



EOP ASSIST:

A Software Application For
K-12 Schools and School Districts

Installation Manual

Updated September 2015

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Chapter 1: Overview

EOP ASSIST is a web-accessible software application that requires installation by Information Technology (IT) personnel onto a local server at a state agency, school district, or an individual school, as applicable. It is important for IT personnel responsible for installing EOP ASSIST to ensure that the connection between the server and clients is secure. EOP ASSIST is compatible with Secure Sockets Layer (SSL) security protocols.

Individual users will not need to install EOP ASSIST onto their computers separately, as they will be able to access it through a Web browser, which is described in more detail later in this Installation Manual.

This guide covers preparing for installation, running the installation script, and the steps that should be done after the installation script has completed.

EOP ASSIST is a Web application and therefore requires the services of an http Web server that supports PHP, a server side scripting language, and a back-end database server, MySQL or MS SQL Server 2005-2014.

This documentation focuses on getting EOP ASSIST up and running on a Web server environment of your choice; it is not an exhaustive or definitive guide to setting up and configuring Web server environments. It does, however, include basic information on installing and configuring some supported environments.

Before proceeding with your installation, you should review the minimum requirements section and supported Web server environments. EOP ASSIST will run on most personal computers but standard server hardware is recommended for production.

Please review the entire Installation Manual before beginning the installation of EOP ASSIST.

Chapter 2: General Installation Considerations

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 at a state agency, school district, or individual school, as applicable, by a skilled network administrator or system administrator who has experience in server configuration. To ensure connectivity between schools and districts, the network or system administrator of the server network needs to configure the firewall to make the server only available to applicable schools.

Server Requirements

EOP ASSIST is currently supported by the following operating systems, Web servers, scripting language, and database systems.

- **Operating systems:** Windows, Linux, Mac OS X
- **Web servers:** Apache and IIS 5-7 for Windows® Server
- **Scripting language:** PHP 5.6.x or newer. (PHP 7.0 is still in Beta at the time of this release and, therefore, is not supported).
- **Database systems:** MySQL (5.1+) and MS SQL Server 2005

Server Software	Release
Apache	2.2, 2.4
IIS	5, 6, 7
PHP	5.5.x, 5.6.x
MySQL	5.6
MS SQL Server	2005 – 2014

PHP

EOP ASSIST is built with the popular server scripting language, PHP, and is designed to work with versions 5.5.x and 5.6.x as distributed on php.net (www.php.net). The following PHP libraries are required:

- Perl Compatible Regular Expressions
- Sessions
- Mcrypt
- Mbstring
- DOM
- Standard PHP Library
- JSON
- MYSQLND
- MySQLi, MySQL driver for PDO, MYSQLND
- sql_srv and pdo_sqlsrv required only for MS SQL Server database
- ZIP, ZLIB, DOMPDF

- LIBXML, XMLRPC, XML
- GD extension for graphics

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

Database Systems

MySQL is the database software required for EOP ASSIST. It 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 2005 – 2014 is another type of database software that may be used for the installation of EOP ASSIST. It does not need to be set up with any environmental variables other than those already defaulted with the software.

Web Servers

EOP ASSIST is compatible for installation on any Linux, OS X, or Windows Server that can host PHP Websites. IT personnel can install the server software (Apache/MySQL/PHP) independently or download a preconfigured Accessibility Management Platform (AMP) environment.

Apache (Recommended)

EOP ASSIST will work on Apache 2.x hosted on UNIX/Linux, OS X, or Windows.

Microsoft IIS

EOP ASSIST will work with IIS 5, IIS 6, or IIS 7 if PHP is configured correctly.

On IIS 7 EOP ASSIST requires [Windows 2008 Server SP2](#) or later for FastCGI support.

Connectivity

Network connectivity between district servers and schools is required for the application to be used by individual schools. To ensure privacy and cybersecurity, a secure connection between district servers and schools 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, need to be enabled on the district firewall and school firewall for this application to operate.

Chapter 3: Installation Instructions

Set Up a Web Server Environment of Choice

EOP ASSIST supports three Web server environments:

1. **Apache 2.x** with **PHP** and **MySQL** database (**recommended**). For basic configuration information, see [Appendix A](#).
2. **Microsoft IIS 5, IIS 6** or **IIS 7** with **PHP** and **MySQL** database. For basic set up information, see [Appendix B](#).
3. **Microsoft IIS 5, IIS 6** or **IIS 7** with **PHP** and **MS SQL Server 2005 – 2014** database. For basic set up information, see [Appendix B](#).

