GeoPlatform Account Request Tool User Guide
FOR ADMINISTRATORS

November 2019

The [GeoPlatform Account Request Tool] is a web-based tool used to rapidly provision of EPA GeoPlatform user accounts during emergency response events. Administrators are responsible for configuring the tool for new responses and new Field Team Coordinators.

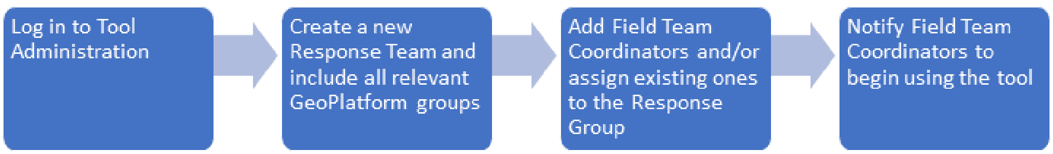

Figure 1. Administrative workflow to set up a new response

Starting a New Response Team

A **Response Team** is comprised of a list of GeoPlatform groups used during a given response and a list of corresponding Field Team Coordinators.

Field Team Coordinators assigned to a Response Team can approve account requests and assign accounts to the specific GeoPlatform groups associated with their Response Team(s).

To configure a new Response Team, log in to the **Tool Administration** using the **Login Using EPA GeoPlatform Option**: https://request.ercloud.org/api/admin/

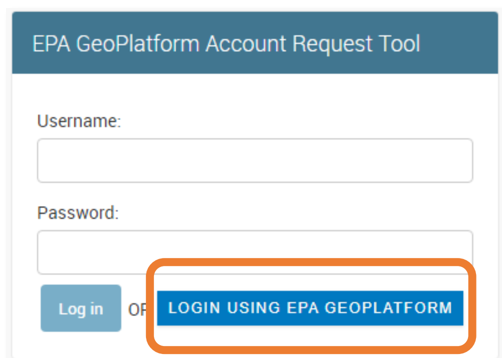

Figure 2. Log in using your EPA GeoPlatform account

From the Tool Administration page, select **Groups** in the Authentication and Authorization section (*right*).

Then, use the ADD GROUP + button in the upper-right hand side of the page to configure a new Response Team.

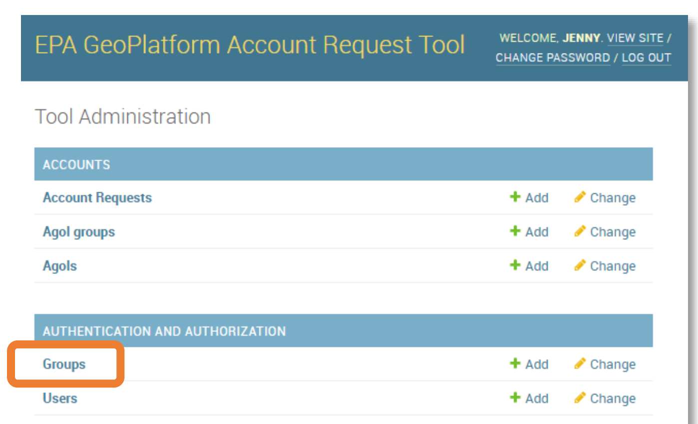

Figure 3. Navigate to the Groups page to get started

Add a Response Team (Group)

1. In the Add group form, provide a meaningful **Name** for the Response Team.
2. In the **Permissions** section, select the 3 permissions identified to the right:
   (a) Can add Account Request
   (b) Can change Account Request
   (c) Can view Account Request
3. Select all applicable GeoPlatform groups from the **Assignable groups** section. Every Field Team Coordinator assigned to the response will be able to add users to these groups. Hold down the 'Control' key (Windows) or 'Command' key (Mac) to select more than one group.
4. Click **Save** to create the Response Team.

