

## OSAC's NEW WEBSITE

OSAC is excited to announce that within the next few weeks, we will unveil our new website. This “next generation” website will provide better constituent outreach and interaction, allowing for greater customization and greater collaborative tools for both constituents and OSAC analysts. OSAC has contracted

with TrustedBase, an IT and security service provider with expertise in SharePoint development. OSAC and TrustedBase have identified three essential components for the new website: ease of use, speed, and an improved capability for communication and collaboration among OSAC’s constituency and analysts.

**IMPORTANT USER INFORMATION:** In order to log into the new website, there are a few steps each constituent representative will have to take:

1. Go to <http://www.OSAC.gov> and click the *Login* button.
2. Click *Forgot Password*.
3. For Username, please enter the email address you used to create your OSAC account.
4. Click *Submit*.
5. A password link will be sent to your email account.
6. Click the email titled *OSAC Account Password Change*.
7. Click the hyperlink inside the email entitled *Change Your Password*.
8. Enter your new password and then re-enter to confirm. Your password must be 12 characters: a blend of uppercase and lowercase letters, as well as a symbol, and cannot repeat any portion of your email address.
9. Click *Submit*, then log on with your new password (your username is your email address).
10. Once you have logged in, click on User Profile at the top of the screen, to update your OSAC account (this is where you can customize your newsletter, digest, and website options).

If you do not remember the email address you used to establish your OSAC account, please contact OSAC’s main office number, 571-345-2223, or use the “Contact OSAC” button on the website’s top toolbar to access the webform to contact OSAC’s staff.

## ACCOUNT INFORMATION

When the new OSAC.gov is released, there will be some changes to each user’s login name and password. As long as the information in our system is accurate, the system will detect your member account and will provide instructions on how to establish a new password.

Therefore, it is imperative that the information associated with your OSAC account is accurate and up to date. When you have a moment, please log into OSAC and click on “My Profile.” Ensure that your first and last name, phone number, and email address are all accurate.

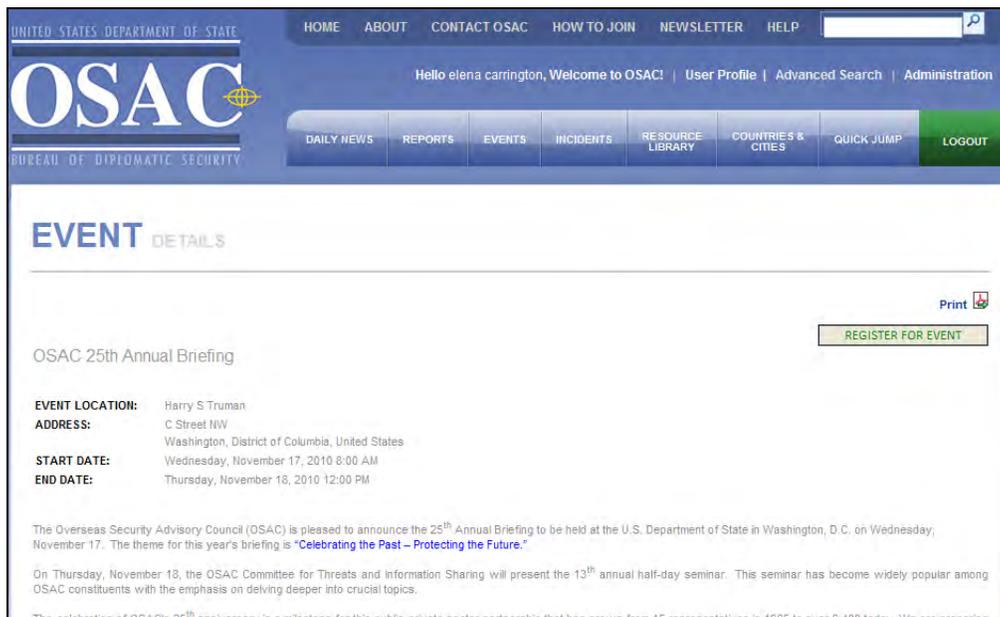
In addition, if any of you currently log into OSAC using a personal account (Gmail, Hotmail, etc.), we respectfully ask that you update your email account to match your organization’s account. As an

example, if you work for Company AB and you log in with an email address ending in @ab.com, the system will automatically recognize you and prompt you to reset your password. If you log in with a personal address, the system will not recognize you and will not link you to the Company AB account.

