

Step-by-Step Guide: Updating Your Unit Profile



Helpful Hints:

- Unit Activities should be added every 3 months at a minimum
- The entire profile needs to be updated, not just the top part
- All unanswered questions should be answered

To update your unit profile, you must first log into the Medical Reserve Corps website: www.medicalreservecorps.gov. You must also be listed as either the MRC Director or MRC Unit Coordinator for that unit. If you are not, you will not be allowed to edit the profile.

Logging-in & Accessing Your Profile: (to Edit Your Unit Profile, see page 4)

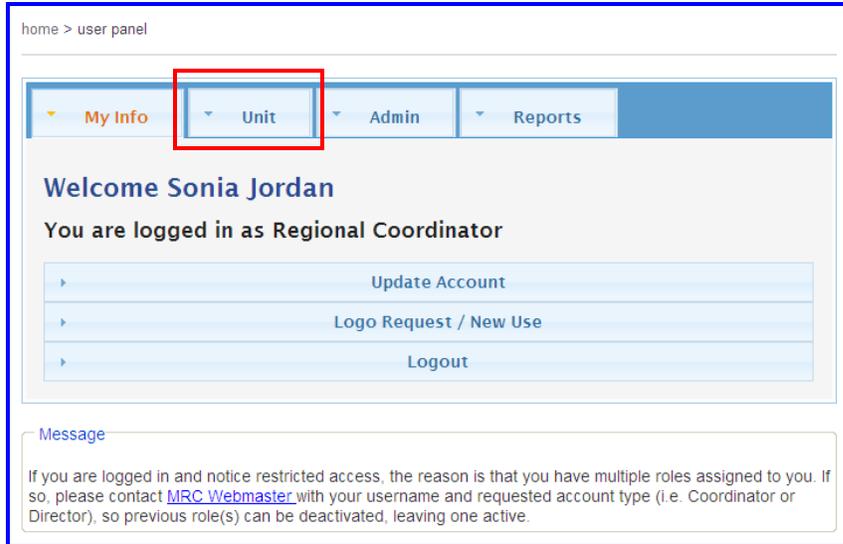
1. Once at the MRC website (www.medicalreservecorps.gov), select the “Logon” button in the upper, right-hand corner of the screen.



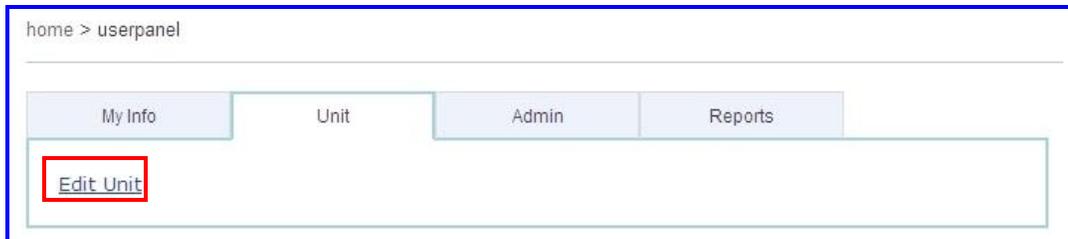
2. You will then be asked to enter your Username and Password. Then hit “Log In.”

3. You will then be given access to the MRC User Panel. Your role should be listed as “MRC Director” or “MRC Coordinator” instead of as a “Regional Coordinator.” If your role is listed as something else, send an email to the MRC Webmaster at mrcwebmaster@icfi.com.

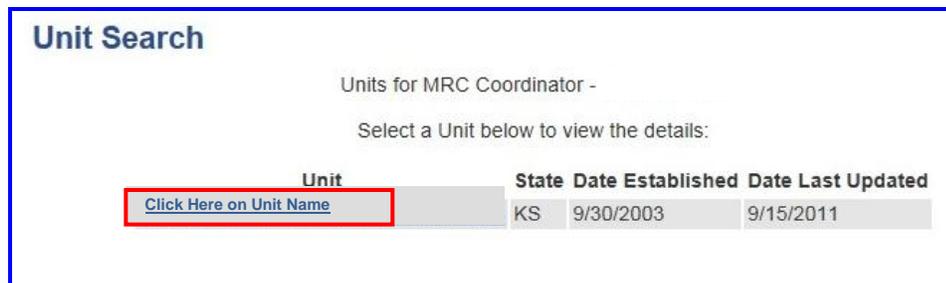
To access your unit’s profile, click on the light blue tab along the top that says “Unit.” (Please note that you may not have access to all the tabs listed across the top of the User Panel.)



