Welcome to NC4 Training

Module: Personal Profile

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1 Module: Personal Profile

The Personal Profile form is used to identify you to the system. The information you provide will be used to track your status, responsibilities, and skills as well as to maintain your contact information in the system.

The Personal Profile is one of the first screens you see when you log in to the system. In addition to your contact information, the profile contains information about your role, agency, skills and contact information. This information may be of critical importance when tasks are being assigned or when an urgent response is needed from someone with your expertise.

In this module, each participant will create and update their Personal Profile.

Learning Objectives

After completing this module, learners will be able to:

- Update and maintain your Personal Profile.
- Describe the profile data elements.

ICON KEY

- Valuable information
- Test your knowledge
- Keyboard exercise
- Review

1.1 Accessing Your Personal Profile

Your **Personal Profile** is presented to you each time you log in to the system. This process begins with the NC4 Web page, as shown in Figure 1.

Figure 1 NC4 Web Login Page

Usernames and Passwords are case sensitive.

You can use the **Tab** key to move your cursor from the Username field to the Password field.

To log in the application, you will need a Username and Password. To obtain a Username and Password, contact your System Administrator.

Key your username into the **Username** field and your password into the **Password** field.
Click the appropriate button for the system you wish to use, **OPERATIONS** or **TRAINING**. Use **OPERATIONS** for active incidents or events and **TRAINING** for training and exercises.

Then click the 

button to log in to the system.

Both the Username and Password are case sensitive. They must be entered in the exact format in which they were provided to you.

As soon as your username and password are accepted, your Personal Profile opens. If the System Administrator has completed your profile, it would be as shown in Figure 2. If the System Administrator has not completed your profile, the Account Information tab with a request for your security question and answer will be made in red as shown in Figure 13 when the Personal Profile opens. If not, you will need to fill in the information to proceed.

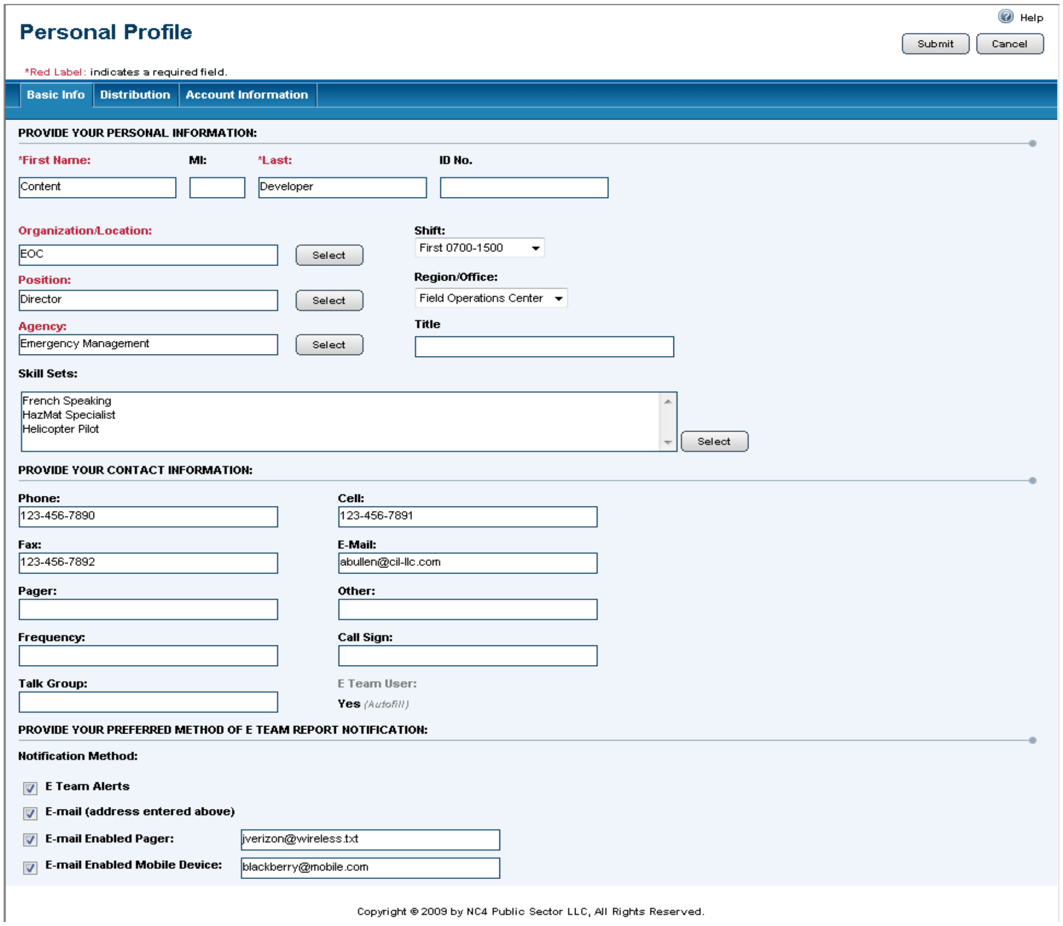


Figure 2 Personal Profile Form

Usernames and Passwords are provided by the System Administrator.

