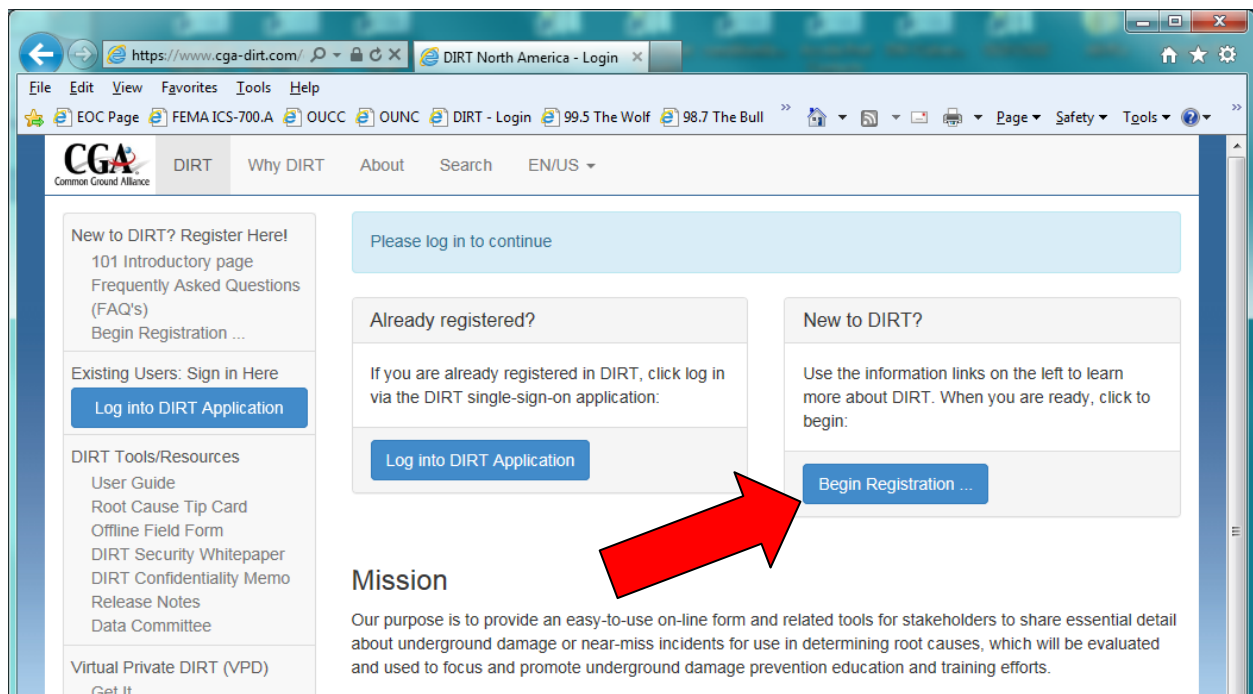
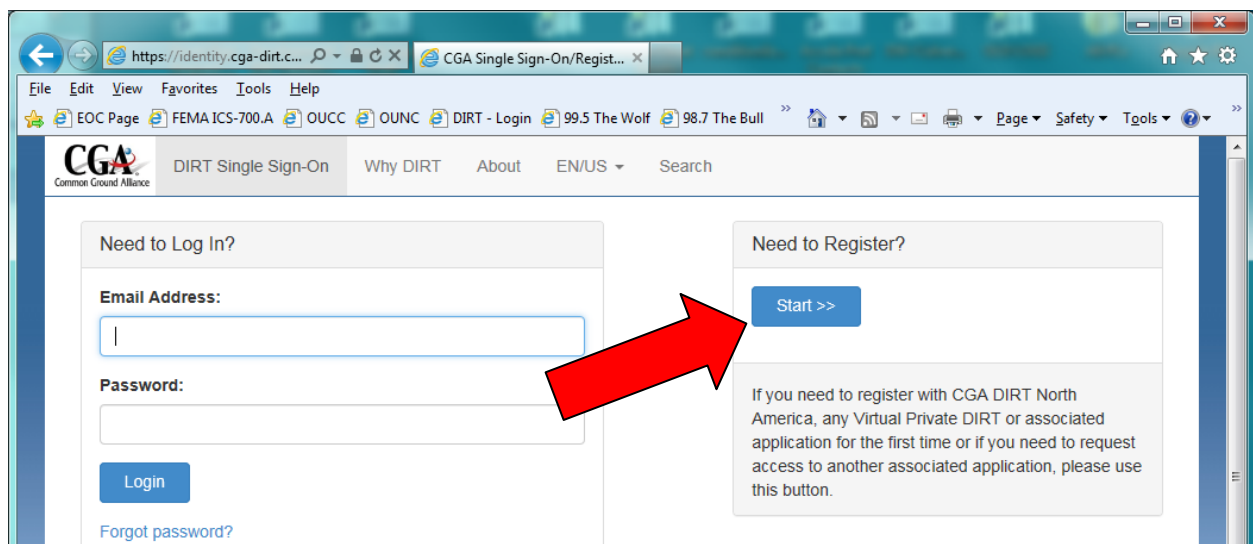


How to create an account at CGA – DIRT

Go to the Common Ground Alliance website at <https://www.cga-dirt.com>
On the right side of the screen, click on Begin Registration.



