



Login and Profile Update User Guide

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Illinois Department of Public Health

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Welcome

Welcome to the State of Illinois Rapid Electronic Notification System (SIREN). SIREN is a secure web-based persistent messaging and alerting system that leverages email, phone, text, pagers and other messaging formats to provide 24/7/365 notification, alerting, and flow of critical information. This system provides rapid communication, alerting and confirmation between state and local agencies, public and private partners, target disciplines and authorized individuals in support of state and local emergency preparedness and response.

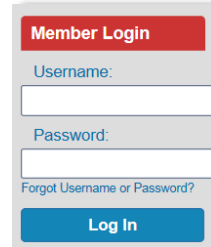
SIREN originally implemented as the core alerting service for the Department of Public Health's Health Alert Network, has been broadened in scope and utility making it a robust tool for all state agencies and partners with alerting, notification and collaboration needs, and is available to all agencies and partners via Statewide Master Contract.

SIREN is used for targeted alerting based on members professional roles or functions. It is not intended for use as a public warning system at this time. During your registration you will need to enter contact information and select your specific organization and function. For assistance please contact DPH.SIREN@illinois.gov, and provide a detailed message including information about where you work and your role or title.

Landing Page

LOG IN

Go to www.siren.illinois.gov
Type your Username (not case sensitive)
Type your Password (case sensitive)
Click the Log In button



Member Login

Username:

Password:

[Forgot Username or Password?](#)

FORGOT USERNAME OR PASSWORD

You must have a security question and answer to enable the automated password reset tools

Password Request

Type in username and click **Request Password**

You will receive an email with a temporary password
When logging in you will be prompted to change your password

Username Request

Type in your email address and click **Request Username**

You will receive an email with your username

[Forgot Username or Password?](#)

Retrieve Lost Password

Username:

Retrieve Lost Username

Email:

LANDING PAGE FEATURES

Registration

Allows new users to self-register
See *Quick Tips on How to Register for SIREN*

Home

Click to navigate back to the Landing Page

Contact Us

Quick way to easily send a message to a SIREN Administrator

FAQ

Frequently asked questions to assist with quick answers about the system and your account

Quick Links

Found at the bottom of all pages

[Home](#) | [Contact Us](#) | [Terms of Service](#) | [Privacy Policy](#)

Home

PROFILE

This section displays whether your account is active or inactive as well as the organizations you belong to. Click the Edit Account Status link to make changes to your account. Click the (view full profile) link to see the Identity page of your profile.

UPDATES

This section displays announcements posted by the System Administrator.

RECENT MESSAGES

This section shows the last ten messages that you received.

DID YOU KNOW?

This section provides an overview of the help center and contact information for SIREN System Administrator.

[Edit Account Status](#)

Organizations:

Last Logged In:

[\(view full profile\)](#)

Updates

Recent Messages

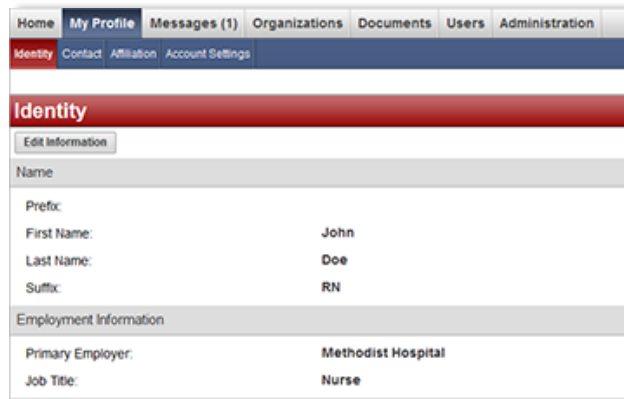
Did you know?

Help Resources

My Profile

IDENTITY

To access your identity information, go to **My Profile: Identity**. The following page opens.

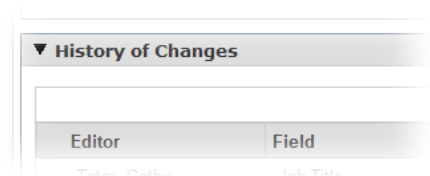


To make changes to the information on this page, click the **Edit Information** button. Edit the form and click **Save Changes** to update the profile with the new information. This applies to all Profile pages.

