

PLEPC.ORG User Guide

09

A decorative graphic at the bottom of the page consisting of several overlapping, semi-transparent geometric shapes. The shapes are primarily in shades of brown and tan, with some grey and blue tones. They are arranged in a way that creates a sense of depth and movement, resembling a stylized architectural or abstract design.



The purpose of this guide is to provide a general overview of the PLEPC.ORG website.

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If you have any questions, are experiencing difficulty, or would like a more in depth explanation, please contact

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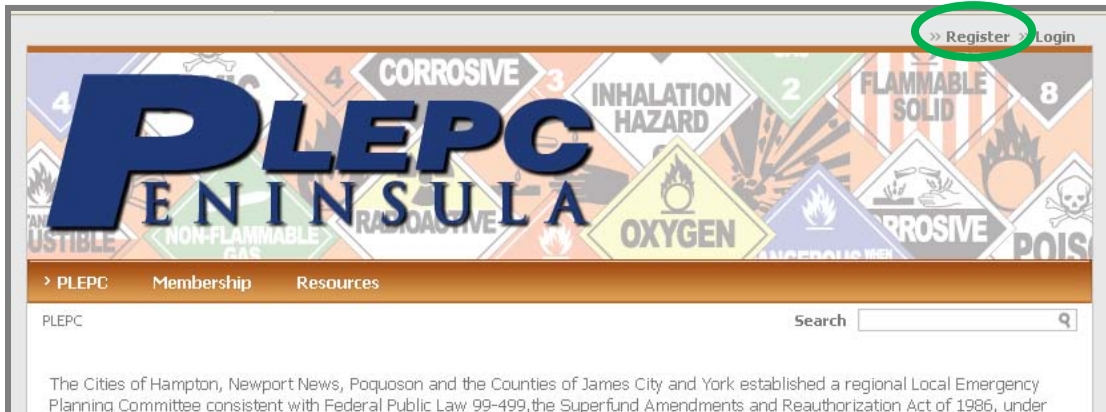
A. Registration

The PLEPC.ORG website has both a secure and non-secure area. The non-secure area is available to the general public and contains general information about the committee, membership, and resources.

The secure area cannot be accessed without first registering on PLEPC.ORG. Information contained in the secure portion includes committee meeting minutes, bylaws, and other committee specific documents.

To register click on the following link or paste it into your browser www.plepc.org.

Once you have accessed the website, click '**Register**' located in the upper right hand corner of the page.



After clicking on register, the first time user will be asked to provide their **contact information**.

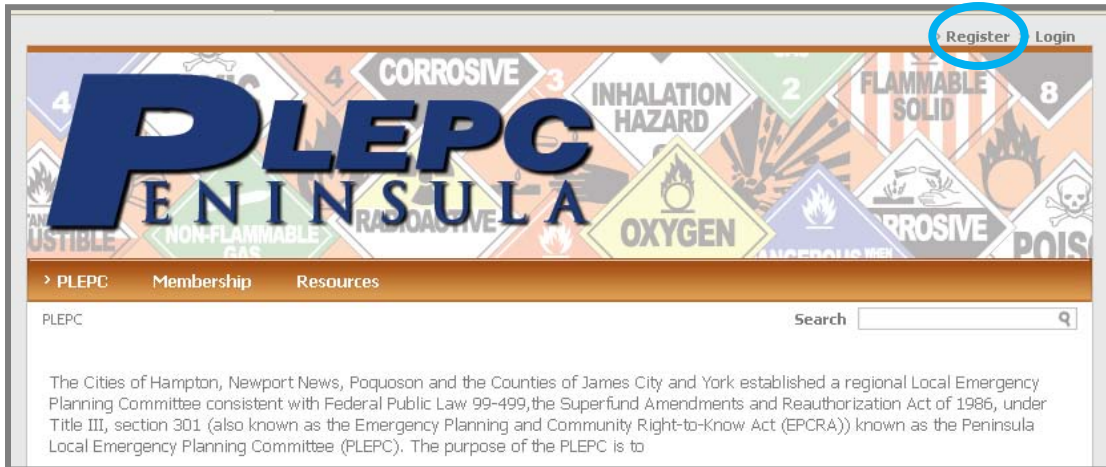
A screenshot of the "User Registration" form. The form is titled "User Registration" and includes a note: "*Note: Membership to this portal is Private. Once your account information has been submitted, the portal Administrator will be notified and your application will be subjected to a screening procedure. If your application is authorized, you will receive notification of your access to the portal environment. All fields marked with a red arrow are required. (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)". The form contains several input fields: "User Name", "First Name", "Last Name", "Display Name", "Email Address", "Password", and "Confirm Password". Each field has a red arrow icon to its right, indicating it is required. The "Register" and "Cancel" buttons are located at the bottom of the form. The entire registration form area is circled in purple.

