

How to Register and set up an individual account on your organizations ODISS system.



Left Click Your Mouse to Advance Slides, Right click to back up one or press ESC to exit presentation.

4/25/2016

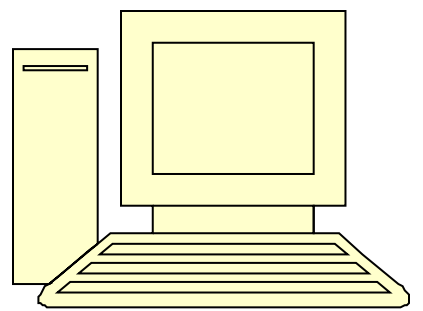
ODISS Access Examples



ODISS Servers are housed in secure U.S. facilities that can be accessed from any computer, smartphone, etc. with a current browser via a secure web connection, 24/7.



Home



Work

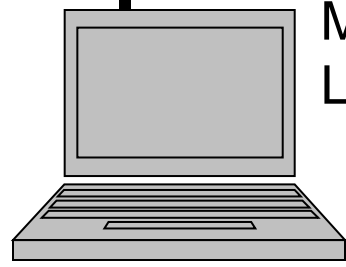


WEB

**SmartPhones
iPhones, etc.**



**Mobile
Laptops**



**Vehicle
Mobile
Data
Computers**

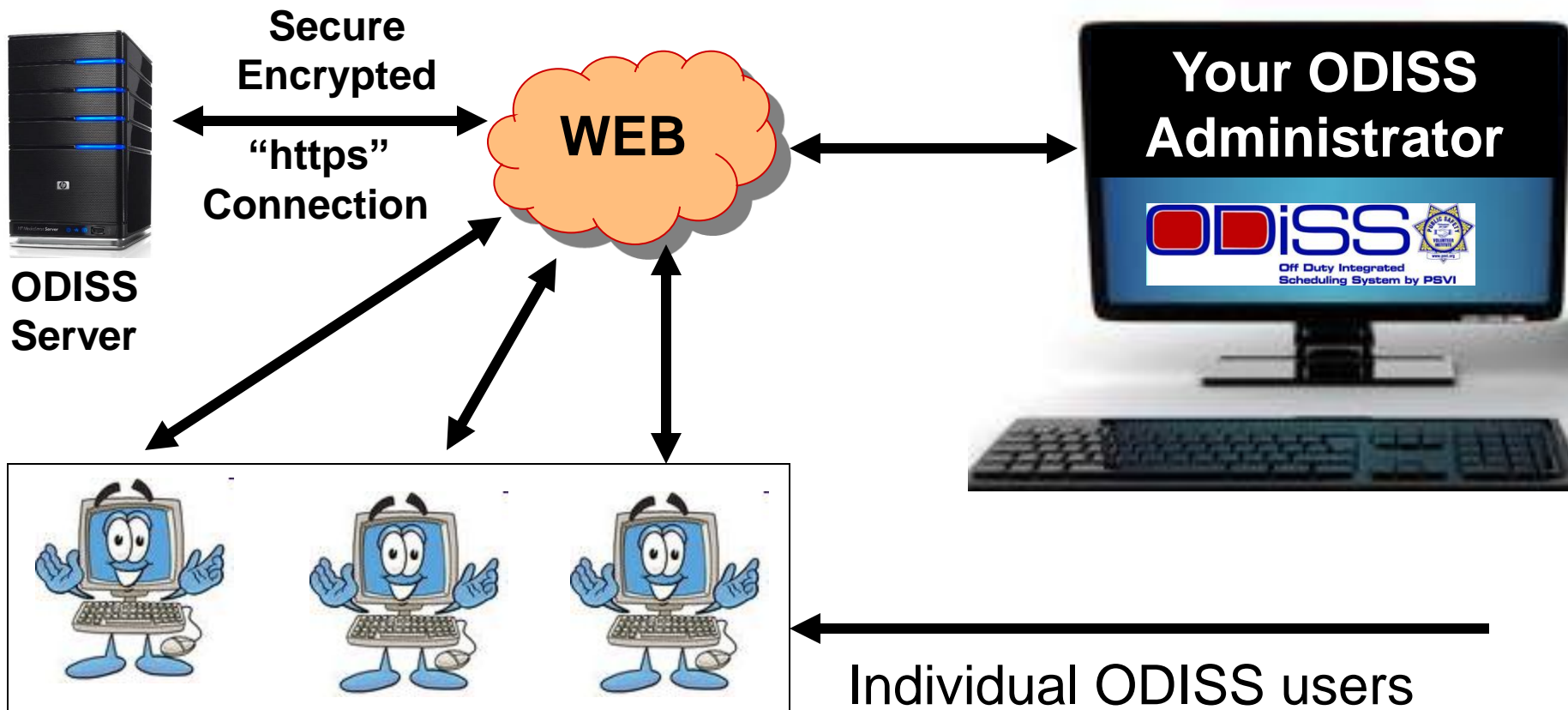


**Secure SSL
Encrypted
Connection**

Limited access on some handheld devices with such as older style Blackberry's with very small screens.

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

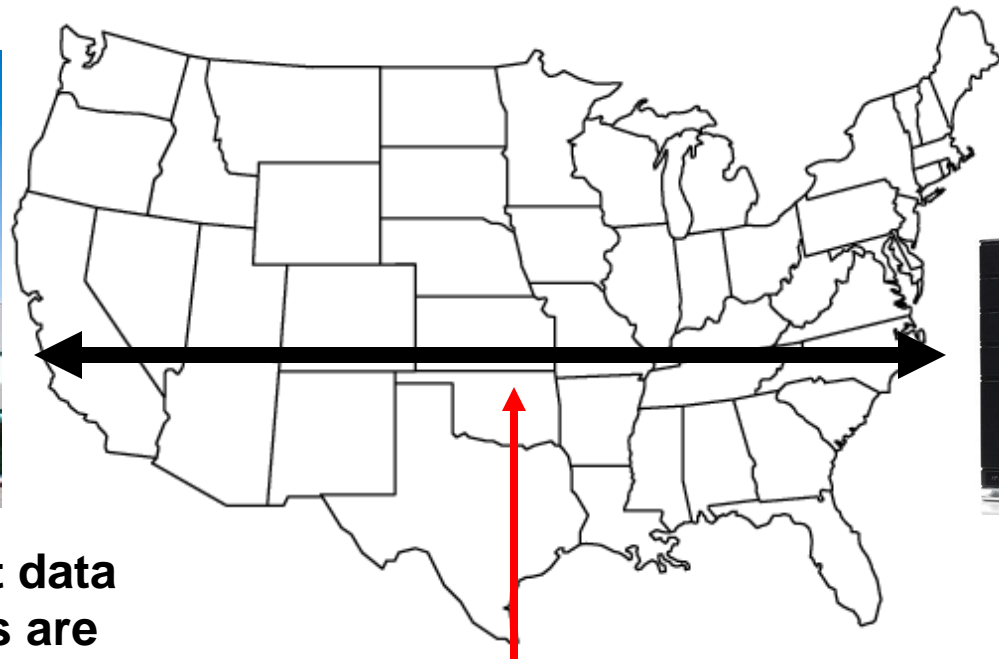
ODISS operates in a “Cloud” environment as a SaaS, “Software as a Service”, solution. This means your ODISS software runs on our secure servers in the U.S. with all program updates automatically added, you don’t need to do any updating, it’s done for you.



How to Register and Set Up an Account on ODISS

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

ODISS Servers are housed in Secure, Redundant Data Centers staffed 24 hours a day, 7 days a week, with highly skilled network technicians in Los Angeles and Virginia connected with high speed fiber connections that provide automated daily back up's to protect and secure your data.



Pictured Above: West Coast data center where ODISS Servers are housed with triple redundant electrical and fire suppression systems to protect your data!

Direct Fiber Optic connection to east coast data center for daily automated back up's and disaster recovery if needed.

