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**OEM SINGLE SIGN-ON**  
**EMERGENCY MANAGEMENT APPLICATIONS**  
**QUICK REFERENCE GUIDE**

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Version 1.3  
As of July 8, 2022



## VERSION HISTORY

Version #	Implemented By	Revision Date	Description
1.0	Doug Jimenez	11/05/2014	Initial version of reference guide
1.1	Daniel Stoelb	11/17/2016	Updated text, images
1.2	Daniel Stoelb	7/11/2018	Revised system requirements
1.3	Daniel Stoelb	7/08/2022	Updated to OEM branding and text adjustments

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## 1 OVERVIEW

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The OEM Single Sign-On (SSO) is a portal that is used to allow authenticated users access to secured emergency management applications. The SSO can be accessed via <https://oregonem.com>. The applications found within the SSO are listed as follows:

### 1.1 OPSCENTER/OPSCENTER TRAINING:

OpsCenter is a web-based, crisis management software system operated by the State of Oregon that allows emergency management professional at the local, state, and federal levels to input and track information related to emergency events that occur throughout the state. It also provides a platform for counties and tribal entities to request resources from the state and to track the progress of those resource requests. The training version is used for exercises and training events.

### 1.2 RAPTOR/RAPTOR TRAINING:

The Real-time Assessment and Planning Tool for Oregon (RAPTOR) is an online web mapping application that allows users to view map data from authoritative resources to paint a picture for what is occurring within our region and the world. This also allows users to populate incident information within the map for increased situational awareness. This is the visual component to the common operating picture for the state of Oregon. The training version is used for exercises and training events.

## 2 SYSTEM REQUIREMENTS

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Applications found under the SSO are web-based, which allows users to access them from anywhere, as long as that device has access to the internet.

## 3 CREATING AN ACCOUNT

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Go to the Single Sign-on login page at <https://oregonem.com>.

Below the username and password block, click the link to request an account:



in

User Name:

Password:

Log In

Having password problems? Reset your [password](#)

Need an account? Request one [here](#)

Want to change your password? Click [here](#)

You will be redirected to a simple form. Fill out the information and click the Request Account button at the bottom. Please remember the answer to your security question as you will need it in the event that you forget your password. The system administrator does not have the capability of viewing your answer.

The System Administrator will review and verify your application. When your application is approved, you will receive an email notifying you that your account has been approved. You may then log into the system.

Your username will be the email address that you provided and your password will be the one you chose during the registration process. The System Administrator does not have the ability to see, change, or reset your password. The system is designed so that you have sole control of your password.

## 4 PASSWORD RESET

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If you forget your password, you will need to follow the link on the login page to reset it. The System Administrator does not have the ability to reset your password. When you click on the link to reset your password, you will be sent to the following page.



The screenshot shows a web form titled "Oregon Emergency Operations Portal". Below the title is a section for "Password Reset" with the instruction "Enter your account information below and click continue...". Underneath is a sub-section for "Account Information" containing a "User name:" label and a text input field. A "Continue..." button is located at the bottom of the form.

Enter your username (email address) and click the Continue button.

You will then be sent to the Security Question page.

**Oregon Emergency Operations Portal**

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**Password Reset**  
Answer your security question below and click Reset Password

**Password Recovery Question**

User name: doug.jimenez@state.or.us  
Security Question: Best friend's last name

Answer:

Fill in the answer to your security question and click the Reset Password button.

**Oregon Emergency Operations Portal**

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**Password Reset**  
A new password has been created and e-mailed to you.  
Click [here](#) to login with your new password and change it.

You will receive an email from [OpsCenterAdmin@mil.state.or.us](mailto:OpsCenterAdmin@mil.state.or.us) with “Your new password” in the subject line and something similar to the text below in the body of the message.

*Your user name is doug.jimenez@state.or.us. Your password is Alabama554.*

## 5 CHANGING YOUR PASSWORD

To change your password, go to the login screen and click on the link to change your password. You will be redirected to the Oregon Emergency Operations Portal User Management Portal Page. It looks very similar to the normal login page.

**Oregon Emergency Operations Portal User Management**

Email address:

Password:



Enter your email address and your current password, then click the “Log in” button. If you just reset your password, this will be the password that you just received in your email. You will then be sent to the Change Password page.



**Oregon Emergency Operations Portal**

**Change Password**  
Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

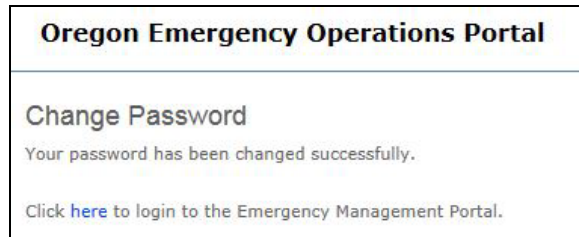
**Account Information**

Current password  
●●●●●●

New password  
●●●●●●

Confirm new password  
●●●●●●

Enter your current password and then enter your new password and confirm your new password. Then click the “Change Password” button.



**Oregon Emergency Operations Portal**

**Change Password**  
Your password has been changed successfully.

Click [here](#) to login to the Emergency Management Portal.

You may now return to the SSO login page at <https://oregonem.com>.

## 6 LOGGING INTO OPSCENTER

Go to <https://oregonem.com>, enter your username and password and click on the “Log in” button.





