

# WebEOC 8.4 (Version 1) Colorado – User Guide Self-Registration (PAC)



**COLORADO**

**Division of Homeland Security  
& Emergency Management**

Department of Public Safety

TABLE OF CONTENTS

Self-Registration .....2  
    1-PAC (Position Access Code) .....2  
    2-Accessing WebEOC.....2  
    3-Creating a New User using PAC.....2  
    4-Self-Registration (PAC) – Adding a Position to Existing User Account.....5  
References .....7

## SELF-REGISTRATION

Self-registration allows first-time users to create their own account or for existing users to add a new position to their WebEOC account. This is done by using the position name and position access code (PAC) provided by the WebEOC Administrator in your area (SEOC Systems Administrator or Regional Field Managers). Should you occupy multiple EOC positions and self-registration is enabled, you can self-register for each account for which you qualify. In order to complete self-registration, you need your agency's WebEOC website address, the name of the position to which you will be assigned, and the position access code (PAC).

**Note:** County / City EM Directors and Field Managers can use PAC to create new users.

### 1-PAC (POSITION ACCESS CODE)

A PAC is a position-specific code that your Regional Administrator generates in WebEOC. This code can only be used for the position to which you are assigned.

### 2-ACCESSING WEBEOC

The WebEOC site is accessed by using a Web browser. Listed below are the most compatible web browsers (Internet Explorer - Google Chrome – Firefox) that can be used with WebEOC. Others browsers can be used too, however, you may encounter some problems.

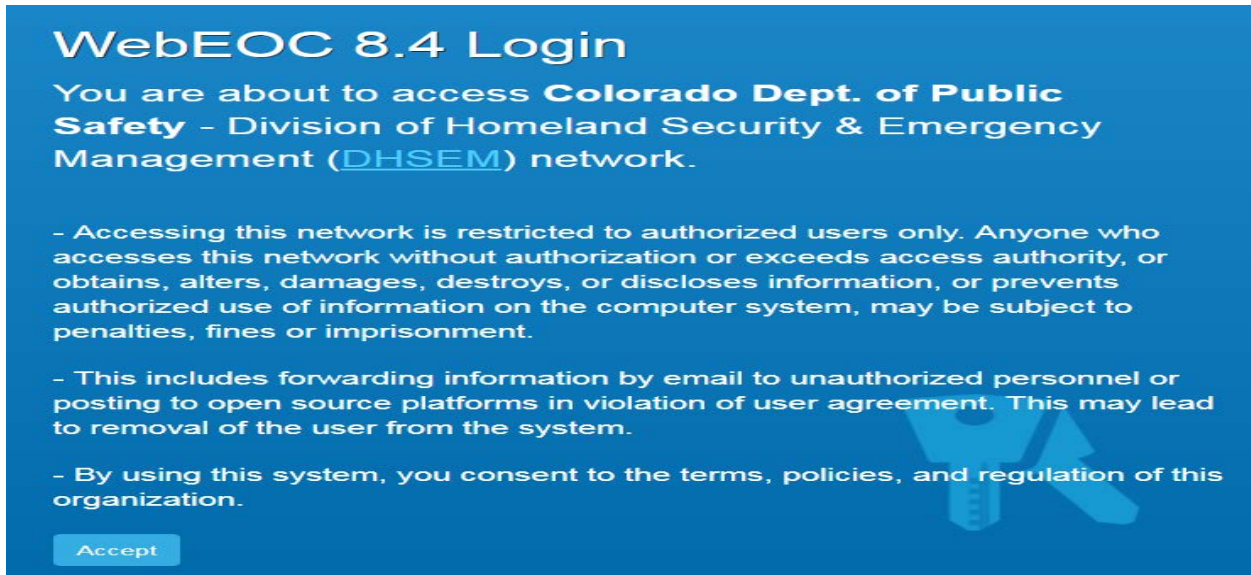
### 3-CREATING A NEW USER USING PAC

- 1- Access Colorado WebEOC site <https://webeoc.colorado.gov/eoc7/>
- 2- Or go to DHSEM website <http://www.dhsem.state.co.us> (Look for the WebEOC Login)



Figure 01

3- Click "Accept" to agree with terms and regulations.



