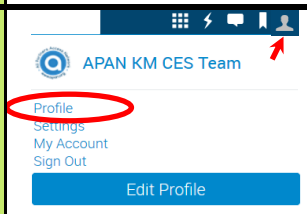
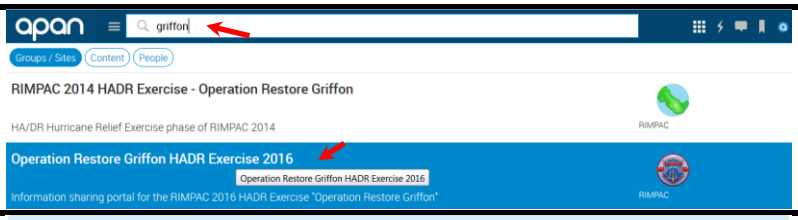
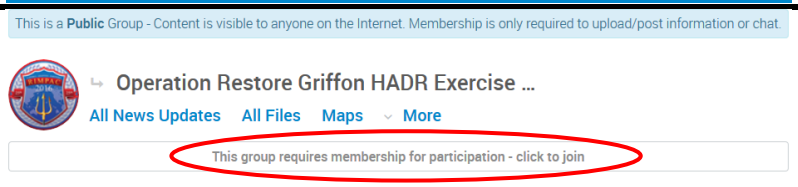
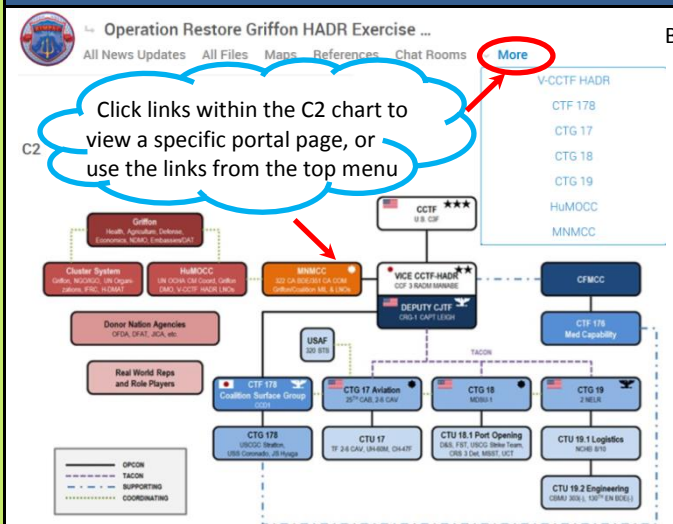
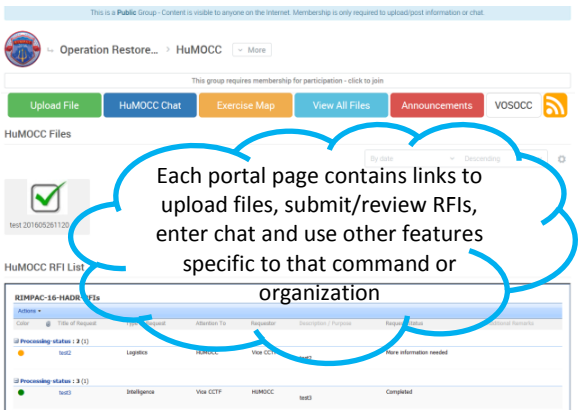
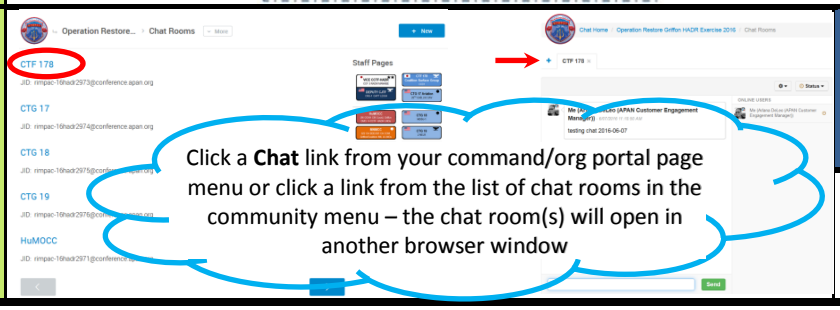
APAN Intro - Training Guide for RIMPAC HADR Exercise 2016 – Operation Restore Griffon

