# **OEM SINGLE SIGN-ON**

## **EMERGENCY MANAGEMENT APPLICATIONS**

# **QUICK REFERENCE GUIDE**

Version 1.3 As of July 8, 2022



## **VERSION HISTORY**

Version #	Implemented By	Revision Date	Description	
1.0	Doug Jimenez	11/05/2014	Initial version of reference guide	
1.1	Daniel Stoelb	11/17/2016	Updated text, images	
1.2	Daniel Stoelb	7/11/2018	Revised system requirements	
1.3	Daniel Stoelb	7/08/2022	Updated to OEM branding and text adjustments	

### TABLE OF CONTENTS

1	OVERVIE	W	4
	1.1	OpsCenter/OpsCenter Training:	4
	1.2	RAPTOR/RAPTOR Training:	4
2	SYSTEM F	REQUIREMENTS	4
3	CREATING	G AN ACCOUNT	4
4	PASSWO	RD RESET	5
5	CHANGIN	IG YOUR PASSWORD	6
6	LOGGING	INTO OPSCENTER	7
7	OPENING	A SECOND SESSION	9
8	LOGGING	i OUT	10

#### **1 OVERVIEW**

The OEM Single Sign-On (SSO) is a portal that is used to allow authenticated users access to secured emergency management applications. The SSO can be accessed via https://oregonem.com. The applications found within the SSO are listed as follows:

#### 1.1 OPSCENTER/OPSCENTER TRAINING:

OpsCenter is a web-based, crisis management software system operated by the State of Oregon that allows emergency management professional at the local, state, and federal levels to input and track information related to emergency events that occur throughout the state. It also provides a platform for counties and tribal entities to request resources from the state and to track the progress of those resource requests. The training version is used for exercises and training events.

#### **1.2 RAPTOR/RAPTOR TRAINING:**

The Real-time Assessment and Planning Tool for Oregon (RAPTOR) is an online web mapping application that allows users to view map data from authoritative resources to paint a picture for what is occurring within our region and the world. This also allows users to populate incident information within the map for increased situational awareness. This is the visual component to the common operating picture for the state of Oregon. The training version is used for exercises and training events.

#### **2** SYSTEM REQUIREMENTS

Applications found under the SSO are web-based, which allows users to access them from anywhere, as long as that device has access to the internet.

#### **3** CREATING AN ACCOUNT

Go to the Single Sign-on login page at <u>https://oregonem.com</u>.

Below the username and password block, click the link to request an account:

in	User Name: Password:	
		Log In
Having passwor Need an accour Want to change	rd problems? Reset your <u>password</u> nt? Request one <u>here</u> your password? Click <u>here</u>	

You will be redirected to a simple form. Fill out the information and click the Request Account button at the bottom. Please remember the answer to your security question as you will need it in the event that you forget your password. The system administrator does not have the capability of viewing your answer.

The System Administrator will review and verify your application. When your application is approved, you will receive an email notifying you that your account has been approved. You may then log into the system.

Your username will be the email address that you provided and your password will be the one you chose during the registration process. The System Administrator does not have the ability to see, change, or reset your password. The system is designed so that you have sole control of your password.

#### 4 PASSWORD RESET

If you forget your password, you will need to follow the link on the login page to reset it. The System Administrator does not have the ability to reset your password. When you click on the link to reset your password, you will be sent to the following page.

Oregon Emergency Operations Portal	
Password Reset	
Enter your account information be	low and click continue
Account Information	
User name:	
Continue	

Enter your username (email address) and click the Continue button.

You will then be sent to the Security Question page.

Oregon Emergency Operations Portal
Password Reset
Answer your security question below and click Reset Password
Password Recovery Question
User name: doug.jimenez@state.or.us
Security Question: Best friend's last name
Answer:
Reset Password

Fill in the answer to your security question and click the Reset Password button.

Oregon Emergency Operations Porta	
Password Reset	
A new password has been created and e-mailed to you.	
Click here to login with your new password and change it.	

You will receive an email from <u>OpsCenterAdmin@mil.state.or.us</u> with "Your new password" in the subject line and something similar to the text below in the body of the message.

Your user name is doug.jimenez@state.or.us. Your password is Alabama554.

#### 5 CHANGING YOUR PASSWORD

To change your password, go to the login screen and click on the link to change your password. You will be redirected to the Oregon Emergency Operations Portal User Management Portal Page. It looks very similar to the normal login page.

Oregon Emer	gency Operations Portal User Management
	Email address: Password: Log in

1859

Enter your email address and your current password, then click the "Log in" button. If you just reset your password, this will be the password that you just received in your email. You will then be sent to the Change Password page.

