



Login and Profile Update User Guide

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Illinois Department of Public Health

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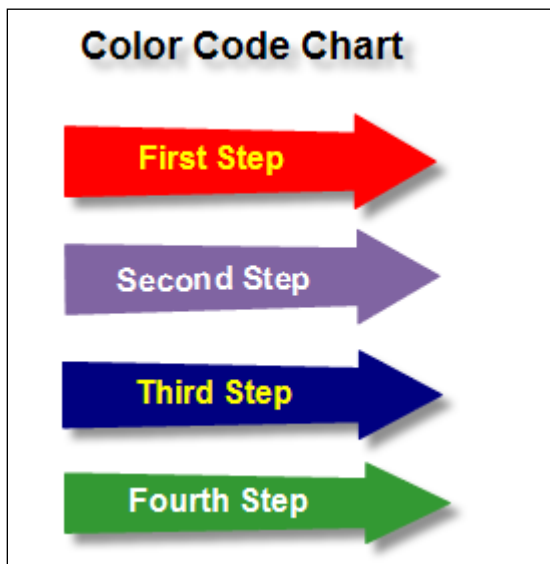
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Welcome

Welcome to the State of Illinois Rapid Electronic Notification (SIREN). SIREN is the emergency planning, alerting, and notification system for the Illinois Department of Public Health. It serves as a single, central point for finding, creating, and sharing information. SIREN provides alerting, notification, and emergency preparation tools for state and local officials. Please read these instructions carefully.

Every user should completely fill out their profile information. The purpose of this document is to walk you through accessing SIREN for the first time and how to properly update user profile information. This information is essential in order for users to receive SIREN alerts to designated devices, resetting SIREN passwords, and to enhance a user's overall functionality in the SIREN system.