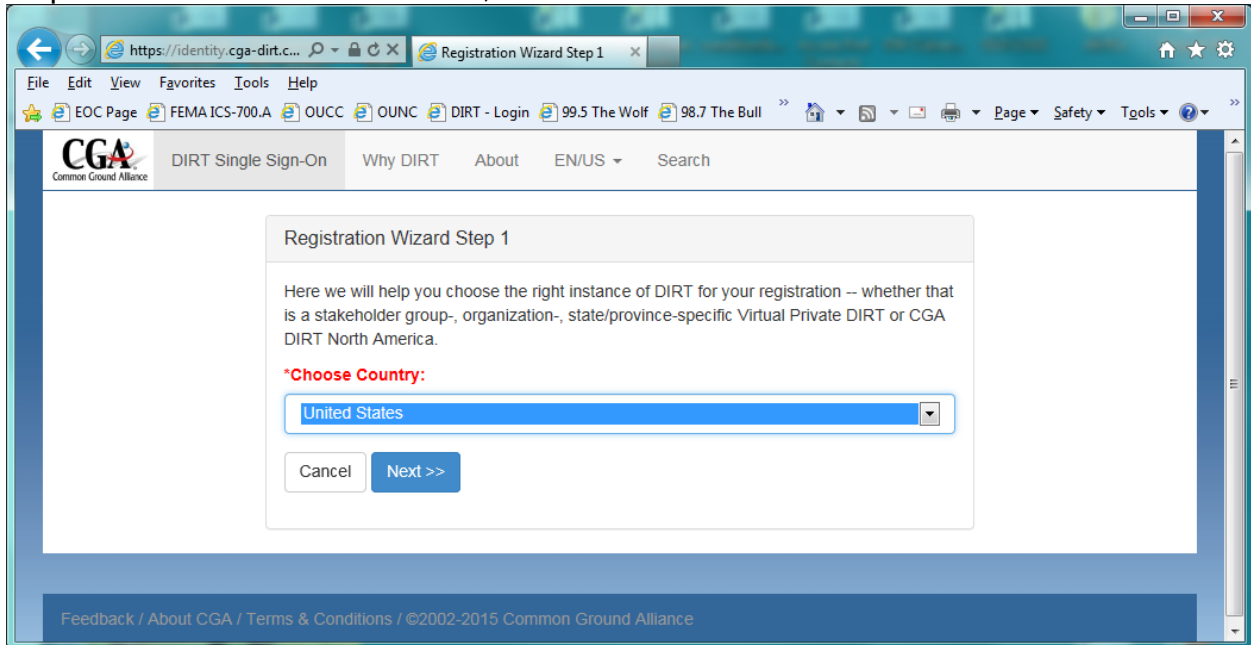
On the next screen, click Start on the right side under “Need to Register?”



This is the same button the local UCC Damage Chair will use to request permission to view your damage information along with all others within their UCC area. There will be directions at the end on how to grant this access.