Set Up a Database and Privileged User

After configuring your Web server and PHP to work with a database system using MySQL or MS SQL Server, 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 – Database

For a MySQL back-end database, there are several free database management tools that you may use for database administration, such as

- phpMyAdmin (<https://www.phpmyadmin.net/>), a free web application tool to assist with MySQL database administration.
- MySQL Workbench (<https://www.mysql.com/products/workbench/>), a powerful unified visual tool that provides an interface for easily administering MySQL environments.
- MySQL command shell, the built-in MySQL command line tool that comes with MySQL and can be used to do anything administrative.
- Webmin MySQL module, a Web application like phpMyAdmin but less powerful.

MS SQL Server 2005 – 2014

For a MS SQL Server back-end database, you may utilize the SQL Server Management Studio.

Download EOP ASSIST Files

After registering for EOP ASSIST at <http://rem.s.ed.gov/EOPASSIST.aspx>, you will receive an email with a link and instructions for downloading the application files in a compressed (zipped) folder. Download and unzip the installation package. The installation package will include the following files and folders:

- **EOP ASSIST User Manual**;
- **EOP ASSIST Installation Manual**; and
- Application files in a directory called **EOP_ASSIST_PKG**.

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Configure EOP ASSIST

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.

On Linux and OS X operating systems, make sure the Apache user has read/write access to the main application directory.

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

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.

Open your browser and navigate to the following URL: <http://localhost/install>

You will see the installation screen shown below. Select the level of hosting at which you are installing EOP ASSIST. State-level hosting means that a state agency is hosting the application. District-level hosting, on the other hand, means that a district or individual school is hosting the application. Select State Level or District Level, as appropriate, and click the Save and Continue button.

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@remscenter.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

Select a hosting level or profile

State Level
Install EOP Assist at the State Level

District Level
Install EOP Assist at the District Level

Save and Continue

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The system will run a systems requirements verification check to make sure that you have all the technologies and dependency PHP libraries needed to run EOP ASSIST. If the system passes, you'll be prompted to enter the server and database information as shown below. Enter the following information into the appropriate fields.

1. For **Database Type**, select the database you are using. This should either be **MySQL** or **SQL Server**.
2. **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.
3. In the **Database Name** field, enter the name of the database you created earlier. This should be **eopassist**.
4. In the **Database Username** field, enter the user name of the database.
5. In the **Database User Password** field, enter the password of the database user.
6. Click the **Save and Continue** button.

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

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 *

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Next, you will need to set up the Super Administrator account. This is EOP ASSIST’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. To begin, create a user ID and password, and type your name and email, which are all required fields. Additionally, if you have enabled state-level hosting during the installation process, select the appropriate state. Make sure you save this information, so that you can log in again 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, there is a green sidebar on the left with a progress indicator: 'Choose Hosting Level' (checked), 'Verify Requirements' (checked), 'Database Settings' (checked), and 'Admin Account' (selected). The main content area is titled 'Super Admin Setup' and contains the following fields: 'User Name *' (text input), 'State *' (dropdown menu with 'Alabama' selected), 'Email *' (text input with 'Administrator email' placeholder), 'User Password *' (password input), and 'Confirm Password *' (password input). A 'Save and Continue' button is located at the bottom of the form. Below the form, there is a green footer containing legal disclaimers and logos for the U.S. Department of Education and the REMS Technical Assistance Center. The footer also includes the text '2015 © United States Department of Education'.

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

Please Note: For more information on how to set up the appropriate users, school(s), and/or district(s), refer to [Chapter 4: Setting Up Schools, Districts, and/or Users](#).

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

At this point, you have downloaded EOP ASSIST and installed the app on your state, district, or school server. It is important to recognize whether your organization is hosting EOP ASSIST at the state or local level. State-level hosting means that a state agency is hosting the application, and districts and schools throughout your state may log in to develop and revise their school EOPs, which are stored on the state agency's server. District-level hosting, on the other hand, means that a district is hosting the application, and only users from the district (in a district office or in schools throughout the district) may log in to develop, revise, and view their school EOPs, which are stored on the district's server. Likewise, school-level hosting implies that an individual school is hosting the application, and only users from the school may log in to develop, revise, and view their school EOP, which is stored on the school's server. To begin setting up the appropriate entities within EOP ASSIST for your level of hosting so that users may develop a high-quality school EOP, please review the following subsections.

State-Level Hosting

If your state agency has installed EOP ASSIST onto its local server, the Super Administrator will first need to create a State Administrator. The State Administrator will then need to create the appropriate districts and independent schools that exist within your state.

Once you have logged in, navigate to the Users Section.

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

Getting Started

Resource Toolkit

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.

Before initiating the process of developing a school EOP, it is recommended that 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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Select the User Management tab.