Click Here

Figure 02

- 4- From the WebEOC login window, select [New User? Click here to create an account.](#)



Figure 03

- 5- When 'Create Account' window appears, enter your Position Name and the Position Access Code (PAC) – Provided by the Administrator.
- 6- Select "OK" button to continue, or select the Cancel button to abort the operation

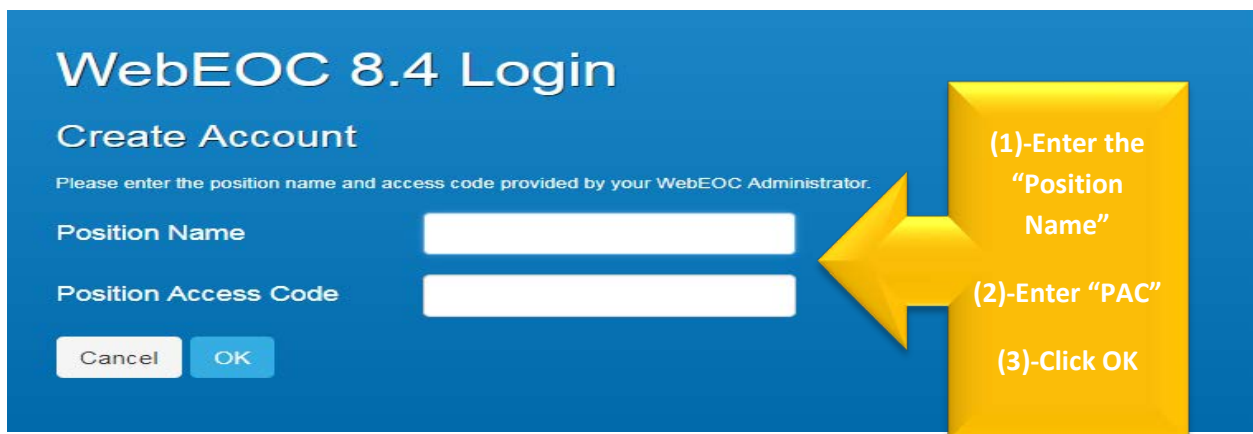


Figure 04

- 7- Fill out the next screen (Figure 41)
- 8- Enter password for this account and confirm the password. The password is case sensitive.
- 9- Enter your primary email and any additional emails (Optional). There is no limit to the number of email addresses you can enter.

10- When you complete the update, select “Save.” Finally, click “OK” on the next window.

**Note:** Check the user name convention (First name (Dot) last name). For instance, if your name is Robert Ford, your user name would be: **robert.ford** (Lower Case)

The screenshot shows the 'Create Account' form on a blue background. The form includes the following fields: 'User Name', 'Password', 'Confirm Password', 'Primary Email', 'Secondary Email', and 'Locale'. The 'Locale' field is a dropdown menu with options: English (Singapore), English (South Africa), English (Trinidad y Tobago), English (United Kingdom), and English (United States). Below the form, there is a checkbox for 'Override Server Default Time Zone' with a 'Default' dropdown and a checkbox for 'Use Daylight Saving Time'. At the bottom left are 'Cancel' and 'Save' buttons. A blue arrow points from a box labeled '(1)-Fill out your Information' to the form fields. A purple arrow points from a box labeled '(2)-Click "Save"' to the 'Save' button.

Figure 06

#### 4-SELF-REGISTRATION (PAC) – ADDING A POSITION TO EXISTING USER ACCOUNT

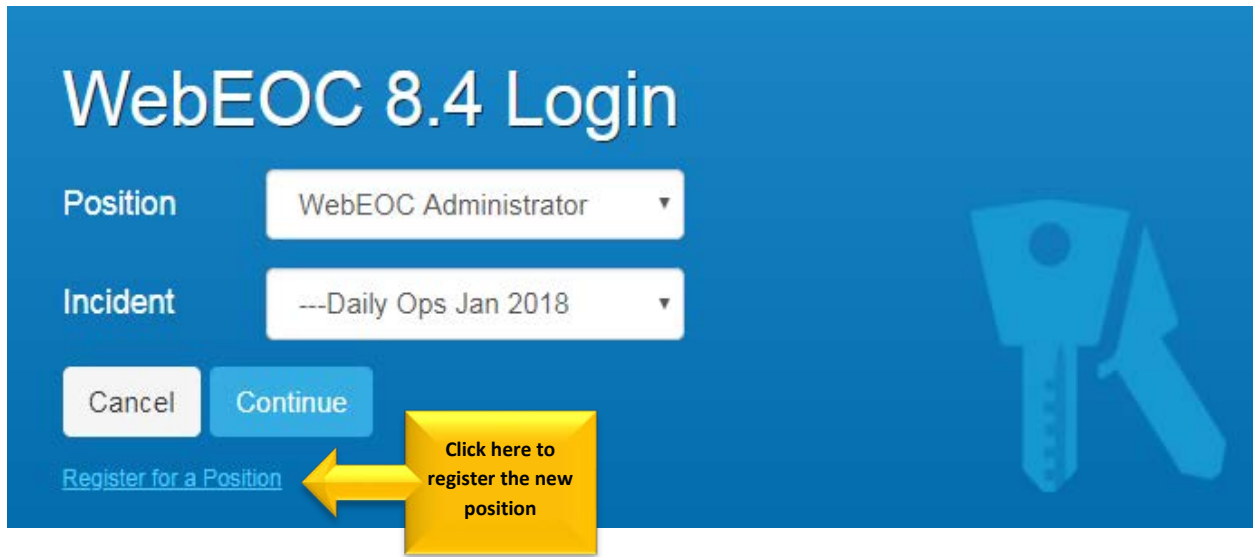
After login with your user name and password, the next window will offer the selection of “Position” and “Incident”. On the bottom part of this window you will see “Register for a Position”. Remember: the new Position name and PAC must be provided by your WebEOC Administrator or by the Region Field Manager, in order to proceed with these steps.

