EECIP FAQ for Site Users

1. **What is the EECIP?**

   The E-Enterprise Community Inventory Platform (EECIP) is an online community and living project database for State, Tribal and local environmental agencies across the U.S.. The platform includes projects and enterprise services from states, tribes, and local governments spanning a broad range of topics including information technology, process improvement, advanced monitoring, and Exchange Network grant project information.

   EECIP users can:
   - View partner agencies' projects, enterprise services and other information.
   - Find potential collaborators for Exchange Network Partnership and other grant programs.
   - Get ideas for shared services and find example RFPs, position descriptions, and other types of documents.
   - Build community by participating in discussion threads to get answers and connect with peers.
   - Customize content displays based on their interests.

2. **Who can access the EECIP?**

   Registration is available for environmental agency staff from states, tribes and local governments, national environmental media associations, and EPA representatives. Contractors working with any of these organizations may also be granted read-only access to the EECIP.

   Users must register with their work email account. Most government email extensions have been added into the platform, and new tribal or local governments extensions are being added as we become aware of them. If you encounter registration issues, please email eecip@ecos.org.

3. **Can I invite my colleagues or network to join the EECIP?**

   Yes, you can invite your government colleagues or network to join the EECIP. Click on the [icon] icon found on the top right corner of the site. If you are using Outlook a window will open from where you can share the EECIP website with your colleagues. If your email program does not support these pop-ups, then you may paste the email address into a new email.

4. **How can I update my user profile?**

   From the homepage, click on the "Edit Profiles" and then "User Profile" on the left bar. On the profile page, you can update your contact information, agency, job title, expertise and interests, include your LinkedIn URL or add a picture. We encourage users to add tags for their expertise and interests, as this will allow the EECIP to display tailored results on the homepage, including projects based on areas of interest. Users that do not indicate their expertise and interests will see the default homepage, with projects displayed chronologically as they are being added.

5. **How can I customize the content display based on my interests?**
   We encourage users to add tags for their expertise and interests, this will allow the EECIP to display tailored results on the homepage, including projects based on areas of interest. Users that do not indicate their expertise and interests will see the default homepage, with projects displayed chronologically as they are being added.

   To add your expertise and interests to your profile, click on the "Edit Profiles" and then "User Profile" on the left bar. On the profile page, you can fill out the "Expertise and/or Interests" field. You may also access your expertise tags by clicking on "Subscriptions" towards the bottom of the home page.

6. **How do I subscribe to topics of interest?**
   The EECIP now supports the ability for users to subscribe to topics of interest that have been promoted by site administrators and tags that users identify for projects and discussions. For promoted topics you will receive an immediate email when a discussion topic or project is posted with those relevant tags. Users will also receive a monthly newsletter that identifies projects and discussions of interest based on their self-identified tags.

   To access and edit this information, click on the "Subscriptions" button on the homepage (located above the discussions and projects of interest). Then click on the "Subscribe" button on each of the promoted topics you are interested in. Do you have a topic you think a group of people are interested in? Email eecip@ecos.net

7. **How do I change my password?**
   Click on the "User Profile" link found on the left bar to open your user profile. From your user profile page, click on the "Change Password" button.

8. **What if my government email changes?**
   If your email changes, please email eecip@ecos.org to update your account.

9. **What happens with my account if I leave the agency?**
   If you leave your agency, you or your agency should contact the Administrator to deactivate your user account (eecip@ecos.org). Other staff within your agency also can reassign any projects you may be noted as the primary contact.

10. **How do I reactivate my account?**
    As part of the system security, if you have 5 consecutive failed login attempts, the system will automatically inactivate your account. This is to prevent brute force login attacks. To reactivate your user account, please contact us at eecip@ecos.org.

11. **Why I cannot access or add information to the EECIP anymore?**

Once you register to the EECIP, you should be able to search and add information to the site. However, if, for some reason, you cannot access anymore the site or have partial access, please contact us at eecip@ecos.org and we will make sure your account is fully active.

12. What type of projects or enterprise services can I add to the EECIP?

Projects or services can span a broad range of topics including information technology, process improvement, advanced monitoring, and Exchange Network grant project information. Projects can be under consideration, under development, or finalized. We encourage users to add projects under consideration so that you can find peers working on similar activities but still in the early stages of development. There is no required set of information for a project entry other than a title and project contact.

13. How can I add a new project to the site?

From the homepage, click the "Add a New Project" button and create an entry for your project. Not all fields are mandatory, but we do recommend filling out as many fields as possible so that your project can be easily searched and found.

14. How can I update an existing project?

From the homepage, click the "Add a New Project" button and select your agency. EECIP will show you a list with all your agency's projects. Click on the edit icon for the specific project you want to update. As a rule, we recommend users to update their projects at least bi-annually, if not more often depending on progress. Projects that have not been updated in six months or more are flagged and will show up under "Projects Needing Review" on your homepage. These projects are available to anyone from your agency for editing or removal from the system.

15. Can I add a multi-state project to the EECIP?

Yes! When you add a project, you are able to select other agency partners in the project template. Please note that when projects are assigned to multiple agencies then staff from all agencies have the ability to edit or delete that project information.

16. I am interested in a certain project, but I cannot find it on the EECIP.

If you search for a particular project that is not on the EECIP, you can ask about it in the discussion forum. Don't forget to add tags to the discussion topic as it will be searched and found more easily: tags can include, for example, the project area or the state/tribe associated with that project.

Do you have another question that is not addressed here? You can ask a question in the discussion forum and we'll make sure to respond to you as soon as possible.