

CERT Program Administration Tutorial



Logging In

- To begin, please go to www.citizencorps.gov
- Click on the “Council Login” link in the upper right hand corner

The screenshot shows the homepage of the Citizen Corps website. At the top, there is a navigation bar with the Citizen Corps logo and the FEMA logo. Below the navigation bar, there are several sections: "Did You Know?", "Get Involved" (with a map of the United States), "Animal & Pet Preparedness" (with a photo of people and dogs), "Featured Links", "Stay Connected" (with social media links), "Council Login" (with fields for email and password), and "Latest News". A callout box with the text "www.citizencorps.gov" is overlaid on the page, pointing to the URL.



Logging In (cont.)

citizen★corps
UNITING COMMUNITIES
PREPARING THE NATION

Contact | Locate Your Council | Council Login

Home About Us Are You Ready? Partners & Affiliates Citizen Corps Councils News & Events

Search

**Log Into
Citizen Corps**

Please enter your email address (case sensitive) and password below.

→ Email:

→ Password:

[Reset My Password](#)

Citizen Corps Home | FEMA.gov | DHS.gov | Ready.gov | Serve.gov | Disasterhelp.gov
Accessibility | Privacy Policy | Plug-ins | No FEAR Act Data | FOIA

The National Office of Citizen Corps - FEMA Individual and Community Preparedness Division
Techworld Building, 800 K Street NW, Suite 640, Washington, D.C. 20472-3630

- Login with the same username and password that you used to set up your account
- If you forgot your password then click *Reset My Password* and a temporary password will be emailed to you