4. Once you are on the “Unit” tab, you will click on the link that says “Edit Unit.”



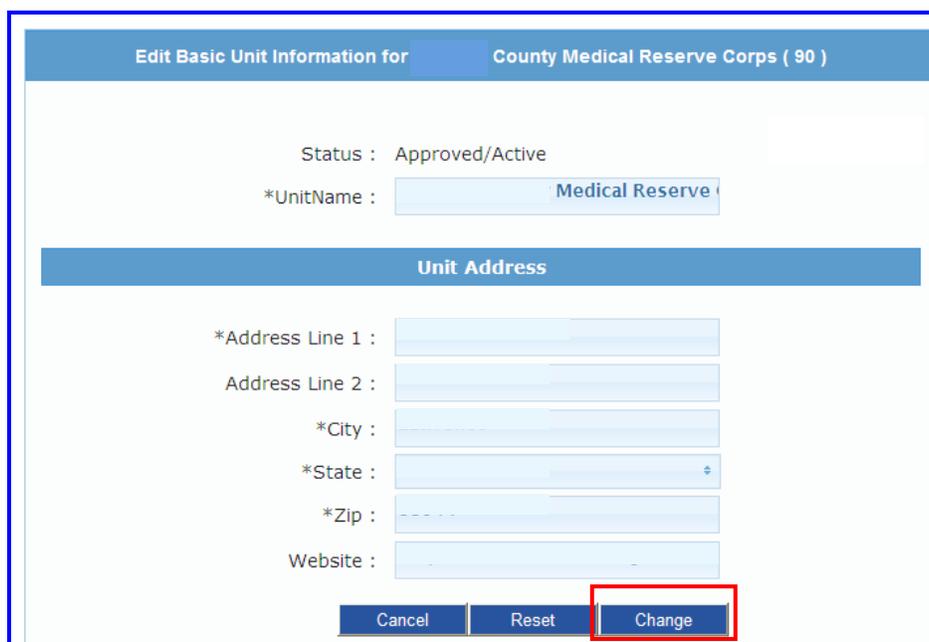
5. You will then select your unit, by clicking on the unit name.



- Once you click on your unit's name, your Unit's Profile will open in a new window. To edit the basic information, click on the button that says "Edit Basic Info."

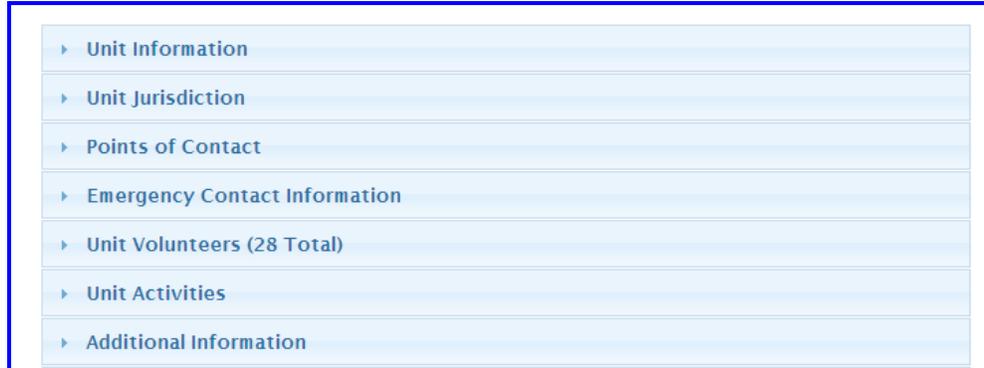


Complete the necessary information, and then click on the "Change" button.



