



EOP ASSIST 4.0:

A Software Application for
K-12 Schools, School Districts, Regional Education
Agencies, and State Agencies

Installation Manual

Updated August 2017

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Chapter 1: Overview

EOP ASSIST 4.0 is a Web-accessible software application that allows school emergency management planning teams to develop and revise their school emergency operations plans (EOPs). The application includes various user roles and permissions, based on the type of institution hosting the application. EOP ASSIST 4.0 was designed to be installed on any of the three hosting levels described below. It is important to select the correct hosting level for your institution, so that the application is installed correctly and its accounts are set up correctly for your institution's needs.

- **State-level hosting** allows state agencies (or regional education agencies—REAs), multiple districts and their schools, and independent schools to have access to and different roles within the application. Typically, a state agency or REA will host the application at this level so that all schools and districts within its jurisdiction may log into the application to develop and revise their school EOPs, which are stored on the state's or REA's server.
- **District-level hosting** allows one district and its schools to have access to and different roles within the application. Only individuals from the district office and schools throughout the district may log into the application to develop and revise their school EOPs, which are stored on the district's server.
- **School-level hosting** allows an individual school, regardless of whether it is public or nonpublic, to host the application on its own server for the school itself. Only individuals from that school's planning team may log into the application to develop and revise their school EOP, which is stored on the school's server.

This Web-accessible software application requires installation by Information Technology (IT) personnel onto a local server at a state agency, an REA, a school district, or an individual school, as applicable. It is important for IT personnel responsible for installing EOP ASSIST 4.0 to ensure that the connection between the server and clients is secure. EOP ASSIST 4.0 is compatible with Secure Sockets Layer (SSL) security protocols. It requires the services of an HTTP Web server that supports PHP, a server-side scripting language, and a back-end database server. More information on technical requirements is provided in [Chapter 2](#) and is important to review before installing the application.

This *EOP ASSIST 4.0 Installation Manual* covers preparing for installation, running the installation script, and identifying the steps that should be done after the installation script has completed. This manual focuses on getting the software application up and running on a Web server environment of your choice, but it is not an exhaustive or definitive guide for setting up and configuring Web server environments. It does provide basic information on installing and configuring select supported environments.

Once EOP ASSIST 4.0 is installed on a server, IT personnel will need to create a URL that points to the application. Then individual users will be able to access EOP ASSIST 4.0 through a Web browser using the URL. The application will run on most personal computers; more information on client access is provided in [Chapter 6](#). **Before you begin the installation process, please review the entire *EOP ASSIST 4.0 Installation Manual* to ensure that you have met the requirements and are familiar with the instructions.**

Chapter 2: Technical Requirements

Expertise Requirements of IT Personnel

IT personnel assigned to install the software are required to have an **intermediate level of expertise or knowledge related to networking, Web server, and database system configuration**. Specifically, the application should be installed by a skilled network administrator or system administrator who has experience in server configuration. To ensure connectivity between education institutions using EOP ASSIST 4.0, the network or system administrator of the server network needs to configure the firewall to make the server available to only applicable education institutions.

Server Requirements

The REMS TA Center designed EOP ASSIST 4.0 to be compatible with multiple server environments, in order to meet the needs of schools, school districts, REAs, state agencies, and their partner organizations in the field of school emergency management. That being said, the software application is not compatible with all server environments, and so education institutions that choose to install EOP ASSIST 4.0 must ensure that their server meets the following requirements. IT personnel may choose to install the server software independently or download a preconfigured Accessibility Management Platform (AMP) environment.

Operating System

EOP ASSIST 4.0 was designed to be installed on a server using one of the following three types of operating systems: **Linux**, which is free and open sourced and is offered in a plethora of distributions; **Microsoft Windows**, which the REMS TA Center found is commonly used by education institutions across the United States; and **Mac OS X/macOS**, which the REMS TA Center found is also commonly used by education institutions across the United States. This software application is currently supported on the following operating system versions:

Operating System	Oldest Compatible Release	Latest Compatible Release
Linux	N/A	N/A
Microsoft Windows	Server 2008	Server 2016
Mac OS X/ macOS	Mac OS X 10.10 Yosemite	macOS 10.12 Sierra

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EOP ASSIST 4.0 is compatible with all Linux distributions that can run the compatible Web server software, relational database management system (RDBMS), and scripting language listed in this document. To download the latest versions of the above operating systems, which includes reviewing their respective system requirements and installation instructions, please access:

- <https://www.microsoft.com/en-us/cloud-platform/windows-server>
- <http://www.apple.com/macOS/sierra/>

Please Note: At the time that this software application was released, macOS 10.13 was not yet available, and the REMS TA Center was unable to test EOP ASSIST 3.0 on it. While the REMS TA Center cannot guarantee that the operating system is compatible, the REMS TA Center anticipates that the required Web server software, RDBMS, and scripting language listed in this document will not fail on future minor operating system upgrades.

Web Server Software

EOP ASSIST 4.0 was designed to be installed on a server using one of the following two Web server software: **Apache HTTP Server**, which is free and open sourced, or **Internet Information Services (IIS)**, which the REMS TA Center found is commonly used by education institutions across the United States. This software application is currently supported on the following Web server software versions:

Web Server Software	Oldest Compatible Release	Latest Compatible Release
Apache HTTP Server	2.2.0	2.4.x
Internet Information Services (IIS)	7	10

To download the latest versions of the above Web server software, which includes reviewing their respective system requirements and installation instructions, please access:

- <https://httpd.apache.org/download.cgi>
- <https://www.microsoft.com/en-us/download/details.aspx?id=48264>

Please Note: At the time that this software application was released, Apache HTTP Server 2.5 was not yet available. Therefore, the REMS TA Center does not support EOP ASSIST 4.0 on Apache HTTP Server 2.5.

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Relational Database Management System

EOP ASSIST 4.0 was designed to be installed on a server using one of the following two RDBMSs: **MySQL**, which is free and open sourced, or **Microsoft SQL Server**, which the REMS TA Center found is commonly used by education institutions across the United States. This software application is currently supported on the following RDBMS versions:

RDBMS	Oldest Compatible Release	Latest Compatible Release
MySQL	5.6.1	5.7
Microsoft SQL Server	2005	2016

To download the latest RDBMS versions, which includes reviewing their respective system requirements and installation instructions, please access:

- <https://www.mysql.com/downloads/>
- <https://www.microsoft.com/en-us/sql-server/sql-server-2016>

Please Note: At the time that this software application was released, MySQL 8.0 was not yet available. Therefore, the REMS TA Center does not support EOP ASSIST 4.0 on MySQL 8.0.

Scripting Language

EOP ASSIST 4.0 was built using **PHP**, a popular scripting language. This software application is currently supported on the following scripting language versions:

Scripting Language	Oldest Compatible Release	Latest Compatible Release
PHP	5.6.0	7.0.x

To download the latest version of the above scripting language, which includes reviewing its system requirements and installation instructions, please access:

- <http://php.net/downloads.php>

Please Note: PHP 5.6 will be supported only until December 2018.

Configuration Requirements

PHP

It is imperative that PHP is configured correctly for EOP ASSIST 4.0 to work. Please confirm that the following PHP libraries are installed and enabled:

- DOM
- GD extension for graphics
- json
- libXML
- mbstring
- mcrypt
- mysqlnd
- PCRE (Perl Compatible Regular Expressions)
- PDO_SQLSRV (*only if using Microsoft SQL Server*)
- Session
- sqlsrv (*only if using Microsoft SQL Server*)
- Standard
- XML
-
- Zip
-
- MySQLi (*only if using MySQL*)
- MySQL driver for PDO (*only if using MySQL*)

To confirm that each of the above-required PHP libraries are installed and enabled, please do the following:

1. Navigate to <http://localhost/app/phpinfo> in a Web browser. This Web page should generate an output report with all of the loaded PHP libraries.
2. Review the output report, and confirm that all of the required PHP libraries are installed and enabled.

If you are missing any of the required PHP libraries, please do the following:

1. Open the configuration file (php.ini).
2. Find and uncomment each of the required libraries, as applicable.
3. Save the configuration file.
4. Restart the Web server.

If you are missing any PHP libraries and cannot find them in the configuration file, please do the following:

1. Download the latest compatible version of PHP from <http://php.net/downloads.php>.
2. Install the PHP package.
3. Open the configuration file.
4. Uncomment each of the required libraries, as applicable.
5. Save the configuration file.
6. Restart the Web server.

Please Note: Most of the default-enabled modules that come with PHP are recommended.

MySQL

MySQL should be set up with the following environmental variables:

- Server charset: **UTF-8 Unicode (utf8)**
- Database collation: **utf8_general_ci**
- Preferred storage engine: **InnoDB**

Microsoft SQL Server

Microsoft SQL Server generally does not need to be set up with any environmental variables other than those already defaulted with the software. Only if your server environment is using **Microsoft Windows Server with IIS** must the following be installed:

- **Microsoft ODBC Driver 11 for SQL Server**
 - To download this driver, please access <https://www.microsoft.com/en-us/download/details.aspx?id=36434> or search the Microsoft Website for the driver. Download the 64-bit version only if you have a 64-bit platform. Likewise, download the 32-bit version only if you have a 32-bit platform.
- **Visual C++ Redistributable for Visual Studio 2012 Update 4**
 - To download this package, please access <https://www.microsoft.com/en-us/download/details.aspx?id=30679> or search the Microsoft Website for the package.

Apache HTTP Server

If you are using Apache HTTP Server as your Web server software, please confirm that you have met the following requirements:

1. The **mod_rewrite** module is installed and enabled.
 - If you are using **WAMP** on a Microsoft Windows operating system, please do the following:
 - i. Navigate to **C:\wamp\bin\apache\apache2.x.x\conf**
 - ii. Open the **httpd.conf** file using a text editor or word pad.
 - iii. Find and uncomment (remove the hashtag preceding the line) the following line
`LoadModule rewrite_module modules/mod_rewrite.so`
 - iv. Save the file.
 - v. Restart Apache.
 - If you are using a **Unix** operating system, please do the following:
 - i. Navigate to and open **/etc/apache2/httpd.conf**
 - ii. Find and uncomment (remove the hashtag preceding the line) the following line
`LoadModule rewrite_module libexec/apache2/mod_rewrite.so`
 - iii. Save the file.
 - iv. Restart Apache.
 - If you are using **XAMPP** on a Mac OS X/macOS operating system, please do the following:
 - i. Use the Read Me program to navigate to where the configuration file is stored.
 - ii. Open the **httpd.conf** file.