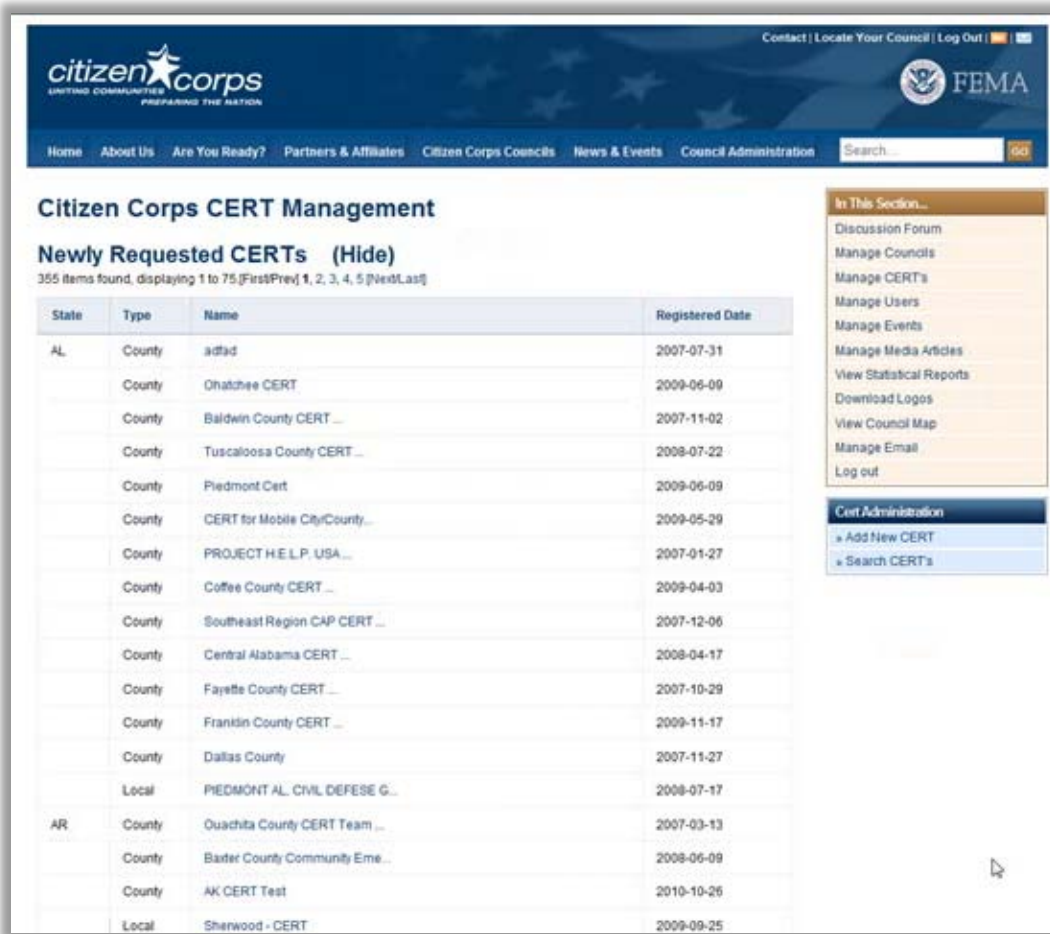
Administration Homepage

- To review and approve newly requested CERT Programs, click the “Manage CERTs” link located on the menu to the right of the Citizen Corps Administration page

The screenshot shows the Citizen Corps Council Administration homepage. At the top, there is a navigation bar with links for Home, About Us, Are You Ready?, Partners & Affiliates, Citizen Corps Councils, News & Events, and Council Administration. The main content area is titled "Citizen Corps Council Administration" and contains several alert boxes. The first alert states "Only national and regional users will see this alert". The second alert, dated "Karim", states "Only national, regional, and state users will see this alert". The third alert, dated "Everybody that logs in", states "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, there is a "Welcome Citizen Corps Admin!" message and a link to "CitizenCorps Site Activity Version Information". On the right side, there is a "In This Section..." menu with links for Discussion Forum, Manage Councils, Manage CERTs, Manage Users, Manage Events, Manage Media Articles, View Statistical Reports, Download Logs, View Council Map, Manage Email, and Log out. The footer contains contact information and links for accessibility, privacy, and FOIA.



Viewing the List of CERT Programs



The screenshot displays the Citizen Corps CERT Management interface. At the top, there is a navigation bar with links for Home, About Us, Are You Ready?, Partners & Affiliates, Citizen Corps Councils, News & Events, and Council Administration. A search bar is also present. The main content area is titled "Citizen Corps CERT Management" and shows "Newly Requested CERTs (Hide)" with 355 items found. A table lists the following data:

State	Type	Name	Registered Date
AL	County	adfad	2007-07-31
	County	Ohatchee CERT	2009-06-09
	County	Baldwin County CERT ...	2007-11-02
	County	Tuscaloosa County CERT ...	2008-07-22
	County	Piedmont Cert	2009-06-09
	County	CERT for Mobile City/Coun...	2009-05-29
	County	PROJECT H.E.L.P. USA ...	2007-01-27
	County	Coffee County CERT ...	2009-04-03
	County	Southeast Region CAP CERT ...	2007-12-06
	County	Central Alabama CERT ...	2008-04-17
	County	Fayette County CERT ...	2007-10-29
	County	Franklin County CERT ...	2009-11-17
	County	Dallas County	2007-11-27
	Local	PIEDMONT AL. CIVIL DEFESE G...	2008-07-17
AR	County	Ouachita County CERT Team ...	2007-03-13
	County	Baxter County Community Eme...	2008-06-09
	County	AK CERT Test	2010-10-26
	Local	Shenwood - CERT	2009-09-25

On the right side of the interface, there is a "In This Section..." menu with options: Discussion Forum, Manage Councils, Manage CERT's, Manage Users, Manage Events, Manage Media Articles, View Statistical Reports, Download Logos, View Council Map, Manage Email, and Log out. Below this is a "Cert Administration" section with "Add New CERT" and "Search CERT's" buttons.

- Several categories of CERT Programs can be viewed on the CERT Management page
- “Newly Requested CERTs” are programs that have been submitted but have not yet been reviewed by the State CERT Program Coordinator

Viewing the List of CERT Programs (cont.)

