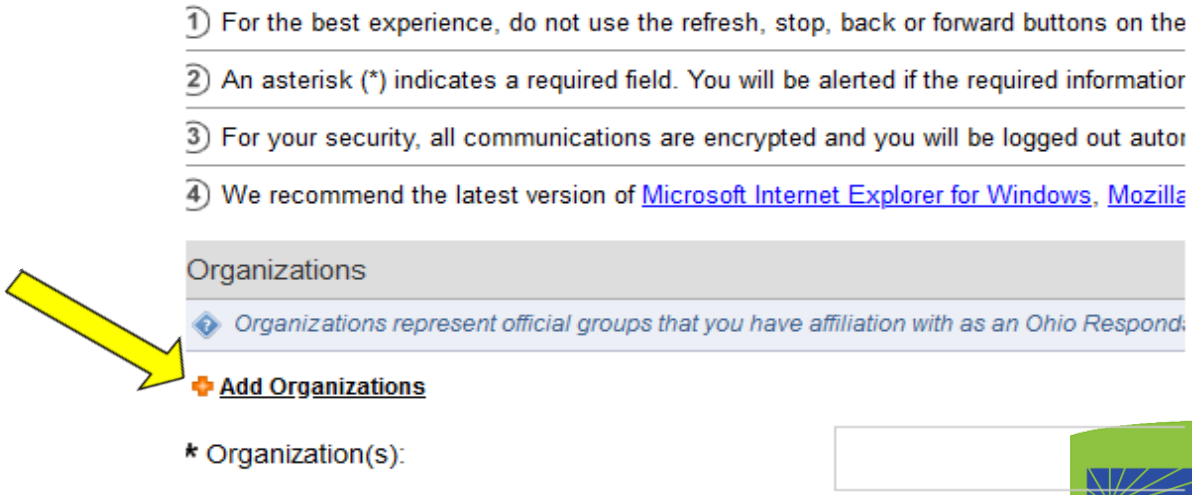
Medical Reserve Corps

Guide for Creating an Account

1. **Visit https://www.ohioresponders.odh.ohio.gov/ to access the MRC Volunteer Registry.**

