

DSHR Self Serve Instructions

Step 1: Go to the DSHR System logon screen. The URL is: <https://dshr.redcross.org>. Your username and initial password has been provided to you by your DSHR Administrator. It is case sensitive. Your initial password is your DSHR ID number but you are required to change it on your first log in.

If you forget your username/password please contact your DSHR Administrator.

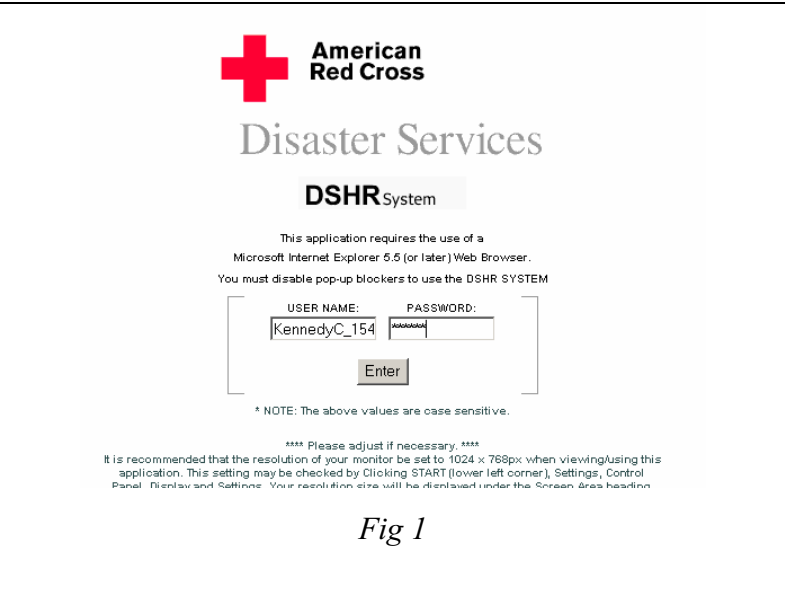


Fig 1

Step 2: **Changing Password**
After your first log in you are required to change your password. To do this, enter your previous password in the Password field and then create a new password that only you know and place it in the New Password field and then you need to re-enter it in the Confirm New Password field. Then click **Submit**.

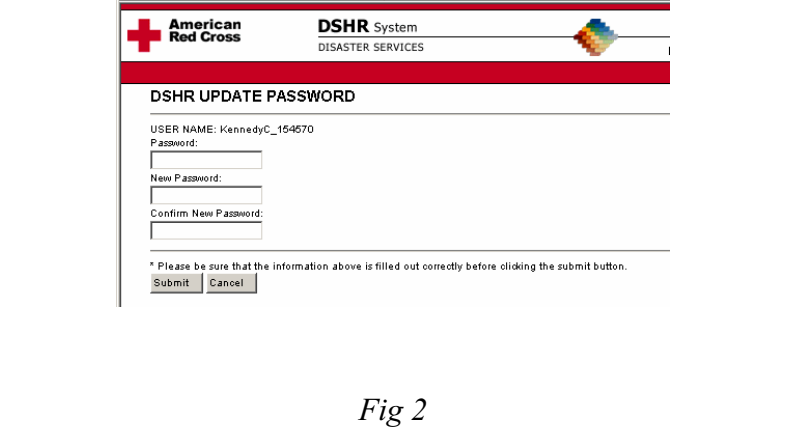


Fig 2

Step 3: The screen shot to the right is the main screen when you log in.

Note: As you move your mouse over areas they will turn blue indicating that it is a hyperlink to another area.

You will only be able to change your Contact Information, Emergency Contact Information and Availability. If any other information is incorrect or needs to be updated, please contact your DSHR Administrator.



Fig 3

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Step 4: *Printing*

If you want to print your profile, click on **PrintProfile** in the upper right corner (as seen in Fig 3). When you click on that, it will have a pop up window that has all of your information into a printer-friendly view. In this pop up window, right click in the upper left corner of the page (in the blank area) and then go down to Print. Then print like you normally do.