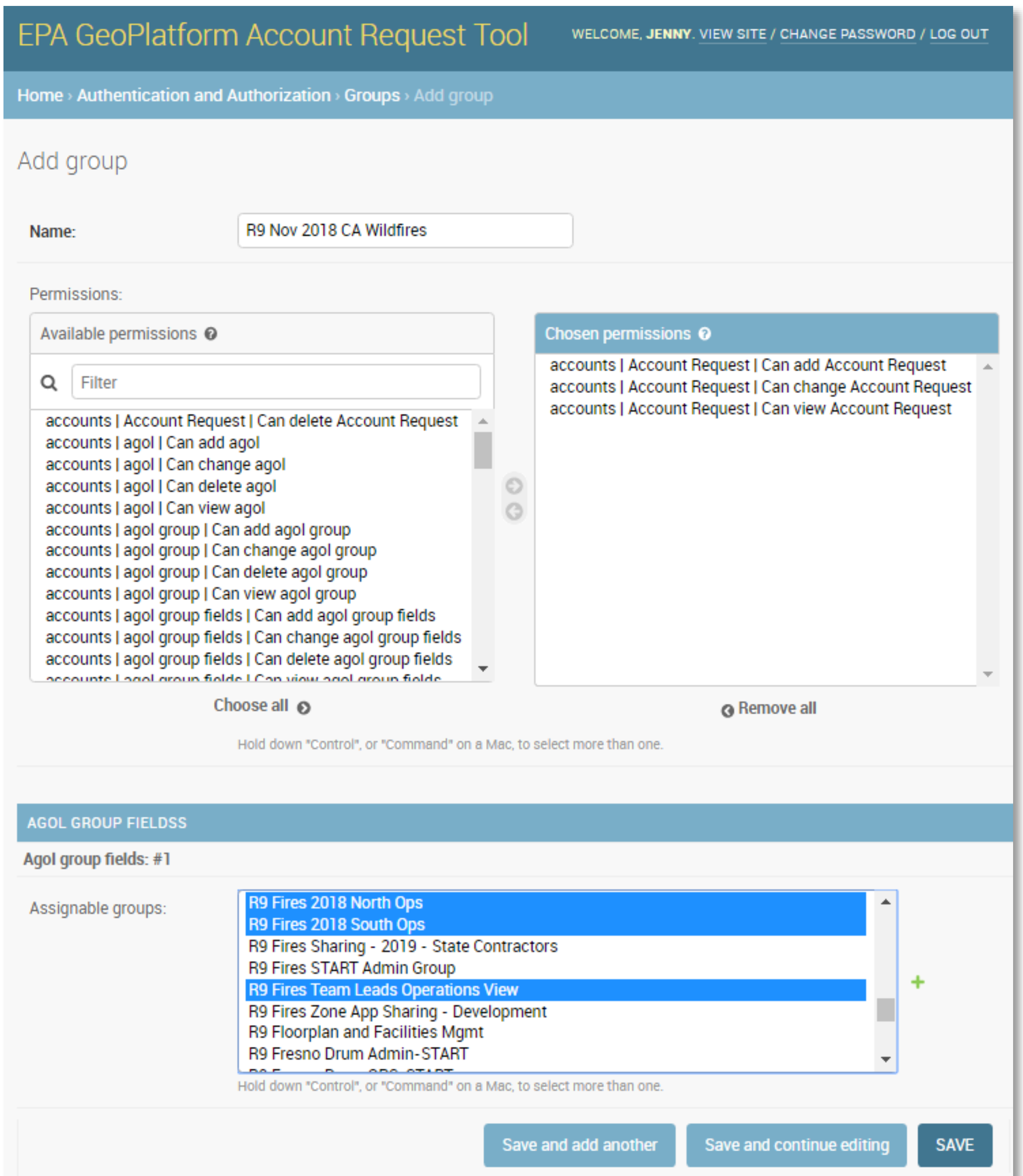

Figure 4. Provide a Name, Permissions and Assignable groups sections to configure a Response Team

Adding Field Team Coordinators (Users)

Once the Response Team is set up, navigate back to the main Tool Administration page and select **Users** in the Authentication and Authorization section (*right*).