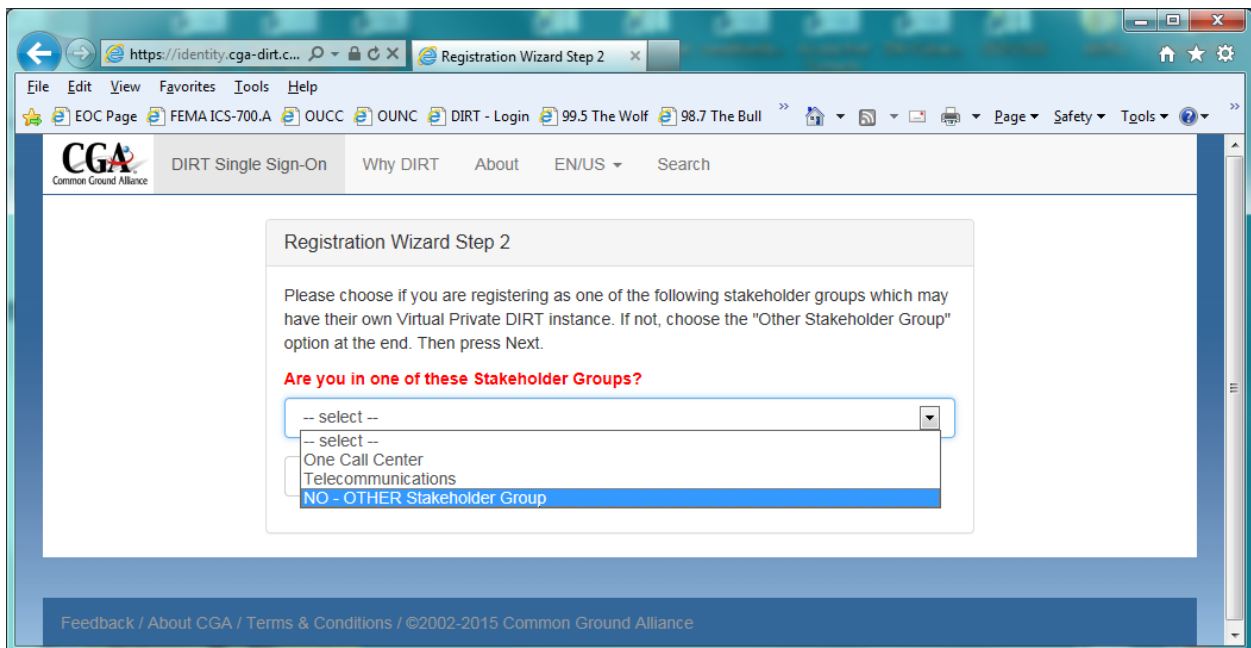
The Registration Wizard will take you through the following steps.

Step 1 - Select United States, click Next.



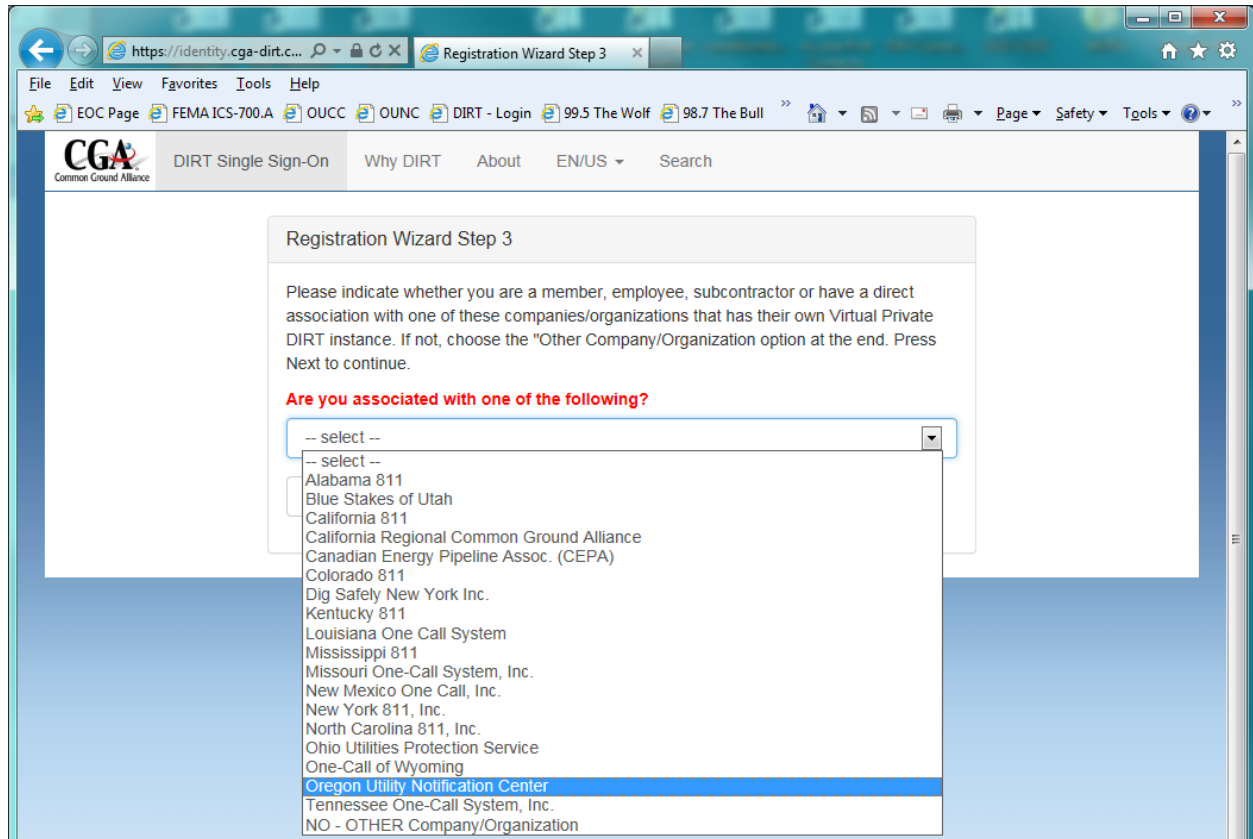
The screenshot shows a web browser window with the URL <https://identity.cga-dirt.c...> and the page title "Registration Wizard Step 1". The browser's address bar and menu bar are visible. The page features the CGA logo and navigation links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and "Search". The main content area is titled "Registration Wizard Step 1" and contains the following text: "Here we will help you choose the right instance of DIRT for your registration -- whether that is a stakeholder group-, organization-, state/province-specific Virtual Private DIRT or CGA DIRT North America." Below this text is a red heading "*Choose Country:" followed by a dropdown menu currently displaying "United States". At the bottom of the form are two buttons: "Cancel" and "Next >>". The footer of the page includes links for "Feedback / About CGA / Terms & Conditions" and a copyright notice "©2002-2015 Common Ground Alliance".