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

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Davis	john@ta.gov	10001	Active	District Administrator		Public Middle School Public Schools	No	Reset	Edit Block
John Adams	john@ta.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john@ta.gov	10003	Active	District Administrator		Public Middle School Public Schools	No	Reset	Edit Block
John Smith	john@ta.gov	10004	Active	School Administrator	Public Middle School	District 1	No	Reset	Edit Block
John White	john@ta.gov	10005	Active	District Administrator		Public Middle School	No	Reset	Edit Block
John Brown	john@ta.gov	10006	Active	School User	Public Middle School	District 1	No	Reset	Edit Block
John Green	john@ta.gov	10007	Active	School User	Public Middle School	Public Middle School Public Schools	No	Reset	Edit Block
John Black	john@ta.gov	10008	Active	School Administrator	Public Middle School	District 1	Yes	Reset	Edit Block
John Gold	john@ta.gov	10009	Active	School Administrator	Public Middle School	Public Middle School Public Schools	No	Reset	Edit Block
John Silver	john@ta.gov	10010	Active	School Administrator	Public Middle School	District 1	No	Reset	Edit Block

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Click the Create New User button.

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

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@usdoe.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit Block
Jane Johnson	janejohnson@usdoe.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit Block
John Smith	johnsmith@usdoe.gov	10004	Active	School Administrator	Public Schools District	District B	No	Reset	Edit Block
Jane Johnson	janejohnson@usdoe.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Smith	johnsmith@usdoe.gov	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10007	Active	School User	Elementary Middle School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10008	Active	School Administrator	Public	District B	Yes	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10009	Active	School Administrator	Public Schools High School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10010	Active	School Administrator	Public	District B	No	Reset	Edit Block

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Enter all the required fields (noted with an asterisk symbol) in the form that appears. Be sure to select State Administrator in the User Role drop-down menu. Then click the Save button. Make sure you save this information, so that you can send it to the actual user who will use these login credentials.

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

Create User Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

* First Name:

* Last Name:

* Email:

Phone Number:

* User ID:

* Password: * Confirm Password:

* User Role: **State Administrator**

Save

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
Jane Doe	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john@state.gov	10003	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	john@state.gov	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	john@state.gov	10005	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	john@state.gov	10006	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	john@state.gov	10007	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	john@state.gov	10008	Active	School Administrator	Public Schools	Public Schools	Yes	Reset	Edit Block
John Smith	john@state.gov	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	john@state.gov	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block

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

The screenshot shows the 'Users' management page in the EOP ASSIST system. At the top, there is a navigation bar with 'MENU', a school selection dropdown, and links for Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below this, a green bar indicates the user is logged in as 'admin' with the role of 'Super Admin'. A prominent green message box states 'New user created successfully!'. Below the message are navigation tabs for User Management, School Management, District Management, and State Access. The main content area is titled 'Create New User' and features a table of existing users. The table has columns for Full Name, Email, User ID, Status, User Role, School, District, View Only, Password, and Modify User. The bottom of the page shows pagination controls indicating 80 total entries and the current page is 1.

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
Jane Doe	jane.doe@state.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@state.gov	10003	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
Jane Doe	jane.doe@state.gov	10005	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@state.gov	10006	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@state.gov	10007	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@state.gov	10008	Active	School Administrator	Public Schools	Public Schools	Yes	Reset	Edit Block
John Doe	john.doe@state.gov	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@state.gov	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block

At this point, you will need to share the login credentials with the State Administrator. The State Administrator will then be responsible for creating at least two additional State Administrators, as well as districts and independent schools within the state. It is recommended that at least three State Administrators are designated for each state hosting EOP ASSIST.

Please Note: For more information on how to create districts, independent schools, and their accompanying users, as well as more information on the responsibilities of the State Administrator, please refer to the EOP ASSIST User Manual.

District-Level Hosting

If your district has installed EOP ASSIST onto your local server, the Super Administrator will need to first create the district, and then create at least one District Administrator associated with that district. The District Administrator will then need to add schools and School Administrators for the district.

Once you have logged in, navigate to the Users 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 developing a school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that users review additional school emergency management resources, including the following:

- Download and print a copy of the *Guide*. It will be useful to refer to the *Guide* while working with the *Guide* by completing any or all of the following activities:
- Read the *At-a-Glance* version of the *Guide*.
- View an archived [webinar](#) that introduces and summarizes the *Guide*.
- 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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Select the District Management tab.

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

Users Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit Block
Jane Johnson	janejohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10004	Active	School Administrator	Public Schools District	District B	No	Reset	Edit Block
Jane Johnson	janejohnson@state.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit Block
John Doe	john@state.gov	10007	Active	School User	Elementary School	Public Schools District	No	Reset	Edit Block
John Doe	john@state.gov	10008	Active	School Administrator	Public Schools	District A	Yes	Reset	Edit Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Schools High School	Public Schools District	No	Reset	Edit Block
John Doe	john@state.gov	10010	Active	School Administrator	Public Schools	District A	No	Reset	Edit Block

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

Click the Create New District button.

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

Districts Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Cherokee County School District	CSDB	Edit
Cherokee Area School District	CSDB	Edit
District 01		Edit
District 02		Edit
District 03		Edit
District 04		Edit
District 05		Edit
District 06		Edit
District 07		Edit
District 08		Edit
District 09		Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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Fields will appear above the table on the screen. Enter the district name, as well as its Screen Name or abbreviation, as necessary, and click the Create New District button.

