



# Wisconsin Emergency Assistance Volunteer Registry

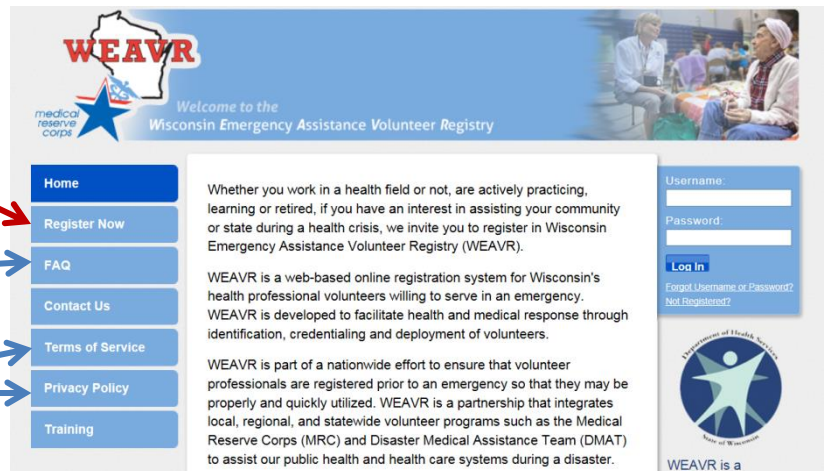
## HOW DO I SIGN UP FOR WEAVR?

1. Go to <https://weavrwi.org>.

Click on the **Register Now** button.

(If you have questions, click on the blue FAQ tab on the left.)

(Review the *Terms of Service* and *Privacy Policy* information.)

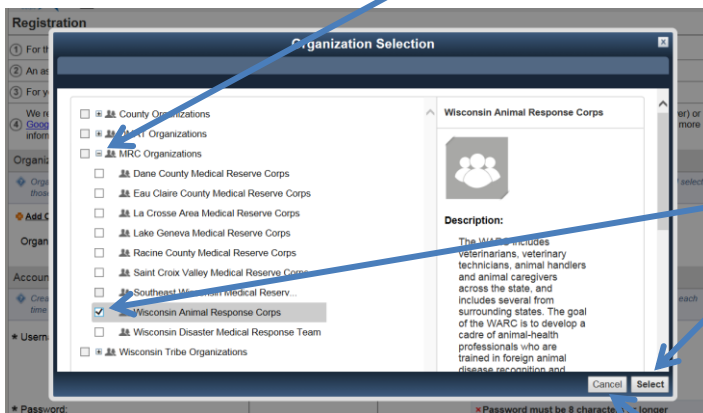
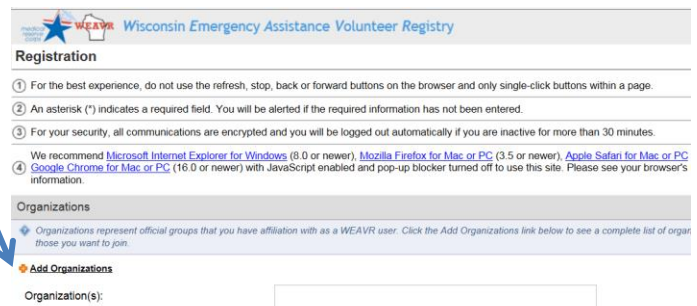


2. Get started by clicking **Add Organizations**.

*(Note: Selecting an organization is optional.)*

*You will be registered as a WEAVR member whether or not you affiliate with an organization.*

To affiliate with an organization (county, DMAT, MRC or Wisconsin tribes), click on the "+" sign.



A list of organizations within a given category will appear. Check the appropriate box for the organization you wish to join.

Then click **Select**.

If you choose not to affiliate with any organization, click **Cancel** to return to the Registration page.



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3. Continue registration in the section titled **Account Information**. Asterisks indicate required fields.