**Oregon Department of Emergency Management**

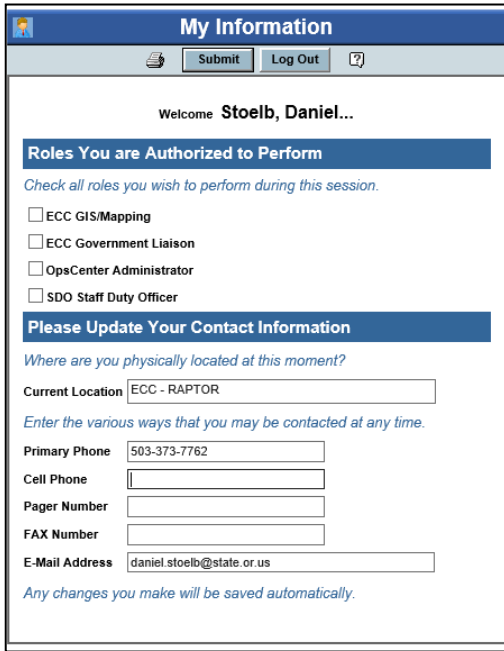
Launch Application

OpsCenter |

Welcome, you are logged in as daniel.stoelb@state.or.us.

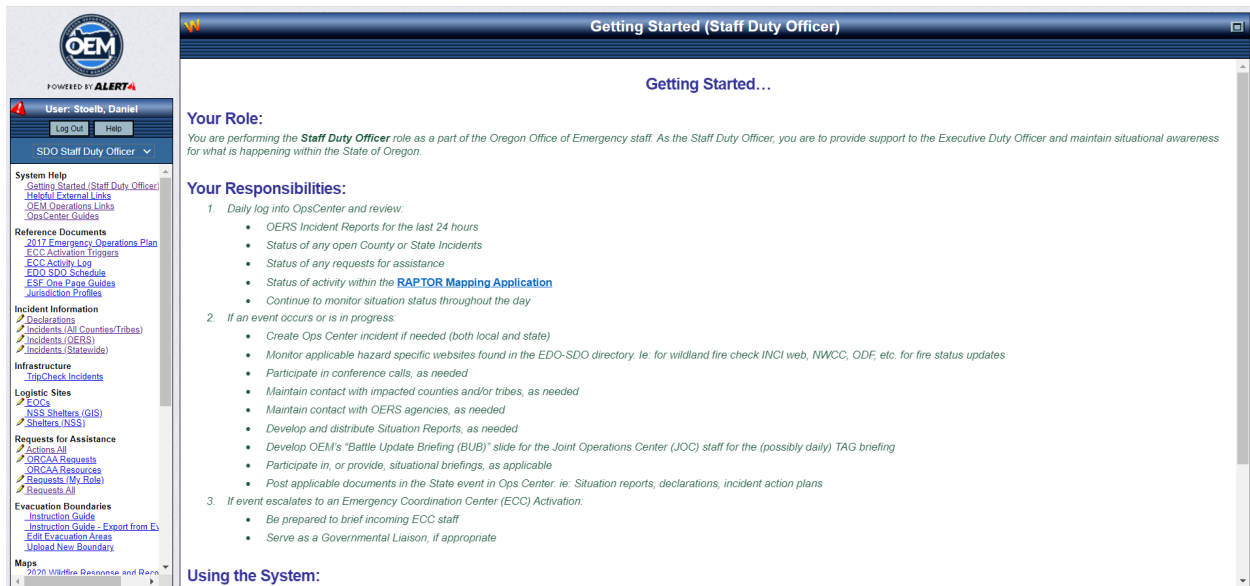
[Logout](#)

From the dropdown, select OpsCenter (or OpsCenter Training) and press the “Go” button.



Select the role(s) that you want to perform, fill in the contact information, then click the “Submit” button on the top of the screen. This will now display the OpsCenter main page.

The start page will vary based upon the role that was selected from the role selection screen.

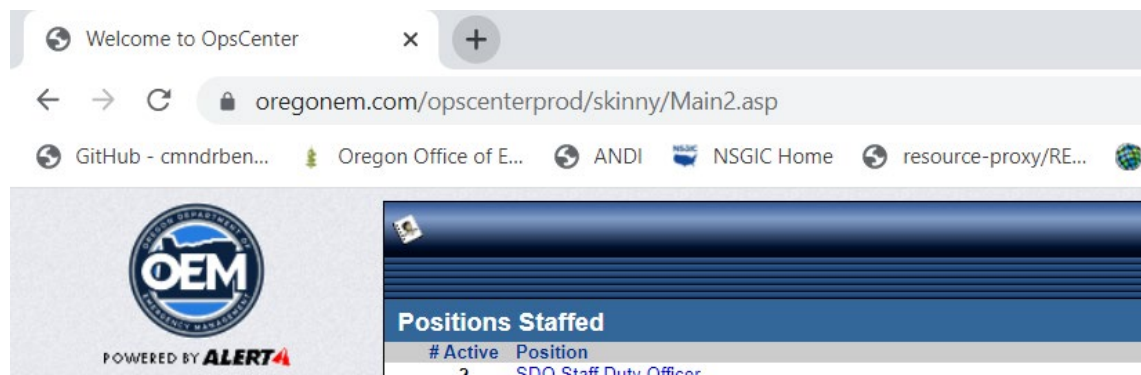


This start page will indicate information about the role selected, defined responsibilities, and hints and tips on how to use the system.



## 7 OPENING A SECOND SESSION

From your OpsCenter screen, open up a new tab on your browser.



Type in <https://oregonem.com>. This will bring you to the Application Launcher.



From the dropdown, select the application of your choice from the dropdown list and click the Go button. This will open up the second application in the new tab. If desired, you can open another new tab and open up a third application. You may now move about the open applications just by changing tabs.

You can also right-click on your current tab and select “Duplicate tab” to duplicate your current view into another tab.

## 8 LOGGING OUT

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When logging out of OpsCenter, please use the Log Out button. This releases any forms that you may have open and allows others to access those forms. Logging out also cleans up any other items that you may have had open.



There is no log out button for RAPTOR. You may just close the window or tab that is displaying RAPTOR.