How to Register and Set Up an Account on ODISS

**The following slides
provide detailed
instructions on how to
Register on your agency's
ODISS system to set up
your individual account.**

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

Each ODISS client agency has their own unique URL, aka, web address to access its main login page, see below example.

<https://xxx.myodiss2.com>

To access your ODISS login page, enter the web address given to you by your agency into the address bar on your computer's browser.

Next click the link labeled **“Click Here To Register”**. Before doing so, you may first want to “bookmark” this page for when you return to access your new ODISS account.

Off Duty Integrated Scheduling System

Username:
[input field]

Password:
[input field]

Login

FORGOT YOUR PASSWORD?

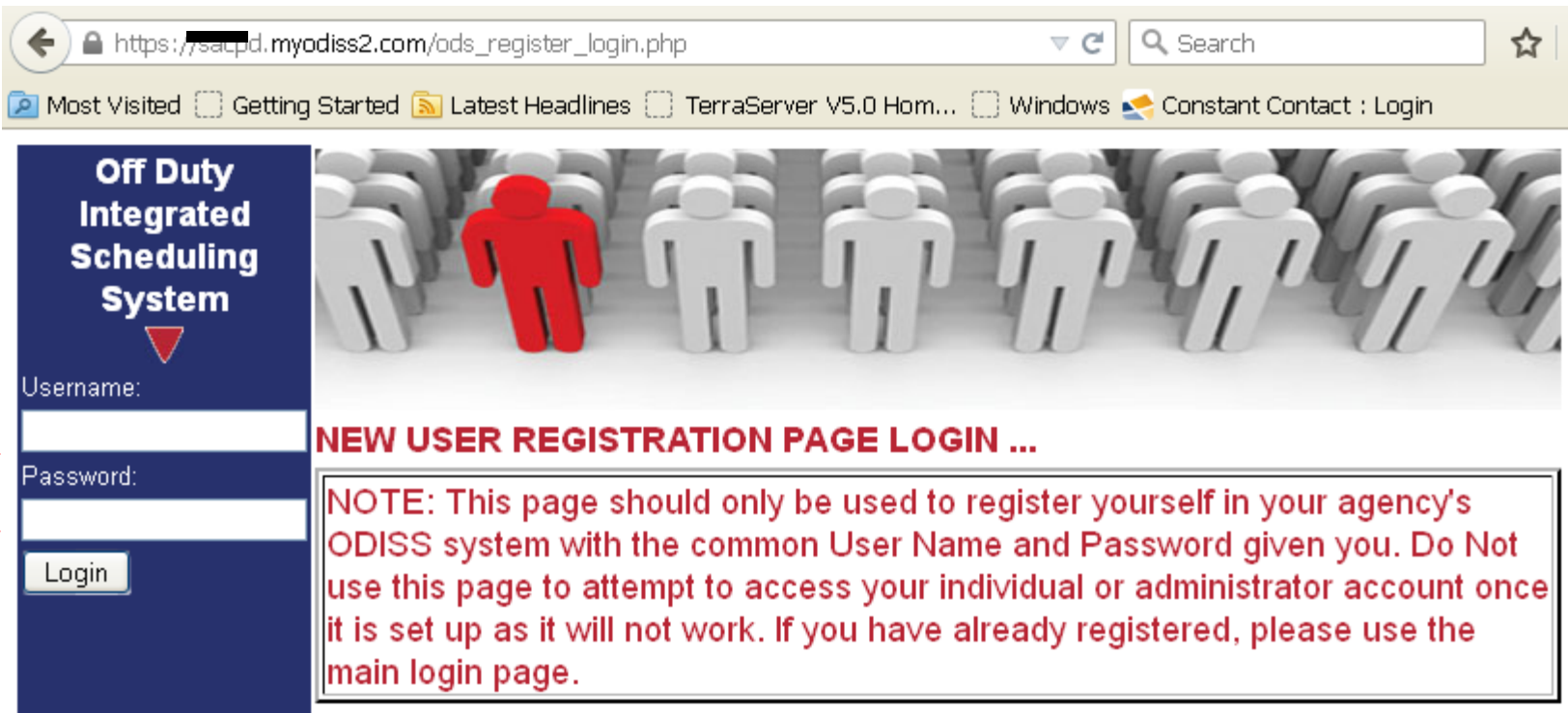
FIRST TIME USERS CLICK HERE TO REGISTER

WELCOME TO ODISS ...
for (your organization's name will appear here)

