Login and Profile Update User Guide
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Welcome

Welcome to the State of Illinois Rapid Electronic Notification (SIREN). SIREN is the emergency planning, alerting, and notification system for the Illinois Department of Public Health. It serves as a single, central point for finding, creating, and sharing information. SIREN provides alerting, notification, and emergency preparation tools for state and local officials. Please read these instructions carefully.

Every user should completely fill out their profile information. The purpose of this document is to walk you through accessing SIREN for the first time and how to properly update user profile information. This information is essential in order for users to receive SIREN alerts to designated devices, resetting SIREN passwords, and to enhance a user’s overall functionality in the SIREN system.

Symbols Used throughout This Document

Logging into SIREN

1. Open Microsoft Internet Explorer and navigate to the SIREN Landing page at: www.siren.illinois.gov.

2. It may be helpful to bookmark this address under your Favorites for quick reference in the future.
SIREN Landing Page

After entering the SIREN page address, you will be taken to the SIREN Landing Page. This page contains helpful documents and links related to SIREN and other IDPH Health Alerting Network/Emergency Response tools. The Documents section to the right contains useful tutorials and guides on how to use and understand SIREN’s features and functionality. The Quick Links section to the left contains links relating to SIREN and SIREN assistance. Under the SIREN Sign In section, you will find the Login and Forgot Password link.

Logging In

1. Click the Log In button on the SIREN landing page (above)
2. Enter the SIREN username and password in the dialog box.
   a. If you do not know your username and password, email the HAN Team at dph.han@illinois.gov for assistance.
3. Click OK
Forgot Password

This enables users to reset their own SIREN passwords if forgotten or expired.

Note: You must set up a security question in the “My Profile” section to enable the self password reset feature. Failure to do so will not allow users to reset their passwords.

1. Click the Forgot Password link on the SIREN landing page under the SIREN Sign In section.

2. Enter your SIREN username
3. Click Submit

4. Enter the answer to your Security Question
5. Click Submit (a new, default password will be sent to your work email address)
My Profile

Under the “My Profile” section in SIREN, users will need to complete the first 5 sections found on the left side of the page.

1. Click on the “My Profile” section on the SIREN Navigation Bar

Change My Profile

1. Click on the Change My Profile link
2. Fill out your profile information.
3. When complete, click Save

**My Alerting Profiles**

1. Click on the My Alerting Profiles link
2. Click New to create an alerting profile.
3. Name Your Profile

4. Check the **Set as Default** box

5. Click the arrows by each location and choose devices that you will want to be contacted at in the event of a SIREN alert notification for each alerting level. If you do not choose a device, you will have to login to SIREN to view your messages. SIREN will contact phone devices in the specified location order. *It is highly suggested to refrain from putting a phone device as a contact point for low level alerts.*

6. When complete, click **Save**
**My Password (Change/Update)**

1. Click on the **My Password** link
2. Enter in your **Current Password** and then your **New Password** and **Verify Password**
3. Click **Save**
4. Click **OK** to change your password

If the password was accepted, a login box will prompt you to log in using the new password.

5. Type in you new password
6. Click **OK**

*Users must reset their SIREN passwords every 90 days*
My Security Question

A security question is used for the SIREN “self password reset” tool as explained on the Forgot Password section on page 5. A security question is required in order for users to reset their own passwords. Security questions never expire and do not need to be reset unless forgotten (if forgotten repeat steps below). Passwords can be reset if forgotten or expired. SIREN will send users a new, temporary password to their work email address.

1. Click the My Security Question link
2. Choose a Security Question from the drop down menu by clicking the arrow next to Security Question
3. Enter in your Security Answer and Verify (there are no character requirements)
4. Click Save

My Alerting Security Code

An alerting security code is a 4 digit number/pin used during select alerts that will contact phone devices. Upon receiving an alert via phone, you will be prompted to enter in your 4 digit security code before hearing the message. If a code is not entered or is incorrect, the user will not be able to receive the alert message via phone call. Security codes never expire and do not need to be reset unless forgotten (if forgotten, repeat steps below).
1. Click the **My Alerting Security Code** link
2. Enter in a 4 digit **New Alerting Security Code** and Verify
3. Click **Save**

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**Additional Areas**

**My Call in Account Number**

This feature is not utilized in SIREN and can be skipped

**My Subscriptions**

Please see the “How to Add Subscriptions” guide located under the **News** section of the SIREN **Homepage**.
Additional information

This document is not designed to answer every question you may have when accessing SIREN and filling out/updating your Profile Information. It is recommended that you attend an upcoming Alert/Basic User training to meet with an instructor about any questions that you have. We also encourage you to contact the IDPH HAN Team for any SIREN support needs. The IDPH HAN Team can be reached at:

**IDPH HAN Team:**
dph.han@illinois.gov

Reference Materials

**SIREN Pocket Guide**

This document is a cheat sheet given out in training. It contains information on what alert priority levels mean, confirmation time expected, and how to log-in to SIREN. It also provides a place to record your User ID, Password, and Alerting Security Code. This document can be found here: **Document Center:** Documents: DPH: SIREN Training: Training Materials

**SIREN How to Confirm an Alert**

This PowerPoint tutorial gives an in-depth guide on ways to confirm a SIREN alert if asked to do so. This tutorial is posted here: **SIREN Landing Page:** Documents

**SIREN Sending Alerts User Guide**

This document gives an in-depth guide on how to send an alert through SIREN. This document is posted here: **Document Center:** Documents: DPH: SIREN Training : Training Materials

**SIREN Document Center Guide**

This document gives an in-depth guide on how to use the functions in the Document Center. This document is posted here: **Document Center:** Documents: DPH: SIREN Training : Training Materials

**SIREN Adding a Format to Voice Recorder**

This document gives in-depth guide on how to record a and save a wav file in order to upload a recorded message as your SIREN alert. This document is posted here: **Document Center:** Documents: DPH: SIREN Training : Training Materials

**SIREN Guidance to Sending an Alert**

This document gives user’s guidance and explains policies that need to be followed when sending SIREN alerts. This document is posted here: **Document Center:** Documents: DPH: SIREN Training : Training Materials