



Region D WebEOC User Self Registration Process

1. Open your web browser and go to <http://www.regiondwebeoc.org>.

WebEOC 7.4 Login

User:

Password:

OK

- [New User? Click here to create an account.](#)
- [Forgot Username/Password?](#)

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If you are experiencing difficulty accessing WebEOC, contact your local EMD or email tech@greencountyoem.org

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2. Click on “***New User? Click here to create an account.***”

WebEOC 7.4 Login

Create Account

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

Position Name:

Position Access Code:

OK Cancel

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3. Enter the “***Position Name***” and “***Position Access Code***” (PAC) **EXACTLY** as provided by the System Administrator or County Emergency Management Director.

4. Fill out the below fields with the information requested.

User Name:

FirstName <space> Last Name
Eg: *John Doe*

Password:

Enter a password of your choosing. Must consist of 6 characters.

Confirm Password:

Repeat your password.

Primary E-Mail:

Enter your e-mail address. This will allow you to reset your password automatically, if needed.

Locale: Do not change.

Time Zone / Daylight Savings Time: Do not change.

The screenshot shows a 'Create Account' form with the following fields and options:

- User Name: [Text Input]
- Password: [Text Input]
- Confirm Password: [Text Input]
- Primary Email: [Text Input]
- Secondary Email: [Text Input] with an 'Add' button
- Locale: [List Box] with 'English (United States)' selected
- Time Zone: [Dropdown Menu] set to 'Default'
- Time Zone options: Override Server Default Time Zone, Use Daylight Saving Time
- Buttons: 'Save' and 'Cancel'

5. Click the “SAVE” button. You should receive a message similar to this.

6. Click the “OK” button.

7. You will be logged into WebEOC, and allowed to choose an incident to login to.

The screenshot shows a success message dialog box with the following content:

- Title: 'Create Account'
- Message: 'The new user JOHN TEST has been successfully created. Click the OK button to continue logging into WebEOC as this user.'
- Button: 'OK'

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail tech@greencountyocem.org.