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## Additional Information

SIREN (State of Illinois Rapid Electronic Notification) System
Welcome

Welcome to the State of Illinois Rapid Electronic Notification System (SIREN). SIREN is a secure web-based persistent messaging and alerting system that leverages email, phone, text, pagers and other messaging formats to provide 24/7/365 notification, alerting, and flow of critical information. This system provides rapid communication, alerting and confirmation between state and local agencies, public and private partners, target disciplines and authorized individuals in support of state and local emergency preparedness and response.

SIREN originally implemented as the core alerting service for the Department of Public Health's Health Alert Network, has been broadened in scope and utility making it a robust tool for all state agencies and partners with alerting, notification and collaboration needs, and is available to all agencies and partners via Statewide Master Contract.

SIREN is used for targeted alerting based on members professional roles or functions. It is not intended for use as a public warning system at this time. During your registration you will need to enter contact information and select your specific organization and function. For assistance please contact DPH.SIREN@illinois.gov, and provide a detailed message including information about where you work and your role or title.
SIREN Login and Profile Update User Guide

Landing Page

LOG IN
Go to www.siren.illinois.gov
Type your Username (not case sensitive)
Type your Password (case sensitive)
Click the Log In button

FORGOT USERNAME OR PASSWORD
You must have a security question and answer to enable the automated password reset tools

Password Request
Type in username and click Request Password
You will receive an email with a temporary password
When logging in you will be prompted to change your password

Username Request
Type in your email address and click Request Username
You will receive an email with your username

LANDING PAGE FEATURES

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

Home
Click to navigate back to the Landing Page

Contact Us
Quick way to easily send a message to a SIREN Administrator

FAQ
Frequently asked questions to assist with quick answers about the system and your account

Quick Links
Found at the bottom of all pages
Home

PROFILE
This section displays whether your account is active or inactive as well as the organizations you belong to. Click the Edit Account Status link to make changes to your account. Click the (view full profile) link to see the Identity page of your profile.

UPDATES
This section displays announcements posted by the System Administrator.

RECENT MESSAGES
This section shows the last ten messages that you received.

DID YOU KNOW?
This section provides an overview of the help center and contact information for SIREN System Administrator.
My Profile

IDENTITY

To access your identity information, go to My Profile: Identity. The following page opens.

To make changes to the information on this page, click the Edit Information button. Edit the form and click Save Changes to update the profile with the new information. This applies to all Profile pages.

The system automatically keeps track of all changes made to each page in your profile. To view the changes log, expand the History of Changes section by clicking the arrow next to the section name.
**My Profile continued**

**Contact**

To access your contact information, go to **My Profile: Contact**.

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

Pins never expire and do not need to be reset but can be by selecting **Edit Information** at the top of this page.

**Email**
Provide a primary email address. *The system does not allow two accounts with the same email address*. Up to three email addresses are allowed to be saved for each account.

**Contact Method**
The system allows each account to have up to six contact methods. Use the X button to delete a contact method.

Use the arrows to organize contact methods in the order of their priority. Notifications are sent to your devices in the order that you specify.

**Emergency Contact**
Emergency Contacts never receive alerts. Your Primary Emergency Contact is the individual to contact in the event of a personal emergency during deployment. The Secondary Emergency Contact is the individual to contact in the even your primary contact is unavailable.
My Profile continued

Skills/Abilities

To access your contact information, go to My Profile: Skills/Abilities

Skills/Abilities

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. The Ctrl button can be used on your keyboard for multiple selections.

This is a required field. Please select Not Applicable if training has not been received for these skills and abilities.

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

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 dropdown arrows to select your spoken and written ability for each the language.
**My Profile continued**

**ACCOUNT SETTINGS**

To access your contact information, go to **My Profile: Account Settings**.
In each of these sections if you need to make a change, follow the instructions, make your updates and then click the **Change** button in the section you made the changes in.

**Account Status**

**Active** – Your account information will be available to authorized system administrators. You will be contacted with new Alerts. You may be required to maintain an active account.

**Inactive** – Your account information will be available to authorized system administrators, however, you will NOT be contacted with new Alerts.

Please contact your System Administrator if you would like your account to be deleted.

**System Role**
Displays your current system role. Please contact your System Administrator if you need your system role changed.

---

**Key:**
- X – Access allowed
- O – Access is based on the user View permission

<table>
<thead>
<tr>
<th>PAGE</th>
<th>System Coord</th>
<th>Regional Admin</th>
<th>Local Admin</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home and My Profile</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>My Profile</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAGE</th>
<th>System Coord</th>
<th>Regional Admin</th>
<th>Local Admin</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Messages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inbox</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sent Items</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Drafts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Compose a Message</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Compose a Notification</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Send Voice and Email Messages</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add Internal Message Attachments</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Upload Audio Message</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Enter a Call Bridge Number in Response Options</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create Templates</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Use Templates</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View Templates</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>
### Organizations and Document Library

<table>
<thead>
<tr>
<th>PAGE</th>
<th>System Coord</th>
<th>Regional Admin</th>
<th>Local Admin</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Organizations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All Organizations</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>My Documents</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All Documents</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td>Document Search</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>View Unaffiliated Users</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retire Organizations</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Users

<table>
<thead>
<tr>
<th>PAGE</th>
<th>System Coord</th>
<th>Regional Admin</th>
<th>Local Admin</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for Users</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Quick Search Bar at the Top</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Register Users</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Manage Groups</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Create Groups</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>View Groups</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Change User Name</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Edit User Profile</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Reset Username/Password</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
</tbody>
</table>

### Administration

<table>
<thead>
<tr>
<th>PAGE</th>
<th>System Coord</th>
<th>Regional Admin</th>
<th>Local Admin</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports and Logs</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Accounts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Export</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Integrations</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>PAGE</th>
<th>System Coord</th>
<th>Regional Admin</th>
<th>Local Admin</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGE / SET USER ROLES</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Center Representative</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Local Admin</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Admin</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Coordinators</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEARCH RESULT ACTIONS</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Send Message</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Add to Existing Group</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Add to New Group</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Export as CSV</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
</tbody>
</table>
My Profile continued

Username
A user has the ability to change their user name. It is suggested to use firstname.lastname if this is available. Usernames are unique and can only be used once in the system.

