

Disaster Epidemiology Community of Practice (DECoP) Sign-up Instructions

The CDC Disaster Epidemiology Community of Practice (DECoP) is a collaborative group of CDC, other federal, and state partners established to provide technical resources to partners, expand use of disaster surveillance tools, and evaluate tools and guidelines to improve situational awareness and response activities. We have now launched a community of practice SharePoint site on disaster epidemiology and you are invited to participate in this online community. The purpose of the DECoP SharePoint is to utilize tools made available through the site and collaborate with state and federal partners by communicating information to others during an actual disaster event. There are several tools and information currently available to users including discussion tools, topic lists, a suggestion box, and downloadable documents. This site is for everything disaster epidemiology-related.

Instructions for joining the SharePoint community: If you would like to join the DECoP SharePoint site please follow the following steps:

1. Request access by emailing your **full name, job title, address, email address, and contact phone number** to Amy Schnall at GHU5@cdc.gov
2. You will receive an email from “EPNotifier (CDC)” entitled “U.S. Centers for Disease Control: External Partner Portal – Invitation to Join” within 4-24 hours.
 - a. *Please contact Amy Schnall if you do not receive an email*
3. Follow the instructions in the invitation email
 - a. Click on the link to begin activation: <https://epea.cdc.gov>
 - b. Click “I have received Notification from my CDC Sponsor and I agree with the CDC Conditions of Use and Logon”
 - c. Enter Username (provided in email) and Password
 - i. Your password is the first character of your last name in uppercase, the second character of your last name in lowercase, and your 10-digit phone number (numbers only).
 - ii. For example, mine would be Sc7704883422
 - d. Click Authenticate Credentials and ACCEPT all conditions
 - e. You will be redirected to <https://epea-qpm.cdc.gov/QPM/User/Identification/> to change your temporary password
4. **NOTIFY AMY SCHNALL (GHU5@CDC.GOV) when your account access has been granted.**
5. Once you notify Amy Schnall, you will receive an invitation email for the Disaster Epidemiology Community of Practice SharePoint site.
6. Navigate to <https://partner.cdc.gov/SiteDirectory/DECoP/default.aspx>
7. Enter your newly created login information. **Please note that you must add CDCPARTNERS\ prior to your login information.** For example, my login would be: **cdcpartners\ghu5**
 - a. Instructions on navigating the site are under “Leadership Updates: NEW SharePoint Site is Live!”
 - b. All suggestions for improvement are welcome. Please add suggestions to the “Ways to improve the DECoP SharePoint” discussion or email Amy Schnall at GHU5@cdc.gov