- The “ CERTs Pending Approval” list includes programs that have been reviewed by the State CERT Program Coordinator, but have not yet been approved or denied

	Local	Lakeside CERT	2007-06-12
	Local	City of Signal Hill CERT ...	2007-03-16
	Local	Palo Verde Valley CERT ...	2009-03-29
	Local	Alhambra Community Emergenc...	2008-02-21
	Local	Apple Valley CERT	2010-01-11
CO	County	Eagle County CERT	2009-08-05
CT	Local	Southington Emergency Respo...	2010-01-05
	Local	Greater Shelton CERT ...	2010-03-01
	County	CTSART CERT	2009-03-19
DC	County	gsteam	2010-09-02

CERTs Pending Approval (Hide)
70 items found, displaying all items.

State	Type	Name	Registered Date
AK	County	Fairbanks Area CERT	2009-05-29
	County	Mat-Su CERT	2009-02-10
	Local	Greater Ketchikan Area CERT	2008-10-08
	Local	Test 3 CERT Program ****##@	2010-11-02
AL	County	Elmore County CERT.	2009-02-20
	County	Baldwin County	2008-07-16
	Local	PIEDMONT CIVIL DEFENSE GROUP & CERT TEAM	2008-07-19
AS	Local	test	2010-11-15
AZ	County	Arena Tactical K-9	2009-07-27
	County	Phoenix Police Wake Up	2009-12-22
CA	County	Test CERT Program	2010-10-27
	County	CERT Radio	2009-07-15
	County	Lucerne Valley Disaster Preparedness Cou...	2005-12-31



Viewing the List of CERT Programs (cont.)

State	Type	Name	Registered Date
VI	County	DM TEST CERT	2010-10-28
VT	County	Caledonia County CERT	2005-12-31
WV	County	CERT Mountain State Division	2007-05-16
	Local	Newburyport CERT	2007-10-05
Approved CERTs (Hide) 3,478 items found, displaying 1 to 75 [FirstPrev] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 [NextLast]			
AK	County	Fairbanks Area CERT	2008-04-24
	County	Kenai Peninsula Borough Citizen Corps Pr...	2005-12-31
	County	Marathon CERT Program	2007-07-20
	Local	Valdez CERT	2007-05-11
	Local	Juneau CERT (Community Emergency Respons...	2005-12-31
AL	County	PROJECT H.E.L.P. USA	2007-01-27
	County	Baldwin County CERT	2005-12-31
	County	CERT of Talladega County	2007-01-30
	County	Chambers County CERT	2005-12-31
	County	Marshall County LEPC-CERT	2005-12-31
	County	Lamar County CERT Team	2005-12-31
	County	Jefferson County CERT	2005-12-31
	County	Jefferson County, Homewood,Al	2005-12-31
	County	CERT ONE (1) Community Emergency Respons...	2005-12-31
	County	Marion County C E R T	2005-12-31
	County	Shelby County CERT Program	2005-12-31
	County	Madison County CERT	2005-12-31
	County	Cullman County Citizen Emergency Respons...	2005-12-31

- CERT Programs listed under “Approved” or “Denied” have been reviewed and approved/denied by the State CERT Program Coordinator
- Only CERT Programs listed under “Approved” will be viewable on the public website and accounted for in the National Registry
- Programs can be sorted by date; this allows you to view the newest programs at the top of the list

Viewing the List of CERT Programs (cont.)

- The approval system has the ability to show or hide any of the four CERT Program status categories
- Simply click “(Hide)” to remove a category from view
- This action will not affect a CERT Program’s status. You may unhide at any time.