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

Districts Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New District

District Name:

Screen Name:

[Create New District](#)

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

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

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

Districts Logged in as: admin | Role: Super Admin

✔ District created successfully!

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 28 entries Previous 1 2 3 Next



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

Next, you will need to create a District Administrator associated with the district, who will then set up the profiles for schools within the district. To do this, select the User Management tab.

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

Districts Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

Click the Create New User button.

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

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit Block
Jane Johnson	janejohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10004	Active	School Administrator	Public Schools District	District 1	No	Reset	Edit Block
Jane Johnson	janejohnson@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit Block
John Doe	john.doe@state.gov	10006	Active	School User	ABC High School	District 101	No	Reset	Edit Block
John Doe	john.doe@state.gov	10007	Active	School User	Elementary Middle School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@state.gov	10008	Active	School Administrator	Public Schools District	District 1	Yes	Reset	Edit Block
John Doe	john.doe@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@state.gov	10010	Active	School Administrator	Public Schools District	District 1	No	Reset	Edit Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

Enter all the required fields (noted with an asterisk symbol) in the form that appears. Be sure to select District Administrator in the User Role drop-down menu. In the District drop-down menu that appears, select the name of the district that you just created. Then click the Save button. Make sure you save this information, so that you can send it to the actual user who will use these login credentials.

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

Create User Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

* First Name:

* Last Name:

* Email:

Phone Number:

* User ID:

* Password: * Confirm Password:

* User Role: **District Administrator**

* District: --Select--

Save

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	Public High School	Public High School District	No	Reset	Edit Block
Jane Johnson	janejohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@state.gov	10003	Active	District Administrator	Public High School	Public High School District	No	Reset	Edit Block
Jane Smith	jane.smith@state.gov	10004	Active	School Administrator	Public High School	Public High School District	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10005	Active	District Administrator	Public High School	Public High School District	No	Reset	Edit Block
Jane Smith	jane.smith@state.gov	10006	Active	School User	Public High School	Public High School District	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10007	Active	School User	Public High School	Public High School District	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10008	Active	School Administrator	Public High School	Public High School District	Yes	Reset	Edit Block
John Smith	johnsmith@state.gov	10009	Active	School Administrator	Public High School	Public High School District	No	Reset	Edit Block
John Smith	johnsmith@state.gov	10010	Active	School Administrator	Public High School	Public High School District	No	Reset	Edit Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next

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

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

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

Users Logged in as: admin | Role: Super Admin

✓ New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@ta.com	10001	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10002	Active	State Administrator			No	Reset	Edit Block
John Smith	johnsmith@ta.com	10003	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10005	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10006	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10007	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10008	Active	School Administrator	Public Schools	Public Schools	Yes	Reset	Edit Block
John Smith	johnsmith@ta.com	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block

Showing 1 to 10 of 80 entries Previous 1 2 3 4 5 ... 8 Next



At this point, you will need to share the login credentials with the District Administrator. The District Administrator will then be responsible for creating at least two additional District Administrators, as well as schools that are affiliated with the district. It is recommended that there are at least three District Administrators designated for each district hosting EOP ASSIST.

Please Note: For more information on how to create schools and their accompanying users, as well as more information on the responsibilities of the District Administrator, please refer to the EOP ASSIST User Manual.

School-Level Hosting

If your independent school has installed EOP ASSIST onto your local server, the Super Administrator will need to first create the school, and then create at least one School Administrator associated with that school. The School Administrator will then need to create School Users for the school.

Once you have logged in, navigate to the Users 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 developing a school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that users review additional school emergency management resources, including the following:

- Download and print a copy of the *Guide*. It will be useful to refer to the *Guide* while working with the *Guide* by completing any or all of the following activities:
- Read the *At-a-Glance* version of the *Guide*.
- View an archived *webinar* that introduces and summarizes the *Guide*.
- 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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Select the School Management tab.

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

Users Logged in as: admin | Role: Super Admin

User Management | **School Management** | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@usdoe.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit Block
Jane Johnson	janejohnson@usdoe.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit Block
John Smith	johnsmith@usdoe.gov	10004	Active	School Administrator	Public Schools District	District B	No	Reset	Edit Block
Jane Johnson	janejohnson@usdoe.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10007	Active	School User	Elementary School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10008	Active	School Administrator	Public	District C	Yes	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10009	Active	School Administrator	Public Schools High School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10010	Active	School Administrator	Public	District	No	Reset	Edit Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

Click the Create New School button.