Clicking the **Cancel** button will deny you access to the system.

The **Personal Profile** form contains the following unique sections:

- Provide Your Personal Information
- Provide Your Contact Information
- Provide Your Preferred Method of Report Notification
- The Personal Profile also contains one of the application's common functions: Distribution Tab.
- Account Information Tab.

A description of the fields within each section follows.

2 Using the Personal Profile

In this section of the module, you will get an overview of a Personal Profile form. You will become familiar with the layout of the form and understand the type of information that it can contain.

At the end of this module, you will be able to update and maintain your own Personal Profile.

2.1 Basic Info

2.1.1 Provide Your Personal Information

Others will use the information you key in to identify you and to understand your responsibilities and skills.

2.1.1.1 NAME AND ID FIELDS

Enter your first name in the required **First Name** field and your Last Name in the required **Last** field. You may optionally enter the initial of your middle name in the **MI** field and **ID No.** as shown in Figure 3.

*Red Label indicates a required field.

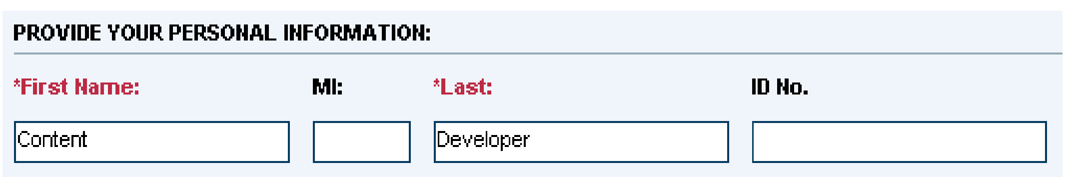
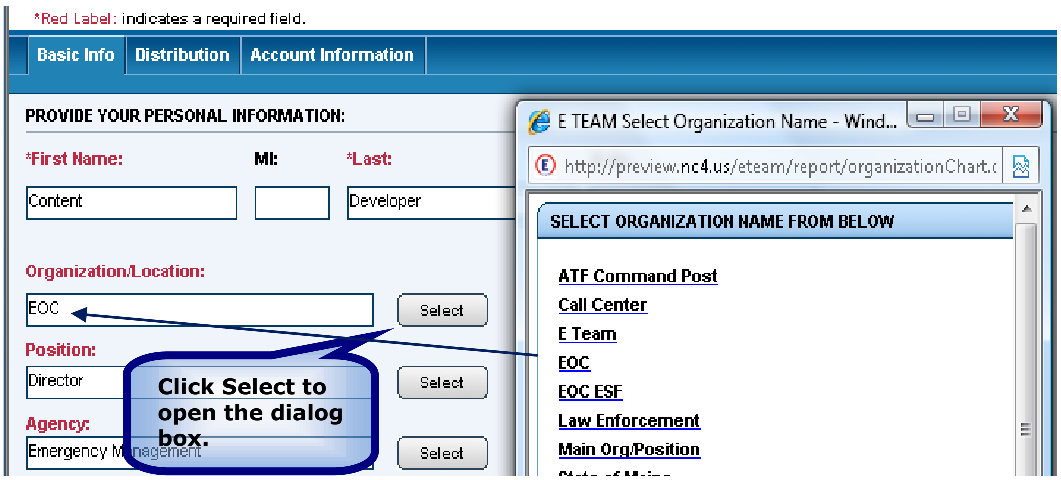


Figure 3 Name and ID Fields

2.1.1.2 ORGANIZATION/LOCATION

Click the **Select** button next to the required Organization/Location field to open the **Select Organization** dialog box, as shown in Figure 4.



The System Administrator maintains the Organization, Position and Agency lists.