Newly Requested CERTs (Hide)

355 items found, displaying 1 to 75 (FirstPrev 1, 2, 3, 4, 5 NextLast)

State	Type	Name	Registered Date
VA	Tribal	CERT 11/2010	2010-11-16
MI	Local		2010-11-16
VA	County	Test CERT	2010-11-15
RI	Local	Rhode Island 2 TEST CERT ...	2010-11-12
ME	Local	TEST EMAILCERT	2010-11-04
MT	Tribal	sdfasf	2010-10-29
CA	County	St Louis CERT TEST ...	2010-10-27
MD	County	Test CERT Program	2010-10-27
DC	Local	Team Tom	2010-10-27
AR	County	AK CERT Test	2010-10-26
FL	Local	Test CERT 1	2010-10-26
HI	Local	Hawaii CERT	2010-10-26
VA	County	Arlington CERT TEST ...	2010-10-26
	County	DV Test CERT	2010-10-15
WV	County	Test Council - Chris Craig ...	2010-09-13
DC	County	rjsteam	2010-09-02
FL	County	HIGHLANDS LAKES CERT ...	2010-03-13
	County	Miami-Dade County	2010-03-12
CA	Local	Grizzly Flats CERT ...	2010-03-10
NY	County	Queensborough3 CERT (QB3CER...	2010-03-09
OH	Local	Waynesville Emergency Respo...	2010-03-08
NY	Local	Glendale Volunteer Ambulanc...	2010-03-07
FL	County	Flagler CERT	2010-03-07
WA	County	Mercer Island Community Eme...	2010-03-05

Discussion Forum
Manage Councils
Manage CERT's
Manage Users
Manage Events
Manage Media Articles
View Statistical Reports
Download Logos
View Council Map
Manage Email
Log out

Cert Administration
Add New CERT
Search CERT's

Beginning the Approval Process

The screenshot shows the Citizen Corps CERT Management web application. At the top, there is a navigation bar with the Citizen Corps logo, FEMA logo, and various menu items like Home, About Us, and Log Out. Below the navigation bar, the page title is "Citizen Corps CERT Management". The main content area displays "Newly Requested CERTs (Hide)" with a sub-header "355 items found, displaying 1 to 75 (FirstPrev) 1, 2, 3, 4, 5 (NextLast)". A table lists the requested CERTs with columns for State, Type, Name, and Registered Date. The table contains 20 rows of data. On the right side, there is a sidebar with a "In This Section..." menu and a "Cert Administration" menu with options like "Add New CERT" and "Search CERTs".

State	Type	Name	Registered Date
VA	Tribal	CERT 11182010	2010-11-16
MI	Local	etjjo	2010-11-16
VA	County	Test CERT	2010-11-15
RI	Local	Rhode Island 2 TEST CERT ...	2010-11-12
ME	Local	TEST EMAILCERT	2010-11-04
MT	Tribal	sdfdsf	2010-10-29
CA	County	St Louis CERT TEST ...	2010-10-27
MO	County	Test CERT Program	2010-10-27
DC	Local	Team Tom	2010-10-27
AR	County	AK CERT Test	2010-10-26
FL	Local	Test CERT 1	2010-10-26
HI	Local	Hawaii CERT	2010-10-26
VA	County	Arlington CERT TEST ...	2010-10-26
	County	DV Test CERT	2010-10-15
WV	County	Test Council - Chris Craig ...	2010-09-13
DC	County	rgsteam	2010-09-02
FL	County	HIGHLANDS LAKES CERT ...	2010-03-13
	County	Miami-Dade County	2010-03-12

- Click on any CERT Program link to begin the approval process
- Once you click on a CERT Program, you will be taken to the submission review page and the status of the CERT will be changed from “Newly Requested” to “Awaiting Approval”

Reviewing a CERT Program's Information

- To review the CERT Program submission, you will view each section by clicking each tab
- Please do not approve individual CERT Teams that are within a CERT Program. A CERT program conducts the training, organizes and recognizes the “teams,” and is almost always a local government agency, high school, or college/university.
- If a CERT Team attempts to register, their submission should be denied and the appropriate local CERT coordinator should be contacted to coordinate with the Team

