

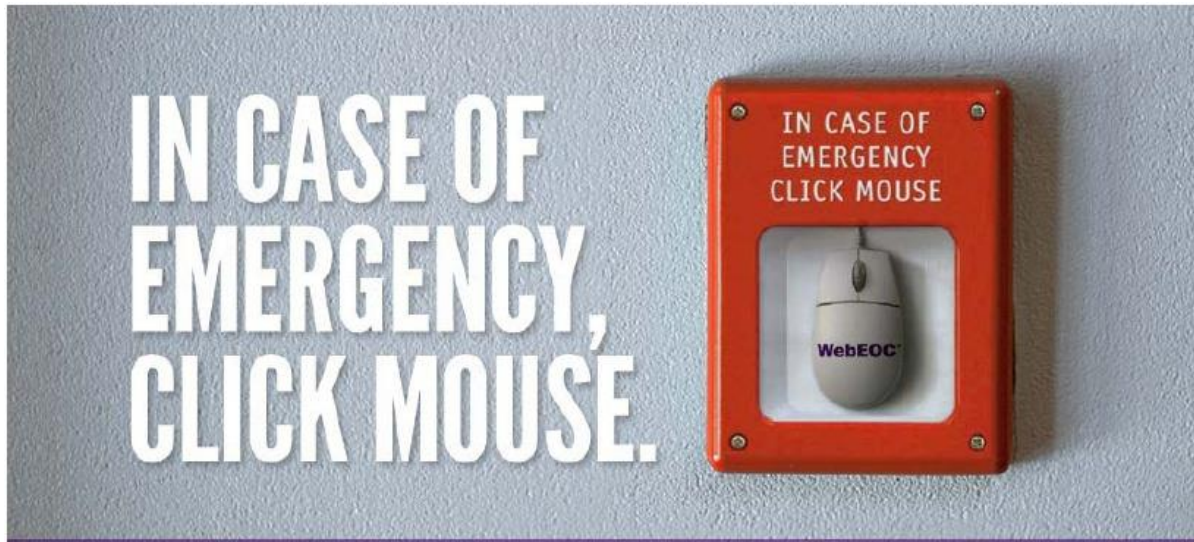
Atlanta-Fulton County Emergency Management WebEOC

Sub-Administrator Training for WebEOC

- How to login
- How to access the admin panel
- How to edit user accounts & positions



atlanta.afcema.com



What is WebEOC?

- WebEOC is a virtual software tool to aid responders with incident management, coordination, and collaboration.
- WebEOC is the primary means of information sharing during a crisis or disaster in Atlanta and Fulton County.
- Provides Situational **Awareness & Accountability**

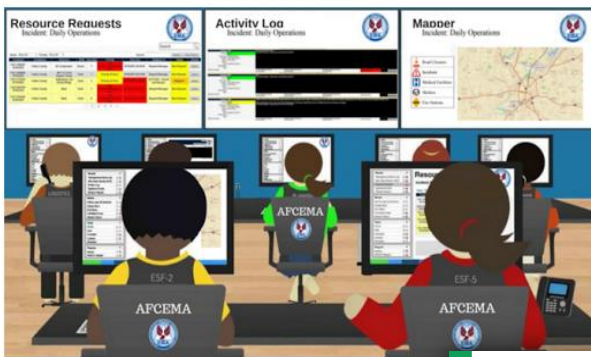
How AIM Helps

- AIM will serve as a WebEOC Admin for the City of Atlanta employees when the Joint Operations Center (JOC) activates.
- AIM will be provided access to the Google Form for account requests and in some cases may be assigned on-site at the Joint Operations Center.

Google Form

WebEOC Account Registration

* Required



Users make requests using the linked Google Form on the homepage. AIM is provided access to this form when the JOC activates to monitor Atlanta requests.

WebEOC Request *

- New User Account
- Reset Password
- Wrong Position / Request New Position
- Technical Issues
- Other: _____