Symbols Used throughout This Document

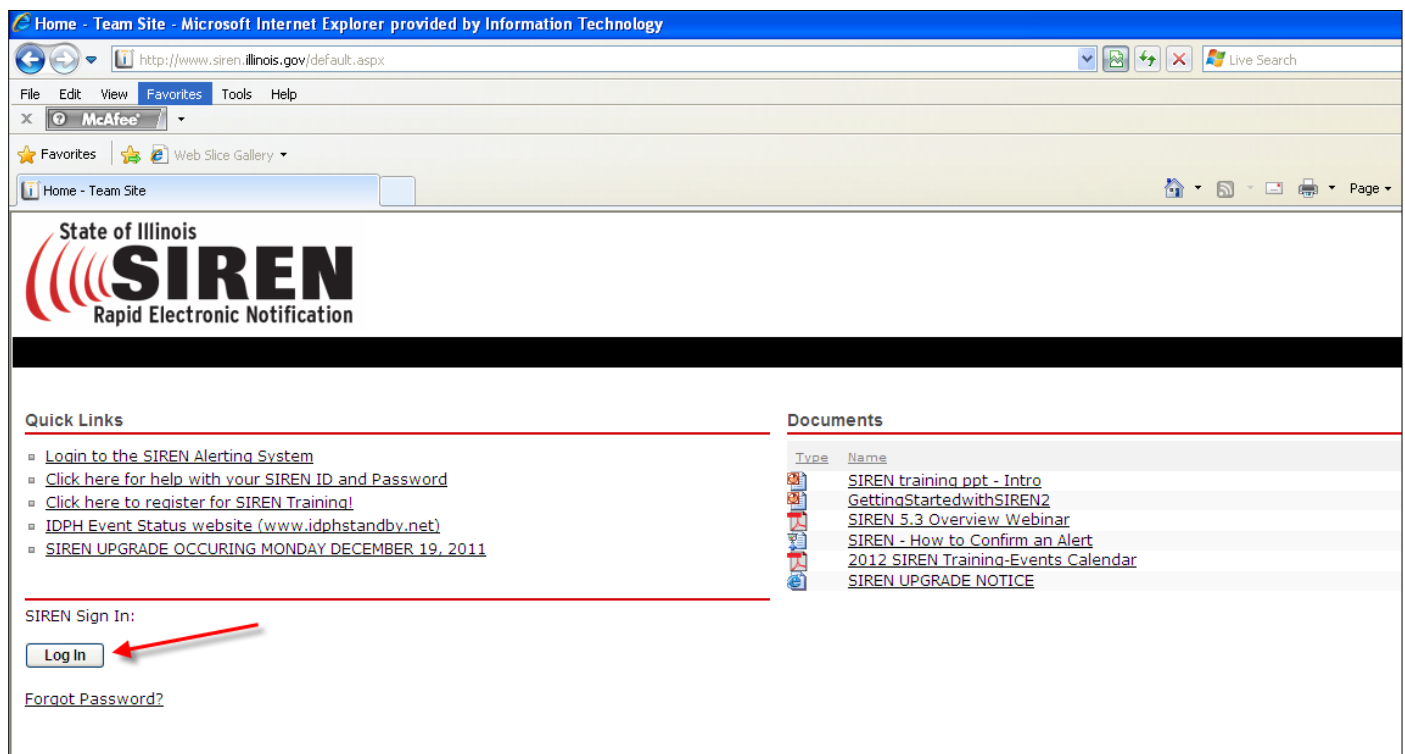


Logging into SIREN

1. Open Microsoft Internet Explorer and navigate to the SIREN Landing page at:
www.siren.illinois.gov.
2. It may be helpful to bookmark this address under your Favorites for quick reference in the future.

SIREN Landing Page

After entering the SIREN page address, you will be taken to the SIREN Landing Page. This page contains helpful documents and links related to SIREN and other IDPH Health Alerting Network/Emergency Response tools. The *Documents* section to the right contains useful tutorials and guides on how to use and understand SIREN's features and functionality. The *Quick Links* section to the left contains links relating to SIREN and SIREN assistance. Under the *SIREN Sign In* section, you will find the *Login* and *Forgot Password* link.



Logging In

1. Click the **Log In** button on the SIREN landing page (above)
2. Enter the SIREN username and password in the dialog box.
 - a. If you do not know your username and password, email the HAN Team at dph.han@illinois.gov for assistance.
3. Click **OK**

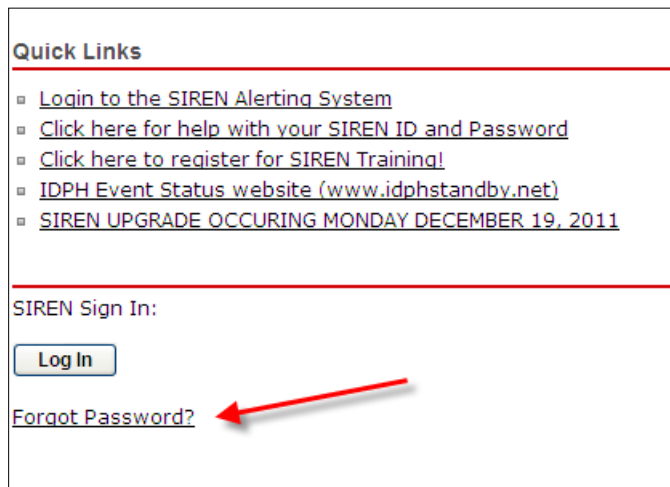


Forgot Password

This enables users to reset their own SIREN passwords if forgotten or expired.