The screenshot shows the 'General CERT Information' page. At the top, there's a navigation bar with tabs: 'General', 'Sponsor', 'Public Info', 'Additional Info', 'Contact', and 'Jurisdictions'. The 'General' tab is active. Below the navigation bar, there's a warning message: 'This council's status is currently Pending and is in need of review.' The message explains that the user has authority to change the registration status and should click 'Approved' or 'Deny'. There are 'APPROVE' and 'DENY' buttons. Below the warning, there's a form for entering program details. The form includes fields for 'CERT Program Name', 'Sponsoring Organization', 'CERT Program Street Address', 'Street Address Cont.', 'City', 'State / Territory', 'Postal Code', 'Select Country', 'Phone Number', 'Fax Number', and 'CERT Web Site'. The 'Program Name and Address' section has a 'POPULATE FROM CONTACT INFO' button. The 'citizen*corps' logo is visible in the bottom left corner of the page.



Updates to the CERT Program's Information by the State Coordinator

CERT
COMMUNITY EMERGENCY
RESPONSE TEAM

General Sponsor Public Info Additional Info Contact Jurisdictions

General CERT Information

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

Since you have the authority to change the CERT Program's registration 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 CERT Program, 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 CERT Program, 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 CERT Program. If the CERT Program address is the same as your CERT Program point of contact address, you can automatically fill in these fields by clicking on "Populate from contact info".

Please note: This information will be publicly available on the CERT website.

Program Name and Address

CERT Program Name: *

Sponsoring Organization: *

CERT Program Street Address: *

Street Address Cont.

City: *

State / Territory: *

Postal Code: * -

Select Country: *

Phone Number: * Ext:

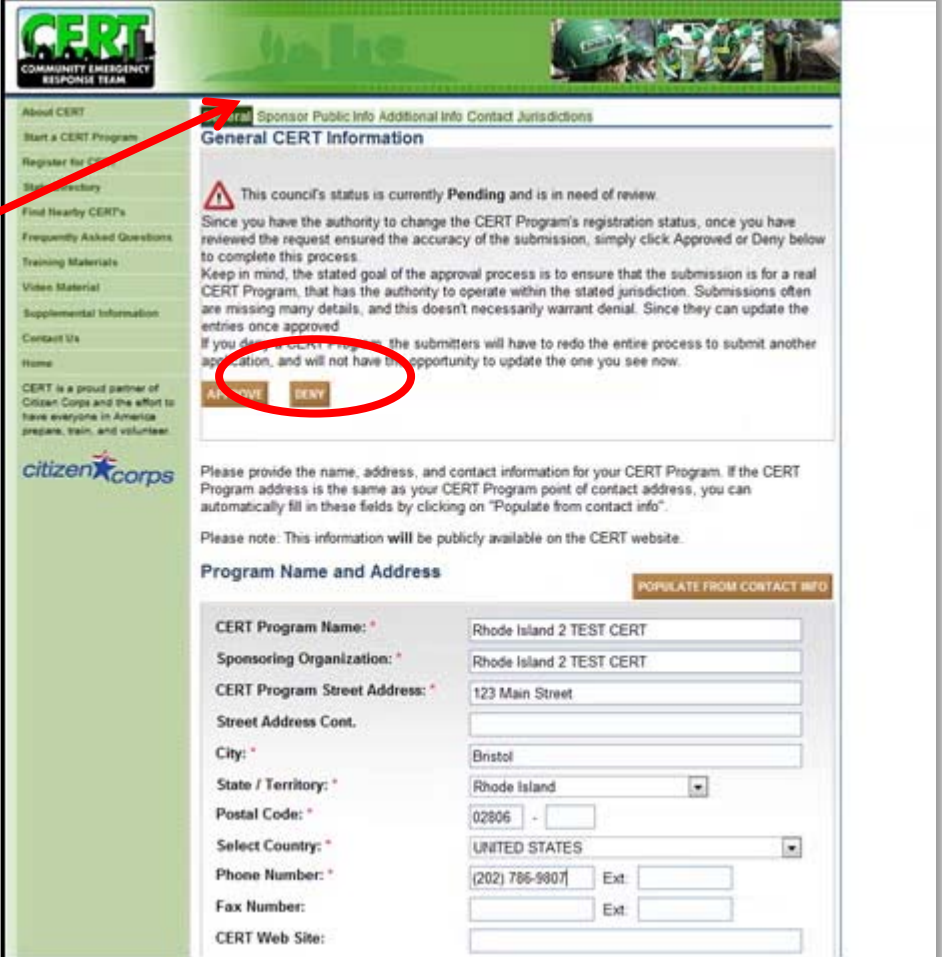
Fax Number: Ext:

CERT Web Site:

- Please note that you have the administrator rights to make manual updates to CERT Programs but this should only be done in coordination with the submitting CERT Program

Approving or Denying a CERT Program

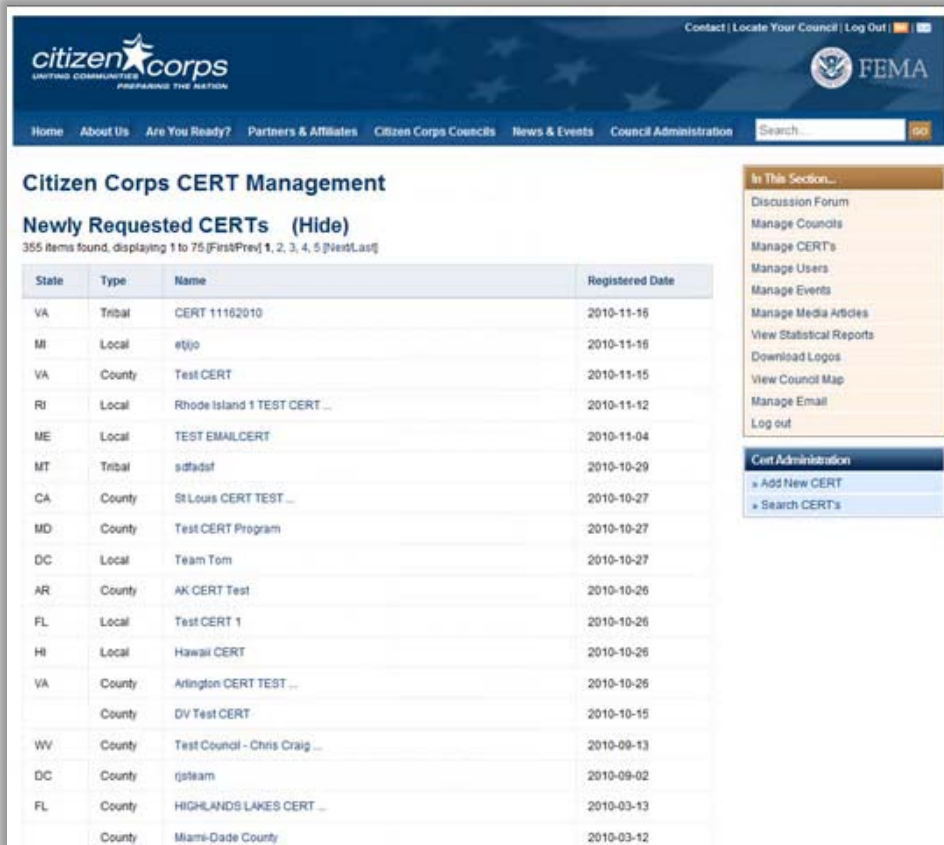
- You can approve or deny a program on the “General” tab
- Once you have reached a decision regarding the information submitted, click the “General” tab
- Click “APPROVE” or “DENY” to enter the program status into the system