Figure 4 Select Organization/Location Dialog Box

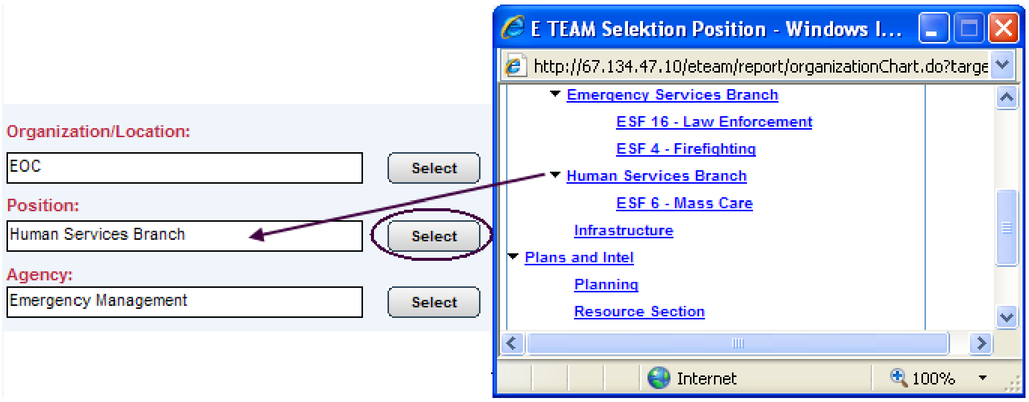
This dialog box can be used in two ways. The user can be identified with an organization. Do this by clicking the Name link of your organization in the **Organization Name** dialog box. Alternately, a user can be associated with an incident. Do this by clicking the Name link of the appropriate incident in the "**Incidents With Command Post Established**" section.

*Red Label indicates a required field.

You can also include your own organization/location by keying it into the **Other** field and clicking the **Add** button.

2.1.1.3 POSITION

Click the **Select** button next to the required **Position** field to open the **Select Position** dialog box, as shown in Figure 5.



Scroll down the dialog box to view the **Other** field.

Figure 5 Select Position Dialog Box

*Red Label indicates a required field.

Click the Name link of the appropriate position listed in the Position section. You can also include your own position by keying it into the **Other** field and clicking the **Add** button.

The position entered here will determine the system menu template which lists the reports that are assigned to you.

2.1.1.4 AGENCY

Click the **Select** button next to the required Agency field to open the **Select Agency** dialog box, as shown in Figure 6.

> *Red Label indicates a required field.

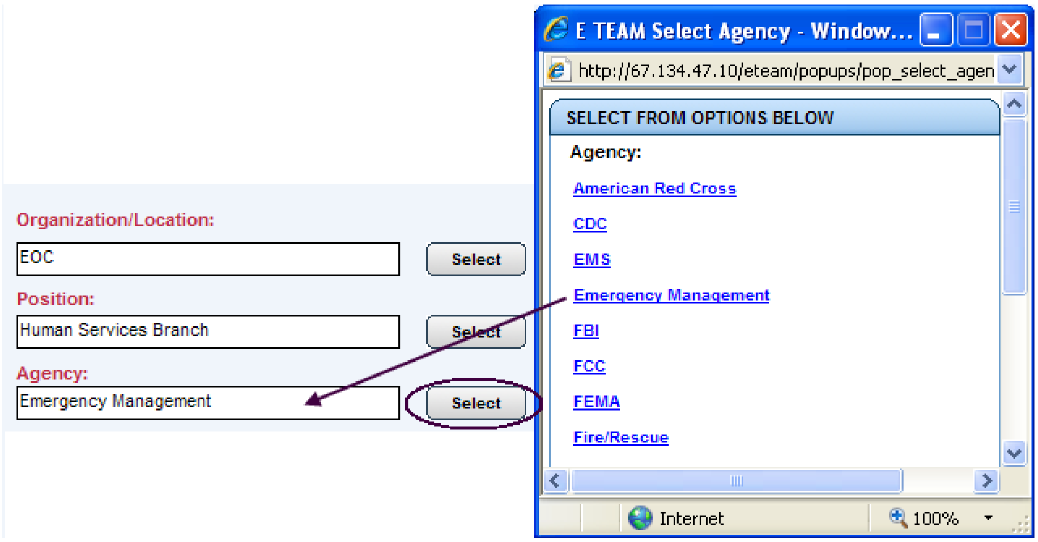


Figure 6 Select Agency Dialog Box

Click the Name link of the appropriate agency. You can also include your own agency by keying it into the **Other** field and clicking the **Add** button.

2.1.1.5 SHIFT

Use the **Shift** drop down menu to select your work period, as shown in Figure 7.

> The System Administrator maintains the Shift and Region/Office lists.

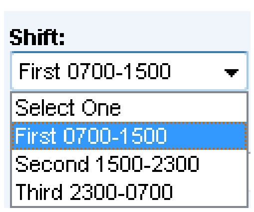


Figure 7 Shift Drop Down Menu

2.1.1.6 REGION/OFFICE

Use the **Region/Office** drop down menu to select your work site, as shown in Figure 8.

