

APPENDIX D – NEW UNIT ADMINISTRATOR REGISTRY ACCESS

Below are the steps required for gaining administrator access to the Registry. Prospective Unit Administrators should contact the State Program before completing these steps.

1. Create a “Responder” account in the Registry:
 - a. In order to access the system you must have a "Responder" account, which can be upgraded to an "Administrator" account after completion of the following steps
 - b. If you do not have an account, please register at <https://mdresponds.health.maryland.gov>; make sure to choose your local MDRMRC Unit when selecting your organization
 - c. For additional instructions on how to register with the Registry, visit <http://bit.ly/HowToRegisterMDRMRC>
2. Review the Volunteer Registry – Administrator Protocols:
 - a. New administrators must review the Administrator Protocols in order to learn the basic functions of the system
 - b. The Administrator Protocols are included as a “Resource” on the MDRMRC Volunteer Management Resources webpage found at https://mdr.health.maryland.gov/Pages/VMG_Home.aspx
3. Complete the Unit Administrator Access Form:
 - a. After reviewing the Administrator Protocols, complete the MDRMRC Unit Administrator Registry Access Form which can be accessed online at: <http://bit.ly/mdrUAAccess>
4. Send confirmation email:
 - a. After completing the Unit Administrator Access Form, send a confirmation email to karen.hopper1@maryland.gov
5. Complete the MDRMRC Unit Administrator Orientation training:
 - a. Contact a State Administrator at karen.hopper1@maryland.gov to schedule a training session
 - b. Once this training session is scheduled, your Registry account will be upgraded to “Administrator”

New Unit Administrators will be added to the Unit Administrator email list to receive important updates and announcements from the State Program. Unit Administrator contact information is listed publicly on the MDRMRC website at: <https://mdr.health.maryland.gov/Pages/LocalUnitContacts.aspx>.