Once the information is entered it will be validated. The purpose of the validation process is to assign a security role thereby providing each user with only the needed level of access. Once the validation process is complete the first time user will receive a confirmation email. After receiving the email the user will be able to log into the system and begin to access information and role-specific sections.

***Your browser must be able to accept cookies to successfully complete this process.

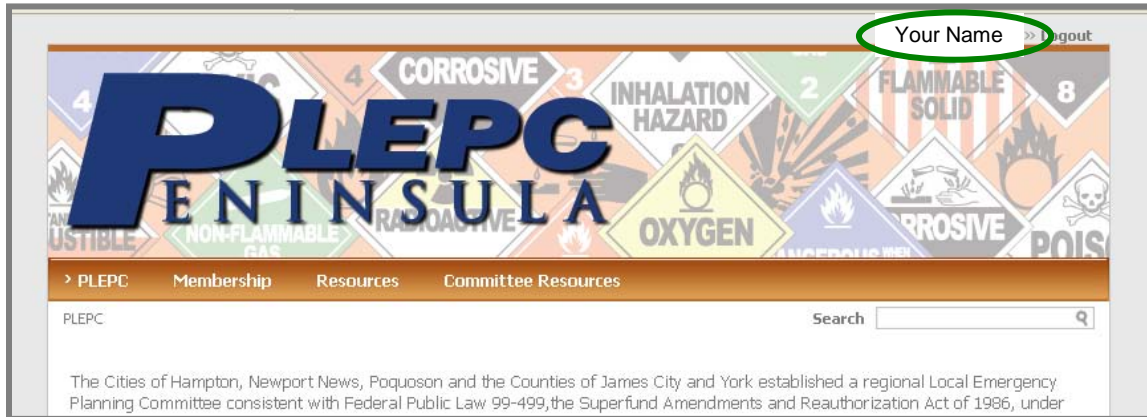
B. Logging in

After your registration has been validated you will receive a confirmation email and will be able to [login](#). To login enter your **User Name** and **Password** that you entered during the registration process. If you forgot your password click on '[Password Reminder](#)' and it will be emailed to you.



C. Changing password or personal information

You may change your password or update personal information by clicking on **your name** at the top right corner of the website after logging in.



This will bring up the registration page with your information. You may edit your information as needed on the page just make sure to click on **update** before you exit the page.

A screenshot of the 'Manage Profile' page on the PLEPC website. The page title is 'Manage Profile'. There are four icons with labels: 'Manage User Credentials', 'Manage Password', 'Manage Profile', and 'Manage Services'. Below these are five input fields: 'User Name' (with the value 'Easterday'), 'First Name', 'Last Name', 'Display Name', and 'Email Address'. Each input field has a red circular icon with a white arrow pointing left. At the bottom of the form, there are two buttons: 'UnRegister' (with a red 'X' icon) and 'Update' (with a blue checkmark icon). The 'Update' button is circled in red. At the bottom of the page, there are links for 'Privacy Statement' and 'Terms Of Use', and a copyright notice: 'Copyright 2006 by My Website'.

***The utmost care has been taken to prevent unauthorized access to your personal information and will not be shared with external agencies without prior authorization.