County *

- Fulton County

AFCEMA WebEOC Account Registration (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was yesterday at 1:18 PM

| | A | B | C | D | E | F | G |
|----|----|----------------------|--------------------------------------|-----------------|-------------------------|------------------|------------|
| 1 | DR | Chad Jenkins | chad@roswellasap.com | City of Roswell | Roswell | New User Account | |
| 2 | DR | Angela B. Rucker | arucker@atlanta.k12.ga.us | City of Atlanta | School Instructor | New User Account | |
| 3 | DR | Murry Ford | mford1@gmh.edu | Fulton County | Grady Health System | New User Account | Atlanta |
| 4 | | | | | | | |
| 5 | BD | Michael Green | michael.green@co.clayton.ga.us | Clayton County | Law Enforcement | Reset Password | Jonesboro |
| 6 | DR | Tanji Chuma | tanji.chuma@Fultoncountyga.gov | Fulton County | Public Health | New User Account | Atlanta |
| 7 | DR | Craig Dowdell | cdowdell@atlantaga.gov | Fulton County | Fire Rescue | Reset Password | Atlanta |
| 8 | DR | Monique Blakley | monique.blakley@atlanta-airport.com | Fulton County | Emergency Communicatio | Reset Password | Atlanta |
| 9 | DR | steven bien-aime | steven.bien-aime@atlanta-airport.com | City of Atlanta | DOA Operations | Technical Issues | |
| 10 | DR | DeAllous Smith | deallous.smith@atlanta-airport.com | City of Atlanta | HJA Public Affairs | New User Account | |
| 11 | DR | Frank Rucker | frank.rucker@atlanta-airport.com | City of Atlanta | HJA DOA Planning and De | New User Account | |
| 12 | DR | Tyrone Jacobs | Tyrone.Jacobs@tenethealth.com | Fulton County | Hospital | Reset Password | East Point |
| 13 | DR | Keith Sumas | Ksumas1@gsu.edu | Fulton County | College / University | Reset Password | Atlanta |
| 14 | DR | marquenta sands hall | atlantapublicschools.us | Fulton County | Law Enforcement | Reset Password | atlanta |
| 15 | DR | DeWayne Earnest | earnest@citypalmetto.com | Fulton County | Fire Rescue | Reset Password | Palmetto |
| 16 | DR | Dustin Hetzel | DJHetzel@chathamcounty.org | Fulton County | Public Health | Reset Password | Savannah |
| 17 | DR | Jerome Jones | jejones@atlatna.ga.gov | Fulton County | Law Enforcement | New User Account | Atlanta |

Accessing the Google Form

You can locate the form by clicking
[WebEOC Account Requests](#)

You'll need to login using the AIM help desk Google Account.

Username: [Aim.servicedesk@gmail.com](#)

Password: **@TL3us#226**

Only act on account requests that come in from City of Atlanta users.

In some cases you may have to contact the requestor or their department head to verify agency or look them up in the City of Atlanta directory.

Logging into WebEOC

- atlanta.afcema.com
- Click “Accept” on the splash page.
- Enter your sub-admin credentials. These credentials are shared amongst the AIM team to support City of Atlanta WebEOC users.

The AIM Account

Username

- aim.admin

Password

- ATL.admin!

Complete login by selecting the AIM position and then choose any incident listed.

** Specific incidents are not required for this administrative activity**

Open the Admin Panel

Welcome, Donnie Reece (Logout). You are logged in

ATL - AIM Admin in 12.7 Atlanta TTX

Notifications

System-wide Message

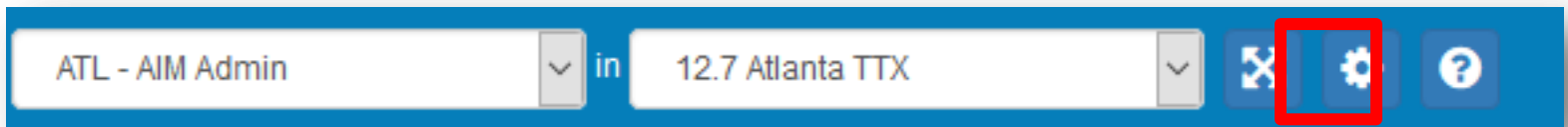
Please use WebEOC to provide information for any of the following actions/incidents located below

- Department or City Operations Center activation to include phone number and schedule.
- Any shelter openings to include a shelter POC, phone number, address, and current occupancy.
- Pre-planning and preparation efforts to include pre-treatment of road ways.
- Delayed opening or closings of institutions, government offices, etc.
- Overview of response efforts related to the event.
- Any injuries or fatalities related to the event (frostbite, tree's fallen on houses/cars, etc.)
- Resource requests if any.
- Event specific damage to property and infrastructure.
- Changes, delays, or cancellations in schedules or routes - specifically transportation schedules.
- Any other significant event, incident, or actions being taken.

If you are experiencing technical issues or need to register a new user account [Click Here](#)

View the WebEOC online training library here [WebEOC 101](#)

Donnie Reece
Atlanta-Fulton County Emergency Management Agency



Find and select the 'Settings / Gear' icon. Its located at the top of the screen next to position and incident drop-down menus.

