

CAHAN FOR CONTACTS

SEPTEMBER 8, 2015



COVERS:

THE CAHAN TRANSITION
WHAT ALERTS WILL LOOK LIKE
HOW TO RESPOND TO ALERTS
MEMBER PORTAL
TECHNICAL SUPPORT

THE CAHAN TEAM
CAHANINFO@CDPH.CA.GOV
(877) 376-4767

CAHAN
California HEALTH ALERT NETWORK

The CAHAN Transition



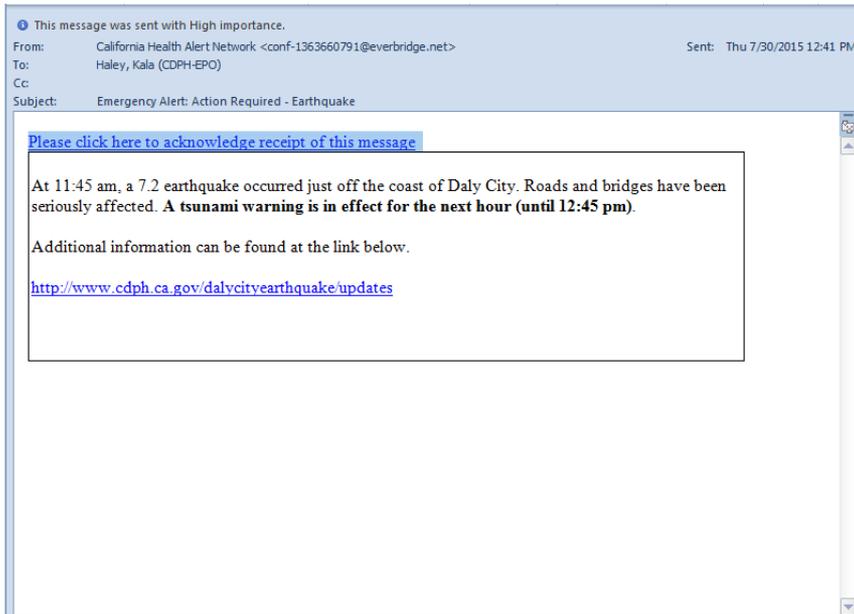
The new CAHAN system goes live on September 1st.

The system will be completely different from the old CAHAN system. Alerts will look different, you will see different information when you log in, and you will be alerted based on different information.

What CAHAN Alerts Will Look Like: Standard

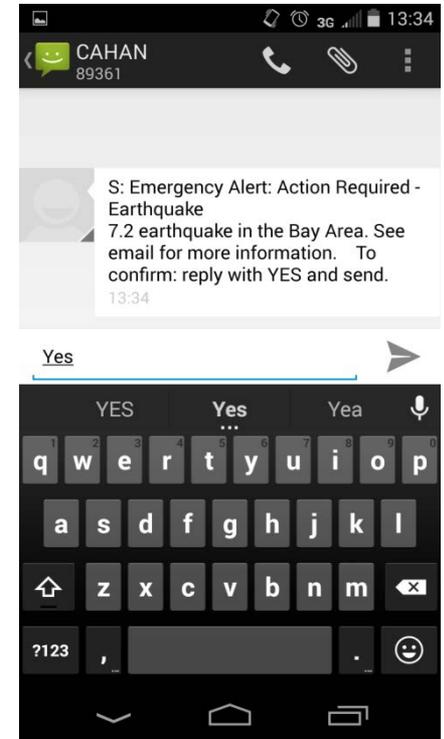
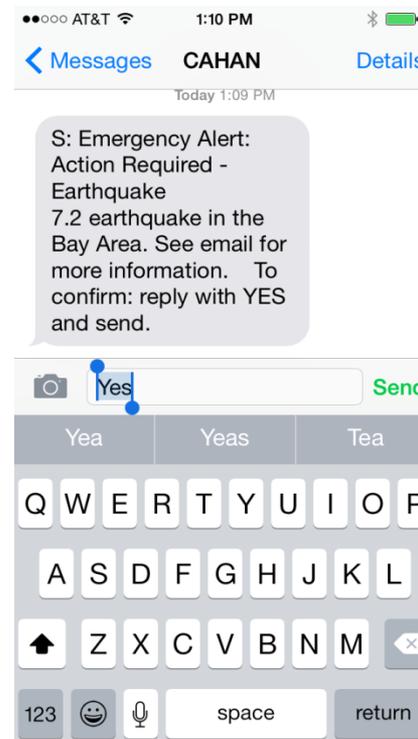


