



IQCS Responder Self Register User Guide

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CREATING A RESPONDER ACCOUNT

1. Fill in the Responder Self Register form at:

[https://iqcs.nwcg.gov/psp/register/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).IQ_RESP_SELFREG.GBL](https://iqcs.nwcg.gov/psp/register/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).IQ_RESP_SELFREG.GBL)

Responder Self Register

Empl ID Empl ID is found on your Incident Qual Card

First Name

Last Name

Email Address

Telephone

Unit ID ex: ID-BOF

Birth Month 

Birth Day

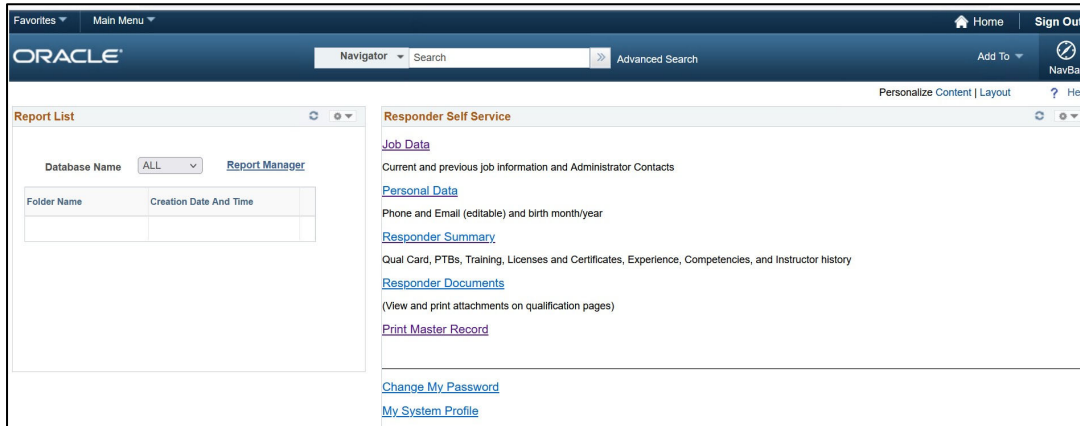
At a minimum, fill in your Empl ID, First and Last Name, Email Address, Birth Month, and Birth Day. Data elements you provide must match what we have in the IQCS to create a Responder Account for you.

After completing the form, click on Create Account. Your Responder Account will be created.

We ask that you reach out to your current or former Account Manager/Training Officer if you need assistance with the data required to get a responder login. IQCS has over 55,000 active responder records, the IQCS help desk is not staffed to address requests for data from responders. Your current or previous Incident Qual card should have enough of the data needed to verify your data.

LOGGING IN TO IQCS

1. IQCS has implemented Single Sign On login.
 Navigate to the IQCS website
<https://iqcsweb.nwcg.gov/new-iqcs-application-ssso-login-procedure>
2. After logging in, the Responder Self Service section has the links to those areas approved for access by responders.

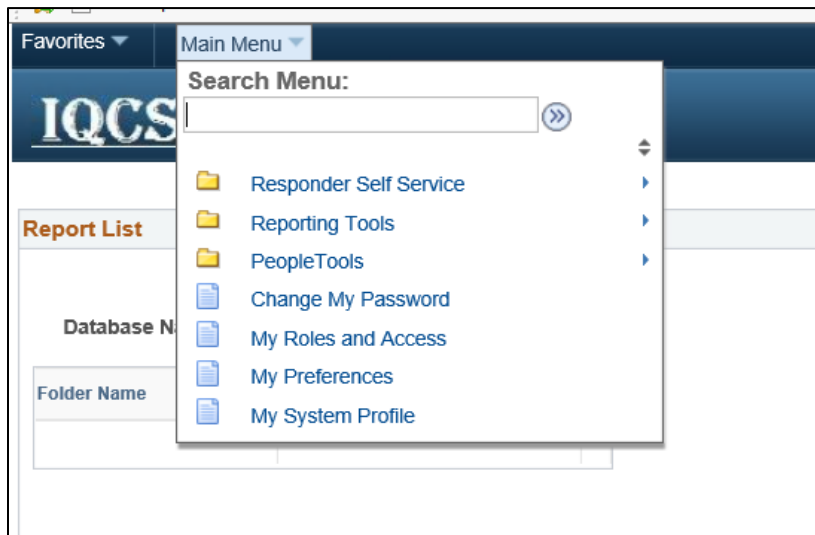


You can also use the Main Menu drop down to get to the same items listed above and to additional administrative functions.

