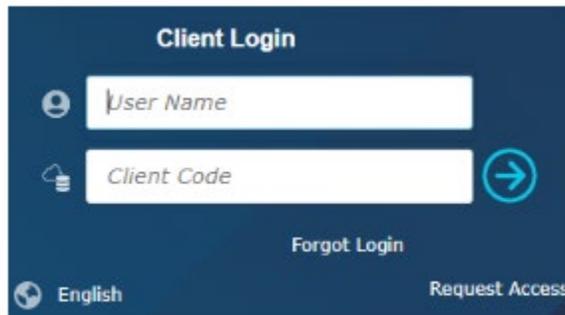


## WebIAP Monthly EOC Training

### **TASKS: Customizing Dashboard**

1. Open the Internet browser (except Internet Explorer) and type <https://webiap.iapsoftware.com/IAP6/Account/Login> into the address bar.
2. Log In – Type the User Name and Client Code information into the fields provided.

Click the **Arrow**  to proceed.



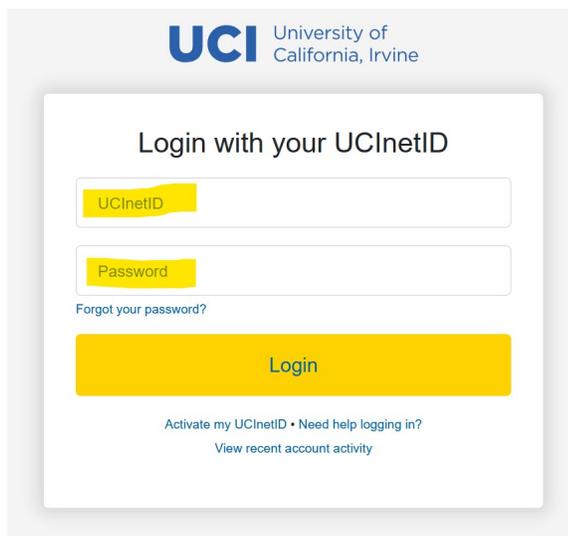
The image shows a 'Client Login' form with a dark blue background. It features two input fields: 'User Name' and 'Client Code'. A blue arrow icon is positioned to the right of the 'Client Code' field. Below the fields are links for 'Forgot Login', 'English', and 'Request Access'.

#### **Notes:**

User Name = UCINet ID email (do not use any other version of your email address)  
Client Code = UCI

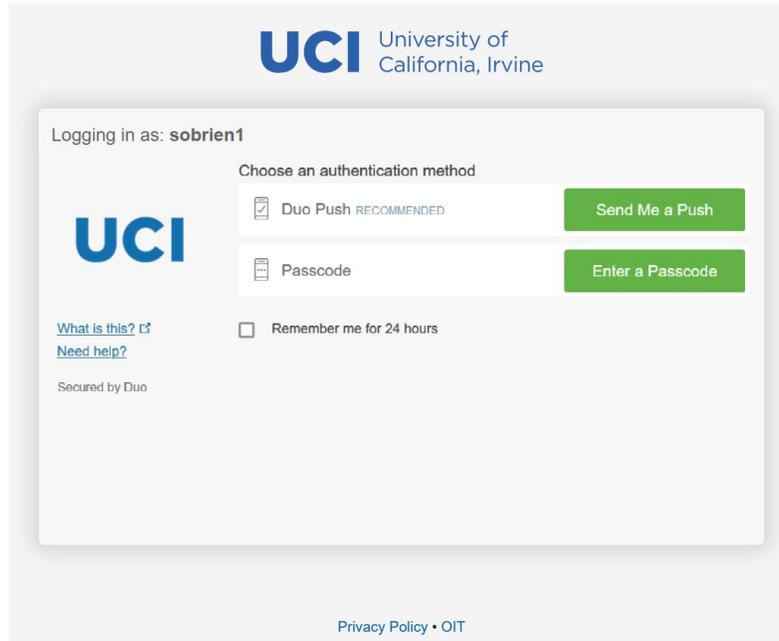
**If there are any issues, please reach out to the Training & Exercise Coordinator.**

3. Log into Single Sign-On (SSO – Duo) by filling in your UCINetID and Password

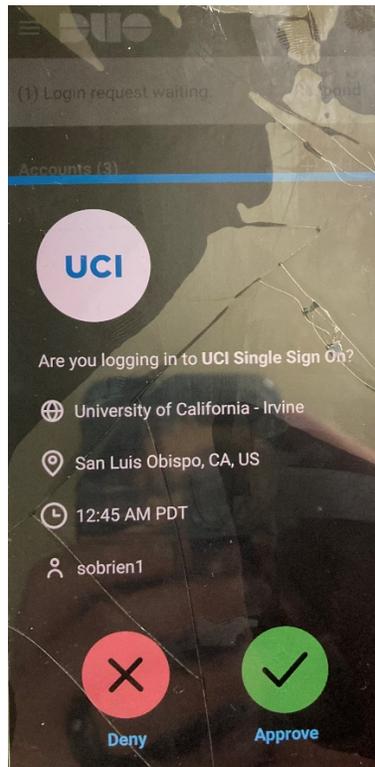


The image shows the UCI login page. At the top, it displays the UCI logo and 'University of California, Irvine'. The main heading is 'Login with your UCINetID'. Below this are two input fields: 'UCINetID' and 'Password'. A link for 'Forgot your password?' is located below the password field. A large yellow 'Login' button is centered below the fields. At the bottom, there are links for 'Activate my UCINetID • Need help logging in?' and 'View recent account activity'.