- iii. Find and uncomment (remove the hashtag preceding the line) the following line
`LoadModule rewrite_module modules/mod_rewrite.so`
 - iv. Save the file.
 - v. Restart Apache.
2. The **AllowOverride** directive is set to All.
- Open your **httpd.conf** Apache configuration file.
 - Find and uncomment the following line, and confirm that it is set correctly:
`AllowOverride = All`
 - Do this for the document root directory.
 - If you are installing EOP ASSIST 4.0 as a virtual host, do the same for the **virtual host directory** settings.

```
DocumentRoot "path/to/your/root/directory"  
<Directory "path/to/your/root/directory">  
...  
    # commented directives  
    Options FollowSymLinks Multiviews  
    AllowOverride All  
...  
</Directory>
```

To configure and enable Apache modules, please refer to the following documentation:

- <https://httpd.apache.org/docs/2.2/configuring.html>

Microsoft Windows Server With IIS

If you are using Microsoft Windows Server with IIS as your Web server software, please confirm that you have met the following requirements:

1. The **URL_rewrite** module is installed and enabled and contains two directives.
 - To download this module, please access <http://www.iis.net/downloads/microsoft/url-rewrite>.
 - Confirm that the **web.config** file is in your document root and that it has directives.
 - Delete all of the EOP files from the document root.
 - Paste all of the EOP files that you just deleted back into the document root.
 - Restart your server.
 - Navigate to the **IIS Manager**, and confirm that you have directives for URL_rewrite.
 - Click on **Sites > Default Website > URL Rewrite**.
 - Confirm that you have two rules (e.g., **Imported Rule 1** and **Imported Rule 2**).
 - Navigate to the **server root** (wwwroot).
 - Confirm that the **web.config** file is located in the server root.
 - Open the **web.config** file, and confirm that it has the correct directives inside:

```
<?xml version="1.0" encoding="UTF-8"?>  
<configuration>  
    <system.webServer>  
        <rewrite>
```

```
<rules>
  <rule name="Imported Rule 1"
stopProcessing="true">
    <match url="^(.*)$" ignoreCase="false" />
    <conditions logicalGrouping="MatchAll">
      <add input="{URL}" pattern="^system.*"
ignoreCase="false" />
    </conditions>
    <action type="Rewrite" url="/index.php?{R:1}"
/>
  </rule>
  <rule name="Imported Rule 2"
stopProcessing="true">
    <match url="^(.*)$" ignoreCase="false" />
    <conditions logicalGrouping="MatchAll">
      <add input="{REQUEST_FILENAME}"
matchType="IsFile" ignoreCase="false" negate="true" />
      <add input="{REQUEST_FILENAME}"
matchType="IsDirectory" ignoreCase="false" negate="true" />
      <add input="{R:1}"
pattern="^(index\.php|images|robots\.txt|css|uploads|assets)"
ignoreCase="false" negate="true" />
    </conditions>
    <action type="Rewrite" url="index.php?{R:1}"
/>
  </rule>
</rules>
</rewrite>
```

2. PHP is configured to run as **FastCGI**.
3. The **Non Thread Safe** PHP package is installed from php.net.
4. **CGI** is enabled, and the CGI directives are set correctly.
 - Open your `php.ini`, and confirm that you have the following CGI directives set correctly:

```
cgi.force_redirect = 0
cgi.fix_pathinfo = 1
fastcgi.impersonate = 1
fastcgi.logging = 0
```

Connectivity

Network connectivity between servers and schools is required for the application to be used by individual users. To ensure privacy and cybersecurity, a secure connection between servers and individual users is also required. The application uses standard Transmission Control Protocol/Internet Protocol (TCP/IP) port (443) to connect between browser and server. Port 443, therefore, needs to be enabled on the institution's firewall, as applicable, in order for this application to operate.

Chapter 3: Installation Instructions

Set Up Server Environment

EOP ASSIST 4.0 supports three Web server environments. Please choose to set up the server environment of your choice.

- **Apache HTTP Server with MySQL and PHP.** This server environment is recommended by the REMS TA Center. For basic configuration information, see [Appendix A](#).
- **Microsoft Windows Server with IIS, MySQL, and PHP.** For basic configuration information, see [Appendix B](#) and [Appendix D](#).
- **Microsoft Windows Server with IIS, Microsoft SQL Server, and PHP.** For basic configuration information, see [Appendix C](#) and [Appendix D](#).

Set Up a Database and Privileged User

After configuring your Web server and PHP to work with an RDBMS, you will need to create a database.

1. Create a new database named **eopassist**.
2. Create a user account for the application, and grant it all privileges to the **eopassist** database that you just created.

MySQL

If you are using MySQL as your RDBMS, there are several free database management tools that you may use for database administration. These tools include:

- **phpMyAdmin**—a free Web application tool for MySQL database administration. This tool may be downloaded from <https://www.phpmyadmin.net/>.
- **MySQL Workbench**—a powerful and unified visual tool that provides an interface for easily administering MySQL environments. This tool may be downloaded from <https://www.mysql.com/products/workbench/>.
- **MySQL Command Shell**—the built-in MySQL command-line tool that comes with MySQL and can be used to perform administrative tasks. This tool may be downloaded from <https://dev.mysql.com/downloads/shell/>.
- **Webmin MySQL Module**—a Web application like phpMyAdmin, but less powerful. This tool may be downloaded from <http://www.webmin.com>.

Microsoft SQL Server

If you are using Microsoft SQL Server as your RDBMS, then you may use the following tool for database administration:

- **SQL Server Management Studio**—an integrated tool that may be used to perform administrative tasks. This tool may be downloaded from <https://msdn.microsoft.com/en-us/library/mt238290.aspx>.

Download EOP ASSIST 4.0 Files

After registering for EOP ASSIST 4.0 at <https://rems.ed.gov/EOPASSIST.aspx>, you will receive an email with a link to a hidden Web page and instructions for downloading the application files in a compressed (zipped) folder. Download and unzip the installation package. The installation package is in a directory called **EOP_ASSIST_PKG** and will include the following files and folders:

- **application/** (directory)
- **assets/** (directory)
- **system/** (directory)
- **uploads/** (directory)
- **.htaccess** (file), which will be hidden on Unix systems (if this is the case, use the command line)
- **index.php** (file)
- **web.config** (file)

Configure EOP ASSIST 4.0

On the Linux and Mac OS X/macOS operating systems, please confirm that the Apache user has read/write access to the main application directory. Then please do the following:

1. Copy all the files in the **EOP_ASSIST_PKG** folder to the root Web directory. This could be **htdocs** for Apache, **wwwroot** for IIS, or any virtual directory, depending on your Web server setup.
2. Grant read/write access to the **Apache** or **IIS service user** on the following file and folder:
application/config/settings.php
uploads/

Initialize EOP ASSIST 4.0

Next, you will need to run an install script that will set up the database tables and initialize the application. Make sure you have created a database and a database user before you continue.

1. Open your Web browser, and navigate to the following URL: <http://localhost/install>.
2. You will see the **Installation Wizard**, as shown below.
 - a. If you do not see this screen, then please review the Configuration Requirements section and confirm that your server environment is configured correctly.

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Choose the Hosting Level

1. Select the correct level of hosting—State Level or District Level—for your institution.
 - **State Level** means that a state agency is hosting the application for schools and districts in the state. It is possible that an REA would select state-level hosting for the districts and schools in that region.
 - **District Level** means that a district or individual school is hosting the application for schools in the district or for the individual school.
2. Click the **Save and Continue** button.

The screenshot displays the 'EOP ASSIST Installation' web interface. At the top, it reads 'EOP ASSIST Installation'. Below this, there is a blue header with contact information for the REMS TA Center. The main content area is titled 'Choose Hosting Level' and contains a section 'Select a hosting level or profile'. This section has two radio button options: 'State Level' (which is currently selected) and 'District Level'. Below each option is a corresponding instruction: 'Install EOP Assist at the State Level' and 'Install EOP Assist at the District Level'. A 'Save and Continue' button is located at the bottom of this section. To the left of the main content, there is a sidebar with navigation links: 'Verify Requirements', 'Database Settings', 'Admin Account', and 'Finished'. Below the main content, there is a green box containing legal disclaimers and logos for the U.S. Department of Education and the REMS Technical Assistance Center. The footer of the page indicates '2015 © United States Department of Education'.

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Verify Requirements

1. The system will then run a system requirements verification check to make sure that you have all the technologies and dependency PHP libraries needed to run EOP ASSIST 4.0.

EOP ASSIST Installation

The U.S. Department of Education contracted for final products and deliverables that were developed under the ED-ESE-12-O-0036 contract with Synergy Enterprises, Inc., and the contract stipulates that the U.S. Department of Education is the sole owner of EOP ASSIST.

For more information about EOP ASSIST, please contact the REMS TA Center at info@remstacenter.org or on our toll-free telephone number, 1-855-781-REMS [7367]. Our hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.

- ✓ Choose Hosting Level
- ▶ **Verify Requirements**
- Database Settings
- Admin Account
- Finished
- * **Required Field**

Verify System Requirements

PHP Version: 5.6.11

Required PHP extensions and Libraries

All required libraries installed and loaded successfully

File permissions

Write permissions of required files are set.

