Citizen Corps Council Registration Tutorial

National Office of Citizen Corps

Starting the Registration Process

- **Go to www.citizencorps.gov.**
- **Under the *Citizen Corps Councils* tab, click *Register a Council.***

Citizen Corps Council Profile

- **Provide Council name, country, and state.**
- **Next, provide jurisdiction by county, local, or tribal.**

Start your submission by providing the following information, then hit Next:

Council Name: *   Test Council

Select Country: *   UNITED STATES

Select State *   Delaware

Jurisdiction By: *   Select
                           Select
Available   County
                           Local
Nothing currently available   Tribal   selected

Jurisdiction

- **Once a jurisdiction type is selected, available service areas will appear on the bottom left side of the screen.**
- **Click on the available counties assigned to your Council and click the over arrow to assign them as the area your Council serves.**

Start your submission by providing the following information, then hit Next:

Council Name: * — Test Council

Select Country: * — UNITED STATES

Select State * — Delaware

Jurisdiction By: * — County

Available
- KENT
- NEW CASTLE
- SUSSEX

Assigned

Overlapping Councils

- **The system will identify local Councils that overlap with your Council's jurisdiction; State Coordinators may provide further direction as to whether or not Councils within a given state are permitted to overlap with one another.**

- **Please note that the registration system allows only one County Council per county.**

- **The State Coordinator has the authority to approve and deny Councils.**

Overlapping jurisdictions

One or more approved or pending Councils report that they operate within the jurisdiction(s) you have selected. While you may continue with completing your Citizen Corps Council Profile, we recommend that you contact your State Citizen Corps Program Manager and the Council(s) listed below to discuss coordinating your efforts. Click on any Council in the list to get their contact information.

Click the "Continue With Profile" button below to continue your submission.

State Citizen Corps Program Manager

Delaware State Council
Contact: Bob George
Title: Citizen Corps Program Manager
Address:
165 Brick Store Landing Road
Smyrna, DE. 19977
Phone: (302) 836-1656
Email: rj.george@eyestreet.com

Overlapping local Citizen Corps Council(s)

Wilmington Citizen Corps Council

New Castle City PD Citizen Corps Council

Millville Citizen Corps Council

Ocean View PD Citizen Corps Council

Provide your Contact Information

- **Next, provide contact information for the primary Council point of contact, including a working U.S. phone number and e-mail address. The Council contact is usually the person registering the Council and periodically updating the Council's Profile within the CitizenCorps.gov Portal.**

- **A Council's Profile page will become publicly available after the Council is approved by the State Coordinator.**

Please fill in the following contact information.

Please note; all fields marked with a * are **required**

First Name: *	John
Middle Initial:	
Last Name: *	Smith
Title:	Test Council Cont
Street Address: *	123 Main St.
Street Address Cont.:	
City: *	Dover
Select Country: *	UNITED STATES
State: *	Delaware
Postal Code: *	19071 -
Phone Number: *	410-555-121 Ext:
Email: *	john.smith@council.com
Confirm Email: *	john.smith@council.com

BACK NEXT

Establish New User Password

- **Once you have provided accurate contact information and clicked *Next*, you will be prompted to establish a new user password.**

- **After clicking next, you will have successfully created a user account on the Citizen Corps Website.**

- **You will now be able to log in and out of the system. Please remember your password for future access.**

You are required to establish a password for the system.

Password changes have the following restrictions:

A password must be greater than 7 characters

A password must be different than the current password

A password must contain at least one digit or one of the following non-character values: @#$%^&+=-
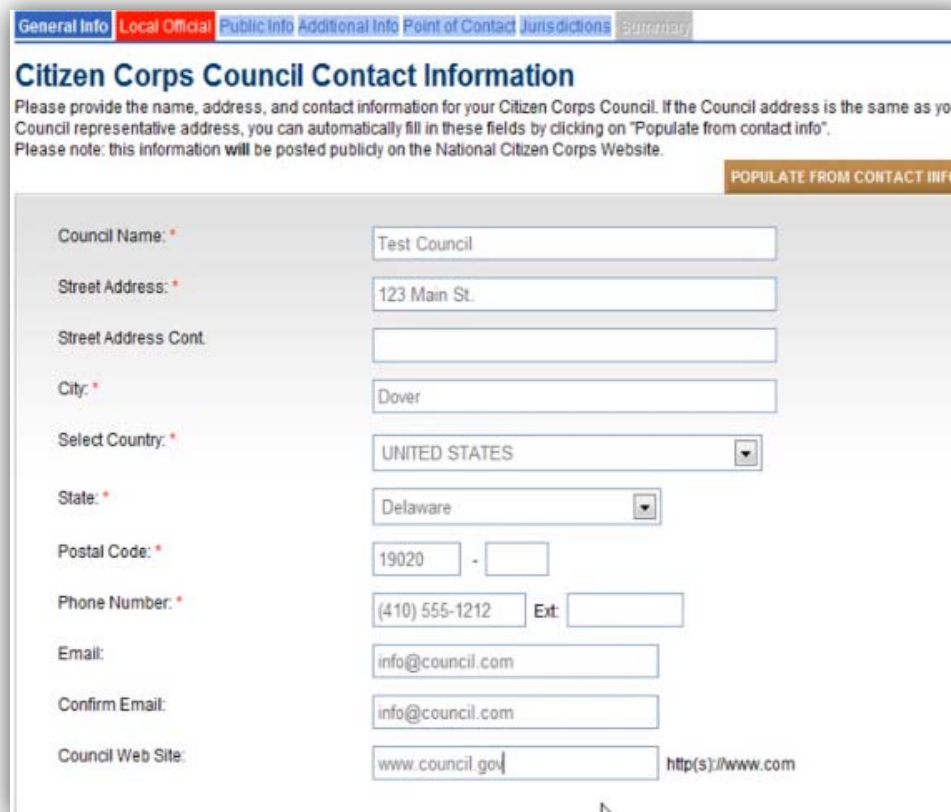
Choose A Password: ⇒ ••••••••