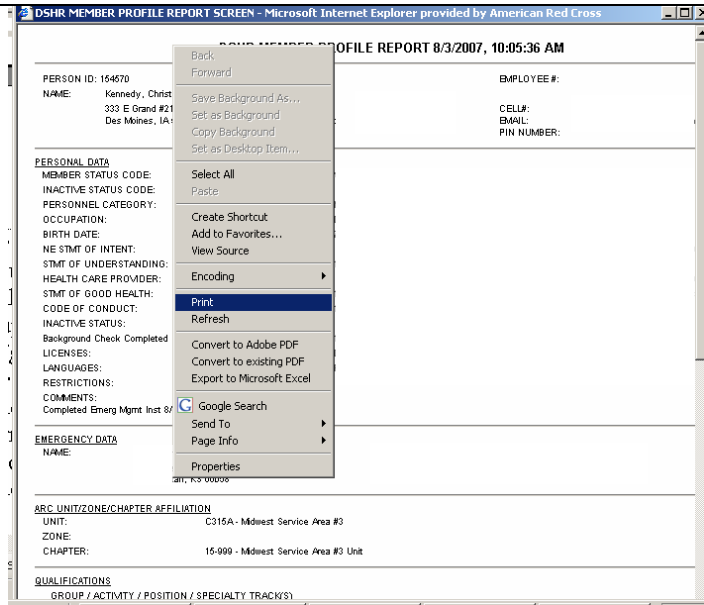


Fig 4

Step 5: *Editing Contact Information*

From the screen in Fig 3 click on Primary Address Information.

To edit the information move your mouse over the street information until it turns blue, then click on the information.

In the pop up window, you can edit all the information listed (Fig 5b). After the information has been updated, please click **Submit**. The system will then return you to the previous screen (Fig 5a) with the updated information.

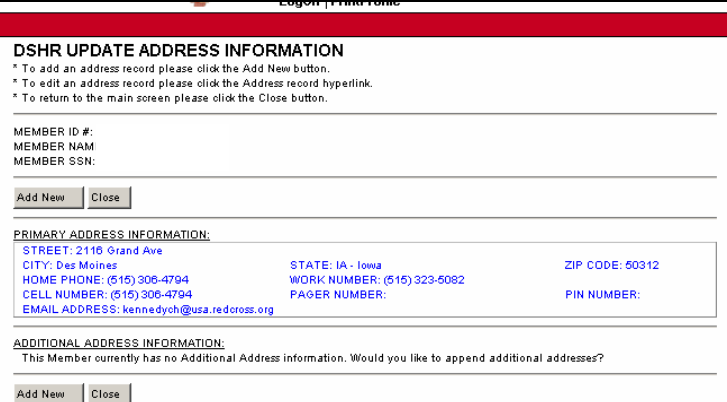


Fig 5a

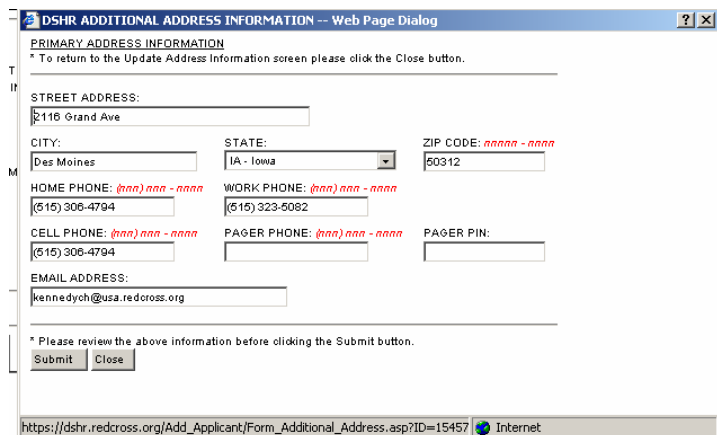


Fig 5b

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Step 6: *Returning to main screen*

This step will allow you to return to the main screen after you have clicked on any information.