The Users Manager

Click on the 'Users' tab on the admin panel to access City of Atlanta Users & Positions.

| Users | | | | | | | + Create User | Actions ▾ | |
|-----------------------------------|----------------|--------------|---------------------------|----------------------|----------|-----------------|-------------------------------|-----------|-------|
| 1 - 15 of 132 | | | | | | | Filter... | Filter | Clear |
| Name ▲ | Account Type ⇅ | Mobile ⇅ | Department ⇅ | Comments ⇅ | Locked ⇅ | Mobile Device ⇅ | | | |
| Adam Wright | User | | | | | | | | |
| Adrian Brinn | User | | | | | | | | |
| aim.admin | Sub Admin | | | ATL.admin! | | | | | |
| Amanda Pritchett | User | | | | | | | | |
| Angela Diggs | User | | | | | | | | |
| Ann Green | User | 678-357-6147 | | | | | | | |
| Antwain Williams | User | | | | | ✓ | | | |
| Ari Bleifeld | User | | | | | ✓ | | | |
| Barbara Cavender | User | | | | | | | | |
| Benny Monkus | User | 4045973640 | APD/Homeland/Intelligence | Assigned to FBI/JTTF | | | | | |
| Blossom Roberts | User | | | | | | | | |
| Brian Schiffbauer | User | | | | | | | | |
| Brian White | User | | | | | | | | |
| Bruce Wilson | User | | | | | | | | |
| Byron Martin | User | | | | | | | | |

« 1 2 3 4 5 6 7 8 9 »

Editing Users Information

Login Information

Account Disabled

Username *

Primary Email *

Secondary Email +

*

Password

Confirm Password

Change password at next login?

Account Type

Account Organization

User Update Enabled Disabled

Multiple User Login Enabled Disabled

Inactivity Logout Enabled Disabled

User Color

Editing usernames and passwords can be accomplished by **clicking on the username or selecting create new user**.

By default, all users are created and reset to a system standard. Users are trained how to change their password upon logging in.

| USER NAME | PASSWORD |
|--|--|
| <i>FirstName LastName</i> <i>Don't forget the spacebar!</i> | <i>lastname</i> <i>All lower caps</i> |

Example:
Username: Donnie Reece
Password: reece

All users are locked after 90 days of inactivity. System-wide locks are disabled when the JOC activates.

No Multiple User Accounts!

The only generic accounts allowed inside WebEOC are those assigned to 911 dispatchers.

It is both an accountability concern as well as a security concern, that we ensure every single user is assigned a personal WebEOC account.

| | | |
|---------------------|-------------------------------|---|
| User Update | <input type="radio"/> Enabled | <input checked="" type="radio"/> Disabled |
| Multiple User Login | <input type="radio"/> Enabled | <input checked="" type="radio"/> Disabled |
| Inactivity Logout | <input type="radio"/> Enabled | <input checked="" type="radio"/> Disabled |
| User Color | <input type="text"/> | |



Final Touches on the Google Form

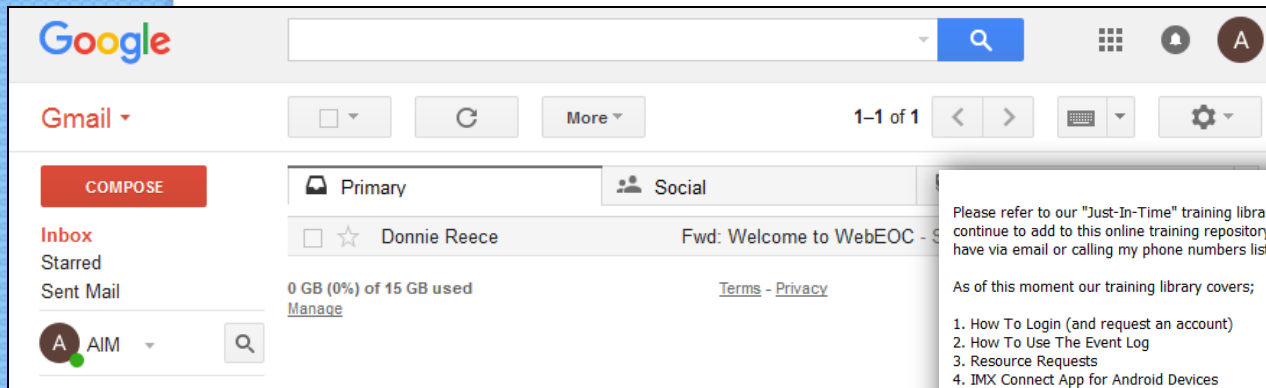
Once verified & account created / reset, please copy and paste the request onto the next tab “completed requests” and initial.

