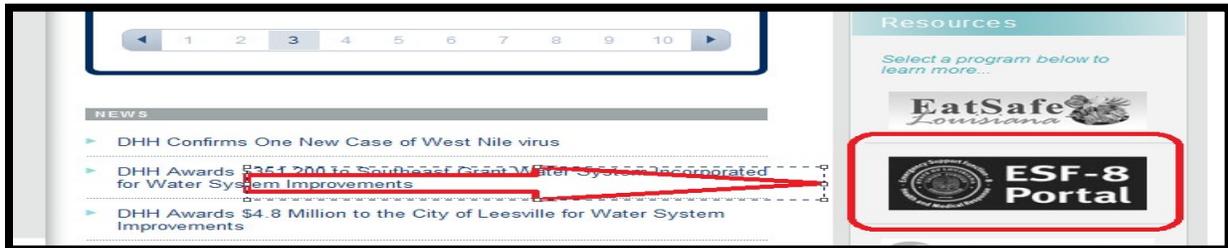


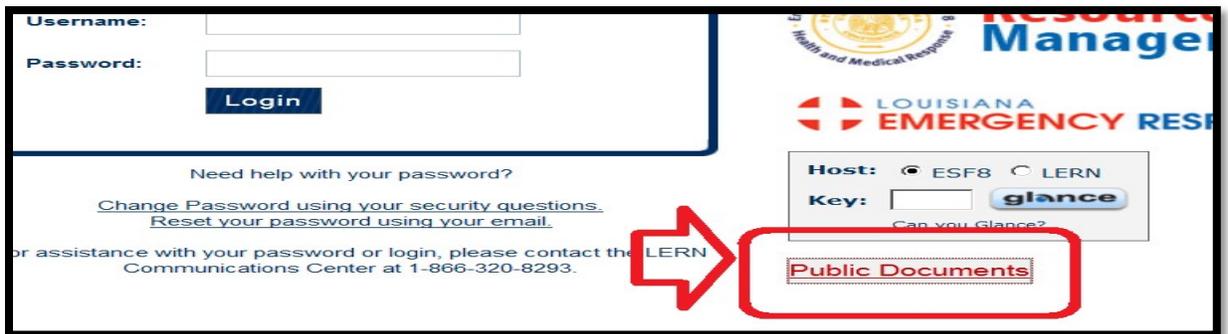
ESF-8 Portal and Its Applications: Overview for Hospital Users

Using the ESF-8 Portal

1. A link to the ESF-8 Portal log-on page can be found on the Louisiana Department of Health and Hospitals web page <http://www.dhh.louisiana.gov/>, look in the right-hand margin for the ESF-8 Portal link.



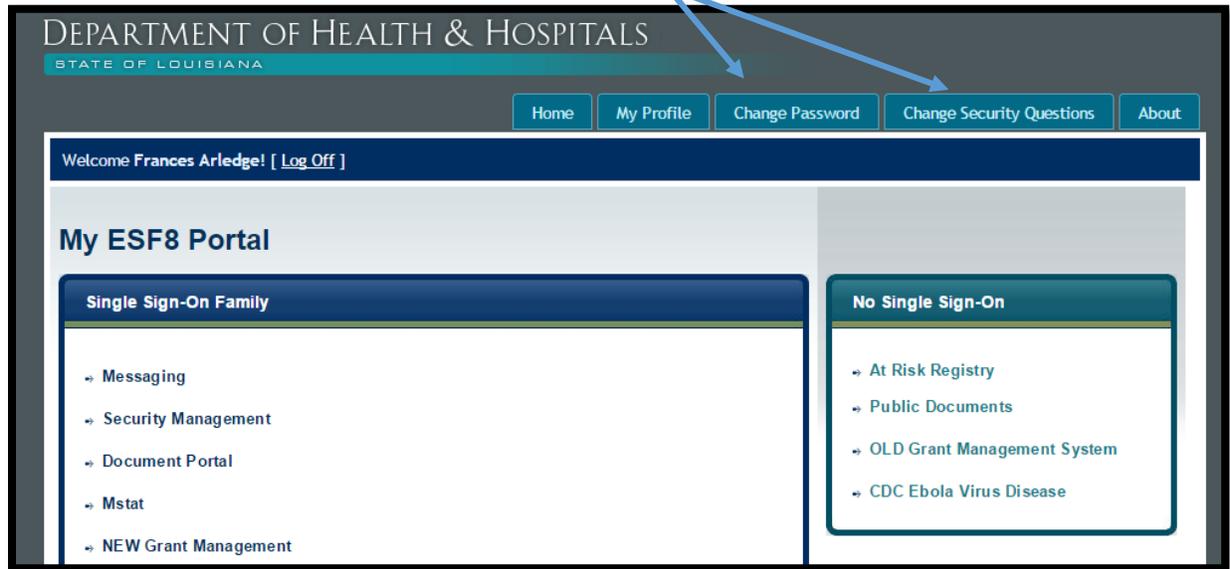
2. If you need additional guidance, access multiple documents regarding how-to and new user training information, click the “Public Documents” link found on the Log-on Page of the ESF-8 Portal. (Some of these documents are available without a username or password).



3. Log In: Use the Username and Password set up for users by the LERN Communications Help Desk, Designated Regional Coordinator, or Security Manager at your facility.
4. Having Trouble Logging In? If you cannot log in or are having trouble with your username or password and cannot use the reset feature, contact the LERN Communications Center at 1-866-320-8293, your Hospital Designated Regional Coordinator, OR a member of the Hospital Preparedness Program staff at the Louisiana Hospital Association 225-927-1228.
5. Once you have logged into the portal you should see “Welcome Your Name or Facility Name!” on the upper left-hand side of the screen above **My ESF8 Portal**.
 - a. To make changes to basic contact information, select the *My Profile* tab. ([Changing Contact Information](#))

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- b. Change Security Questions and Password by selecting the tabs across the top of the screen.



6. The portal applications associated to a user will be listed on the main dashboard, listed under *Single Sign-On Family*. The facility emergency preparedness point of contact (POC) will have access to the Security Management application and be able to set-up user accounts within a facility and associate them with the necessary application.

Individual User help guides for each application can be found either in the Public Documents folder or within the Documents Portal once logged in. Below is a table of the Applications and their corresponding role options for Hospital Users to assist facility POC's with assigning users with necessary access.

Application	Purpose	Role Options – for Hospital Users
Document Portal	Stores regional planning documents, meeting documents, and portal user guides	User
HVA Application	Electronic Hazard Vulnerability Assessment tool to report and track facility HVA outcomes	Facility Update
MSTAT	Facility Operation status and bed poll reporting system	Facility-Read Only Facility-Update
NEW Grant Management	Grant expenditure and documentation system for Hospital Preparedness Program (HPP) grant recipients	Grant Manager
Resource Management (ED & LERN)	Facility census and bed poll reporting system	Facility-Read Only Facility-Update
Security Management	Application to add people and users into the ESF-8 portal. People includes titles and contact information for receiving messaging, users include individuals to assist with reporting information on behalf of a facility.	Facility Admin