Finally, the new website will work on all internet browsers (Internet Explorer, Chrome, Mozilla, etc), but it is recommended that constituents using Internet Explorer should update their browsers to version 7.0.

## NEW FEATURES: EVENTS

As you'll see in the screen shot below, registering (or un-registering) for any event will be as simple as clicking a single button. Once you've added the required information, you'll receive an email confirmation with the event's date, time, and location. The event file will be attached to the confirmation email, so you'll be able to easily add it to your calendar. The details of the event can be viewed as a PDF file, which enables easy printing and sharing. Finally, on the new website you'll be able to search for events by country or even city, so if you're traveling in the area and would like to attend an OSAC meeting, you'll be able to learn quickly which events are taking place.



## NEWS

The screenshot below is a sample of how OSAC's featured news stories will appear on the new website. As in the current site, constituents will be able to view headlines, teasers, and links to the complete stories, and can customize their filters to be region-specific. Similar to the current site, the stories particularly relevant and useful to OSAC's constituents will be highlighted, and all other stories will be viewable in the Daily News section of the website. Information Security stories can also be found here.

## SURVEYS

The screen shots below demonstrate the Survey homepage, which will list any available surveys for constituents to take, and a sample survey that showcases the different kinds of questions available on a survey: true/false, free text, sliding scale, and multiple choice. This sophisticated tool will enable OSAC analysts to solicit more useful information from the private sector, as well as to collate the data more easily than our current survey capability.

## INCIDENT TOOL

OSAC always encourages constituents to report incidents; however, we are commonly told that the current incident reporting tool on OSAC.gov is difficult to populate and to search. With the new website, OSAC will offer a new incident reporting tool and several search mechanisms. Please see the screen shots below for examples.

The screenshot shows the OSAC website's 'INCIDENTS' page. The header includes the OSAC logo and navigation links: HOME, ABOUT, CONTACT OSAC, HOW TO JOIN, NEWSLETTER, HELP. A user profile section displays 'Hello elena carrington, Welcome to OSAC!' with links for 'User Profile', 'Advanced Search', and 'Administration'. A secondary navigation bar contains 'DAILY NEWS', 'REPORTS', 'EVENTS', 'INCIDENTS', 'RESOURCE LIBRARY', 'COUNTRIES & CITIES', 'QUICK JUMP', and 'LOGOUT'. The main content area is titled 'INCIDENTS VIEW ALL' and features a pagination control (1-4) and 'Records Per Page: 5' and 'Number of Records Returned: 17'. Two incident entries are visible: 'TWO STUDENTS ROBBED IN KUALA LUMPUR' (dated 11/6/2010) and 'ATTEMPTED SURVEILLANCE OF CONSTITUENT FACILITY' (dated 11/6/2010). A right-hand sidebar contains a 'REGION / COUNTRY / CITY LOCATOR' with a search box and 'GO'/'CLEAR' buttons, a 'CATEGORY' dropdown set to 'All', and a 'GRAPH INCIDENTS' section with a link to search incidents reported by.

The screenshot shows the 'GRAPH INCIDENTS' search page on the OSAC website. The header and navigation are identical to the previous screenshot. The main content area is titled 'GRAPH INCIDENTS' and includes the instruction: 'Please fill out the requested fields of information to search OSAC's incident database.' The search form contains the following fields: 'From Date:' and 'To Date:' (each with a calendar icon), 'Geospatial Location:' (with an 'Add' button), and 'Categories:' (with a list of categories: Academia, Arson, Bombing, Burglary, Carjacking, and a search box). The 'Global' checkbox is checked.

## **COUNTRY COUNCILS**

On the new website, all Country Council information can be found at the bottom of each Country Page; for example, to find the Paris Country Council, type “Paris” into the filter, click “Location Information,” and scroll to the bottom of the page. Or use the “Cities & Countries” tab, then click on Paris. All information from each individual Country Council page will be automatically transferred to the new Country Council section.

For all RSOs and Country Council administrators: Separate instructions will be sent on how to populate the new Country Council content sections. *As of 12:00 p.m. EST on November 10, all current Country Council pages will be taken down and the content will be moved to the Country pages on the new OSAC.gov.*