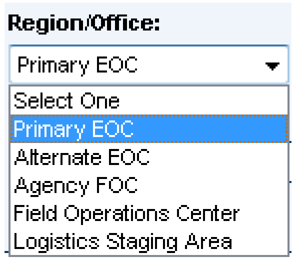


Figure 8 Region/Office Drop Down Menu

2.1.1.7 TITLE

Key your job, function or official title into the **Title** field as shown in Figure 9.

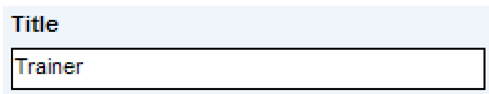


Figure 9 Title Field

2.1.1.8 SKILL SETS

Click the **Select** button to the right of the **Skill Sets** scrolling field to open the Select Skills dialog box, as shown in Figure 10.

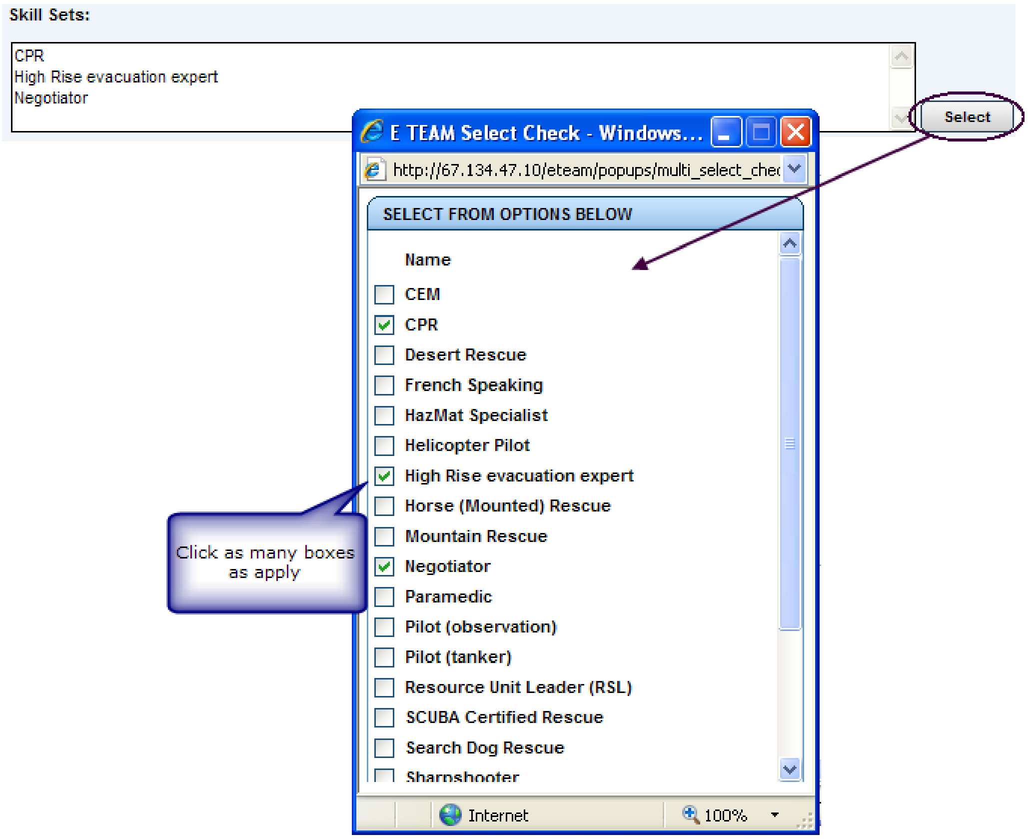


Figure 10 Skill Sets Dialog Box

The System Administrator maintains the Skill Set lists.

Enable the checkboxes next to the skills you are able to perform, and then scroll down the list and click the OK button on the lower right.

2.1.2 Provide Your Contact Information

In this section, shown in Figure 11 key in information that pertains to how you can be contacted, such as telephone number, fax number, pager number, e-mail address or radio frequency and call sign.