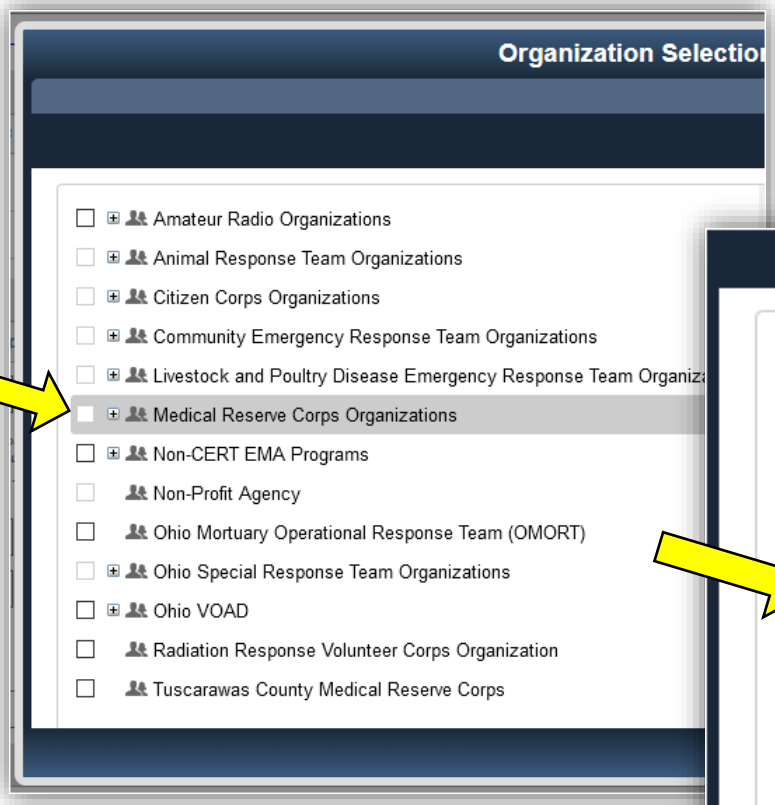
2. **Click "Register Now"**

3. **Click "Add Organizations"**

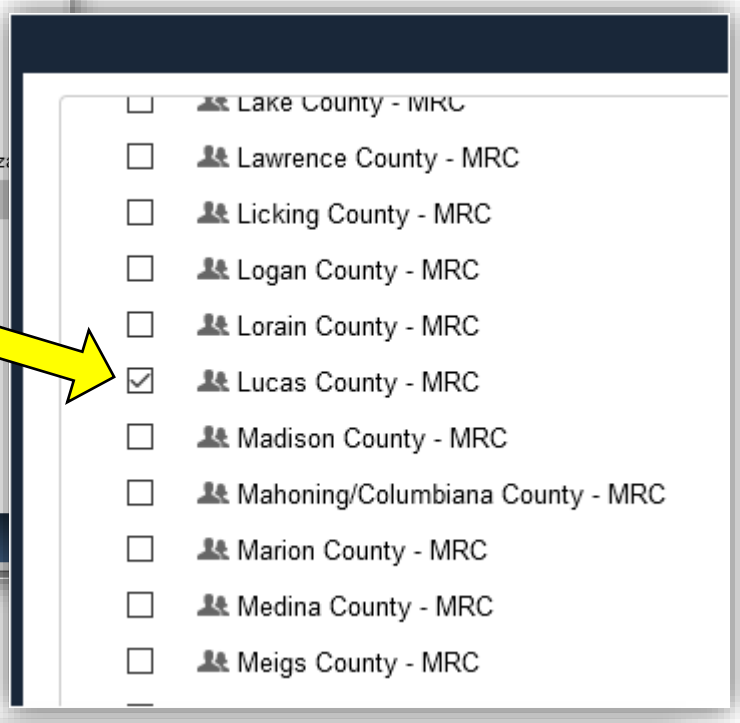


TOLEDO-LUCAS COUNTY HEALTH DEPARTMENT
Stay informed. Stay healthy.

