

# 24/7 Ebola Lead Quick Reference

## 24/7 Ebola Lead Role Definition:

The 24/7 Ebola Lead is the organization's lead point of contact for EVD preparedness and response activities. This person(s) must be an HCS account holder and be available 24 hours a day, seven days a week.

## 24/7 Ebola Lead Readiness

If you are the organization's 24/7 Ebola Lead ensure your readiness by answering the following questions:

### Do you have an HCS account?

Make sure you have an HCS account and that your password is in good standing.

If you do not have an account and you hold a New York State Driver's license or Non-Driver's ID, you can apply for an account online at:

<https://apps.health.ny.gov/pub/usertop.html>

Follow the instructions in the quick reference guide on the account sign up page.

If you **do not** have a New York State Driver's license or Non-Driver ID contact your HCS Coordinator to obtain an HCS account.

If you have an account but have forgotten your user ID or password, or cannot log in with your credentials, have your New York State Driver's license or Non-Driver's ID available and call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890.

### Am I assigned to the 24/7 Ebola lead role?

Check your role assignment by signing into the HCS and clicking:

#### My Content > See what roles I hold

If you are not assigned as the 24/7 Ebola Lead contact your HCS coordinator to be assigned to the role. If you do not know who your coordinator is sign into the HCS and click:

#### My Content > Look up my coordinators

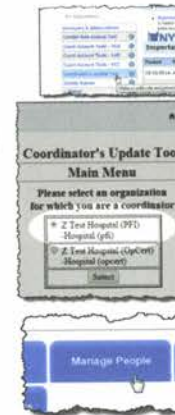
If you cannot sign into the HCS send an email to [hcsoutreach@health.state.ny.us](mailto:hcsoutreach@health.state.ny.us) and include "Who are my coordinators" in the subject line. Be sure to list the name of your organization in the body of your message.

**DO NOT** assign NA or "No Account" records to the 24/7 Ebola Lead role. Persons holding this role must be able to log into the HCS to retrieve sensitive communications.

## To Assign the 24/7 Ebola Lead Role to a Person

Use this procedure when the person to be assigned as 24/7 Ebola Lead appears on your Manage People list. You may assign multiple people to this role.

- Log into the HCS Portal at <https://commerce.health.state.ny.us/>
- Click **Coordinator's Update Tool** under **My Applications** in the left side of the HCS Portal.
- Choose your organization, and click **Select** (if you are coordinator for more than one organization make sure you choose the "PFF" option.)
- Click **Manage People**.
- Click the **name of the person** you want to assign to the 24/7 Ebola Lead Role. If the person you want to assign to the role is not on the list, but you know they have an account, follow the **To Assign a Person to the 24/7 Ebola Lead Role** procedure (right).
- Click **Manage Role Assignments**.
- Check the box next to **24/7 Ebola Lead**.
- Click **Revise Role Assignments** at the bottom of the list of roles.



## Coordinator Support

HCS coordinators are responsible for making role assignments in the HCS Communications Directory and requesting or activating new HCS accounts.

## To Assign a Person to the 24/7 Ebola Lead Role

Use this procedure when the person to be assigned as the 24/7 Ebola Lead does not appear on your Manage People list. You may assign multiple people to this role.

- Log into the HCS Portal at <https://commerce.health.state.ny.us/>
- Click **Coordinator's Update Tool** under **My Applications** in the left side of the HCS Portal.
- Choose your organization, and click **Select** (if you are coordinator for more than one organization make sure you choose the "PFF" option.)
- Click **Manage Role Assignments**.
- Click **Modify** to the right of **24/7 Ebola Lead**. Clicking the role name will open a description of the role.
- Use the search option to find the person. Search is by last name only. Enter the last name and click **Submit**.
- Find the person you want to assign as 24/7 Ebola lead in the list of users and click **their name**. **DO NOT** select NA records.
- Click **Add Role Assignment**.