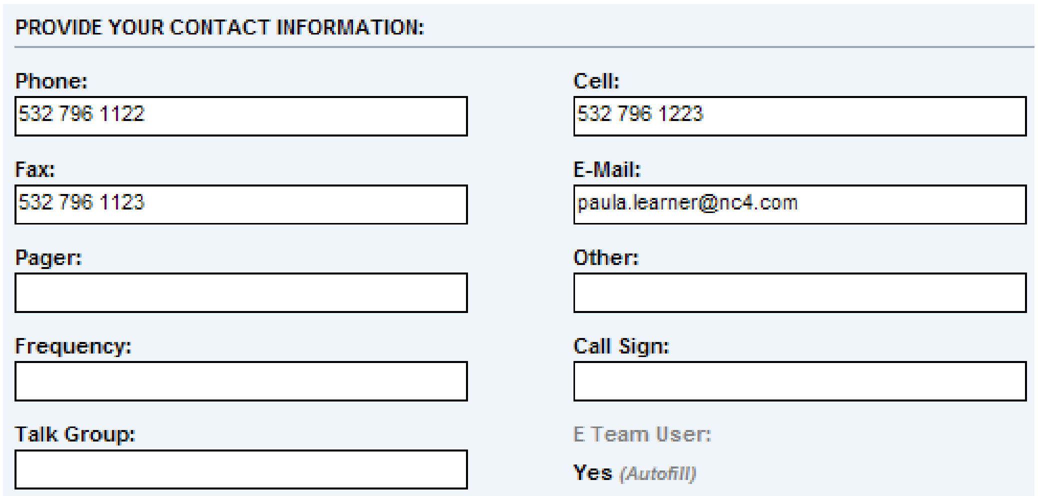


Figure 11 Provide Your Contact Information Fields

2.1.3 Provide Your Preferred Method of Report Notification

The NC4 application has the capability of sending messages when there are incidents or requests in need of your attention, by standard e-mail account, text-enabled pager or text-enabled mobile device (e.g., cell phone).

Ensuring the checkbox for Alerts is enabled will allow the system to send Targeted Alerts to your user logon. More information about Targeted Alerts can be found in the Module: Common Functions.

Click the checkboxes next to your preferred methods of emergency communication. If you have already entered your e-mail address in the previous section, this information will be used for communication when you enable the E-mail checkbox here (Figure 12). Additionally, if you are using a pager or mobile device for communication, you must key in the appropriate telephone number or address in the fields provided.

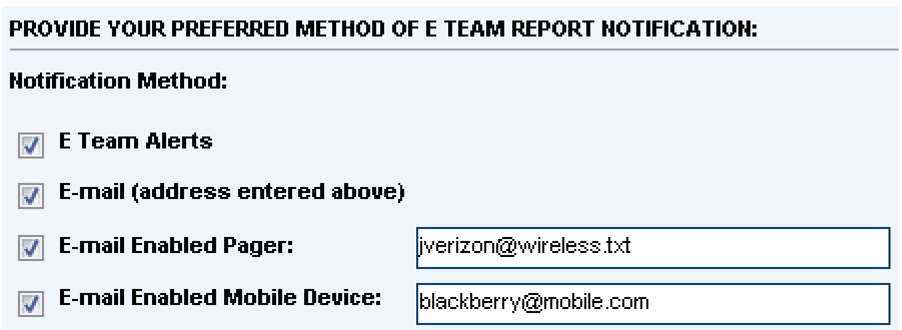


Figure 12 Preferred Method of Report Notification Fields

2.2 Account Information

As stated in section 1.1, your Personal Profile is presented to you each time you log in to the system. As soon as your username and password are accepted, your Personal Profile opens. If the System Administrator has completed your profile, it would be as shown in Figure 2.

If the System Administrator has not completed the **Account Information** tab, a request for your security question and answer will be made in red as shown in Figure 13 when the Personal Profile opens.

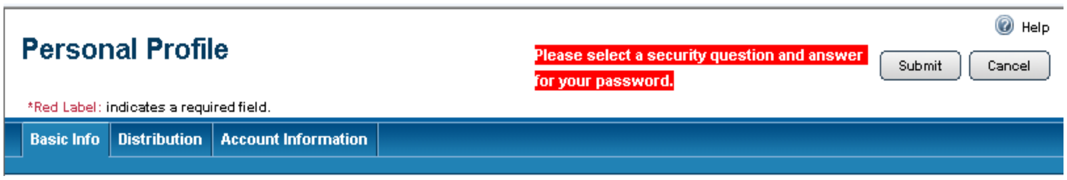


Figure 13 Security Question/Answer Required Statement

2.2.1 Using the Account Information Tab

The **Account Information** tab, as shown in Figure 14, must be completed in order to access the application.

