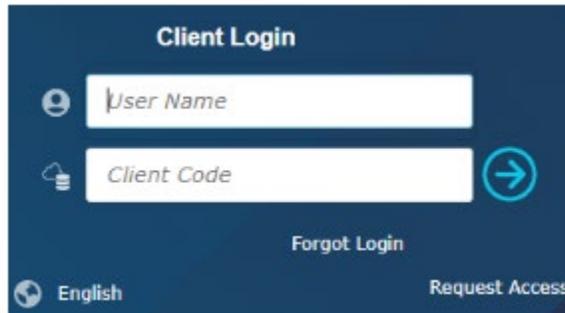


## WebIAP Monthly EOC Training

### Month 3

#### **TASKS: Logging into WebIAP and Accessing Incident 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.

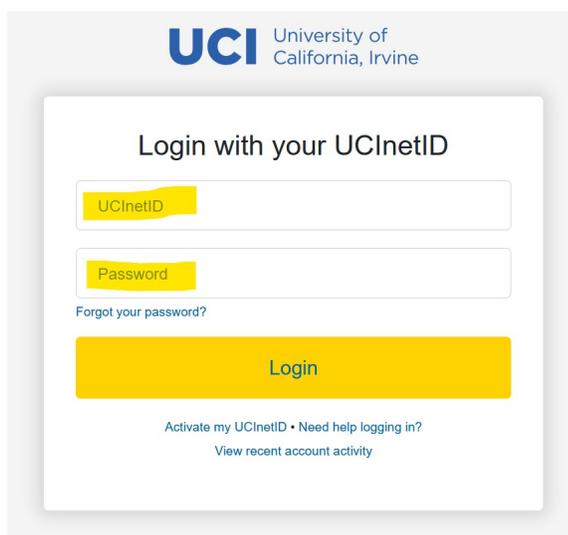


#### **Notes:**

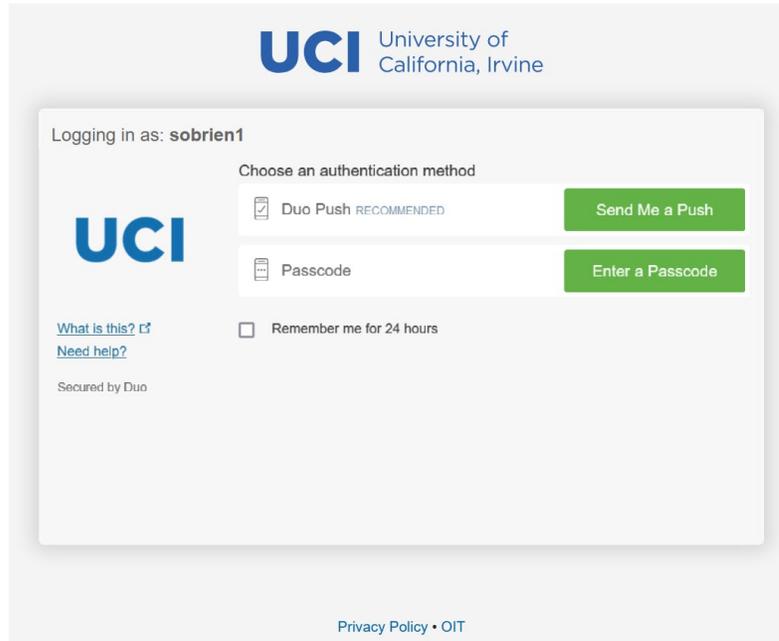
User Name = UCINet ID email (do not use any other version of your email address)  
Client Code = UCI

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

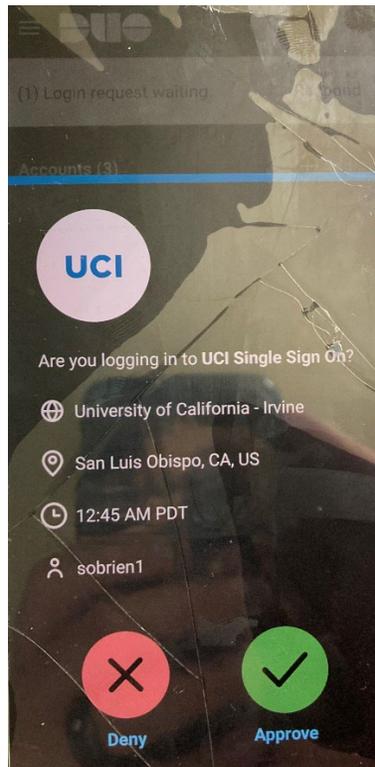
3. Log into Single Sign-On (SSO – Duo) by filling in your UCINetID and Password



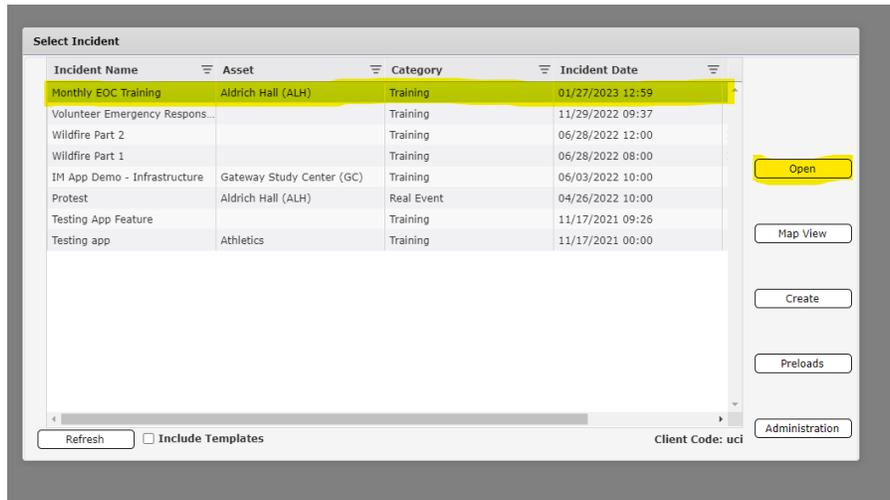
4. Click on either “Send Me a Push” or “Enter a Passcode” depending on your preference



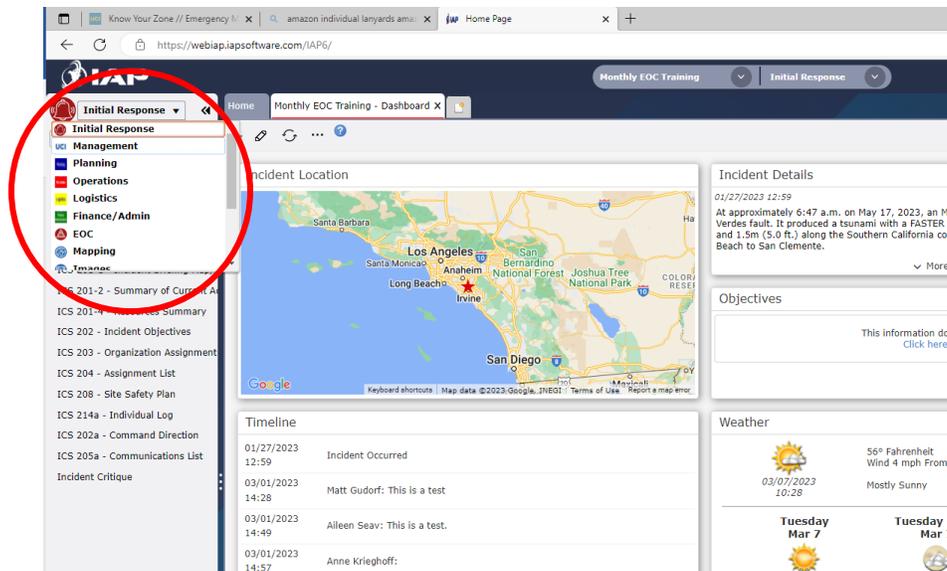
5. On your mobile device, click on the green check (“Approve”) button



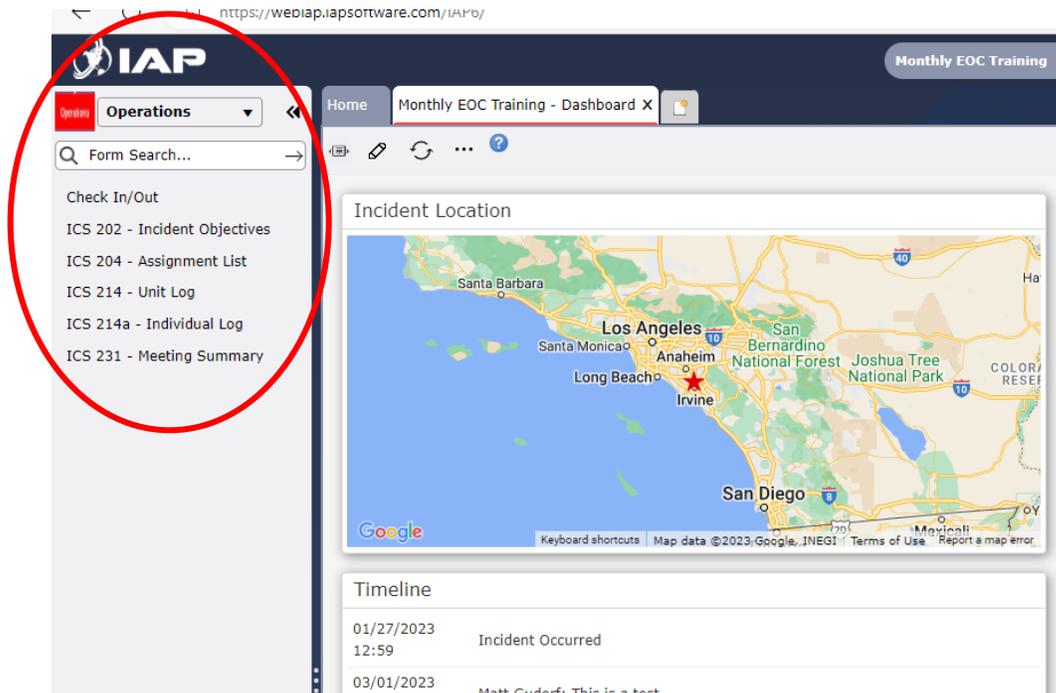
6. Click on the “Monthly EOC Training” incident and click on “Open”



7. Use the drop-down menu on the navigation bar to select your section



8. You should now have your section's name at the top of the navigation bar and only the ICS forms your section is responsible for



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



10. Fill out Training Feedback Form: [https://uci.co1.qualtrics.com/jfe/form/SV\\_cvILPMmKdPEZ3Qg](https://uci.co1.qualtrics.com/jfe/form/SV_cvILPMmKdPEZ3Qg)