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



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

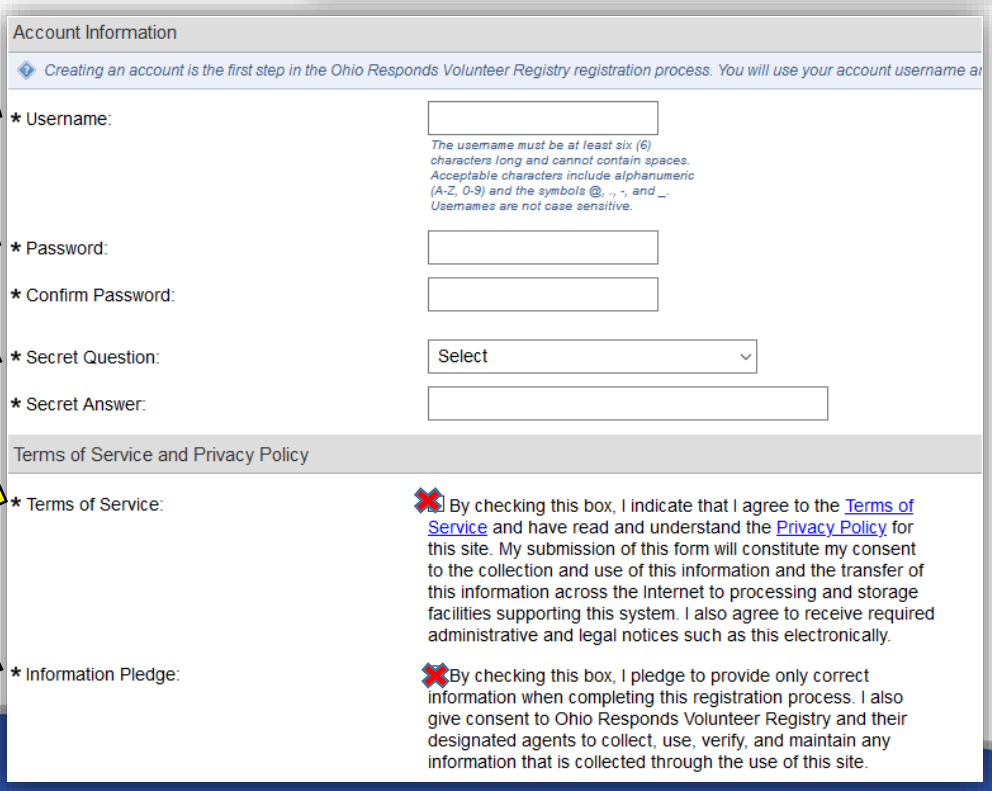


6. Enter a username. This is how you will be identified on the site.

