



Upper Merrimack Valley Medical Reserve Corps
 c/o Westford Health Department
 55 Main Street
 Westford, MA 01886

Director: Rae Dick Phone: (978)399-2553
Coordinator: Nancy Burns Phone: (978)399-2549
Primary MRC E-Mail: nburns@westfordma.gov

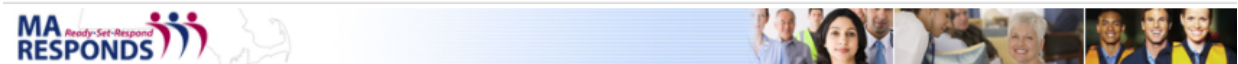
CREATING YOUR PROFILE FOR MA RESPONDS

MA Responds is administered by the Massachusetts Department of Public Health. The system represents a partnership that integrates local, regional, and statewide volunteer resources to identify, credential, train, and mobilize volunteers during a health-related emergency or event.

1. Visit www.maresponds.org and click on the blue **"Register Now"** button.



2. To select **Upper Merrimack Valley MRC**, click the link: **"Select Organizations"**.



- ① For the best experience, do not use the refresh, stop, back or forward buttons on the browser and only single-click buttons within a page.
- ② An asterisk (*) indicates a required field. You will be alerted if the required information has not been entered.
- ③ For your security, all communications are encrypted and you will be logged out automatically if you are inactive for more than 60 minutes.

④ We recommend the latest version of [Microsoft Internet Explorer for Windows](#), [Mozilla Firefox for Mac or PC](#), [Apple Safari for Mac or PC](#) or [Google Chrome for Mac or PC](#) with JavaScript enabled and pop-up blocker turned off to use this site. Please see your browser's help file for more information.

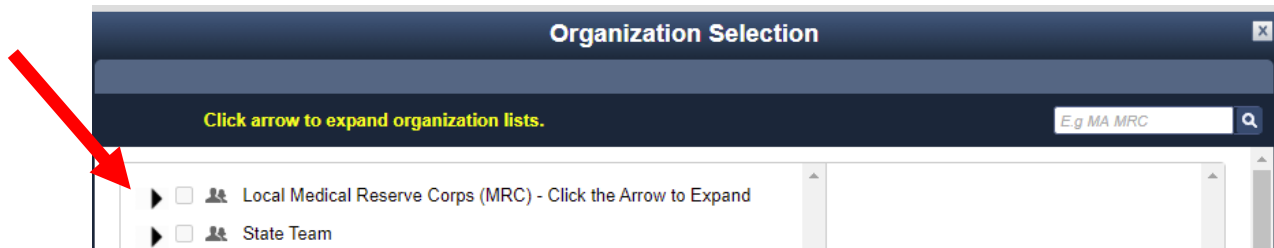
Organizations

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

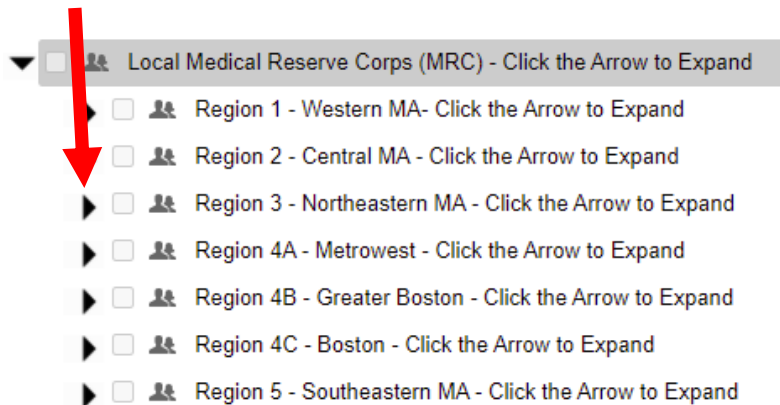
+ **Select Organizations**

* Organization(s):

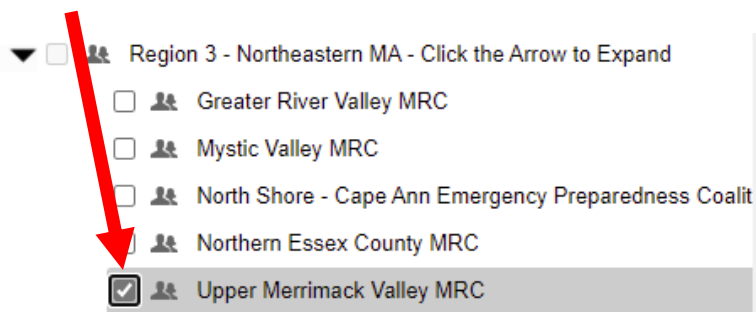
3. Click the "▶" symbol next to: "Local Medical Reserve Corps (MRC)" to expand the dropdown menu.