Edit Information

Save Changes

The system automatically keeps track of all changes made to each page in your profile. To view the changes log, expand the *History of Changes* section by clicking the arrow next to the section name.



▼ History of Changes	
Editor	Field
Tatar, Cathy	Job Title

My Profile *continued*

CONTACT

To access your contact information, go to **My Profile: Contact**.

Pin

The Secret PIN is a 4 digit number required in the event we contact you with an alert containing sensitive information.


Pins never expire and do not need to be reset but can be by selecting **Edit Information** at the top of this page.

Email

Provide a primary email address. ***The system does not allow two accounts with the same email address.*** Up to three email addresses are allowed to be saved for each account.

Contact Method

The system allows each account to have up to six contact methods. Use the **X** button to delete a contact method.

Use the arrows  to organize contact methods in the order of their priority. Notifications are sent to your devices in the order that you specify.

Edit Information

Save Changes

Emergency Contact

Emergency Contacts never receive alerts. Your Primary Emergency Contact The individual to contact in the event of a personal emergency during deployment. The Secondary Emergency Contact is the individual to contact in the even your primary contact is unavailable.

My Profile *continued*

SKILLS/ABILITIES

To access your contact information, go to **My Profile: Skills/Abilities**

Skills/Abilities

The selections are utilized as the needed skills during exercises, emergencies and deployment for the organizations you are affiliated with in SIREN.

Below is a comprehensive list of the skills and abilities to select from. The **Ctrl** button can be used on your keyboard for multiple selections.

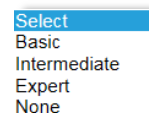
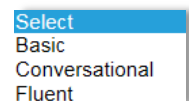
This is a required field. Please select Not Applicable if training has not been received for these skills and abilities.

- | | | |
|---|---|--|
| Accountant - Damage Assessment | Engineer - Mechanical | NIMS-ICS Planning Section Chief trained |
| Architect | Engineer - Structural | NIMS-ICS Public Information Office trained |
| Attorney | Environmental Health - Entomologist | NIMS-Information Technology |
| Certified in CPR | Environmental Health - Food | NIMS-Medical Systems Expert |
| Certified in First Aid | Environmental Health - Water | NIMS-Public Health System Assess. Team |
| Certified Lead Inspector | Geographical Info. Systems Specialist | NIMS-RSS Finance and Administrative Team |
| Certified Medical Assistant | Geologist - Professional | NIMS-RSS Logistics Team |
| Certified-ACLS-Advanced Cardiac Life Support | IEMA - RAFT | NIMS-RSS Operations Team |
| Certified-ADLS-Advanced Disaster Life Support | IEMA - REAC | NIMS-RSS Packaging and Shipping certified |
| Certified-BDLS-Basic Disaster Life Support | IEMA - Radiological Duty Officer | NIMS-RSS Tactical Communications |
| Certified-CPR | IEMA - SEOC Liaison | NIMS-RSS Task Force |
| Certified-First Aid | IEMA - UAC | Not Applicable |
| Certified-PALS-Pediatric Advanced Life Support | Laboratory - Phlebotomist | Nurse - C.N.A. |
| Dentist | Laboratory - Technical | Nurse - LPN |
| Certified Public Health Administrator | NIMS-Behavioral Health Professional | Nurse - Pediatric |
| Certified to package and ship category A & B agents | NIMS-Data Entry | Nurse - Practitioner |
| Civil Engineer | NIMS-Disaster Assessor | Nurse - RN |
| Clinical Laboratory Technologist | NIMS-Environmental Health - Specialist | Nurse- Pre-Hospital RN |
| Emergency Medical Technician | NIMS-Epidemiology - Specialist | Nurse-Critical Care RN |
| Engineer - Civil | NIMS-ICS 100 training | Nurse-Trauma Specialist RN |
| Engineer - Electrical | NIMS-ICS 200 training | Other |
| Dentist | NIMS-ICS 300 training | Pharmacist |
| Doctor of Medicine | NIMS-ICS 400 training | Pharmacy - Technical |
| Emergency Medical Technician - Basic | NIMS-ICS 700 training | Physician |
| Emergency Medical Technician - Intermediate | NIMS-ICS 800 training | Physician - Assistant |
| Emergency Medical Technician - Paramedic | NIMS-ICS Finance Section Chief trained | Psychologist |
| Emergency Response Coordinator | NIMS-ICS Incident Commander trained | Training - Developer - Specialist |
| Environmental Engineer | NIMS-ICS Logistics Section Chief trained | Veterinarian |
| Environmental Health Sanitarian | NIMS-ICS Operations Section Chief trained | |

Languages

Indicate any languages, other than English, that you are able to write and/or speak. The information you provide may be used to match you to potential deployments.