Email



For alerts that require confirmation, click the email link or respond "YES" to your text message. You will not receive any more messages from this alert once you confirm.

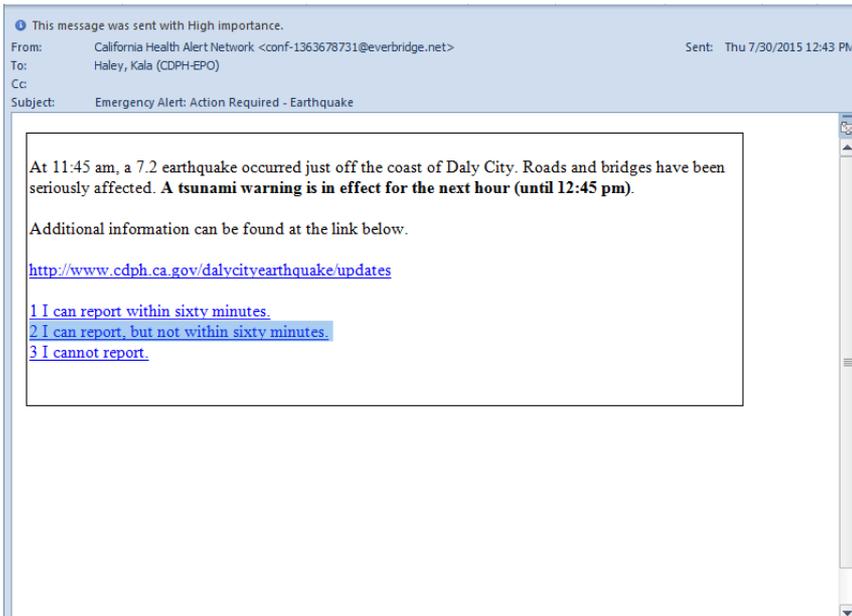
Text Message



What CAHAN Alerts Will Look Like: Polling

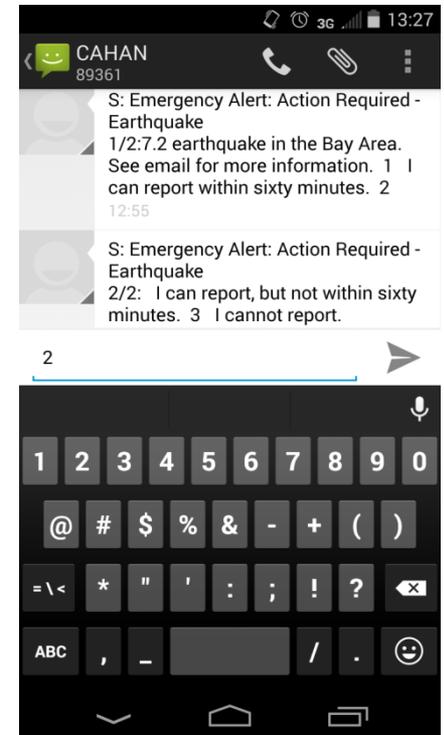
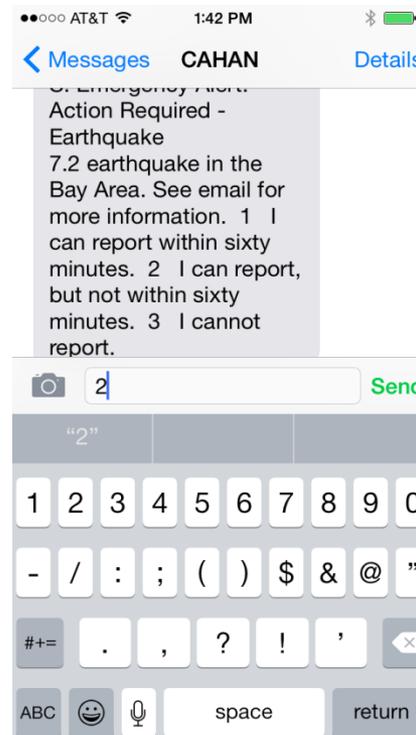