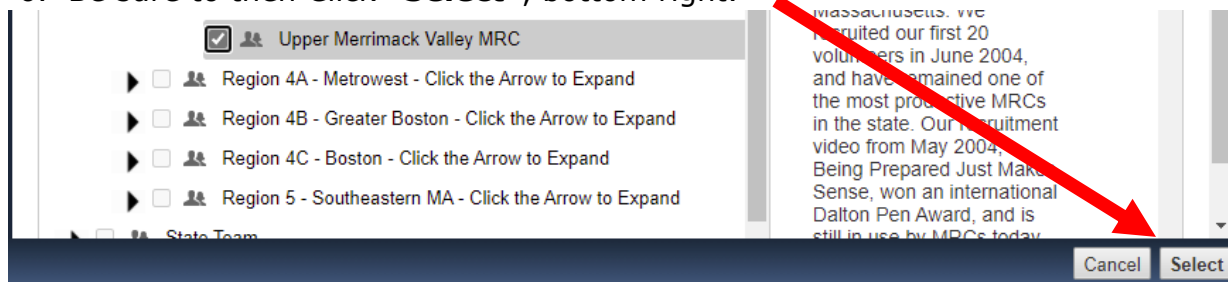
4. Click the "▶" symbol *again* next to: "Region 3 – Northeastern MA".




5. Click in the box next to "Upper Merrimack Valley MRC".



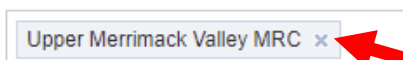
6. Be sure to then Click "Select", bottom right.



Upper Merrimack Valley should now be displayed:

 [Select Organizations](#)

* Organization(s):



(If you happen to select the wrong Unit, just Click on the "X" next to the Unit Name. It will be deleted, and you can start over.)

7. Continue on to the next Sections:

- creating a Username and Password,
 - **Passwords are Case Sensitive, Usernames are not.**
 - **Usernames are unique and cannot be the same as the Password.**
 - **Follow the guidelines to create the Password.**
 - **If you ever forget your credentials, just use the link on the MA Responds homepage to retrieve this information and/or have your Password re-set.**
- agreeing to the Terms of Service, Information Pledge, and Background Check Consent,
- entering your Identity, and Contact Information, etc.
 - **NO P. O. Boxes**, you may list that under Alternate Address.
 - Required fields are denoted with an asterisk "*".
 - ***The required six(6) digits of your Social Security Number will become encrypted for security purposes once the registration process is complete. They will display, however, on the CORI Form when printed.***

8. Contact Information:

At least one(1) method of Contact MUST be "SMS/Text Msg" in order to receive Text Messages.

To ADD additional Contact Methods, click on the link to the bottom right. You can ADD as many as you like, e.g., Home landline, Work, etc.

The Mobile line needs to be added separately from SMS/Text Msg even though it is the same number.

9. Once you have entered all registration information, Click "**Next**" (bottom right), to create your Account.

10. Registrants must give authorization to proceed with a Nationwide Sex Offender Search.

- Click: **Accept** in this pop-up field box. This authorizes running the check.
- If you click "Decline", a check cannot be performed and will restrict volunteer participation in MA Responds deployments.
- The HOME Page offers more information about Sex Offender Searches and Criminal Offender Record Information (CORI) checks by clicking on the menu link:

[Criminal Rec. Checks](#)

Once you have completed your registration, continue to complete as best you can the remainder of "My Profile" Fields: The required three (3) fields are outlined below.