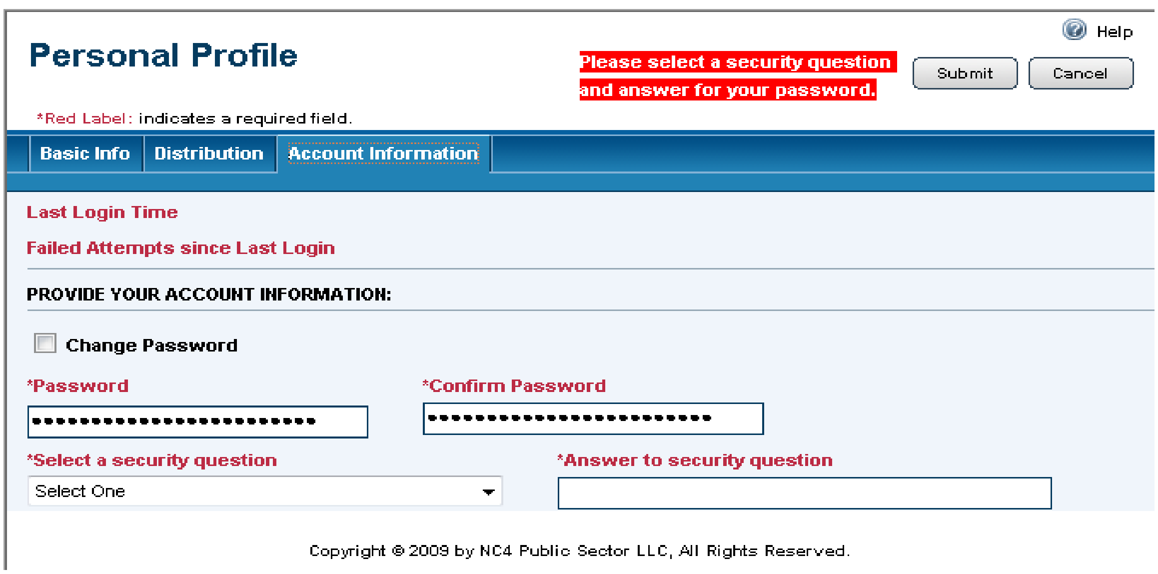


Figure 14 Account Information Tab

The Account Information tab contains the following unique fields:

- Login Information
- Provide Your Account Information

A description of each section and fields follow.

2.1.4 Login Information

Two fields are populated and displayed by the system regarding your login information, **Last Login Time** and **Failed Attempts since Last Login**.

2.1.4.1 LAST LOGIN TIME

The date and time of the last time you logged in are displayed as shown in Figure 15.

Figure 15 Last Login Time

2.1.4.2 FAILED ATTEMPTS SINCE LAST LOGIN

The number of failed attempts to login since the last time you were on the system are displayed as shown in Figure 16.

Figure 16 Failed Attempts since Last Login

2.1.5 Provide Your Account Information

The **Account Information** section includes your password and security question and answer.

The System Administrator maintains the Password and Security Question and Answer. Check with the System Administrator before making any changes.

2.1.5.1 PASSWORD

The System Administrator will create your account with a basic password as shown in Figure 17. Here is where you can change your personal password to something unique only you will know. It should be easy to remember for instant recall when needed. Check with your System Administrator before making any changes.

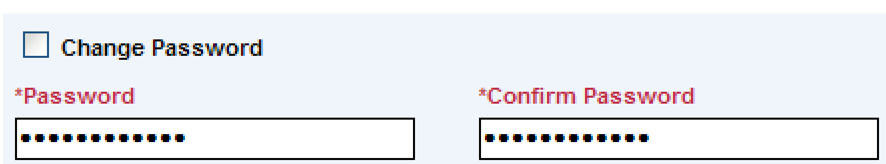


Figure 17 Password Fields

2.1.5.2 SECURITY QUESTION AND ANSWER

The System Administrator will create your account with a list of security questions and a basic answer to one of them as shown in Figure 18. Here is where you can change your personal security question and answer to something unique only you will know. It should be easy to remember for instant recall when needed. Check with your System Administrator before making any changes.

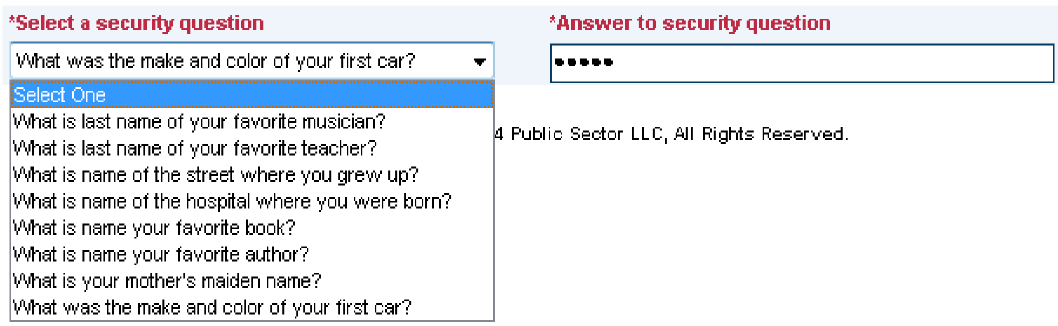


Figure 18 Security Question and Answer Fields

3 Completing the Personal Profile

Click the 

button in the upper right of the Personal Profile form to exit the window and enter the system.

Access to the application will be denied if you click the 

button during the login process.

The other tab in the Personal Profile form, Distribution is covered in the Module: Common Functions.