Email

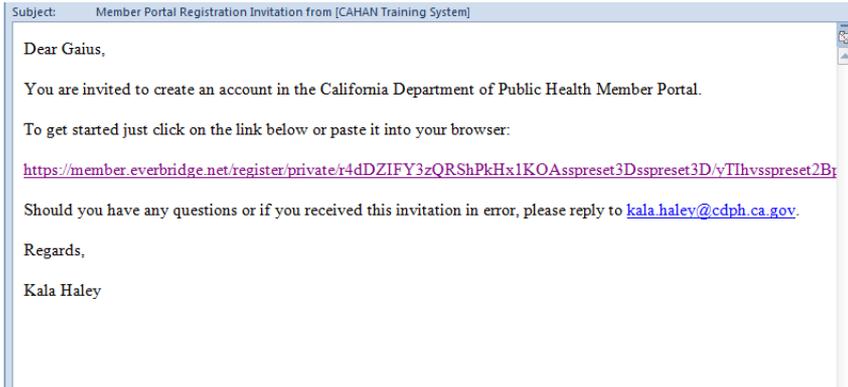


For polling alerts, click your choice or respond to your text message with the number matching your choice. You will not receive any more messages from this alert once you confirm.

Text Message



The Member Portal: Registering



Sign up

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

* Username

Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time.

* First Name

* Last Name

* Password

Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to !@#%*^&'().

Password must be 8 to 64 characters long and contain at least three of the following four items: uppercase letter, lowercase letter, number or special character. Special characters include ! @ # \$ % ^ & * (and)

* Confirm Password

* Security Question

* Answer

Registration Email

I accept the [Terms of Use](#)

- Not all counties have elected to use the member portal option. If they have, your local HAN coordinator will send you an email invitation to the new system. Follow the link and set up your profile.
- Once registered, you can log in later at <http://cahan.ca.gov> (**type the address; don't use old bookmarks!**)
- If you **do not** receive an invitation, this means your local HAN Coordinator is not using the member portal and they will contact you if they need to update your contact information.

The Member Portal: Profile

Profile Alerts Information Review

My Profile

* First Name

* Last Name

External ID

Registration Email

Here's how to contact me. (Complete at least 3)

1) Personal Email

2) Text Work Cell

3) * Work Email

4) * Work Phone

5) Text Personal Cell

6) Home Phone

7) Call Personal Cell

8) Numeric Pager

- You must fill out at least three ways to contact you in the event of an emergency.
- CAHAN recommends at least one email address, phone number, and text-capable cell phone.
- Skip the “Alert Subscriptions” section.

The Member Portal: My Information



My Information

Hospital Required Positions

- Hospital Administrator
- Hospital Emergency Management Coordinator
- Hospital HAN Coordinator
- Hospital Infection Control Practitioner
- Hospital Safety/Security Officer