Step 2 - Select NO – OTHER Stakeholder Group then click Next



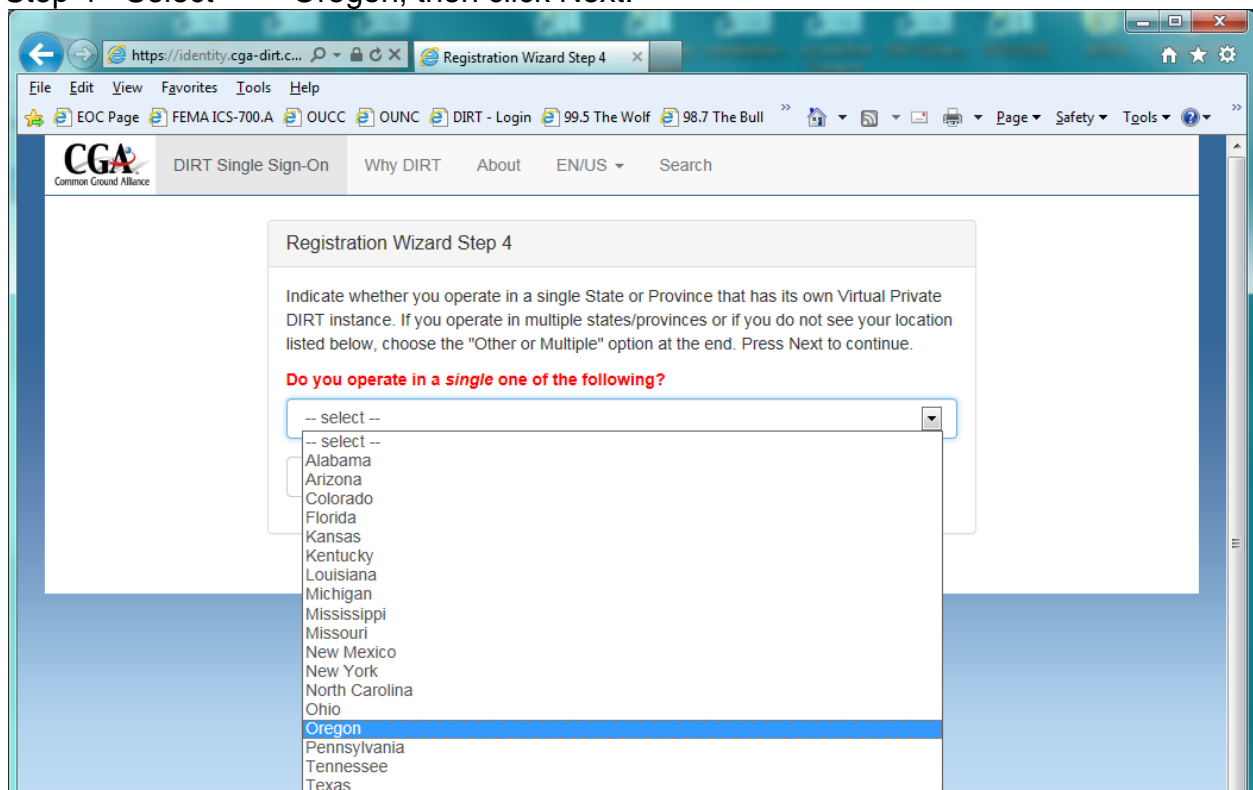
The screenshot shows a web browser window with the URL <https://identity.cga-dirt.c...> and the page title "Registration Wizard Step 2". The browser's address bar and menu bar are visible. The page features the CGA logo and navigation links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and "Search". The main content area is titled "Registration Wizard Step 2" and contains the following text: "Please choose if you are registering as one of the following stakeholder groups which may have their own Virtual Private DIRT instance. If not, choose the 'Other Stakeholder Group' option at the end. Then press Next." Below this text is a red heading "Are you in one of these Stakeholder Groups?" followed by a dropdown menu. The dropdown menu is open, showing the following options: "-- select --", "-- select --", "One Call Center", "Telecommunications", and "NO - OTHER Stakeholder Group". The "NO - OTHER Stakeholder Group" option is highlighted in blue. At the bottom of the form are two buttons: "Cancel" and "Next >>". The footer of the page includes links for "Feedback / About CGA / Terms & Conditions" and a copyright notice "©2002-2015 Common Ground Alliance".

