

# **Virginia Volunteer Health System (VVHS)**

## ***First Time User Training***

The Virginia Volunteer Health System (VVHS) is a web-based information, alerting and credentialing system, used by local Medical Reserve Corps Coordinators and health districts, for the management of medical and support volunteers who desire to support public health emergencies and daily public health activities in Virginia.

# VVHS First Time User Objectives

- Accessing VVHS
- Log on to VVHS
- Change password
- Change profile information
- Generate alert history report
- Understand / Describe Help
- Sign Out of VVHS

# Step 1: www.vamrc.org

The screenshot shows the Virginia Department of Health (VDH) website. At the top, there is a navigation bar with "Virginia.gov" and "Online Services | Commonwealth Sites | Help | Governor". A search bar for "Search Virginia.gov" is on the right. Below this is the VDH logo with the tagline "Protecting You and Your Environment". A secondary navigation bar includes "Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts".

The left sidebar contains a menu with the following items: "VAMRC Home" (highlighted in red), "About VA MRC", "About Volunteering", "Volunteering FAQ", "Find a VA MRC Unit", "Training & Events Calendar", "Contact Us", "VA Volunteer Health System" (circled in black), "VATRIN", "BECOME A VAMRC VOLUNTEER" (highlighted in red), and "Emergency Preparedness & Response Programs". A black arrow points from the "VA Volunteer Health System" link to the main content area.

The main content area displays the breadcrumb "Home > Virginia Medical Reserve Corps". Below this is the "VIRGINIA medical reserve corps" logo, which features a blue star with a white outline and a red and blue horizontal bar. To the right of the logo is the text "Virginia Medical Reserve Corps".

The section is titled "Volunteers Protecting Virginia's Health". Below the title is a paragraph: "Virginia MRC units are teams of local volunteer medical, public health professionals, and community members who volunteer to contribute their skills, expertise, and time to support ongoing public health initiatives and public health emergencies in localities across Virginia." Below the text is a photograph of a group of people, including several in military-style uniforms, standing in front of a large white building with columns.

# Step 2: Login to VVHS

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

VDH VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts SearchVDH

**VAMRC Home**

- Login
- Register As A New Volunteer
- Finish a Registration I Started Previously
- Forgot Password ?
- Change Password
- Help
- FAQ

**VIRGINIA**  
medical reserve corps

Welcome To The Virginia Volunteer Health System

If you already have a VVHS login and password please [Login](#)

If you are a NEW volunteer please go to [Register As A New Volunteer](#)

**Thank You for Volunteering to Protect Virginia's Health!**

Home | Employment | Contact Us | FOIA Policy | Web Policy | Search

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# Logon Screen

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
Protecting You and Your Environment 

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts Search VDH

**VAMRC Home**

- Login
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- Change Password
- Help
- FAQ

## Sign In

Enter your Single Sign-On user name and password to sign in

User Name

Password

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

# Step 3: Change Password

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov GO

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

Search VDH

<< Home  
Change My Profile  
**Change Password**  
Alerts History  
Change Pin  
Unsubscribe  
Help  
Sign Out

### Change Password

- \* Passwords MUST be a MINIMUM of FIVE characters in length.
- \* Passwords MUST also contain at least ONE NUMERIC character.
- \* Your last THREE previously-used passwords are not permitted.

Enter new password:

Confirm new password:

[HELP](#) [SEUPWD](#)

Home | Employment | Contact Us | FOIA Policy | Web Policy | Search

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# Welcome Screen

The screenshot shows the Virginia Department of Health (VDH) website. At the top left, the logo for Virginia.gov is displayed with the text "Online Services | Commonwealth Sites | Help | Governor". To the right is a search bar for "Search Virginia.gov" with a "GO" button. Below this is the VDH logo with the text "VIRGINIA DEPARTMENT OF HEALTH" and the tagline "Protecting You and Your Environment". A secondary navigation bar contains links for "Home", "VDH Programs", "Find It! A-Z Index", "Newsroom", and "Local Health Districts", followed by a "Search VDH" button. On the left side, a vertical menu lists: "<< Home", "Change My Profile", "Change Password", "Alerts History", "Change Pin", "Unsubscribe", "Help", and "Sign Out". The main content area displays a personalized welcome message: "Welcome back 'SAMUEL ADAMS' to the Virginia Volunteer Health System". At the bottom, a dark grey footer bar contains links for "Home", "Employment", "Contact Us", "FOIA Policy", "Web Policy", and "Search". Below that, a dark blue footer bar contains the copyright notice: "© Copyright 2008 Virginia Department of Health. All rights reserved. WAI Level A Compliant."