Warning

[Save and Continue](#)

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Enter the Database Settings

1. If the system passes, you'll be prompted to enter the server and database information, as shown below. Please enter the following information into the appropriate fields.
 - For **Database Type**, select the database you are using. This should be either **MySQL** or **SQL Server**.
 - **Database Host** is the machine or server IP that hosts the database. If your database is hosted on the same server machine, type **localhost** or **127.0.0.1** in the field. Otherwise, enter the database server IP address in the field.
 - In the **Database Name** field, enter the name of the database you created earlier. This name should be **eopassist**.
 - In the **Database Username** field, enter the user name of the database.
 - In the **Database User Password** field, enter the password of the database user.
 - Click the **Save and Continue** button.

EOP ASSIST Installation

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For more information about EOP ASSIST, please contact the REMS TA Center at info@remstacenter.org or on our toll-free telephone number, 1-855-761-REMS (7367). Our hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.

✓ Choose Hosting Level
✓ Verify Requirements
▶ Database Settings
Admin Account
Finished
* Required Field

Database Setup

Database Type *
The type of database where your EOP Data will be stored in.
 MySQL SQLite PostgreSQL SQL Server

Database Host *

The name or ip address of the database host.

Database Name *

The name of the database your data will be stored in. It must exist on your server before EOP can be installed.

Database Username *

The database username set with administration privileges on the database selected.

Database User Password *

Confirm Password *

Save and Continue

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Set Up the Super Admin Account

Next, you will need to set up the Super Administrator account. This is EOP ASSIST 4.0's overall administrator who is responsible for setting up the application for other users and for managing the database. As such, the Super Administrator has all management functionality of the application and should be used by IT personnel.

1. Create a user ID and password.
2. Type your name and email.
3. Only if you have enabled state-level hosting during the installation process, select the appropriate state.
4. Make a note of the user ID and password information, so that you can use these log-in credentials in the future.

The screenshot shows the 'EOP ASSIST Installation' web interface. At the top, there is a blue header with the title 'EOP ASSIST Installation'. Below the header, a blue box contains contact information for the REMS TA Center. The main content area is titled 'Super Admin Setup' and features a progress indicator on the left with steps: 'Choose Hosting Level', 'Verify Requirements', 'Database Settings', and 'Admin Account' (which is currently selected and marked as 'Finished'). The 'Admin Account' section includes a 'Required Field' label and a list of input fields: 'User Name *', 'State *' (a dropdown menu currently showing 'Alabama'), 'Email *' (with a placeholder 'Administrator email'), 'User Password *', and 'Confirm Password *'. A 'Save and Continue' button is located at the bottom of the form. At the bottom of the page, there is a green box with legal disclaimers and logos for the U.S. Department of Education and the REMS Technical Assistance Center. The footer text reads '2015 © United States Department of Education'.

Finish

After installation, please go to <http://localhost/>; you will be redirected to the Log-In page. This page is where you may log in with the Super Administrator log-in credentials that you just created. It is recommended that there be at least three representatives from your institution with access to the Super Administrator log-in credentials.

Please Note: More information on how to set up school and/or district accounts, as well as the appropriate users is available in [Chapter 4](#).

Chapter 4: Setting Up Schools, Districts, and/or Users

At this point, you have downloaded EOP ASSIST 4.0 and installed it on your institution's server. Again, it is important to recognize whether your institution is hosting the application at the state, district, or school level. To begin setting up the appropriate entities within EOP ASSIST 4.0 for your level of hosting, please review the following subsection that is applicable to your institution. It is not possible to host the application at more than one type of level.

State-Level Hosting

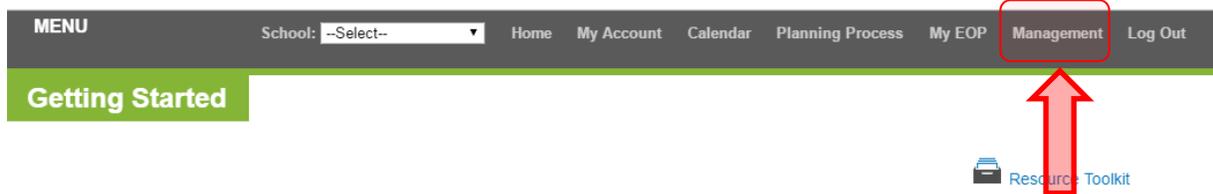
The state level allows state agencies (or REAs), multiple districts and their schools, and independent schools to have access to and different roles within the application. Typically, a state agency or REA will host the application at this level so that all schools and districts within its jurisdiction may log into the application to develop and revise their school EOPs, which are stored on the state's or REA's server.

The Super Administrator's first task will be to create at least one State Administrator account that is associated with the state agency or REA. Once the State Administrator's log-in credentials are shared with him or her, the State Administrator will be responsible for creating additional State Administrator accounts for the state agency or REA, district profiles, and District Administrator accounts for all districts within your institution's jurisdiction, as well as school profiles and School Administrator accounts for all independent schools within your institution's jurisdiction.

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Create a State Administrator Account

1. Log in and navigate to the **Management** section.



Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the *At-a-Glance version* of the *Guide*.
- View an archived *webinar* that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute *online course* on the *Guide*.
- Request a free, on-site training, *Developing Emergency Operations Plans (EOPs) K-12 101 Training*, for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

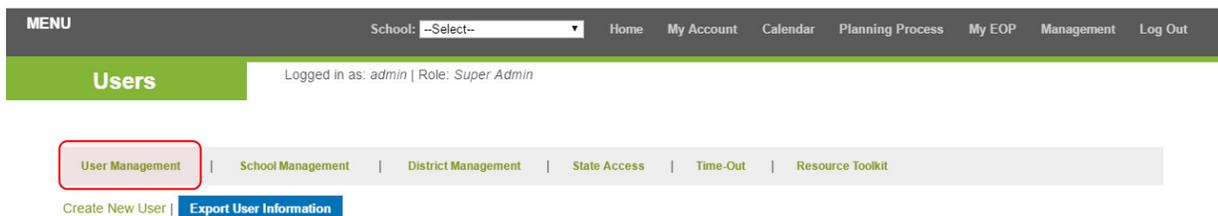
- *State-by-state requirements* for school EOPs;
- *A glossary* of emergency management terminology;
- *Guidance* on National Incident Management System (NIMS) Implementation Activities for Schools; and
- *A list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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2. Select the User Management tab.



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3. Click the **Create New User** button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New User | Export User Information

4. Fill all of the required fields (noted with an asterisk) in the form that appears.
 - Select State Administrator in the User Role dropdown menu.
5. Make a note of the user ID and password information, so that you can send it to the actual user who will use these log-in credentials.
6. Click the **Save** button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New User

* First Name:	<input type="text"/>	<input type="text"/>
* Last Name:	<input type="text"/>	<input type="text"/>
* Email:	<input type="text"/>	<input type="text"/>
Phone Number:	<input type="text"/>	<input type="text"/>
* User ID:	<input type="text"/>	<input type="text"/>
* Password:	<input type="password"/>	* Confirm Password: <input type="password"/>
* User Role:	State Administrator	

Save

Create New User | Export User Information

7. The State Administrator's name and other personal information will be saved, and the screen will return to the User List, along with a confirmation message that a new user account was created successfully.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New User | Export User Information

✓ New user created successfully!

Share Log-In Credentials With the State Administrator

Now that you have created a State Administrator account to manage the entire state's or region's access to the application, you will need to share the State Administrator's log-in credentials with him or her. The REMS TA Center recommends that you share all of the following information with each State Administrator:

- User ID of the State Administrator
- Password of the State Administrator
- Reminder that the State Administrator may want to change his or her password
- Responsibility of the State Administrator to create at least two additional State Administrator accounts
- Responsibility of the State Administrator to create a district profile and a District Administrator account for each district within your institution's jurisdiction
- Responsibility of the State Administrator to create a school profile and a School Administrator account for each independent school in your institution's jurisdiction
- Reminder that the State Administrator may want to fill out and distribute the [Customizable EOP ASSIST Info Sheet for States and Regional Education Agencies to Share With School Districts and Schools](#) to schools and districts in their jurisdiction, so they understand what EOP ASSIST 4.0 is and how they can get started using the application on the state's or REA's server
- [EOP ASSIST 4.0 User Manual](#) as a reference guide
- EOP ASSIST Video Tutorials as resources

The REMS TA Center recommends that there be least three State Administrator accounts designated for each state agency or REA hosting EOP ASSIST 4.0.

Please Note: For more information on how to create district profiles, district-level user accounts, independent school profiles, and school-level user accounts, as well as more information on the responsibilities of the State Administrator, please refer to the [EOP ASSIST 4.0 User Manual](#).

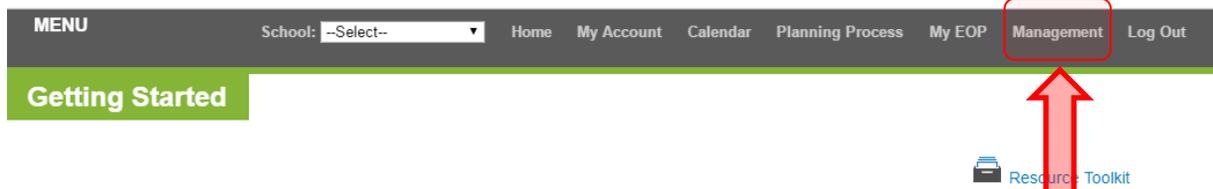
District-Level Hosting

The district level allows one district and its schools to have access to and different roles within the application. Only individuals from the district office and schools throughout the district may log into the application to develop and revise their school EOPs, which are stored on the district's server.

The Super Administrator's first task will be to create the district profile and at least one District Administrator account that is associated with the district office. Once the District Administrator's log-in credentials are shared with him or her, the District Administrator will be responsible for creating additional District Administrator accounts for the district and school profiles and School Administrator accounts for all schools within the district.

Create the District Profile

1. Log in and navigate to the **Management** section.



Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the *At-a-Glance version* of the *Guide*.
- View an archived *webinar* that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute *online course* on the *Guide*.
- Request a free, on-site training, *Developing Emergency Operations Plans (EOPs) K-12 101 Training*, for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- *State-by-state requirements* for school EOPs;
- *A glossary* of emergency management terminology;
- *Guidance* on National Incident Management System (NIMS) Implementation Activities for Schools; and
- *A list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.