PUBLIC SAFETY SOFTWARE GROUP
SaaS Based Cloud Solutions

How to Register and Set Up an Account on ODISS

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com



Off Duty Integrated Scheduling System

Username:

Password:

Login

NEW USER REGISTRATION PAGE LOGIN ...

NOTE: This page should only be used to register yourself in your agency's ODISS system with the common User Name and Password given you. Do Not use this page to attempt to access your individual or administrator account once it is set up as it will not work. If you have already registered, please use the main login page.

When this screen appears enter the username and password provided to you by your ODISS admin to access the actual registration page. Also please be sure that you are on the correct page, as shown above with the words “**NEW USER REGISTRATION PAGE LOGIN**” and Not the main login page you saw on the previous slide. This is the only time you will use this login information as you’ll create your own user name and password when registering. If you forget your login information in the future, please do Not create a new account, instead use the “FORGOT YOUR PASSWORD? Link on the main login page.

How to Register and Set Up an Account on ODISS


To begin the process of registering with your agency and setting up your own ODISS account, start at the top of the page and work your way down. Please note, all boxes with the asterisk in red * must be filled in otherwise you will get an error message when you finish. Please Do Not use all uppercase letters.

The information you're providing is for use by your agency only and is treated as confidential by them.


Not every agency requires the same amount of information so please check to see what fields they require you to fill in remembering * are required.

New User Registration Page Welcome to ODISS the Off Duty Integrated Scheduling System!

Enter your Name and Address Information

 * First Name:

Middle Name:

 * Last Name:

Maiden Name or Former Name (if applicable):

Nickname (Optional):

Address:

City:

State:

Zip:

Enter your Mailing Address Information - If different from above

Mailing Address (if different from above):

City:

State:

Zip:

HELPFUL TIP: Before you start entering information on this page, first scroll down and view all required data to complete the process. If you don't have it all now, then exit and come back when you do!

How to Register and Set Up an Account on ODISS

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

ODISS is used by your agency to announce and schedule paid extra duty events. When setting up the event, your coordinator has the option to request the ODISS software program send out automated messages to everyone in the selected group(s) notifying them of the event. Typically e-mail and text messages are sent within one minute. You do Not have to have an e-mail account(s) to use ODISS however other than viewing your ODISS calendar on a regular basis, this is the only other way you could be informed of newly posted events if they are sent by e-mail as well.

Enter your Email Address Information

Email Address 1:

Email Address 2 (if applicable):

Email Address 3 (if applicable):

Enter your Phone Numbers

Home Phone:

Work Phone:

Cell Phone:

Enter your Personal Information

To deselect a selection in any of the dropdown menus, hold down the control key and click.

Gender: Male Female

Ethnicity:

Languages (other than English) Spoken:

HELPFUL TIP: Every cell phone has an e-mail and text address assigned to it. If you'd like to receive text notifications of any upcoming events that are sent this way as well as posted on your calendar and don't know your cell phone text address, you can use: www.freecarrierlookup.com to find yours which you may then enter into one of the three available e-mail address slots in ODISS as seen above.

How to Register and Set Up an Account on ODISS

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A key ODISS feature is the “**Smart Groups**” which allows multiple units, groups, etc., to operate under one ODISS system as their own unique unit without seeing other units’ data.

Please select the group or groups that you belong to within your agency. Remember, the information you see here is only an example, the information, titles, names, etc. on your agency’s page may be different.

Your “Hire Date” is the date you joined your agency. Please be accurate as your agency *may* use this in the selection of paid job assignments and may audit the dates to ensure accuracy.