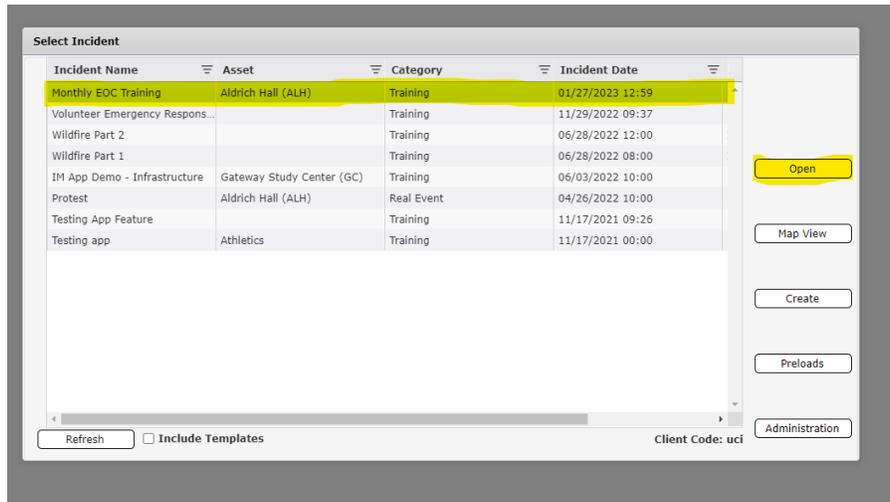
4. Click on either “Send Me a Push” or “Enter a Passcode” depending on your preference



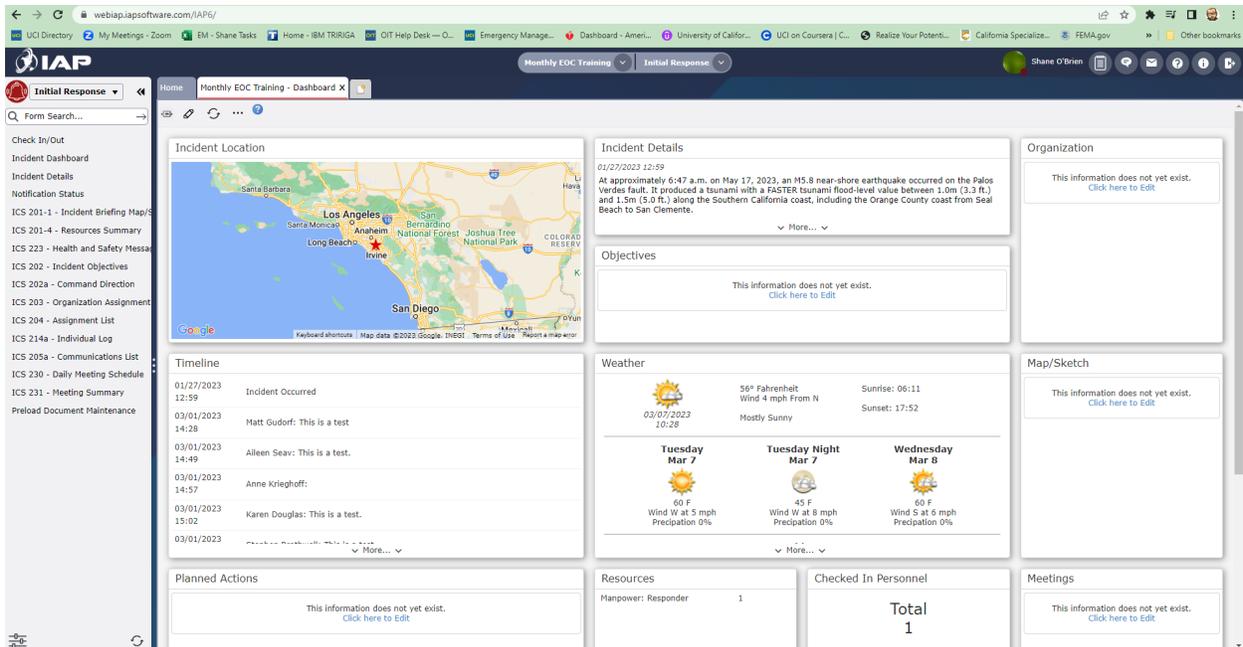
5. On your mobile device, click on the green check (“Approve”) button



