Creating a WASERV Account

Below is a step by step description of how to create you WASERV account. You can save this document to your desktop and open it up – then minimize it on your screen as you work, so you can bring it up between steps.

Step 1

Open the Chrome Brower and click on the 3 dots at the upper right-hand corner



This will bring you to the choice of SETTINGS – Click on Settings

New Tab × +		- 0 ×
$\leftrightarrow \ ightarrow \ \mathbf{G}$ Search Google or type a URL		☆ 🖪 :
 Apps 🔹 Baby Chick Care Ins SignUpGenius.com: Google Chrome isn't your default browser 	t	New tab Ctrl+T New window Ctrl+N New incognito window Ctrl+Shift+N
		History Downloads Ctrl+J Bookmarks
	Google	Zoom - 100% + III Print Ctrl+P Cast Edit Ctrl+F More tools Image: Copy Paster Edit Cut Copy Paster Settings Image: Copy Paster Help Image: Copy Paster
Q	Search Google or type a URL WAserv chrome-exten Chrome-exten Google VashonEOC.org	Exit
INH	Image: Health T VashonBePrep Cackle Hatche SignUpGenius Add shortcut	Customize
Type here to search	H 🔟 C 🏹 🏛 📬 🚾 💶 🗣 🧐 🦂 🧐 🤦 📀 🔿	

Click on Privacy and Security

🚻 Apps 🔹 Baby Chick Care Ins 🔇 SignUpGenius.com:				
Settir	ngs		Q Search settings	
•	You and Google	Ye	'ou and Google	
Ê	Autofill			
•	Privacy and security			
۲	Appearance			
Q	Search engine		Oct Occurs another in Observe	
	Default browser		Sync and personalize Chrome across your devices	
ڻ د	On startup		Turn on sync	
Advan	ced	•	Sync and Google services	
Extens	sions		Manage your Google Account	Č
,			Chrome name and picture	
			Import bookmarks and settings	

This screen will pop up – Click on Site Settings

Settings		Q Search settings	
You and Google		Privacy and security	
É Autofill			
Privacy and security		Clear history, cookies, cache, and more	•
Appearance		Site Settings	•
Q Search engine		Control what information websites can use and what content they can show you	
Default browser		More	~
(¹) On startup		Appearance	
Advanced	•	Themes	
Extensions	Z	Open Girome web Store	
About Chrome		Show home button Disabled	
		Show bookmarks bar	
		Font size Medium (Recommended)	-

This screen will then pop up

Scroll down and click on Pop-Ups and Redirects

Q :	Search settings	
<>	JavaScript Allowed	•
*	Flash Block sites from running Flash	•
	Images Show all	•
Z	Pop-ups and redirects Allowed	•
	Ads Blocked on sites that show intrusive or misleading ads	•
¢	Background sync Allow recently closed sites to finish sending and receiving data	•
•)	Sound Allow sites to play sound	•

You will likely find your Pop-Ups already blocked – which looks like this:

l	Q Search settings	
	 Pop-ups and redirects 	Q Search
	Blocked (recommended)	
	Block	Add
	No sites added	
	Allow	Add
	No sites added	

Click the button to the right of this which will change it to "Allowed"

Q Search settings	
 Pop-ups and redirects 	Q Search
Allowed	
Block	Add
No sites added	
Allow	Add

Now you are ready to proceed to Waserv. Once you are done with your Waserv registration, you can go back into settings and put this back on Blocked