*Note: You must set up a **security question** in the “My Profile” section to enable the self password reset feature. Failure to do so will not allow users to reset their passwords.*

1. Click the **Forgot Password** link on the SIREN landing page under the *SIREN Sign In* section.



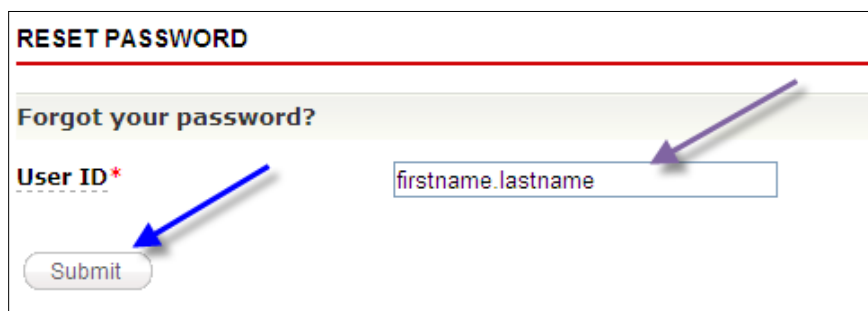
Quick Links

- [Login to the SIREN Alerting System](#)
- [Click here for help with your SIREN ID and Password](#)
- [Click here to register for SIREN Training!](#)
- [IDPH Event Status website \(www.idphstandby.net\)](#)
- [SIREN UPGRADE OCCURRING MONDAY DECEMBER 19, 2011](#)

SIREN Sign In:

[Forgot Password?](#)

2. Enter your SIREN username
3. Click **Submit**

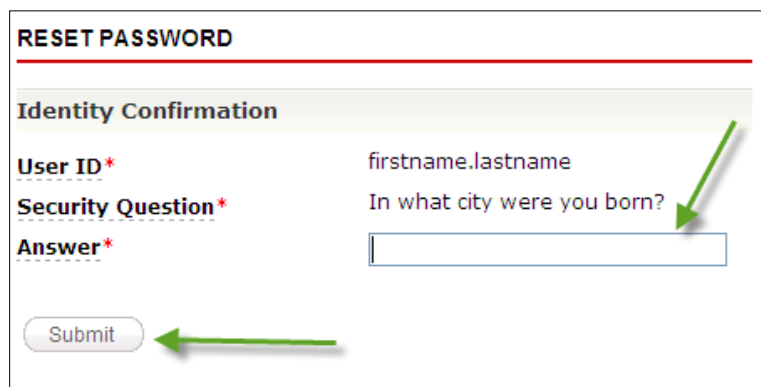


RESET PASSWORD

Forgot your password?

User ID*

4. Enter the answer to your Security Question
5. Click **Submit** (a new, default password will be sent to your work email address)



RESET PASSWORD

Identity Confirmation

User ID*

Security Question*

Answer*

My Profile

Under the “My Profile” section in SIREN, users will need to complete the first 5 sections found on the left side of the page.

1. Click on the “My Profile” section on the SIREN Navigation Bar

WELCOME SIREN\FIRSTNAME.LASTNAME ▾ HELP

State of Illinois
SIREN
Rapid Electronic Notification

All Sites ▾

HOME **SEARCH** **DOCUMENT CENTER** **MY PROFILE** **DIRECTORY** **LOG OUT**

Welcome to SIREN.
[You last updated and saved your profile information on 11/30/2011.](#)
[Your password is set to expire in 90 days.](#)

Alert Summary
for firstname lastname

ALERT TIME	SENT FROM	SUBJECT	PRIORITY	EVENT STATUS	CONFIRMATION
⚠ User is not a member of any roles					

Change My Profile

1. Click on the **Change My Profile** link
2. Fill out your profile information.

State of Illinois
SIREN
Rapid Electronic Notification

All Sites

HOME **SEARCH** **DOCUMENT CENTER** **MY PROFILE** **DIRECTORY** **LOG OUT**

[Change My Profile](#) [My Alerting Profiles](#) [My Password](#) [My Security Question](#) [My Alerting Security Code](#) [My Call In Account Number](#) [My Subscriptions](#)

