

# Quick Reference Guide

## *Basic User Guide*



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### What is a MIHAN Alert?

An Alert is a message that notifies key first responders of conditions that could adversely impact the health of Michigan citizens. Some examples are natural disasters, terrorism, and disease outbreaks. The MIHAN is also utilized for drills and exercises. Alerts are sent to participants based on their Roles, Organizations or Groups.

Alerts can be sent via phone, E-mail, and text/alpha-numeric pagers.

### Who Can Sign Up for MIHAN?



MIHAN participants include key points of contact charged with responding in the health-related incident. The system includes participants from the State of Michigan, local public health, hospitals, EMS agencies, Federally Qualified and Rural Health Clinics, Long Term Care facilities, and emergency management.

### How Do I Sign Up for MIHAN Alerts?

1. Eligible individuals can self-register for the MIHAN at: <https://michiganhan.org>
2. Click the "Register Now" button and complete all required fields.
3. When selecting a user name include one that incorporates your last name (i.e. jsmith1 or smithj1).

Register Now



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### Your MIHAN Profile

A screenshot of the MIHAN web application's user profile page. The page has a header with the MIHAN logo and "Michigan Health Alert Network". Below the header is a navigation bar with tabs: "Home", "My Profile", "Messages", "Organizations", and "Documents". Under "My Profile", there are sub-tabs: "Identity", "Contact", "Membership", and "Account Settings". The "Identity" sub-tab is selected and highlighted in red. Below the sub-tabs, there is a section titled "Identity" with a red header. Inside this section, there is a button labeled "Edit Information" with a mouse cursor hovering over it. Below the button, there is a form with a "Name" field and a "Prefix" field. The "First Name" field is currently empty, and the "Basic" profile type is selected.

When logged into the MIHAN, your Profile contains the contact information that allows you to receive alerts. You must log into the system periodically to review and update your profile.

#### Maintaining Your Profile:

1. Click on the **My Profile** tab. There are four sub-tab options below (Identity, Contact, Membership, and Account Settings).
2. Click on the Edit Information button to update the information on each sub-tab.
3. Click Save Changes at the bottom when you are finished.

### Responding to an Alert

Alerts usually have response options that you are expected to select once you have read or listened to your message. When responding to an email alert, click the link for the response option you would like to submit. When responding to a phone alert, the response options will be associated with a number for you to select.

This is a sample alert. Please click the response option below.

#### You may respond by doing one of the following:

- Select a single response below by clicking on the desired Response text.
- Reply to this email with the corresponding number to your response on the top line within the body of the email, e.g., 1 for indicating that you wish to use response option 1.

Option#    Response:

1. [Message Received](#)

Thank you,  
Michigan Health Alert Network

There are two alert priorities:

- **High:** Immediate action required. Please confirm within one hour.
- **Normal:** Routine information. No action required. Please confirm within 72 hours.

### MIHAN Regional Administrators

Questions? Please feel free to contact us!

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