Reminder: This is a shared form with 9 other sub-administrators

| | | | | | | |
|----|----|---------------------------|--|------------------|--|-------------------|
| 13 | DR | Keith Sumas | Ksumas1@gsu.edu | Fulton County | College / University | Rese |
| 14 | DR | marquenta sands hall | atlantapublicschools.us | Fulton County | Law Enforcement | Rese |
| 15 | DR | DeWayne Earnest | earnest@citypalmetto.com | Fulton County | Fire Rescue | Rese |
| 16 | DR | Dustin Hetzel | DJHetzel@chathamcounty.org | Fulton County | Public Health | Rese |
| 17 | DR | Jerome Jones | jejones@atlatna.ga.gov | Fulton County | Law Enforcement | New |
| 18 | DR | Michael Faughnan | mfaughnan@atlantaga.gov | Fulton County | Law Enforcement | New |
| 19 | DR | niyamitchell | nmitchell@atlantaga.gov | Fulton County | Law Enforcement | New |
| 20 | BD | frank.clackum@co.clayton. | Reset Password | Fire Rescue | Riverdale | Clay |
| 21 | BD | frank.clackum@co.clayton. | Reset Password | Fire Rescue | Riverdale | Clay |
| 22 | DR | wyvern budram | wyvern.budram@fultoncountyga.gov | Fulton County | Transportation | Rese |
| 23 | DR | Vanita Stokes | vsstokes@atlanta.k12.ga.us | Fulton County | Local Public Schools | Rese |
| 24 | DR | Captain Daniel Rasmussen | DRasmussen@AtlantaGa.Gov | Fulton County | Law Enforcement | New |
| 25 | DR | Doug Voss | dvoss@atlantaga.gov | New User Account | Director of Parks, City of Atlanta's Office of Parks. Head of City of Atlanta's Forestry services. | Othe agetn inform |
| 26 | DR | Chris Kallio | cjkallio@atlantaga.gov | New User Account | City of Atlanta, Office of Parks Arborist (Forestry services) | Othe agetn inform |
| 27 | DR | Paul Lewkowicz | plewkowicz@atlantaga.gov | New User Account | City of Atlanta, Office of Parks Arborist (Forestry services) | Othe agetn inform |
| 28 | DR | Richard Mendola | rich.mendola@emory.edu | New User Account | Emory University. | Colle |
| 29 | DR | Dwayne Johnson | ddjohnson@atlantaga.gov | New User Account | Chief Johnson will be the K | Fire I |
| 30 | DR | Kathy Christopher | kchristopher@atlantaga.gov | Reset Password | | Eme |
| 31 | DR | Judi Cheney | judi.cheney@atlanta-airport.com | New User Account | Hartsfield-Jackson Atlanta | Othe |
| 32 | DR | Judi Cheney | judi.cheney@atlanta-airport.com | Reset Password | ATL Hartsfield-Jackson Atl; Tran | |

Final Step – Follow Up Email

Follow up the request by email the user the standard “welcome to WebEOC email. This email includes username & password info as well as the links to training and the site. You can find this email script in the aim.servicedesk@gmail.com inbox. Just copy and paste.



Please refer to our "Just-In-Time" training library where you can watch videos to get a basic understanding of WebEOC. The plan is to continue to add to this online training repository to cover each WebEOC function over time. Feel free to ask me any questions you might have via email or calling my phone numbers listed below.

As of this moment our training library covers;

1. How To Login (and request an account)
2. How To Use The Event Log
3. Resource Requests
4. IMX Connect App for Android Devices
5. IMX Connect App for iPhone & iPads
6. How to turn off pop up blockers and WebEOC user guide download links.

You can view this training library by clicking on this link - [WebEOC 101](#)

You login to WebEOC here - atlanta.afcema.com

| USER NAME | PASSWORD |
|-----------------------------------|-----------------------|
| FirstName LastName | lastname |
| <i>Don't forget the spacebar!</i> | <i>All lower caps</i> |

Example:
Username: Donnie Reece
Password: reece

Welcome to the WebEOC Community

For questions and support in the future you
may be reached at:

Donnie Reece – Operations Manager

Donnie.Reece@afcema.com

(404) 612-5660

(404) 304-8777