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.



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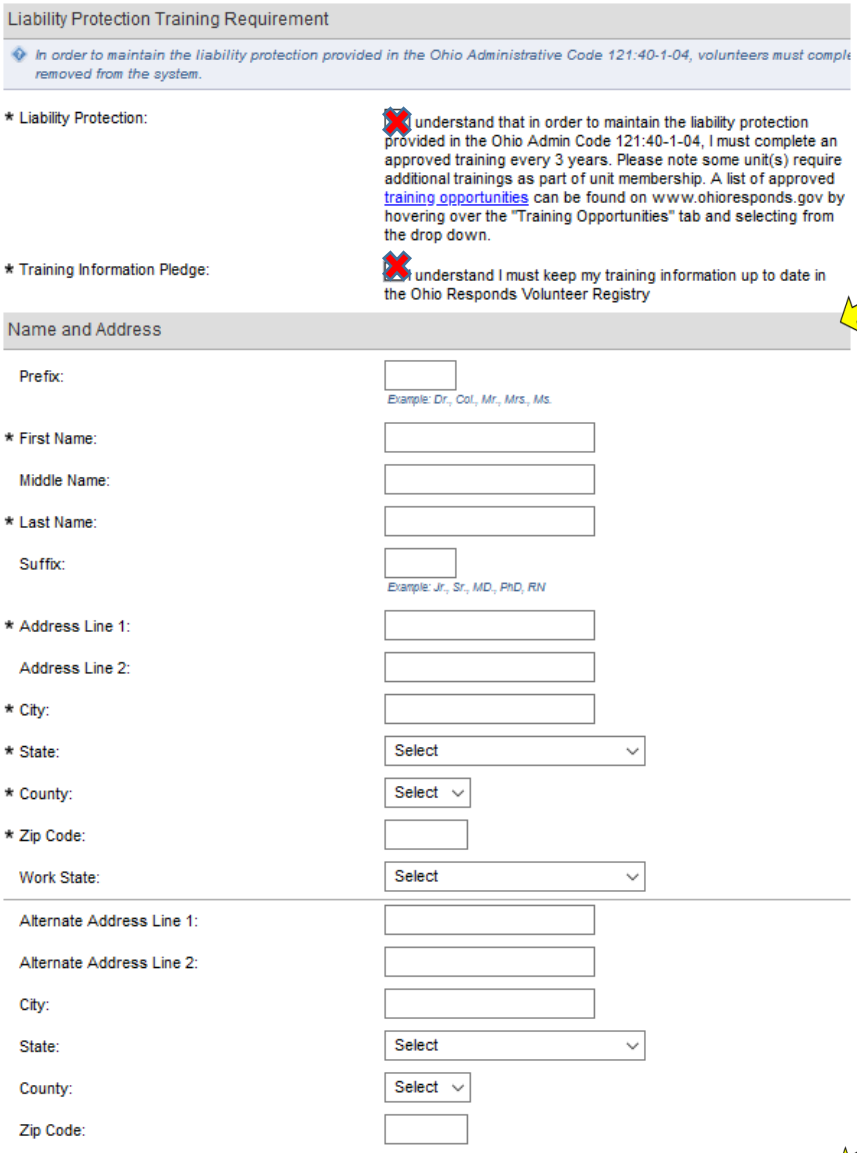
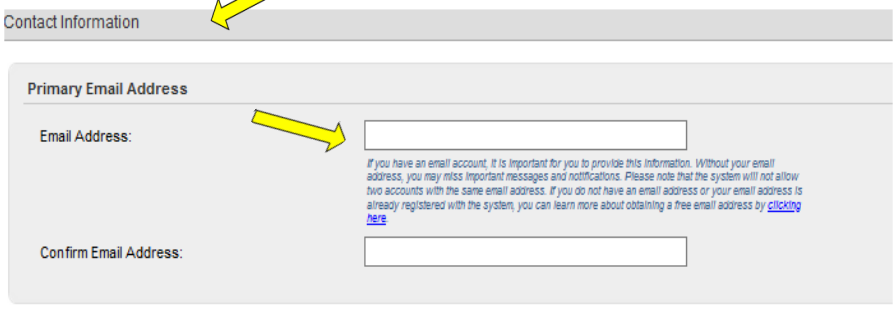