The screenshot displays the CERT Program Administration interface. The top navigation bar includes tabs for 'General', 'Sponsor', 'Public Info', 'Additional Info', and 'Contact Jurisdictions'. The 'General' tab is selected, showing 'General CERT Information'. A warning message states: 'This council's status is currently Pending and is in need of review. Since you have the authority to change the CERT Program's registration 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 CERT Program, 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 CERT Program, 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 message are 'APPROVE' and 'DENY' buttons, which are circled in red. A red arrow points from the 'General' tab to the 'APPROVE' button. Below the message is a section for 'Program Name and Address' with a 'POPULATE FROM CONTACT INFO' button. The form fields are filled with test data: CERT Program Name: Rhode Island 2 TEST CERT, Sponsoring Organization: Rhode Island 2 TEST CERT, CERT Program Street Address: 123 Main Street, Street Address Cont.: (empty), City: Bristol, State / Territory: Rhode Island, Postal Code: 02906, Select Country: UNITED STATES, Phone Number: (202) 786-9607, Fax Number: (empty), and CERT Web Site: (empty).



Approving or Denying a CERT Program (cont.)



The screenshot displays the Citizen Corps CERT Management interface. At the top, there is a navigation bar with links for Home, About Us, Are You Ready?, Partners & Affiliates, Citizen Corps Councils, News & Events, and Council Administration. A search bar is also present. The main content area is titled "Citizen Corps CERT Management" and shows a section for "Newly Requested CERTs (Hide)" with 355 items found. A table lists the following data:

State	Type	Name	Registered Date
VA	Tribal	CERT 11162010	2010-11-16
MI	Local	etijo	2010-11-16
VA	County	Test CERT	2010-11-15
RI	Local	Rhode Island 1 TEST CERT ...	2010-11-12
ME	Local	TEST EMAILCERT	2010-11-04
MT	Tribal	sdfadst	2010-10-29
CA	County	StLouis CERT TEST ...	2010-10-27
MD	County	Test CERT Program	2010-10-27
DC	Local	Team Tom	2010-10-27
AR	County	AK CERT Test	2010-10-26
FL	Local	Test CERT 1	2010-10-26
HI	Local	Hawaii CERT	2010-10-26
VA	County	Arlington CERT TEST ...	2010-10-26
	County	DV Test CERT	2010-10-15
WV	County	Test Council - Chris Craig ...	2010-09-13
DC	County	rsleam	2010-09-02
FL	County	HIGHLANDS LAKES CERT ...	2010-03-13
	County	Miami-Dade County	2010-03-12

On the right side of the interface, there is a "In This Section..." menu with options: Discussion Forum, Manage Councils, Manage CERTs, Manage Users, Manage Events, Manage Media Articles, View Statistical Reports, Download Logos, View Council Map, Manage Email, and Log out. Below this menu is a "CERT Administration" section with buttons for "Add New CERT" and "Search CERTs".

- To approve or deny another CERT Program, click the “Back” button until you arrive at the “Manage CERTs” page
- If there are more CERT Programs in the “Newly Requested” or “Pending Approval” sections, please select one and continue with the review process

Manage CERTs



- Here you will see that the CERT Program you approved is now on the “Approved” list
- When you approve or deny a CERT Program, a notification is automatically sent to the point-of-contact of that program to inform them of the status of the submission

The screenshot shows the 'Citizen Corps CERT Management' web application. At the top, there is a navigation bar with links for Home, About Us, Are You Ready?, Partners & Affiliates, Citizen Corps Councils, News & Events, and Council Administration. A search bar is also present. The main content area displays a table of 'Newly Requested CERTs' with columns for State, Type, Name, and Registered Date. A sidebar on the right contains a list of links under 'In This Section...' and 'CERT Administration'.

State	Type	Name	Registered Date
VA	Tribal	CERT 11162010	2010-11-16
MI	Local	e(jjo	2010-11-16
VA	County	Test CERT	2010-11-15
RI	Local	Rhode Island 1 TEST CERT ...	2010-11-12
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	County	DV Test CERT	2010-10-15
WV	County	Test Council - Chris Craig ...	2010-09-13
DC	County	rgsteam	2010-09-02
FL	County	HIGHLANDS LAKES CERT ...	2010-03-13
	County	Miami-Dade County	2010-03-12



For more information...

**Please visit the registration support page on
the National CERT Program website:**

www.citizencorps.gov/cert/registry.shtm

