

UNIT ADMINISTRATOR ACCESS INSTRUCTIONS

The Maryland Responds Registry is administered and maintained by the Maryland Responds state program, which provides unit administrators with training and technical assistance for utilizing the Registry. In Maryland, management of volunteers through the Registry is a shared responsibility between the state, local and response unit administrators. This state and local coordination provides a unified and systematic mechanism for volunteer coordination and management. There are 4 steps for gaining administrator access within the Maryland Responds Registry.

1. CREATE A “RESPONDER” ACCOUNT IN THE MARYLAND RESPONDS REGISTRY:

- The Maryland Responds Registry requires log-in access. In order to access the system you must have a **“Responder”** account, which can be upgraded to an **“Administrator”** account after completion of the following steps. If you do not have an account, please register at <https://mdresponds.dhmh.maryland.gov/>. Make sure to choose your county when selecting an organization.

2. REVIEW THE MARYLAND RESPONDS REGISTRY ADMINISTRATOR PROTOCOLS:

- New administrators must review the Administrator Protocols in order to learn the basic functions of the system. The Administrator Protocols are included as Appendix 1b in the Maryland Responds Volunteer Management Guide: <http://bit.ly/mdrvmg31>.

3. COMPLETE THE UNIT ADMINISTRATOR ACCESS FORM:

- After reviewing the Administrator Protocols, complete the Maryland Responds Registry Unit Administrator Access Form, which can be accessed online at: <http://bit.ly/mdrUAAccess>.

4. SEND CONFIRMATION EMAIL:

- After completing the Maryland Responds Registry Unit Administrator Access Form, send a confirmation email to stephanie.parsons@maryland.gov. Once received, your account will be upgraded to unit administrator.