



U. S. Department of Homeland Security

Office for Domestic Preparedness

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**ODP Information Bulletin
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TO: ODP Training Partners

FROM: C. Suzanne Mencer
Director

SUBJECT: ODP Secure Portal

The Office for Domestic Preparedness (ODP) has developed an on-line system to manage information, scheduling, and evaluation data for ODP sponsored training and exercises in real time. This system is referred to as the ODP Secure Portal. Prior to the usage of this portal, ODP has set up training sessions via teleconference to train providers on its functionality.

A required teleconference training session will be held March 15, 2004 from 10 a.m. to 12 p.m. EST. The purpose of this training is to familiarize ODP Training Providers on the benefits and functionalities of this system. Prior to training, participants must register on the ODP Secure Portal no later than March 12, 2004.¹ Any questions and/or concerns during this registration process may be directed to the ODP Secure Portal helpdesk at (804) 744-8800. Please note that this training will consist of a real-time tutorial of the ODP Secure Portal. Therefore, it will be necessary for participants to be logged onto internet accessible computers throughout the duration of their session.

Shortly before 10 a.m. EST on March 15, please call (202) 353-0878 and follow the prompts to enter your scheduled teleconference. Once you are connected, you will be asked to enter a four digit code. The code for your session will is 3127.

It is the intent of ODP to create a comprehensive data management tool integrating information into one centralized location. Feedback regarding the functionality of the portal is encouraged and may be directed to askcsd@ojp.usdoj.gov.

ODP thanks you for your participation and looks forward to working with you to enhance state and local preparedness.

¹ Please see attached documentation for registration instructions.