Home My Profile Missions Messages Organizations Responders

Summary Identity Deployment Prefs Contact Occupations Training

Summary

100 % Complete

- ✔ [Identity \(complete\)](#)
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- ✔ [Deployment Preferences \(complete\)](#)
Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.
- ✔ [Contact \(complete\)](#)
Your contact information and emergency contacts for use during a deployment.
- ✔ [Occupations \(complete\)](#)
Your professional experience.
 - ✔ [Registered Nurse \(complete\)](#)
Credentials are the formal qualifications you possess and are verified by the system.
- ✔ [Training \(complete\)](#)
Your completed training courses.
- ✔ [Skills and Certifications \(complete\)](#)
Your expertise to be considered for deployment eligibility and prior deployment history.
- ✔ [Background Check \(complete\)](#)
Your background check may affect deployment eligibility.

1. Contact Information:


- If you did not add ALL desired Contact Information on initial registration, you can do so here.
- To ADD additional Contact Methods, click on the link to the bottom right. You can ADD as many as you like, e.g., Home landline, Work, etc. The Mobile line needs to be added *separately* from SMS/Text Msg even though it is the same number.

Contact Method 4 ↑ ×

* Contact Method 4:


* Number to Attempt 4: x

[+ Add Another Contact Method](#)



* Be sure to also complete the **Emergency Contact Information** in this Section !!!

Emergency Contact

 The individuals to contact in the event of a personal emergency during deployment.

2. Occupations:

If you hold a professional health care provider credential – such as nursing, EMT, physician, pharmacy, other - please be sure to complete your license information as well. Enter the information EXACTLY as it appears on your license. (Include any letters that preface numbers, such as RN for a Registered Nurse.) This verification check is an automatic interface with the State's Boards of Registration.

3. Background Check:

In the SUMMARY sub menu go to *BACKGROUND CHECK*.

- Click on the *VIEW DETAILS* link on the CORI Line.

Check Type	Check Status	Last Updated	
CORI	Unknown		View Details
VSOS	Ready to Submit	04/17/2021	View Details

This will open a page that will allow you to manage the CORI Form.

- Click on *EDIT BACKGROUND CHECK FORM* link at the bottom, below the blue field box.

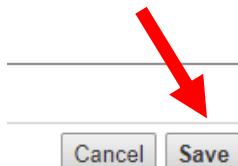


?
*CORIs cannot be accepted without photo ID verification.
(1) Fill in any missing information on your MA Responds CORI
(2) Click on "Open Pre-Populated CORI Acknowledgement Form"
(3) **Have your photo identification verified** and CORI Acknowledgement Form as your only organization please have your photo
(4) Sign the form before returning.
(5) Return your MA Responds CORI Acknowledgement Form

Open Pre-Populated CORI Form Open Empty CORI Form

 [Edit Background Check Form](#)

- Enter and/or complete any missing information in the fields that are marked with an asterisk "*".
- Additional information is optional.
- Click **SAVE** at the bottom of the page.



- If you are accessing the convenience of a **pre-populated Form**:
 - Click in the smaller field box labeled *OPEN PRE-POPULATED CORI FORM*.



 [Edit Background Check Form](#)

- This will bring up a PDF file.
 - Open the file and PRINT.
 - Fill in any required information that did not populate.
 - Organization is: **MA Responds**, the Volunteer Unit is: **Upper Merrimack Valley**.
- If instead you are using the **Blank Form** we attached to the e-mail message:
 - Complete the information marked with an asterisk "*".
 - Additional information is optional.
 - Organization is: **MA Responds**, the Volunteer Unit is: **Upper Merrimack Valley**.

The CORI Form must be notarized, or verified by a Unit Coordinator/Administrator, and mailed to the Office of Preparedness and Emergency Management in the MA Department of Public Health at the address shown below.

MA Department of Public Health
OPEM
67 Forest Street, Suite 100
Marlboro, MA 01752

- * Acronym allowed for the **Office of Preparedness and Emergency Management**.
- * If getting your Form notarized: **DO NOT SIGN YOUR FORM UNTIL IN THE PRESENCE OF A NOTARY PUBLIC !**

Note: You will receive an automatic no-reply e-mail message from MA Responds once the registration is finished. It will acknowledge your registration and repeat the guidelines above to complete and submit your CORI Form *directly* to MA Responds. **If you need assistance with the process, or prefer to have your Form verified by the Upper Merrimack Valley MRC, please don't hesitate to reach out.**

Nancy Burns Ph: 978-399-2549 E-Mail: nburns@westfordma.gov