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2. Select the District Management tab.

The screenshot shows the 'Users' page in the EOP ASSIST 4.0 interface. At the top, there is a 'MENU' bar with a 'School: --Select--' dropdown and navigation links: Home, My Account, Calendar, Planning Process, My EOP, Management, and Log Out. Below the menu, the page title is 'Users' and it indicates 'Logged in as: admin | Role: Super Admin'. A secondary navigation bar contains tabs: User Management, School Management, District Management (highlighted with a red box), State Access, Time-Out, and Resource Toolkit. Below this bar are two buttons: 'Create New User' and 'Export User Information'.

3. Click the **Create New District** button.

The screenshot shows the 'Districts' page in the EOP ASSIST 4.0 interface. The 'MENU' bar and navigation links are the same as in the previous screenshot. The page title is 'Districts' and it indicates 'Logged in as: admin | Role: Super Admin'. The secondary navigation bar contains tabs: User Management, School Management, District Management, State Access, Time-Out, and Resource Toolkit. Below this bar is a button labeled 'Create New District' which is highlighted with a red box.

4. Fill all of the required fields (noted with an asterisk) in the form that appears.

- Type your district's name in the District Name field.
- Type your district's abbreviation in the Screen Name field.

5. Click the **Create New District** button.

The screenshot shows the 'Create New District' form in the EOP ASSIST 4.0 interface. The 'MENU' bar and navigation links are the same. The page title is 'Districts' and it indicates 'Logged in as: admin | Role: Super Admin'. The secondary navigation bar contains tabs: User Management, School Management, District Management, State Access, Time-Out, and Resource Toolkit. Below this bar is a form titled 'Create New District' which is highlighted with a red box. The form has two input fields: '* District Name:' and 'Screen Name:'. Below the fields is a button labeled 'Create New District'. Below the form is a link labeled 'Create New District'.

6. The district name and other information will be saved, the screen will return to a table that will now include your district, and a confirmation message that a new district profile was created successfully will appear.

The screenshot shows the 'Districts' page in the EOP ASSIST 4.0 interface after a successful district creation. The 'MENU' bar and navigation links are the same. The page title is 'Districts' and it indicates 'Logged in as: admin | Role: Super Admin'. The secondary navigation bar contains tabs: User Management, School Management, District Management, State Access, Time-Out, and Resource Toolkit. Below this bar is a confirmation message: 'District created successfully!' which is highlighted with a red box. Below the message is a link labeled 'Create New District'.

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Because you represent a district that is hosting the application for itself, you should never create any additional district profiles in the application.

Create a District Administrator Account

1. Select the User Management tab.

The screenshot shows the application's main navigation bar with a 'MENU' dropdown and a 'School: --Select--' dropdown. Below the navigation bar, the 'Districts' tab is highlighted in green. The user is logged in as 'admin' with the role 'Super Admin'. A secondary navigation bar contains several tabs: 'User Management' (highlighted with a red box), 'School Management', 'District Management', 'State Access', 'Time-Out', and 'Resource Toolkit'. Below this bar is a 'Create New District' button.

2. Click the **Create New User** button.

The screenshot shows the application's main navigation bar with a 'MENU' dropdown and a 'School: --Select--' dropdown. Below the navigation bar, the 'Users' tab is highlighted in green. The user is logged in as 'admin' with the role 'Super Admin'. A secondary navigation bar contains several tabs: 'User Management', 'School Management', 'District Management', 'State Access', 'Time-Out', and 'Resource Toolkit'. Below this bar are two buttons: 'Create New User' (highlighted with a red box) and 'Export User Information'.

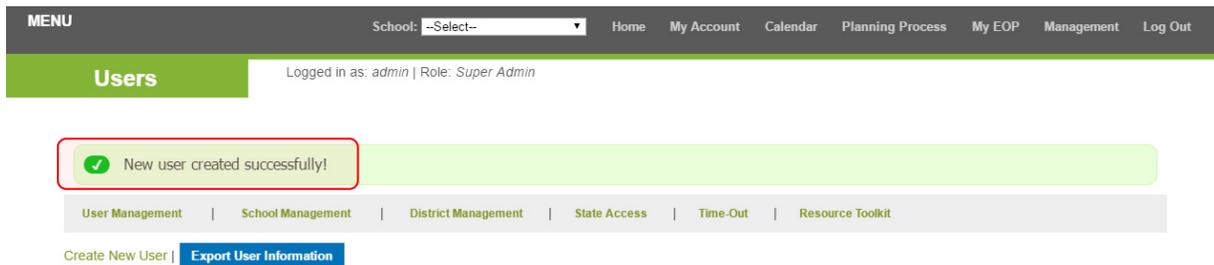
3. Fill all of the required fields (noted with an asterisk) in the form that appears.
 - Select District Administrator in the User Role dropdown menu.
 - Select your district's name in the District dropdown menu.
4. Make a note of the user ID and password information, so that you can send it to the actual user who will use these log-in credentials.
5. Click the **Save** button.

The screenshot shows the 'Create New User' form. The form has several fields: '* First Name:', '* Last Name:', '* Email:', 'Phone Number:', '* User ID:', '* Password:', '* Confirm Password:', '* User Role:', and '* District:'. The 'User Role' dropdown menu is highlighted with a red box and shows 'District Administrator' selected. The 'District' dropdown menu shows '--Select--'. Below the form is a 'Save' button. At the bottom of the page, there are two buttons: 'Create New User' (highlighted with a red box) and 'Export User Information'.

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- The District Administrator's name and other personal information will be saved, and the screen will return to the User List, along with a confirmation message that a new user account was created successfully.



The screenshot shows the 'Users' management page in the EOP ASSIST 4.0 application. At the top, there is a navigation bar with 'MENU' on the left and a dropdown menu for 'School: --Select--' followed by links for 'Home', 'My Account', 'Calendar', 'Planning Process', 'My EOP Management', and 'Log Out'. Below the navigation bar, the page title 'Users' is displayed on the left, and 'Logged in as: admin | Role: Super Admin' is shown on the right. A prominent green message box with a checkmark icon and the text 'New user created successfully!' is centered on the page. Below the message box, there is a horizontal menu with links for 'User Management', 'School Management', 'District Management', 'State Access', 'Time-Out', and 'Resource Toolkit'. At the bottom of the page, there are two buttons: 'Create New User' and 'Export User Information'.

Share Log-In Credentials With the District Administrator

Now that you have created a District Administrator account to manage the entire district's access to the application, you will need to share the District Administrator's log-in credentials with him or her. The REMS TA Center recommends that you share all of the following information with each District Administrator:

- User ID of the District Administrator
- Password of the District Administrator
- Reminder that the District Administrator may want to change his or her password
- Responsibility of the District Administrator to create at least two additional District Administrator accounts
- Responsibility of the District Administrator to create a school profile and a School Administrator account for each school in the district
- [EOP ASSIST 4.0 User Manual](#) as a reference guide
- EOP ASSIST Video Tutorials as resources

The REMS TA Center recommends that there be at least three District Administrator accounts designated for each district hosting EOP ASSIST 4.0.

Please Note: For more information on how to create school profiles and school-level user accounts, as well as more information on the responsibilities of the District Administrator, please refer to the [EOP ASSIST 4.0 User Manual](#).

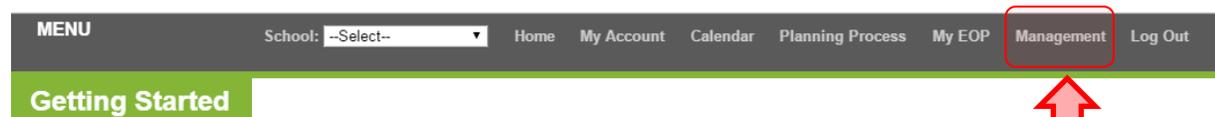
School-Level Hosting

The school level allows an individual school, regardless of whether it is public or nonpublic, to host the application on its own server for itself. Only individuals from that school's planning team may log into the application to develop and revise their school EOP, which is stored on the school's server.

The Super Administrator's first task will be to create the school profile and at least one School Administrator account that is associated with that school. Once the School Administrator's log-in credentials are shared with him or her, the School Administrator will be responsible for creating additional School Administrator accounts and School User accounts for the school.

Create the School Profile

1. Log in and navigate to the **Management** section.



Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
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- View an archived [webinar](#) that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute [online course](#) on the *Guide*.
- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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2. Select the School Management tab.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

User Management | **School Management** | District Management | State Access | Time-Out | Resource Toolkit

Create New User | Export User Information

3. Click the **Create New School** button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Schools Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New School

4. Fill all of the required fields (noted with an asterisk) in the form that appears.

- Type your school's name in the School Name field.
- Type your school's abbreviation in the Screen Name field.
- Select None in the District dropdown menu.

5. Click the **Create New School** button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Schools Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New School

* School Name:

Screen Name:

* District: **None** ▼

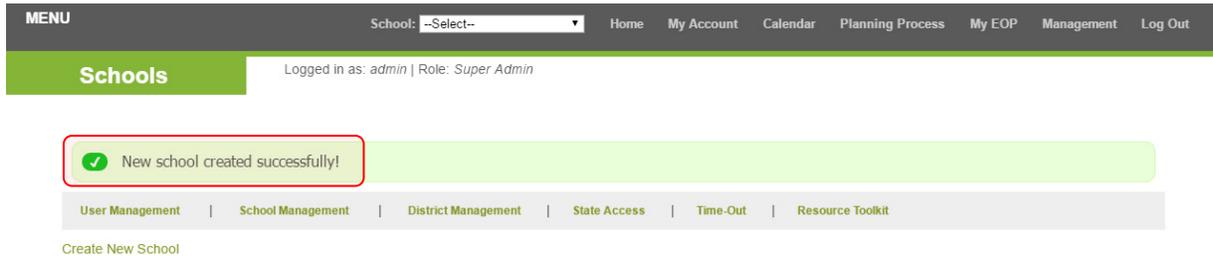
Create New School

Create New School

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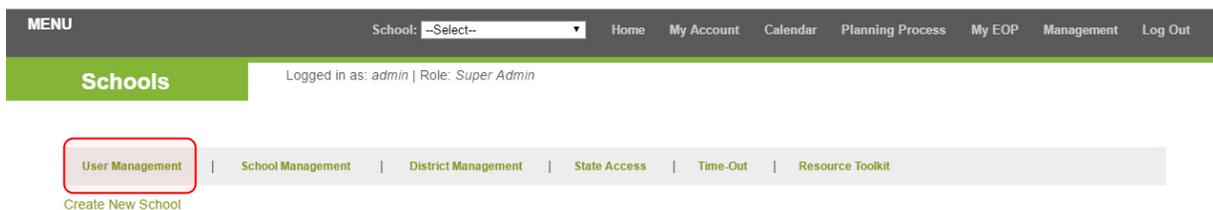
- The school name will be saved, the screen will return to a table that will now include your school, and a confirmation that a new school profile was created successfully will appear.



