



Citizen Corps Council Registration Tutorial

National Office of Citizen Corps



FEMA

Starting the Registration Process

The screenshot displays the Citizen Corps website interface. At the top, the logo for 'citizen corps' is visible, along with the FEMA logo and navigation links such as 'Contact | Locate Your Council | Council Login'. The main navigation menu includes 'Home', 'About Us', 'Are You Ready?', 'Partners & Affiliates', 'Citizen Corps Councils', and 'News & Events'. A search bar is located on the right side of the navigation bar. The 'Citizen Corps Councils' menu is expanded, showing options like 'Main', 'Register a Council', 'Nearby Council', 'Map of Councils Across U.S.', 'Citizen Corps State Contacts', 'Awards & Recognition', 'Share Good Stories', 'Volunteer Management', 'Citizen Corps Web Banners', and 'Citizen Corps Widgets'. The 'Register a Council' option is highlighted with a mouse cursor. Below the navigation, the 'Create Your Account' section is visible, featuring a registration form with fields for 'Organization', 'First Name', and 'Last Name'. A 'LOCATE' button is present in the 'Get Involved' section, which also includes a map of the United States and a 'Zip Code' search field. The 'Featured Links' section on the right lists various resources, including 'Resolve to be Ready', 'CPG 101', 'DHS Grant Funding', 'New CERT Training Videos', 'Community Preparedness Webinar Series', 'Preparedness Toolkit', 'Volunteer Management Resources', 'Girl Scout Preparedness Patch', 'Preparedness for Culturally Diverse Communities', and 'Share Good Stories'. The 'Online Training' section at the bottom right features a link for 'IS 22 - Are You Ready? An In Depth Guide to Citizen Preparedness'.

- 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: *

Select Country: *

Select State: *

Jurisdiction By: *

Available

Nothing currently available	selected
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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: *

Select Country: *

Select State: *

Jurisdiction By: *

Available		Assigned
KENT		
NEW CASTLE		
SUSSEX		



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
Milville 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: *	<input type="text" value="John"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Smith"/>
Title:	<input type="text" value="Test Council Cont"/>
Street Address: *	<input type="text" value="123 Main St."/>
Street Address Cont:	<input type="text"/>
City: *	<input type="text" value="Dover"/>
Select Country: *	<input type="text" value="UNITED STATES"/>
State: *	<input type="text" value="Delaware"/>
Postal Code: *	<input type="text" value="19071"/> - <input type="text"/>
Phone Number: *	<input type="text" value="410-555-121"/> Ext: <input type="text"/>
Email: *	<input type="text" value="john.smith@council.com"/>
Confirm Email: *	<input type="text" value="john.smith@council.com"/>



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; @#\$%^&+=-

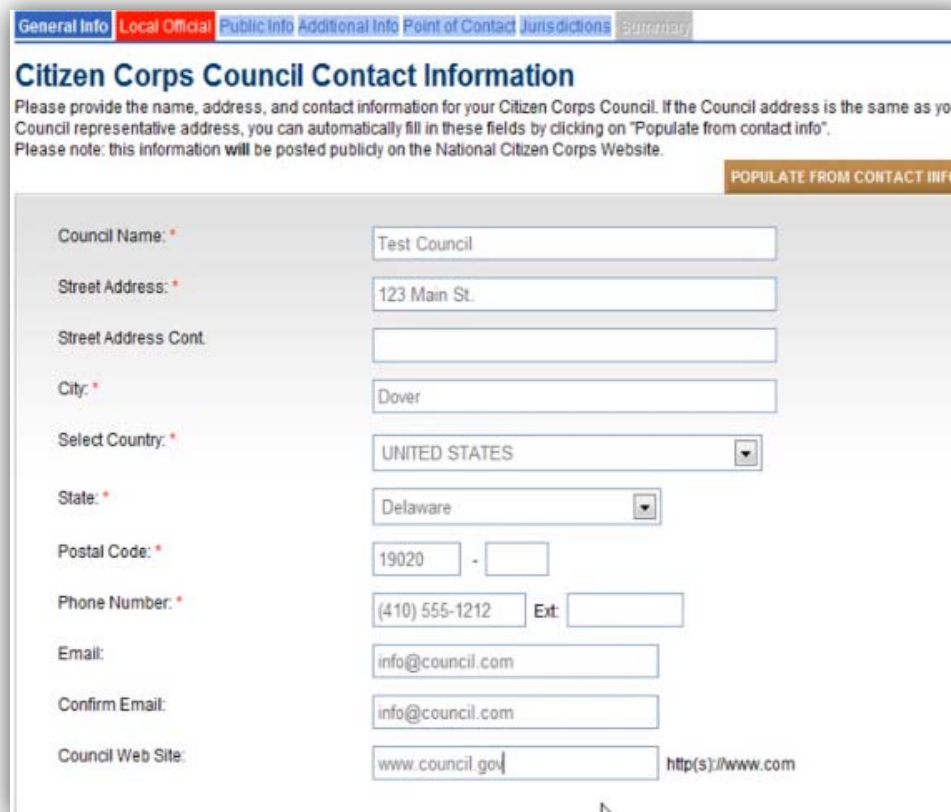
Choose A Password: →

Confirm That New Password: →



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.