Step 3 - Select Oregon Utility Notification Center then click Next.



The screenshot shows a web browser window with the URL <https://identity.cga-dirt.com>. The page title is "Registration Wizard Step 3". The browser's address bar shows the URL and a lock icon. The page has a navigation bar with links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and "Search". The main content area is titled "Registration Wizard Step 3" and contains the following text: "Please indicate whether you are a member, employee, subcontractor or have a direct association with one of these companies/organizations that has their own Virtual Private DIRT instance. If not, choose the 'Other Company/Organization' option at the end. Press Next to continue." Below this text is a red heading: "Are you associated with one of the following?". Under the heading is a dropdown menu with a list of organizations. The list includes: "-- select --", "-- select --", Alabama 811, Blue Stakes of Utah, California 811, California Regional Common Ground Alliance, Canadian Energy Pipeline Assoc. (CEPA), Colorado 811, Dig Safely New York Inc., Kentucky 811, Louisiana One Call System, Mississippi 811, Missouri One-Call System, Inc., New Mexico One Call, Inc., New York 811, Inc., North Carolina 811, Inc., Ohio Utilities Protection Service, One-Call of Wyoming, Oregon Utility Notification Center (highlighted in blue), Tennessee One-Call System, Inc., and NO - OTHER Company/Organization.

Step 4 - Select Oregon, then click Next.



The screenshot shows a web browser window with the URL <https://identity.cga-dirt.com>. The page title is "Registration Wizard Step 4". The browser's address bar shows the URL and a lock icon. The page has a navigation bar with links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and "Search". The main content area is titled "Registration Wizard Step 4" and contains the following text: "Indicate whether you operate in a single State or Province that has its own Virtual Private DIRT instance. If you operate in multiple states/provinces or if you do not see your location listed below, choose the 'Other or Multiple' option at the end. Press Next to continue." Below this text is a red heading: "Do you operate in a single one of the following?". Under the heading is a dropdown menu with a list of states. The list includes: "-- select --", "-- select --", Alabama, Arizona, Colorado, Florida, Kansas, Kentucky, Louisiana, Michigan, Mississippi, Missouri, New Mexico, New York, North Carolina, Ohio, Oregon (highlighted in blue), Pennsylvania, Tennessee, and Texas.

Step 5 - Oregon 811 should be at the top of the list. Click Register at the right.

Registration Wizard Step 5

Based on your choices from the previous steps, here are your recommended DIRT or Virtual Private DIRT instances for you to choose for registration. Click one of the entries below to proceed:

<input type="checkbox"/> Oregon 811 - Virtual Private DIRT	Register
<input type="checkbox"/> CGA DIRT North America	Register

If you need to register with a different DIRT or Virtual Private DIRT instance, the full list of other instances is below:

<input type="checkbox"/> One Call Systems International	Register
<input type="checkbox"/> Alabama Virtual Private DIRT	Register
<input type="checkbox"/> Alberta CGA Virtual Private DIRT	Register
<input type="checkbox"/> APISQ Virtual Private DIRT	Register
<input type="checkbox"/> Atmos Energy Virtual Private DIRT	Register
<input type="checkbox"/> Australia - Virtual Private DIRT	Register
<input type="checkbox"/> Blue Stakes of Utah Virtual Private DIRT	Register
<input type="checkbox"/> British Columbia - Virtual Private DIRT	Register
<input type="checkbox"/> California 811 - Virtual Private DIRT	Register
<input type="checkbox"/> CenturyLink - Virtual Private DIRT	Register
<input type="checkbox"/> CEPA - Virtual Private DIRT	Register
<input type="checkbox"/> Chesapeake - Virtual Private DIRT	Register
<input type="checkbox"/> Colorado 811 Virtual Private DIRT	Register
<input type="checkbox"/> Dig Safely New York Virtual Private DIRT	Register
<input type="checkbox"/> Florida Virtual Private DIRT	Register

Complete the fields on the next screen to create a password and add security information then click Next.

The screenshot shows a web browser window with the URL <https://identity.cga-dirt.c...> and the page title "CGA Registration - Login/S...". The browser's address bar and menu bar are visible. The page header includes the CGA logo and navigation links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and a "Search" button. The main heading is "Registration for CGA Single Sign-On Account - Security Credentials". Below this, a red asterisk indicates required fields. The form contains three input fields: "Email Address", "Password", and "Confirm Password". The "Email Address" field is followed by the text "Your email address will be used as your login/account name." The "Password" field is followed by the text "Password must be at least 6 characters long." The "Confirm Password" field is followed by the text "Re-enter your password to confirm."

