



# Citizen Corps Council Administration Council Approval Tutorial

National Office of Citizen Corps



FEMA

# Uniting Communities - Preparing the Nation

## Requirements for Registering a Council

- All Citizen Corps Councils must register on the Citizen Corps website to be recognized as an active Council.
- Registrants must provide accurate information as requested on the registration form.
- A Council must be sponsored by a government official whose jurisdiction corresponds to the service area of the newly requested Council.
- A Council's primary point of contact and the sponsoring official must not be the same person.
- Multiple Councils may exist in the same jurisdiction only if the sponsor approves.
- Council membership should include community representatives from the public, private, and community/voluntary sectors.



# Logging In

- Go to [www.citizencorps.gov](http://www.citizencorps.gov) and
- Enter your user name and password in the **Council Login** box in the lower left corner of the front page.

The screenshot displays a portion of the Citizen Corps website. On the left, there is a 'Stay Connected' section with a dark blue header and a white background. It lists several options: 'Subscribe to News Updates' (with an envelope icon), 'Citizen Corps Widgets' (with a gear icon), 'Citizen Corps RSS Feeds' (with an RSS icon), 'Citizen Corps Twitter' (with a Twitter icon), 'FEMA Facebook Page' (with a Facebook icon), 'FEMA YouTube Channel' (with a YouTube icon), and 'Link to Citizer corps.gov' (with a blue arrow icon). Below this is the 'Council Login' section, also with a dark blue header and white background. It contains two input fields: 'Your Email Address' with a text box containing 'Your Email', and 'Your Password' with a text box containing ten dots. A brown 'LOGIN' button is positioned below the password field. To the right of the login section is a 'Latest News' section with a dark blue header and white background. It lists several news items, each preceded by a star icon: 'Webinar: Collaborative P...', 'Secretary Napolitano Hi...', 'Enhancing Critical Infras...', 'New TV PSAs Call on Ar...', 'FEMA Launches CPG 10...', 'Website Assists in Com...', 'DHS and Walmart: Prom...', 'Follow These Tips and S...', 'Thousands Accept the L...', 'Don't Drop the Ball, Res...', and 'Holiday Parties: Spread...'. Below the news list is a red link that says 'Click here for more news'. At the bottom of the screenshot, there is a dark blue footer with white text that reads 'Citizen Corps Home' and 'Accessib...', and 'The National Office of Citiz...'.



# Startup Page

- After logging in, you will be brought to the startup page.
- Click the *Manage Councils* link on the right side of the screen.

The screenshot shows the 'Citizen Corps Council Administration' interface. At the top is a navigation bar with links: Home, About Us, Are You Ready?, Partners & Affiliates, Citizen Corps Councils, News & Events, and Council Administration. A search box with a 'GO' button is on the right. The main content area is titled 'Citizen Corps Council Administration' and contains two yellow alert boxes. The first alert states: 'Karim just updated the message of the day. Only national, regional, and state users will see this alert.' The second alert states: 'Everybody that logs in will see this. Alert: A recent attempt to hack our site was prevented through the manual approval process for calendar events. Please remember to not simply approve by actually review each event prior to approval.' Below the alerts, a welcome message reads: 'Welcome Citizen Corps Admin! Click on the appropriate links in the navigation bar to the left to manage user, manage councils, view reports and send email. The following link provides statistical information on CitizenCorps web site activity. It includes number of unique visitors, number of visits and other interesting details.' On the right side, there is a vertical menu titled 'In This Section...' with the following items: Discussion Forum, Manage Councils (highlighted with a mouse cursor), Manage CERT's, Manage Users, Manage Events, View Statistical Reports, Download Logos, View Council Map, Manage Email, and Log out.



# Manage Councils Section

- **Four sections on this page include:**
  - *Newly Requested Councils*
  - *Councils Pending Approval*
  - *Approved Councils*
  - *Denied Councils*
- **All Councils that you administer will be in one of these sections.**

The screenshot shows the Citizen Corps website interface. At the top, there is a navigation bar with the Citizen Corps logo (tagline: 'UNITING COMMUNITIES PREPARING THE NATION') and the FEMA logo. The navigation menu includes: Home, About Us, Are You Ready?, Partners & Affiliates, Citizen Corps Councils, News & Events, Council Administration, and a search box. The main content area lists four sections: 'Newly Requested Councils (Show)', 'Councils Pending Approval (Show)', 'Approved Councils (Show)', and 'Denied Councils (Show)'. On the right side, there is a sidebar titled 'In This Section...' with a list of links: Discussion Forum, Manage Councils, Manage CERT's, Manage Users, Manage Events, View Statistical Reports, Download Logos, View Council Map, Manage Email, and Log out. Below this is a 'Council Administration' section with links for 'Add New Council', 'Search Councils', and 'Council Reports'. The footer contains contact information for the National Office of Citizen Corps - FEMA Individual and Community Preparedness Division, located at Techworld Building, 800 K Street NW, Suite 640, Washington, D.C. 20472-3630.