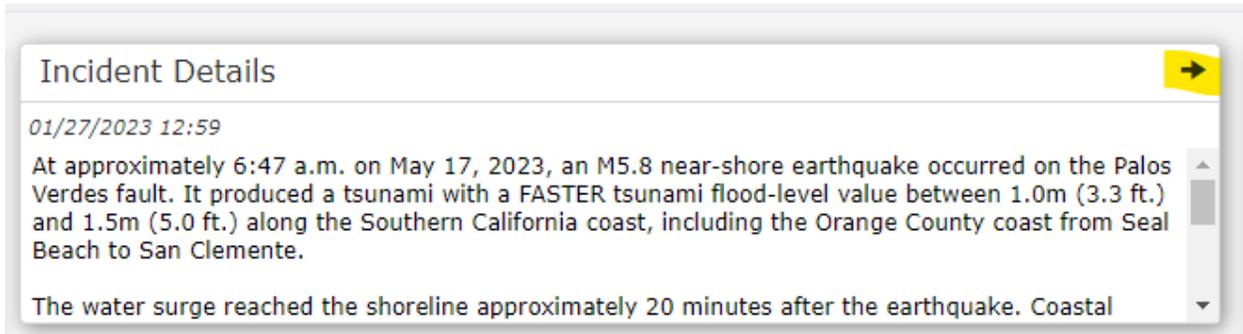
6. Click on the “Monthly EOC Training” incident and click on “Open”



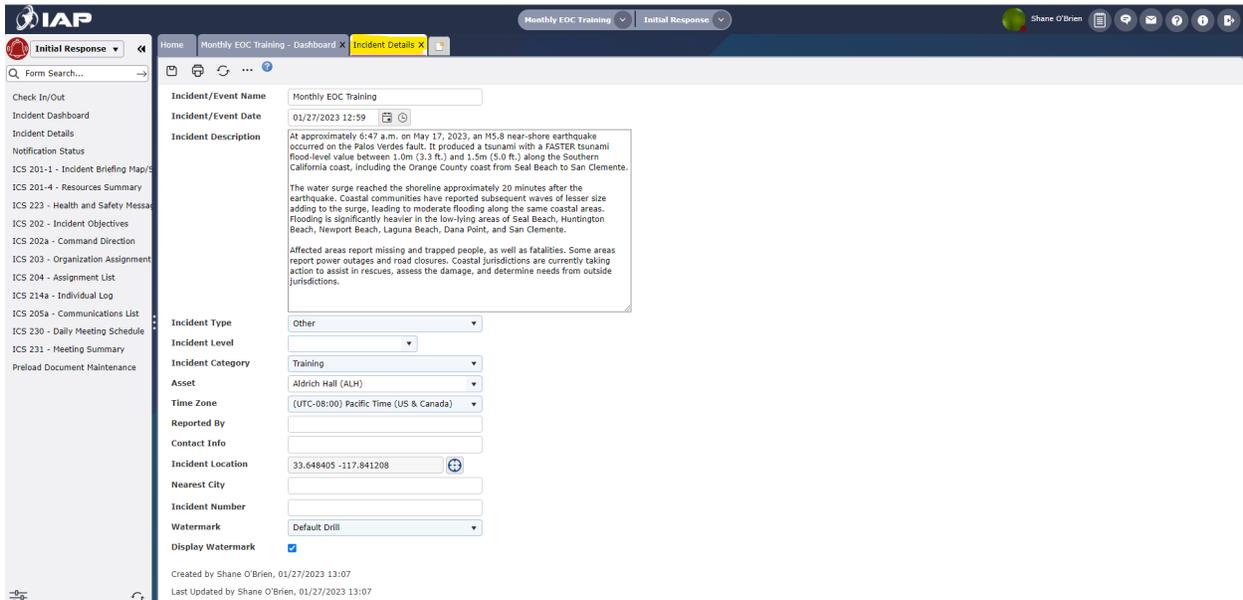
7. View of default dashboard when logging in