##### Step 1

The screenshot shows the 'WebEOC 8.4 Login' form on a blue background. The form includes the following fields: 'Username' and 'Password'. Below the form is a 'Log In' button. At the bottom, there are two links: 'New User? Click here to create an account.' and 'Forgot Username/Password?'. A green arrow points from a box labeled 'Enter your Username and Password Click "Log in"' to the 'Log In' button.

Figure 07

Step 2



The screenshot shows the 'WebEOC 8.4 Login' interface. It features two dropdown menus: 'Position' set to 'WebEOC Administrator' and 'Incident' set to '---Daily Ops Jan 2018'. Below these are 'Cancel' and 'Continue' buttons. A yellow callout box with a black border and a yellow arrow points to the link 'Register for a Position'.

WebEOC 8.4 Login

Position WebEOC Administrator

Incident ---Daily Ops Jan 2018

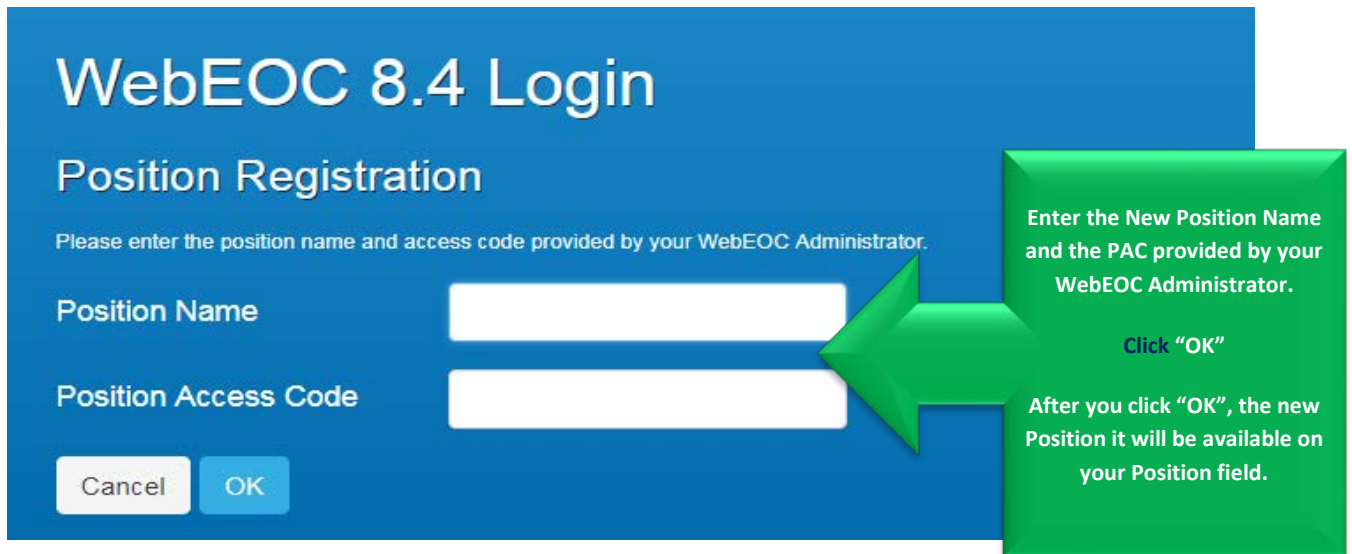
Cancel Continue

[Register for a Position](#)

Click here to register the new position

Figure 08

Step 3



The screenshot shows the 'WebEOC 8.4 Login - Position Registration' screen. It includes a title, a subtitle, and a paragraph of instructions. There are two input fields for 'Position Name' and 'Position Access Code', and 'Cancel' and 'OK' buttons. A green callout box with a black border and a green arrow points to the 'OK' button.

WebEOC 8.4 Login

Position Registration

Please enter the position name and access code provided by your WebEOC Administrator.

Position Name

Position Access Code

Cancel OK

Enter the New Position Name and the PAC provided by your WebEOC Administrator.

Click "OK"

After you click "OK", the new Position it will be available on your Position field.

Figure 09

## REFERENCES

Intermedix WebEOC (2018). User Guide Version 8.4