# Newly Requested Councils

- Once a Council registration has been submitted, you will receive an e-mail notification that there is a newly requested Council.
- This submission will be located under the *Newly Requested Councils* section.
- Once you are in the *Newly Requested Councils* section, select the Council submission you'd like to review.

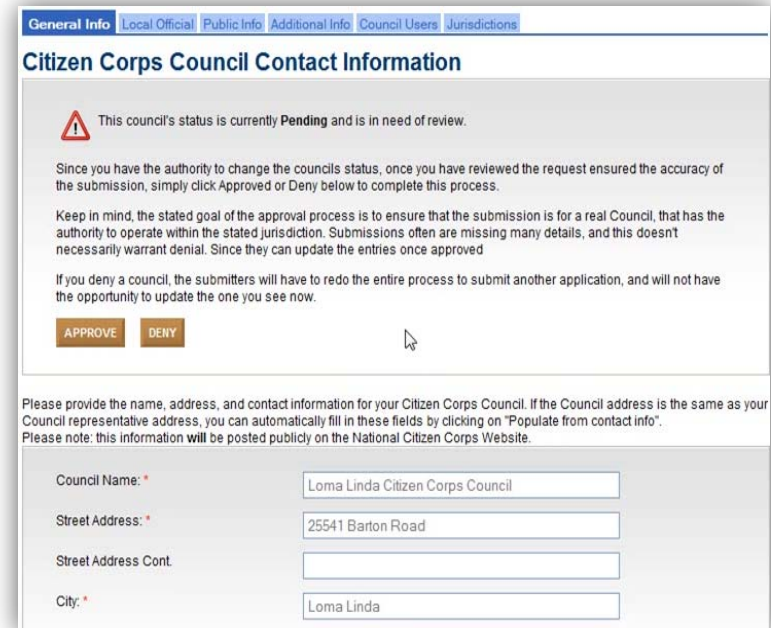
**Newly Requested Councils** (Hide)  
18 items found, displaying all items.

State	Type	Name	Registered Date
CA	County	Carmel Valley Safety Initiative	2010-01-17
	County	Silver Valley Disaster Council	2008-04-16
	County	PMC CERT	2008-11-03
	Local	Loma Linda Citizen Corps Council	2009-07-17
	Local	Big Valley Citizens Corps	2007-11-03
	Local	Maimonides Academy	2009-01-05
	Local	Lathrop California CERT	2009-03-31
	Local	Lake Elsinore Citizen Corps Council	2008-12-18
	Local	Lake Forest Neighborhood Watch	2009-04-14
	Local	City of Costa Mesa Citizen Corp Council ...	2009-09-23
	Local	CSU, Chico Community Emergency Response ...	2009-08-12
	Local	City of Norwalk Emergency Volunteer Prog...	2009-06-17
	Local	Martinez CERT	2009-05-01



# Reviewing a Submission

- Once you click on a newly requested Council, you will be brought to the General Information tab of the Council's submission.
- Because you have begun to review this submission, this Council's status will be changed from "Newly Requested" to "Council Pending Approval".
- You should review each tabbed section to ensure the information appears accurate and conforms to any State requirements (if applicable).
- After review, you may click "Approve" or "Deny".



The screenshot shows a web interface for reviewing a submission. At the top, there are tabs for "General Info", "Local Official", "Public Info", "Additional Info", "Council Users", and "Jurisdictions". The "General Info" tab is selected. Below the tabs is the title "Citizen Corps Council Contact Information". A warning icon (a triangle with an exclamation mark) is followed by the text: "This council's status is currently Pending and is in need of review." Below this, there is a paragraph of text: "Since you have the authority to change the councils status, once you have reviewed the request ensured the accuracy of the submission, simply click Approved or Deny below to complete this process." Another paragraph follows: "Keep in mind, the stated goal of the approval process is to ensure that the submission is for a real Council, that has the authority to operate within the stated jurisdiction. Submissions often are missing many details, and this doesn't necessarily warrant denial. Since they can update the entries once approved". A third paragraph states: "If you deny a council, the submitters will have to redo the entire process to submit another application, and will not have the opportunity to update the one you see now." Below the text are two buttons: "APPROVE" and "DENY". A mouse cursor is pointing at the "DENY" button. Below the buttons, there is a section for providing 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." The form fields are: "Council Name: \*" with the value "Loma Linda Citizen Corps Council"; "Street Address: \*" with the value "25541 Barton Road"; "Street Address Cont." which is empty; and "City: \*" with the value "Loma Linda".




