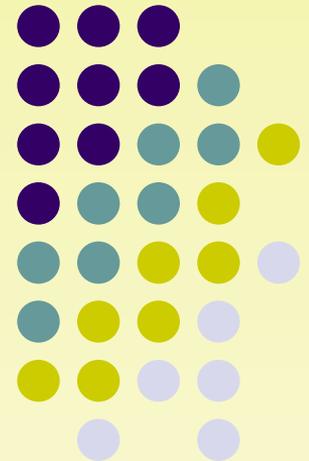


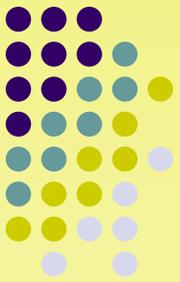
VaOEMS Web Enrollment

How to guide for students

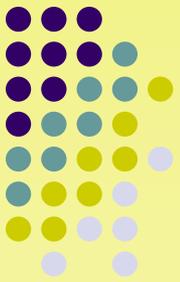


Objectives

- Learn how to enroll in a Virginia EMS Certification Course

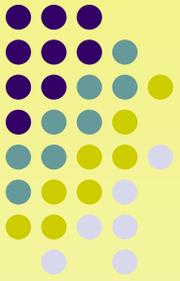


Requirements



- Access to the internet
- Internet Explorer (IE)
- If IE 8 or greater, be sure it is in compatibility mode for 8.

Accessing the OEMS Web Page



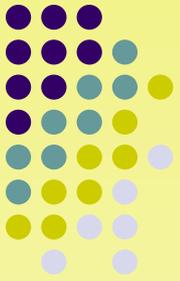
❖ Connect to the OEMS web page

❖ <http://www.vdh.virginia.gov/oems/>

❖ Select Education and Certification

The screenshot shows the website for the Office of Emergency Medical Services (OEMS) within the Virginia Department of Health (VDH). The browser address bar shows the URL <http://www.vdh.virginia.gov/oems/>. The page features a navigation menu with links for Home, VDH Programs, Find It! A-Z Index, Newsroom, Administration, and Jobs. The main content area is titled "Office of Emergency Medical Services" and includes a description of the OEMS's role. A sidebar on the right lists "Spring EMS Bulletin", "Regional Awards", and "Telecommunicator Week". Below the main content, there are several categorized links: "Education & Certification" (highlighted by a yellow arrow), "Trauma & Critical Care", "Agency & Leadership Resources", "Emergency Operations", "Additional Provider Resources", and "OEMS Information". A "Stay Connected" section on the right offers social media links for OEMS Twitter, Facebook, and the EMS Portal Login, along with a "Login Problems" link and a "Sign up for OEMS Email" form. The footer includes "EMS News" and a link to "Arrive Alive and Survive Symposium".

