

Registering an Account

To create a new account in MA Responds click on the “Register Now” button.



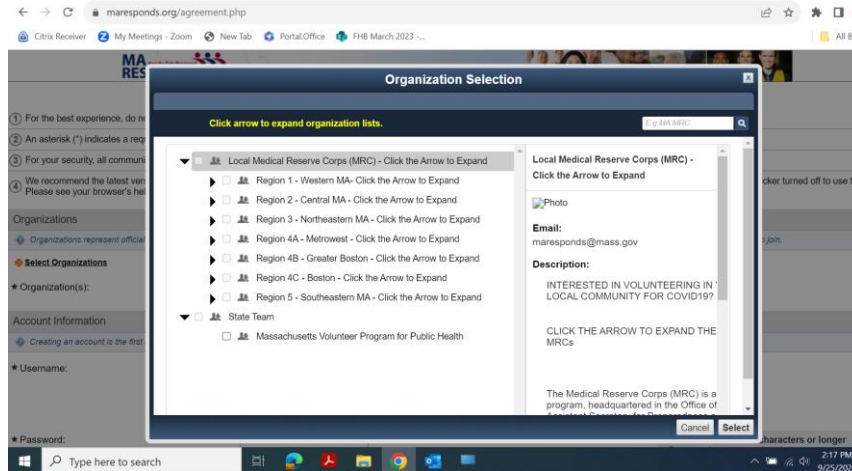
MA Responds Homepage

Choose which organization(s) you wish to affiliate with by clicking on the “Add Organizations” link and checking the appropriate box(es).

MA Responds Registration Page

Basic Administrator Training – Learning Exercise 1

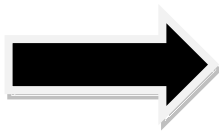
You may affiliate with one or more of the following organizations: Medical Reserve Corps Unit(s) and/or the State of Massachusetts Volunteer Program for Public Health. Please note you are limited to 3 units. Please contact Johnna Coggin (jcoggin@mms.org) should you require affiliation with additional units.



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Registering an account involves creating a username and password combination. Please note the following specifications:

- Usernames must be unique and cannot be the same as the password.
- Base User passwords must be at least six (6) characters long and contain a letter. Spaces are not permitted. Administrator passwords must be eight (8) characters long, contain a number and an uppercase letter.
- Passwords are case sensitive.



Creating an account is the first step in the MA Responds (training) registration process. You will use your account username and password each time you log into MA Responds (training).

*Username:
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

*Password:
* Password must be 6 characters or longer
 * Password must contain a letter
 * Confirmation password must match

*Confirm Password:

*Secret Question:

*Secret Answer:

Terms of Service and Privacy Policy

*Terms of Service: By checking this box, I indicate that I agree to the [Terms of Service](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent to the collection and use of this information and the transfer of this information across the Internet to processing and storage facilities supporting this system. I also agree to receive required administrative and legal notices such as this electronically.

*Information Pledge: By checking this box, I pledge to provide only correct information when completing this registration process. I also give consent to MA Responds (training) and their designated agents to collect, use, verify, and maintain any information that is collected through the use of this site.

*Background Check Consent: I hereby authorize MA Responds and its designated representatives to investigate my background and qualifications for the purpose of determining whether I am qualified for the position(s), volunteer or involvement for

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In addition, volunteers must agree to the Terms of Service, Information Pledge and Background Check Consent.

* Terms of Service:	<input type="checkbox"/> By checking this box, I indicate that I agree to the Terms of Service and have read and understand the Privacy Policy for this site. My submission of this form will constitute my consent to the collection and use of this information and the transfer of this information across the Internet to processing and storage facilities supporting this system. I also agree to receive required administrative and legal notices such as this electronically.
* Information Pledge:	<input type="checkbox"/> By checking this box, I pledge to provide only correct information when completing this registration process. I also give consent to MA Responds (training) and their designated agents to collect, use, verify, and maintain any information that is collected through the use of this site.
* Background Check Consent:	<input type="checkbox"/> I hereby authorize MA Responds and its designated representatives to investigate my background and qualifications for the purpose of determining whether I am qualified for the position(s), volunteer or employment, for which I am applying. This authorization will be effective on the date I create my profile in this electronic registry and will remain in effect until my account is terminated, in writing (via email or letter), by me or MA Responds. I understand MA Responds will conduct such background investigation with the assistance of one or more outside firms and the scope of this investigation will include, but not be limited to, employment history, education history, drivers license records, public records of civil and criminal history, and professional licensing and credentialing. I understand that MA Responds and its representatives will use the personal data entered by me into this electronic registry to conduct the background investigation. I certify that the information provided is, to the best of my knowledge, true and accurate. I further understand any mistakes or incorrect information in the personal data provided by me may affect the accuracy of any background investigation.