Password
Passwords never expire unless user system role changes. If you change your password, the current password and the new password must be different and use the following criteria:

Secret Question and Answer
This question and answer will be used to recover a lost password.
Messages

CHECK MESSAGES
The messages that you receive from other people are stored in your Inbox with information about the type of message, subject, sender, and date. When you have unread messages, a number appears in the Messages tab to let you know. By default, messages are listed in chronological order with the most recent message at the top.

To organize messages in your Inbox, you can sort messages by column headers, mark messages as read or unread, or delete messages.

TO CHECK FOR NEW MESSAGES:

1. Go to Messages, and if it is not already selected, then on the left, click Inbox. Your Inbox opens.

2. Optionally, take any of these actions.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort messages,</td>
<td>Click a column header (for example, Type, Subject, Sender, or Date). The messages are rearranged in alphabetical or ascending order depending on the contents. Click the column header again to rearrange messages in the reverse alphabetical or descending order.</td>
</tr>
<tr>
<td>Mark messages as read or unread,</td>
<td>On the row for each message that you want to mark, select the check box. Then, in the Actions menu, click Mark as Read or Mark as Unread.</td>
</tr>
<tr>
<td>Send messages to the Trash,</td>
<td>To send one message to the Trash, on that message row, click the delete icon 🗑️. To send multiple messages to the Trash, on each message row, select the check box. Then, on the upper, right of the table, click the trash icon 🗑️.</td>
</tr>
</tbody>
</table>
3. To open a message, click the message subject. The message page opens.
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: My Organizations. The following page opens.

To manage your organizations:

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

- Select Belong To to display organizations you have joined.
- Select Manage to show organizations that you manage or have created. You can click a number link corresponding to a specific status to view all members with that status.

Use the Status filter to only display organizations you have a specific status for.

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

To withdraw membership from an organization:

Select Belong To from the Display Filter.

Click the Withdraw button next to the organization you would like to withdraw from.
Organizations continued

All Organizations

The All Organizations tab displays all organizations that you are authorized to view and the relations between them. To access this tab, go to Organizations: All Organizations. The following page opens.

Join an Organization

To join an organization:

1. Go to Organizations: All Organizations.
2. Select an organization by clicking its name. Organization preview appears on the right. Use the plus sign to expand organizations.

Note: You will want to join the organization you are associated with, along with specific children organizations that represent the type of alerts you need to receive.

3. Click the Join button in the preview section. Your membership request is sent to the organization administrator.
Documents

DOCUメント LIBRARY

The Document Library allows you to share documents with other users. You can 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. Please contact your System Administrator if you need your document library access level changed.

<table>
<thead>
<tr>
<th>Action</th>
<th>Permissions in Individual File/Folder</th>
<th>Permissions in Parent Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Read</td>
<td>Update</td>
</tr>
<tr>
<td>View File or Folder</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add File or Create Folder</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Delete File or Folder</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Restore File</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Check Files In and Out</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Move File or Folder*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create File Shortcut*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edit File or Folder Details</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Manage File Versions</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Change File and Folder Permissions</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

MY DOCUMENTS

The My Documents tab only displays the files that you have uploaded, checked out, or checked in. To access your documents, go to Documents: My Documents. The following page opens.

The My Documents table displays the file name, the file size, the folder where the file resides, whether the file is checked in or out, and a Details link that opens the file's Details page.

Use Display Filter to change how the documents are displayed on the page.

- The default Documents filter displays files you have uploaded to the Document Library.
- The Checked-out Documents filter displays files you currently have checked out of the Document Library.
- The Checked-in Documents filter displays files you have checked in to the Document Library.
Documents continued

To download a file:

To view the contents of a file, you must first download it. To download files from the Document Library:

1. Go to Documents: Document Library. The following page opens.

2. Locate the desired file 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. Go to Documents: Document Library. The following page opens.

2. Click the name of the folder or file.
3. Click the Watch link in the preview pane on the right.

You can view these documents in the My Watched Documents tab.

Tip: To stop watching a file or folder, click the Stop Watching link in the preview pane on the right.
Documents continued

**MY WATCHED DOCUMENTS**

You can [watch a file or folder](#) to receive email updates when the contents or details are modified. To view watched documents, go to **Documents: My Watched Documents**. The following page opens.

![SIREN My Watched Documents](image)

*Tip: To stop watching a file or folder, click the Stop Watching link.*

**DOCUMENT SEARCH**

The **Document Search** tab allows you to perform an advanced search within the Document Library. To search for documents in Document Library:

1. Go to **Documents: Document Search**. The following page opens.

![SIREN Document Search](image)

2. Enter the search criteria, such as the document alias, filename, or author.
3. Enter any search keywords.
4. In the **Date Search** section, enter any dates which apply to the document.
5. Click **Search**.
6. On the page that opens, click the Details link of a document to open the document's **Details** page.
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 your System Administrator for any SIREN support needs.

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

IEMA and emergency management partners: EMA.SIREN@illinois.gov

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