**Logging into WebEOC**  
(For those who already have an account set up)

**A. Go to** [https://webeoc.rdc.noaa.gov/eoc7](https://webeoc.rdc.noaa.gov/eoc7)

**B. Login Screen**
- User: LDAP email username  
- Password: LDAP email password

**Position:** Your *organization* will be automatically selected

**Incident:** Select the current incident. *(The most recent incident will be selected by default.)*

**C. Additional Login Information**
Enter your complete contact information as prompted.

**Note:** Pop-up windows must be enabled  
If you see a “logged in” message but no Control Panel, your computer is blocking pop-up windows. Look for the error message below and follow the prompts to select “Always allow pop-ups from this site.”
The Control Panel

Display the Boards used for NOAA WebEOC:

*Click on the incident name to view another incident.*

*Click on the name of the display board to open it and view posted events.*

*Red Text means that there is new information to be viewed.*

Boards To Use

1. **NOAA Position Log** – this is your ‘diary’, what you’ve done, what you’re working, what info will help the person replacing you when your shift is over

2. **NOAA Significant Event** – these are events that either directly affect the security of our Nation, or have a direct impact to NOAA Operations/PMI

3. **NOAA Ops Rhythm** – the plan for the day, refer to this often to find deadlines, meeting times, and other key information

4. **NOAA Action Tracker** – the main source for tracking those actions that have been assigned to NOAA

5. **NOAA SitRep** – the input screen for that information that will be compiled into the daily Situation Report for the incident

6. **Checklist** – a list of those items that will help you do your job

7. **Board Enhancements** – use this to let us know what is or isn’t working properly or could be better designed

8. **Who is Logged In** – allows you to see who else is logged into and using WebEOC

**NOAA SitRep**

- Use the SitRep to post that information to be part of the NOAA Situation Report

This is your LO/SO’s location to post current information on impacts and operation related to Personnel, Mission, Infrastructure and any Attachments for reporting needs. Fill in percentage complete for personnel accountability, and indicate no impacts if operations or infrastructure area at risk during the incident.
NOAA Action Tracker: Use the NOAA Action Tracker to post an Action Item to be completed, NOTE: Action Tracker Board display automatically opens to My Assignments showing actions assigned to you.

- Open a new Action Item entry form by clicking on blue plus on the control panel or in the Action Tracker board.

Complete these fields on the screen:
- a) Short Task Description – “title” of Action
- b) Action Lead – select from the drop down list.
- c) Action Support – select from the drop down list
- d) Action Support – select from the drop down list (if needed)
- d) Detailed Description – Details of requested Action
- e) Priority and Date/Time – select from the drop down list
- f) Task POC and POC Number – enter info for the person to contact for more information

Once an action has been assigned to you click ‘Update’
- Select “In Progress” to show you’ve accepted the Action
- Select “Completed “ when you’ve completed the Action  
  - Put completed information in the “comments” selection
NOAA Position Log and NOAA Significant Event

- Normal use of the NOAA Position Log is to post information on what you have done while working in your position.
- You will also use the NOAA Position Log to post information on the Significant Events board.
- Open the NOAA Position Log Entry screen by clicking on the “New Record” button in the NOAA Position Log display board.

1) Complete these fields on the screen.
   a. Event Type – select from the list.
   b. Address – enter the complete address of the event.
   c. Attachment – use to attach a file from your computer.
   d. Details – be very specific.

**Guidelines for entering information:**

Be concise and specific in your description of the event. Write a brief description including the implications of the event and any initial actions taken. Include numbers when appropriate (e.g. number of people affected).

The information should be appropriate and polite. Remember that your entries will be seen by many people.

Do not use jargon or acronyms when entering information. Make sure that everyone knows what you’re talking about.

2) Select “NOAA Significant Events” if this event should be seen by everyone in the system.

   An event is “significant” if it directly affects the security of our Nation, or has a direct impact to NOAA Operations/PMI.

3) Select “LO/SO” to post the event for one/some/all NOAA SMT’s members to view on their NOAA Position Log (info will now be posted to NOAA Significant Event).

4) Click “Save” to post the information.