CAHAN User Account Setup

The new California Health Alert Network (CAHAN) is hosted on the Everbridge system. The CAHAN User Portal is **ONLY** for updating your e-mail, phone, and address contact information. There is no longer a CAHAN portal to view alerts or any other messages, files, or detail. The **ONLY** action that can be done on the new CAHAN User Portal is to update your contact information.

The contact methods you enter (phone, e-mail, and text capable smartphones) will be the devices and methods by which you will receive CAHAN alerts.

A. **You will receive an e-mail with subject line “CAHAN Member Portal Registration”:**

![e-mail example]

1) Regardless of how the e-mail is worded, you already have a User Account on CAHAN.
2) Your “registration” is simply to confirm, update, and enter your contact methods.
3) Click on the blue-underlined “link” provided in the middle of the e-mail.
B. Your internet browser will open to the CAHAN “Sign up” window.

Your First name, Last name, and registration e-mail are already displayed.

You will need to create:

1) A Username (recommend your registration e-mail).
2) A password (format is described on screen) and confirm it.
3) Select a security question and provide an answer (recommend all lower-case and one word).

Click on the Button at the bottom of the page when done.
C. The “My Profile” page will display:

Enter appropriate phone numbers and e-mail addresses for the way you want to be contacted. A Work e-mail (already entered) and Main Work Line phone number are required.
1) Work Email  You main Email address
2) Main Work Line  Your main telephone contact
3) Text Work Mobile  Mobile Phone number for text messages (work)
4) Cell Work Mobile  Cell Phone number (work)
5) Work TTY  TDD number – Telecommunication Device for the Deaf (work)
6) Numeric Pager  Pager number / select service provider from drop-down
7) Personal Email  Personal Email
8) Text Personal Mobile  Mobile Phone number for text messages (personal)
9) Cell Personal Mobile  Cell Phone number (personal)
10) Personal/Home TTY  TDD number – Telecommunication Device for the Deaf (home)
11) Home Landline  Home phone
12) Additional TTY  TDD number – Telecommunication Device for the Deaf
13) Satellite Mobile  Not used.

Click the [Save & Continue >] button at the bottom of the page when done.

You must enter at least 3 methods of phone, text, and e-mail contacts or you will see the following error message:

Please enter at least 3 contact path(s)

D. The “My Locations” page will display:
You can enter multiple locations.
Enter a location name, such as “Work” or “Home.”
Enter a complete address with number, street, city, state, and zip code.

Click on

A confirmation map will display with the location selected:

On the left of the map is a list of possible location matches, with the current location on the map listed first. If the location shown on the map is correct, click on the address in the list, then click on:

If the location is not correct, select “None of these look right.” You will see:

- None of these look right
  - Show us - drag the pin to your location
  - Continue anyway - use the address as entered

You can select “Show us – drag the pin to your location”; and then move the pin to the correct location on the map; or select “Continue anyway – use address as entered” to skip this step.

You can enter multiple locations – for work, home, etc. When finished, Click on “Save & Continue.”
E. The next screen that displays is the “My Alert Subscriptions” screen. This feature is not used in CAHAN, so simply click on the “Skip this” button at the bottom.

F. The next screen that displays is the “My Information” screen.

On the Information screen there are several categories of information you may enter. It is not required for you to enter any information, this screen is optional. Grayed out items cannot be changed.

Categories include:

- Subject Matter Expertise
- Local Required Positions (no changes allowed)
- Hospital Required Positions (no changes allowed)
- Languages
- Professional Licenses
- Specialties
- Facility Type

If you enter data, click the “Save & Continue >” button at the bottom of the screen. If no entries are made, click the “Skip this” button to continue.
My Information

Subject Matter Expertise

- Bioterrorism
- Biowatch
- Chemical Analysis
- Chemistry
- CHHS Emergency Planner
- Communicable Disease
- Community Outreach
- Emergency Management
- Emergency Planning
- Environmental Health and Safety
- Environmental Health Investigation
- Epidemiology
- Facilities
- Food and Nutrition
- Hazardous Materials
- Health Physics
- HIPAA
- Human Resources
- Industrial Hygiene
- Infection Control
- Infectious Disease
- Laboratory Chemistry
- Laboratory Microbiology
- Laboratory Radiochemistry
- Licensing and Certification Investigation
- Medical Waste
- Medicine
- Microbiology
- Not Applicable
- Nursing
- Occupational Health
- Occupational Therapy
- Pharmacology
- Public Health Nursing
- Purchasing
- Radiochemistry
- RSS
- Surveying
- Toxicology
Local Required Position

- 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
- MOAAC
- Not Applicable
- Pan Flu Coordinator
- PHIP Coordinator
- Public Health Laboratory Director
- Public Health Nursing Director
- Public Information Officer
- TB Controller

