WebIAP Monthly EOC Training

Month 1

TASKS: Logging into WebIAP, Signing In, and Updating Contact Info under User Preferences

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 customized email)
Client Code = UCI

You will be connected to DUO to sign in with your UCINET ID and Password.

3. Click on the “Monthly EOC Training” incident and click on “Open”
4. You should be prompted to check in to the incident. Select “yes”.

5. Select the drop down menu and choose the location “Command Post” and hit ok. Once you check in, you should see the dot under your profile picture turn green. If it is red, it means you are still not checked in.

6. Open “User Preferences” by clicking on your name in the top right corner.

7. Update “Contact Info” (highlighted in yellow) so that it is current. The save by click on in the upper left corner.
8. To checkout of the system, complete step 4 only this time you will select the checkout option. Once the dot by your name is red, you can move to the next step.

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_cVILPMmKdPEZ3Qq