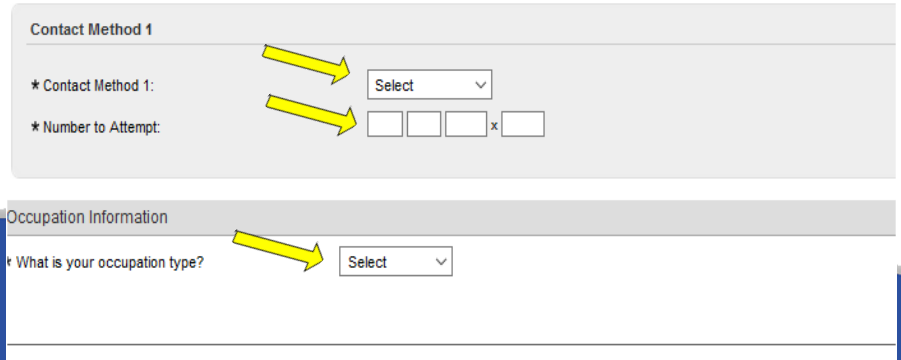
10. Fill out all information under "Name and Address."

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

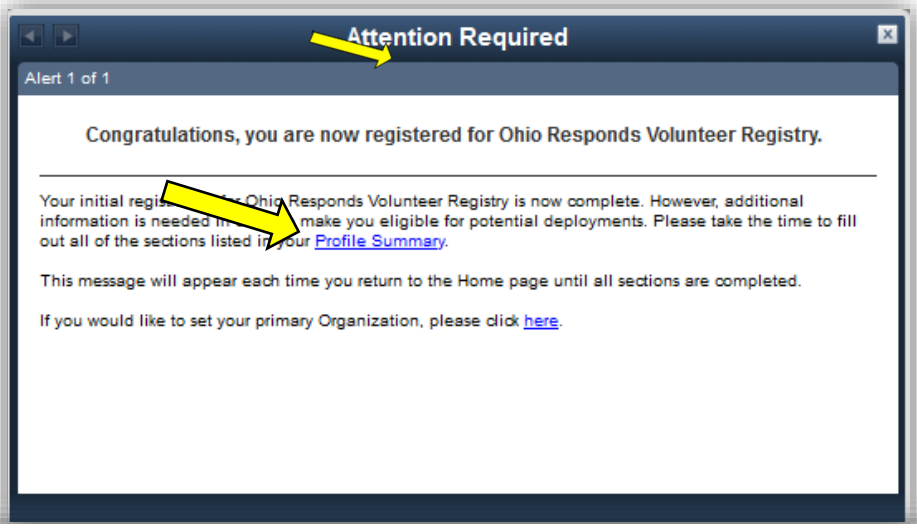


12. Select your occupation type. If your occupation isn't listed, please select "other" from the drop down list.

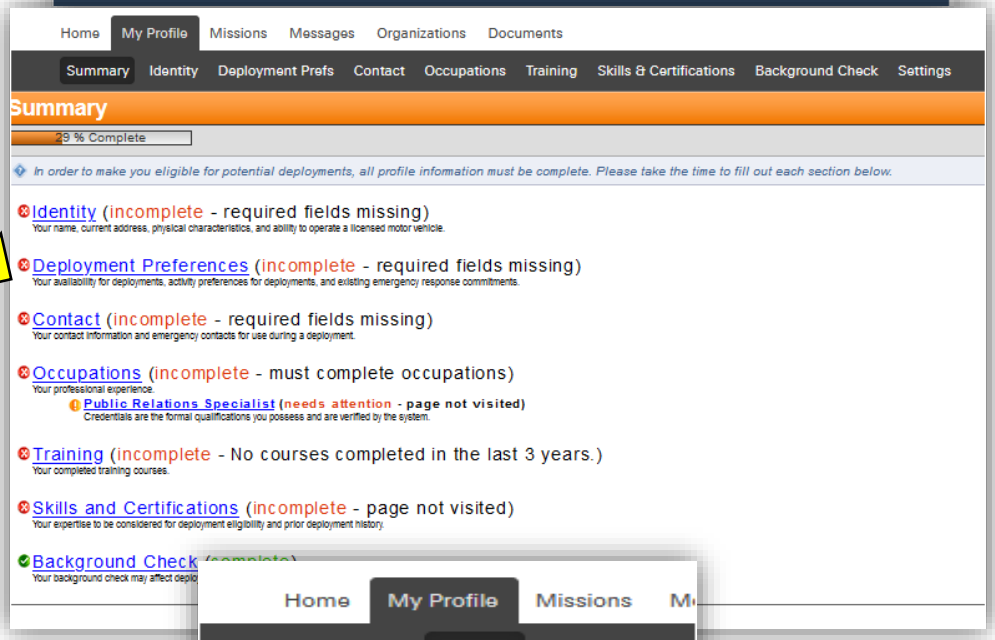
13. Click "next" on the bottom of screen.



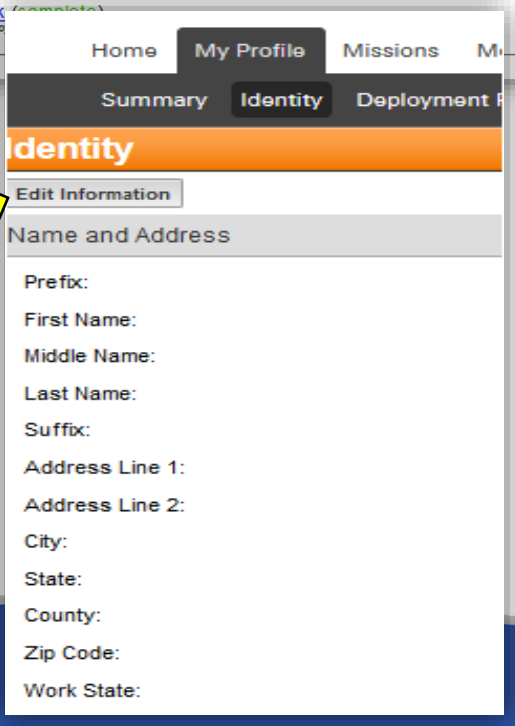
14. Click on "Profile Summary"



