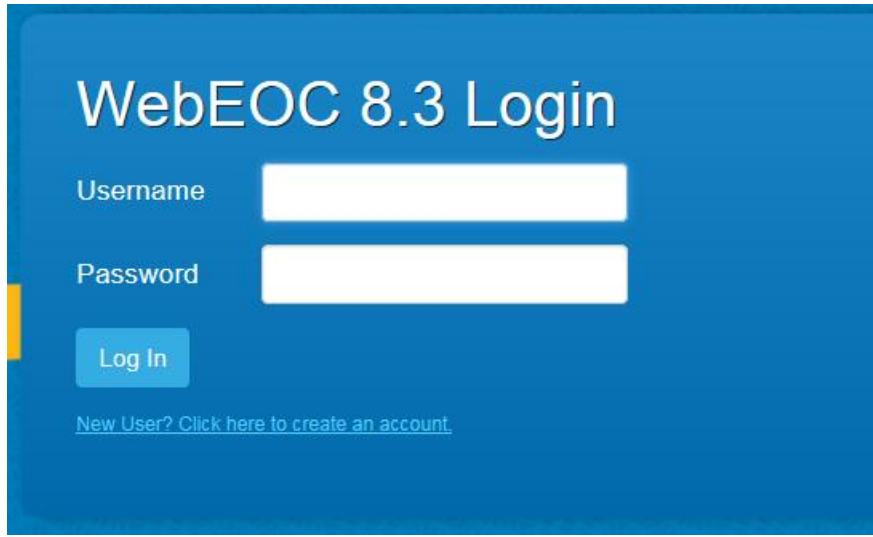
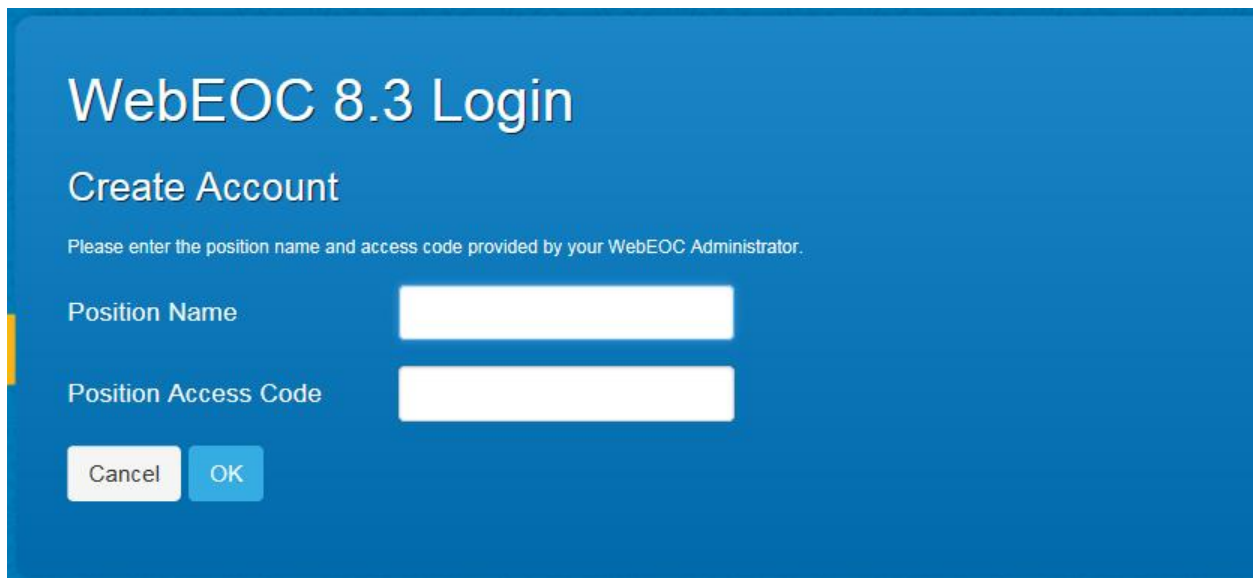


New WebEOC User – Creating an account

The image shows the 'WebEOC 8.3 Login' screen. It has a blue background with white text. At the top, it says 'WebEOC 8.3 Login'. Below that are two input fields: 'Username' and 'Password'. There is a 'Log In' button below the password field. At the bottom, there is a link that says 'New User? Click here to create an account'.

- New Users will click on 'New User? Click here to create an account'

The image shows the 'WebEOC 8.3 Login - Create Account' screen. It has a blue background with white text. At the top, it says 'WebEOC 8.3 Login'. Below that, it says 'Create Account'. There is a small instruction: 'Please enter the position name and access code provided by your WebEOC Administrator.' Below that are two input fields: 'Position Name' and 'Position Access Code'. At the bottom, there are two buttons: 'Cancel' and 'OK'.

- County Emergency Managers (or their delegates), Local Municipality Delegates, State Agency Delegates, Region Directors and Mission Support have the Position Names and Position Access Codes. Please contact them for the correct Position Name and Position Access Code.
- Enter the Position Name and Position Access Code provided.
- Click on OK

Create Account

User Name *

Password

Confirm Password

Primary Email *

Secondary Email

Locale

Time Zone

Override Server Default Time Zone

 Use Daylight Saving Time

User Name is your work email address

Password must be 1 uppercase letter, 1 lowercase letter and 1 number

Enter your work email address. This should match your User Name

Do not change Locale or Time Zone

- Enter the information described above.
- Click on Save

WebEOC 8.3 Login

Position

Incident

[Register for a Position](#)



- Select the position you will be working in. Most staff will only have one position. If you have been assigned more than one position, select the proper position for the tasks you wish to complete.
- Select the appropriate incident.
- Click on Continue

WebEOC 8.3 Login

Additional Login Information

| | | |
|-------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------|
| Name * | <input type="text" value="John Smith"/> | Enter your First and Last name |
| Location * | <input type="text" value="JFHQ"/> | Enter your Work Location |
| Phone Number * | <input type="text" value="608-555-7890"/> | Enter your Work Phone Number |
| Email * | <input type="text" value="john.smith@wisconsin.gov"/> | |
| Comments | <input type="text"/> | |
| <input type="button" value="Cancel"/> <input type="button" value="Continue"/> | | |



- You will only need to enter this information once. It will be automatically populated the next time you log in.
- “Name” should be your first and last name, not your WebEOC User Name.
- If you are signing in at a different location, you can change your location and phone number.
- Click on Continue
- You are now logged into WebEOC