IAFF Officer login process for FireCARES

IAFF members should use the IMIS SSO login system to log into FireCARES as this will make user account/password management easier for those users versus having to create a native FireCARES account with a separate username and password. Currently, if the user is not an IAFF Officer or whitelisted by an IAFF Officer and attempts to login via IMIS then the individual will be sent back to the login page in FireCARES indicating that only IAFF Officers and designated individuals are allowed to login via IMIS.

1) If you're an IAFF Officer, use IMIS to login at https://firecares.org/login/

2) After you've logged-in to FireCARES, you'll be presented a disclaimer that must be accepted to proceed.

3) After you have logged-in via IMIS, you will logged into FireCARES automatically and also be granted administrative permissions on your associated fire department in FireCARES.

Fire Department User Administrative capabilities

Adding and inviting users to FireCARES

After you've acquired administrator permissions on a fire department, you will be allowed to invite and whitelist users into FireCARES through that department. Invites are only meant for individuals that are not IAFF members, and therefore do not have a IMIS login. Whitelisted email addresses and/or domains allow for:
1. Anyone that matches that email address or email domain to login to FireCARES via IMIS
2. Anyone that matches that email address or email domain to register for a native FireCARES account
3. Automatic permission assignment on your department for the user with that email address, if specified

The administrative section of a fire department is accessed through the user icon in the department navigation bar.

There are 3 distinct sections in the user administration section for your fire department:
1. Invite a user to FireCARES
2. Manage whitelisted email addresses
3. Manage user access

Invite a user to FireCARES

This section is only meant for inviting users that are not IAFF members (and do not have an IMIS account) into FireCARES as it will only allow for creating native user accounts in FireCARES versus allowing for users to login to FireCARES via IMIS. Invites are sent to users via email address and will allow them to register directly with FireCARES.

Manage whitelisted email addresses

This section will allow for you to allow users that match a specific email address or are part of a specific email domain login or register with FireCARES. For email domains, any email address that is from that email domain will be allowed to login or register, eg. if **oakvillemo.gov** is the whitelisted email domain, then [joemeilinger**@oakvillemo.gov**](mailto:joemeilinger@oakvillemo.gov) would be allowed to login to FireCARES via IMIS or register for an account directly with FireCARES. Whitelisted email addresses or email domains allow for users with email addresses that match to:

1. Login to FireCARES via IMIS, given that they have a valid IMIS account with the email address as specified or with an email address domain as specified
2. Register directly with FireCARES (create a native FireCARES account) using the email address specified or an email address with email domain as specified
3. Receive special permissions on your department upon logging-in through IMIS or after his/her account has been activated during the FireCARES account registration process, if specified

To add a whitelisted email address or domain:
1. Click "Add whitelisted email/domain"
2. Enter the email address or domain that you'd like to include and also add any special permissions that you'd like to have automatically assigned for those users on this department. Click "Add", followed by "Save" to save the changes to the database.
3. If the whitelisted email address was a single email address, then the .

Manage user access

This section allows for fire department administrators to grant existing FireCARES users and users who have logged into FireCARES via IMIS special permissions on your department. The two permission levels are:

1. Ability to modify department data
2. Ability to administer department users

## Delegating Department Administration

If you would like to delegate user administration abilities to a specific person, there are two options available, either whitelisting the individual email address (preferred for IAFF members or those with IMIS accounts) or inviting the user to FireCARES which allows for creation of a native FireCARES account:

Whitelist Email address

1. Whitelist his/her email address and check the desired permissions on your department, if any
2. An email will be sent to the individual indicating that their email address has been whitelisted for login to or registration with FireCARES
3. If special permissions were checked earlier they will automatically be added to that user for your department when they login to FireCARES

Send an invite to FireCARES

1. Send an invite to him/her which will allow for them to create their own internal FireCARES account
2. After he/she has logged in, you will be able to find the user account by email address as outlined below:
   a. First, click "Add User"

   b. Now, you will be able to find the person you'd like to give permissions by typing a portion of their email address. After choosing the permissions you'd like to assign using the checkboxes in the user's row, click "Add". If you are satisfied

with your changes, click "Save":

Manage user access ⓘ
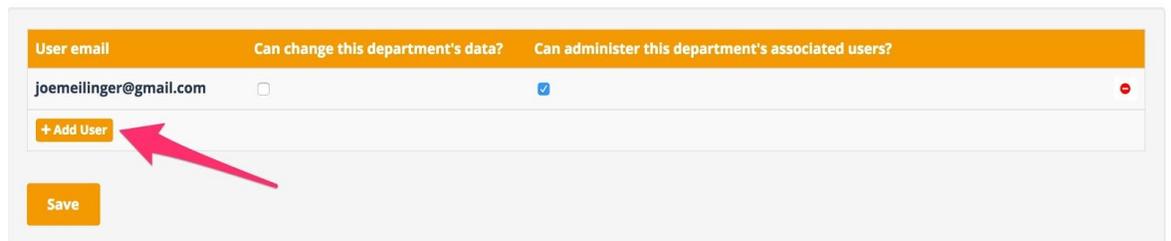
User email	Can change this department's data?	Can administer this department's associated users?		
joemeilinger@gmail.com	☐	☑		⊖
jos	☐	☐	Add	Cancel
josh.dennis@cityofchicago.org				
jose.santiago@cityofchicago.org				

Save
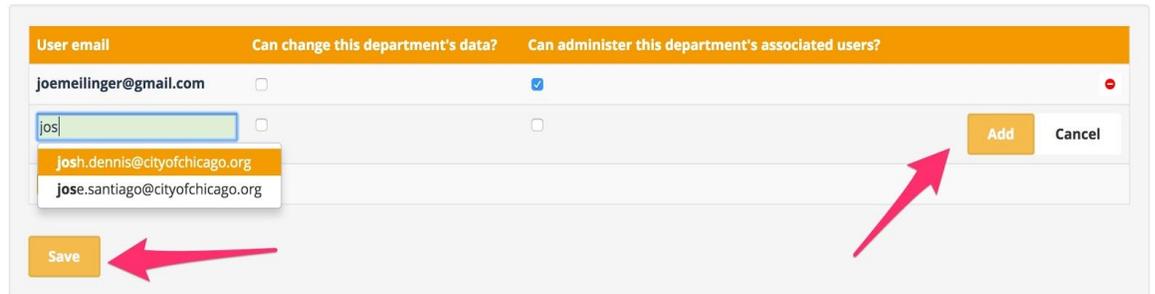
4. The user that was assigned permissions will immediately be able to access this fire department's administrative capabilities.