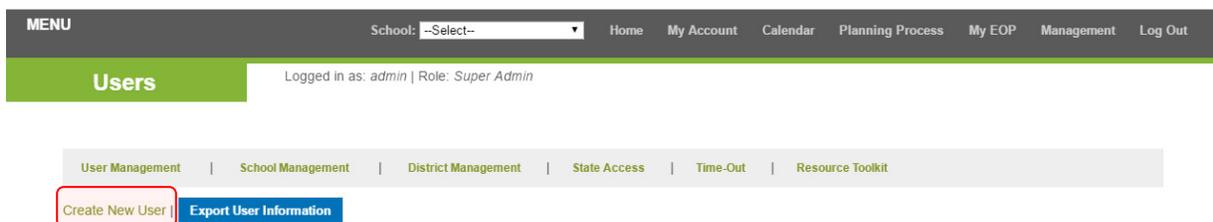
Because you represent an individual school that is hosting the application for itself, you should never add any additional schools to the application.

Create a School Administrator Account

- Select the User Management tab.



- Click the **Create New User** button.



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- Fill all of the required fields (noted with an asterisk) in the form that appears.
 - Select School Administrator in the User Role dropdown menu.
 - Select None in the District dropdown menu.
 - Select your school's name in the School dropdown menu.
- Make a note of the user ID and password information, so that you can send it to the actual user who will use these log-in credentials.
- Click the **Save** button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New User

* First Name:		
* Last Name:		
* Email:		
Phone Number:		
* User ID:		
* Password:		* Confirm Password:
* User Role:	School Administrator	
* District:	None	
* School:	--Select--	

Save

Create New User | Export User Information

- The School Administrator's name and other personal information will be saved, and the screen will return to the User List, along with a confirmation message that a new user account was created successfully.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Management Log Out

Users Logged in as: admin | Role: Super Admin

✓ New user created successfully!

User Management | School Management | District Management | State Access | Time-Out | Resource Toolkit

Create New User | Export User Information

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

EOP ASSIST 4.0 Installation Manual

Share Log-In Credentials With the School Administrator

Now that you have created a School Administrator account to manage the school planning team's access to the application, you will need to share the School Administrator's log-in credentials with him or her. The REMS TA Center recommends that you share all of the following information with the School Administrator:

- User ID of the School Administrator account
- Password of the School Administrator account
- Reminder that the School Administrator may want to change his or her password
- Responsibility of the School Administrator to create at least two additional School Administrator accounts
- Responsibility of the School Administrator to create a School User account for each member of the school's planning team
- [EOP ASSIST 4.0 User Manual](#) as a reference guide
- EOP ASSIST Video Tutorials as resources

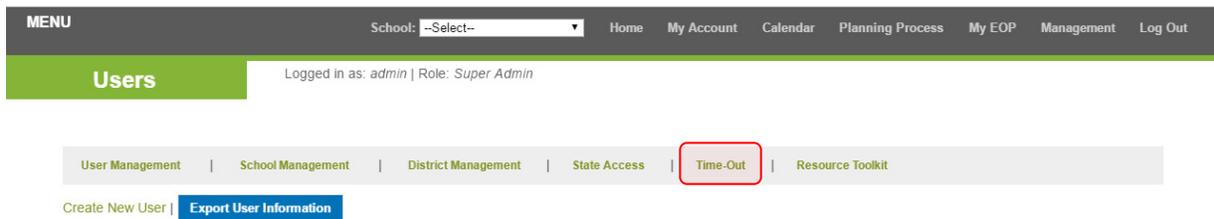
The REMS TA Center recommends that there be at least three School Administrator accounts designated for each school hosting EOP ASSIST 4.0.

Please Note: For more information on how to create school-level user accounts, as well as more information on the responsibilities of the School Administrator, please refer to the [EOP ASSIST 4.0 User Manual](#).

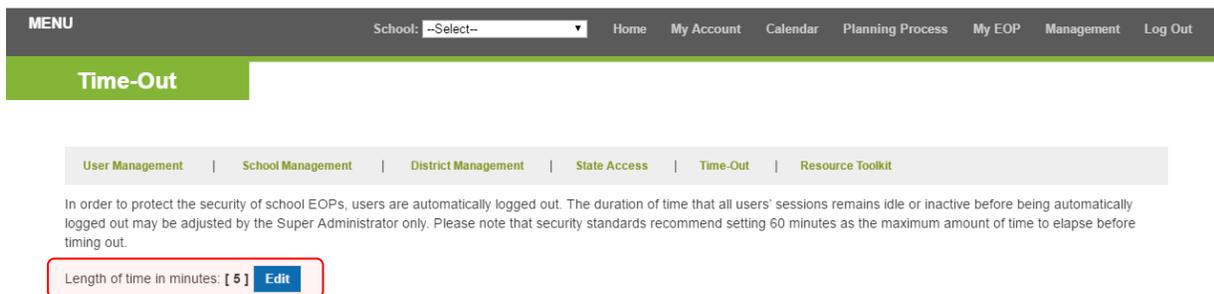
Chapter 5: Time-Out Feature

In order to protect the security of school EOPs, users are automatically logged out. The duration of time that all users' sessions remains idle or active before being automatically logged out may be adjusted by the Super Administrator only. Security standards recommend setting 60 minutes as the maximum amount of time to elapse before timing out.

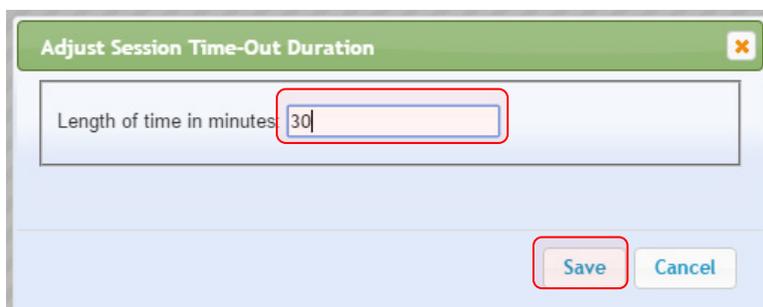
1. Select the Time-Out tab.



2. Click the **Edit** button.



3. A pop-up window will appear.
 - Fill out the field.
 - Click the **Save** button.



Chapter 6: Client Access

No client installation is required. After EOP ASSIST 4.0 has been installed on an institution's server, users access it as a Web application via a Web browser using the Web server IP address (e.g., <http://192.168.16.7>). Alternatively, if you have a Domain Name System (DNS) server, then you may set up a domain name and point it to the IP address (e.g., eopassist.domain.org). Any of the modern browsers in the table below can be used to access EOP ASSIST 4.0, and a secure connection with the latest encryption technologies is always recommended.

Web Browser	Compatible Releases
Internet Explorer	8.0 and above
Microsoft Edge	13 and above
Mozilla Firefox	46 and above
Apple Safari	8.0 and above
Google Chrome	49 and above

You will need to share the appropriate Web server IP address or domain name with all users of EOP ASSIST at your institution, so that they can access the application.

Chapter 7: Resources and Technical Assistance

Recommended Resources for Distribution

The REMS TA Center has developed a number of resources for EOP ASSIST users. It is important that you distribute the following recommended resources to emergency management practitioners when they first gain access to the application, so that they understand its features and how they may use it to develop a school EOP.

Customizable EOP ASSIST Info Sheet for States and Regional Education Agencies to Share With School Districts and Schools

This downloadable and interactive flyer allows state agencies and REAs who are hosting the software application for their schools and districts to distribute and share information on EOP ASSIST and promote its use across the state or region. State agencies and REAs may fill in the interactive forms with their agency name, as well as contact information for the representative overseeing EOP ASSIST at their agency, and use this tool to help communicate the basics on how EOP ASSIST works and what schools and school districts need to do to get started using the application. http://rems.ed.gov/docs/resources/EOP_Assist_FactSheetStatesShareWithLEAs.pdf

EOP ASSIST 4.0 User Manual

This publication provides in-depth information on using EOP ASSIST from all user levels, including directions on how to complete tasks. All users should review this document before they begin to use the application, as well as refer to it throughout their use.

https://rems.ed.gov/docs/EOP_ASSIST_4.0_User_Manual.pdf

An Overview of the Features and Functions of EOP ASSIST Video Tutorial

This video provides an overview of the general layout of the application and shows users how to log in, log out, and change their password. <https://www.youtube.com/watch?v=GGAUycC9Krw>

Using EOP ASSIST as an Administrator Video Tutorial

This video provides information on some of the management features of the application and focuses on School Administrators and District Administrators, and how they can manage user accounts, school profiles, and school EOPs. <https://www.youtube.com/watch?v=-uAYLFQU9o>

Creating a School EOP With EOP ASSIST: A Focus on the Planning Process Video Tutorial

This video provides information on generating a school EOP using the application, and it reviews the Planning Process and My EOP sections. <https://www.youtube.com/watch?v=ODHH2k47Yj0>

EOP ASSIST Discussion Forum

This forum on the REMS TA Center's Community of Practice allows current and potential users to share feedback, exchange ideas, and pose questions.