Enter Information Related to this Program

Hire Date: Month: Day: Year:

* Group (to select more than one, hold down the CONTROL key):

Select your current Rank:

Badge or ID Number (if applicable):

Employee Number (if applicable):

Enter your Emergency Contact Information

Emergency Contact: Name:

Emergency Contact Address:

Emergency Contact City:

Emergency Contact State:

Emergency Contact Zip:

Emergency Contact Phone:

Emergency Contact's Relationship to you:

How to Register and Set Up an Account on ODISS

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You're almost done! Now you need to select the username and password you want to use to access your own individual ODISS account once you exit the registration process. Please note, your username and password Must be entered exactly the way you enter it here. The ODISS login is case sensitive, if you enter an uppercase letter, you must enter it the same way!

Select your User Name and Password to u

*User Name:

*Password:

*Confirm Password:

*Please answer one of the questions below. If you ever forget your password, it

Please note: only answer one of the following 3 questions

What is your mother's maiden name?:

What is your father's middle name?:

What are the last 4 digits of your Social Security Number?:

HELPFUL TIP: Before you exit the registration page, you may want to first write down the username, password and challenge question answers you entered first in case you forget.

IMPORTANT NOTES: If you forget your username, contact your agency ODISS administrator, they have access to that for you. If you forget your password, you must reset it using the "Forgot Your Password?" link on your agency's ODISS login page. All passwords are encrypted for your security, No One can see them. If forgotten the only way to access your individual account is to reset your password. **DO NOT** set up another ODISS account if you forget your login information, if you need help please ask.

How to Register and Set Up an Account on ODISS

Another unique feature of the “Intelligent Registration” system is the ability for each ODISS client agency to develop their own “**Self Defined**” questions. This feature will allow your agency to have on hand and search on virtually any data they feel is important or beneficial to your agency as needed regarding your skills, etc.

Please note, your agency may have no questions in this section.

Once you’ve completed this form then simply click the “Register” button at the bottom and you’re done. Welcome to ODISS !!

To access your new individual ODISS account, enter the username and password you selected on the main login page you first viewed ODISS on.

Please note: only answer one of the following 3 questions.

What is your mother's maiden name?:

What is your father's middle name?:

What are the last 4 digits of your Social Security Number?:

Other

Do You Have Any of the Following Qualifications:

Are you available on holidays?: Yes No

Do you live in our city?: Yes No

Do you live in our county?: Yes No

Do you work any secondary employment outside of our agency?: Yes No

If you've ever been restricted from secondary employment, list the date(s) and reason::