Confirm That New Password: ⇒

NEXT

Citizen Corps Council Contact Information

- **At this point, you must fill out contact information for the Citizen Corps Council.**
- **If the contact information and address for the Council is the same as the information provided in the previous section then click the *Populate From Contact Info* button.**

Citizen Corps Council Contact Info (Cont.)

- **You may prefer to enter your organization's e-mail instead of the personal contact information previously provided.**

- **Additionally, if you are providing a website, it must be in proper format such as http://www.website.gov**

Tabs

- **Note that at the top of the screen are seven tabs.**
- **A red tabs indicates that the section needs to be updated; once completed, the tab will turn blue.**
- **While blue tabs meet the requirements to submit the certification, you can revise or enhance the required information by clicking on them.**
- **The *Summary* tab is grayed out. Once all other areas are populated, you will be able to access the *Summary* tab. *The *Submit* button will be found in the *Summary* tab.**

Local Official Tab

- **Your Council must be sponsored by a local government official in your Council's jurisdiction.**

- **Provide contact information for the local official in the appropriate sections.**

- **You may close the registration window at any time and your information will be saved and accessible the next time you log in.**

Public Info Tab

- **The *Public Info tab* lists a series of questions that ask for information about your Council. Once your registration is submitted and approved, this information will be publicly viewable on your Council's Profile Page.**

Additional Info Tab

- **The *Additional Info* section includes more detailed questions that will <u>not</u> be publicly viewable on your Council Profile page or the Citizen Corps website. Your State Coordinator and FEMA Regional and National users will have access but not the ability to change what you've submitted.**

- **This information will be used to gather a better understanding of what support Councils need to be successful in their communities.**

Point of Contact and Jurisdiction Tabs

- **The *Point of Contact* and *Jurisdictions* tabs have already been completed.**
- **If you would like to revise them, you may do so by clicking on the appropriate tab.**

Summary Tab

- **Click the *Summary* tab when you are ready to submit your registration.**

- **You may go back to each tab to review the information you have provided.**

- **When ready to submit your registration, click the *Submit For Approval* button.**

General Info | Local Official | Public Info | Additional Info | Point of Contact | Jurisdictions | **Summary**

Ready For Submission

A preview of your Citizen Corps website posting is provided below. Please take a moment to ensure your entries are correct. If you need to update anything, simply click the correct tab above to edit the information.

After submitting this form, this information will be sent to your State Citizen Corps Program Manager for review. Once your information is approved by the State, your information will be posted on the publically assessable national Citizen Corps website and on the password protect Citizen Corps portal.

If you do not wish to proceed with this process, please do **NOT** submit the request for approval.

Please be sure to keep the information about your community preparedness efforts current. With your password, you may update this information at any time. At a minimum, we strongly recommend that you update your Profile twice a year.

Thank you again for your interest in Citizen Corps!

[SUBMIT FOR APPROVAL]

Council Information

General

Test Council

123 Main St.
Dover, DE. 19020
UNITED STATES

(410) 555-1212

info@council.com

Point of Contact

John Smith

123 Main St.

Confirmation Page

- **Once you have pressed the *Submit For Approval* button, a confirmation will appear showing that your submission has been received and forwarded to the state approval authority.**
- **You will receive an e-mail with this information to confirm that you have successfully submitted your application.**
- **Additionally, after review, you will receive an e-mail notification from the state approval authority on whether your Council has been approved.**
- **If you do not receive a response in a timely fashion, contact your state Council or state approval authority.**

You new Council request has been submitted!

Congratulations! Your new Citizen Corps Council request has been submitted to the appropriate authority.
Your request has been sent to:

Delaware State Council

Contact: Bob George
Title: Citizen Corps Program Manager
Address:
165 Brick Store Landing Road
Smyrna, DE. 19977
Phone: (302) 836-1656
Email: rj.george@eyestreet.com

At this point, you may no longer update your submission until it is either approved or denied by the listed authority. Please take a moment to review the submission sent to the approval authority for accuracy (presented below). If you find a mistake, please contact them directly with the appropriate corrections.

Additionally, please check back regularly, or contact the state representative directly for further information on the status of your request. Once approved or denied, you will receive an e-mail notifying you of that decision.

Thank you for your submission,