

A CONTINUITY PLANNING TOOL FROM THE KUALI FOUNDATION

WHAT IS FIU READY?

- A web based continuity planning tool to create useful, well thought out continuity of operations plans (COOPs) to ensure each unit's ability to continue its *critical functions* if an incident occurred that affected *only* that unit.
- Created by the Kuali Foundation, a community of universities, colleges and other organizations partnering to build and sustain open-source software, for higher education, by higher education.
- "Kuali" is a Malaysian word that refers to a cooking utensil essentially a small wok that is often described as a humble, but essential tool.

FIU READY

What is the overall goal of FIU Ready?

• To ensure that every unit can continue its critical functions if an incident occurs, thus allowing the University to continue fulfilling its mission.

What type of information does FIU Ready collect?

• Unit-level organizational structure, critical functions, equipment, needs, resources and dependencies.

FIU READY

Who utilizes FIU Ready?

• Each unit's designated COOP Planner/Team is responsible for entering and updating the information.

How is FIU Ready accessed?

 The login page link is available through the Department of Emergency Management website <u>dem.fiu.edu</u> or through the direct link <u>https://fiu.kuali.co/ready/users/sign_in</u>

"BY FAILING TO PREPARE, YOU ARE PREPARING TO FAIL."

- BEN FRANKLIN

ACCESSING FIU READY

- Click on "create new account" if you are new to FIU Ready. You should receive an email to confirm your registration.
- You must use an FIU email to register.
- If you were already registered on the old system, you will receive a prompt notifying you of an email to transition to the new system after entering your email and attempting to sign in.

Florida International University. We come to Florida International University. Please sign in or create an account Sign In Password Password	FIU Ready	
University We come to Florida International University. Please sign in or create an account Sign In Password Remember me Sign In Frogt your password? Con't have an account? Request access. Ned more help? Contact Us.	Florida International	
Sign In	University Welcome to Florida International University. Please sign in or create an account.	
Email Password Remember me Sign In Forgot your password? Don't have an account? Request access. Need more help? Contact Us.	Sign In	
Password Remember me Sign In Forgot your password? Don't have an account? Request access. Need more help? Contact Us.	Email	
 Remember me Sign In Forgot your password? Don't have an account? Request access. Need more help? Contact Us. 	Password	
Sign In Forgot your password? Don't have an account? Request access. Need more help? Contact Us.	Remember me	
Forgot your password? Don't have an account? Request access. Need more help? Contact Us.	Sign In	
Don't have an account? Request access. Need more help? Contact Us.	Forgot your password?	
Need more help? Contact Us.	Don't have an account? Request access.	
	Need more help? Contact Us.	

ACCESSING/CREATING YOUR FIU READY PLAN

- Click on "+Start a New Plan" to begin building your plan.
- If you were already registered on the old system, you should still have access to your plan.

FIU Ready						1	Robin Yang 🔻
	Plans				-+	Start a N	lew Plan
🖻 Plans	Plan	Status	Created	Last Updated			
🚯 Help 🚓 Admin	AAENR - Admissions Systems and Data Support	In Progress	Oct 05, 2016	Oct 05, 2016	⊙ view	🖋 edit	🛍 delete
. Reports	AAENR - Enrollment Center, BBC	• Current	Mar 27, 2013	Oct 05, 2016	oview	🖋 edit	🛍 delete
	AAENR - Enrollment Processing	• Due for Review	Jul 12, 2012	Oct 05, 2016	• view	🖋 edit	🛍 delete
	AAENR - Financial Aid	• Complete	Jul 12, 2012	Oct 05, 2016	• view	🖋 edit	🛍 delete
	AAENR - Graduate and International Admissions and Recruitment Services	 In Progress 	Oct 05, 2016	Oct 05, 2016	⊙ view	🖋 edit	🛍 delete
	AAENR - Office of the Vice President for Enrollment Services	 Due for Review 	Jul 12, 2012	Oct 05, 2016	• view	🖋 edit	ฒิ delete
	AAENR - OneStop	• Current	Aug 08, 2012	Oct 05, 2016	 view 	🖋 edit	🛍 delete
	AAENR - Registrar's Office	• Complete	Jul 12, 2012	Oct 05, 2016	 view 	🖋 edit	🛍 delete
	AAENR - Undergraduate Admissions	• Complete	Jul 12, 2012	Oct 05, 2016	o view	🖋 edit	🛍 delete
	AAENR - Veterans and Military Affairs	• Current	Aug 22, 2012	Dec 04, 2015	• view	🖋 edit	🛍 delete
	Academic Space Management	• Current	Jan 04, 2012	May 03, 2016	• view	🖋 edit	🛍 delete