When navigating around, use the Home Button to return the home page.



The Main Menu options are:



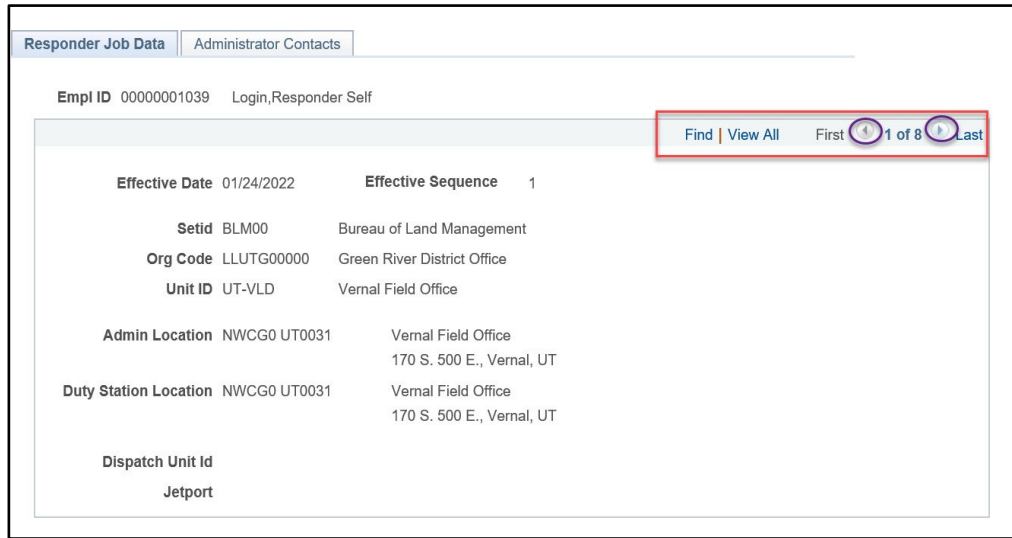
The following is an overview of the approved functions from the Responder Self Service section.

Responder Job Data Tab

The Job Data page will show the history of the responder’s agency and org codes over time. There is also a tab that lists the last known Administrators. Keep in mind that the administrator contacts may be outdated, we only display what was last entered on the responder record.

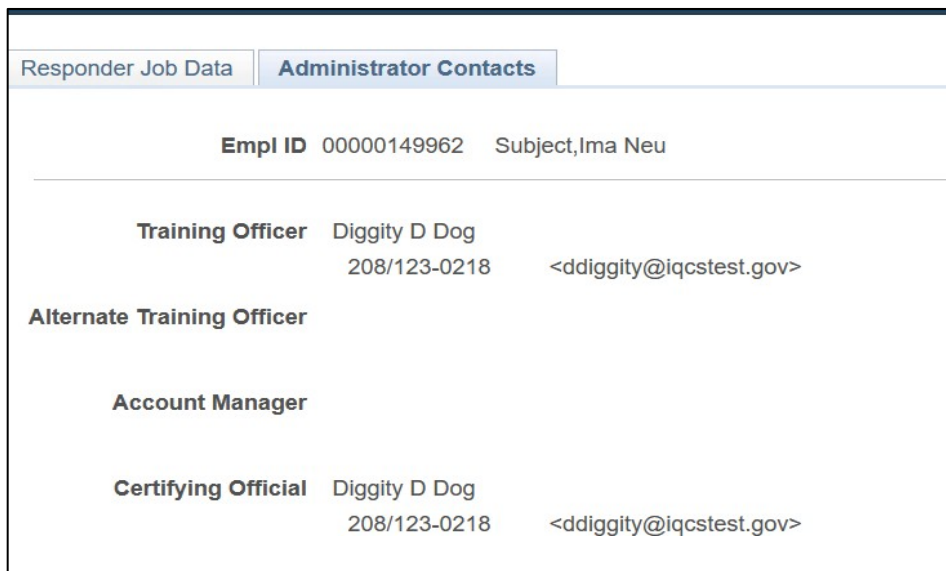
Use the View All to see all the pages or the Next and Previous arrows to scroll through each page.