<https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=85>

Additional Resources

In addition to the recommended resources above, the REMS TA Center has created the following additional resources. You may choose to also distribute these resources to emergency management practitioners or share them by request. These resources provide an overview of the application's purpose, features, and functions and are intended to be used to secure buy-in from colleagues and school administrators for the application's use.

EOP ASSIST 4.0 Product Description

This downloadable and distributable flyer provides an overview of the application and its technical requirements, and it is intended for practitioners who are interested in potentially using EOP ASSIST. https://rems.ed.gov/Docs/EOP_ASSIST_4.0_Flyer.pdf

EOP ASSIST 3.0: Next Generation of Updates and Enhancements Webinar

This Webinar provides an overview of the updated management features of the most recent version of the software application available to state agencies, regional education agencies, school districts, and schools. This includes how to use the tool to meet state and local requirements. <http://rems.ed.gov/EOPAssist30NextGenUpdatesEnhancements.aspx>

An Overview of the Features & Functions of EOP ASSIST 2.0 for School & School District Hosts and Their Stakeholders

This presentation provides an overview of the application and its setup when it is hosted by schools, districts, or other local agencies.

https://rems.ed.gov/Docs/EOP_ASSIST_2_0_OverviewSchoolDistrictHostsStakeholders.pptx

An Overview of the Features & Functions of EOP ASSIST 2.0 for State Agency Hosts and Their Stakeholders

This presentation provides an overview of the application and its setup when it is hosted by state agencies and regional agencies on behalf of multiple schools and districts.

https://rems.ed.gov/Docs/EOP_ASSIST_2_0_OverviewStateAgencyHostsStakeholders.pptx

EOP ASSIST: Features, Functions, and Recent Enhancements Webinar

This Webinar provides an overview of the application's features and functions and demonstrates how practitioners may use it to develop school EOPs. The Webinar includes information on management features for states, districts, and schools.

<https://rems.ed.gov/EOPASSISTFeaturesandRecentEnhancements.aspx>

An Overview of the EOP ASSIST Software Application

This presentation provides a brief overview of the application when it is hosted by schools or districts.

https://rems.ed.gov/Docs/EOP_ASSIST_Overview.ppt

Technical Assistance

The REMS TA Center is pleased to offer technical support by phone or email to individuals and planning teams at schools, school districts, REAs, and state agencies regarding the installation or use of EOP ASSIST. If you have any questions, please contact the REMS TA Center Help Desk by email at

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

EOP ASSIST 4.0 Installation Manual

info@remstacenter.org or by phone, toll-free, at 1-855-781-REMS (7367). Our hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.

Appendix A: Configuring PHP and MySQL on Apache HTTP Server

As stated in [Chapter 3](#), EOP ASSIST 4.0 is compatible with three Web server environments. This appendix provides information on how to set up Apache, PHP, and MySQL on a Microsoft Windows, Linux, or Mac OS X/ macOS operating system.

Linux/Unix

Linux, Apache, MySQL, and PHP (also known by the acronym LAMP stack) is a bundle of open source software that is used to run Websites and servers. To install the required software on a Linux/Unix operating system, run the following commands.

Install Apache

1. Open the terminal.
2. Type the following command:

```
sudo apt-get update
sudo apt-get install apache2
```

3. Confirm that Apache is installed.
4. Direct your browser to your server's IP address (e.g., <http://12.34.56.789>).
5. The page should display the following message: "It works!".

Install MySQL

1. Type the following command in the terminal:

```
sudo apt-get install mysql-server libapache2-mod-auth-mysql
php5-mysql
```

2. During the installation, MySQL will ask you to set a root password. If you miss the chance to set the password while the program is installing, it is very easy to set the password later from within the MySQL shell.
3. Once you have installed MySQL, you will need to activate it. Type the following command:

```
sudo mysql_install_db
```

Install PHP

1. Open the terminal.
2. Type the following command:

```
sudo apt-get install php5 libapache2-mod-php5 php5-mcrypt
```

Microsoft Windows

To install the required software on a Linux/Unix operating system, review the following information.

The primary Microsoft Windows platform for running Apache 2.4 is Windows 2000 or later. Always obtain and install the current service pack to avoid operating system bugs. Apache HTTP Server versions later than 2.2 will not run on any operating system earlier than Windows 2000.

The Apache HTTP Server Project itself does not provide binary releases of software, only source code. Individual committers *may* provide binary packages as a convenience, but it is not a release deliverable.

The popular and recommended options for deploying the Apache HTTP Server and, optionally, PHP and MySQL on Microsoft Windows include:

- [ApacheHaus](#)
- [Apache Lounge](#)
- [BitNami WAMP Stack](#)
- [WampServer](#)
- [XAMPP](#)

BitNami WAMP Stack, WampServer and XAMPP are bundled with PHP and MySQL, both of which are necessary for EOP ASSIST 4.0 to work. They additionally provide installers with built-in wizards and guides that will help you configure a Web server environment suitable for EOP ASSIST without having to configure each manually. If you decide to use any of these, stop here and head to their respective installation documentation.

To manually install and configure Apache on a Microsoft Windows operating system, refer to the documentation that Apache has provided:

<http://httpd.apache.org/docs/current/platform/windows.html#down>

Mac OS X Yosemite

Apache and PHP are already packaged with OS X. To create a local Web server, enable both Apache and PHP, and then install MySQL. You may also choose to use third-party Web software bundles such as [XAMPP](#) and [MAMP](#) that simplify and automate the whole process. Read more about installing each Web software bundle in third-party documentation.

- XAMPP: <https://www.apachefriends.org/index.html>
- MAMP: <https://www.mamp.info/en/>

Enable Apache

1. Open the terminal application.
2. Run the following command:

```
sudo apachectl start
```

3. Access <http://localhost>
4. Verify "It works!"

Enable PHP for Apache

You'll then need to change your working directory to the apache2 directory and enable the php5 module. To do so, run the following commands.

1. Change the working directory to the apache2 directory by typing the following command:

```
cd /etc/apache2/
```

2. Edit the Apache configuration by typing the following command:

```
vi httpd.conf
```

3. Uncomment the following lines (remove #):

```
LoadModule php5_module libexec/apache2/libphp5.so  
LoadModule deflate_module libexec/apache2/mod_deflate.so  
LoadModule expires_module libexec/apache2/mod_expires.so  
LoadModule rewrite_module libexec/apache2/mod_rewrite.so
```

4. You will the need to restart Apache. Type the following command:

```
sudo apachectl restart
```

5. The default DocumentRoot for Mac OS X Yosemite is /Library/WebServer/Documents. You can verify this from your Apache configuration by typing the following command:

```
grep DocumentRoot httpd.conf
```

Install MySQL

1. You will need to download the MySQL DMG for Mac OS X. To do so, you may follow the directions provided by a third party: <http://dev.mysql.com/downloads/mysql/>

Appendix B: Configuring PHP and MySQL on Microsoft Windows Server with IIS

As stated in [Chapter 3](#), EOP ASSIST 4.0 is compatible with three Web server environments. This appendix provides information on how to set up IIS, MySQL, and PHP on a Microsoft Windows operating system.

Install IIS 7 on Windows Server 2008 R2

By default, IIS 7 is not installed on Windows Server 2008 R2. You can install IIS 7.5 IIS by using the Add Roles wizard in Server Manager or by using the command line.

1. Click the **Start** button.
2. Point to Administrative Tools.
3. Click the **Server Manager** button.
4. In Roles Summary, click the **Add Roles** button.
5. Use the **Add Roles Wizard** to add the Web server role.

Read more about configuration and using the command line here: <https://technet.microsoft.com/en-us/library/Cc771209.aspx>

Install and Configure PHP

In order for Microsoft Windows to run PHP code, the PHP binary files need to be copied to your system. No installation is required but some configuration is needed to have it run properly.

1. Download **PHP 5.6.x** from <http://windows.php.net/download#php-5.6> or **PHP 7.0.x** from <http://windows.php.net/download#php-7.0>
 - For IIS 7, the *non-thread safe* binaries should be used.
 - PHP for Windows is built using Visual Studio 2012, 2015 or 2017 and, therefore, requires the VC11, VC14 or VC15 Redistributables. You may download them here:
 - i. VC11 for Visual Studio 2012: <https://www.microsoft.com/en-us/download/details.aspx?id=30679>
 - ii. VC14 for Visual Studio 2015: <https://www.microsoft.com/en-us/download/details.aspx?id=48145>
 - iii. VC15 for Visual Studio 2017: <https://www.microsoft.com/en-us/download/details.aspx?id=30679>
2. Extract the files here: **C:/php**
3. Copy the **php.ini-production** file from C:/php/ to the Microsoft Windows directory and rename it to **php.ini** so that you have **C:/Windows/php.ini** open the php.ini file.
4. Uncomment set the key for the following lines:

```
cgi.force_redirect = 0
fastcgi.impersonate = 1
extension_dir to the 'ext' folder in the path PHP was extracted to (e.g.. 'C:PHPext')
date.timezone to the time zone of your server (the URL on the line above this key lists the accepted values).
```

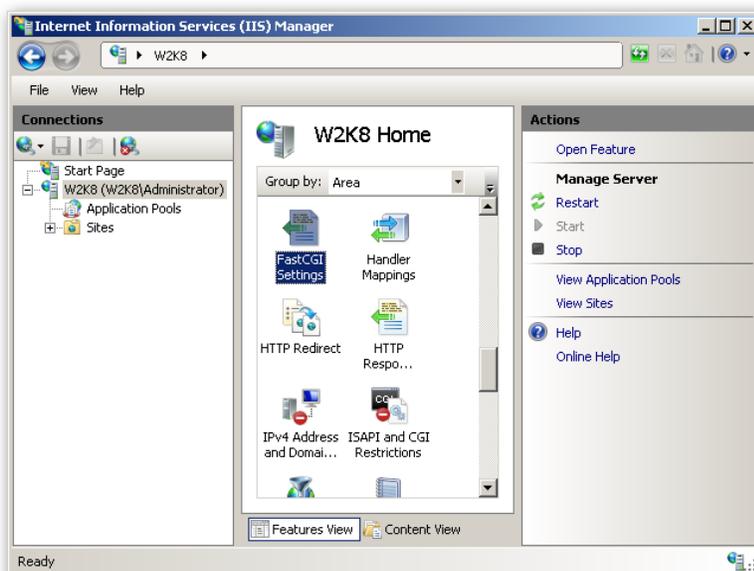
Please Note: For more detailed information on configuring PHP, reference [Appendix D](#).

