State of Illinois
SIREN))
Rapid Electronic Notification

dph.siren@illinois.gov
siren.illinois.gov

Login and Profile Update User Guide

Revision Date: February 6, 2025

Landing Page

LOG IN

- Go to www.siren.illinois.gov
- Click Log In button
  - *You will be re-directed to a Juvare Login screen*
- Type in your Email Address
- Type in your Password

Juvare Login Services are used for all Juvare products, such as: WebEOC, EMResource, EICS, EMTrack, SIREN, IL Helps, etc...

If you have access to these different products, they can also be accessed from login.juvare.com

FORGOT USERNAME OR PASSWORD

Password Reset

Click *Forgot password?*

If that email address is registered with Juvare, you will receive an email to reset your password. F ollow the instructions to reset your password.

Username Request

email DPH.SIREN@illinois.gov

Landing Page Features

FAQs

- Frequently Asked Questions to assist with quick answers pertaining to the system and your account
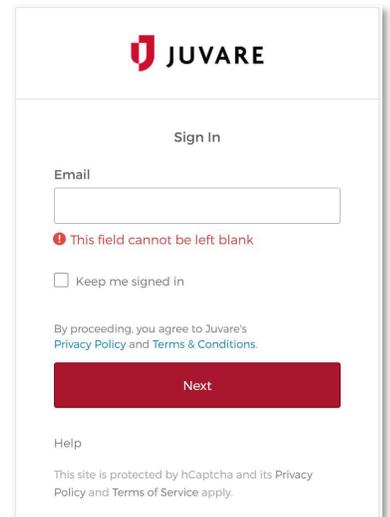
Contact Us

- Quick way to send a message to the IDPH HAN Team

Registration

- Allows new users to self-register
- *See Quick Tips on How to Register for SIREN*

REGISTER

Home

Announcements

> This section displays any new system features, upcoming training information, and any general announcements from the SIREN Administrators.

Notifications

> This section displays clickable links that take you directly to any _unread notifications_ or _notifications that require a response._

My Profile

> This button will display a menu for you to navigate to your _User Profile*_, _Other Juvare Solutions_, or to _Log Out_ of the SIREN System.

*Click on your name to open your user profile for any edits

Navigation Button

> This button will display a menu pop-out allowing you to navigate to the different areas of the SIREN system.
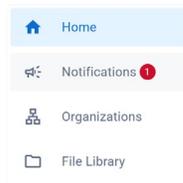
Support

> This button will display a menu linking to the different areas of support such as:
> - _FAQs (Frequently Asked Questions)_
> - _Privacy Policy_
> - _Terms of Service_
> - _Help_
> - _Contact Us_

My Profile

To access your profile, click on the button with your initials in the top right, then click your name.

ST

ST **SIREN Test**
Regular User

SIREN Test `Active`

ST
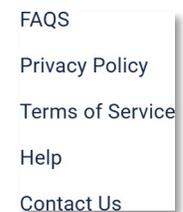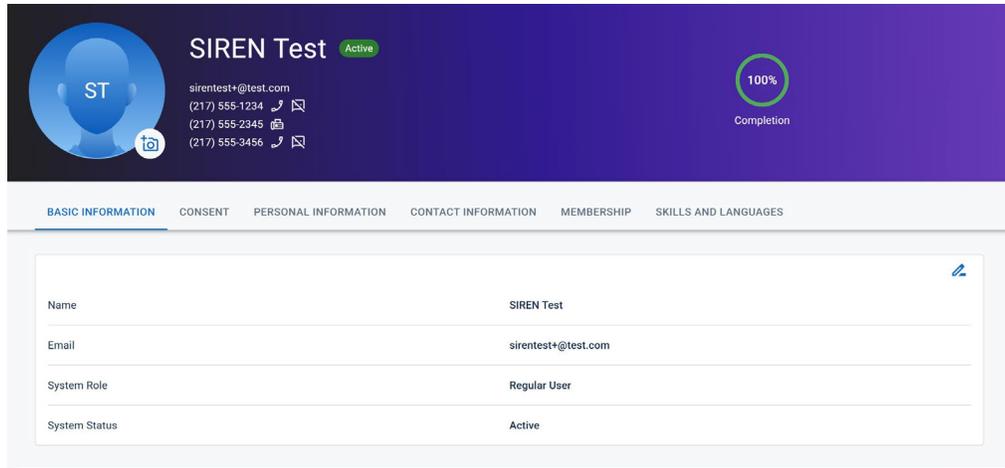sirentest+@test.com
(217) 555-1234
(217) 555-2345
(217) 555-3456

100%
Completion

BASIC INFORMATION   CONSENT   PERSONAL INFORMATION   CONTACT INFORMATION   MEMBERSHIP   SKILLS AND LANGUAGES

Name	SIREN Test
Email	sirentest+@test.com
System Role	Regular User
System Status	Active

Basic Information

To make changes to the information on this page, click the **Edit** button.