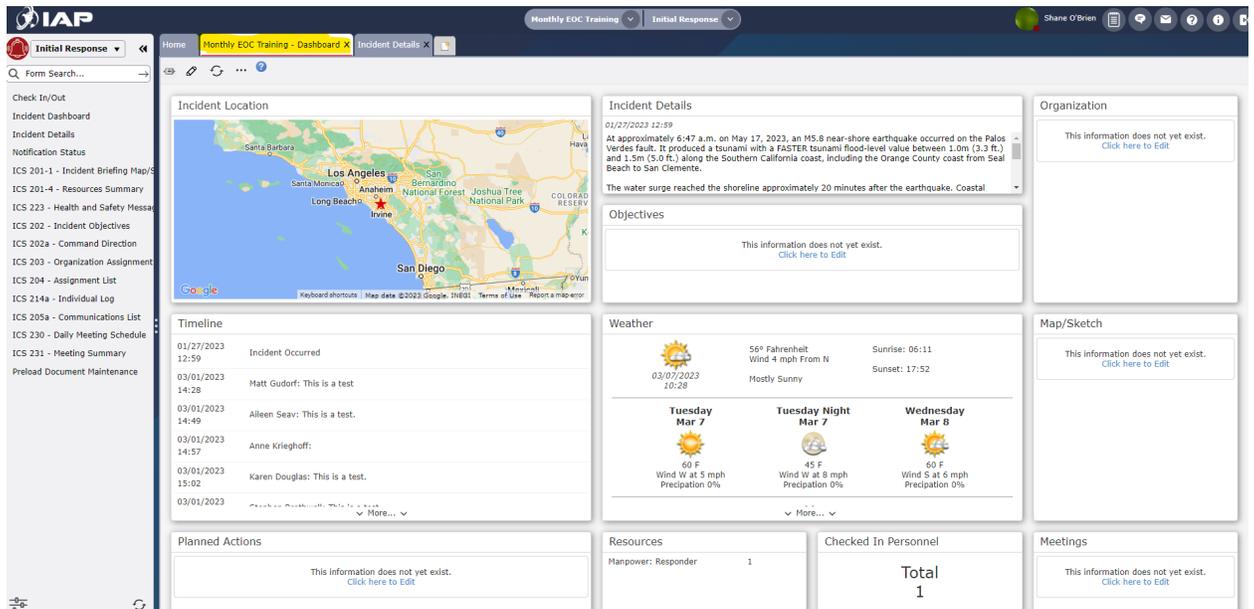
- To open a tile (what each box on the dashboard is called), click on the arrow key in top right corner of each tile



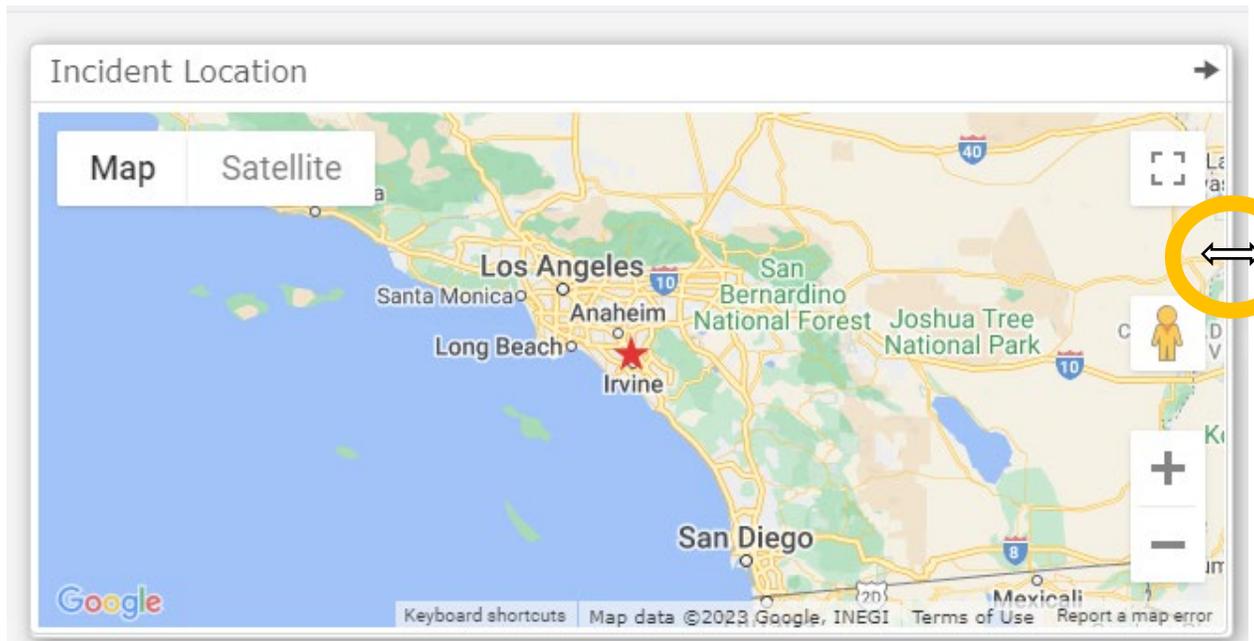
- The tile will now open up in a new tab