# General Info Tab

- The first tab for review is the *General Info* tab.

**General Info** Local Official Public Info Additional Info Council Users Jurisdictions

## Citizen Corps Council Contact Information

 This council's status is currently **Pending** and is in need of review.

Since you have the authority to change the council's status, once you have reviewed the request ensured the accuracy of the submission, simply click Approved or Deny below to complete this process.

Keep in mind, the stated goal of the approval process is to ensure that the submission is for a real Council, that has the authority to operate within the stated jurisdiction. Submissions often are missing many details, and this doesn't necessarily warrant denial. Since they can update the entries once approved

If you deny a council, the submitters will have to redo the entire process to submit another application, and will not have the opportunity to update the one you see now.

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.

Council Name: *	<input type="text" value="Loma Linda Citizen Corps Council"/>
Street Address: *	<input type="text" value="25541 Barton Road"/>
Street Address Cont.	<input type="text"/>
City: *	<input type="text" value="Loma Linda"/>





# Local Official Tab

General Info **Local Official** Public Info Additional Info Council Users Jurisdictions

## 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

First Name: *	<input type="text" value="Rob"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Rice"/>
Title:	<input type="text"/>
Street Address: *	<input type="text" value="11325 Loma Linda Drive"/>
Street Address Cont.:	<input type="text"/>
City: *	<input type="text" value="Loma Linda"/>
Select Country: *	<input type="text" value="UNITED STATES"/>
State: *	<input type="text" value="California"/>
Postal Code: *	<input type="text" value="92354"/> - <input type="text"/>

- The next tab for review is the **Local Official** tab.
- This tab displays contact information of the local elected official sponsoring this Council.



# Public Info Tab

- The next tab for review is the *Public Info* tab. This involves a series of questions that displays information about the activities of a Council.
- This info will be publicly displayed on the Citizen Corps National website.



The screenshot shows a web interface with a navigation bar at the top containing tabs: General Info, Local Official, Public Info (highlighted), Additional Info, Council Users, and Jurisdictions. Below the navigation bar is the heading "Public Information About Your Council" followed by a paragraph: "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." Below this is a section titled "Council History" with a form field "Month & year your Council was started:" containing two dropdown menus, one set to "June" and the other to "2010". The next section is "Citizen Corps Council" with a paragraph explaining the council's purpose and a request to "Please select all organizations that participate in your Council." Below this is a section titled "Elected Leadership" with a checkbox labeled "Mayor, City/Town Manager, County/Parish Elected Leader". The final section visible is "Emergency Responders".



# Additional Info Tab (Private)

- The *Additional Info* tab provides more detailed information on the Council.
- This information will not be viewable by the public and will not be posted on your Council Profile or the Citizen Corps website. This information helps the National Office assess needs for future support and technical assistance.

General Info Local Official Public Info **Additional Info** Council Users Jurisdictions

## Additional Information - 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:

What is the participation of the local elected leader (e.g. Mayor, County Commissioner)?

Chairs the Council



# Council Users Tab

- The **Council Users** tab allows you to manage the users associated with the Council.
- It allows you to:
  - Select the point of contact.
  - Remove or delete the point of contact or any other user.
  - Adjust the permissions that the user has.



User	POC / Del	Status	Role	Assign To Council
Burton Clark	<input checked="" type="radio"/> / <input type="checkbox"/>	Inactive	Association Only, No Permissions To Modify	<input type="checkbox"/>
		Inactive	Manage Councils	<input checked="" type="checkbox"/>
		Inactive	Manage Subscribers	<input checked="" type="checkbox"/>
		Inactive	Manage Users	<input checked="" type="checkbox"/>
		Inactive	Send Emails	<input checked="" type="checkbox"/>



# Jurisdictions Tab

- The *Jurisdictions* tab shows where the Council plans to operate, which is not necessarily the same zip code as the Council's address.
- The jurisdiction can be at the county level, local level, or tribal level.
- For state users and regional users, the system will display all jurisdictions within your geographic area.

The screenshot shows a web application interface for assigning council jurisdictions. At the top, there are navigation tabs: General Info, Local Official, Public Info, Additional Info, Council Users, and Jurisdictions. The main heading is "Assign Council Jurisdictions" with a note: "Please note; this information will be publicly available on the Citizen Corps web site".