Use the dropdown arrows to select your spoken and written ability for each the language.



My Profile *continued*

ACCOUNT SETTINGS

To access your contact information, go to **My Profile: Account Settings**.

In each of these sections if you need to make a change, follow the instructions, make your updates and then click the **Change** button in the section you made the changes in.

Account Status

Active – Your account information will be available to authorized system administrators. You will be contacted with new Alerts. You may be required to maintain an active account.

Inactive – Your account information will be available to authorized system administrators, however, you will NOT be contacted with new Alerts.

Please contact your System Administrator if you would like your account to be deleted.

System Role

Displays your current system role. Please contact your System Administrator if you need your system role changed.

Key:

X – Access allowed

O – Access is based on the user View permission

Home and My Profile

PAGE	System Coord	Regional Admin	Local Admin	User
Home	X	X	X	X
My Profile	X	X	X	X

Messages

PAGE	System Coord	Regional Admin	Local Admin	User
Inbox	X	X	X	X
Sent Items	X	X	X	X
Drafts	X	X	X	X
Compose a Message	X	X	X	X
Compose a Notification	X	X	X	
Send Voice and Email Messages	X	X	X	
Add Internal Message Attachments	X	X	X	
Upload Audio Message	X	X	X	
Enter a Call Bridge Number in Response Options	X	X	X	
Create Templates	X	X	X	
Use Templates	X	X	X	
View Templates	O	O	O	

My Profile *continued*

Organizations and Document Library

PAGE	System Coord	Regional Admin	Local Admin	User
My Organizations	X	X	X	X
All Organizations	X	O	O	O
My Documents	X	X	X	X
All Documents	X	O	O	O
Document Search	X	O	O	O
View Unaffiliated Users	X			
Retire Organizations	X			

Users

PAGE	System Coord	Regional Admin	Local Admin	User
Search for Users	X	X	X	
Quick Search Bar at the Top	X	X	X	
Register Users	X	X	X	
Manage Groups	X	O	O	
Create Groups	X	O	O	
View Groups	X	O	O	
Change User Name	X	O	O	
Edit User Profile	X	O	O	
Reset Username/Password	X	O	O	

Administration

PAGE	System Coord	Regional Admin	Local Admin	User
Reports and Logs	X	X	X	
Accounts	X	X	X	
Export	X	X	X	
Integrations	X			

Miscellaneous

PAGE	System Coord	Regional Admin	Local Admin	User
CHANGE / SET USER ROLES				
User	X	X	X	
Call Center Representative	X	X	X	
Local Admin	X	X		
Regional Admin	X			
System Coordinators				
SEARCH RESULT ACTIONS				
Send Message	X	O	O	
Add to Existing Group	X	O	O	
Add to New Group	X	O	O	
Export as CSV	X	O	O	

My Profile *continued*

Username

A user has the ability to change their user name. It is suggested to use firstname.lastname if this is available. Usernames are unique and can only be used once in the system.

Password

Passwords never expire unless user system role changes. If you change your password, the current password and the new password must be different and use the following criteria:

- ✗ Password must be 8 characters or longer
- ✗ Password must contain a number
- ✗ Password must contain uppercase letter
- ✗ Confirmation password must match

Secret Question and Answer

This question and answer will be used to recover a lost password.

Select

- What is the name of your first school?
- What is your father's middle name?
- What is your mother's maiden name?
- What is your pet's name?
- What street did you grow up on?

