Citizen Corps Council Administration
Council Approval Tutorial

National Office of Citizen Corps
Requirements for Registering a Council

- All Citizen Corps Councils must register on the Citizen Corps website to be recognized as an active Council.
- Registrants must provide accurate information as requested on the registration form.
- A Council must be sponsored by a government official whose jurisdiction corresponds to the service area of the newly requested Council.
- A Council’s primary point of contact and the sponsoring official must not be the same person.
- Multiple Councils may exist in the same jurisdiction only if the sponsor approves.
- Council membership should include community representatives from the public, private, and community/voluntary sectors.
Logging In

- Go to [www.citizencorps.gov](http://www.citizencorps.gov) and

- Enter your user name and password in the *Council Login* box in the lower left corner of the front page.
Startup Page

- After logging in, you will be brought to the startup page.

- Click the *Manage Councils* link on the right side of the screen.
Manage Councils Section

- Four sections on this page include:
  - Newly Requested Councils
  - Councils Pending Approval
  - Approved Councils
  - Denied Councils

- All Councils that you administer will be in one of these sections.
Newly Requested Councils

- Once a Council registration has been submitted, you will receive an e-mail notification that there is a newly requested Council.

- This submission will be located under the Newly Requested Councils section.

- Once you are in the Newly Requested Councils section, select the Council submission you’d like to review.
Reviewing a Submission

- Once you click on a newly requested Council, you will be brought to the General Information tab of the Council’s submission.

- Because you have begun to review this submission, this Council’s status will be changed from “Newly Requested” to “Council Pending Approval”.

- You should review each tabbed section to ensure the information appears accurate and conforms to any State requirements (if applicable).

- After review, you may click “Approve” or “Deny”. 
The first tab for review is the General Info tab.

This council’s status is currently Pending and is in need of review.

Since you have the authority to change the council's status, once you have reviewed the request, ensure the accuracy of the submission, simply click Approve or Deny below to complete this process.

Keep in mind, the stated goal of the approval process is to ensure that the submission is for a real Council that has the authority to operate within the stated jurisdiction. Submissions often are missing many details, and this doesn’t necessarily warrant denial. Since they can update the entries once approved.

If you deny a council, the submitters will have to redo the entire process to submit another application, and will not have the opportunity to update the one you see now.

Please provide the name, address, and contact information for your Citizen Corps Council. If the Council address is the same as your Council representative address, you can automatically fill in these fields by clicking on “Populate from contact info”.

Please note: this information will be posted publicly on the National Citizen Corps Website.

Council Name: *  
Loma Linda Citizen Corps Council

Street Address: *  
25541 Barton Road

City: *  
Loma Linda
The next tab for review is the Local Official tab.

This tab displays contact information of the local elected official sponsoring this Council.
The next tab for review is the *Public Info* tab. This involves a series of questions that displays information about the activities of a Council.

- This info will be publicly displayed on the Citizen Corps National website.

![Public Info Tab](image-url)
The Additional Info tab provides more detailed information on the Council.

This information will not be viewable by the public and will not be posted on your Council Profile or the Citizen Corps website. This information helps the National Office assess needs for future support and technical assistance.

- **Council Administration**
  - How often does your Citizen Corps Council meet?
    - Monthly
    - Quarterly
    - Bi-Annually
    - Annually
    - As needed
    - Other: [Text box]

- **What is the participation of the local elected leader (e.g. Mayor, County Commissioner)?**
  - Chairs the Council
The *Council Users* tab allows you to manage the users associated with the Council.

It allows you to:
- Select the point of contact.
- Remove or delete the point of contact or any other user.
- Adjust the permissions that the user has.
The Jurisdictions tab shows where the Council plans to operate, which is not necessarily the same zip code as the Council’s address.

The jurisdiction can be at the county level, local level, or tribal level.

For state users and regional users, the system will display all jurisdictions within your geographic area.
Approve or Deny

- This is the final step to approving or denying a Council.
- Simply click “Approve” or “Deny”
- Once a Council is approved, the Council’s submission will create their Council Profile and they will gain access to the secure (login) section of the Citizen Corps website.

Citizen Corps Council Contact Information

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Council Name: * Loma Linda Citizen Corps Council
Street Address: * 25541 Barton Road
Street Address Cont.
City: * Loma Linda
Approve or Deny (Cont.)

- When you approve or deny a Council, an e-mail will automatically be sent to the Council’s primary point of contact notifying him/her of this action.

- Please encourage each Council to update their information at least every six months.

- For additional support, visit [http://www.citizencorps.gov/councils/registry](http://www.citizencorps.gov/councils/registry)

- For technical assistance, email [citizencorps@dhs.gov](mailto:citizencorps@dhs.gov)