Click on **VIEW FULL RECORD** to return to the main screen (*Fig 3*)

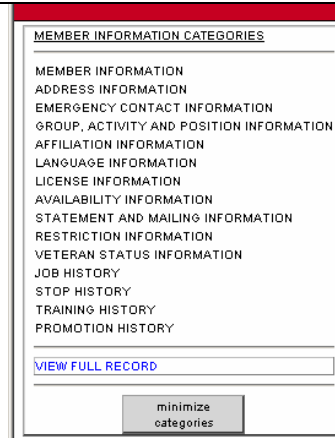


Fig 6

Step 7: *Editing Emergency Contact*

From the main screen move your mouse over the information under the **EMERGENCY CONTACT INFORMATION** and click. Then click on the information in the record. On the pop up window, you can change the information. Once the information has been updated, click on **Submit**. It will return you to the previous screen with the updated information. To return to the main screen please follow the instructions in Step 6

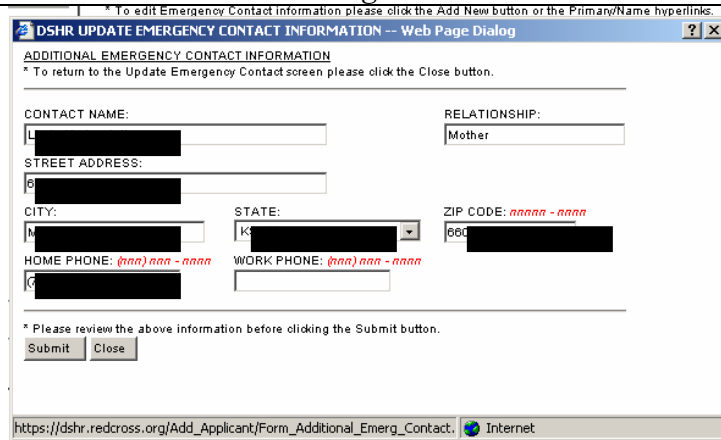


Fig 7

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Step 8: *Updating Availability*

From the main screen, move your cursor over the **AVAILABILITY INFORMATION** section. It will turn blue and click on it.

On the next screen click **Edit Record**.

On the pop up window you can edit the available begin and end dates. You will not have the ability to change rest of the information. If this information needs to be changed, please contact your Chapter DSHR Administrator.

Please do not leave the available begin and end dates blank. Please do not project that you will be available for more than 60 days. If you are available for more than 60 days, please update your DSHR Self Serve record each month to reflect your availability.

Once you have entered your available begin and end dates, please click **Submit**. You will be taken to the previous page with the updated information.

Step 9: *Log Out*

When you are done editing/viewing your profile please log out of DSHR. To log out, click on **LogOff** in the upper right corner of the main screen

SPECIALTY TRACK INFORMATION: None have been selected.			
AFFILIATION INFORMATION			
UNIT:	C315A - Midwest Service Area #3		
ZONE:	Not Selected.		
CHAPTER:	15-999 - Midwest Service Area #3 Unit		
AFFILIATED ORGANIZATION:	Not Selected.		
AVAILABILITY INFORMATION			
LAST CONTACT CODE:	A - Assign	LAST CONTACT DATE:	7/23/2007
AVAILABILITY CODE:	CN - Available Nationally	DATES AVAILABLE:	6/30/2007 - 7/30/2007
INACTIVE CODE:	Not Selected.	INACTIVE DATE:	
RESTRICTION INFORMATION This Member has no Restrictions.			
VETERAN STATUS INFORMATION This Member has no Veteran Status.			

Fig 8a

Fig 8b

 American Red Cross	DSHR System DISASTER SERVICES	 LogOff PrintProfile
DSHR MEMBER RECORD * To edit Member Record information click the respective header.		
MEMBER ID: 154570 MEMBER INFORMATION		

Fig 9