Messages

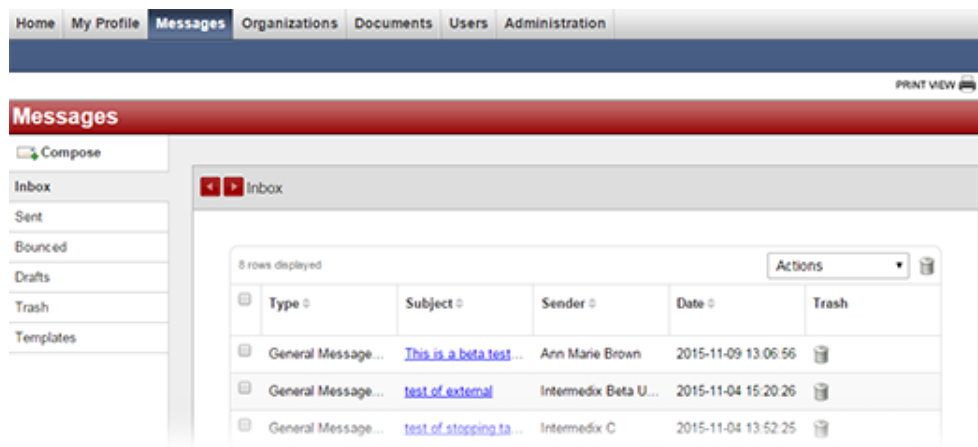
CHECK MESSAGES

The messages that you receive from other people are stored in your *Inbox* with information about the type of message, subject, sender, and date. When you have unread messages, a number appears in the **Messages** tab to let you know. By default, messages are listed in chronological order with the most recent message at the top.

To organize messages in your Inbox, you can sort messages by column headers, mark messages as read or unread, or delete messages.

TO CHECK FOR NEW MESSAGES:

1. Go to **Messages**, and if it is not already selected, then on the left, click **Inbox**. Your *Inbox* opens.



2. Optionally, take any of these actions.

If you want to...	Then...
Sort messages,	Click a column header (for example, Type , Subject , Sender , or Date). The messages are rearranged in alphabetical or ascending order depending on the contents. Click the column header again to rearrange messages in the reverse alphabetical or descending order.
Mark messages as read or unread,	On the row for each message that you want to mark, select the check box. Then, in the Actions menu, click Mark as Read or Mark as Unread .
Send messages to the <i>Trash</i> ,	To send one message to the <i>Trash</i> , on that message row, click the delete icon . To send multiple messages to the <i>Trash</i> , on each message row, select the check box. Then, on the upper, right of the table, click the trash icon .

Messages *continued*

3. To open a message, click the message subject. The message page opens.

The screenshot displays the SIREN web interface. At the top, a navigation bar includes links for Home, My Profile, Messages (which is highlighted), Organizations, Documents, Users, Administration, and Configurations. Below this is a red header bar with the word 'Messages' and a 'REQUIRED (*)' indicator. On the left side, there is a sidebar with a 'Compose' button and a list of folders: Inbox, Sent, Drafts, Trash, and Templates. The main content area shows a message titled 'Hospital Lockdown Exercise'. The message details are as follows:

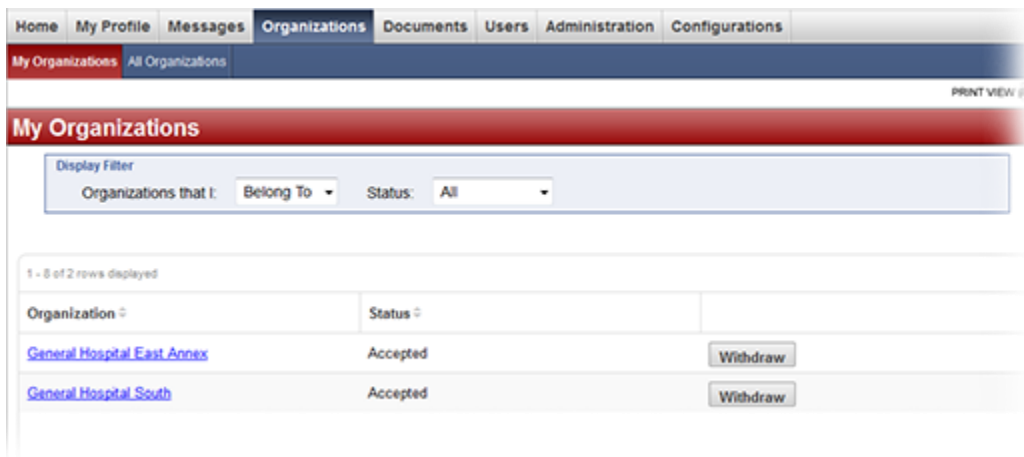
Date Sent:	07/29/2014 03:46 PM EDT
Sender:	Health Alert
Subject:	Hospital Lockdown Exercise
Message:	Hospital Lockdown Exercise It is important that the hospital tests its ability to respond to a situation in which a full lockdown with strictly controlled access to the building is necessary for example, in the event of a major incident.