Change Password	
Use the form below to change	your passwo <mark>rd.</mark>
New passwords are required to	be a minimum of 6 characters in length.
Account Information	
Current password	
New password	
•••••	
Confirm new password	
Change Deservord	7

Enter your current password and then enter your new password and confirm your new password. Then click the "Change Password" button.

Oregon Emergency Operations Portal		
Change Password		
Your password has been changed successfully.		
Click here to login to the Emergency Management Portal.		

You may now return to the SSO login page at <u>https://oregonem.com</u>.

## 6 LOGGING INTO OPSCENTER

Go to <u>https://oregonem.com</u>, enter your username and password and click on the "Log in" button.



From the dropdown, select OpsCenter (or OpsCenter Training) and press the "Go" button.

My Information		
Submit Log Out ?		
Welcome Stoelb, Daniel		
Roles You a	re Authorized to Perform	
Check all roles	you wish to perform during this session.	
ECC GIS/Map	pping	
ECC Govern	nent Liaison	
OpsCenter A	dministrator	
SDO Staff Du	ty Officer	
Please Upda	ate Your Contact Information	
Where are you physically located at this moment?		
Current Location ECC - RAPTOR		
Enter the various ways that you may be contacted at any time.		
Primary Phone	503-373-7762	
Cell Phone		
Pager Number		
FAX Number		
E-Mail Address	daniel.stoelb@state.or.us	
Any changes you make will be saved automatically.		

Select the role(s) that you want to perform, fill in the contact information, then click the "Submit" button on the top of the screen. This will now display the OpsCenter main page.

The start page will vary based upon the role that was selected from the role selection screen.

<b>A</b>	Getting Started (Staff Duty Officer)	
POWERED BY ALERTA	Getting Started	
User: Stoelb, Daniel Log Out Help SDO Staff Duty Officer V	Your Role: You are performing the <b>Staff Duty Officer</b> role as a part of the Oregon Office of Emergency staff. As the Staff Duty Officer, you are to provide support to the Executive Duty Officer and maintain situational awareness for what is happening within the State of Oregon.	
System Help Getting Started (Staff Duty Officer) Heloful External Links OEM Operations Links	Your Responsibilities:	
OpsCenter Guides Reference Documents 2017 Emergency Operations Plan ECC Activation Triggers ECC Activity Log EDO Schedule	OERS Incident Reports for the last 24 hours     Status of any open County or State Incidents     Status of any requests for assistance	
ESF One Page Guides Jurisdiction Profiles Incident Information Declarations	Status of activity within the RAPTOR Mapping Application     Continue to monitor situation status throughout the day     If an event occurs or is in progress:         for any constructivities of theorem to the local and status)	
Incidents (OERS) Infrastructure IripCheck Incidents	Create opic center insulani in receive (point note and state)     Monfor applicable hazard specific websites (point in the EDO-SDO directory, le: for wildland fire check INCI web, NWCC, ODF, etc. for fire status updates     Participate in conference calls, as needed     Monton applicable unities ended in the EDO-SDO directory.	
Cogistic Sites     Cos     Shelters (GIS)     Shelters (NSS)     Requests for Assistance	maintain contact with ITERs agneties, as needed     Maintain contact with ITERs agneties, as needed     Develop and distribute Situation Reports, as needed	
Actions All ORCAA Requests ORCAA Resources Requests (My Role) Requests All	Develop OEnix State Update prieming (EUp) situation for the Joint Operations Center (JUC) stati for the (possibly daily) IAG breining     Participate in, or provide, studiational breining, as applicable     Post applicable documents in the State event in Ops Center, ie: Situation reports, declarations, incident action plans     State of posting and the State event in Ops Center, ie: Situation reports, declarations, incident action plans	
Evacuation Boundaries Instruction Guide Instruction Guide - Export from Ex Edit Evacuation Areas Upload New Boundary	in event essantes o all'interprete Contantation Uniter (CCC) Activation.     E prepared to hole incoming ECC staff     Serve as a Governmental Llaison, il appropriate	
Maps 2020 Wildfire Resnonse and Reco	Using the System:	

This start page will indicate information about the role selected, defined responsibilities, and hints and tips on how to use the system.

### 7 OPENING A SECOND SESSION

From your OpsCenter screen, open up a new tab on your browser.



Type in <u>https://oregonem.com</u>. This will bring you to the Application Launcher.



From the dropdown, select the application of your choice from the dropdown list and click the Go button. This will open up the second application in the new tab. If desired, you can open another new tab and open up a third application. You may now move about the open applications just by changing tabs.

You can also right-click on your current tab and select "Duplicate tab" to duplicate your current view into another tab.

### 8 LOGGING OUT

When logging out of OpsCenter, please use the Log Out button. This releases any forms that you may have open and allows others to access those forms. Logging out also cleans up any other items that you may have had open.



There is no log out button for RAPTOR. You may just close the window or tab that is displaying RAPTOR.