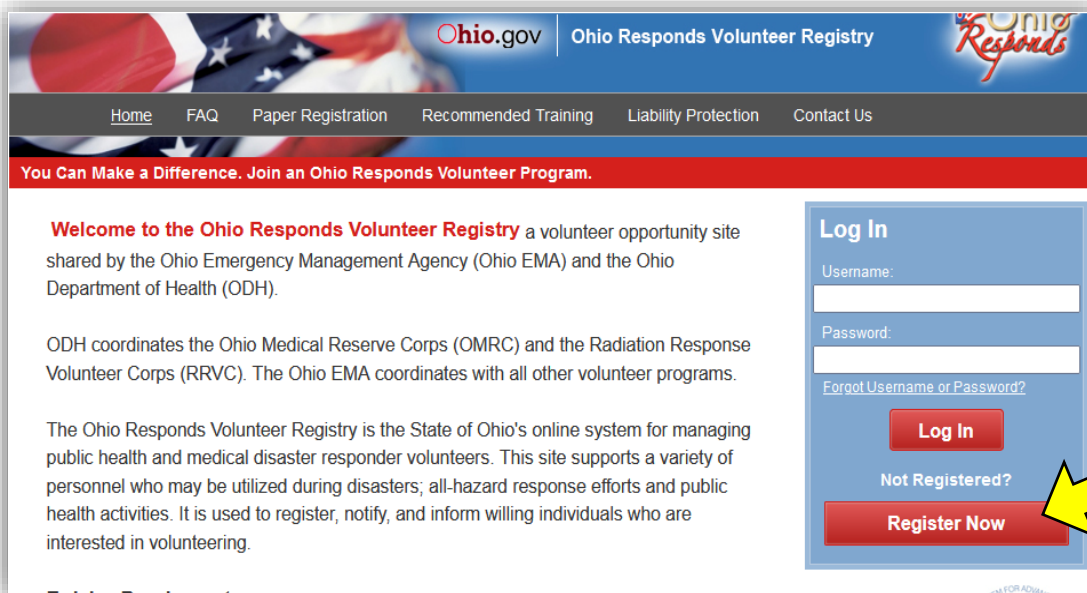


# Medical Reserve Corps Guide for Creating an Account

## 1. Visit <https://www.ohioresponds.odh.ohio.gov/> to access the MRC Volunteer Registry.



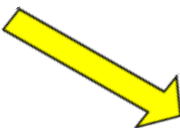

## 2. Click "Register Now"

## 3. Click "Add Organizations"

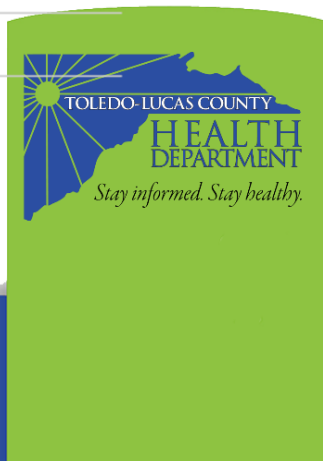
- 1) For the best experience, do not use the refresh, stop, back or forward buttons on the
- 2) An asterisk (\*) indicates a required field. You will be alerted if the required information
- 3) For your security, all communications are encrypted and you will be logged out autor
- 4) We recommend the latest version of [Microsoft Internet Explorer for Windows](#), [Mozilla](#)

### Organizations

Organizations represent official groups that you have affiliation with as an Ohio Respond

  [Add Organizations](#)

\* Organization(s):



# Medical Reserve Corps Guide for Creating an Account

4. Click the plus sign next to “Medical Reserve Corps Organizations”

Organization Selection

- + Amateur Radio Organizations
- + Animal Response Team Organizations
- + Citizen Corps Organizations
- + Community Emergency Response Team Organizations
- + Livestock and Poultry Disease Emergency Response Team Organizations
- + Medical Reserve Corps Organizations
- + Non-CERT EMA Programs
- Non-Profit Agency
- Ohio Mortuary Operational Response Team (OMORT)
- + Ohio Special Response Team Organizations
- + Ohio VOAD
- Radiation Response Volunteer Corps Organization
- Tuscarawas County Medical Reserve Corps

5. Scroll to “Lucas County-MRC” and click the box to the left. Click “Select” button to continue.

- Lake County - MRC
- Lawrence County - MRC
- Licking County - MRC
- Logan County - MRC
- Lorain County - MRC
- Lucas County - MRC
- Madison County - MRC
- Mahoning/Columbiana County - MRC
- Marion County - MRC
- Medina County - MRC
- Meigs County - MRC

6. Enter a username. This is how you will be identified on the site.

7. Enter a password, than confirm password.

8. Select a secret question and type answer in the box just below.

9. Click to check the box next to terms of service, information pledge, liability protection, and training information page.