Edit the form and click **Save** to update the profile with the new information.

This applies to all Profile pages.

The system will let you know if your account needs attention with a completion bubble and percentage.

Visit the sections that needs attention and address any missing information.

In order to mitigate sending text messages to inactive devices, the system will let you know if any of your text message numbers have not been confirmed.

You can see this by hovering over any contact method types. Upon registration, you have 10 minutes to confirm any text messages from SIREN. If the 10 minutes has passed, the SIREN Team can send a follow-up text message, or you can text START to (866) 342-2920.

100%
Completion

Status: pending. Message Confirmation has not been received. Text +18663422920 with START to confirm..
(217) 555-2345
(217) 555-3456
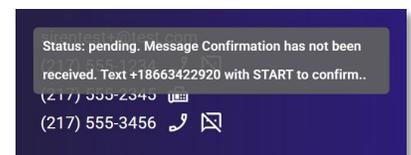
My Profile *continued*

Personal Information

To access your personal information, click **Personal Information**. This information contains your **Work Address**, **Home Address** *(if applicable)*, **Employment Information**, and your **Secure PIN**.

*Any changes to this section can be edited by clicking the **Edit** ✎ button.*

Secure PIN

The Secure PIN is a 4 digit number required in the event we contact you with an alert containing sensitive information.

Contact Information

Email

Provide any email addresses you wish to receive SIREN notifications at.

Contact Phones

Use the Edit ✎ button to update any phone numbers or to change how you receive notifications to that number.
Use the Delete 🗑 button to remove a phone number.

Emergency Contacts

Emergency Contacts never receive alerts. These are the individuals to contact in the event of an emergency during deployment.

My Profile *continued*

Skills and Languages

Skills			✎
ICS/NIMS, IT-Computer Skills, NIMS-ICS 100 training, NIMS-ICS 200 training, NIMS-ICS 300 training, NIMS-ICS 400 training, NIMS-ICS 700 training, NIMS-ICS 800 training			
Languages			+ ADD LANGUAGE
Spanish	Spoken ability Conversational	Written ability Basic	✎ 🗑

Skills

The selections are utilized as the needed skills during exercises, emergencies, and deployment for the organizations you are affiliated with in SIREN.

Below is a comprehensive list of the skills and abilities to select from.

This is a required field. S elect Other if training has not been received for these skills and abilities.

Accountant - Damage Assessment	Engineer - Mechanical	NIMS-ICS Planning Section Chief trained
Architect	Engineer - Structural	NIMS-ICS Public Information Office trained
Attorney	Environmental Health - Entomologist	NIMS-Information Technology
Certified in CPR	Environmental Health - Food	NIMS-Medical Systems Expert
Certified in First Aid	Environmental Health - Water	NIMS-Public Health System Assess. Team
Certified Lead Inspector	Geographical Info. Systems Specialist	NIMS-RSS Finance and Administrative Team
Certified Medical Assistant	Geologist - Professional	NIMS-RSS Logistics Team
Certified-ACLS-Advanced Cardiac Life Support	IEMA - RAFT	NIMS-RSS Operations Team
Certified-ADLS-Advanced Disaster Life Support	IEMA - REAC	NIMS-RSS Packaging and Shipping certified
Certified-BDLS-Basic Disaster Life Support	IEMA - Radiological Duty Officer	NIMS-RSS Tactical Communications
Certified-CPR	IEMA - SEOC Liaison	NIMS-RSS Task Force
Certified-First Aid	IEMA - UAC	Not Applicable
Certified-PALS-Pediatric Advanced Life Support	Laboratory - Phlebotomist	Nurse - C.N.A.
Dentist	Laboratory - Technical	Nurse - LPN
Certified Public Health Administrator	NIMS-Behavioral Health Professional	Nurse - Pediatric
Certified to package and ship category A & B agents	NIMS-Data Entry	Nurse - Practitioner
Civil Engineer	NIMS-Disaster Assessor	Nurse - RN
Clinical Laboratory Technologist	NIMS-Environmental Health - Specialist	Nurse- Pre-Hospital RN
Emergency Medical Technician	NIMS-Epidemiology - Specialist	Nurse-Critical Care RN
Engineer - Civil	NIMS-ICS 100 training	Nurse-Trauma Specialist RN
Engineer - Electrical	NIMS-ICS 200 training	Other
Dentist	NIMS-ICS 300 training	Pharmacist
Doctor of Medicine	NIMS-ICS 400 training	Pharmacy - Technical
Emergency Medical Technician - Basic	NIMS-ICS 700 training	Physician
Emergency Medical Technician - Intermediate	NIMS-ICS 800 training	Physician - Assistant
Emergency Medical Technician - Paramedic	NIMS-ICS Finance Section Chief trained	Psychologist
Emergency Response Coordinator	NIMS-ICS Incident Commander trained	Training - Developer - Specialist
Environmental Engineer	NIMS-ICS Logistics Section Chief trained	Veterinarian
Environmental Health Sanitarian	NIMS-ICS Operations Section Chief trained	