15. Click on "Identity"

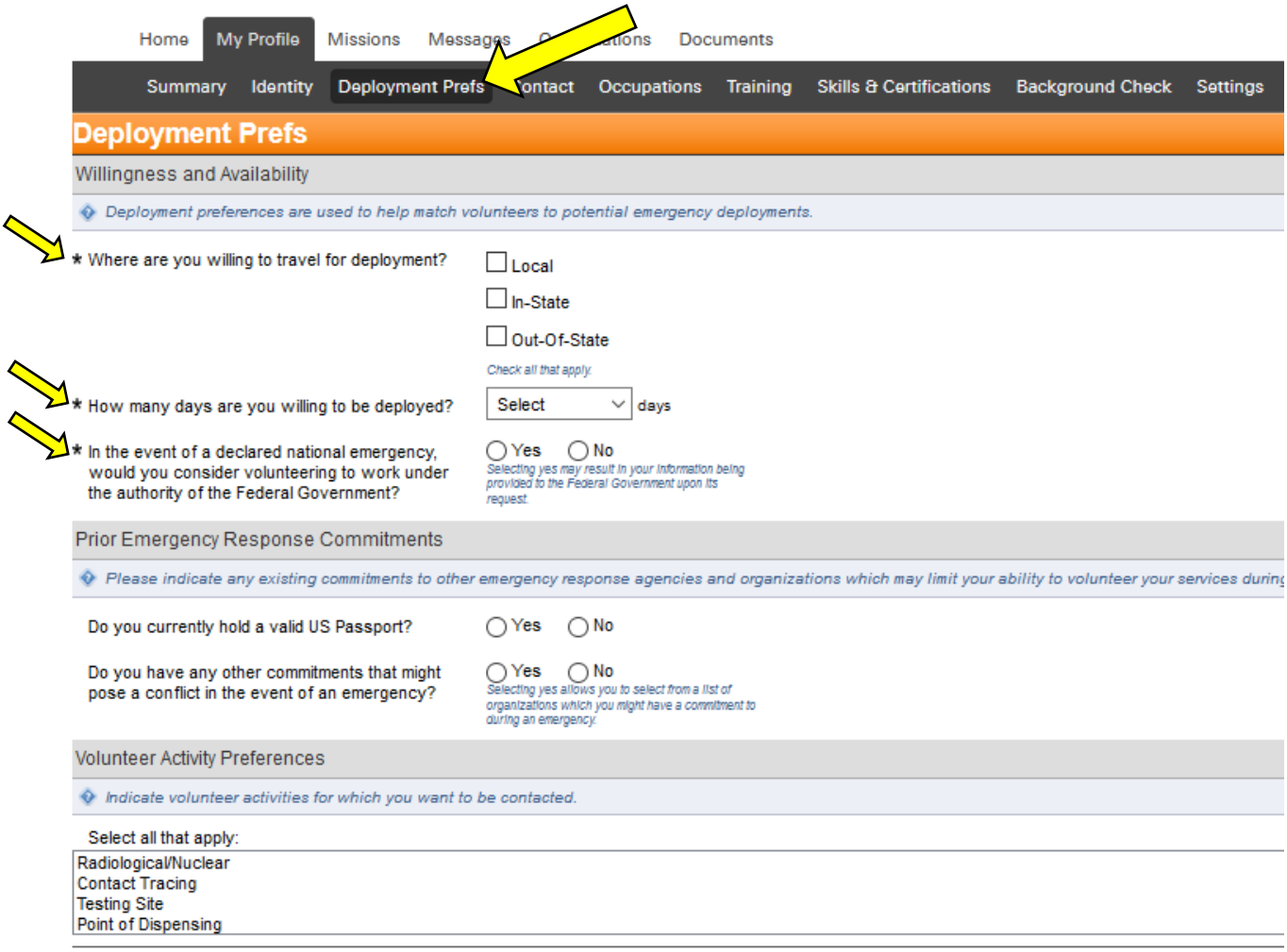


16. Click on "Edit Information" and fill in name, address, and date of birth.

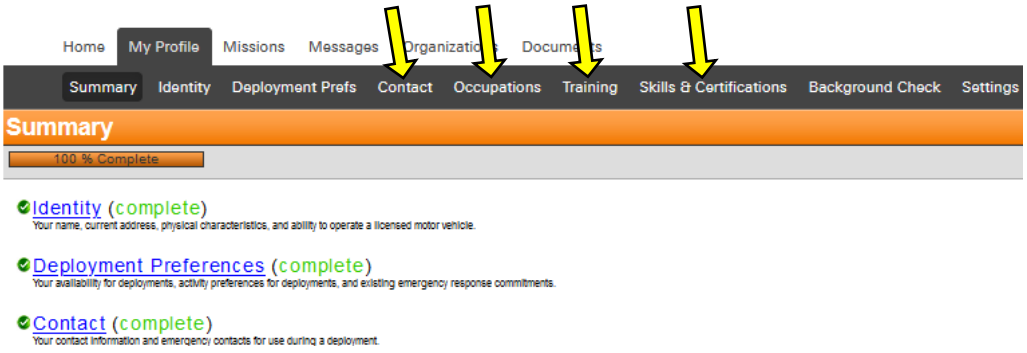


17. Click "Save Changes" on the bottom right of screen, once all information is filled in.

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.