*** Indicates Required Field**

***Email Address**

Your email address will be used as your login/account name.

***Password**

Password must be at least 6 characters long.

***Confirm Password**

Re-enter your password to confirm.

The screenshot shows the same web browser window as the previous one, but the page content has changed to "Security Verification Information". The heading is "Security Verification Information". Below this, a paragraph states: "If you forget your password, you can retrieve it using our Password Request feature. If you should ever have to use it, we'll ask you for your Email address and the answers to the three questions below." The form contains four dropdown menus: "Your Birthday Month", "Your Birthday Day", "Favorite Animal", and "Favorite Color". Each dropdown menu has a "-- select --" option. At the bottom of the form, there are three buttons: "<< Back", "Next >>", and "Cancel". The footer of the page contains the text "Feedback / About CGA / Terms & Conditions / ©2002-2015 Common Ground Alliance".

Security Verification Information

If you forget your password, you can retrieve it using our Password Request feature. If you should ever have to use it, we'll ask you for your Email address and the answers to the three questions below.

***Your Birthday Month**

-- select --

***Your Birthday Day**

-- select --

***Favorite Animal**

-- select --

***Favorite Color**

-- select --

<< Back Next >> Cancel

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Enter your new contact info on the next screen then click Next.

The screenshot shows a web browser window with the address bar displaying "https://identity.cga-dirt.c...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons for navigation and utility. The page title is "CGA Registration - Contact ...". The main content area is titled "Registration for CGA Single Sign-On Account - Contact Information". It features a red asterisk indicating required fields. A radio button is selected for "Enter new new contact info:". The form includes input fields for "First Name", "Last Name", "Job Title", "Address", "City", "Country" (a dropdown menu showing "United States"), "State" (a dropdown menu showing "-- select --"), "Zip Code", "Phone Number", and "Fax Number". Each field has a descriptive hint below it. At the bottom, there are three buttons: "<< Back", "Next >>", and "Cancel". The footer contains the text "Feedback / About CGA / Terms & Conditions / ©2002-2015 Common Ground Alliance".

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DIRT Single Sign-On Why DIRT About EN/US Search

Registration for CGA Single Sign-On Account - Contact Information

* Indicates Required Field

☒ Enter new new contact info:

*First Name:

*Last Name:

Job Title:

(Job title, such as GIS Analyst.)

Address:

(Street/mailling address.)

City:

*Country:

United States

*State:

-- select --

*Zip Code:

(like 99999 or 99999-9999)

*Phone Number:

(like 99999 or 99999-9999)

Fax Number:

(like 999-999-9999)

<< Back Next >> Cancel

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Under Option 1 – Choose your company from the list. Use the “Filter List” section to move down the list quicker. If it is not listed, you will need to complete your company information under Option 2.

https://identity.cga-dirt.c... CGA Registration - Choose/...

File Edit View Favorites Tools Help

EOC Page FEMA ICS-700.A OUC OUNC DIRT - Login 99.5 The Wolf 98.7 The Bull Page Safety Tools

CGA Common Ground Alliance DIRT Single Sign-On Why DIRT About EN/US Search

Registration for CGA Single Sign-On Account - Company/Organization

* Indicates Required Field

☒ Option 1 - Choose an existing company:

Company Name:

- (no matching company) --
- Circle Capital Longmont LLC
- City of Cloverdale
- City of Enumclaw
- Clackamas County
- Clark-Cadman, Inc
- Clark County Water Reclamation District
- Clark Public Utilities
- Clark Regional Wastewater District
- Clayton County Water Authority
- Clear Creek CSD
- Clearlake Oaks County Water District

Filter List:

CI

(enter any part of a company name to filter list)

The first person from the Company to register is automatically the Company Administrator. If you do not hold the position within your company to be the Administrator, please have that person sign up first.

If you are not the first person to register, you will need to register as a User or as a Manager. (The local UCC Damage Chair will request to be a Manager to be able to generate reports.)

After making your selection, click Next.

The screenshot shows a web browser window with the URL <https://identity.cga-dirt.c...> and a tab titled "CGA Single Sign-On - Choo...". The browser's address bar and menu bar are visible. The page header includes the CGA logo and navigation links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and a search bar. The main heading is "Registration for CGA Single Sign-On Account - Choose Role". Below this, a red asterisk indicates required fields. The text explains that the user must choose a role for registration under the Oregon 811 - Virtual Private DIRT system. Three roles are listed with radio buttons: "User", "Manager", and "Company Administrator". The "Company Administrator" role is selected. A note specifies that the first user to register under Clackamas County must be a Company Administrator. At the bottom, there are three buttons: "<< Back", "Next >>", and "Cancel". The footer contains a link to "Feedback / About CGA / Terms & Conditions" and the copyright notice "©2002-2015 Common Ground Alliance".

