Title: EOP ASSIST Software Update

Dear <First Name> <Last Name>,

Thank you for registering to download EOP ASSIST, the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center’s free, web-accessible emergency operations planning software!

We’re pleased to announce that a new software update is now available for EOP ASSIST. This update addresses some issues in PHP 5.6.6 and supports future releases of PHP.

**If you are not an IT professional,** please forward this email to IT personnel at your district (or school) who can download and install this updated application on your district’s (or school’s) server.

**If you are an IT professional,** please use the following URL and log in information to download the updated EOP ASSIST application files, which are available in a compressed (zipped) folder from the REMS TA Center Website

**URL**: [http://rems.ed.gov/EOPAssistDownload/](http://rems.ed.gov/EOPAssistDownload/" \t "_blank)  
**Username**: remsEOP1  
**Password**: 352g!@

**If you have already installed EOP ASSIST**, please use the following instructions to update the software application.

1. Download the updated package
2. Make a backup of the installed software files somewhere safe
3. Extract the new package files into the server document root. E.g htdocs
4. From your backup, locate and copy the “files/dbconnection.php” file.
5. Navigate to the new server document root with the now new files and replace the “files/dbconnection.php” file with the one from the backup.
6. Double check database configuration if the files/dbconnection.php file.

**If you have not yet installed EOP ASSIST,** please also download the *EOP ASSIST Installation Manual* (PDF) and follow the directions therein for installing EOP ASSIST on your local server. Additionally, you will need to download the *EOP ASSIST User Manual* (PDF) from this page. Please distribute this document to anyone in your school district (or school) who may use the application once it has been installed and is available for use. The User Manual will not only prepare users to use the application, but will also serve as a reference guide for users throughout their process of using the application.

Thank you for using EOP ASSIST! If you have any questions or require any technical support installing this application, please do not hesitate to contact the REMS TA Center via email at [info@remstacenter.org](mailto:info@remstacenter.org) or via our toll-free phone number at 1-855-781-REMS (7367) between the hours of 9:00 a.m. and 5:00 p.m., Eastern Time.

Sincerely,

The EOP ASSIST Team at the REMS TA Center