **Position**
- d. Select the current month's training **incident** (Example: *TRAINING November 2017)




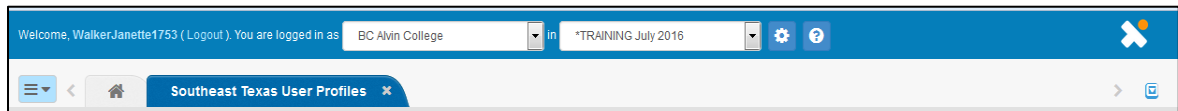
2) **Navigating WebEOC 8.0**

- a. When you log in to WebEOC or change positions, you are taken directly to the Home page. The Home page displays agency information, as well as the system-wide message and other notifications that keep you and other users immediately informed of critical information.



- b) Access the Control Panel and its Boards, Menus, Tools, and Plugins

From the Home page, click the menu icon  in the upper left corner of the page. Select the board, menu, tool, or plugin you would like to view. A new tab, colored dark blue, opens in the existing window.



3) **Southeast Texas User Profile** – Used to update or add your contact information

- a. Click on **Southeast Texas User Profile**
- b. If you haven't entered your information, a window will open for you to enter the required (has flag symbol) information, then **Save**
- c. If you have entered your information, please **search** for name find name and click **Edit**
- d. **Save**

4) **Operations Center Status** – Used to update EOC status (Level 4-1) and check into an EOC

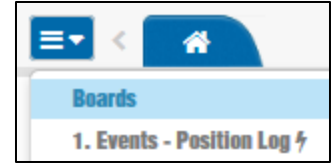
- a. Find your EOC
- b. Click **Details**
- c. Click **Check-in**
- d. Add the required information (red asterisk)
- e. Click **Save**
- f. Now check out. Find name and click **Check Out**

Note: If you don't see "Check-in", please click on "Check-in History". You may have forgotten to check out the last time.

Please use this day to log into WebEOC and complete all or at least one of the tasks below. The drill takes place the 1st Wednesday of every month. User will have all day Wednesday to participate and complete the tasks listed below.

5) **Position Log** – Used to share information with others

- a. Click on **1. Events – Position Log**
- b. Click **New Record**
- c. Type 'Testing' (unless directed otherwise) in **New Information/Update** field
- d. Select **Categorize this Entry** that relates to the information about to be posted
- e. Select **Urgency** either information is urgent or routine
- f. Select **County** it's defaulted for local government agencies. If information isn't inside that county, select the proper county
- g. Click **Recommend City , CMOC, and/or County Event** (whichever one applies to you)
- h. Click **Save**

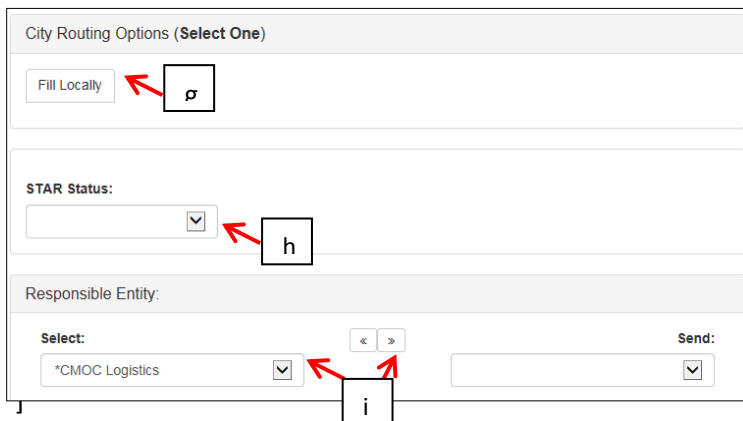


6) **STAR** – State of Texas Assistance Request - Used to request a resource (equipment or personnel)

- a. Click on **New Request** (top left screen).
- b. **Red** request button means it's a real request. Use **Blue** for this drill, change live to Training



- c. Complete **Requestor and Delivery** Info tab
- d. Complete **Request Description** tab
- e. Complete **Review, Route and Submit** tab
 - Under **Review, Route and Submit** tab, review information entered and
 - then sign/enter name in **Requestor Signature:**
- f. Routing options will appear once **Requestor Signature** is entered/signed.
- g. Under **City or County Routing Options** (Select One)
 - Select **Fill Locally, Fill at County, or Route to County**
- h. Select **STAR Status** using dropdown menu



- i. Select the position under **TO:** and use the arrow key to move one position over.
- j. Not required: for **Following:** Select position(s) that you think should be aware of request but not act on it. Select as many positions as necessary.
- k. **Submit**