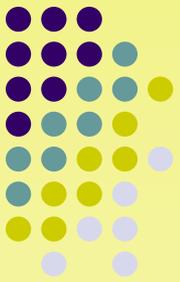
Accessing the Enrollment Page



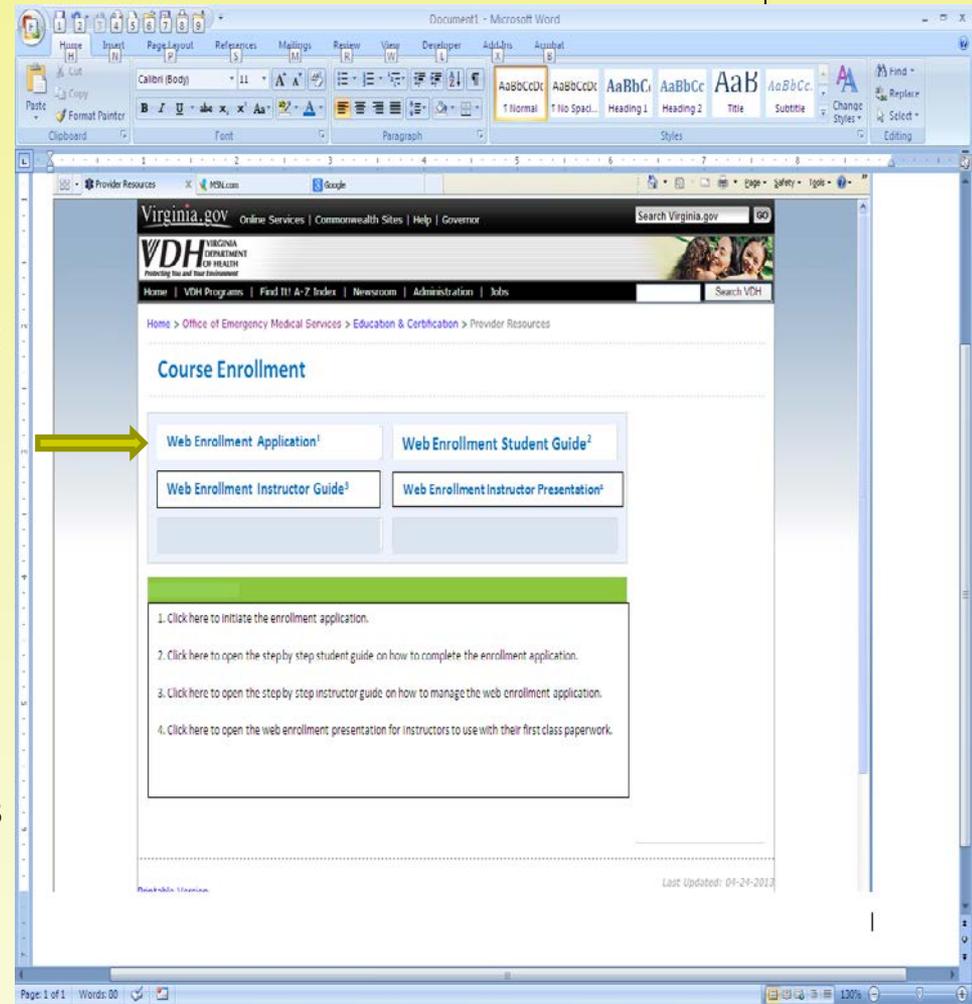
- Click on the “Course Enrollment” hyperlink located on the right side of the screen, the fifth item in the “Quick Links” box.

A screenshot of a web browser displaying the Virginia Department of Health (VDH) website. The page is titled "Education & Certification" and is part of the "Office of Emergency Medical Services" section. The main content area includes a heading "Education & Certification" and a paragraph of introductory text. Below this is a "Quick Links" box containing several hyperlinks: "Accreditation", "Training Program Overview", "Find A Course", "Provider Search with Agency Affiliation", "Provider Resources", "Instructor Gateway", "Certification Testing", "EMS Training Funds", "Challenges & Reciprocity", and "EMSAT Online Training". A red arrow points to the "Course Enrollment" link in the "Quick Links" box. The browser's address bar shows the URL "http://www.vdh.virginia.gov/EMSEducation/index.htm".

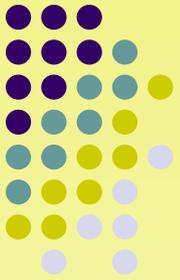
Course Enrollment Application Page



- **Web Enrollment Application Box** – clicking on this box will initiate the course enrollment application process. We will select this box for the application.
- **Web Enrollment Student Guide** – clicking on this box will open the step by step guide for initiating and completing the course enrollment application.
- **Web Enrollment instructor Guide** – clicking on this box will open the step by step guide for instructor's role in the enrollment process.
- **Web Enrollment Instructor Presentation** – links to the presentation for instructors to use the first class that explains the enrollment process.



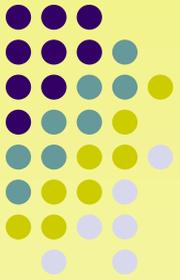
Course Enrollment Application Form



- If you are new to the EMS system and do not have an Office of EMS issued EMS number, then select No.
- IF you are already a Va. EMS Provider with an assigned Va. EMS number select “Yes” and skip to [slide 17](#).
- Remember, this is a state document and as such should reflect accurate and up to date information. Submitting false information may be cause to terminate your participation in EMS.