Go to: https://www.waserv.org/ and click on Register for Waserv



Next, Click on ADD ORGANIZATIONS

🛞 WAser	V	All - An
1 For the best experience, do not use the refresh, stop	, back or forward buttons on the browser and only single-click buttons within a page.	
(2) An asterisk (*) indicates a required field. You will be a	alerted if the required information has not been entered.	
③ For your security, all communications are encrypted	and you will be logged out automatically if you are inactive for more than 60 minutes.	
We recommend the latest version of <u>Microsoft Intern</u> turned off to use this site. Please see your browser's	et Explorer for Windows, Mozilla Firefox for Mac or PC, Apple Safari for Mac or PC or Google Chron help file for more information.	ne for Mac or PC with JavaScript enabled a
Organizations		
Organizations represent official groups that you have af	filation with as a WAserv user. Click the Add Organizations link below to see a complete list of organizations	and select those you want to join.
Add Organizations		
* Organization(s):		
Account Information		
Creating an account is the first step in the WAserv regis	tration process. You will use your account username and password each time you log into WAserv.	
* Username:	The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A- Z, 0-9) and the symbols @, , , , and Usernames are not case sensitive.	
* Password: * Confirm Password:		 Password must be 10 characters o Password must contain a number Password must contain a special o Password must contain uppercase Confirmation password must matc

When this box opens up – click on the + sign next to Washington State Responders

Organizat	tion Selection
	E.g WA MRC Q
■ ▲ COVID-19	Washington State Responders
Community Health Volunteers	Photo
Let Thurston County IMT	Email: waserv@dob.wa.gov
🗌 🗉 🎎 WA DOH Response Teams	waservie don.wa.gov
📄 🗉 🎎 Washington State Responders	
🗆 🖴 1 - Counties	
Adams County Organizations	
Asotin County Organizations	
Benton County Organizations	
🖩 🎎 Chelan County Organizations	
Lallam County Organizations	
Lark County Organizations	
🖃 💷 Columbia County Organizations	
	Cancel Selec

Then, scroll down to King County Organizations and click the + box

 Ferry County Organizations Franklin County Organizations Garfield County Organizations Grant County Organizations Grays Harbor County Organizations Stand County Organizations Stand County Organizations King County Organizations King County Organizations Kitsap County Organizations Kitsap County Organizations Kititas County Organizations Kititas County Organizations Lewis County Organizations Lewis County Organizations Lincoln County Organizations 	King County Organizations Photo There is no information to display for this Organization.
■ ▲ Mason County Organizations	

You will then see this list of drop-downs

n¢	Organization Selection
qı	
ni	
ere Se	🛛 🗉 🎎 Jefferson County Organizations
ł	E La King County Organizations
	Carnation-Duvall (MRC)
a/	Lesaquah (MRC)
L	KING County ESAR VHP
L	Let Public Health Reserve Corps (MRC)
l	Let Redmond MRC
l	Let Vashon Island (MRC)
t	🗉 🗷 Kitsap County Organizations
	E E Kittitas County Organizations
	E Mickitat County Organizations
	Lewis County Organizations
	Lincoln County Organizations
	🔄 🗉 🎎 Mason County Organizations

Click on BOTH Public Health Reserve Corps (MRC) AND Vashon Island (MRC) and click SELECT

Organization Selection		×
	E.g WA MRC	۹
Island County Organizations	Vashon Island (MRC)	
Lefferson County Organizations Lefferson County Organizations	Photo	l
Let Carnation-Duvall (MRC) Let Issaquah (MRC)	Email: MRC@VashonBePrepared.org	l
 KING County ESAR VHP Public Health Reserve Corps (MRC) 	Description: Vashon Island Fire and Rescue has facilitated the	l
Redmond MRC Ashon Island (MRC)	formation of VSH MRC to provide care for members	I
□	of our community in case of any medical challenges	I.
Klickitat County Organizations	that would overwhelm the resources of the	
Lewis County Organizations	fire department and clinics, especially when	
T The Lincoln County Organizations	interruntion of form convice	ect

Now you should see that you have Both Organizations added

Organizations						
📀 Organizations represent official groups that you have affiliation with as a WAserv user. Click the Add Organizations link below to see a complete list of org						
Add Organizations						
* Organization(s):	Public Health Reserve Corps (MRC) × Vashon Island (MRC) ×					
Account Information						
📀 Creating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv						

Now you need to **create a username and password** – be sure to **WRITE THEM DOWN** somewhere so you can find them later. The username can be your email or whatever you want. The password needs to have at least 10 characters and contain at least 1 number, 1

upper case letter and 1 character.