Configure IIS 7 to Run FastCGI

1. To enable FastCGI, go to **Server Manager > Roles > Web Server**.
2. Confirm that the **CGI** option is installed under the **Application Development** section. If it is not, enable this feature and update your IIS 7 installation.

Configure IIS 7 to Run PHP via FastCGI

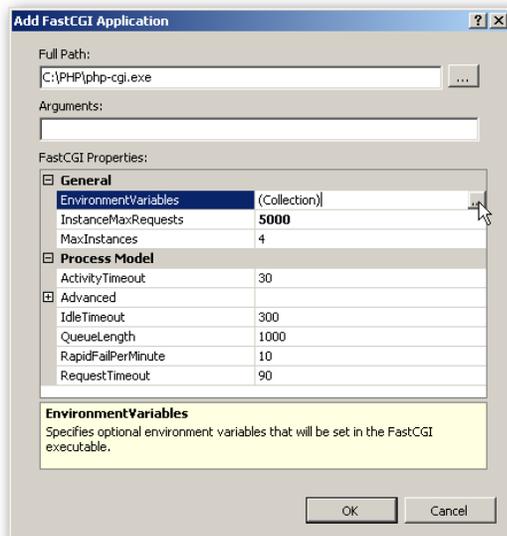
You will need to configure FastCGI to work with PHP under the **FastCGI settings** option in the IIS administration pack.



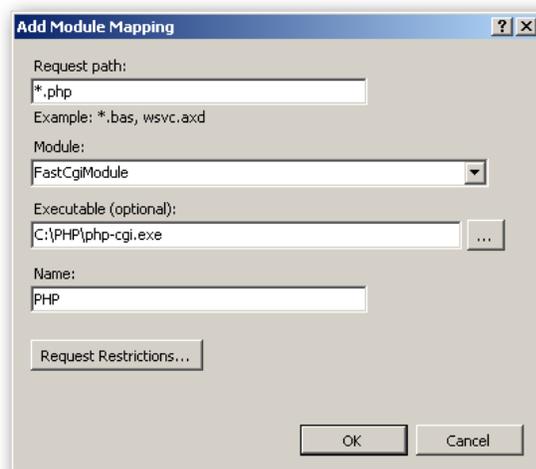
1. On the settings screen, click the **Add Application** button.



2. Set the php-cgi.exe executable path accordingly. In this case, it is **C:/php/php-cgi.exe**.



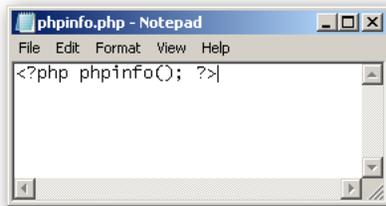
3. Map how PHP scripts are executed by IIS. This is configured in Handler Mappings. Click on the **Handler Mappings** option and add a new module mapping.
4. Set the module's request path to PHP files (*.php) with the module interface **FastCgiModule**. Set the executable to the same file that was configured in the FastCGI settings above. Assign a friendly name to this mapping, such as PHP, and click the **OK** button.



Testing PHP

One of the last steps is to confirm your PHP setup through IIS.

1. Create a text file in the root directory 'C:\inetpub\wwwroot' named 'phpinfo.php' which simply contains the line: `<?php phpinfo(); ?>`



2. Browse to the address 'http://localhost/phpinfo.php' on your server and you should see the PHP information page. If the page loads successfully, PHP is now running on your machine.

Install MySQL Server on Windows Server 2008 or Windows Server 2008 R2

1. Download [MySQL Community Server](http://dev.mysql.com/downloads/), which may be found at <http://dev.mysql.com/downloads/>. It is recommended that you download Windows Installer.
2. Start **Windows Installer**, or extract all the files from the archive, and then start **Setup.exe**.
3. You can use a **Typical Setup** or customize the installation to suit your needs.
4. Once the installation wizard is completed, it is recommended that you leave the **Configure the MySQL Server Now** check box selected.
5. Download **MySQL Workbench**, a visual tool for MySQL database system management, development and design. This tool may be found at: <https://www.mysql.com/products/workbench/>

Appendix C: Configuring PHP and Microsoft SQL Server on Microsoft Windows Server with IIS

As stated in [Chapter 3](#), EOP ASSIST 4.0 is compatible with three Web server environments. This appendix provides information on how to set up IIS, Microsoft SQL Server, and PHP on a Microsoft Windows operating system.

To set up Microsoft SQL Server so that it works with PHP, you will need to install and configure the SQL Server driver for PHP, which is a PHP extension that allows the reading and writing of SQL Server data from within PHP scripts. The following operating systems are supported:

- **Windows Server 2008 R2** or **Windows Server 2008**;
- **Windows 7**, **Windows Vista Service Pack 1**, or **Windows XP SP3**; and
- **Windows Server 2003 SP2**, or **Windows 2000 SP4**.

Additionally, you will need to have the following installed before you can continue:

- **PHP 5.x.x Microsoft SQL Server 2008 Native Client**. You can download this from a Microsoft SQL Server 2008 Feature Pack or at: <http://www.microsoft.com/en-us/download/details.aspx?id=16978>;
- Any edition of **SQL Server 2005** or **SQL Server 2008**;
- A Web server configured to run PHP.

Install IIS 7 on Windows Server 2008 R2

By default, IIS 7 is not installed on Windows Server 2008 R2. You can install IIS 7.5 IIS by using the Add Roles wizard in Server Manager or by using the command line.

1. Click **Start**, point to Administrative Tools and then click **Server Manager**.
2. In Roles Summary, click **Add Roles**.
3. Use the **Add Roles Wizard** to add the Web server role.

Read more about configuration and using the command line here: <https://technet.microsoft.com/en-us/library/Cc771209.aspx>

Install and Configure PHP

In order for Microsoft Windows to run PHP code, the PHP binary files need to be copied to your system. No installation is required but some configuration is needed to have it run properly.

1. Download **PHP 5.6.x** from <http://windows.php.net/download#php-5.6> or **PHP 7.0.x** from <http://windows.php.net/download#php-7.0>.
 - For IIS 7, the *non-thread safe* binaries should be used.
 - PHP for Windows is built using Visual Studio 2012, 2015 or 2017 and, therefore, requires the VC11, VC14 or VC15 Redistributables. You may download them here:

- i. VC11 for Visual Studio 2012: <https://www.microsoft.com/en-us/download/details.aspx?id=30679>
 - ii. VC14 for Visual Studio 2015: <https://www.microsoft.com/en-us/download/details.aspx?id=48145>
 - iii. VC15 for Visual Studio 2017: <https://www.microsoft.com/en-us/download/details.aspx?id=30679>
2. Extract the files here: C:/php
 3. Copy the **php.ini-production** file from C:/php/ to the Microsoft Windows directory and rename it to **php.ini** so that you have **C:/Windows/php.ini** open the php.ini file.
 4. Uncomment and set the key for the following lines:

```
cgi.force_redirect = 0  
fastcgi.impersonate = 1  
extension_dir to the 'ext' folder in the path PHP was extracted to (i.e.  
'C:PHPext')  
date.timezone to the time zone of your server (the URL on the line above this  
key lists the accepted values)
```

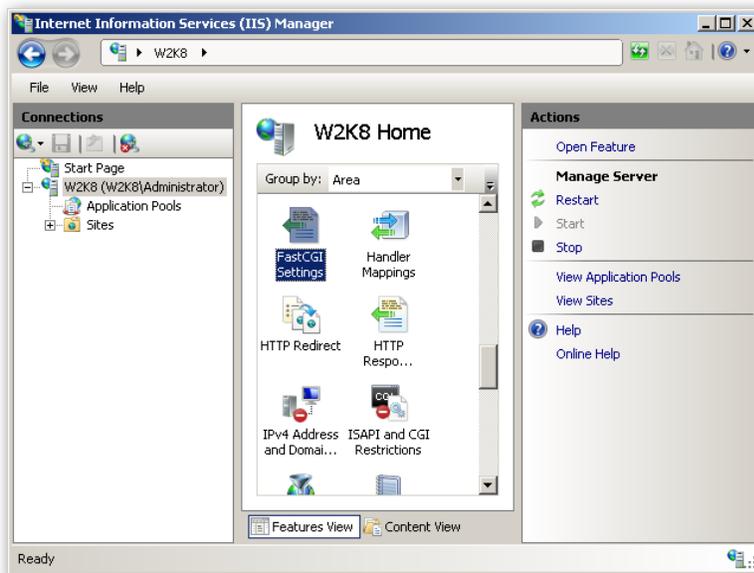
Please Note: For more detailed information on configuring PHP, reference [Appendix D](#).

Configure IIS 7 to Run FastCGI

1. To enable FastCGI, go to **Server Manager > Roles > Web Server**
2. Confirm that the **CGI** option is installed under the **Application Development** section. If it is not, enable this feature and update your IIS 7 installation.