Editing Your Unit Profile:

1. Each section of the Unit Profile is presented as its own section in a drop down menu.

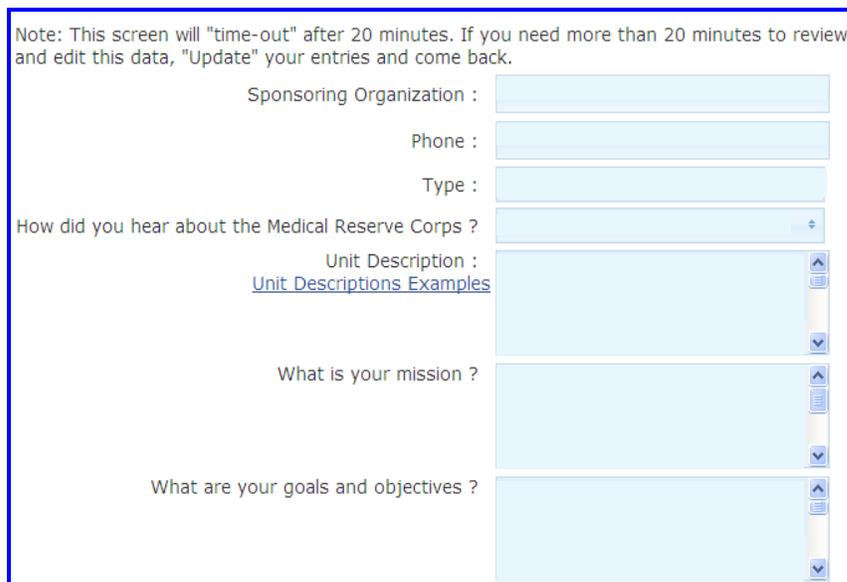


To edit each of the sections, click on the section title and then click the “Edit Unit Information” button the top-right of each section. For example:



2. Unit Information: To edit information such as your Unit Description, Mission Statement, and Goals/Objectives section, scroll down to the Unit Information section, select the section title, and then hit the button that says “Edit Unit Information.”

You will be shown the following screen. You will then be able to update information and save by hitting the “Update” button. Notice that the page will expire after 20 minutes.

A screenshot of the 'Edit Unit Information' form. At the top, a note states: 'Note: This screen will "time-out" after 20 minutes. If you need more than 20 minutes to review and edit this data, "Update" your entries and come back.' The form contains several input fields: 'Sponsoring Organization', 'Phone', and 'Type'. Below these is a dropdown menu for 'How did you hear about the Medical Reserve Corps?'. The 'Unit Description' field is a large text area with a link for 'Unit Descriptions Examples' and a vertical toolbar on its right side. Below it are two more text areas: 'What is your mission?' and 'What are your goals and objectives?'. Each of these three text areas also has a vertical toolbar on its right side.

3. **Jurisdiction:** To change the jurisdiction your unit serves, click on the Unit Jurisdiction section and then click on the “Edit Jurisdiction” button.

Make the necessary changes to your jurisdiction coverage and hit the “Save” button:

* Jurisdiction Type	
<input checked="" type="radio"/> Mixed <input type="radio"/> Rural/Frontier <input type="radio"/> Suburban <input type="radio"/> Tribal <input type="radio"/> Urban	

* Coverage Type	
<input type="radio"/> City/Town <input checked="" type="radio"/> County	

Selected States	Add/Remove States
Kansas	Alaska Alabama Arkansas American Samoa

State	Selected Counties	Add / Remove Counties
Kansas		Allen County Anderson County Atchison County Barber County

Jurisdiction Notes

Cancel Reset **Save**

4. **Point of Contact:** To change the Points of Contact you must contact the MRC Webmaster at mrcwebmaster@icfi.com.

Points of Contact

To change one of the below, the “new” Director or Coordinator must set up a new account, or update their account, and select the appropriate User Type and Unit. The Program Office will then review and contact for confirmation.

Contact information is displayed here

Current POC

MRC Director (POC Displayed Online)

5. **Emergency Contact Information:** You can update the emergency contact information for your unit by selecting the “Edit Emergency Contact Information” button under the Emergency Contact Information section.

Note: the MRC program office is requesting this information for situations when after-hours communications are necessary. This information will not be shared on the MRC Web site.

Primary Contacts

Name :

Phone :

Email :

Name :

Phone :

Email :

Alternate Contact Information

Name :

Phone :

Email :

Make the necessary changes to the Emergency Contact Information section and then select “Update.”