To submit this information, click on the “Regi

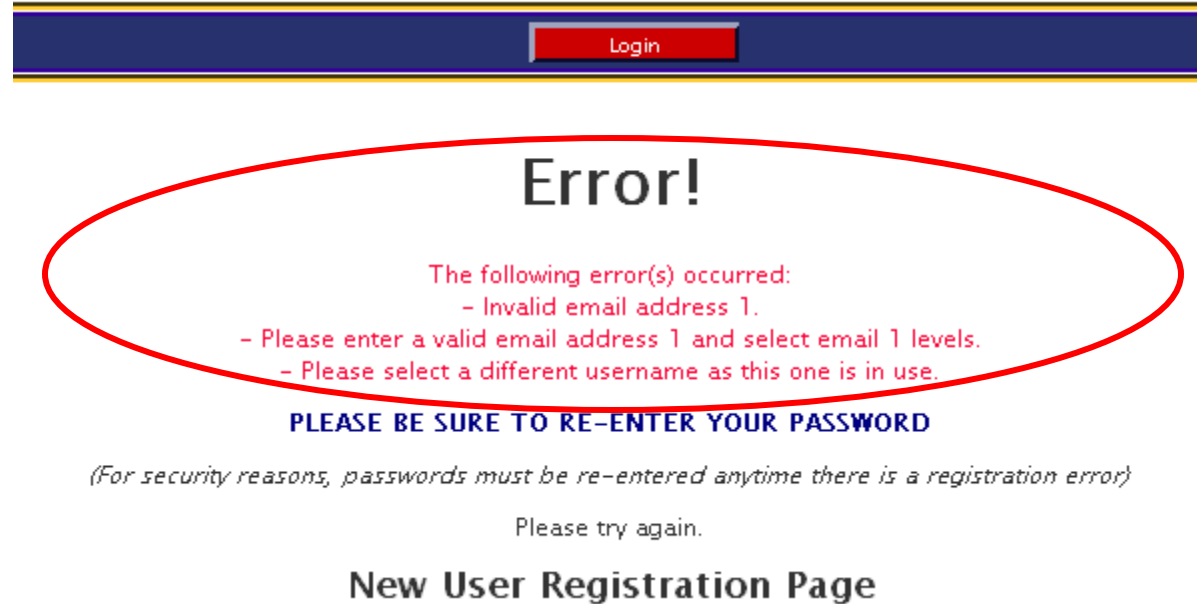
For help, please email help@myodiss.com

Send suggestions to info@myoddis.com

For www

Oops! If after clicking “Register” you get a page that looks like this with the word “Error!” at the top, don’t worry, it just means you either forgot to enter information that was required as marked by a red * or the information you entered was not in a valid format such as less than 10 digits for your phone number(s), etc.

The red letters below the word “Error” will tell you what needs to be corrected. Scroll down to the area that needs correcting and fix it, **reenter the password you selected** and click the “Register” button again and you should be done. If not, reread the error message again to find out what needs fixing.



The screenshot shows the top of the ODISS website with a blue navigation bar containing a red "Login" button. Below the navigation bar is a large red oval containing the word "Error!" in bold black text. Underneath "Error!" is the text "The following error(s) occurred:" followed by two red error messages: "- Invalid email address 1." and "- Please enter a valid email address 1 and select email 1 levels." Below these is another red message: "- Please select a different username as this one is in use." Underneath the error messages is the text "PLEASE BE SURE TO RE-ENTER YOUR PASSWORD" in blue, followed by the italicized text "(For security reasons, passwords must be re-entered anytime there is a registration error)". At the bottom of the error message area is the text "Please try again." Below the error message area is the text "New User Registration Page" in bold black text.

Login

Error!

The following error(s) occurred:

- Invalid email address 1.
- Please enter a valid email address 1 and select email 1 levels.
- Please select a different username as this one is in use.

PLEASE BE SURE TO RE-ENTER YOUR PASSWORD

(For security reasons, passwords must be re-entered anytime there is a registration error)

Please try again.

New User Registration Page

Login

Thank you!

You are now registered. To enter the system, please click on the Login link!

if you see this page then you're done and ready to begin using your ODISS account. Just click the red button labeled "Login" and you'll return to your main ODISS login page. Enter the username and password that you selected (and wrote down in case you forgot, right?) and you'll see your new individual ODISS account main page where you can view upcoming events and more information.

IMPORTANT NOTE: ODISS was developed as a "responsive" HTML design which simply means, it will automatically size correctly to the device you are viewing it on. For most desktops and laptops it will be in a "natural" full screen mode, viewing it on a smaller device screen such as an iPhone, Smartphone, etc. and the window will auto size to better fit your screen. There is NO need for an "ODISS App", the software program is the app so feel free to view ODISS on all your devices !

If you have any suggestions or comments regarding the ODISS registration process or any part of ODISS, we welcome your feedback. I promise you we read each and every e-mail we get and will respond back to you to let you know we did. Feel free to send us your comments at: info@myodiss.com. We also invite you to visit our ODISS product web site at www.myodiss.com to learn more about this system, thank you!

How to Register and Set Up an Account on ODISS

Good Job, You're Done!

Thank you for taking the time to learn how to register on and set up your new ODISS account.

If you need help, please contact your agency ODISS administrator first, this is probably the person who coordinates your paid special events, before contacting us as the issue you're having may be a simple one. If you do contact us, please give us your name, agency, and as many details as possible of the problem so we can understand it and help you. Please forward any help request to: help@myodiss.com and we'll respond quickly, usually in the same day. Thank you again!