

Web EOC – One Task Training

How To Sign Out of an Incident (Event)

- Log in to login.juware.com
- Enter your email address and Password and click sign-in.
- Choose your position from the drop-down menu.

(You will be listed first by your region and then as a coordinator or chair for your region – ex: Reg. 1 Health Department)

- Choose your Incident by name from the drop-down menu then click continue.
- Type in your name, location, and phone number (must include the 1)
- You may skip the comments and then click Continue.
- You are now on the “Home” page.

- Click on the down arrow in the top left of the page  and click on Specialized Processes to expand the window.

- Click on Sign In/Out

- Find the entry where you are signed in. It will look like this. Click on the 3 dots on the far right.

Position ↕	Name ↕	Contact # ↕	Location ↕	Email ↕	Date/Time In ↕	
State Coordinator	Lisa Green	+13043539705	100 Association Drive Charleston, WV 25301	lgreen@hefwv.org	02/28/2023 09:54:15	...

- Click on Sign out.