



Introduction

The new DEOCS survey administration portal launched in July and the new DEOCS content (DEOCS 5.0) will launch in November. In light of these of these changes, the DEOCS redesign team has scheduled a series of weekly demos where we will provide training for survey administrators on how to use the new portal and how to understand the new reports (After November 30th). These trainings will complement a suite of existing static materials, guides, and documents about the DEOCS redesign located at <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home> .

Each session will cover one of the topics described below:

- **Survey Administration Demo:** At this training, we will introduce you to the new portal and guide you through creating an account, creating a roster, and registering a new DEOCS. We will also go over how survey administrators can check response rates once their survey is in progress.
- **Interactive Dashboard Demo:** This training will show you how to use the reporting tool in the portal, including how to navigate through the DEOCS results, the functionality/features, and how to download your results. There will also be a high level overview of the new content (After November 30th) and guidance on analyzing and interpreting your DEOCS results.

The schedule is posted below, as well as instructions to RSVP to these events.

2020/21 Schedule:

November

- Tuesday, November 10th - Survey Administration Demo 2pm EST
- Thursday, November 12th – Interactive Dashboard Demo 12pm EST
- Tuesday , November 17th – Survey Administration Demo 2pm EST
- Thursday , November 19th – Interactive Dashboard Demo 12pm EST

December

- Tuesday, December 1st- Survey Administration Demo 2pm EST
- Monday, December 7th- Interactive Dashboard Demo 12pm EST
- Tuesday, December 15th - Survey Administration Demo 2pm EST
- Thursday, December 17th- Interactive Dashboard Demo 12pm EST

January

- Tuesday, January 5th- Survey Administration Demo 2pm EST
- Thursday, January 7th- Interactive Dashboard Demo 12pm EST
- Tuesday, January 19th- Survey Administration Demo 2pm EST
- Thursday, January 21st- Interactive Dashboard Demo 12pm EST
- Tuesday, January 26th- Survey Administration Demo 2pm EST
- Thursday, January 28th- Interactive Dashboard Demo 12pm EST

How to RSVP

All sessions will be held on Microsoft Teams. For best results, participants should have Microsoft Teams installed on either their personal device (like a smartphone), personal computer, or be able to join via the online portal. In order to do this, you will have to have created a CVR.mil account which will provide you access to teams in a secure DoD-approved environment. If you are not able to get access to a CVR account, we will try to get you into the meeting through a link, but connectivity is not guaranteed.

(Instructions on registering a CVR account here: <https://www.cloud.mil/CVR/>)

Once you have teams downloaded and a CVR account, please email us at DEOCS@forsmarshgroup.com to RSVP with your institutional affiliation and role in the DEOCS administration process.

We will respond by confirming your RSVP with a link which you will copy paste into your browser (recommended chrome or edge). Due to the large number of participants, this will be a MS Teams "Live Event" which may be slightly different than other MS teams meeting you may have attended in the past. You will not be able to speak in the meeting but there will be the opportunity for Q & A throughout the event via text. You will receive an email from us about a week before the event which will contain the link for the event.

If you have issues with the technology, please reach out to your services IT department. If needed, we will be happy to help trouble-shoot with you before the meeting.

NOTE: You will not be able to get into the meeting without a link provided by the DEOCS redesign team. Please reach out to us if you have any additional questions at

Austin.r.lawhead.civ@mail.mil