

Steps for Accessing CERVIS

CERVIS is Montgomery County CERT's new volunteer management software solution. It replaces our retired systems – IAR and Activ. CERVIS provides CERT Officers and Coordinators the ability to communicate with you regarding deployments, meeting announcements, outreach events, and other subjects, including tracking volunteer hours.

The first thing you will need to do in CERVIS is create a password and validate the information in your profile:

- 1) Go to the <http://www.MontgomeryCERT.org> website and click the MCCERT Members tab.
- 2) Click on the "Click here to log in to CERVIS." link to go to CERVIS.
- 3) Click on "Don't Know Password/Reset Password" link, below the "Login to CERVIS" button.
- 4) Type in your email address
- 5) Type in your first name
- 6) Click on the "E-mail Me My Password" button
 - a) An auto-generated email from CERVIS will be sent to you containing a temporary password.
- 7) Copy that temporary password
- 8) Go back to the initial CERVIS login screen (Hint: Go to the MCCERT Members tab on the <http://www.MontgomeryCERT.org> website)
- 9) Type in your email address again
- 10) Paste in your temporary password in the password field
- 11) Click on the "Login to CERVIS" button
- 12) At prompt, change your password.
- 13) You are now in logged into CERVIS.
- 14) Click on your name in the upper right corner of the screen.
- 15) Click on "Update Volunteer Information for Your Name" to see your information
- 16) To the best of your ability, please populate the fields in your profile that are blank.
- 17) Click on the Update Volunteer Info box.
- 18) You may log off by clicking "Logout" in the upper right corner of the screen"

If you have any questions about the system, please email tech@montgomerycert.org or president@montgomerycert.org.