**Organizations**

*Organizations represent official groups that you have affiliation with as a WEAVR user. Click the Add Organizations link below to see a complete list of organizations and select those you want to join.*

**+ Add Organizations**

Organization(s):

**Account Information**

*Creating an account is the first step in the Wisconsin Emergency Assistance Volunteer Registry registration process. You will use your account username and password each time you log into the Wisconsin Emergency Assistance Volunteer Registry.*

\* Username:   
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, ., -, and \_ . Usernames are not case sensitive.

\* Password:

\* Confirm Password:

\* Secret Question:

\* Secret Answer:

**Terms of Service and Privacy Policy**

\* Terms of Service: ☐ By checking this box, I indicate that I agree to the [Terms of Service](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent

**Password Requirements:**

- ✗ Password must be 8 characters or longer
- ✗ Password must contain a number
- ✗ Password must contain a special character
- ✗ Password must contain uppercase letter
- ✗ Confirmation password must match

Enter a username following the guidelines provided. Then enter a password that follows the guidelines provided. Confirm your password by entering it a second time.

Next, select a secret question by clicking the arrow in the drop-down box. Then provide an answer to that question that you will remember. This question and answer will be used to confirm your identity in the event you forget your username or password.

4. Scroll down to read the descriptions for Terms of Service, Information Pledge, and Background Check Authorization. Click in all boxes to agree to all of these required terms.





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**Name and Address**

Prefix:   
Example: Dr., Col., Mr., Mrs., Ms.

\* First Name:

Middle Name:

\* Last Name:

Suffix:   
Example: Jr., Sr., MD, PhD, RN

\* Permanent Address Line 1:

Permanent Address Line 2:

\* City:

\* State:

\* County or Tribe of Residence: ☐ County ☐ Tribe  
If you are a tribal member, a tribal designee, or currently employed by a tribal government, please enter a Tribe of Residence.

\* Zip Code:

\* Work State:

Alternate Address Line 1:

Alternate Address Line 2:

5. In the **Name and Address** section, complete all required fields marked by an asterisk. The other fields are optional but you may want to complete those relevant to you.

**Contact Information**

**Primary Email Address**

Email Address:   
If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

[+ Add Email Address](#)

**Contact Method 1**

\* Contact Method 1:

\* Number to Attempt:

[+ Add Another Contact Method](#)

6. Next, scroll down to the **Contact Information** section. Enter your email address and confirm by entering it again in the second box. If you wish to add an additional email address, click on the link in the lower right corner of the box.

Scroll down to contact method 1. Click on the drop down list to select your preferred method of contact. **This is how you will be contacted in the event of an emergency.** Enter the number to attempt. (If you select SMS/Text Message, you will be provided an additional field that asks for your phone carrier.)





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## 7. Next, enter your **Occupation Information**.

First, choose either Medical/Behavioral Health or Non-Medical to answer the occupation type question.

The screenshot shows the 'Occupation Information' section of the form. The first question, 'What is your occupation type?', has a dropdown menu set to 'Medical/Behavioral Health'. The second question, 'Occupation:', has a dropdown menu set to 'Select'. The third question, 'What is your current professional status for this occupation?', has a dropdown menu open, showing a list of options: 'Licensed/Certified and Active', 'Licensed/Certified and Active Part-Time', 'Licensed/Certified and Inactive for Less than 5 Years', 'Licensed/Certified and Inactive for More than 5 Years', 'Non-Licensed', 'Non-Licensed and Active', 'Non-Licensed and Retired', and 'Non-Licensed and Student'. The 'Registration Feedback' section is partially visible below.

If you choose Medical/Behavioral Health, you will then select your specific occupation or specialty, followed by your current professional status, which will indicate your present levels of licensing and certification.

The screenshot shows the 'Occupation Information' section of the form. The first question, 'What is your occupation type?', has a dropdown menu set to 'Non-Medical'. The second question, 'Occupation:', has a dropdown menu set to 'Select'. The third question, 'What is your current professional status for this occupation?', has a dropdown menu open, showing a list of options: 'Active', 'Inactive', 'Retired', and 'Student'. The 'Registration Feedback' section is partially visible below.