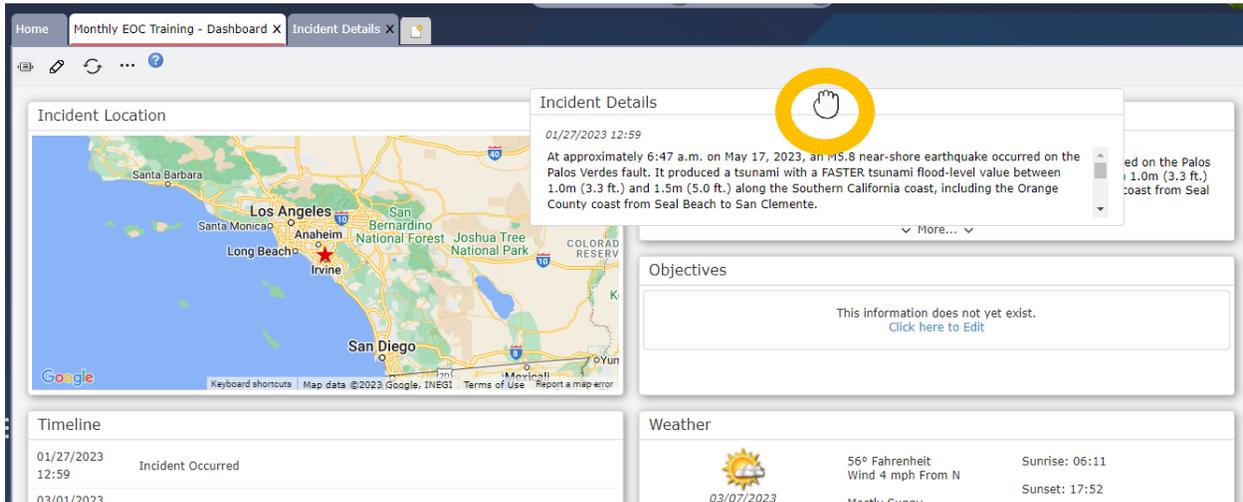
10. To go back to the default dashboard, click on the “Monthly EOC Training – Dashboard” tab



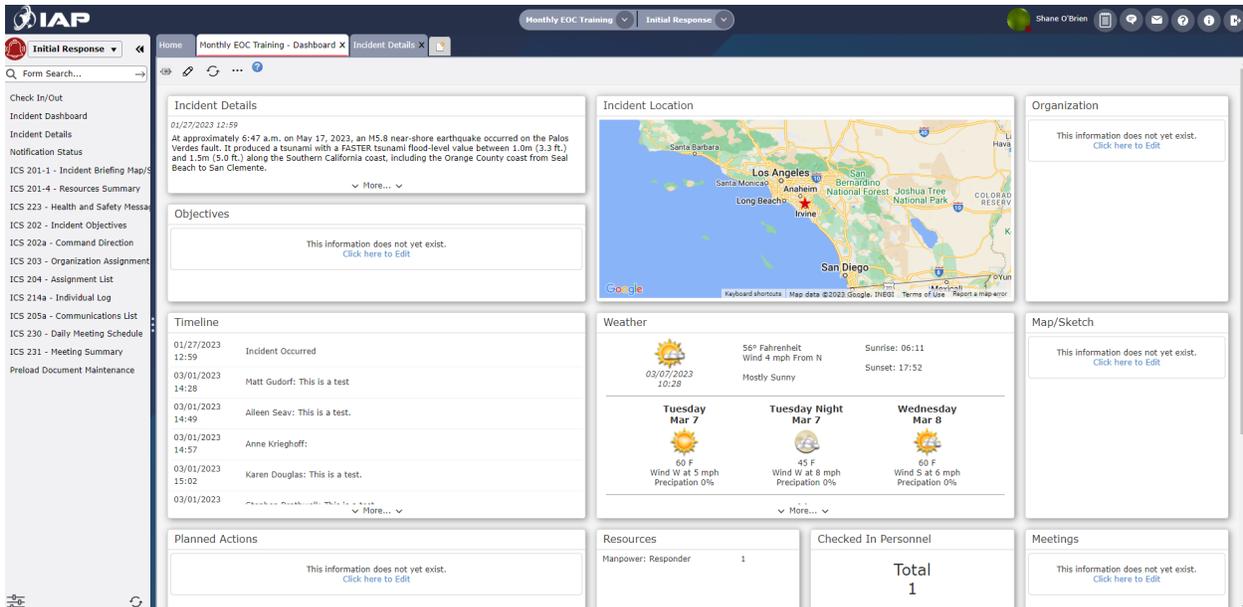
11. To adjust the sizing of a tile, hover over the edge of the tile until you see a two-arrow icon and click/hold to stretch the tile



