

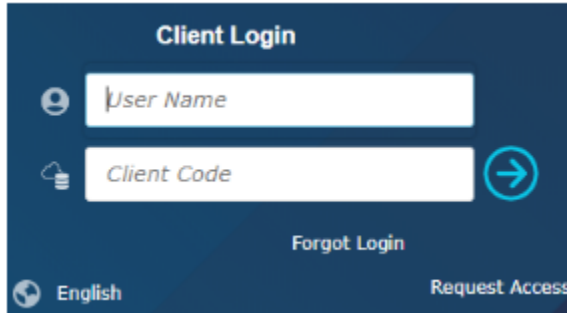
## WebIAP Monthly EOC Training

### Month 1

#### **TASKS: Logging into WebIAP, Signing In, and Updating Contact Info under User Preferences**

1. Open the Internet browser (except Internet Explorer) and type <https://webiap.iapsoftware.com/IAP6/Account/Login> into the address bar.
2. Log In – Type the User Name and Client Code information into the fields provided.

Click the **Arrow**  to proceed.



The image shows a 'Client Login' form with a dark blue background. It features two input fields: 'User Name' and 'Client Code'. A blue arrow icon is positioned to the right of the 'Client Code' field. Below the fields are links for 'Forgot Login', 'English', and 'Request Access'.

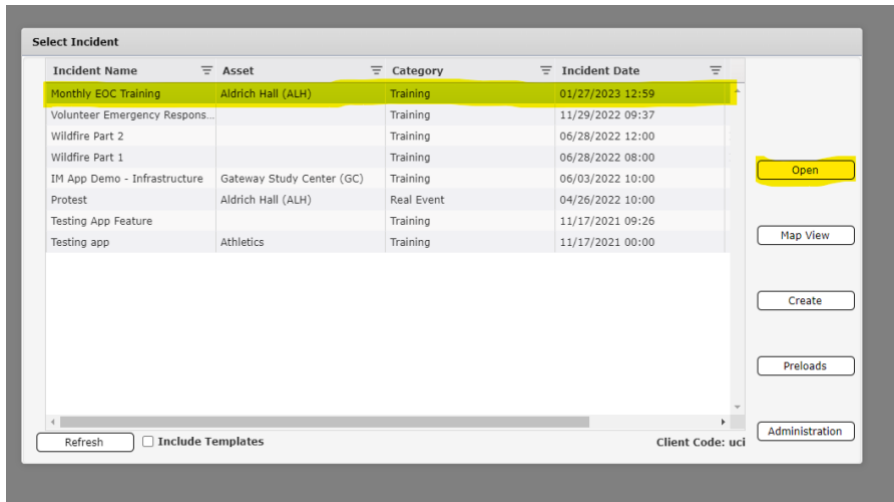
#### Notes:

User Name = UCINET ID email (do not use customized email)

Client Code = UCI

**You will be connected to DUO to sign in with your UCINET ID and Password.**

3. Click on the “Monthly EOC Training” incident and click on “Open”

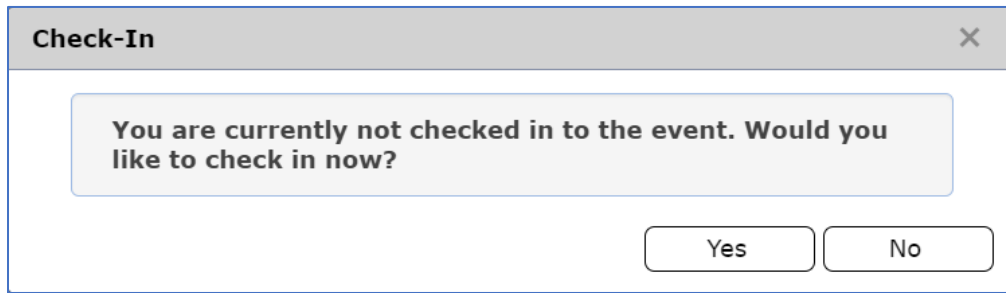


The image shows a 'Select Incident' table with the following data:

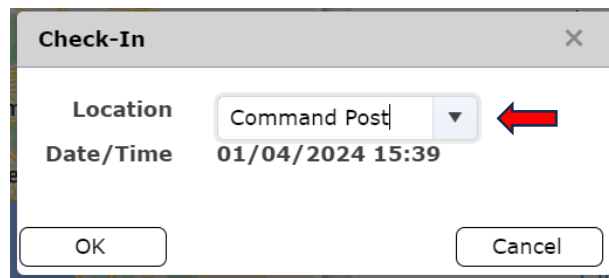
Incident Name	Asset	Category	Incident Date
Monthly EOC Training	Aldrich Hall (ALH)	Training	01/27/2023 12:59
Volunteer Emergency Respons...		Training	11/29/2022 09:37
Wildfire Part 2		Training	06/28/2022 12:00
Wildfire Part 1		Training	06/28/2022 08:00
IM App Demo - Infrastructure	Gateway Study Center (GC)	Training	06/03/2022 10:00
Protest	Aldrich Hall (ALH)	Real Event	04/26/2022 10:00
Testing App Feature		Training	11/17/2021 09:26
Testing app	Athletics	Training	11/17/2021 00:00

Below the table, there is a 'Refresh' button, an 'Include Templates' checkbox, and a 'Client Code: uci' label. On the right side, there are buttons for 'Open', 'Map View', 'Create', 'Preloads', and 'Administration'.