At the bottom of the message view, there are 'Response Options' with a radio button selected for 'Message Received' and a 'Submit Response' button.

Organizations

MY ORGANIZATIONS

The *My Organizations* tab allows you to view the organizations in which your membership has been accepted or is pending. To access this page, go to **Organizations: My Organizations**. The following page opens.



To manage your organizations:

Use **Display Filter** to change how the organizations are displayed on the page.

- Select **Belong To** to display organizations you have joined.
- Select **Manage** to show organizations that you manage or have created. You can click a number link corresponding to a specific status to view all members with that status.

Use the **Status** filter to only display organizations you have a specific status for.

Click the **Organization** name to go directly to the organization's dashboard page.

To withdraw membership from an organization:

Select **Belong To** from the **Display Filter**.

Click the **Withdraw** button next to the organization you would like to withdraw from.

Organizations *continued*

ALL ORGANIZATIONS

The *All Organizations* tab displays all organizations that you are authorized to view and the relations between them. To access this tab, go to **Organizations: All Organizations**. The following page opens.

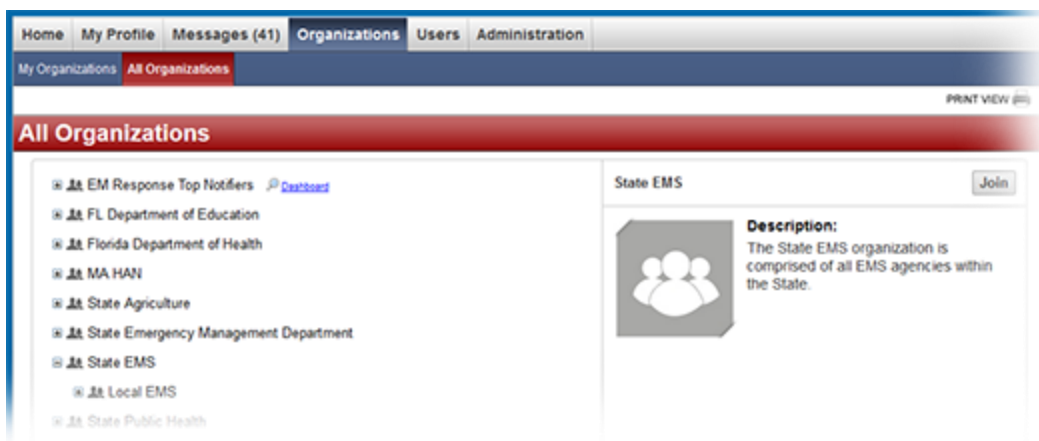


JOIN AN ORGANIZATION

To join an organization:

1. Go to **Organizations: All Organizations**.
2. Select an organization by clicking its name. Organization preview appears on the right. Use the plus sign to expand organizations.

Note: You will want to join the organization you are associated with, along with specific children organizations that represent the type of alerts you need to receive.



3. Click the **Join** button in the preview section. Your membership request is sent to the organization administrator.

Documents

DOCUMENT LIBRARY

The Document Library allows you to share documents with other users. You can create folders and add documents to the system for other users to view and download. Your access to folders and files is determined by their permission settings. Please contact your System Administrator if you need your document library access level changed.

Action	Permissions in Individual File/Folder			Permissions in Parent Folder		
	Read	Update	Modify	Read	Update	Modify
View File or Folder	X			X		
Add File or Create Folder				X	X	
Delete File or Folder	X		X	X		X
Restore File	X		X	X		X
Check Files In and Out	X	X				
Move File or Folder*	X		X	X		X
Create File Shortcut*	X		X	X		X
Edit File or Folder Details	X		X			
Manage File Versions	X	X				
Change File and Folder Permissions	X		X			

MY DOCUMENTS

The *My Documents* tab only displays the files that you have uploaded, checked out, or checked in. To access your documents, go to **Documents: My Documents**. The following page opens.

