



# Colorado Volunteer Mobilizer (CVM)

## Registration Instruction for the volunteer

Would you like to volunteer to assist your community, learn a new skill, keep busy, and be a part of a team? If so you can sign up on the Colorado Volunteer Mobilizer also referred to as the CVM. It is a database that collects all your information and allows administrators of the organization (group) that you want to belong to a way to notify you if your assistance was needed.

This manual will walk you through each step of registration, giving you pointers on what needs to be completed and what we are looking for.

The first thing you will do is log into the CVM at <https://covolunteers.state.co.us>.

You will see a “Not Registered” on the left side of the screen and on the bottom “Register Now”. Click either one of those two to begin.

When the screen opens, there are 4 bullet points that are directions or information regarding the system.

**ADD ORGANIZATIONS** –the little orange plus sign is the first step. Click on add organization, a list of all organizations comes up.

If you only want to be called upon if there is a really bad disaster, choose the general volunteers, medical professionals or public and environmental health professionals click on that name and choose the county that you live in – not work in. You are only allowed to choose one county per main organization.

If you would like more opportunities to volunteer during planned events – such as 9 Health Fairs, participate in exercises, drills and meetings you would want to look at the other organizations such as the Medical Reserve Corps. If you have questions regarding the organizations contact Koral O’Brien, at the Colorado Department of Public Health and Environment’s Volunteer Coordinator at 303-916-2494 or [koral.obrien@state.co.us](mailto:koral.obrien@state.co.us) .

The next steps in creating your account are to add your username and password and select a secret question and provide the answer. Providing the secret question and answer will assist you with resetting your password if you forget it.

Next are the terms of service, information pledge and Authorization. Please read these and check the boxes next to each one if you agree.

Then add your first name, last name, home address, City, State, County, Zip Code, date of birth, and gender. This information is required to conduct the background check.

Under contact method:

List the email address you would like notifications sent to, then you can choose the contact method(s) of your choice. This will be the order and way either by phone/text that you are contacted. If your first choice is your work phone, then that would be the Contact Method 1 and your second choice is text then you would need to add your cell phone number and your third is your mobile phone you would need to add that number again (even though you have added it as the text number).

What is your occupation? Please do not select “other”. If we are looking for a specific occupation type such as administrative assistant or welder etc we need to be able to search for those specific qualifications. Also, if you are an RN and you list your occupation as “other” DORA will not be able to verify your license. Lastly, when we create your CVM badge we want it to have an occupation type not other. If your occupation is not listed, please select what you could do when volunteering.

Health professional or non-health professional

Under Health professional you will select your occupation and then your current professional status (choices are licensed/certified, not licensed, students and retired).

Non Health professionals you will select your occupation and then the current professional status.

Click NEXT at the bottom left hand side.

You will receive an email that states you have been registered. Currently these two trainings have been waived – after COVID you will need to take them if you wish to continue volunteering. You will need to provide two training certificates which can be completed on line. The IS 100

<http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

and the

IS 700 <http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>.

Upon completion of these two trainings you can either send the certificates to [Koral.obrien@state.co.us](mailto:Koral.obrien@state.co.us) or you can add them yourself to your training record by logging into the system, click on my profile, training, add training course, select the training course, add the training date, click on the box next to check this box if your training course does not have an expiration date, click on choose file and add the document. If you add the certificates yourself send an email to [Koral.obrien@state.co.us](mailto:Koral.obrien@state.co.us) so the certificates can be verified and your account can be processed.

You will also want to click on my profile and complete any missing information to the Identity, deployment preferences, contact, and occupation tabs. If you click on the edit button on each tab you will see the \* next to the required fields which will need to be completed.

Once you have completed your application the CVM coordinator at CDPHE will process the application and run the background check. The background checks are conducted weekly. You will receive an email after this has been completed.

If you have questions, don't hesitate to contact Koral O'Brien 303-916-2494 or [koral.obrien@state.co.us](mailto:koral.obrien@state.co.us).

To obtain your CVM Badge please send Koral a photo of yourself (using the guidelines below), a copy of the front of your driver's license and your hair color. I will print your badge and mail it to the address listed in the CVM.

- \*the background is a solid color and smooth (no landscapes/bricks/doors/cars etc)
- \*that the background doesn't match your hair or shirt color
- \*the photo should include about 4 inches above your head, a couple of inches on either side of your shoulders and to about mid stomach.
- \*Sitting and looking straight ahead.
- \*make sure to send/save the photo at the original or large size
- \*make sure you are in a well-lit area - not too dark
- \*the photo is a color photo
- \*if you wear transition glasses, they are clear

\*no hats, bandanas or sunglasses