# Step 4: Change My Profile

The screenshot shows the Virginia.gov website interface. At the top, there is a navigation bar with 'Virginia.gov' and 'Online Services | Commonwealth Sites | Help | Governor'. A search bar for 'Search Virginia.gov' is on the right. Below this is the Virginia Department of Health (VDH) logo and a secondary navigation bar with 'Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts'. A search bar for 'Search VDH' is also present.

The main content area features a sidebar menu on the left with the following items: '<< Home', 'Change My Profile' (circled in red with an arrow pointing to it), 'Change Password', 'Alerts History', 'Change Pin', 'Unsubscribe', 'Help', and 'Sign Out'. The 'Change My Profile' item is highlighted in purple.

The main content area has a breadcrumb trail: 'Volunteer Details | Credentials | Emergency Contact Details | Deployments | Summary'. Below the breadcrumb is a note: 'Note: Press the SUBMIT button at the bottom of the page to complete the process'. The 'Volunteer Details' section is active, showing a list of fields and their values:

Volunteer Details		Edit
Last Name :	ADAMS	
First Name :	SAMUEL	
Middle Name :		
Suffix :		
Date of Birth :	02/01/1945	
Highest Educational Level :		
User Id :	SADAMS	
Primary Email :		
Secondary Email :		
<b>Mailing Address</b>		
Address Line-1 :	1234 ROAD	
Address Line-2 :		
Zip Code :	22901	
City :	CHARLOTTESVILLE	
State :	VA	
<b>Physical Address</b>		
Address Line-1 :	1234 ROAD	
Address Line-2 :		
Zip Code :	22901	
City :	CHARLOTTESVILLE	
State :	VA	
<b>Employer/Reference Information</b>		

# Step 4: Change My Profile

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
Protecting You and Your Environment

Home | VDH Programs | Find it! A-Z Index | Newsroom | Local Health Districts Search VDH

**Volunteer Details** | Credentials | Emergency Contact Details | Deployments | Summary

<< Home  
Change My Profile  
Change Password  
Alerts History  
Change Pin  
Unsubscribe  
Help  
Sign Out

### Volunteer Details

\* Denotes Required Field

\* Last Name : ADAMS  
\* First Name : SAMUEL  
Middle Name :  
Suffix :  
Date of Birth : 02/01/1945  
Highest Educational Level :  
\* User Id : SADAMS  
Primary Email : DONALD.MOORE@VDH.VIRGINIA.GOV  
Secondary Email :

Mailing Address	Physical Address
*Address Line-1 : 1234 ROAD Address Line-2 : *Zip Code : 22901 *City : CHARLOTTESVILLE *State : VA	<input type="checkbox"/> Same as Mailing Address. Address Line-1 : 1234 ROAD Address Line-2 : Zip Code : 22901 City : CHARLOTTESVILLE State : VA

**Employer/Reference Information**

Current Job Status : RETIRED

# Step 4: Change My Profile

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

VDH VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts Search VDH

<< Home

Change My Profile

Change Password

Alerts History

Change Pin

Unsubscribe

Help

Sign Out

Volunteer Details | **Credentials** | Emergency Contact Details | Deployments | Summary

### Volunteer Details / Credentials

\*Denotes Required Field

	Area code	Phone number	Ext	Phone type	Alert type
* Phone # 1 :	804	8401304		CELLULAR - PRIMARY	BOTH
Phone # 2 :				WORK - PRIMARY	BOTH
Phone # 3 :				HOME - PRIMARY	BOTH
Phone # 4 :				WORK FAX	BOTH
Phone # 5 :				PAGER - PRIMARY	BOTH

\* Primary Occupation : ACCOUNTING/FINANCE Speciality Area :

	Type	License Number	Issuing State	Issuing Org Name	Date Licensed	Lic Exp Date
Credentials # 1 :	DRIVERS LICENSE	5656565	VIRGINIA	DMV	10/08/2008	10/08/2018
Credentials # 2 :	MEDICAL PROFESSIO		VIRGINIA			
Credentials # 3 :	NON-MEDICAL PROFE		VIRGINIA			
Credentials # 4 :	OTHER		VIRGINIA			
Credentials # 5 :	OTHER		VIRGINIA			

# Step 4: Change My Profile

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts Search VDH

<< Home

Change My Profile

Change Password

Alerts History

Change Pin

Unsubscribe

Help

Sign Out

Volunteer Details | Credentials | **Emergency Contact Details** | Deployments | Summary

### Emergency Contact Details

\* Denotes Required Field

Last Name :

First Name :

Relationship :

Primary Phone :   CELLULAR - PRIMARY

Secondary Phone :   CELLULAR - SECONDARY

Address Line-1 :

Address Line-2 :

Zip Code :

City :

State :

#### Volunteer Additional Information

Are you at least 18 years old or have parent's permission to volunteer :

Do you have an unencumbered valid VA Medical License :

Are you medically fit and eligible to work or volunteer in the United States :

Are you licensed to practice/perform in any other state :

If licensed to practice/perform in any other state, select state :

# Step 4: Change My Profile

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts Search VDH

<< Home  
Change My Profile  
Change Password  
Alerts History  
Change Pin  
Unsubscribe  
Help  
Sign Out

Volunteer Details | Credentials | Emergency Contact Details | **Deployments** | Summary

### Deployments

Start Date	End Date	Event Name	Event Description	Other Event	Delete
09/24/2007		CRI Exercise 07			<a href="#">X</a>

[New Deployment](#) [Back](#)

[HELP](#) VLLDEP

Home | Employment | Contact Us | FOIA Policy | Web Policy | Search

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# Step 4: Change My Profile

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

VDH VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts Search VDH

<< Home Volunteer Details Credentials Emergency Contact Details Deployments **Summary**

Change My Profile  
Change Password  
Alerts History  
Change Pin  
Unsubscribe  
Help  
Sign Out

*Note: Press the SUBMIT button at the bottom of the page to complete the process*

**Volunteer Details** Edit

Last Name :	ADAMS
First Name :	SAMUEL
Middle Name :	
Suffix :	
Date of Birth :	02/01/1945
Highest Educational Level :	
User Id :	SADAMS
Primary Email :	
Secondary Email :	
<b>Mailing Address</b>	
Address Line-1 :	1234 ROAD
Address Line-2 :	
Zip Code :	22901
City :	CHARLOTTESVILLE
State :	VA
<b>Physical Address</b>	
Address Line-1 :	1234 ROAD
Address Line-2 :	
Zip Code :	22901
City :	CHARLOTTESVILLE
State :	VA
<b>Employer/Reference Information</b>	

# Step 5: Alert History

The screenshot shows the Virginia Department of Health (VDH) website interface. At the top, there is a navigation bar with the Virginia.gov logo and links for Online Services, Commonwealth Sites, Help, and Governor. A search bar for Virginia.gov is also present. Below this is the VDH logo with the tagline 'Protecting You and Your Environment' and a photo of two women. A secondary navigation bar includes links for Home, VDH Programs, Find It! A-Z Index, Newsroom, and Local Health Districts, along with a search bar for VDH.

The left sidebar contains a list of user options: << Home, Change My Profile, Change Password, Alerts History (circled in red with an arrow pointing to it), Change Pin, Unsubscribe, Help, and Sign Out.

The main content area is titled 'Volunteer Alert History' and includes the instruction 'Enter search criteria for Alerts'. It features two date input fields: 'Begin Date' (empty) and 'End Date' (containing '01/24/2009'). A 'Search' button is located below these fields. At the bottom of the main area, there are links for 'HELP' and 'VOQALT'.

The footer contains a dark bar with links for Home, Employment, Contact Us, FOIA Policy, Web Policy, and Search. Below that is a blue bar with the copyright notice: '© Copyright 2008 Virginia Department of Health. All rights reserved. WAI Level A Compliant.'

