# COURSE ANNOUNCEMENT

Maryland Emergency Management Agency

If you wish to register for this class: access training calendar online: [http://www.mema.state.md.us/calendar/index.asp](http://www.mema.state.md.us/calendar/index.asp)

<table>
<thead>
<tr>
<th>COURSE TITLES</th>
<th>WebEOC: User, Refresher, Administrator and Board Building Training ~ 2008 &amp; 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE INSTRUCTOR</td>
<td>Andrea Miller – Data Acqsys, Inc.</td>
</tr>
<tr>
<td>COURSE LOCATION</td>
<td>Maryland Emergency Management Agency [MEMA] ~ State Emergency Operations Center [SEOC] 5401 Rue Saint Lo Drive ~ Reisterstown MD ~ 21136</td>
</tr>
</tbody>
</table>

## COURSE DESCRIPTION, OBJECTIVES, TARGET AUDIENCES AND PREREQUISITES

At the conclusion of these classes students will achieve the following objectives:

**Class #1 - WebEOC Refresher Training**

This new Refresher course is for any user who has previously attended WebEOC classes at MEMA or elsewhere. The Refresher course is only 3 hours in length and is designed to provide a review on logging in, standard jurisdiction Status Boards and new procedures. Each Refresher course (like the User courses) has been designed to reflect the current processes and procedures. Course Objectives - in these course students will review logging in, standard MEMA Status Boards, new MEMA procedures and Status Boards along with updated EMMA features.

**Class #2 - WebEOC User Training**:

This entry level class is designed to teach new WebEOC users how to effectively use and operate the application. This class includes a series of interactive lessons and has been expanded to include a short scenario based exercise at the end of the training session.

**Class #3 - WebEOC Administrator Training**:  
This class is designed for WebEOC administrators who have already completed the WebEOC User class. All students will need to have administrative access to their own WebEOC system. The class covers the WebEOC administrative basics such as: how to create users, groups, establish board and access permissions, and general guidance on configuring a WebEOC Implementation.

**Class #4 - WebEOC Board Building Training**:  
This class is designed for WebEOC administrators who have completed The WebEOC User Training Class. Students must have administrative access to their own WebEOC system. Students will learn how to create WebEOC boards using the tools found within the WebEOC. Students will learn how to: create lists, create menus, how to set up Dual Commit and Remote WebEOC Boards.

**CLASSES & DATES:**  

<table>
<thead>
<tr>
<th>CLASS #</th>
<th>TRAINING DATES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 - Refresher Training</td>
<td>Time 9:00 am to 12:00 pm ▪ April 29, 2008 ▪ June 24 (MORNING CLASS) ▪ June 24 (AFTERNOON CLASS - 1:00 PM TO 4:00 PM) ▪ July 22 ▪ August 12 ▪ September 16 ▪ September 30 ▪ October 21 ▪ December 9, 2009 ▪ January 20, 2009 ▪ February 17 ▪ March 17 ▪ March 31 ▪ April 1 ▪ May 6 ▪ June 10</td>
<td>5401 Rue Saint Lo Drive ~ Reisterstown MD</td>
</tr>
<tr>
<td>Class 2 - User Classes</td>
<td>April 1, 2008 ▪ June 3 ▪ July 8 ▪ August 5 ▪ September 9 ▪ October 7 ▪ November 18 ▪ December 2, 2009</td>
<td>5401 Rue Saint Lo Drive ~ Reisterstown MD</td>
</tr>
<tr>
<td>Class 3 - Administrator Training</td>
<td>October 14, 2008 ▪ March 24, 2009</td>
<td>5401 Rue Saint Lo Drive ~ Reisterstown MD</td>
</tr>
<tr>
<td>Class 4 - Board Builder Class</td>
<td>January 27, 2009</td>
<td>5401 Rue Saint Lo Drive ~ Reisterstown MD</td>
</tr>
</tbody>
</table>

**Time Change: Classes 2 thru 4 Times: 9:00 am to 3:00 pm**

HOST AGENCY: Maryland Emergency Management Agency (MEMA)  
Class Location: MEMA (SEOC)  
5401 Rue Saint Lo Drive  
Reisterstown, Maryland 21136  
Register Early – Class Size [30] Participants  
If you have questions ~ Contact: Lauren Holey-Allen, M.A., Ps.A. ~ E-mail: lholley-allen@mema.state.md.us ~ Phone Number: (410) 517-5114 ~ fax 410-517-3610

## CERTIFICATE

None

## COST

No cost, ample parking, lunch provided

*How to Registration*

[http://www.mema.state.md.us/calendar/index.asp](http://www.mema.state.md.us/calendar/index.asp)  
If you wish to register for this class: access training calendar online and complete and fax or e-mail the Training Application ~ Lauren Holey-Allen ~ Fax 410-517-3610 ~ E-mail: lholley-allen@mema.state.md.us