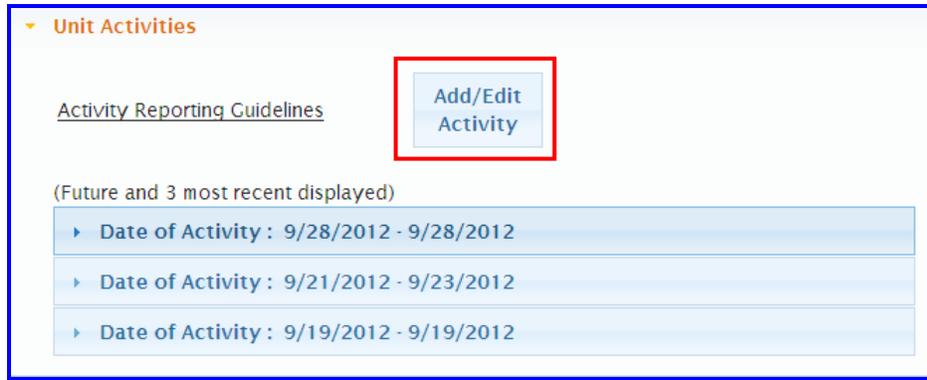
6. **Unit Volunteers:** It is very important to regularly update the Unit Volunteers section, so that the number is current and accurate. To do this, select the “Edit” button under the Unit Volunteers section. The section name shows the unit’s current number of volunteers in parentheses.

[▶ Unit Volunteers \(28 Total\)](#)

Update your volunteer numbers appropriately and then hit “Save.”

Category	Count
Physicians	<input type="text" value="1"/>
Physician Assistants	<input type="text" value="0"/>
Nurse Practitioners	<input type="text" value="0"/>
Pharmacists	<input type="text" value="4"/>
Mental Health Professionals	<input type="text" value="3"/>
EMS Professionals	<input type="text" value="3"/>
Dentists	<input type="text" value="0"/>
Veterinarians	<input type="text" value="0"/>
Non-Public Health/Non-Medical	<input type="text" value="7"/>
Respiratory Therapists	<input type="text" value="0"/>
Nurses	<input type="text" value="8"/>
Other Public Health/Medical	<input type="text" value="2"/>

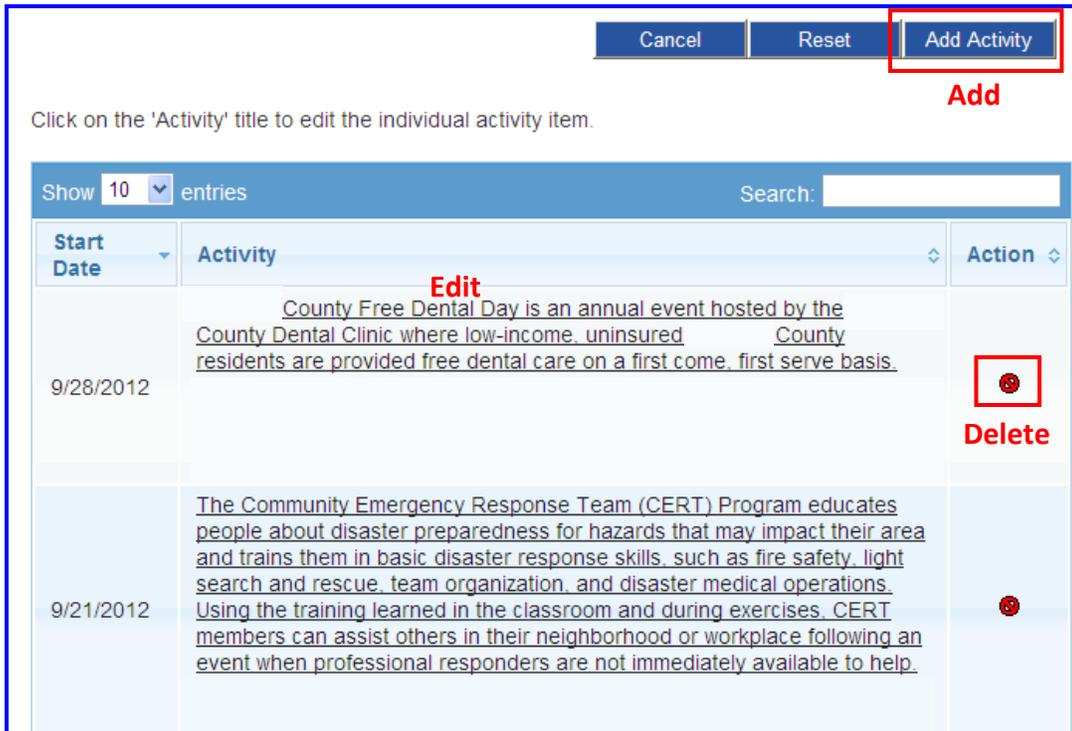
7. Unit Activities: It is encouraged to update the Unit Activities section once every 3 months. To do this, click on the Unit Activities section. This section shows your unit's last 3 unit activities in a drop down menu. To add or edit an activity, click on the "Add/Edit Activity" button.