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Other information is required to set up a MA Responds account. Please note that required fields are denoted with an asterisk.

Name and Address	
Prefix:	<input type="text"/> <small>Example: Dr., Col., Mr., Mrs., Ms.</small>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Nickname:	<input type="text"/>
Suffix:	<input type="text"/> <small>Example: Jr., Sr., MD, PhD, RN</small>
Maiden Name:	<input type="text"/>
* Home Address Line 1:	<input type="text"/>
Home Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	Select <input type="text"/>
* Zip Code:	<input type="text"/>
* Work State:	Select <input type="text"/>
Alternate Address Line 1:	<input type="text"/>
Alternate Address Line 2:	<input type="text"/>
City:	<input type="text"/>

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The screenshot shows the registration page for MA Responds. The browser address bar displays 'maresponds.org/agreement.php'. The form is divided into several sections: 'Identifying Information' with fields for State, County, Zip Code, Date of Birth, Social Security Number, and Gender; 'Contact Information' with a Primary Email Address field and a Contact Method 1 dropdown; and 'Occupation Information' with a dropdown for 'What is your occupation type?'. There are also 'Add Email Address' and 'Add Another Contact Method' buttons on the right side of the form.

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After entering all necessary information, click on the Next button at the lower right area of the page to create the account.

This screenshot shows the lower portion of the registration page. It includes dropdown menus for 'What is your occupation type?' (set to Health Professional), 'Occupation' (set to Advanced Practice Nurse), and 'What is your current professional status for this occupation?' (set to Licensed/Certified and Active). The 'Driver's License Endorsements' section has a heading 'Indicate all driver's license endorsements for operating motorized vehicles.' and several checkboxes for vehicle types, with 'a passenger vehicle' selected. Below that is a radio button question 'Are you certified to transport hazardous materials?' with 'No' selected. The 'Registration Feedback' section has a dropdown for 'How did you hear about the site?' (set to MRC Leader). At the bottom right, there are 'Previous' and 'Next' buttons. A large black arrow points to the 'Next' button.

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Volunteers must give authorization to proceed with a Nationwide Sex Offender Search. Clicking “accept” authorizes the running of the check, while clicking “decline” prevents the check and restricts volunteer involvement in MA Responds deployments.

The screenshot shows a web form with a pop-up window titled "Attention Needed". The pop-up contains the following text: "By clicking Accept, I acknowledge that a Validated Sex Offender Search (VSOS) check may be run as a condition of being a volunteer in Massachusetts Responds. I authorize MA Responds to run a VSOS check. By clicking Decline, I am indicating that I do not authorize a VSOS check and, as a result, I understand that I cannot be included in any deployments." "If your current organization status in MA Responds is "Accepted", you are deployable and a VSOS check will not be run at this time." At the bottom of the pop-up are two buttons: "Decline" and "Accept".

Background Check Disclosure Pop-up Window

Any volunteer who authorizes a Nationwide Sex Offender Search can also request a copy of their check report. If they choose to request the report, they must also enter an email address and will then receive the report directly from the vendor.

The screenshot shows a web form with a pop-up window titled "Get a copy of background check report". The pop-up contains the following text: "Enter your email address" followed by an input field. Below that, it says: "By clicking 'Yes - Send me the report' and entering an email address, I am indicating I want to receive via email a copy of the background check report if MA Responds (training) runs a background check." and "By clicking 'No', I am indicating I do not want to receive via email a copy of the background check report if MA Responds (training) runs a background check. I acknowledge I can obtain a copy of the report by completing the form found on the Background Check tab of My Profile and mailing it directly to IntelliCorp." At the bottom of the pop-up are two buttons: "No" and "Yes - send me the report".

Background Check Report Pop-up Window