CHANGE MY PROFILE
* Indicates a required field

User Profile

Prefix

First Name *

Last Name *

User ID

OU

Roles

Work Contact

Work Location

Work Address

Work City

Work State/Province

Work Zip/Postal Code

Work County/Parish

Work Email *

Work Phone (000) 000-0000 x0000

Work Cell (000) 000-0000 x0000

Work Fax (000) 000-0000 x0000

Work Numeric Pager (000) 000-0000 x0000

Work Numeric Pager Service

Work Alpha Pager Email

The screenshot shows a 'Misc.' profile update form. It includes several sections: 'Business Category' (Public Health), 'Professional Licenses' (Certified in BDL5, CDLS, CPR, First Aid), 'Specialties' (Comm I-IV), 'Organization' (IDPH), 'Title' (Job Title), 'Degrees', 'Spoken Languages' (Arabic, Cambodian, Chinese, Filipino), and 'CPR Certified' (checked). Annotations include a red arrow pointing to the 'Professional Licenses' list with the text 'Hold Ctrl to Select Multiples', another red arrow pointing to the 'Specialties' list with the text 'Leave Blank if None Apply', and a blue arrow pointing to the 'Save' button.

3. When complete, click **Save**

My Alerting Profiles

1. Click on the **My Alerting Profiles** link
2. Click **New** to create an alerting profile.

The screenshot shows the 'My Alerting Profiles' page in the SIREN system. The header includes the State of Illinois logo and 'SIREN Rapid Electronic Notification'. A navigation bar contains links for HOME, SEARCH, DOCUMENT CENTER, MY PROFILE (highlighted), DIRECTORY, and LOG OUT. On the left, a list of links includes 'Change My Profile', 'My Alerting Profiles' (highlighted with a red arrow), 'My Password', 'My Security Question', 'My Alerting Security Code', 'My Call In Account Number', and 'My Subscriptions'. The main content area is titled 'CREATE AN ALERTING PROFILE' and features a yellow warning message: 'Our records indicate that you have not set up an alerting profile!'. Below this, the 'Alerting Profiles' section shows 'Default Alerting Profile (none)'. At the bottom, a 'New' button is highlighted with a purple arrow, along with 'Set as Default', 'Edit', 'Delete', and 'Scheduler' buttons.

3. Name Your Profile
4. Check the **Set as Default** box
5. Click the arrows by each location and choose devices that you will want to be contacted at in the event of a SIREN alert notification for each alerting level. If you do not choose a device, you will have to login to SIREN to view your messages. SIREN will contact phone devices in the specified location order. *It is highly suggested to refrain from putting a phone device as a contact point for low level alerts.*

HOME **SEARCH** **DOCUMENT CENTER** **MY PROFILE** **DIRECTORY** **LOG OUT**

[Change My Profile](#)
[My Alerting Profiles](#)
[My Password](#)
[My Security Question](#)
[My Alerting Security Code](#)
[My Call In Account Number](#)
[My Subscriptions](#)

*** Indicates a required field**

Alerting Profiles

Profile Name* Set as Default

High Priority Alerts

Location 1	Work Email	dph.han@illinois.gov
Location 2	Work Phone	(217) 444-4444 x123
Location 3	Work Cell	(217) 555-5555
Location 4	Home Cell	(217) 666-6666
Location 5	Alternate Email	my-email@yahoo.com

Medium Priority Alerts

Location 1	Work Email	dph.han@illinois.gov
Location 2	(None)	(217) 444-4444 x123
Location 3	Alternate Alpha Pager Email	
Location 4	Alternate Cell	
Location 5	Alternate Email	

Low Priority Alerts

Location 1	Work Alpha Pager Email	dph.han@illinois.gov
Location 2	Work Cell	
Location 3	Work Email	
Location 4	Work Numeric Pager	
Location 5	Work Phone	

6. When complete, click **Save**

My Password (Change/Update)

1. Click on the **My Password** link
2. Enter in your **Current Password** and then your **New Password** and **Verify Password**
3. Click **Save**
4. Click **OK** to change your password

Passwords should be at least 7 characters long and contain 3 of 4 security measures:

Example: Siren01 (Capital "S", lowercase "iren", zero, one)

- Upper case letter
- Lower case letter
- Number
- Symbol

If the password was accepted, a login box will prompt you to log in using the new password.