VIEWING YOUR FIU READY PLAN

- Please note that there are now two modes to interact with your plan, either in view only mode, or edit mode.
- View only mode allows you to view your plan without inadvertently making changes.

FIU Ready						Ŧ	Robin Yang 🔻
	Plans					Start a N	lew Plan
🖻 Plans	Plan	Status	Created	Last Updated			
🚯 Help 🚓 Admin	AAENR - Admissions Systems and Data Support	 In Progress 	Oct 05, 2016	Oct 05, 2016	⊙ view	🖋 edit	🛍 delete
, Reports	AAENR - Enrollment Center, BBC	 Current 	Mar 27, 2013	Oct 05, 2016		🖋 edit	🖻 delete
	AAENR - Enrollment Processing	• Due for Review	Jul 12, 2012	Oct 05, 2016		🖋 edit	💼 delete
	AAENR - Financial Aid	• Complete	Jul 12, 2012	Oct 05, 2016	⊙ view	🖋 edit	💼 delete
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	AAENR - Veterans and Military Affairs	• Current	Aug 22, 2012	Dec 04, 2015	• view	🖋 edit	🛍 delete
	Academic Space Management	• Current	Jan 04, 2012	May 03, 2016	• view	🖋 edit	🛍 delete

VIEWING YOUR FIU READY PLAN

- Note that when in view mode, the name of your unit will be highlighted in blue.
- In edit mode, your unit name will be highlighted in orange.

FIU Ready						💄 Robin Yang 🔻			
		Department of Eme	rgency Management			Status: Current			
PlansHelp		Department Informat	ion						
🚓 Admin		Department Name Department of Emergeno	y Management			✓ Edit Page			
		Department Description				 Print PDF Hide Guidance 			
Plan Details Department Information Action Items Summary Download Documents Manage Plan Access	~	Major Division Acronym Division of Finance and Administration Head of Unit Amy Aiken				Guidance • The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:			
Update Plan Status Resources	>	Faculty and Other Academic Appointees O	Residents/Fellows O	Staff (Full-Time) 2	Staff (Part-Time, Excluding Students) O	IntersionIccurerIbrariancurator			
Critical Functions	>	Student Staff	Volunteers	Guests	Other	teaching assistantgraduate student instructor			
Information Technology	>	0	0	0	0	graduate student researcherStudent-staff refers to work-study			
Instruction Key Resources	> >	Department Type(s) Public Service, Public Safety, Administrative (Non-Instructional/Non-Research) Student interns. If building ownership is listed as Special Status, use the Jelp link to							
		building(s) Occupied				· · · ·			

VIEWING "GUIDANCE" ON YOUR FIU READY PLAN

- Guidance is provided on the right hand side of the screen.
- If you find guidance unnecessary, it can be hidden to reduce clutter on your view. Click on "Hide Guidance" to do so.



VIEWING/EDITING YOUR FIU READY PLAN

- You can navigate to different sections of your plan by clicking on the items indicated by the red arrow.
- The main sections will expand and contract as needed when you click on them.