Account Information						
Oreating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv.						
* Username:	NewWaservInstructions The username must be at least six (8) Characters long and cannot contain spaces. Accessable characters include alphaniumeric (A- Z, c) and cannot contain such as alphaniumeric (A- Z, c) and cannot contain such as alphanic. Accessed as a set of the contained as a set of the contai					
* Password: * Confirm Password:	•••••••	Password is 10 characters or longer Password contains a number Password contains a special character Password contains uppercase letter Confirmation password must match				

You will **enter the password twice** – if they don't match you will get a red X in the box to the right – once they match, all checks will be GREEN

* llsername	New/WaseryInstructions			
- oomano.	The username must be at least six (6) characters long and cannot contain space Acceptable characters include alphanum Z, 0-9) and the symbols @, , , , and Usernames are not case sensitive.	98. eric (A-		
* Password:	•••••			 Password is 10 characters or longer Password contains a number
* Confirm Password:	•••••			 Password contains a special character Password contains uppercase letter Confirmation password matches
* Secret Question:	Select	T		
* Secret Answer:				

Now you need to **choose a secret question** – this will help you retrieve your password if you lose it

Account Information							
📀 Creating an account is the first step in the WAserv regist	📀 Creating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv.						
* Username:	NewWaservInstructions						
	The username must be at least six (6) characters iong and cannot contain spaces. Acceptable characters include alphanumeric (A- Z, 0-9) and the symbols @, ., -, and Usernames are not case sensitive.						
* Password:	•••••		 Password is 10 characters or longer Password contains a number 				
* Confirm Password:			 Password contains a special character Password contains uppercase letter Confirmation password matches 				
* Secret Question:	What is your father's middle name?						
* Secret Answer:	John						

Next, you will need to enter your demographic information

Name and Address	
Prefix:	Mrs Example: Dr., Col., Mr., Mrs., Ms.
★ First Name:	Example
Middle Name:	
* Last Name:	Person
Suffix:	
	Example: Jr., Sr., MD., PhD, RN
* Address Line 1:	1234 Test Drive
Address Line 2:	
* City:	Vashon
* State/Province:	Washington •
* County or Tribe of Residence:	County Tribe If you are a tribal member, a tribal designee, or currently employed by a tribal government, please enter a Tribe of Residence.
* County:	King •
* Zip Code:	98070
Work State:	Washington •

Next, you will need to enter your email and contact information as well as your occupation

Primary Email Address		×
Email Address: Confirm Email Address:	TestPerson@test.com If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by clicking here. TestPerson@test.com	
		<u>Add Email Address</u>
Contact Method 1		×
* Contact Method 1: * Number to Attempt:	Mobile Phone • 999 999 x	Add Another Contact Method
ccupation Information		
What is your occupation type?	Medical •	
Occupation:	ARNP If your occupation does not appear in the list, please select Other.	
What is your current professional status for this occupation?	Licensed/Certified and Active	

The last question on this screen is how did you hear about the site – when everything is correctly entered, you will **click NEXT** and then you will get notified you have successfully created a WASERV account

Registration Feedback	
How did you hear about the site?	MRC Coordinator
Comments:	Joining the the <u>Vashon MRC</u>
	Previous Next
	FAQ Contact Us

NOW – you can begin to fill out your Waserv Profile

Start with Identity – Click Edit Information and fill out this section

-	-	-				
Home	Му	Profile	Missions	Message	es <mark>8</mark>	Organizati
Summ	nary	Identity	Deploym	ent Prefs	Contac	ct Occup
Identity	/					
Edit Informa	tion					
Name and	Addre	ess				
Prefix:					Dr	

Next fill out **Deployment preferences** – **Click Edit Information** and fill out this section. This section is asking for time frames you would be willing to be deployed during an event. You are not committing to anything here. The county just wants to have an idea of what capacity they would have in volunteer staffing



Next click contact information – again just click Edit Information and add your info

Home	My Profile	Missions	Message	es <mark>8</mark> 0	rganiz
Summa	ary Identity	Deployme	ent Prefs	Contact	Oco
Contact					
Edit Informati	ion				
Email					