The screenshot shows a web form titled "Citizen Corps Council Contact Information". At the top, there are navigation tabs: "General Info", "Local Official", "Public Info", "Additional Info", "Point of Contact", "Jurisdictions", and "Summary". The "Local Official" tab is selected. Below the tabs, the form title is "Citizen Corps Council Contact Information". A paragraph of instructions follows: "Please provide the name, address, and contact information for your Citizen Corps Council. If the Council address is the same as your Council representative address, you can automatically fill in these fields by clicking on 'Populate from contact info'. Please note: this information will be posted publicly on the National Citizen Corps Website." To the right of this text is a button labeled "POPULATE FROM CONTACT INFO". The form fields are as follows:

Council Name: *	<input type="text" value="Test Council"/>
Street Address: *	<input type="text" value="123 Main St."/>
Street Address Cont.	<input type="text"/>
City: *	<input type="text" value="Dover"/>
Select Country: *	<input type="text" value="UNITED STATES"/>
State: *	<input type="text" value="Delaware"/>
Postal Code: *	<input type="text" value="19020"/> - <input type="text"/>
Phone Number: *	<input type="text" value="(410) 555-1212"/> Ext. <input type="text"/>
Email:	<input type="text" value="info@council.com"/>
Confirm Email:	<input type="text" value="info@council.com"/>
Council Web Site:	<input type="text" value="www.council.gov"/> <input type="text" value="http(s)://www.com"/>



Citizen Corps Council Contact Info (Cont.)

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

Citizen Corps Council Contact Information

Please provide the name, address, and contact information for your Citizen Corps Council. If the Council address is the same as your Council representative address, you can automatically fill in these fields by clicking on "Populate from contact info". Please note: this information **will** be posted publicly on the National Citizen Corps Website.

POPULATE FROM CONTACT INFO

Council Name: *	<input type="text" value="Test Council"/>
Street Address: *	<input type="text" value="123 Main St."/>
Street Address Cont.	<input type="text"/>
City: *	<input type="text" value="Dover"/>
Select Country: *	<input type="text" value="UNITED STATES"/>
State: *	<input type="text" value="Delaware"/>
Postal Code: *	<input type="text" value="19020"/> - <input type="text"/>
Phone Number: *	<input type="text" value="(410) 555-1212"/> Ext: <input type="text"/>
Email:	<input type="text" value="info@council.com"/>
Confirm Email:	<input type="text" value="info@council.com"/>
Council Web Site:	<input type="text" value="www.council.gov"/> <input type="text" value="http(s)://www.com"/>

- 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

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

Citizen Corps Council Contact Information

Please provide the name, address, and contact information for your Citizen Corps Council. If the Council address is the same as your Council representative address, you can automatically fill in these fields by clicking on "Populate from contact info". Please note: this information will be posted publicly on the National Citizen Corps Website.

POPULATE FROM CONTACT INFO

Council Name: *

Street Address: *

- 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

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

Local Sponsoring Official Information

To be approved, your Citizen Corps Council must have the support of the local elected leadership for your Council's jurisdiction - this could be the Mayor, City/Town Manger, County Commissioner - or the Emergency Management Director for your area.
Please note: this information will not be posted publicly on the National Citizen Corps Website

POPULATE FROM CONTACT INFO

First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text"/>
Title:	<input type="text"/>
Street Address: *	<input type="text"/>
Street Address Cont.:	<input type="text"/>
City: *	<input type="text"/>
Select Country: *	UNITED STATES <input type="button" value="v"/>
State: *	Please select a state <input type="button" value="v"/>
Postal Code: *	<input type="text"/> - <input type="text"/>
Phone Number: *	<input type="text"/> Ext. <input type="text"/>
Email: *	<input type="text"/>
Confirm Email: *	<input type="text"/>

- 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.

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

Information About Your Council

In addition to posting contact information for your Citizen Corps Council, we would like to include information about your Council membership and your community's preparedness activities on the National Citizen Corps Website.

Council History

Month & year your Council was started:

Citizen Corps Council

The purpose of a community preparedness council, referred to here as the Citizen Corps Council, is to foster collaboration between government and civic leaders from all sectors to develop goals and strategies for community resilience tailored to specific community vulnerabilities and population. The membership of the Council should reflect the population composition, the hazard profile, and the infrastructure of the community.
Please select all organizations that participate in your Council.

Elected Leadership

Mayor, City/Town Manager, County/Parish Elected Leader

Emergency Responders

Emergency Management
 Law Enforcement



Additional Info Tab

- The *Additional Info* section includes more detailed questions that will not 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.

[General Info](#) [Local Official](#) [Public Info](#) [Additional Info](#) [Point of Contact](#) [Jurisdictions](#) [Summary](#)

Information About Your Council - Not Publicly Accessible

In addition the information on your Citizen Corps Council that will be posted on the public National Citizen Corps Website, we would like to request some more detailed information about your Council activities.

Please note: answers to the following questions will NOT be posted on the public website, but will be posted on the password protected portal - accessible only to other Citizen Corps Councils and Partners. This data will help us all better understand how Citizen Corps is being implemented around the country and will help with growing and expanding community preparedness efforts.

Council Administration

How often does your Citizen Corps Council meet?

Monthly

Quarterly

Bi-Annually

Annually

As needed

Other:



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.

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

Point Of Contact Information

Please note; this information will be publicly available on the Citizen Corps web site

First Name: *

Middle Initial:

Last Name: *

Title:

Street Address: *

Street Address Cont.:

City: *

Select Country: *

State: *

Postal Code: * -

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

Assign Council Jurisdictions

Please note; this information will be publicly available on the Citizen Corps web site

Select Country: *

Select State: *

Jurisdiction By: *

Available

KENT

Assigned

NEW CASTLE
SUSSEX



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,

