

This CAHAN Pocket Guide has been designed so that you can write in your User ID, Password, and 4-digit Phone Confirmation Pin and can keep it safely in your wallet for easy reference.



Fold
or Cut



California Health Alert Network Secure Web Portal

Pocket User's Guide



Elk Grove - Galt CERT

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Logging into CAHAN

1 Go to: <https://CAHAN.CA.GOV> (no www)

Enter your User ID:

3 Enter your Password:

(Your password is cAsE-sEnSiTIVe!)

Note: The CAHAN Secure Web Portal software requires a Microsoft Windows compatible PC and browser. Test your CAHAN login from all computers you may use to ensure you have access.

Phone Confirmation

4-Digit Pin: _____ (Used only for Phone Confirmation)

- 5 Ways to Confirm Alerts**
- ✓ **#1 Phone Confirmation**
 - ✓ Enter your 4-digit pin.
 - ✓ Listen to the message.
 - ✓ Press 1 to confirm.
 - ✓ **#2 E-mail Confirmation**
 - ✓ Click the blue "Click to Confirm..." link below the message.
 - ✓ Log into CAHAN & confirm.
 - ✓ **#3 Web Confirmation**
 - ✓ Log into CAHAN.
 - ✓ Click on the Active Alert.
 - ✓ Click "Confirm Receipt of Alert."
 - ✓ **#4 E-mail Reply Confirmation**
 - ✓ Click 'Reply' in your E-mail system.
 - ✓ Type **Confirm** at the end of the Subject Line. Send the reply.
 - ✓ **#5 Admin Confirmation**
 - ✓ Call or E-mail your Health Alert Network Coordinator.
- Confirm every alert! This is how we know you got the message.**

What is an Alert?

The California Health Alert Network will send an "Alert" regarding incidents or emergencies that may affect public health.

There are 3 alert priorities:

- ◆ **High:** Immediate danger.
- ◆ **Medium:** Serious threat.
- ◆ **Low:** Routine information.

Alerts can be sent to:

- ✓ Phones & Cell Phones
- ✓ E-mail
- ✓ Fax machines
- ✓ E-mail enabled Pagers

Elk Grove/Galt CERT CAHAN Administrator

For questions, assistance, training, or password reset, contact:

CERT Admin Assistant

Phone: (916) 753-1952

E-Mail: cert@csdfire.com

Your CAHAN Profile

Your CAHAN Profile contains the contact information that allows you to receive alerts. Every 30 days, upon login, you will be asked to review and update your profile.

How to Maintain Your Profile:

- ✓ Go to <https://cahan.ca.gov>
- ✓ Click on **My Profile** in the menu
- ✓ Click on **Change My Profile**
- ✓ Review and change data.
- ✓ Click the **Save** button when done.

Your Alerting Profile

You maintain your alerting profile to specify how, when, and where you receive alerts.

- ✓ Go to <https://cahan.ca.gov>
- ✓ Click on **My Profile**
- ✓ Click **Change My Alerting Profiles** on the left side.
- ✓ Choose the profile to edit.
- ✓ Click the **Edit** button.
- ✓ Edit the profile and **Save**

Changing Your Password or Pin#

- ✓ Go to <https://cahan.ca.gov>
- ✓ Click **My Profile**.
- ✓ Click **Change My Password or Change My Alerting Security Code**
- ✓ Change and **Save**

Every 6 months your CAHAN password will need to be changed.

When resetting your password it must be at least 6-characters in length, contain at least 1 letter, 1 number and 1 special character [like: @ # \$ % & + < >].

If you need assistance, contact your CAHAN Admin Julie Rider

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