5. Type in you new password
6. Click **OK**

Users must reset their SIREN passwords every 90 days

My Security Question

A security question is used for the SIREN “self password reset” tool as explained on the *Forgot Password* section on page 5. A security question is required in order for users to reset their own passwords. Security questions never expire and do not need to be reset unless forgotten (if forgotten repeat steps below). Passwords can be reset if forgotten or expired. SIREN will send users a new, temporary password to their work email address.

1. Click the **My Security Question** link
2. Choose a Security Question from the drop down menu by clicking the arrow next to *Security Question*
3. Enter in your **Security Answer** and **Verify** (there are no character requirements)
4. Click **Save**

State of Illinois
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Rapid Electronic Notification

All Sites

HOME SEARCH DOCUMENT CENTER **MY PROFILE** DIRECTORY LOG OUT

Change My Profile
My Alerting Profiles
My Password
My Security Question
My Alerting Security Code
My Call In Account Number
My Subscriptions

MY SECURITY QUESTION

* Indicates a required field

Choose a New Security Question

Security Question* What is your mother's middle name?

Security Answer* ●●●●

Verify Security Answer* ●●●●

Save Cancel

My Alerting Security Code

An alerting security code is a 4 digit number/pin used during select alerts that will contact phone devices. Upon receiving an alert via phone, you will be prompted to enter in your 4 digit security code before hearing the message. If a code is not entered or is incorrect, the user will not be able to receive the alert message via phone call. Security codes never expire and do not need to be reset unless forgotten (if forgotten, repeat steps below).

1. Click the **My Alerting Security Code** link
2. Enter in a 4 digit **New Alerting Security Code** and **Verify**
3. Click **Save**

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Rapid Electronic Notification

HOME SEARCH DOCUMENT CENTER **MY PROFILE** DIRECTORY LOG OUT

[Change My Profile](#)
[My Alerting Profiles](#)
[My Password](#)
[My Security Question](#)
[My Alerting Security Code](#)
[My Call In Account Number](#)
[My Subscriptions](#)

MY ALERTING SECURITY CODE

* Indicates a required field

Choose A New Security Code

New Alerting Security Code * (xxxx)

Verify New Alerting Security Code * (xxxx)

Additional Areas

My Call in Account Number

This feature is not utilized in SIREN and can be skipped

My Subscriptions

Please see the “How to Add Subscriptions” guide located under the **News** section of the SIREN **Homepage**.

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 the IDPH HAN Team for any SIREN support needs. The IDPH HAN Team can be reached at:

IDPH HAN Team:
dph.han@illinois.gov

Reference Materials

SIREN Pocket Guide

This document is a cheat sheet given out in training. It contains information on what alert priority levels mean, confirmation time expected, and how to log-in to SIREN. It also provides a place to record your User ID, Password, and Alerting Security Code. This document can be found here: **Document Center: Documents: DPH: SIREN Training: Training Materials**

SIREN How to Confirm an Alert

This PowerPoint tutorial gives an in-depth guide on ways to confirm a SIREN alert if asked to do so. This tutorial is posted here: **SIREN Landing Page: Documents**

SIREN Sending Alerts User Guide

This document gives an in-depth guide on how to send an alert through SIREN. This document is posted here: **Document Center: Documents: DPH: SIREN Training : Training Materials**

SIREN Document Center Guide

This document gives an in-depth guide on how to use the functions in the Document Center. This document is posted here: **Document Center: Documents: DPH: SIREN Training : Training Materials**

SIREN Adding a Format to Voice Recorder

This document gives in in-depth guide on how to record a and save a wav file in order to upload a recorded message as your SIREN alert. This document is posted here: **Document Center: Documents: DPH: SIREN Training : Training Materials**

SIREN Guidance to Sending an Alert

This document gives user's guidance and explains policies that need to be followed when sending SIREN alerts. This document is posted here: **Document Center: Documents: DPH: SIREN Training : Training Materials**