Hospital Required Position

- Hospital Administration
- Hospital Emergency Management Coordinator
- Hospital HAN Coordinator
- Hospital Infection Control Practitioner
- Hospital Safety/Security Officer
- Not Applicable
Languages

- American Sign Language
- Arabic
- Armenian
- Burmese
- Cambodian
- Chinese Shanghainese
- Chinese-Cantonese
- Chinese-Mandarin
- Dutch
- English
- Farsi-Persian-Iranian
- French
- German
- Greek
- Gujrati
- Hebrew
- Hindi
- Hmong
- Hungarian
- Indian
- Italian
- Japanese
- Korean
- Libarian
- Navajo
- Palauan
- Persian
- Polish
- Portuguese
- Punjabi
- Romanian
- Russian
- Serbo-Croatian
- Somali Bantu
- Spanish
- Tagalog
- Tongan
- Turkish
- Vietnamese
Professional Licenses

- Animal Control Officer/Humane Officer
- Certified Emergency Manager
- Certified Hazardous Materials Manager
- Certified Health Physicist
- Certified Industrial Hygienist
- Chaplain
- Clinical Chemist Scientist
- Clinical Laboratory Scientist
- Clinical Microbiologist Scientist
- Clinical Toxicologist Scientist
- Community Emergency Response Team (CERT) Member
- Dentist
- Disaster Service Worker
- Doctor of Osteopathy
- Educator
- Emergency Medical Technician (EMT)
- HAM Radio Operator
- Hazardous Waste Operations and Emergency Response (HAZWOPER)
- Law Enforcement (POST Certification)
- Licensed Clinical Social Worker (LCSW)
- Licensed Vocational Nurse
- Marriage and Family Therapist (MFT)
- Medical Doctor
- Nurse Practitioner
- Paramedic
- Pharmacist
- Physician Assistant
- Professional Engineer
- Professional Geologist
- Psychologist
- Public Health Microbiologist
- Public Health Nurse
- Registered Environmental Health Specialist
- Registered Nurse
- Toxicologist (Board Certified)
- Translator
- Veterinarian
- Veterinary Assistant
Specialties

- Allergy and Immunology
- Anesthesiology
- Biostatistics
- Dermatovenous
- Biotech
- Cardiology
- Chemical Dependency
- Critical Nursing
- Color and Racial Surgery
- Communicable Disease
- Critical Care Nursing
- Dermatology
- Emergency Management
- Emergency Medicine
- Emergency Planning
- Engineering
- Environmental Health and Safety
- Endocrinology
- Food and Nutrition
- General Practice Medicine
- Hazardous Materials
- Health and Safety
- Health Physics
- Hospice
- Industrial Hygiene
- Infectious Disease
- Internal Medicine
- Laboratory Chemistry
- Laboratory Morphology
- Laboratory Radiology
- Medical Genetics
- Neurological Surgery
- Nuclear Medicine
- Obstetrics and Gynecology
- Occupational Health
- Ophthalmology
- Orthopedic Surgery
- Osteopathy
- Oral
- Otolaryngology
- Pathology
- Pediatrics
- Pharmacology
- Physical Medicine and Rehabilitation
- Physical Therapy
- Plastic Surgery
- Preventive Medicine
- Psychiatry
- Psychology
- Public Information Officer
- Radiology
- Regulator
- Risk Assessor
- RSS
- Sanitary Engineering
- School Nursing
- Surgery
- Thoracic Surgery
- Toxicology
- Urology
- Utilities
- Veterinary Medicine
- Volunteer
Facility Type

- Acute Psychiatric Hospital
- Adult Day Health Center
- Alternative Birthing Center
- Ambulatory Surgery Center
- Chemical Dependency/Recovery Hospital
- Chronic Dialysis Center
- Community Care Clinic
- Comprehensive Outpatient Rehabilitation Facility
- Congregate Living Health Facility
- Correctional Treatment Center
- End Stage Renal Dialysis Clinic
- Family Medicine
- Free Clinic
- Intermediate Care Facility
- Other
- Pediatric Day Health and Respite Care
- Physical Medicine and Rehabilitation
- Point of Dispensing/Distribution (POD)
- Primary Care Clinic
- Psychiatric Health Facility
- Psychology Clinic
- Rehabilitation Clinic/Center
- Rural Health Clinic
- Skilled Nursing Facility
- Specialty Clinic
- State Hospital
- Surgical Clinic
G. The last screen is the review screen. It will display all of the data you have entered. If any data is incorrect, there is an Edit hotlink on each information type that will allow you to change the data for that information element.

When you are satisfied that the information is correct, click on the “Finish” button at the bottom.

You are done. Whenever you return to your user profile, you will be presented with a profile review screen that will allow you to select the information element to Edit.
H. To Change or update your User Profile after this, go to:

https://member.everbridge.net/index/892807736722952#/login

Enter your Username and Password. If you have forgotten either, click on the appropriate on-screen link. Once you are logged in you will see the Profile review and edit screen: