



### How to Register in SERV-OR

1. Go to the SERV-OR website (<https://www.serv-or.org>)
2. Click "Register Now"
3. Read the instructions at the top of the Registration window and complete each section:
  - Organizations: You may choose to apply to the State Managed Volunteer Pool and one Medical Reserve Corps Unit.
    - Click "Add Organizations"
    - Click the plus sign (+) next to Medical Reserve Corps Units
    - Check the box next to your home county's MRC. Click "Select."  
*If your county does not have an MRC, you may apply to a neighboring county's MRC or to the State Managed Volunteer Pool only. In some areas, MRC units accept volunteer who do not reside in the county but who work there.*
    - If you would like to be included in statewide volunteer and training opportunities, click the plus sign next to State Managed Volunteer Pool.
    - Check the appropriate box (student or professional) then click "Select."
  - Account Information
    - Follow on-screen instructions to select a user name, password, and security question.
  - Terms of Service and Privacy Policy
    - Read the statements and indicate your agreement by checking the boxes.
  - Name and Address
    - Follow on-screen instructions to enter this information. Use standard capitalization (avoid all caps or all lowercase).
  - Contact Information
    - Follow on-screen instructions. Make sure you provide an email address and phone number that you check regularly.
    - Click "Add Another Contact Method" (bottom right corner of the Contact Method box) to provide more than one phone number.
    - **Please note** that selecting "Mobile Phone" will result in a voice call to that number. If you would like to receive text message notification, you must select "SMS/Text Msg" from the Contact Method menu.
    - If entering more than one contact method, you can change the order of contact by using the arrows in the upper right corner of the Contact Method box. Make sure that the number you'd like us to contact first is listed first.
  - Complete the rest of the information on this screen as indicated in the instructions. Click "Next." This will complete the first step – basic account access.
4. You will receive an acknowledgment that your SERV-OR account has been created. Click the hyperlink for "Profile Summary" to continue entering necessary information.
  - At this point, the manager for the volunteer unit to which you applied will be notified of your application. You still need to complete your profile, as outlined below. The

manager will be in touch regarding the next steps you need to take for your membership (they vary from unit to unit).

5. The Profile Summary gives you quick access to different parts of your record. Areas listed in red need attention. It is a good idea to click on each part of the summary, even if it is listed in green, because there may be important information that you can provide in that section. Once you complete a section, click “Save” in the bottom right corner of the screen. Then click Summary to return to the summary page and review other areas of your profile.
  - Identity: Review your name and address, enter your date of birth and gender, and enter your driver’s license information (click “Edit Information” at the top of the page).
  - Deployment Preferences: Click “Edit Information” at the top of the page to enter your preferences for deployment – whether you are willing to serve in a local, state, or national disaster, and the length of time you are willing to deploy. You will also be prompted to enter whether you have any other prior commitments.
  - Contact: Click here to enter your emergency contact person’s name and phone number.
  - Occupations: **Very important!!** You must go to this page to enter your license number and expiration date. Click Occupations, then click the hyperlinked profession name and click “Edit Information.” Enter the information requested. **Your application is incomplete until you enter your license number and expiration date.**
  - Training: You do not need to enter anything here at the time of registration.
  - Skills and certifications: Please take a close look at the list of certifications and skills, and note whether you have an instructor certification in any areas. There may be opportunities to volunteer as an instructor, and having your qualifications noted in SERV-OR will be a huge help to us. On this page you can also note other languages spoken and if you have had prior deployment experience.
  - Medical History: Indicate whether you are physically able to deploy, any allergies you have, and your immunization status.
  - Background Check: You do not need to enter any information here. Your licensing board’s background check will be used to determine your eligibility.

*Thank you for your interest in volunteering!*