Account Information

Creating an account is the first step in the Ohio Responds Volunteer Registry registration process. You will use your account username as

\* Username:   
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, ., -, and \_\_. Usernames are not case sensitive.

\* Password:

\* Confirm Password:

\* Secret Question:

\* Secret Answer:

Terms of Service and Privacy Policy

\* Terms of Service:  By checking this box, I indicate that I agree to the [Terms of Service](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent to the collection and use of this information and the transfer of this information across the Internet to processing and storage facilities supporting this system. I also agree to receive required administrative and legal notices such as this electronically.

\* Information Pledge:  By checking this box, I pledge to provide only correct information when completing this registration process. I also give consent to Ohio Responds Volunteer Registry and their designated agents to collect, use, verify, and maintain any information that is collected through the use of this site.

# Medical Reserve Corps Guide for Creating an Account

## Liability Protection Training Requirement

In order to maintain the liability protection provided in the Ohio Administrative Code 121:40-1-04, volunteers must complete training every 3 years. Please note some unit(s) require additional trainings as part of unit membership. A list of approved training opportunities can be found on [www.ohioresponds.gov](http://www.ohioresponds.gov) by hovering over the "Training Opportunities" tab and selecting from the drop down.

- \* Liability Protection:  I understand that in order to maintain the liability protection provided in the Ohio Admin Code 121:40-1-04, I must complete an approved training every 3 years. Please note some unit(s) require additional trainings as part of unit membership. A list of approved training opportunities can be found on [www.ohioresponds.gov](http://www.ohioresponds.gov) by hovering over the "Training Opportunities" tab and selecting from the drop down.
- \* Training Information Pledge:  I understand I must keep my training information up to date in the Ohio Responds Volunteer Registry

## Name and Address

Prefix:   
Example: Dr., Col., Mr., Mrs., Ms.

\* First Name:

Middle Name:

\* Last Name:

Suffix:   
Example: Jr., Sr., MD., PhD., RN

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* County:

\* Zip Code:

Work State:

---

Alternate Address Line 1:

Alternate Address Line 2:

City:

State:

County:

Zip Code:

**10. Fill out all information under "Name and Address."**

**11. Fill in email address and select contact method and number under "Contact Information."**

**12. Select your occupation type. If your occupation isn't listed, please select "other" from the drop down list.**

**13. Click "next" on the bottom of screen.**

## Contact Information

### Primary Email Address

Email Address:

If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

### Contact Method 1

\* Contact Method 1:

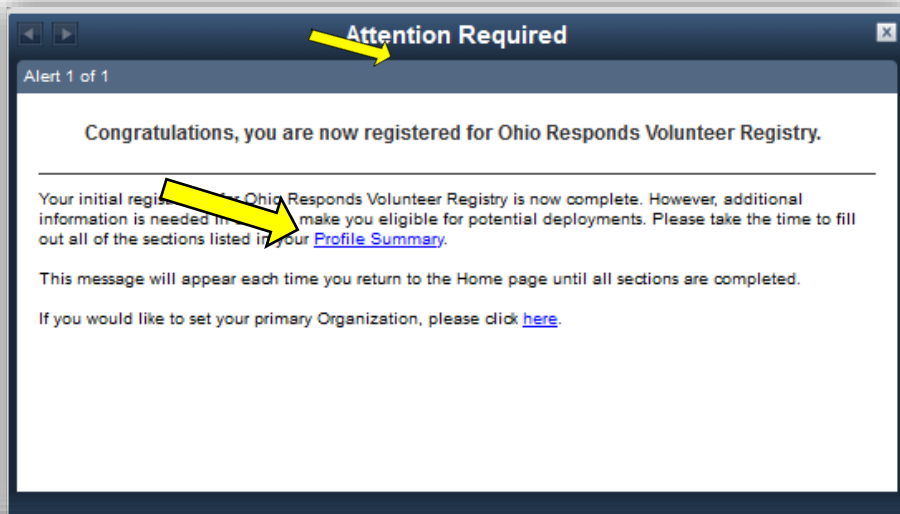
\* Number to Attempt:    x

## Occupation Information

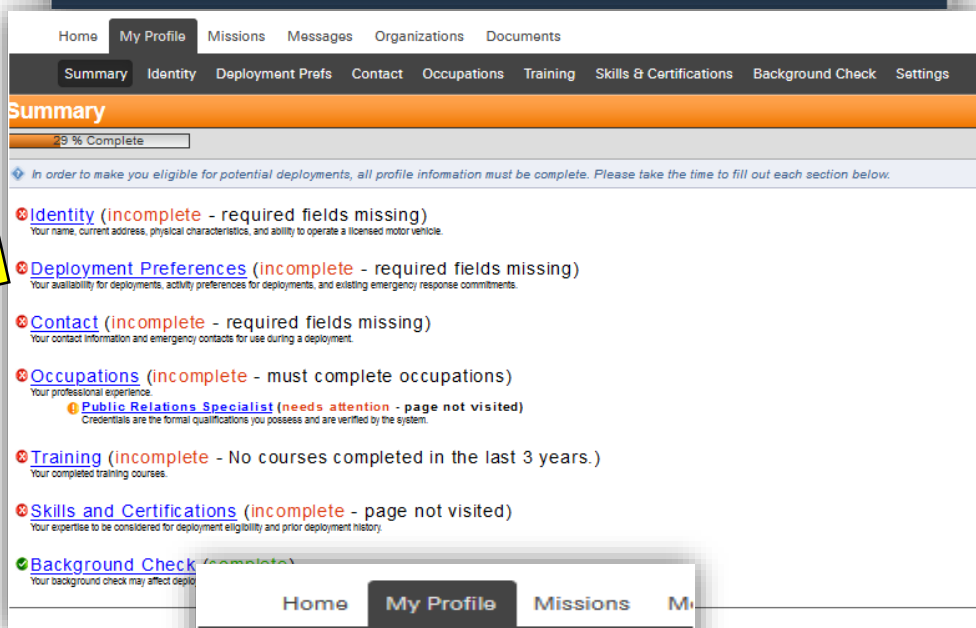
\* What is your occupation type?

# Medical Reserve Corps Guide for Creating an Account

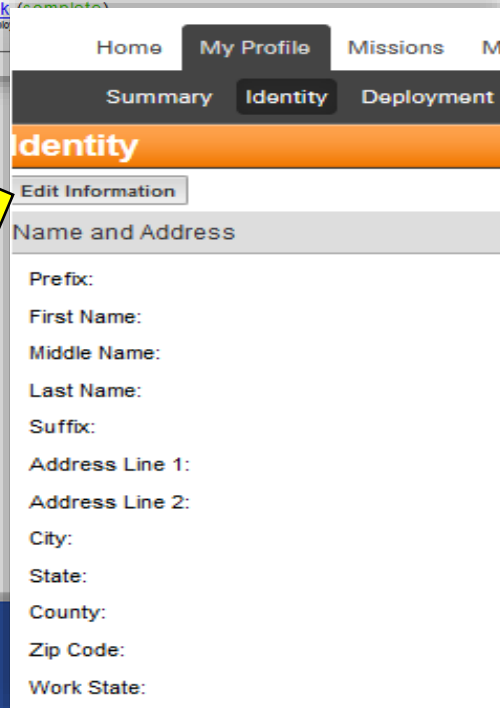
14. Click on “Profile Summary”



15. Click on “Identity”



16. Click on “Edit Information”  
and fill in name, address, and  
date of birth.



17. Click “Save Changes” on  
the bottom right of screen, once  
all information is filled in.

# Medical Reserve Corps Guide for Creating an Account

## 18. Click on “Deployment Prefs.” Answer all questions with a star (\*).

## 19. Click on the remaining sections labeled “Contact, Occupations, Training, and Skills & Certifications” and fill out with your information.

20. If you need to reset your username, password, or update your account status, click on settings.