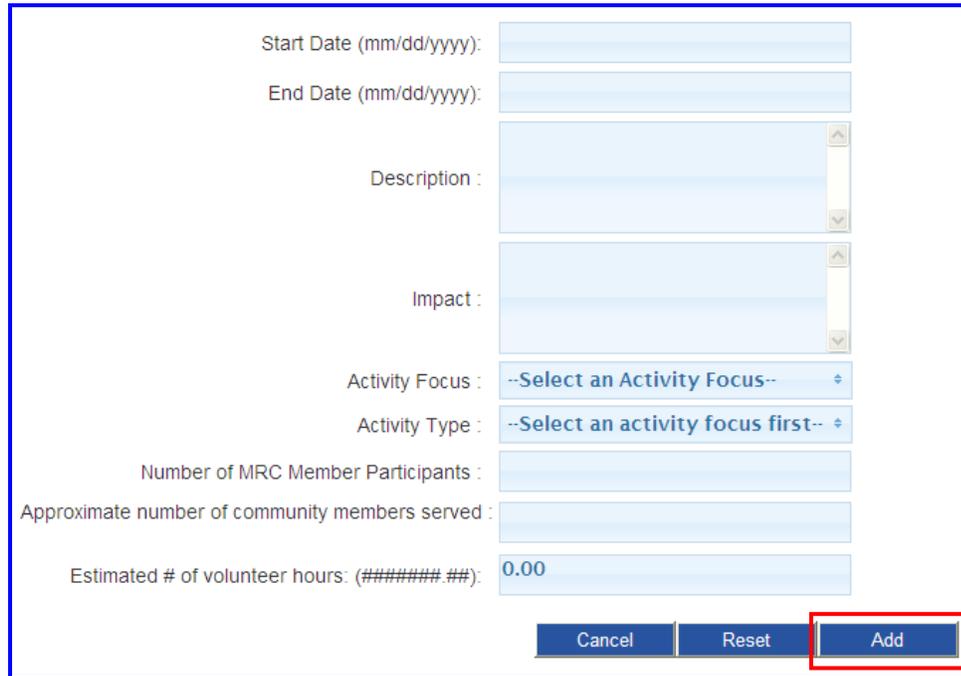
From here, you can either "Add" a new activity, "Edit" an existing activity, or "Delete" the activity all together.

Edit: Click on the activity name to edit it.

Delete: Click on the red symbol to the right of the activity.



Add: Click on the “Add Activity” button, which will open the following screen. Fill in the required fields and then select “Add.”



Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Description:

Impact:

Activity Focus: --Select an Activity Focus--

Activity Type: --Select an activity focus first--

Number of MRC Member Participants:

Approximate number of community members served:

Estimated # of volunteer hours: (#####.##): 0.00

Cancel Reset Add

8. Additional Unit Information: It is important that all unanswered questions are answered and that all answers are kept updated. This information is private to your unit and the MRC national office. To update information, select the Additional Information section and you will be shown the following screen:



Additional Information

Edit Additional Information

- Goals/Objectives
- Organization/Planning
- Unit Composition
- Recruitment
- Member Screening
- Training
- Partnerships/Relationships
- Unit/Volunteer Management
- Financial/Material Resources
- Liability/Risk Management
- Communications
- Response Coordination/Integration
- MRC Network

Click the “Edit Additional Information” button, which will open a new screen and allow you to update the information throughout the profile. Go through each of the sections until all are complete and updated. When finished, click “Submit.”

▼ **Goals/Objectives**

* Have you implemented a strategic planning process - with goals and measurable objectives - for your MRC unit?

Yes
 No

Does your MRC unit have an evaluation strategy?

Yes
 No

▶ Organization/Planning

▶ Unit Composition

▶ Recruitment

▶ Member Screening

▶ Training

▶ Partnerships/Relationships

▶ Unit/Volunteer Management

▶ Financial/Material Resources

▶ Liability/Risk Management

▶ Communications

▶ Response Coordination/Integration

▶ MRC Network

Cancel Reset **Submit**

Congratulations! Your Unit Profile is now officially updated!

Remember: if you have any questions, feel free to contact your MRC Regional Coordinator.