Use the Home button to return to the Responder Self Service Page.



Administrator Contacts Tab

Last recorded information as to the Training Officer, Alt Training Officer, Account Manager and Certifying Official. Not all information is entered on a responder record so this will not necessarily be complete or accurate.



Personal Data

Review the contact information and ensure that the type “Busn” phone and email is the correct phone and email for your IQCS Account Manager and IROC Dispatch to get ahold of you. Update as needed.

IQCS sends the type “Busn” to IRWIN then to IROC. We provide two types of “busn” for phone to allow flexibility to have two numbers in IROC. There is only one type “busn” for email.

- Use the + or – buttons to add or remove a row of data.
- Type BUSN for phone and email cannot be deleted if there is data there, it can only be edited or added.
- Type Other and Busn Sec can be deleted or edited.
- Verify you Birth Month/Day and address information. If this is not correct, please contact your Account Manager. We gather this data to assist in conflict detection when records are sent into IRWIN.
- Once your changes are complete use the Save button to save your changes.

Responder Contact Info

Empl ID 00000149969 Dog, Diggity D

Address 123 E Main Street
Apt 21
Anytown ID 87402

Birth Month / Day Feb 18

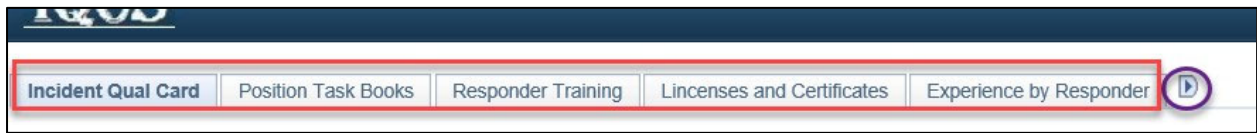
If Birth Month / Day are incorrect, please contact your IQCS Account Manager.
Phone and Email with a type of "BUSN" are sent to IROC (dispatch system).

Personalize Find View All [Grid Icon]				First	1-2 of 2	Last
*Phone Type	Telephone	Primary				
1 Busn Sec	208/321-0218	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>	
2 Busn	208/123-0218	<input checked="" type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>	

Personalize Find View All [Grid Icon]				First	1 of 1	Last
*Email Type	*Email Address	Primary				
1 Busn	<ddiggity@iqctest.gov>	<input checked="" type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>	

Responder Summary

Responder summary has tabs to represent each of the areas in IQCS where there is responder data. You may have to scroll to the right to all tabs.

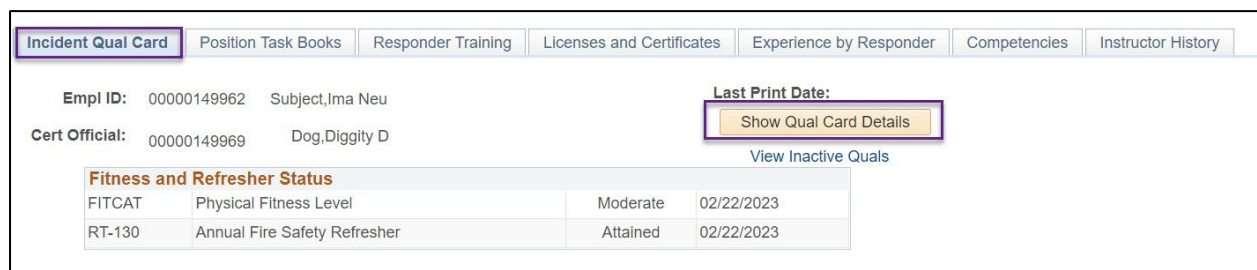


You may be presented with a Save Warning. Choose No. All data is read only and there is nothing to save.

If your Account Manager has uploaded electronic documents to your record, you will see the Document Attached box is checked on those pages where documents can be uploaded.

Click on each of the tabs and if needed use the arrow to scroll to the right for more tabs.

- Incident Qual Card – Show Qual Card Details to see your positions
 - Cert Official - Certifying Official for your record
 - Fitness and refresher status.
 - View Inactive Quals – quals no longer used in the qualification process.
 - Last Print Date – Last time your Account Manager printed your qual card.
 - Show Qual Card Detail – Show your qualifications.
 - Upon clicking this button, you can:
 - Review your qualifications.
 - Print your master record.
 - Review the reason qualifications are in an unqualified status.
 - Review if qualification is available to dispatch. A check in Send to IRWIN indicates the position should be available to IROC for dispatch.