FIU Ready					💄 Robin Yang 🥆	•	
	Department of Emergency Management Editing						
Plans	Department Information						
😈 Help 🏡 Admin	* Department name						
, Reports	Department Emergency Management						
Plan Details					🖶 Print PD)F	
Critical Functions	* Major division		Acronym		A		
Information Technology	Division of Finance and Administration	•			*		
Instruction	Head of unit Select a user		Selected Unit Hea	d			
Key Resources	Enter a name or email to search	+	Amy Aiken - ab	aiken@fiu.edu			
	Number of personnel (approvimately)		Clear Unit Head				
	Faculty and other academic appointees	Staff (part-time, exc	luding students)	Guests			
	Pacidante/Fallows	Student Stoff		Other			
	0	0		0			

VIEWING/EDITING YOUR OTHER FIU READY PLANS

 If you have access to more than one plan, you can go back to your list of available plans by clicking on "Plans".

FIU Ready						💄 Robin Yang 🔻		
		Department of Eme	rgency Management			Status: Current		
PlansHelp		hent Informati	on					
Admin	Admin Department Name Department of Emergency Management							
II Reports		Department Description	 Print PDF Hide Guidance 					
Plan Details Department Information Action Items Summary Download Documents Manage Plan Access	~	Major Division Acronym Division of Finance and Administration Head of Unit Amy Aiken				Guidance • The definition of academic appointee varies from campus to campus. Your HR office knows who these are. Some typical examples are:		
Update Plan Status Resources	>	Faculty and Other Academic Appointees O	Residents/Fellows O	Staff (Full-Time) 2	Staff (Part-Time, Excluding Students) O	 professor lecturer librarian curator 		
Critical Functions	>	Student Staff	Volunteers	Guests	Other	teaching assistantgraduate student instructor		
Information Technology	>	0	0	0	0	graduate student researcherStudent-staff refers to work-study		
Instruction Key Resources	students and other employed undergraduates. Do not count unpaid student interns. If building ownership is listed as							
		Building(s) Occupied				Special Status, use the Help link to		

SAVING CHANGES ON YOUR FIU READY PLAN

- If a change is made while viewing the plan during edit mode, the "Saved" button will convert to "Save". Clicking on the button will save changes.
- If you attempt to leave the page after making changes and not pressing the button, a dialog box will pop up giving you the choice to save or discard changes made.

FIU Ready								💄 Rot
		Department of Emergency Manag	ement Ec	liting				Status
🖻 Plans 🕄 Help		Department Information						
🗙 Admin		* Department name Department of Emergency Management						
		Department description						
Plan Details	>							? G
Critical Functions	>	* Major division			Acronym		ß	
Information Technology	>	Division of Finance and Administration		•	AAENR		•	
Instruction	>	Head of unit			Selected Unit Head			
Key Resources	>	Enter a name or email to search		+	Amy Aiken - aba	iken@fiu.edu		
		Number of personnel (approximately) Faculty and other academic appointees O	Staff (part-1	ime, ex	Clear Unit Head	Guests O		
		Residents/Fellows	Student Sta	ff		Other		
		0	0			0		

SAVING CHANGES ON YOUR FIU READY PLAN

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- Your plan can be downloaded as a PDF for convenient storing and printing by pressing the "Print PDF" button.
- If you attempt to leave the page after making changes and not pressing the button, a dialog box will pop up giving you the choice to save or discard changes made.

FIU Ready							🛃 Robin Yang 🔻		
		Department of Emergency Manag	Department of Emergency Management Editing						
PlansHelp		Department Information							
🏡 Admin 📲 Reports		* Department name Department of Emergency Management Department description							
Plan Details	>					_/	Guidance		
Critical Functions	> >	* Major division		Acronym					
Instruction	>	Division of Finance and Administration Head of unit Select a user	•	AAENR Selected Unit Head		•			
Key Resources	>	Enter a name or email to search Number of personnel (approximately) Faculty and other academic appointees	+ Staff (part-time, exclu	Amy Aiken - aba Clear Unit Head Juling students)	iken@fiu.edu Guests				
		0 Residents/Fellows 0	0 Student Staff 0		0 Other 0				

SUPPORT

- This document and videos are available on the Department of Emergency Management webpage at http://dem.fiu.edu/resources/fiu-ready/index.html
- If you need additional assistance, please call the Department of Emergency Management at 305-348-0670 or email us at <u>dem@fiu.edu</u>