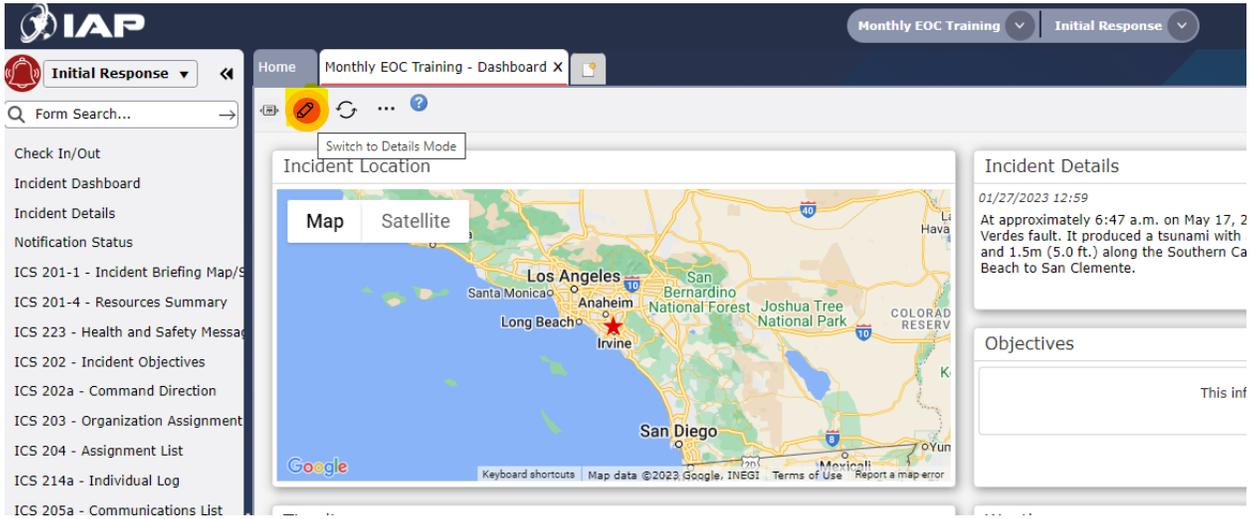
12. To move the tile around to a different location within the dashboard, click on the top of the tile and hold/slide to another location and let go when you have placed it where you want it to be



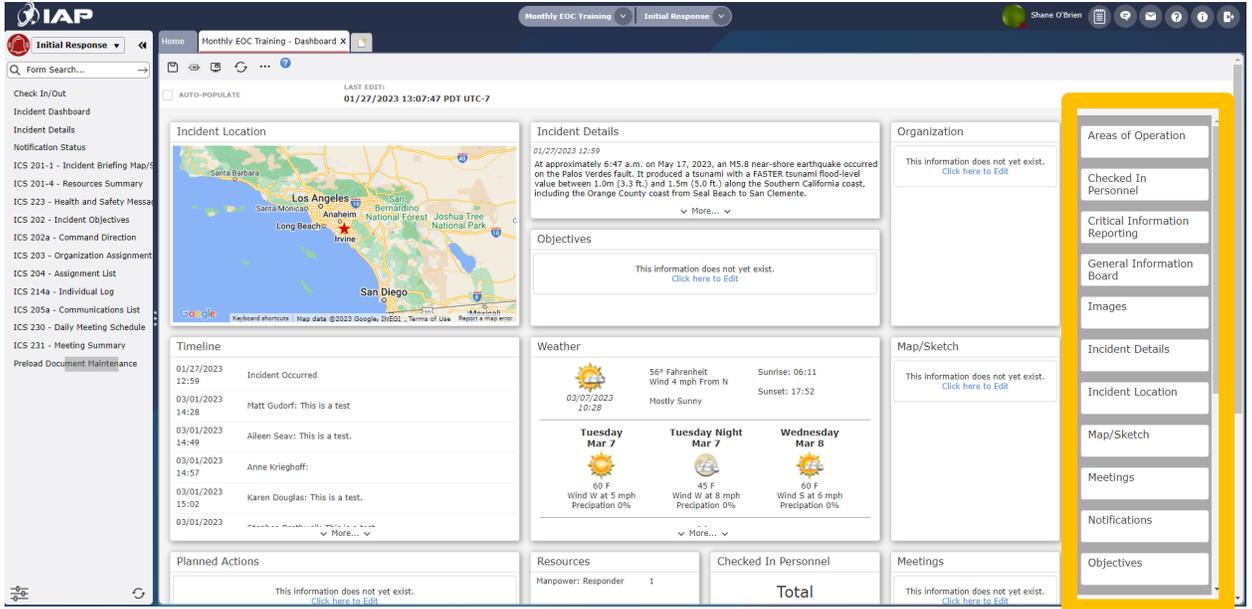
13. View of changes after moving tile to a new location



