

## **NDWARN New Account Setup**

When you first login, you will be directed to a data frame. Enter as much information as possible and then click the OK button. That should redirect you to the “My Profile” page.

On the “My Profile” page, there are multiple headings with the possibility of adding information for contacts, addresses, etc. Fill that out and then find the heading near the bottom of the page. It is called “Member Systems”. You will need to add your system under the “Member Systems” heading. The website is setup for a single entity managing multiple utilities. When you click on the Add a System button on the “Member Systems” heading, the website will bring up a new page with seemingly redundant data headings. Again, this is for allowing multiple systems to be managed by one entity and keeping the contact information separate.

Once the “Member System” page comes up, fill out that data under those new headings. The bottom heading is called “System Resources”. Click on the add button and look through the possible options for listing personnel and equipment that would be available to respond to an emergency. When that is completed, you are finished.

You can modify nearly all of the content under your username by going to the “My Profile” page listed on the left hand side set of tabs.

If you have any questions about entering the data under the System Resources heading, click on the teal green tab on the left hand column called “Site Support Center”. When the listing of videos comes up, click on the “Manage System Resources” link to watch a tutorial on how to add resources.

As always, if you have any questions or issues with the website, contact Greg Wavra.