Next – click Add an Occupation and adding license information if appropriate

Home My Profil	е	Missions	Message	es <mark>8</mark> Or	rganizations			
Summary Iden	tity	Deployme	nt Prefs	Contact	Occupations	Training	Skills & Certifications	Medical History
Occupations								
Add up to 4 occupation	ns tha	at you currently	/ hold or hav	re held in the	past. Use the arrow	ws in the Occi	upation Rank column to move	the occupations up or d
Add Another Occupation]							
	1 rov	w displayed						
	Occupation Name 🖨		I		License Last Checked 🖨		Occup	

For the **Training section** you will add any training courses you have taken with the state/FEMA such a the ICS courses – If you have taken these you will **click Add Training Courses** and then fill them out

Home My Profile Missions M	lessages <mark>8</mark> Org	ganizations						
Summary Identity Deployment	Prefs Contact	Occupations	Training Skills & Ce	rtification	s Medical Histor	y Background	Check Settings	
Training								
Add Training Course								
Completed Training Courses								
$\!$	nave completed throug	h LMS or WAserv						
								1-3 c
Course Name		Course Type	Course Date	^	Course ID	Location	Verification Status	Delete
ICS-100: Introduction to the Inciden	<u>t</u>	WAserv	05/26/2019		Not Applicable		Not Checked	x
ICS-700: An Introduction to Nationa	<u>il I</u>	WAserv	07/06/2019		Not Applicable		Not Checked	×
Orientation/ Introduction		WAserv	10/08/2019		Not Applicable		Not Checked	x

Under Skills and Certifications you will click Edit Information and add any current courses you have such as CPR, etc

Н	lome	My	Profile	Missions	Message	es <mark>8</mark> Or	ganizations			
:	Summa	ary	Identity	Deploym	ent Prefs	Contact	Occupations	Training	Skills & Certifications	Medic
Skil	ls &	Ce	rtifica	tions						
Edit lı	nformati	on								
Healt	hcare S	Skills	and Cer	tifications						
Basic Life Support Pediatric Advanced Life Support										
Other	Relev	ant S	Skills and	Certification	าร					
Lang	uages									

Under Medical History – you are really just noting whether or not you have any ADA accommodation needs. Click Edit Information and note Yes or No

Home	My Profile	Missions	Message	es <mark>8</mark> 0	rganizations			
Summa	ary Identity	Deploym	ent Prefs	Contact	Occupations	Training	Skills & Certifications	Medical History
Medical	History							
Edit Informati	on							
Special Nee	ds							
Need ADA Accommodations?			No					
 History of 	Changes							

YOU need to make sure you have opened EACH Section even if you have nothing to add to that section. Once you do, you can go back to the first tab: **SUMMARY**. If you opened and edited each section correctly, this should now show as **100% complete**.

	Home	My Profile	Missions	Messag	es <mark>8</mark> OI	ganizations		
	Summar	ry Identity	Deploym	ent Prefs	Contact	Occupations	Training	Skills & Certifica
S	ummar	у			_			
	100 % (Complete						
•	Identity Your name, cur	(complet	e) ical characteristic	s, and ability to	operate a license	ed motor vehicle.		
•	Speployi Your availability	ment Pret	CICC CONTRACTOR	(compl es for deployment	ete) nts, and existing	emergency response co	ommitments.	
Scontact (complete) Your contact information and emergency contacts for use during a deployment.								
•	Sour profession Your profession Cre	tions (co nal experience. steopathic F edentials are the for	mplete) Physician a mal qualifications	and Surge s you possess a	on (compl ind are verified by	ete) the system.		
•	STraining Your completed	D. (COMPLE training courses.	te)					
•	Skills a Your expertise	nd Certifi to be considered fo	cations (r deployment elig	(comple	te) deployment histor	у.		
•	SMedica Your health cor	I History aditions that may af	complet	e) eligibility and you	ir vaccination his	tory.		
•	Sackgroup Your backgroup	ound Che nd check may affec	ck (com t deployment eligi	plete) ^{ibility.}				

You are now DONE with your Waserv Registration – THANK YOU! 😊

Remember, you can go back to Google Chrome browser settings and place the Pop-up blocker back on if you need to