

Vovici (Safety Survey) Registration Job Aid

If you are tasked with reviewing survey results for a particular USCG survey, you will need to obtain access and a password to log into Vovici (**the survey software mandated for use by the USCG**).

FYI – the USCG self-hosts their version of Vovici at <https://surveys.uscg.mil/>. Unfortunately, this application is NOT available outside the CG intranet.

To request a Vovici account:

1. Open CGFIXIT. To do this, you can either: (a) open CGFIXIT from your desktop, or (b) go to <http://csd.osc.uscg.mil/cghelp/index.htm> and select VOVICI from the pulldown menu and open the **CGFIXIT** application from there.

Once in CGFIXIT:

2. Click on the **Accounts and Passwords** button (upper left).
3. Click on [Human Relations Apps](#)
4. Click on  **EFM VOVICI User Account**
5. Your name, telephone number, and Email should be automatically inserted for you. (If they are not, contact the OSC-Customer Support Desk at 1-877-872-4797.)
6. Fill in the following:
 - A. User First Name
 - B. User Last Name
 - C. Designation (military or civilian), then follow prompts
 - D. User E-Mail Address
 - E. User Phone Number
 - F. Unit Name (your unit)
 - G. Atu/Opfac (for your unit, optional)
 - H. Authorizing Official First Name (Brian)
 - I. Authorizing Official Last Name (Potter)
 - J. Authorizing Official Phone (202-475-5198)
 - K. Action (Choose "Add")
 - L. Click Submit in bottom right-hand corner.
7. You should get an email confirmation within 24-48 hours. You will have to respond this link within limited time (24 hours) of receiving it, **so don't request an account right before you go TAD, LV , etc.** If you have any questions about this process, please contact LCDR Potter at 202-475-5198 or brian.a.potter@uscg.mil.