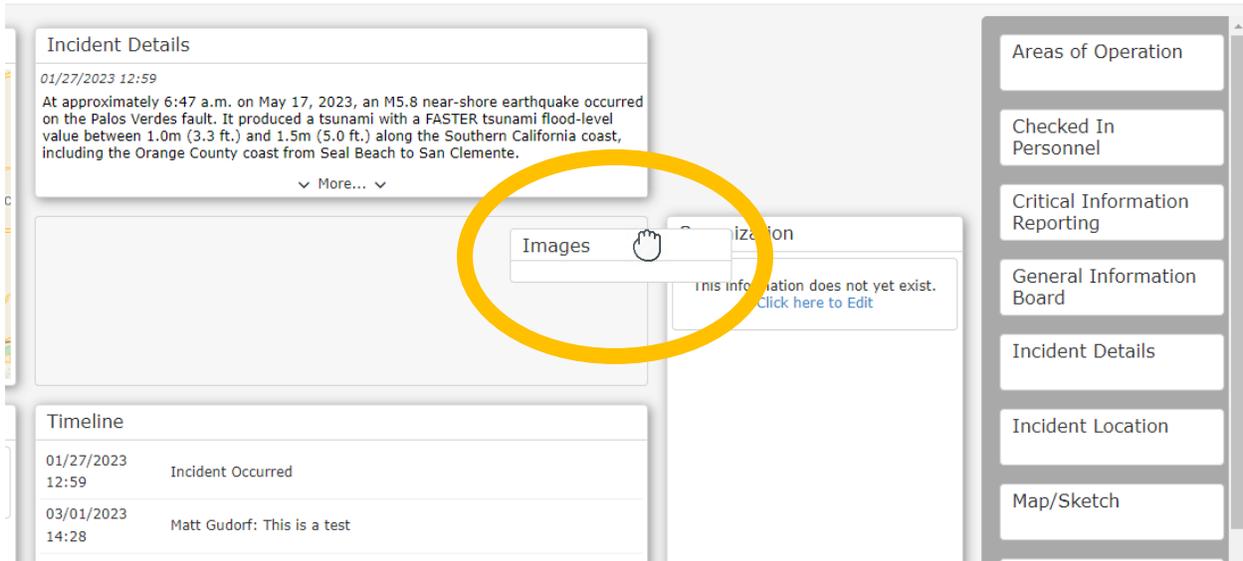
- To add more tiles to the dashboard, click on “Switch to Details Mode” in the top left corner of the dashboard



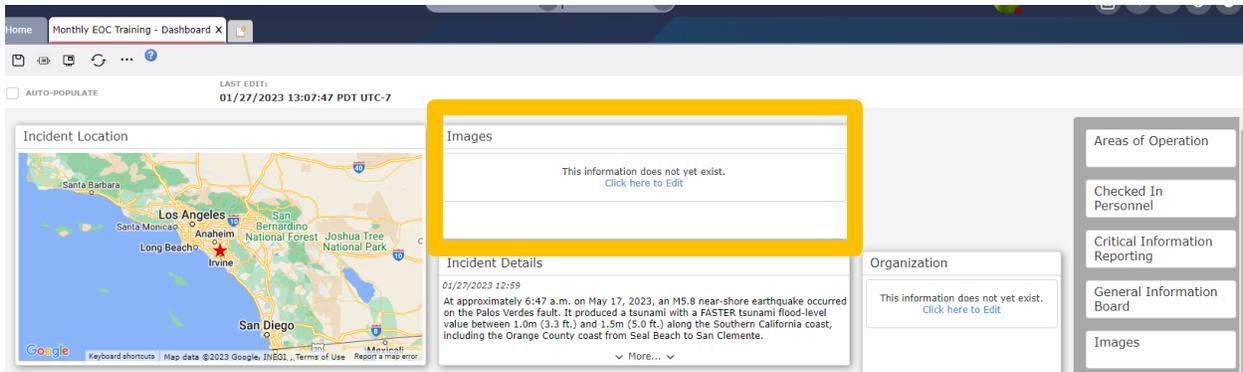
- You will now see a column show up on the right side of the dashboard