# Receiving and Confirming Alerts

- To confirm an alert:
  - Answer phone saying “Hello” and listen to automated greeting.
  - Press any key to continue.
  - IF prompted, enter your 4 digit alerting security code.
  - After entering alerting security code, listen to message.
  - After listening to entire message, press 1 to confirm or press 2 to repeat.
- NOTE: When receiving an alert, the following phone number will appear on your phone display:

**804-541-4620**

# Receiving and Confirming Alerts

- You will be issued a VVHS Alerting wallet size card to keep their information.
- The card contains the following information: User Name, Password, Alerting Security Code, MRC Unit, and Telephone #.

# Step 6: Help

The screenshot displays the Virginia Department of Health (VDH) website interface. At the top, the header includes the text "Virginia.gov" and "Online Services | Commonwealth Sites | Help | Governor". A search bar on the right contains the text "Search Virginia.gov" and a "GO" button. Below the header is the VDH logo with the tagline "Protecting You and Your Environment". A navigation bar lists "Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts".

A vertical sidebar menu on the left contains the following links: "<< Home", "Change My Profile", "Change Password", "Alerts History", "Change Pin", "Unsubscribe", "Help", and "Sign Out". The "Help" link is circled in pink, and a black arrow points to it from the bottom left.

The main content area features a section titled "Contact Information" with the following details: "OIM WebAppsHelp, Virginia Department of Health, 109 Governor Street, Richmond, Virginia 23219, Phone: 804-864-7200, Email: OIM\_WebAppsHelp". Below this is a link: "Link to MRC & Volunteer Contact Information".

At the bottom of the page, a footer contains navigation links: "Home | Employment | Contact Us | FOIA Policy | Web Policy | Search" and a copyright notice: "© Copyright 2008 Virginia Department of Health. All rights reserved. WAI Level A Compliant."

# Step 7: Sign Out

The screenshot shows the Virginia Department of Health (VDH) website interface. At the top, there is a navigation bar with "Virginia.gov" and "Online Services | Commonwealth Sites | Help | Governor". A search bar for "Search Virginia.gov" is located in the top right. Below this is the VDH logo and a secondary navigation bar with "Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts". A search bar for "Search VDH" is also present.

The main content area displays a welcome message: "Welcome back 'SAMUEL ADAMS' to the Virginia Volunteer Health System". On the left side, there is a vertical sidebar menu with the following options: "<< Home", "Change My Profile", "Change Password", "Alerts History", "Change Pin", "Unsubscribe", "Help", and "Sign Out". The "Sign Out" option is circled in black, and a black arrow points to it from below.

At the bottom of the page, there is a footer with navigation links: "Home | Employment | Contact Us | FOIA Policy | Web Policy | Search". Below the footer, a copyright notice reads: "© Copyright 2008 Virginia Department of Health. All rights reserved. WAI Level A Compliant."

# Step 7: Sign Out

The screenshot shows a web interface for 'Single Sign-Off'. At the top left, there is a key icon and the text 'Single Sign-Off'. At the top right, there is a 'Return' button and a help icon. Below the header, the text reads: 'Single Sign-Off' followed by 'You will see a checkmark image next to each application for successful logout. If you see any broken images please close all open browser windows to complete logout.'

Partner Application Name	Logout Status
SNS&VMS - QA	✓

At the bottom left, the copyright notice reads: 'Copyright © 2005, Oracle. All Rights Reserved'. At the bottom right, there is another 'Return' button, which is circled in red and pointed to by a black arrow.

# Return to VVHS Homepage

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
Protecting You and Your Environment 

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

**VAMRC Home**

- Login
- Register As A New Volunteer
- Finish a Registration I Started Previously
- Forgot Password ?
- Change Password
- Help
- FAQ

**VIRGINIA**  
*medical reserve corps* 

**Welcome To The Virginia Volunteer Health System**

If you already have a VVHS login and password please [Login](#)

If you are a NEW volunteer please go to [Register As A New Volunteer](#)

***Thank You for Volunteering to Protect Virginia's Health!***

Home | Employment | Contact Us | FOIA Policy | Web Policy | Search

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# Who has access to my information?

- Local health district staff (MRC Coordinator and Emergency Planner) and the State Volunteer Coordinator
- Your information will only be provided to your local MRC unit or health district.
- Your permission will be required if there is a need to provide your information to any other organizations.