

Checklist for New Leaders

Welcome to the Medical Reserve Corps! This checklist is designed to help you get up to speed with your Medical Reserve Corps unit, even if you've never worked with the MRC before. The MRC Website (<https://aspr.hhs.gov/MRC/Pages/index.aspx>) is your best source of information on the MRC program. On this website, you can update your unit's online profile, download resource documents, and find out more about other MRC units.

Your Unit's MRC Program Website Profile

Every registered MRC unit has an online profile, and it is important to keep this profile up to date so that potential partners and volunteers can learn more about your unit. To see your unit's profile, visit the MRC Website listed above and click on the "Join a Local MRC Unit" button. You will be taken to a GIS website where you navigate to your unit.

Create an account

- To register as an MRC unit leader for your unit profile, go to the MRC Unit Leader Resources Page (<https://aspr.hhs.gov/MRC/Pages/UnitLeaderResources.aspx>)
- Click on "Go to Login In" then on the new page that opens up, Click on the "Unit Leader Registration" link in blue.
- Enter your email address and follow the instructions!

The Listservs

• One-Way Listserv

The Medical Reserve Corps (MRC) Program offers two types of listserv options. First is a one-way listserv which is used by the MRC Program to share information on upcoming events, new resources, changes to the Website, and major announcements. Click [here](#) to subscribe or unsubscribe to the one-way listserv.

• Two-Way Listserv

The MRC Program also offers a two-way listserv to allow for those active in the program to share ideas, resources, best practices, and lessons learned. This listserv is conversational and allows for great interaction between units, the MRC Program, and others involved in the program. Visit [MRCLeaders-I Rules](#) to review and agree to the two-way listserv rules and subscribe. *If you join this listserv, please unsubscribe from the one-way listserv. Messages from the MRC Program will also be cross-posted on the two-way listserv.

MRC-TRAIN

Once your unit profile has been updated, you should receive login information for your unit's MRC-TRAIN account. Keep this login information in a safe place! More information on MRC-TRAIN can be found here: <http://www.medicalreservecorps.gov/TRAINResources>

Illinois HELPS

If you haven't already done so, you need to set up an account in Illinois HELPS. You can do that by going to <https://www.illinoishelps.net/> Filling out the basic profile, and then emailing the State MRC Coordinator, introduce yourself if you have not already, and let them know that you need administrative access to the account for your MRC.

Important Contacts

You need to email these individuals and let them know you are the new MRC coordinator. This will set you up for success. They will be able to answer questions, provide guidance, and help you as you learn your new role.

- State MRC Coordinator: Dawn Davis, dawn.davis@illinois.gov
- Region V MRC Liaison: Bryan Lewis: bryan.lewis@aspr.hhs.gov
- Medical Reserve Corps of Illinois: mrcillinois@gmail.com