Languages

Indicate any languages, other than English, that you are able to write and/or speak. The information you provide may be used to match you to potential deployments.

Use the drop down arrows to select your spoken and written ability for each the language.

My Profile *continued*

Memberships

Memberships determine what types of notifications you receive from SIREN.

If you are not receiving the correct notifications, please email DPH.SIREN@illinois.gov
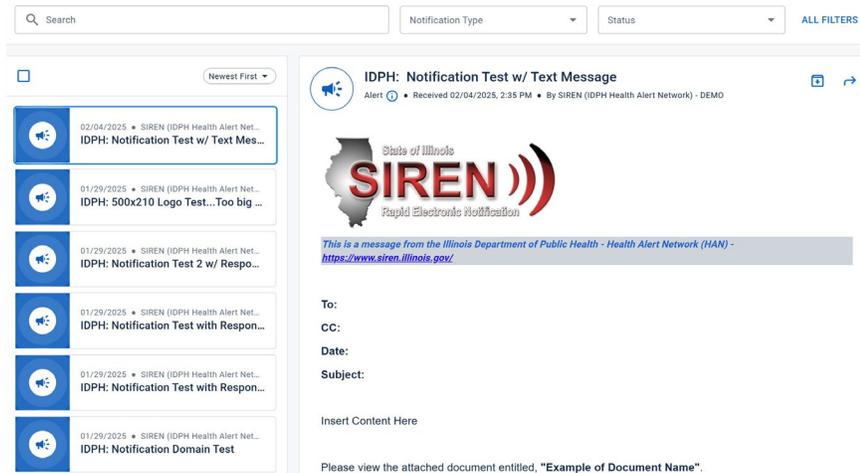
Notifications

Check Notifications

The notifications that you receive from SIREN or other Juvare platforms are stored in your *Inbox* with information about the type of message, subject, sender, and date. When you have unread notifications, they show up in **bold** in the listing on the left. You can change a message to "read" by clicking on the notification.

To organize notifications in your Inbox, you can sort messages by column headers, by searching, or by deleting notifications.

TO CHECK FOR NEW NOTIFICATIONS:

1. Go to **Notifications** and your *Inbox* will open.

2. Optionally, take any of these actions.

If you want to...	Then...
Filter or sort messages	Filter by using the **Search bar, Notification Type filter, or Status filter**. Sort messages using the **Newest First**, or **Oldest First** drop down.
Mark messages as read	Click any message to mark it as "read".
Send messages to the Inbox *Archive*,	To send a notification to the Inbox Archived folder, click the notification, and then click the Archive ☐ button.

Organizations

MY ORGANIZATIONS

The *My Organizations* tab allows you to view the organizations in which your membership has been accepted or is pending. To access this page, go to **Organizations**. The following page opens.

To manage your organizations:

Use **Permission Filter** to change how the organizations are displayed on the page.

- Select **Member of** to display organizations you have joined.
- Select **Manage** to show organizations that you manage or have created.

Click the **Organization** name to go directly to the organization's dashboard page.

To withdraw membership from an organization:

- Select Member of from the Permission Filter.

- Click the Organization you wish to stop receiving notifications from.

- Click the Leave button. **LEAVE**
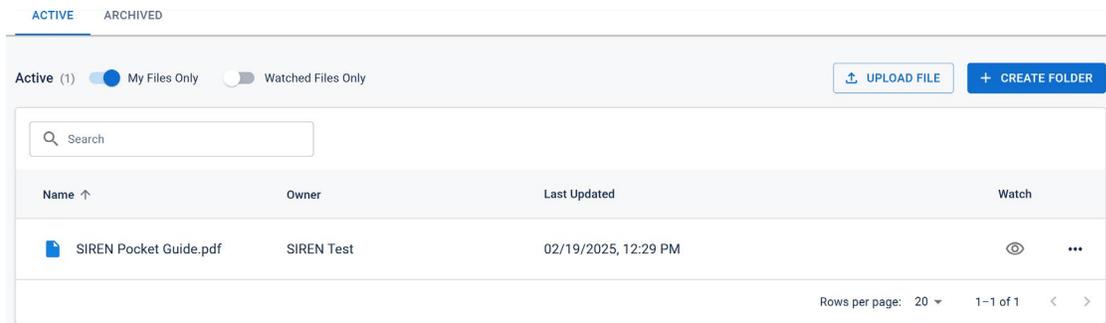
Documents

File Library

The File Library allows you to view all attachments sent with SIREN Notifications. You can also create folders and add documents to the system for other users to view and download. Your access to folders and files is determined by their permission settings. C ontact your System Administrator if you need your document library access level changed.