#	Action	IM Guidance & Additional Instructions	APAN Tool and Support Links
1	**Create** APAN account	- Validate your APAN account by checking the email you registered with	**https://www.apan.org** https://community.apan.org/support/w/kb/13770.1-create-an-apan-account
2	**Sign in**	- Use '**Forgot**' links if you do not remember your username or need to reset your password	**https://www.apan.org** https://community.apan.org/support/w/kb/13768.101-username-password-security
3	Update your **APAN Profile**	 - Click your account avatar at the top right corner of the website - Click >**Profile**, then click >**Edit Profile** to update your display name, avatar, or other details you would like to share with other APAN users - Include your **full name**, **title**, **command/org**, and ***professional*** **email address** & **phone number**	**https://community.apan.org/members/[your-username]** https://community.apan.org/support/w/kb/15500.102-profile-settings
4	Optional: Set **2-Factor Authentication**	- Click your account avatar at the top right corner of the website, select >**My Account** - *Toggle* ***off*** *the 2-Factor Authentication setting to avoid having to verify from "unknown locations" during the exercise*	**https://passport.apan.org/apan/self** https://community.apan.org/support/w/kb/13768.101-username-password-security
5	Type "**Griffon**" in Search; find **Operation Restore Griffon HADREX 2016**		**https://community.apan.org/ex/rimpac/rimpac-16hadr** https://community.apan.org/support/w/kb/14512.102-request-access-to-a-group
6	Click the community name in search results; click "**Join**" at the top of the screen	 - Reminder: Information shared with the Operation Restore Griffon HADR Exercise 2016 community is ***publicly accessible*** to anyone on the Internet	**You only need to join the community if you are required to upload files, send/ respond to RFIs or participate in chat** If you've already joined the group, locate the exercise community in your list of groups the next time you sign in to APAN by clicking **Groups** from the top menu
7	Review navigation links, announcements and recent activity	**https://community.apan.org/ex/rimpac/rimpac-16hadr**  Browse and become familiar with tools used for the exercise: • File galleries • Chat • Announcements • RFI list • Maps • References 	
8	Participate in **Chat** discussions		**https://community.apan.org/ex/rimpac/rimpac-16hadr/chatrooms** https://community.apan.org/support/w/kb/13790.group-chat