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

Schools Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		No Data	Edit
Elementary Independent School	ABC			No Data	Edit
Grade 01		District	District	No Data	Edit
Grade 02				No Data	Edit
Grade 03				No Data	Edit
Grade 04		Four Districts	Four Districts	No Data	Edit
Four School	School 1	Four Districts	Four Districts	View	Edit
Grade 05		District 01		View	Edit
Grade 06		District 01		View	Edit
Grade 07		District 01		No Data	Edit

Showing 1 to 10 of 39 entries Previous 1 2 3 4 Next



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

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

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

Schools
Logged in as: admin | Role: Super Admin

✔ New school created successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
18th High School	18H	District 18H		No Data	Edit
Thomas Independence School	18H			No Data	Edit
Apple St		District 18H	18H	No Data	Edit
Apple St	18HAppleSt			No Data	Edit
Apple St	18HAppleSt			No Data	Edit
Apple St	18HAppleSt	Free State	Free State18H	No Data	Edit
Apple St	18HAppleSt	Free State	Free State18H	View	Edit
Apple St		District 18H		View	Edit
Apple St		District 18H		View	Edit
Apple St		District 18H		No Data	Edit

Showing 1 to 10 of 40 entries Previous 1 2 3 4 Next



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

Because you represent an independent school, you should not add any more schools to the application. Instead, you will continue by creating a new School Administrator for your school. Select the User Management tab.

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

Schools Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
1800 High School	1800	District 1800		No Data	Edit
18000 Independent School	1800			No Data	Edit
180000	180000	District 180000	180000	No Data	Edit
1800000	1800000			No Data	Edit
18000000	18000000	Four Districts	Four Districts	No Data	Edit
Four Districts	School 1	Four Districts	Four Districts	View	Edit
Five Districts		District 5		View	Edit
Five Districts		District 5		View	Edit
Five Districts		District 5		No Data	Edit

Showing 1 to 10 of 39 entries Previous 1 2 3 4 Next



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

Click the Create New User button.

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

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@usdoe.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit Block
Jane Johnson	janejohnson@usdoe.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit Block
John Smith	johnsmith@usdoe.gov	10004	Active	School Administrator	Public Schools District	District B	No	Reset	Edit Block
Jane Johnson	janejohnson@usdoe.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10007	Active	School User	Elementary Middle School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10008	Active	School Administrator	Public	District B	Yes	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10009	Active	School Administrator	Public Schools High School	Public Schools District	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10010	Active	School Administrator	Public	District B	No	Reset	Edit Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

Enter all the required fields (noted with an asterisk symbol) in the form that appears. Be sure to select School Administrator in the User Role drop-down menu. In the School drop-down menu that appears, select the name of the school that you just created. Then click the Save button. Make sure you save this information, so that you can send it to the actual user who will use these login credentials.

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

Create User Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

* First Name:

* Last Name:

* Email:

Phone Number:

* User ID:

* Password: * Confirm Password:

* User Role: **School Administrator** ▼

* District: --Select-- ▼

* School: --Select-- ▼

Save

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@usdoe.gov	10001	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
Jane Doe	jane.doe@usdoe.gov	10002	Active	State Administrator			No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10003	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
Jane Smith	jane.smith@usdoe.gov	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@usdoe.gov	10005	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
Jane Smith	jane.smith@usdoe.gov	10006	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10007	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10008	Active	School Administrator	Public Schools	Public Schools	Yes	Reset	Edit Block
Jane Doe	jane.doe@usdoe.gov	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Doe	john.doe@usdoe.gov	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

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

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

Users Logged in as: admin | Role: Super Admin

✓ New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@ta.com	10001	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10002	Active	State Administrator			No	Reset	Edit Block
John Smith	johnsmith@ta.com	10003	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10005	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10006	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10007	Active	School User	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10008	Active	School Administrator	Public Schools	Public Schools	Yes	Reset	Edit Block
John Smith	johnsmith@ta.com	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block
John Smith	johnsmith@ta.com	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit Block

Showing 1 to 10 of 80 entries Previous 1 2 3 4 5 ... 8 Next



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At this point, you will need to share the login credentials with the School Administrator. The School Administrator will then be responsible for creating at least two additional School Administrators, as well as School Users affiliated with the school. It is recommended that there are at least three School Administrators designated for each school hosting EOP ASSIST.

Please Note: For more information on how to create a school and its accompanying users, as well as more information on the responsibilities of the School Administrator, please refer to the EOP ASSIST User Manual.

Chapter 5: Client Installation and Access

No client installation is required, as users can access the application through a Web browser once it is installed onto a state, district, or school server. Any of the modern browsers can be used to access EOP ASSIST, including Internet Explorer (IE), Google Chrome (Chrome), Mozilla Firefox (Firefox), and Safari. A secure connection with the latest encryption technologies is always recommended. EOP ASSIST is compatible with Windows, OS X, and Linux operating systems that run one of the following Web browsers and its accompanying version:

Browser
IE 9 and above
Chrome
Firefox
Safari

Chapter 6: Additional Assistance

The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center is pleased to offer EOP ASSIST to support individuals and planning teams at schools, school districts, and State Education Agencies in developing high-quality emergency operations plans (EOPs). For further guidance and support on installing this software application, please contact the REMS TA Center Help Desk by email at 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

As stated in [Chapter 2: General Installation Considerations](#), EOP ASSIST requires an Apache Web server, PHP, and MySQL, and is supported on Windows, Linux, and Mac OS X. The following provides instructions on how to install each of these requirements onto each of the supported operating systems. To install the application on IIS instead of Apache, please see [Appendix B. Microsoft IIS and PHP](#).