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DIRT Single Sign-On Why DIRT About EN/US Search

Registration for CGA Single Sign-On Account - Choose Role

* Indicates Required Field

At this step, please choose the privileges you wish to have within the Oregon 811 - Virtual Private DIRT under the company/organization Clackamas County. The CGA or Virtual Private DIRT Administrator will review and approve this role for a new company or the Company Administrator will review and approve this role if registering with an existing company.

- ☐ **User:**
May enter or upload records into the system.
- ☐ **Manager:**
May enter, upload, edit, and generate reports for their company. Typically, the company's damage reporting advocate.
- ☒ **Company Administrator:**
NOTE: You are the first user to register under *Clackamas County* for the *Oregon 811 - Virtual Private DIRT*, so you *must* register as Company Administrator. If a different person should be Comp. Administrator, please have them register first.
This information *will* be verified by CGA.

The Company Administrator is responsible for maintaining the list of individuals in his/her company allowed to utilize this system, able to submit and approve Managers and Users. This role has complete authority to enter, upload, edit and generate reports for their company. Typically a stable employee of the company; may be the damage prevention advocate; may have minimal requirements with respect to the actual reporting of damages. Every company submitting data must have *at least one* designated company administrator.

<< Back Next >> Cancel

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On the next screen you will review your information. You can also add additional Managers and Users at this time. If you are not adding anyone, click Finish.

Review and optionally Add Users

Registering for **Oregon 811 - Virtual Private DIRT** under Company/Org **Clackamas County**:

Who	Name	Email	Level
Yourself	Hickson, Dawn	dhickson@clackamas.us	Company Administrator

Additional users to register:

Name	Email	Level	Actions
<input type="text" value="Add User ..."/>			

<< Back **Finish** Cancel

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If you want to add users, click on Add User and complete the information on the next screen for the User/Manager and click OK when finished.

The screenshot shows a web browser window with the address bar displaying "https://identity.cga-dirt.c...". The browser's address bar also shows "CGA Registration - Add User". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "EOC Page", "FEMA ICS-700.A", "OUCC", "OUNC", "DIRT - Login", "99.5 The Wolf", "98.7 The Bull", "Page", "Safety", and "Tools". The browser's status bar shows "111".

The web page has a header with the CGA logo (Common Ground Alliance) and navigation links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and "Search".

Registration for CGA Single Sign-On Account - Additional User Information

*** Indicates Required Field**
Please enter the information about this additional user and press OK to return to the Additional Info form. Cancel will return you to the Additional Info form without adding an additional user.

***Role:**
User
User
Manager

***Email Address:**

***First Name:**

***Last Name:**

Job Title:

Address:

City:

***Country**
United States

***State:**
-- select --

***Zip Code:**
(like 99999 or 99999-9999)

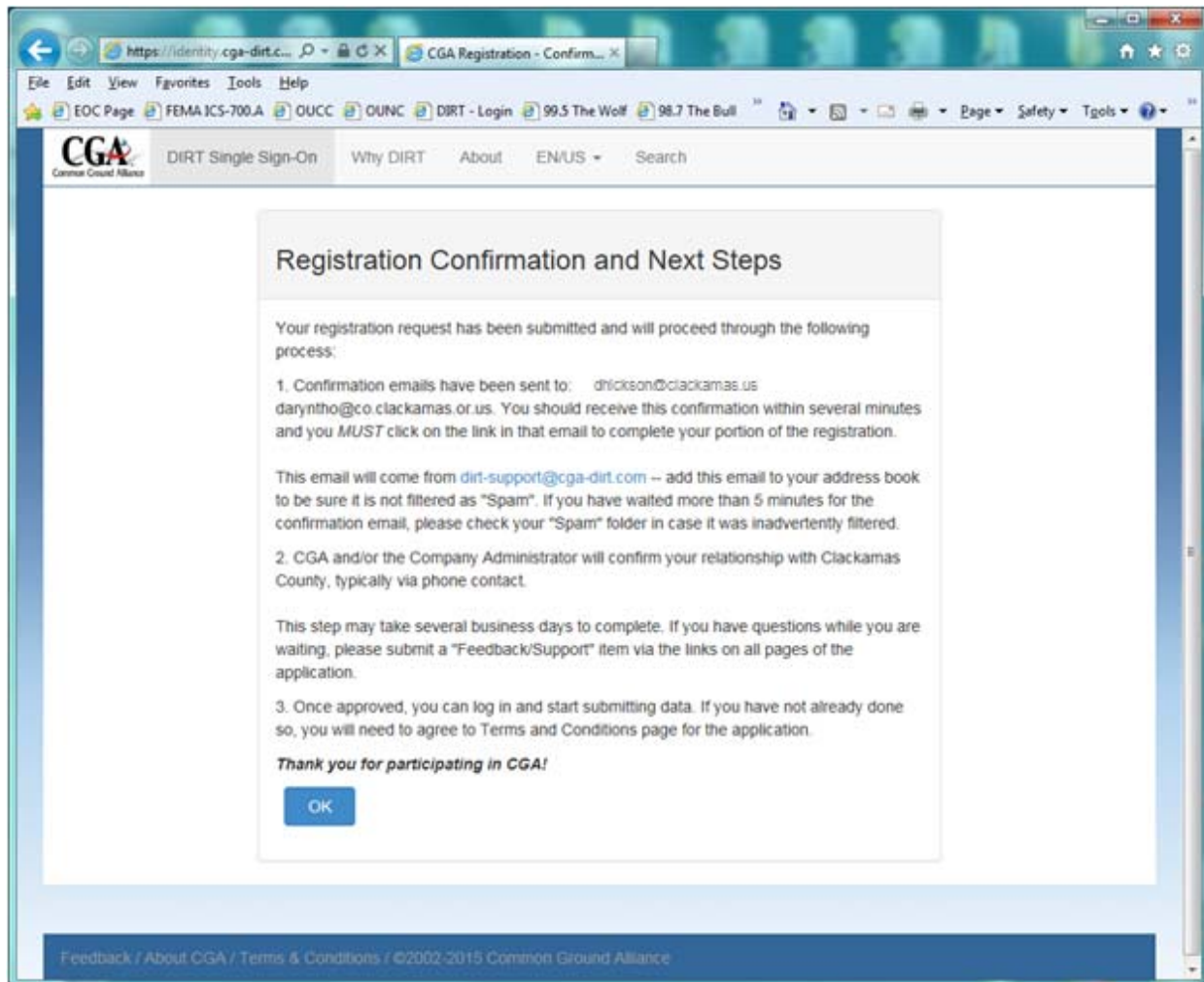
***Phone Number:**
(like 999-999-9999)

Fax Number:
(like 999-999-9999)

OK Cancel

After adding all additional Users, click Finish at the bottom of the Review screen.

An email from dirt-support@cga-dirt.com will be sent to you and any users you have added. If you do not see it in your Inbox, check your Spam folder. Add their email to your address book to prevent future emails from going to your Spam folder.



When you click OK, you will be taken to a screen to verify your email address. You will need to enter the Verification Code that has been sent to your email address or click on the link in the email to confirm your email address and click Submit.

The screenshot shows a web browser window with the URL <https://identity.cga-dirt.com>. The page title is "Damage Information Report...". The browser's address bar shows the URL. The page has a navigation bar with the CGA logo and links: "DIRT Single Sign-On", "Why DIRT", "About", "EN/US", and "Search". The main content area is titled "Verify Email Address". It contains the following text: "You have just clicked on the link to verify your email address for the Common Ground Alliance DIRT Single Sign-on database. You should have received an email containing a link to click on within an hour of your registration. The verification code is part of that link. Please double-check and correct the information below. When you are sure this information is correct, press the Submit button." Below this text are two input fields: "*Email Address" with the value "dhickson@ciackamas.us" and "*Verification Code" which is empty. There are "Submit" and "Cancel" buttons. Below these is a "Resend:" section with the text: "If you have waited more than an hour and have not yet received the email containing a verification code, correct the email address shown, if necessary, and re-request a validation code using the button below." and a "Re-Send" button. The footer contains the text: "Feedback / About CGA / Terms & Conditions / ©2002-2015 Common Ground Alliance".

Verify Email Address

You have just clicked on the link to verify your email address for the Common Ground Alliance DIRT Single Sign-on database.

You should have received an email containing a link to click on within an hour of your registration. The verification code is part of that link. Please double-check and correct the information below.

When you are sure this information is correct, press the Submit button.

***Email Address**

dhickson@ciackamas.us

***Verification Code**

Submit Cancel

Resend:

If you have waited more than an hour and have not yet received the email containing a verification code, correct the email address shown, if necessary, and re-request a validation code using the button below.

Re-Send

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Good Luck and Thank You for your willingness to report your damages and allowing the local Utility Coordinating Council's Damage Chair to have access to your information in Oregon DIRT. With this information, we will know better where to focus our outreach for training and general education.

See the attached Damage Chair Listing with map to determine who your Damage Chairperson is to allow them access.

How to grant access to the local UCC Damage Chair.

To be completed by Jarrod or ???