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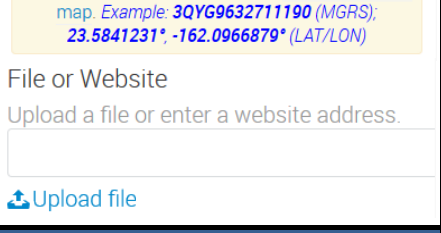
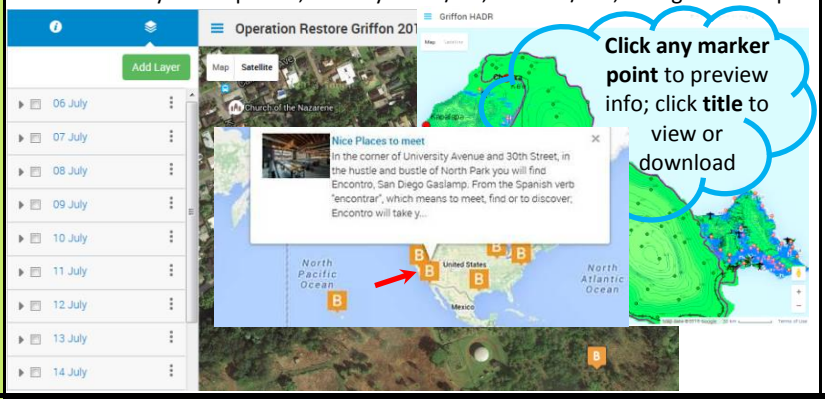
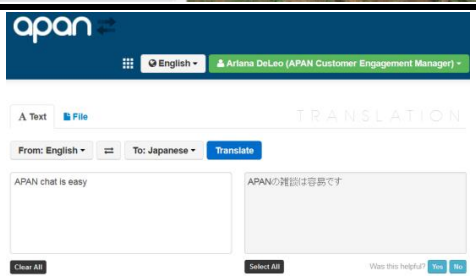
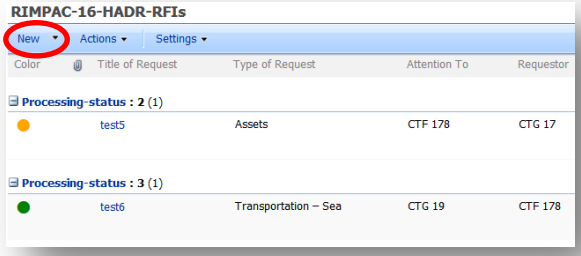
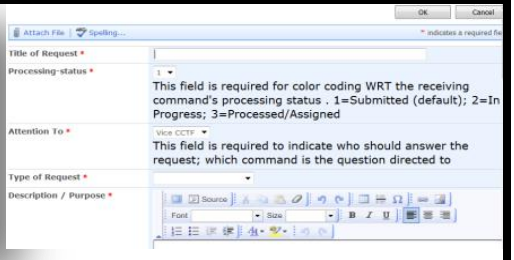
9	**Download** a file Use the **upload file** link from your command/org portal page to post a file	 - Select a file; click **download** to save it to your computer or mobile device - Follow file name guidelines for all uploads - Click **Post** to save an uploaded file to a folder **File Name Requirements:** Input the **date/time group (DTG) in the name** field before posting your file. *Example: **092214ZJUL16** harbor view from ship.* **Optional: Add the lat/lon or MGRS coordinates** to the **description field** in your post to display on the map. *Example: **3QYG9632711190** (MGRS); **23.5841231°, -162.0966879°** (LAT/LON)* 	**https://community.apan.org/ex/rimpac/rimpac-16hadr/m** https://community.apan.org/support/w/kb/14007.204-media-gallery/
10 11	Locate information on a Community **Map** Review Humanitarian **References** in a Wiki	**https://community.apan.org/ex/rimpac/rimpac-16hadr/maps** https://community.apan.org/support/w/kb/14816.maps-within-groups - Customize your map view, turn layers on/off, zoom in/out, change basemap 	**https://community.apan.org/ex/rimpac/rimpac-16hadr/w/wiki** https://community.apan.org/support/w/kb/13806.203-wiki
12	Optional: Use **Translate**	 - use ***translate.apan.org*** to translate text or files - Click the **language menu** (default is **English**) in the bottom left corner of any APAN community page to change your language • ***Administración de cuentas*** - Localizar el contenido sobre el registro, el restablecimiento de contraseñas, notificaciones por correo electrónico, nombres de usuario, nombres de pan- 	**https://translate.apan.org** https://community.apan.org/support/w/kb/13786.translate
13	Only as required: **Requests for Information (RFIs)** for your command/org	- Click **New** to submit an RFI, or click a **title** link to respond to or modify the status of an existing request  	

All Partners Access Network
https://www.apan.org

Visit APAN's Knowledge Base (KB) for online support - find information shown in the previously listed Support links, so you don't have to type or remember the specific URLs:
https://community.apan.org/support

APAN Support 24x7 Help Desk
COMM: 808-472-3361
DSN: 315-472-3361

Submit a ticket for further assistance:
https://community.apan.org/support/p/contact