If you choose Non-Medical, you will then select your current occupation. (If your specific occupation is not listed, select "Other.")

Next, select your current professional status from the list provided.

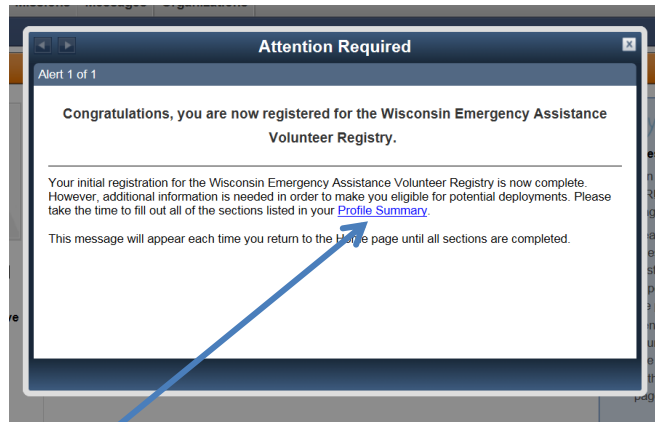
Click on **Next** on the bottom right of the page to finish.

**Note:** If you missed a required field, you will get a message asking you to complete that field before proceeding.



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8. When all sections are completed, you will see a **Congratulations** message.



This message asks you to provide additional information in order to make you eligible for deployment. Click on the Profile Summary link to start.

**Note:** Registration completion will go faster if you gather important information before you begin: professional license information (license number, expiration date, status); social security number; and emergency contact information.

When you arrive at the Profile Summary page, it will show you all the sections where additional information is needed. **Note:** Your summary has a gauge that indicates the percentage of your profile that is complete. Strive to reach 100%.

**Summary** Identity Deployment Pref Contact Occupations Training Skills & Certifications Background Check Settings

**Summary**

33 % Complete

In order to make you eligible for potential deployments, all profile information must be complete. Please take the time to fill out

- Identity** (incomplete - required fields missing)  
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- Deployment Preferences** (incomplete - required fields missing)  
Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.
- Contact** (incomplete - required fields missing)  
Your contact information and emergency contacts for use during a deployment.
- Occupations** (incomplete - must complete occupations)  
Your professional experience.
  - Preparedness Program Specialist** (incomplete - page not visited.)  
Credentials are the formal qualifications you possess and are verified by the system.
- Training** (incomplete - page not visited)  
Your completed training courses.
- Skills and Certifications** (complete)  
Your expertise to be considered for deployment eligibility and your prior deployment history.
- Background Check** (incomplete - required fields missing)  
Your background check may affect deployment eligibility.



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9. To add information to any of the incomplete profile sections, click on the section link. Below is an example of what you will see after clicking on Deployment Preferences.

To edit this (or any other) section, click the Edit Information button. This can be done to add new information or revise existing information.

10. Once you click Edit Information in any section, new questions will appear. Answer as appropriate.

When you're finished with a page, be sure to click on **"Save Changes."**

**Please keep your contact information current.**



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Be sure to keep your WEAVR username and current password in a safe location. If you forget your username or password, there is a link on the WEAVR page just below the Log In button to retrieve a lost username or password.

Password changes are required at 60-day intervals. You will get a message to change your password when this interval has passed. Changing your password is a very quick process.

When your professional license is renewed, remember to use the *Edit Information* button in the Occupations section to change the expiration date. Be sure to save your changes.

**Any Questions?** Contact the Administrator at [dhsweavrmail@wisconsin.gov](mailto:dhsweavrmail@wisconsin.gov) or click on the Contact Us button on the left side of the WEAVR web page: <https://weavrwi.org>

**THANK YOU!**