The form includes the following fields:

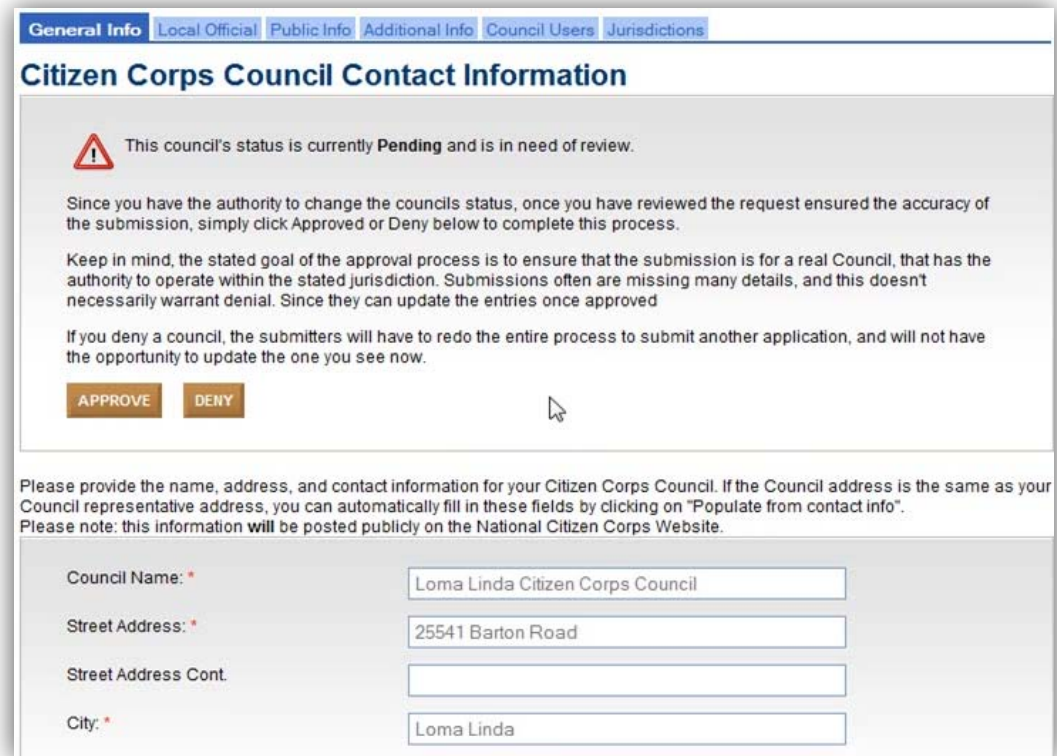
- Select Country:** A dropdown menu set to "UNITED STATES".
- Select State:** A dropdown menu set to "California".
- Jurisdiction By:** A dropdown menu set to "Local". A dropdown menu is open below it, showing options: "Select", "County", "Local" (highlighted in blue), and "Tribal".

Below these fields is a list of available jurisdictions under the heading "Available". The list contains entries such as "90001 (LOS ANGELES, LOS ANGELES, LOS ANGELES)", "90002 (LOS ANGELES, LOS ANGELES, LOS ANGELES)", and so on, up to "90013 (LOS ANGELES, LOS ANGELES)".



# Approve or Deny

- This is the final step to approving or denying a Council.
- Simply click “Approve” or “Deny”
- Once a Councils is approved, the Council’s submission will create their Council Profile and they will gain access to the secure (login) section of the Citizen Corps website.



The screenshot shows a web interface for managing a Citizen Corps Council. At the top, there are navigation tabs: General Info (selected), Local Official, Public Info, Additional Info, Council Users, and Jurisdictions. The main heading is "Citizen Corps Council Contact Information".

A warning icon (a triangle with an exclamation mark) is displayed next to the text: "This council's status is currently **Pending** and is in need of review." Below this, there are three paragraphs of text explaining the approval process and the consequences of denial. At the bottom of this section are two buttons: "APPROVE" and "DENY".

Below the buttons, there is a form with the following fields and values:

- Council Name: \* Loma Linda Citizen Corps Council
- Street Address: \* 25541 Barton Road
- Street Address Cont. (empty)
- City: \* Loma Linda

At the bottom of the form, there is a note: "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."



# Approve or Deny (Cont.)

- When you approve or deny a Council, an e-mail will automatically be sent to the Council's primary point of contact notifying him/her of this action.
- Please encourage each Council to update their information at least every six months.
- For additional support, visit <http://www.citizencorps.gov/councils/registry>
- For technical assistance, email [citizencorps@dhs.gov](mailto:citizencorps@dhs.gov)

