

# WebEOC quick reference guide

Opening WebEOC: Website Link - <https://gdphepr.webeocasp.com>



- Click Accept



## Logging In

- Enter Username: Use the following format

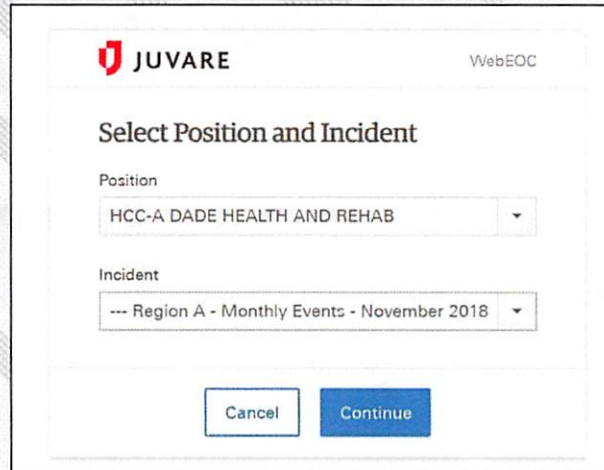
HCC- Letter of Region space

Name of Facility

- Password: epr12345
- Click login

**DO NOT CLICK CONTINUE YET!!!!**

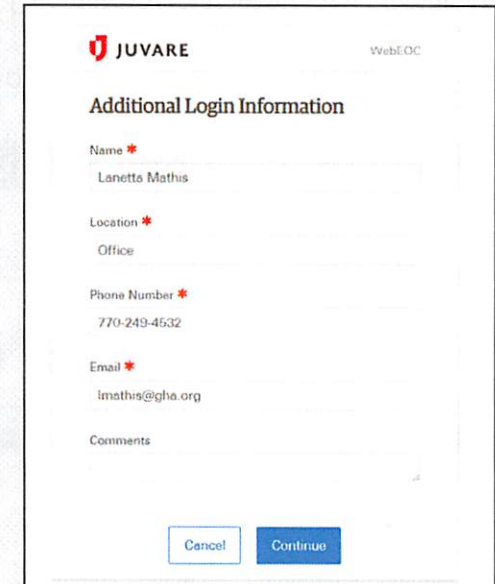
## Selecting your Position and Incident



- Select position: The exact same as your username. #3
- Choose given incident name **OR** HCC-Letter of your Region- Monthly Events-Month/year
- Click continue

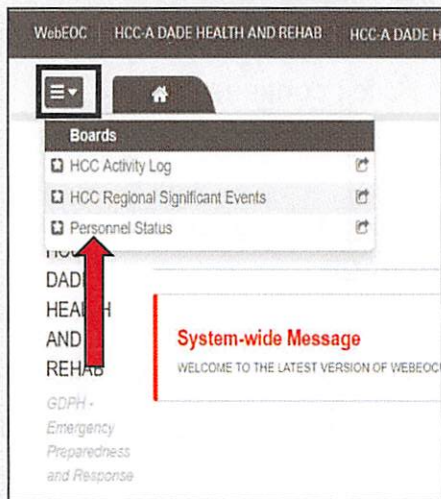
## Adding Additional Login Information

- Additional Login Information: Please add YOUR information then click continue

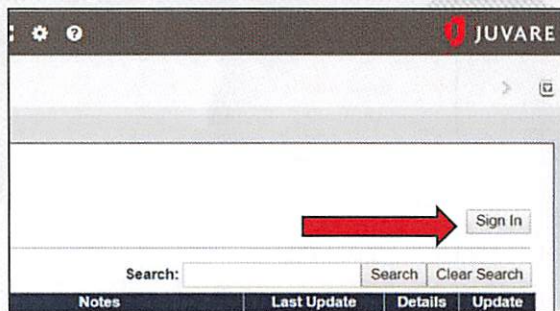


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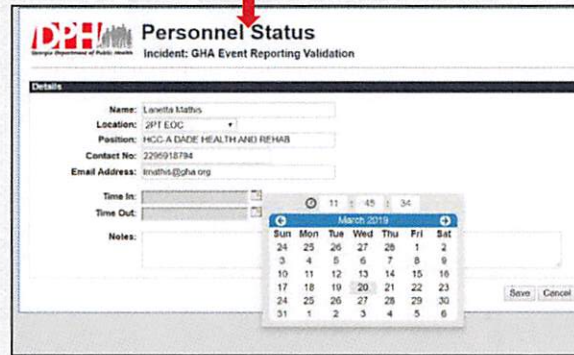
- Go to control panel (box with 3 lines and down arrow) to the left and choose personnel status in the drop down box.



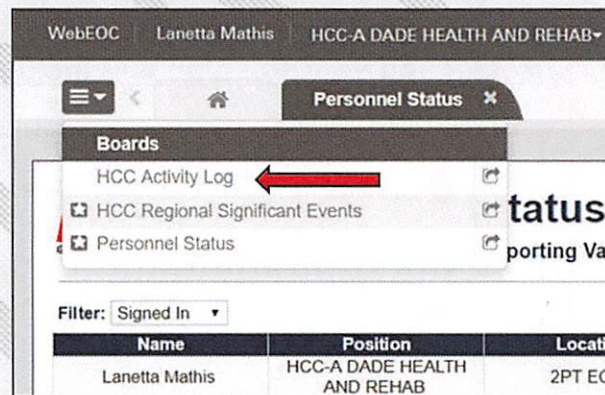
- Click the Sign in button on your right



- Click on Calendar next to time in and choose date then click save



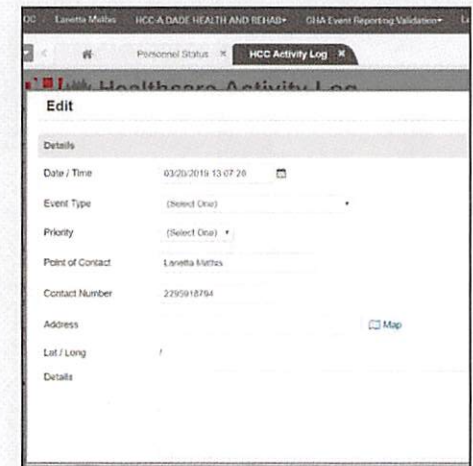
- Go to Control Panel and select HCC Activity Log



- Click on Green New Record button to your right



- Enter all information relating to event



- Don't forget to sign out of your shift by going back to the personnel status board and click update by your name, then select the calendar next to time out and then click save.