Continue clicking on each of the tabs to review your data.

Position Task Book (PTB)

- All PTB, current, Inactive, Status, Certified, Position Printed on Card, and Position sent to IRWIN then to IROC

Responder Training

- Responder training information

Licenses and Certificates

- Licenses and certificates. Example EMT and FALLER

Experience by Responder

- Experience record both manually entered and those sourced through IRWIN
- Verified means the position will factor into your qualification process

Competencies

- Current Competencies

Instructor History

- Any instructor history on your record

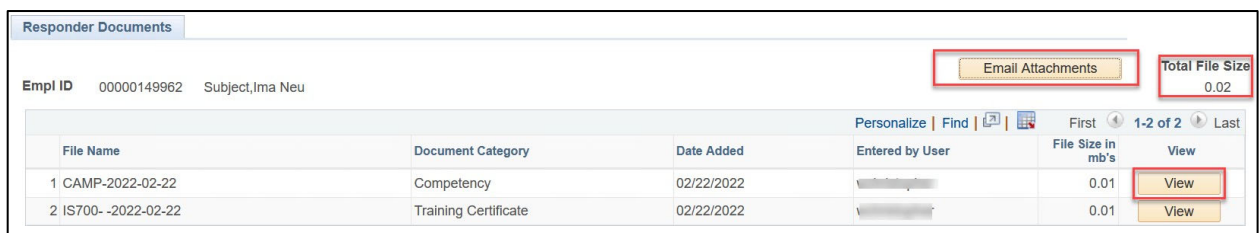
When you see the icon shown below, all the data from that page (tab) can be exported to an Excel file.



Continue to the other tabs to review your qualification data.

Responder Documents

View, print, or email your documents to yourself.



- Use the Email Attachments button to email all documents to the email address you used when your account was created. That email can be updated on the My System Profile Page.
- View attachment to view individual file. Your Browser or browser settings will determine what happens with you click on the View button. Opens or prompts to save file.
- Total File Size of all attachments. Email servers have limits on file size, the total size may be too large to email.

Print Master Record

- Use the Print Master Record link to the qual card page.
- Click the Show Qual Card Details.
- Click on the Print Master Record.
- Use the Home button to return to the main page.
- Choose No on the Save Warning.
- When the report is complete it will show on the main page reports pagelet.

The screenshots show the 'Incident Qual Card' section of the Responder Self Service Page. The top screenshot highlights the 'Show Qual Card Details' button, and the bottom screenshot highlights the 'Print Master Record' button. Both screenshots show the following information:

Incident Qual Card | Position Task Books | Responder Training | Licenses and Certificates | Experience by Responder | Competencies | Instructor History

Empl ID: 00000149962 Subject,Ima Neu
 Cert Official: 00000149969 Dog,Diggity D

Last Print Date:

View Inactive Quals

Fitness and Refresher Status

FITCAT	Physical Fitness Level	Moderate	02/22/2023
RT-130	Annual Fire Safety Refresher	Attained	02/22/2023

View Inactive Quals

Print Master Record

Qualifications

	Certify Position	Print to Card	Send To IRWIN	SetID	Position		Status	Attained Date	Currency/Taskbook Expiration Date	Printed	Document Attached	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BLM00	CAMP	Camp Help	Q	Qualified	02/22/2022	02/22/2027	<input type="checkbox"/>	<input type="checkbox"/>

Use the Home button to return to the Responder Self Service Page.

Reports List

Click on the Report Name to open the master record as a PDF file. Depending on your browser and browser settings, your Master Record may open in a second tab. Your browser should have a save or print icon to save as PDF or print.

The screenshot shows the 'Report List' page. The 'Report Name' column contains a red box around the text 'IQRPT028'. The 'Report Description' is 'Responder Master Record (C028)', 'Folder Name' is 'GENERAL', and 'Creation Date And Time' is '02/22/2022 7:22AM MST'.

Database Name: ALL | [Report Manager](#)

Report Name	Report Description	Folder Name	Creation Date And Time
IQRPT028	Responder Master Record (C028)	GENERAL	02/22/2022 7:22AM MST

My System Profile

- Update the email that was provided when you requested an account.