Your Personal Profile can be accessed at any time by clicking the **Profile** button in the top tools frame as shown in Figure 19. The Personal Profile will be presented; at this time you may *View* or make changes to the existing profile. Click the **Cancel** button to close the Personal Profile form without saving changes.

Figure 19 Profile Button in the Top Tools Frame

4 Duties and Alert Bulletin(s) Windows

4.1 Duties Checklist

During the login process, after you click the **Submit** button, you may be presented with the **Duties for:** pop-up window, as shown in Figure 20.

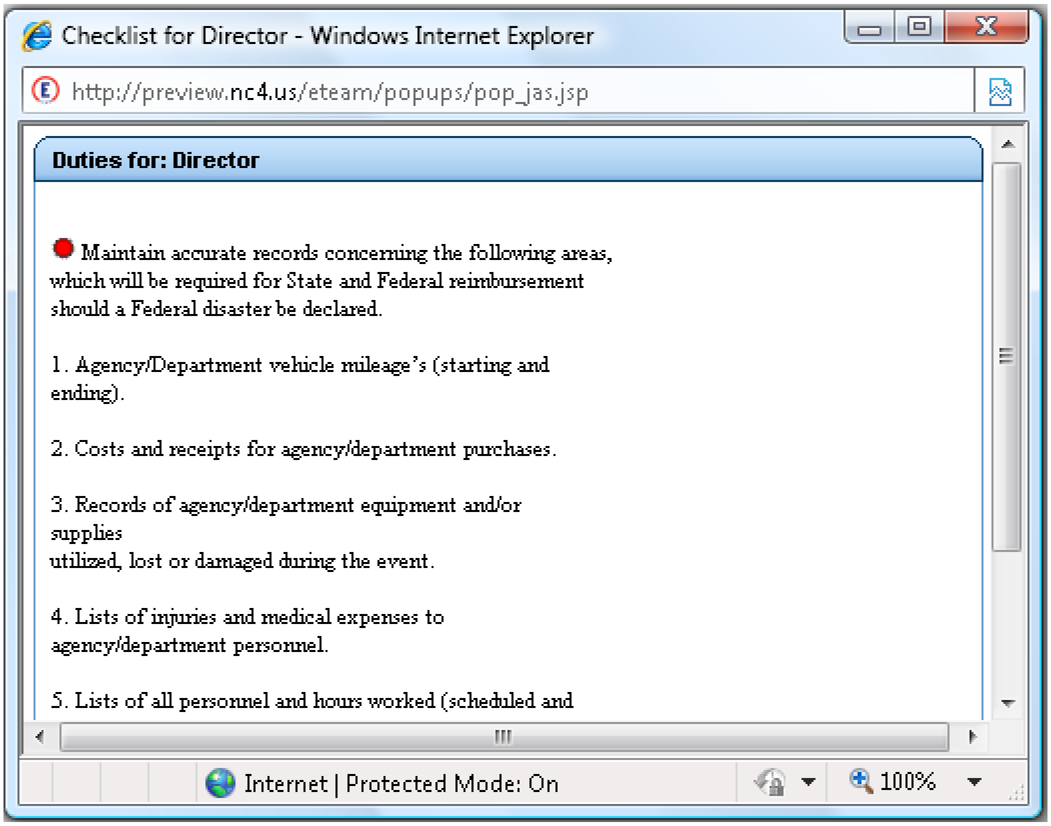


Figure 20 Duties for window

The **Duties for** pop up window displays any duties assigned to this role from the References > Organization Chart>Position hierarchy in the system. The content in the **Duties for box** is usually maintained by a system administrator based on information from your agency's SOPs. This information is for review only and cannot be edited by the functional user. Click the 

button to close this window.

4.2 Alert Bulletin(s)

You may also be presented with the **Alert Bulletin(s)** pop-up window, as shown in Figure 21.