Configure IIS 7 to Run PHP via FastCGI

1. Configure FastCGI to work with PHP under the **FastCGI settings** option in the IIS administration pack.



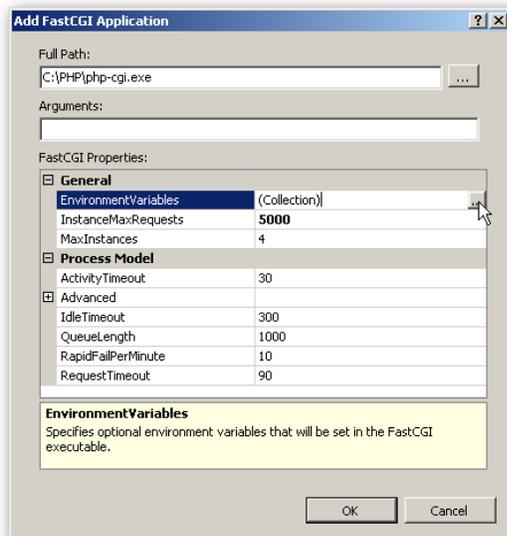
2. On the settings screen, add an application.



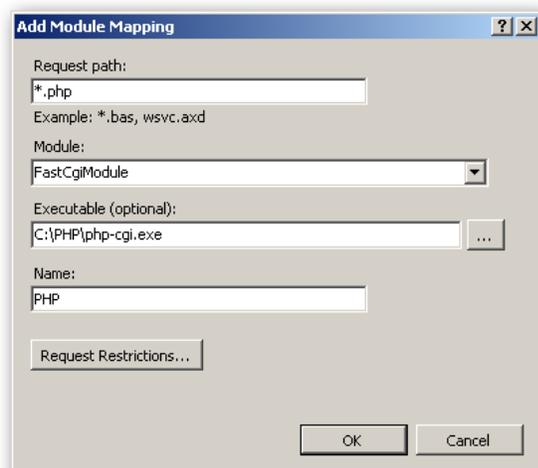
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3. Set the php-cgi.exe executable path accordingly, in this case C:/php/php-cgi.exe



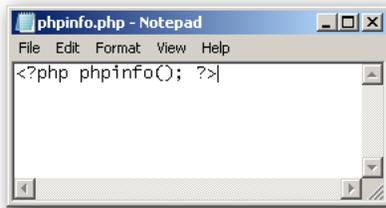
4. Map how PHP scripts are executed by IIS. This is configured in Handler Mappings.
5. Click on the **Handler Mappings** option and add a new module mapping.
6. Set the module's request path to PHP files (*.php) with the module interface **FastCgiModule**.
7. Set the executable to the same file that was configured in the FastCGI settings above.
8. Assign a friendly name to this mapping, such as PHP.
9. Click the **OK** button.



Testing PHP

One of the last steps is to confirm your PHP setup through IIS.

1. Create a text file in the root directory 'C:\inetpub\wwwroot' named 'phpinfo.php' which simply contains the line: `<?php phpinfo(); ?>`



2. Browse to the address 'http://localhost/phpinfo.php' on your server.
3. You should see the PHP information page. If the page loads successfully, PHP is now running on your machine.

Install SQL Server Driver for PHP

1. Download **%SQLServerDriverForPHP.EXE** to a temporary directory.
2. Double-click to run **%SQLServerDriverForPHP.EXE**.
3. Enter an installation directory when prompted. It is recommended that you extract the file to **%ProgramFiles%** with the default directory **Microsoft SQL Server Driver for PHP**.
4. Double-click to open the **SQLServerDriverForPHP.chm** help file.
5. Install the **Microsoft SQL Server Native Client** from the link provided.
6. Copy the **php_sqlsrv.dll** and **php_sqlsrv_ts.dll** files to the **C:\PHP\ext** directory.
7. Open the **C:\PHP\php.ini** file, and add the following line in the **Extensions** section:

```
Extension=php_sqlsrv.dll
```

8. Click the **Start** button.
9. Select the *search field*.
10. Type **iisreset**
11. Click the **Enter** button.

Appendix D: Configuring PHP on Microsoft Windows Server with IIS

Confirm that you have IIS installed and running. If not, you will need to Install IIS.

Install IIS

To install IIS on Windows Server 2012, complete the following directions.

1. Begin on the **Start** page.
2. Click the **Server Manager** tile.
3. Click the **OK** button.
4. Navigate to the Server Manager.
5. Select Dashboard.
6. Click the **Add Roles and Features** button.
7. The Add Roles and Features Wizard will open.
8. Navigate to the Before You Begin page.
9. Click the **Next** button.
10. Navigate to the Select Installation Type page.
11. Select Role-based or Feature-based Installation.
12. Click the **Next** button.
13. Navigate to the Select Destination Server page.
14. Click the **Select a Server From the Server Pool** button.
15. Select your server.
16. Click the **Next** button.
17. On the Select Server Roles page, select Web Server (IIS).
18. Click the **Next** button.
19. On the Select Features page, note the preselected features that are installed by default, and then select **CGI**. This selection also installs FastCGI, which is recommended for PHP applications.
20. Click the **Next** button.
21. On the Web Server Role (IIS) page, click the **Next** button.
22. On the **Select Role Services** page, note the preselected role services that are installed by default, and then click **Next**. (**Note:** You only have to install the IIS 8 default role services for a static-content Web server.)
23. On the **Confirm Installation Selections** page, confirm your selections.
24. Click the **Install** button.
25. On the **Installation Progress** page, confirm that your installation of the Web Server (IIS) role and required role services completed successfully.
26. Click the **Close** button.
27. To verify that IIS installed successfully, type the following into a Web browser:

`http://localhost`

28. You should see the default IIS Welcome page.

Install PHP

To download and install PHP, complete the following directions. Download PHP and the WinCache extension.

1. Open your browser to [Windows for PHP Download Page](#) and download the PHP *non-thread-safe* .zip package.
2. Download the WinCache extension from the [List of Windows Extensions for PHP](#).

Install PHP and WinCache.

3. Extract all files in the PHP .zip package to a folder of your choice, for example C:\PHP\
4. Extract the WinCache .zip package to the PHP extensions folder (\ext), for example C:\PHP\ext. The WinCache .zip package contains one file (Php_wincache.dll).

Add the PHP installation folder to the Path environment variable.

5. Open **Control Panel**, click **System and Security**, click **System**, and then click **Advanced System Settings**.
6. In the **System Properties** window, select the **Advanced** tab, and then click **Environment Variables**
7. Under **System Variables**, select **Path**, and then click **Edit**.
8. Add the path to your PHP installation folder to the end of the **Variable Value**, for example ;C:\PHP. Click **OK**.

Set up a handler mapping for PHP.

9. Open IIS Manager, select the hostname of your computer in the **Connections** panel, and then double-click **Handler Mappings**.
10. In the **Action** panel, click **Add Module Mapping**.
11. In **Request path**, type *.php.
12. From the **Module** menu, select **FastCgiModule**.
13. In the **Executable** box, type the full path to Php-cgi.exe, for example C:\PHP\Php-cgi.exe.
14. In **Name**, type a name for the module mapping, for example **FastCGI**.
15. Click **OK**.

Add default document entries for PHP.

16. Select the hostname of your computer in the **Connections** panel, and double-click **Default Document**.
17. In the **Action** panel, click **Add**. Type **Index.php** in the **Name** box, and then click **OK**.
18. Click **Add** again. Type **Default.php** in the **Name** box, and then click **OK**.

Test your PHP installation.

19. Open a text editor, for example Notepad, as Administrator.
20. In a new file, type the following text: `<?php phpinfo(); ?>`
21. Save the file as **C:\inetpub\wwwroot\Phpinfophp.php**.
22. Open a browser and enter the following URL: <http://localhost/phpinfo.php>. A nicely formatted Web page is displayed showing the current PHP settings.

Add Your PHP Application (in this case, EOP ASSIST 4.0).

23. Extract the EOP application files and paste them in the Web document root, e.g.,
C:\inetpub\wwwroot\

Install MySQL Server

To install MySQL Server on Windows Server 2008 or Windows Server 2008 R2, complete the following directions:

Download **MySQL Community Server**, which may be found at <http://dev.mysql.com/downloads/>. It is recommended that you download Windows Installer.

Start **Windows Installer**, or extract all the files from the archive, and then start **Setup.exe**. You can use a Typical Setup or customize the installation to suit your needs.

Once the installation wizard is completed, it is recommended that you leave the **Configure the MySQL Server Now** check box selected.

Run the **MySQL Server Instance Configuration Wizard**, and then choose the configurations options that most closely match your environment. For more information, see <http://dev.mysql.com/doc/refman/5.0/en/mysql-config-wizard.html>.

Best practice recommendations are as follows:

1. Click **Next** in the Instance Configuration Wizard.
2. Select Detailed Configuration, and then click **Next**.
3. Select a server type that best suits your environment. If installing MySQL on the same server running IIS be sure **not to** select **Dedicated MySQL Server Machine**.
4. Select a database option (Multifunctional Database or Transactional Database), and then click **Next**.
5. Choose the option that sets the number of concurrent connections you need.
6. You may adjust networking settings to suit your environment or accept defaults, and then click **Next**.
7. Select the default character set that best suits you (**UTF-8** is recommended), and then click **Next**.
8. We recommend enabling both Microsoft Windows options here. Select both check boxes, and then click **Next**.
9. Type the password you want to use for the root account, and then click **Next**.

10. Click **Execute** to apply your settings.
11. Click **Finish** to close the wizard.

Finalize Configuration

For PHP to work with MySQL, it is necessary to perform the following modifications to the Php.ini file:

1. Open the **c:\php\php.ini** file with your favorite text editor.
2. Confirm that the `extension_dir` points to the folder where all PHP loadable extensions are located, frequently in the `Ext` folder (for example, `extension_dir=".\\ext"`).
3. Uncomment the following lines by removing the semicolon:

```
extension=php_mysql.dll  
extension=php_mbstring.dll  
extension=php_mcrypt.dll
```

4. Enable dynamic extension for MySQL by uncommenting the corresponding line for the MySQL extension: `extension=php_mysql.dll`.
5. Save and close the `Php.ini` file.
6. Restart the IIS service by clicking the **Start** button, selecting the **Search Field**, typing `iisreset`, and then clicking the **Enter** button.

You should then see the **mysqli** section on the PHP information page created earlier (<http://localhost/phpinfo.php>). If so, PHP is now configured on IIS. Return to the instructions for installing EOP ASSIST in [Chapter 3](#).