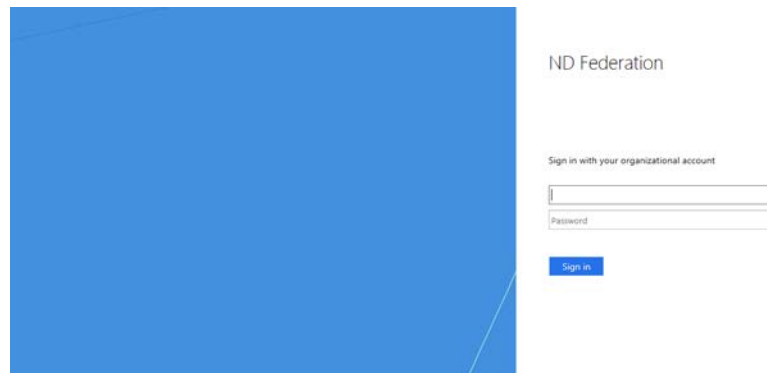


INSTRUCTIONS FOR CALL LISTS

Log into Assurance CM (continuity manager).

Those with *nd.gov emails* please go to: <https://assurance.sungardas.com/snd>

Your full email is your user name and then your network (i.e. computer, PeopleSoft) password.

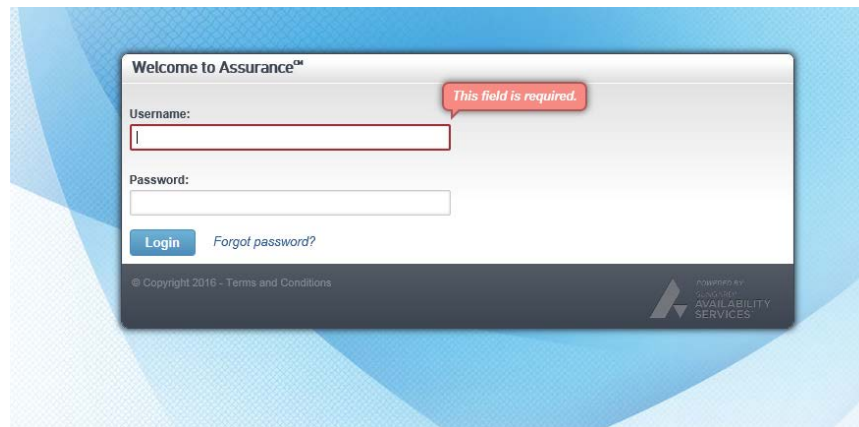


The screenshot shows the login interface for ND Federation. On the left is a large blue square. On the right, the text "ND Federation" is displayed. Below it, the instruction "Sign in with your organizational account" is shown. There are two input fields: the top one is empty, and the bottom one is labeled "Password". A blue "Sign in" button is positioned below the password field.

Those with *non-nd.gov emails* please go here:

<https://assurance.sungardas.com/LogonLocal/snd>

Your email is your username and then the password you have set up.



The screenshot shows the Assurance login page. The title is "Welcome to Assurance™". There are two input fields: "Username:" and "Password:". The "Username:" field is empty and has a red border with a red error message bubble above it that says "This field is required." Below the "Password:" field is a blue "Login" button and a link for "Forgot password?". At the bottom left, it says "© Copyright 2016 - Terms and Conditions". At the bottom right, there is a logo for "POWERED BY SONGARDAS AVAILABILITY SERVICES".

Click on the plan that you would like to update and/or add a call list to.

| PLAN NAME | DUE DATE | PLAN ROLE |
|---|----------|-------------|
| 11050 - OMB Risk Management - Bismarck - 1600 E. Century Ave. Suite 4 | | Plan Editor |

View All »

| EXPORT NAME | DATE CREATED |
|-----------------------|--------------|
| No records to display | |

Then click on Edit Plan.

Home » Planning » Plan List » Plan Details

Plan Details: 11050 - OMB Risk Management - Bismarck - 1600 E. Century Ave. Suite 4

Plan Building

Plan Contents:

- Plan Overview
- Processes Assigned to the Plan
- Processes with Upstream Applicati...
- Teams and Positions with Tasks/S...
- Teams and Positions with Employo...
- Teams and Positions with Custom...
- Teams and Positions with Vendor...