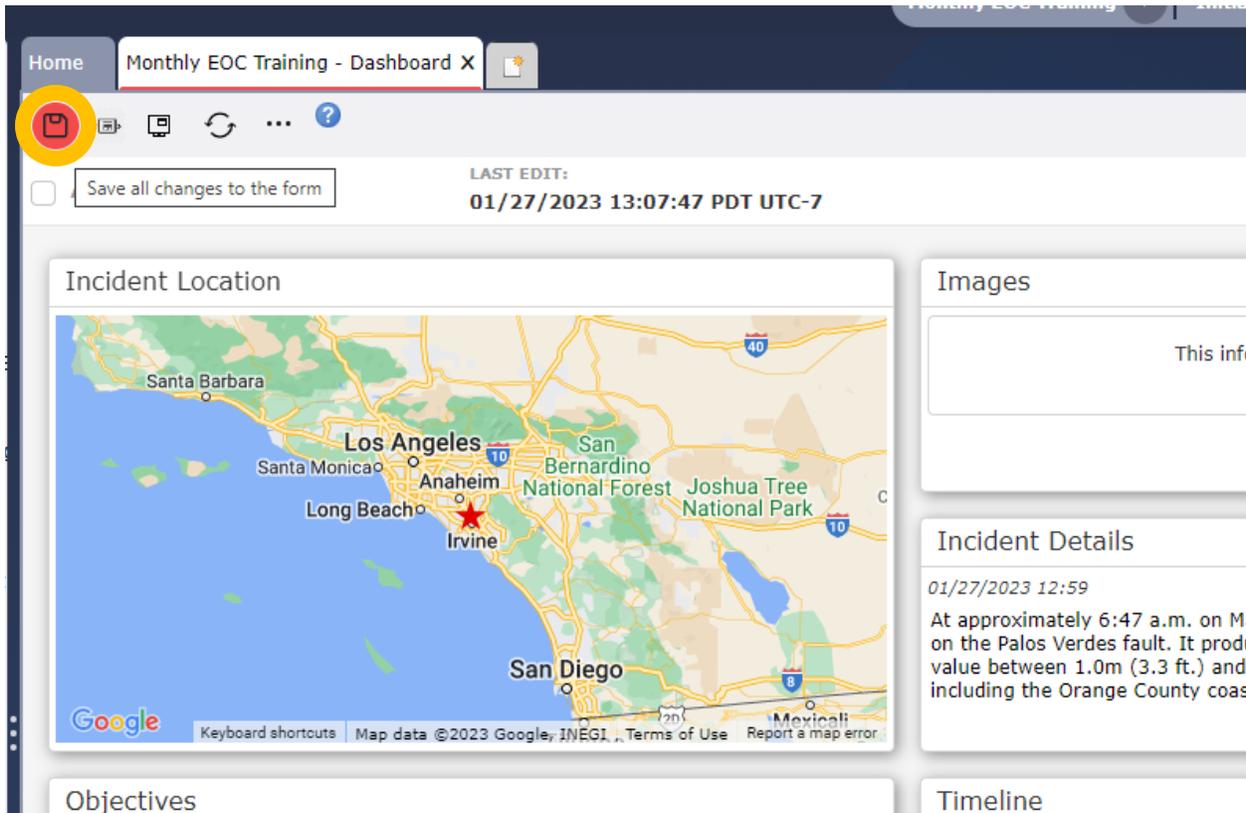
16. Click on and drag any of the items that you would like to the default dashboard for it to show up



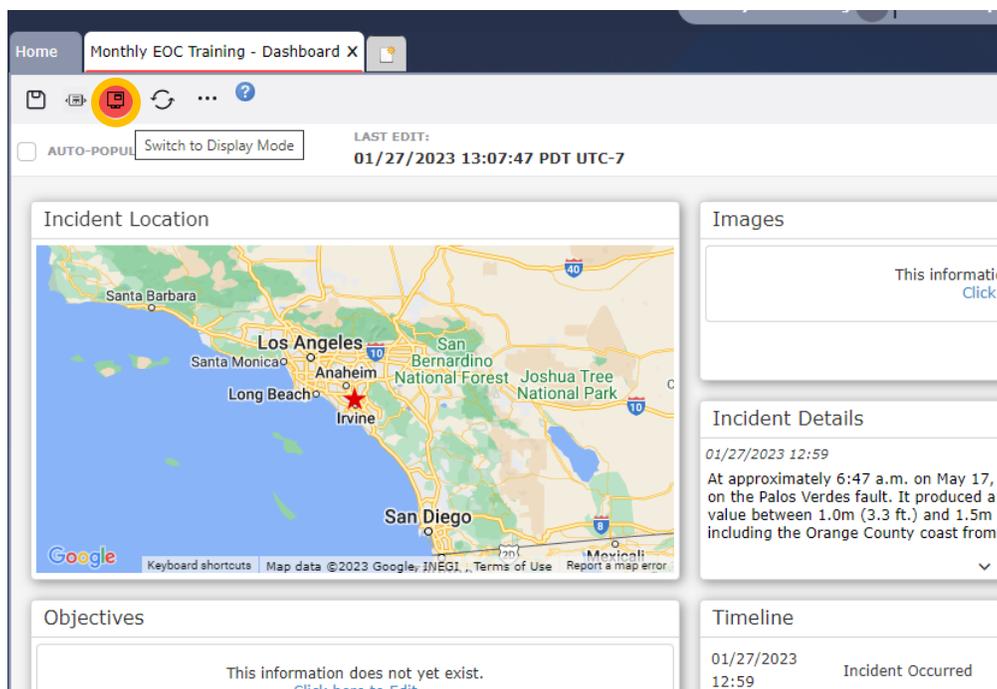
17. View of tile added to the default dashboard



18. Once you are finished adding the tiles you want to the default dashboard, click on “Save all changes to the form” in the top left corner



19. To go back to your default dashboard, click on the “Switch to Display Mode” in the top left corner of dashboard



20. Log out of WebIAP by clicking on door symbol in top right corner



21. Fill out Training Feedback Form: [https://uci.co1.qualtrics.com/jfe/form/SV\\_cVILPMmKdPEZ3Qg](https://uci.co1.qualtrics.com/jfe/form/SV_cVILPMmKdPEZ3Qg)