Action	Permissions in Individual File/Folder			Permissions in Parent Folder		
	Read	**Update**	**Modify**	**Read**	**Update**	**Modify**
View File or Folder	X			X		
Add File or Create Folder				X	X	
Delete File or Folder	X		X	X		X
Restore File	X		X	X		X
Check Files In and Out	X	X				
Move File or Folder*	X		X	X		X
Create File Shortcut*	X		X	X		X
Edit File or Folder Details	X		X			
Manage File Versions	X	X				
Change File and Folder Permissions	X		X			

My Files and Watched Files

The *My Files Only* toggle button only displays the files that you have uploaded, checked out, or checked in.

The *Watched Files Only* toggle button will display the files that you have requested to be notified of when the file is updated.
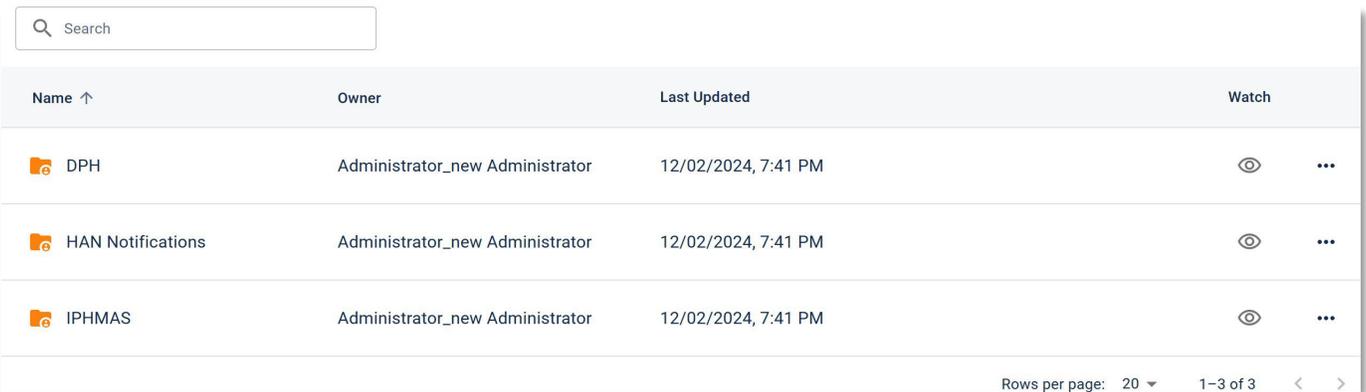
File Library *continued*

To download a file:

> To view the contents of a file, you must first download it. To download files from the File Library:
>
> 1. **Navigate to the File Library**. The following page opens.

Name ↑	Owner	Last Updated		Watch	
🗀 DPH	Administrator_new Administrator	12/02/2024, 7:41 PM		👁	⋯
🗀 HAN Notifications	Administrator_new Administrator	12/02/2024, 7:41 PM		👁	⋯
🗀 IPHMAS	Administrator_new Administrator	12/02/2024, 7:41 PM		👁	⋯

Rows per page: 20 ▾   1–3 of 3   < >

> 2. Locate the desired file by clicking through the folders and click its name.
> 3. Click the **Download** link in the preview pane on the right.
> 4. Follow browser prompts to open or save the file.

To watch a folder or file:

> 1. Locate the desired file or folder.
> 2. Click the Watch 👁 button.
> 3. Watching a file or folder will send you an email update every time the contents or details are modified.
>
> *You can view all of your watched files using the Watched Files Only toggle button.*
> *Stop Watching a file or folder to stop receiving updates.*

File Search

The *File Search* box allows you to perform a search within the Document Library that will search keywords and file names.

SIREN Notification subject lines will typically be saved in the file details.

SIREN files are typically named in the following format:
- 20250215_Document_Name_and_Details

🔍 Search

Additional Information

This document is not designed to answer every question you may have when accessing SIREN and filling out / updating your Profile Information. We encourage you to contact your System Administrator for any SIREN support needs.

IDPH and all public health partners: DPH.SIREN@illinois.gov

For other members, feature requests or system enhancements, contact: DPH.SIREN@illinois.gov