Hide Workflow | View Comments

Then click on Call List

AVAILABILITY SERVICES ASSURANCE

Dashboard | Planning

Plans | Plan Exports

Home » Planning » Plan List » Plan Details » Edit Plan

Build a Plan: Plan Overview | Plan Contents | Call List

Plan: 11050 - OMB Risk Management - Bismarck - 1600 E. Century Ave. Suite 4

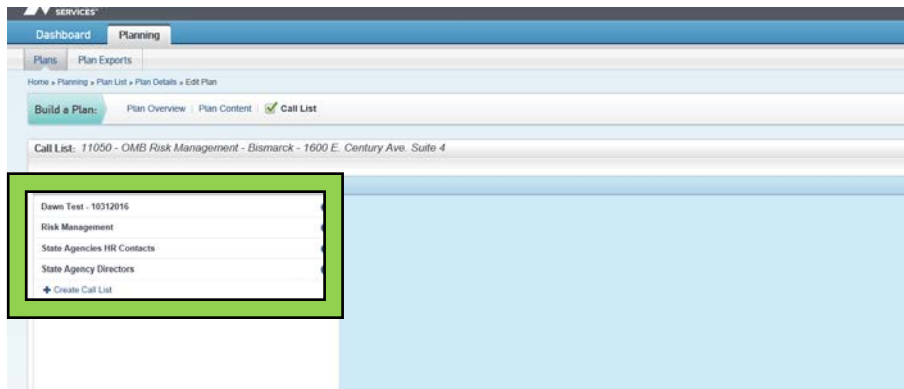
Template type: Business Continuity | Plan last updated: 31 Oct 2016

Plan Summary

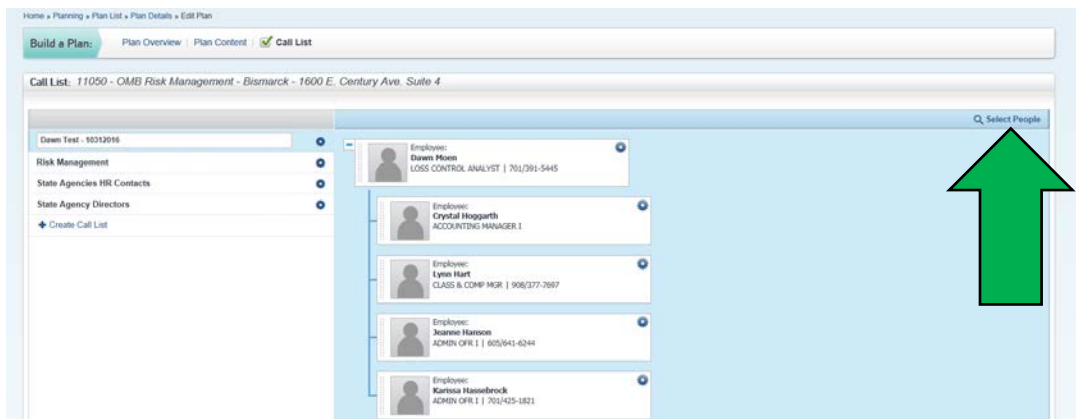
Stakeholders

The following stakeholders were involved in plan development. This included the director of the Office of Management Budget, the director and staff of the Risk Management Division and the Attorney General's office.

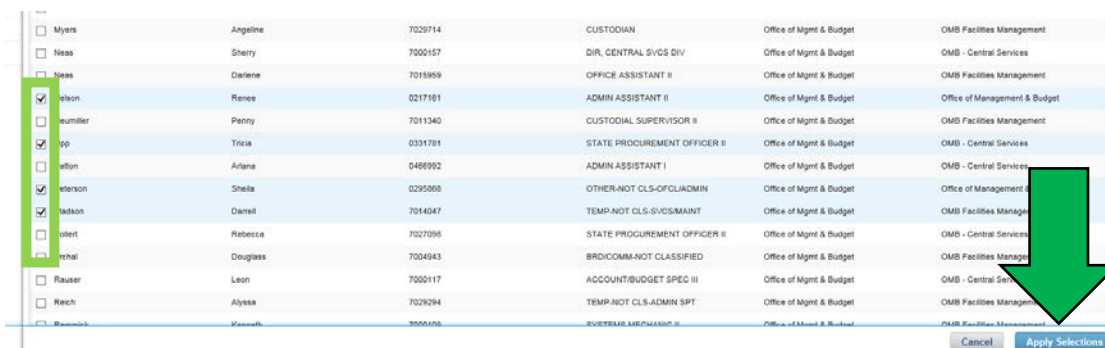
Select the call list you would like to update or modify. You can also select Create Call List, in order to start a new call list. Remember if you create a **new** call list you will need to let the Assurance NM administrator know so they can assign that specific call list to your account.



In order to add people to the call list click on Select People on the right side of the page.



Place check marks next to the employee(s) you would like to add to the call list. Then click on Apply Selections.



You have the option to move employees around if you prefer. Click to the left side of the employee record to move them around. Then be sure to hit Save or Save & Close. Once you have saved the information it should take approximately 15 minutes for the information to update in Assurance NM. Again if you have created a **BRAND new call list** please let the Assurance NM administrator know because that call list will need to be assigned to your account in Assurance NM otherwise you will not be able to see it. If you are just updating employee(s) there is nothing further you need to do.