Then, use the 

button in the upper-right hand side of the page to add a new Field Team Coordinator.

1. In the **Add user** form, provide a Username and Password.
2. In the **Agol username** section, enter the exact GeoPlatform account username for the Field Team Coordinator.
3. Click **Save** to continue setting up the account.

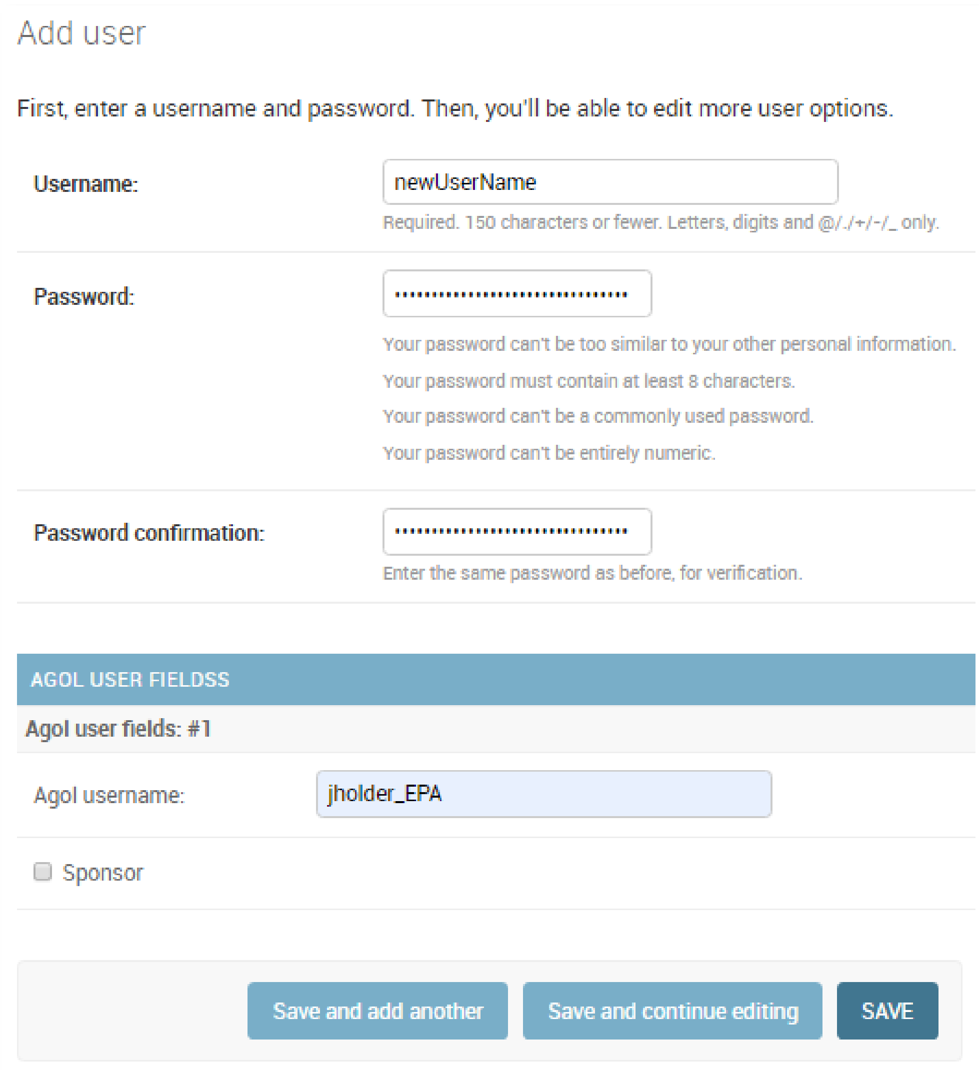

Figure 5. Provide a Username, Password, and Agol username to continue setting up a Field Team Coordinator account

4. In the **Personal info** section, provide the Field Team Coordinator's First name, Last name, and Email address.
5. In the **Permissions** section, select the Response Team from the Available Groups list and use the right arrow to assign the user to that Team. Note that Field Team Coordinators can participate in multiple responses simultaneously.