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 each of the following on a Linux/Unix operating system, run the following commands.

Install Apache

Open the terminal and type the following command:

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

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

Install MySQL

Type the following command at the terminal:

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

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.

Once you have installed MySQL, you will need to activate it. Type the following command:

```
sudo mysql_install_db
```

Install PHP

Open the terminal and type the following command:

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

Windows

To install Apache, MySQL, and PHP on a Windows operating system, review the following information.

The primary 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.

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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 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 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 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

Open the terminal app and run:

```
sudo apachectl start
```

Verify “It works!” by accessing <http://localhost>

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.

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

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

Edit the Apache configuration by typing the following command:

```
vi httpd.conf
```

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
```

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

```
sudo apachectl restart
```

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

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/>

Install MySQL.

Appendix B. Configuring PHP and MySQL on IIS

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 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>. For IIS7, the *non thread safe* binaries should be used.
2. Extract the files here: **C:/php**
3. Copy the **php.ini-production** file from C:/php/ to the windows directory and rename it to **php.ini** so that you have **C:/Windows/php.ini** open the php.ini file. Uncomment the following lines:
 - a. Uncomment and set the key, *cgi.force_redirect = 0*
 - b. Uncomment the key, *fastcgi.impersonate = 1*
 - c. Uncomment and set the key, *extension_dir* to the 'ext' folder in the path PHP was extracted to (i.e. 'C:PHPext').
 - d. Set the key, *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 installing and configuring PHP, reference [Appendix D. Configuring a PHP Web Application on IIS](#).

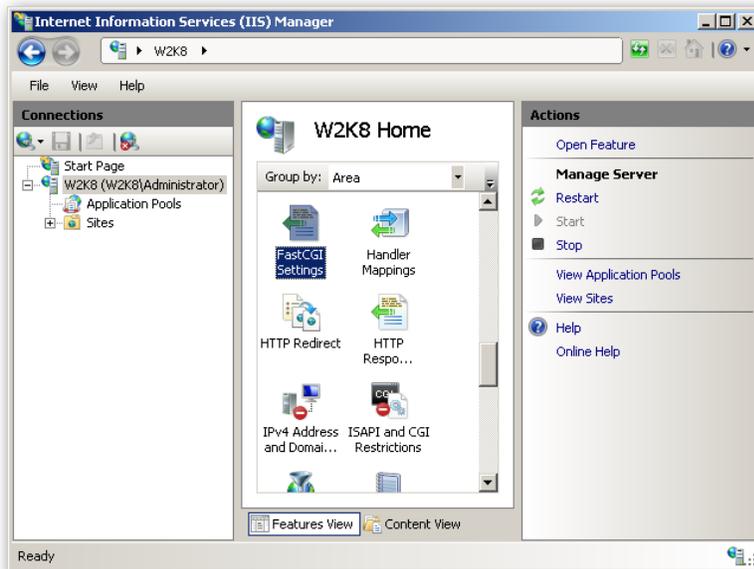
Configure IIS 7 to Run FastCGI

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

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Configure IIS 7 to Run PHP via FastCGI

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

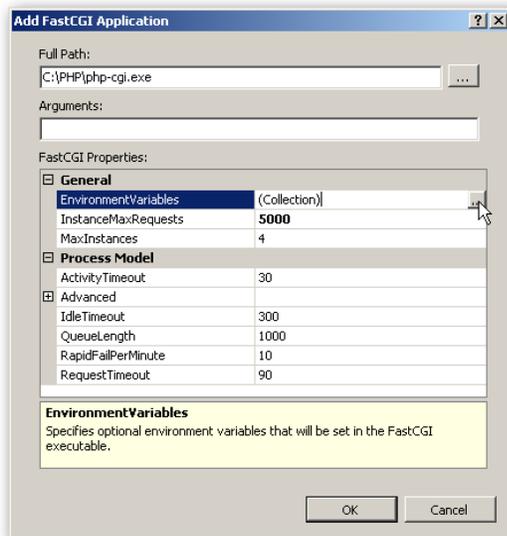


On the settings screen, add an application.



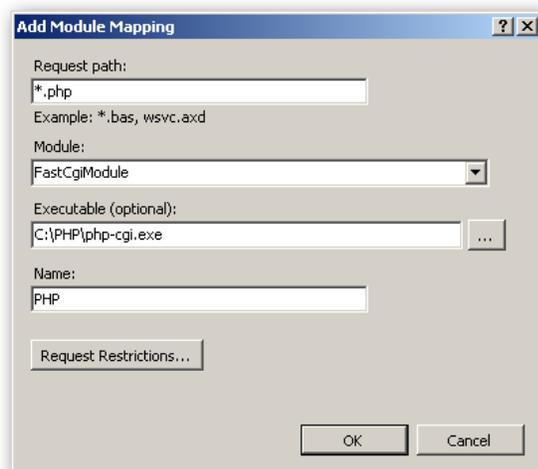
Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

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



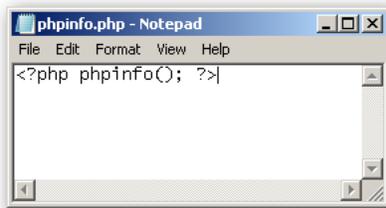
Next, you have to map how PHP scripts are executed by IIS. This is configured in Handler Mappings. Click on the **Handler Mappings** option and add a new module mapping.

