

**COOP Registration Form**

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| --- | --- |
| Name: |  |
| e-Mail: |  |
| Phone: |  |
| Department: |  |
| Plan you need access to: |  |

**Your role/reason for training (check all that apply):**

Plan Administrator (main point of contact for the department)

Plan User (this person can edit the plan)

Plan Viewer (this person can only view the plan)

Email completed form to [cnorton@uccs.edu](mailto:cnorton@uccs.edu)

You will receive notice of access to [www.continuitycu.com](http://www.continuitycu.com) within 2 business days

Office use only:

Continuity of Operations Planning (COOP) is a planning process by which we can define the roles and responsibilities an organization should take in order to relocate and continue their operations during disruptions in operations or unexpected events. Our web-based planning tool at [www.continuitycu.com](http://www.continuitycu.com) is designed to assist and guide planners through this process step by step.

To access your tools, and to get started in plan development (many of you will be meeting on August 1 to do this):

1. Via any internet browser, go to **[www.continuitycu.com](http://www.continuitycu.com/)**
2. Type in your unique username and password below:

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once you log in for the first time – it will prompt you to change your password.

The Plan that you have access to is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For assistance or questions, please contact us at 255.3212 or [eprepare@uccs.edu](mailto:eprepare@uccs.edu)