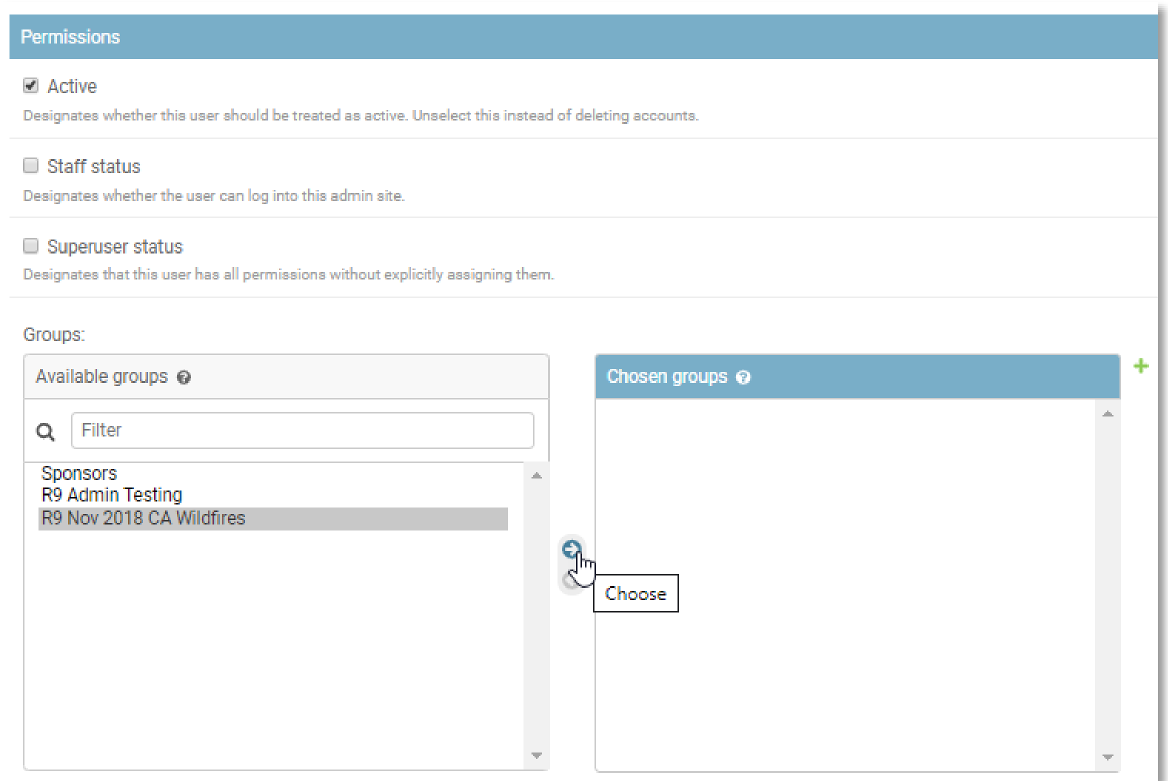

Figure 6. Use the right arrow to assign a Field Team Coordinator to a Response Group

6. In the AGOL User Fields section at the bottom of the page, check the **Sponsor** checkbox: Sponsor
7. Click **Save** to finish adding the Field Team Coordinator.
8. Repeat steps 1-7 until all Field Team Coordinators have been added.

Notify Field Team Coordinators

Once the tool and users have been configured for a new response, notify the Field Team Coordinator(s) that the tool is ready.

Additional Support

The Region 9 Technology and Data Solutions Center administers the Request Tool administrators. Contact Cheryl Henley (415-972-3586) for support with the tool or any additional questions.