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 OK.



Testing PHP

One of the last steps is to confirm your PHP setup through IIS. To do so, create a text file in the root directory 'C:\inetpub\wwwroot' named 'phpinfo.php' which simply contains the line: `<?php phpinfo(); ?>`



Finally, 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

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.

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 MS SQL Server 2005 – 2014 on IIS

To set up the MS SQL back-end database to work 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/downloads/details.aspx?familyid=B33D2C78-1059-4CE2-B80D-2343C099BCB4&displaylang=en%20>;
- 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 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.

Download **PHP 5.6.x** from <http://windows.php.net/download#php-5.6>. For IIS7, the *non-thread safe* binaries should be used.

Extract the files here: C:/php

Copy the **php.ini-production** file from C:/php/ to the Windows directory and rename it to **php.ini** so that you have **C:/Windows/php.ini** open the php.ini file. Uncomment the following lines:

1. Uncomment and set the key, *cgi.force_redirect = 0*
2. Uncomment the key, *fastcgi.impersonate = 1*

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3. Uncomment and set the key, *extension_dir* to the 'ext' folder in the path PHP was extracted to (i.e. 'C:PHPext')
4. Set the key, *date.timezone* to the time zone of your server (the URL on the line above this key lists the accepted values)

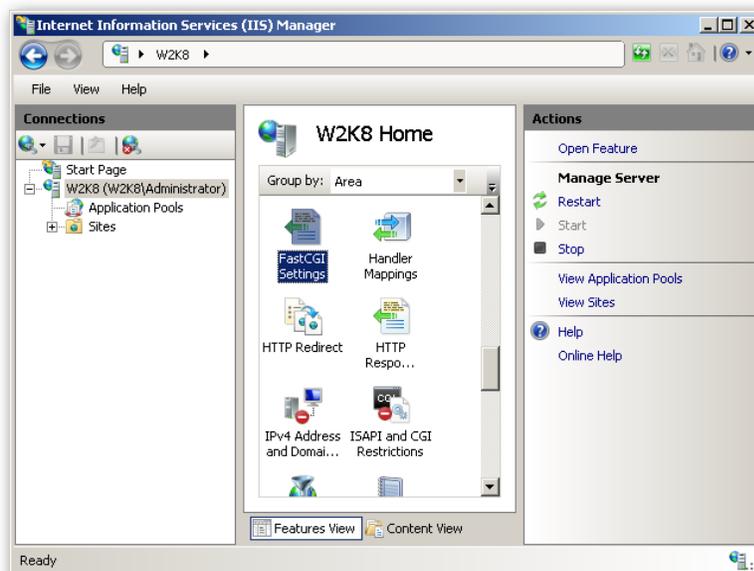
Please Note: For more detailed information on installing and configuring PHP, reference [Appendix D. Configuring a PHP Web Application on IIS](#).

Configure IIS 7 to Run FastCGI

To enable FastCGI, go to **Server Manager > Roles > Web Server** and make sure 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

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



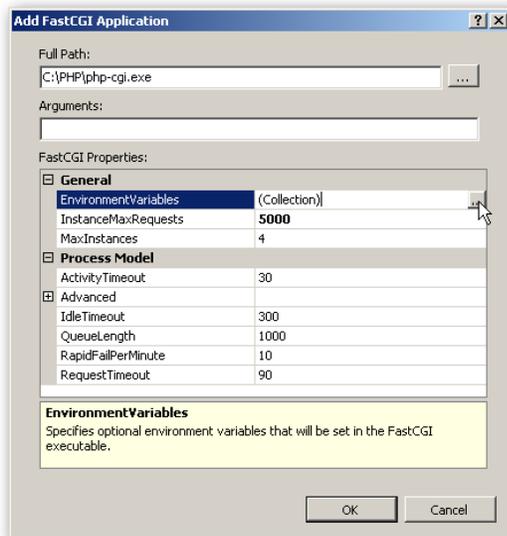
On the settings screen, add an application.



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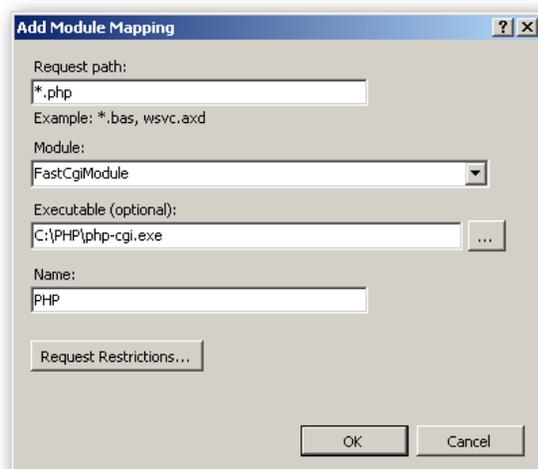
Set the php-cgi.exe executable path accordingly, in this case C:/php/php-cgi.exe



Next, you have to map how PHP scripts are executed by IIS. This is configured in Handler Mappings.

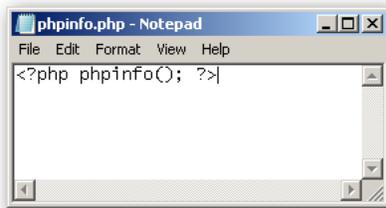
Click on the **Handler Mappings** option and add a new module mapping.

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 OK.



Testing PHP

One of the last steps is to confirm your PHP setup through IIS. To do so, create a text file in the root directory 'C:\inetpub\wwwroot' named 'phpinfo.php' which simply contains the line: `<?php phpinfo(); ?>`



Finally, 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 SQL Server Driver for PHP

Download **%SQLServerDriverForPHP.EXE** to a temporary directory.

Double-click to run **%SQLServerDriverForPHP.EXE**.

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**.

Double-click to open the **SQLServerDriverForPHP.chm** help file.

Install the **Microsoft SQL Server Native Client** from the link provided.

Copy the **php_sqlsrv.dll** and **php_sqlsrv_ts.dll** files to the **C:\PHP\ext** directory.

Open the **C:\PHP\php.ini** file, and add the following line in the **Extensions** section:

```
Extension=php_sqlsrv.dll
```

Click **Start**, and select the *search field*.

Type **iisreset**, and then press **Enter**.

Appendix D. Configuring a PHP Web Application on 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.

On the **Start** page, click the **Server Manager** tile, and then click **OK**.

In **Server Manager**, select **Dashboard**, and click **Add Roles and Features**.

In the **Add Roles and Features Wizard**, on the **Before You Begin** page, click **Next**.

On the **Select Installation Type** page, select **Role-based or Feature-based Installation** and click **Next**

On the **Select Destination Server** page, select **Select a server from the server pool** and then select your server. Click **Next**.

On the **Select Server Roles** page, select **Web Server (IIS)**. Click **Next**.

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. Click **Next**.

On the **Web Server Role (IIS)** page, click **Next**.

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.)

On the **Confirm Installation Selections** page, confirm your selections, and then click **Install**.

On the **Installation Progress** page, confirm that your installation of the Web Server (IIS) role and required role services completed successfully, and then click **Close**.

To verify that IIS installed successfully, type the following into a web browser:

```
http://localhost
```

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.

1. Extract all files in the PHP .zip package to a folder of your choice, for example C:\PHP\
2. 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.

1. Open **Control Panel**, click **System and Security**, click **System**, and then click **Advanced System Settings**.
2. In the **System Properties** window, select the **Advanced** tab, and then click **Environment Variables**
3. Under **System Variables**, select **Path**, and then click **Edit**.
4. 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.

1. Open IIS Manager, select the hostname of your computer in the **Connections** panel, and then double-click **Handler Mappings**.
2. In the **Action** panel, click **Add Module Mapping**.
3. In **Request path**, type *.php.
4. From the **Module** menu, select **FastCgiModule**.
5. In the **Executable** box, type the full path to Php-cgi.exe, for example C:\PHP\Phpcgi.exe.
6. In **Name**, type a name for the module mapping, for example **FastCGI**.
7. Click **OK**.

Add default document entries for PHP.

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

Test your PHP installation.

1. Open a text editor, for example Notepad, as Administrator.
2. In a new file, type the following text: `<?php phpinfo(); ?>`
3. Save the file as **C:\inetpub\wwwroot\Phpinfophp**.
4. 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)

1. 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 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_mysqli.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.

Restart the IIS service by clicking on **Start**, selecting the **Search Field**, typing **iisreset**, and then pressing **Enter**.

You should then see the **mysql** 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. Installation Instructions](#).