

Guidance for OP3 Administrators in EPCS

To add Personnel:

Select Personnel from the menu on the left hand side of the screen (see figures below).

- Click on the “Add Personnel” button located at the top of the page.
 - Fill in all required fields.
 - If you utilize rental or fleet vehicles you may select that option and refrain from designating a particular vehicle. However, if you know what vehicle they will have, please fill in the fields.
- Select the “Save Personnel” button at the bottom of the page.
 - Confirm that you wish to save by selecting “OK” in the first pop up and “Close” in the second window that follows.
- You will then be automatically directed back to the “Personnel” homepage.
- From there you can add additional personnel or edit information on the existing personnel.

To add Emergency-Specific Credentials:

Select Emergency Specific Credentials from the menu on the left hand side of the screen (see figures below).

- You may find a list of pre-designated emergencies. Each emergency will have information that includes the location, the emergency type, and a basic description of the emergency. These are populated by CIMS Administration.
- Select the “Credentials” button for the disaster/emergency you wish to send personnel.
- Select the “Assign Credential” button that appears in the center of the screen.
 - This will take you to a new page where you can select personnel to credential. This drop down menu will only display those who are active personnel without assigned credentials for that specific disaster.
- Once you select a personnel from that list, the personnel’s information will auto populate.
 - After you have confirmed that the information is correct, select “Assign Credential” at the top of the screen. Confirm that you wish to save by selecting “OK” in the first pop up and “Close” in the second window that follows.
- You will then be directed back to the “Assign Credential” page for the emergency you had initially chosen to send personnel.
 - From there you can either assign more credentials or select the “Click for Emergency Specific Homepage” button to select another emergency.

To add Multi-Emergency Credentials: **(THESE CREDENTIALS WILL NOT BE ISSUED DURING COVID-19 RESPONSE)**

- Click “Multi-Emergency Credentials” in the menu.
- Select “Assign Credential.” Select your personnel in the drop down menu. If at this time you would like to update any information regarding the personnel, you may select “Edit Personnel.”

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- Enter your justification for requiring access to a Multi-Emergency Credential. Since these are issued on a limited basis, please be descriptive in submitting a valid justification.
- Select “Assign Credential” – this will send the request to the CIMS Administrator who will see it through the approval or rejection process. You can monitor the progress in the “OHS Approval” column on the Multi-Emergency homepage.
- Once it has gone through the approval process with The Ohio Department of Public Safety, you will see a new field in the Multi-Emergency Homepage; “Credentials Awaiting Verification.” You must select “Complete Verification.”
- Once you have verified the personnel they will display as currently assigned. You must select “Email” next to their name to send them the credential. It will come from CIMS@dps.ohio.gov.
 - Or you may select “View” to save it and send it as an email attachment to the personnel directly.