Local Required Positions

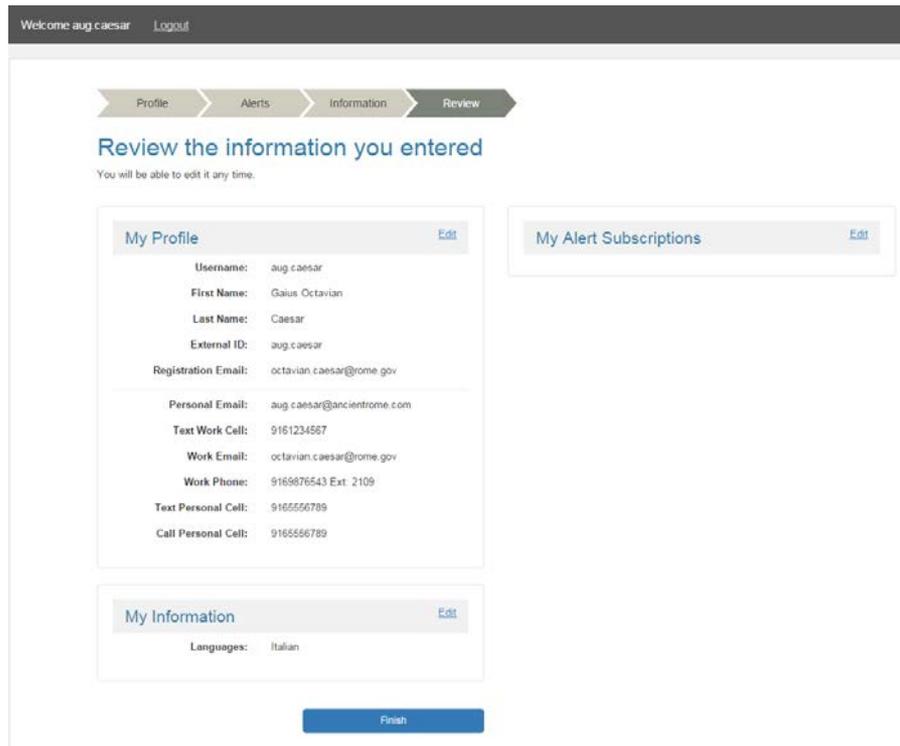
- CD Controller
- CHEAC/Health Executive
- Environmental Health Director/CCDEH
- Epidemiologist
- HAN Coordinator
- Health Officer
- HPP Coordinator
- Immunization Coordinator
- LEMSA Administrator
- LEMSA Medical Director
- MCM Coordinator
- Mental/Behavioral Health Director
- MHOAC
- Pan Flu Coordinator
- PHEP Coordinator
- Public Health Laboratory Director
- Public Health Nursing Director
- Public Information Officer
- TB Controller

Languages

- American Sign Language
- Arabic
- Armenian
- Burmese
- Cambodian
- Chinese Shanghainese

- In this section, you can select additional information about yourself that will be used to filter the notifications you receive. **Check all that apply.**
- Your local HAN coordinator will fill out any Local or Hospital Required Positions that apply to you.

The Member Portal: Login Page



Welcome aug caesar [Logout](#)

Profile Alerts Information Review

Review the information you entered
You will be able to edit it any time.

My Profile [Edit](#)

Username: aug caesar
First Name: Gaius Octavian
Last Name: Caesar
External ID: aug caesar
Registration Email: octavian.caesar@rome.gov

Personal Email: aug.caesar@ancientrome.com
Text Work Cell: 9161234567
Work Email: octavian.caesar@rome.gov
Work Phone: 9169876543 Ext. 2109
Text Personal Cell: 9165556789
Call Personal Cell: 9165556789

My Alert Subscriptions [Edit](#)

My Information [Edit](#)

Languages: Italian

[Finish](#)

- The member portal only gives you access to your profile information. You will not be able to see alerts that have been sent to you, and you will not be able to confirm alerts by logging in.

Technical Support



Login to your account

Username [Forgot username](#)

Password [Forgot password](#)

 [Forgot pas](#)

Keep me signed in (Uncheck if on a shared computer)

Login

- Use the member portal to recover usernames and reset passwords.
- For technical issues, contact Everbridge Technical Support at (866) 436-4911 or support@everbridge.com.
- For all other issues, contact your local HAN coordinator or the CAHAN team.