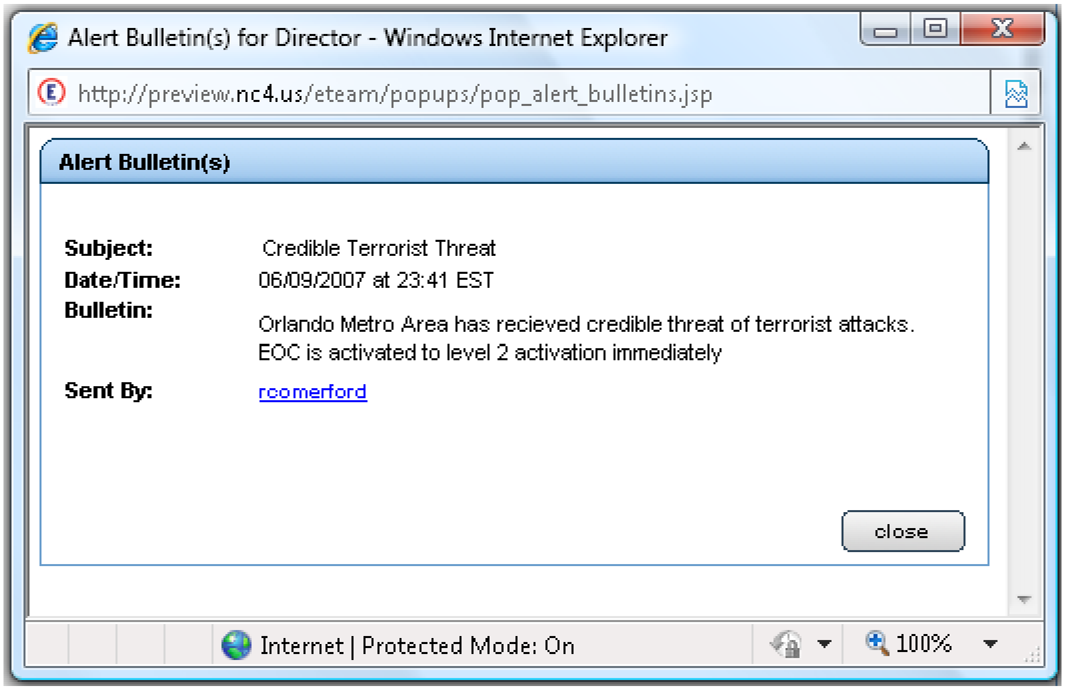
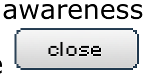


Figure 21 Alert Bulletin(s) window

This information communicates situation awareness. It is for review only and cannot be edited by the functional user. Click the 

button to close this window.

The Alert Bulletin is discussed in the Module: Common Functions.

Review Exercise 1 - Putting it Together

This exercise is for class participants to login and update their own Personal Profile form.

In this Personal Profile exercise you will login to the system, then complete your Personal Profile. It is very important that you provide accurate answers to the questions because other team members, supervisors and jurisdictions will be basing decisions upon your information. For example, identifying your skills will help others determine job assignments.

After you login to the system, the Personal Profile window appears. Remember, all * red label fields are required. To complete the Personal Profile form, please follow the steps below:

1. Login to the NC4 application using the information provided by your system administrator.

2. On the **Personal Profile** form:

    a. Enter your first name, middle initial, last name, and ID no.

3. Go to the **Organization/Location** field on the Personal Profile form:

    a. Click the **Select** button next to the Organization/Location field to open the Select Organization dialog box.

    b. Click the Name link of your organization or select a Name link from "Incidents with Command Post Established".

Remember that you can add an Organization to the list.

4. Go to the **Position** field located under the Organization/Location field:

    a. Click the **Select** button next to the Position field to open the Select Position dialog box.

    b. Click your Position Name link within the Position section.

Remember that you can add Positions to the list, by placing the information in the **Other** field and clicking the Add button.

5. Go to the **Agency** field located under the Position field:

    a. Click the **Select** button next to the Agency field to open the Select Agency dialog box.

    b. Click the Name link of your applicable Agency.

Remember that you can add Agencies to the list, but it will not be added to the selection menu.

6. Go to the **Shift** field located to the right of the Organization/Location field:

    a. Click on the Shift drop down menu to select your work period.

7. Go to the **Region/Office** field located under the Shift field:

    a. Click on the Region/Office drop down menu to select your work site.

8. Go to the **Title** field located under the Region/Office field:

    a. Key in your job, function, or official title.

9. On your Personal Profile form go to the **Skill Sets** field:

    a. Click the **Select** button to the right of the Skill Sets scrolling field to open the Select Skills dialog box.

    b. Click all of the boxes next to the skills you can perform.

    c. Click the **OK** button in the lower right of the dialog box.

10. Go to the **Provide Your Contact Information** section:

    a. Key in your Contact Information (i.e.: phone number, email address, etc.)

11. Go to the **Provide Your Preferred Method of Report Notification** section:

    a. Click the boxes next to the methods you prefer and enter your applicable notification information.

12. Click the **Submit** button in the upper right of the Personal Profile form to exit the window and save your profile information. If you are in the login process, you will be transitioned to the system. Remember that you can access your Personal Profile at any time by clicking the **Profile** button in the top tools frame.

For your review:
During the login process, after you click the **Submit** button you may be presented with the Duties Checklist, Alert Bulletin(s) before transitioning to the main screen.

You may *View* or update your Personal Profile at any time by clicking the **Profile** button in the top tools frame to open the Personal Profile window.

Remember to log out of the application!