The **My Documents** table displays the file name, the file size, the folder where the file resides, whether the file is checked in or out, and a **Details** link that opens the file's **Details** page.

Use **Display Filter** to change how the documents are displayed on the page.

- The default **Documents** filter displays files you have uploaded to the Document Library.
- The **Checked-out Documents** filter displays files you currently have checked out of the Document Library.
- The **Checked-in Documents** filter displays files you have checked in to the Document Library.

Documents *continued*

To download a file:

To view the contents of a file, you must first download it. To download files from the Document Library:

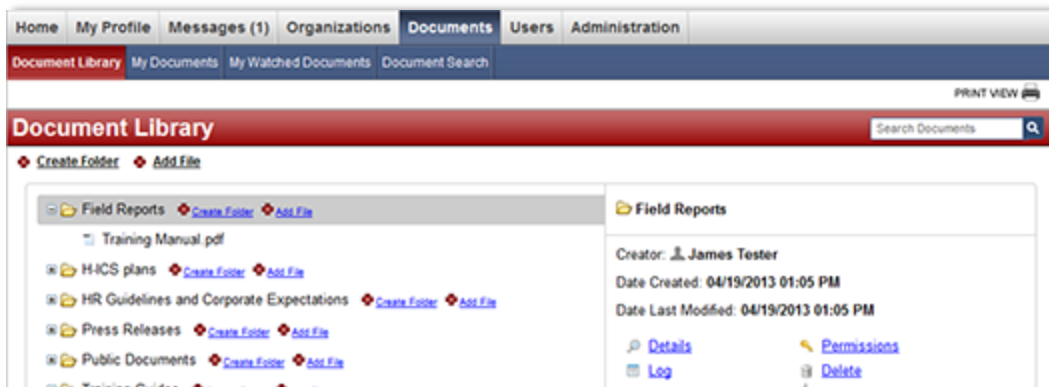
1. Go to **Documents: Document Library**. The following page opens.




2. Locate the desired file and click its name.
3. Click the **Download** link in the preview pane on the right.
4. Follow browser prompts to open or save the file.

To watch a folder or file:

1. Go to **Documents: Document Library**. The following page opens.



2. Click the name of the folder or file.
3. Click the  [Watch](#) link in the preview pane on the right.

You can view these documents in the **My Watched Documents** tab.

Tip: To stop watching a file or folder, click the  [Stop Watching](#) link in the preview pane on the right.

Documents *continued*

MY WATCHED DOCUMENTS

You can [watch a file or folder](#) to receive email updates when the contents or details are modified. To view watched documents, go to **Documents: My Watched Documents**. The following page opens.



*Tip: To stop watching a file or folder, click the **Stop Watching** link.*

DOCUMENT SEARCH

The *Document Search* tab allows you to perform an advanced search within the Document Library. To search for documents in Document Library:

1. Go to **Documents: Document Search**. The following page opens.

Document Search

Enter search criteria in the form below. Providing more search criteria will narrow your search results.

Details Search

Alias:

Filename:

Author:

Keyword Search

Keywords:

When entering multiple keywords, separate them by a comma.

Date Search

Added on or after:

Added on or before:

Modified on or after:

Modified on or before:

2. Enter the search criteria, such as the document alias, filename, or author.
3. Enter any search keywords.
4. In the *Date Search* section, enter any dates which apply to the document.
5. Click **Search**.
6. On the page that opens, click the **Details** link of a document to open the document's **Details** page.

Additional Information

This document is not designed to answer every question you may have when accessing SIREN and filling out/updating your Profile Information. It is recommended that you attend an upcoming Alert/Basic User training to meet with an instructor about any questions that you have. We also encourage you to contact your System Administrator for any SIREN support needs.

IDPH and all public health partners: DPH.SIREN@illinois.gov

IEMA and emergency management partners: EMA.SIREN@illinois.gov

For other members, feature requests or system enhancements, contact DPH.SIREN@illinois.gov