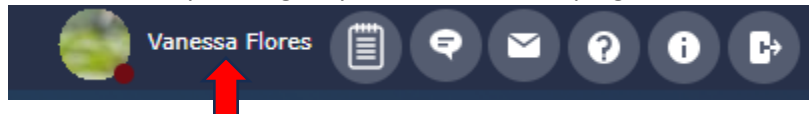
- You should be prompted to check in to the incident. Select “yes”.




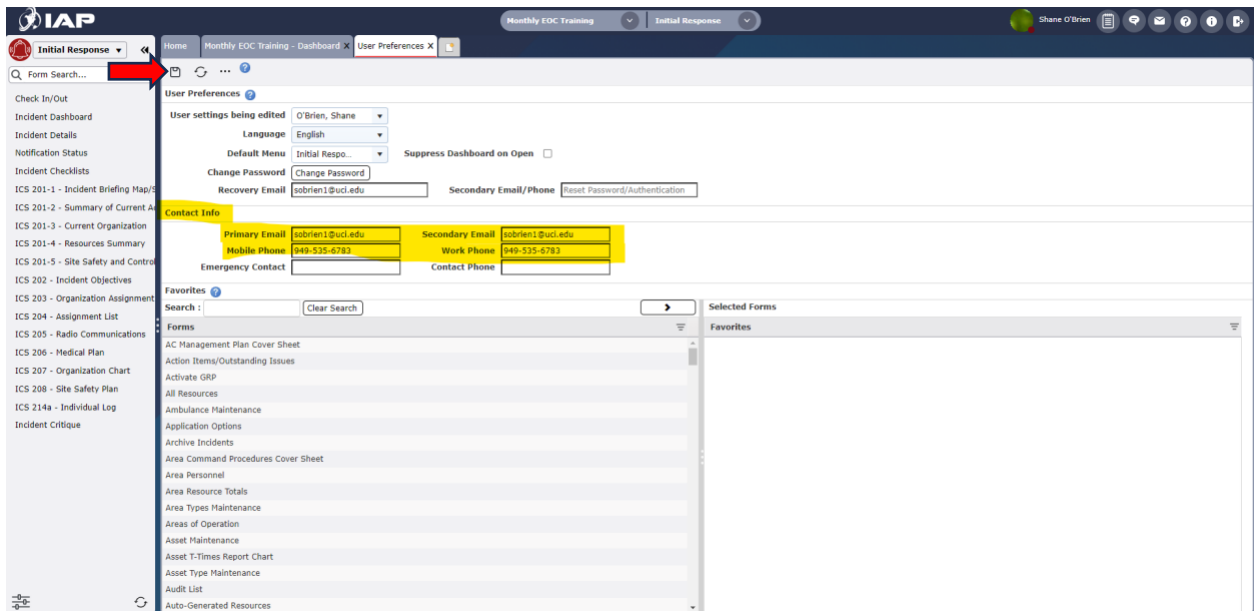
- Select the drop down menu and choose the location “Command Post” and hit ok. Once you check in, you should see the dot under your profile picture turn green. If it is red, it means you are still not checked in.



- Open “User Preferences” by clicking on your name in the top right corner.

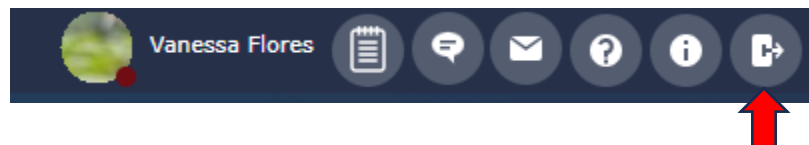


- Update “Contact Info” (highlighted in yellow) so that it is current. The save by click on  in the upper left corner.



8. To checkout of the system, complete step 4 only this time you will select the checkout option. Once the dot by your name is red, you can move to the next step.

9. Log out of WebIAP by clicking on door symbol in top right corner.



10. Fill out Training Feedback Form: [https://uci.co1.qualtrics.com/jfe/form/SV\\_cVILPMmKdPEZ3Qg](https://uci.co1.qualtrics.com/jfe/form/SV_cVILPMmKdPEZ3Qg)