A screenshot of a web browser window showing the "Course Enrollment Application Form". The browser's address bar displays the URL: https://viswebdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html. The page header includes the Virginia.gov logo and navigation links for Online Services, Commonwealth Sites, Help, and Governor. Below the header is the Virginia Department of Health (VDH) logo with the tagline "Protecting You and Your Environment" and a navigation menu with links for Home, VDH Programs, Find It! A-Z Index, Newsroom, and Local Health Districts. The main content area features a blue header for "Course Enrollment Application Form" and a question: "Do you have a Portal Account with OEMS?". There are two radio buttons, "Yes" and "No", with the "No" button selected. A green arrow points to the "No" radio button. A "Restart Application" button is located to the right of the question.

Online Enrollment



- Once you select no, you will be prompted to enter the **Course PIN** given to you by your instructor.

A screenshot of a web browser window showing the "Course Enrollment Application Form" on the Virginia Department of Health website. The browser's address bar shows the URL: https://vswbdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html. The page header includes "Virginia.gov" and "VIRGINIA DEPARTMENT OF HEALTH". The form itself has a blue header with the title "Course Enrollment Application Form". Below the header, there is a question: "Do you have a Portal Account with OEMS?" with radio buttons for "Yes" and "No". The "No" option is selected. To the right of this question is a "Restart Application" button. Below this is a text input field with the placeholder text "Please enter Course Pin and click continue" and a "Continue" button. A yellow arrow points upwards to the text input field. The browser's status bar at the bottom shows "Local intranet" and "100%".

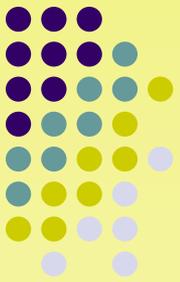
Entering Your Course Pin



- Enter the **Course PIN** in the box and then click continue. The number used below is for illustration only and is not a valid course pin.

A screenshot of a web browser window showing the 'Course Enrollment Application Form'. The browser's address bar displays the URL: https://vswbdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html. The page header includes 'Virginia.gov' and 'VIRGINIA DEPARTMENT OF HEALTH'. The form contains a question: 'Do you have a Portal Account with OEMS?' with radio buttons for 'Yes' and 'No', and a 'Restart Application' button. Below this is a text input field labeled 'Please enter Course Pin and click continue' containing the text 'short10141', and a 'Continue' button. A yellow arrow points upwards to the text input field. The browser's status bar at the bottom shows 'Local Intranet' and '125%' zoom.

Entering your Social Security Number



- After entering the Course PIN and clicking on the continue button, information about the course you wish to enroll will appear. Check this information to be sure you have the correct course.
- All first time enrollees in EMS courses must provide their Social Security Number. The number is gathered by a secure process and is never printed or used on any correspondence by the office. This number is used to issue your EMS number which is unique.
- You will be required to enter the number twice.
- After entering your Social Security Number twice, once in each block, click on Continue.

https://vswbdev.vdh.virginia.gov/trainingqa/webcourse_enrollment.html - Windows Internet Explorer provided by Virginia IT Pa

https://vswbdev.vdh.virginia.gov/trainingqa/webcourse_enrollment.html

Life Edit View Favorites Tools Help

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

Course Enrollment Application Form

Do you have a Portal Account with OEMS? Yes No

Please enter Course Pin and click continue

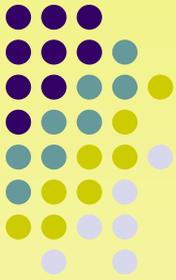
Course Information

Subject:	EMERGENCY MEDICAL TECHNICIAN - VEMSES	Instructor:	SHORT, WARREN W
Begin Date:	04/01/2013	End Date:	04/16/2013
		Contact Phone:	(804)751-4740

Please enter SSN (9 digit number only - 99999999)

Please re-enter SSN and click continue (9 digit number only - 99999999)

Entering Personal Information



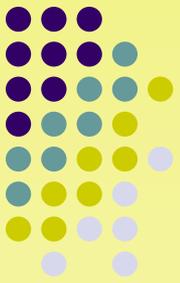
- You must complete each block that has a “**”. It is preferred that you complete each data element requested if it exist. Navigate between data elements using your mouse.
- Please take your time and check your entry as this information is used to establish your portal account and for office communication.
- Fields with a single “*” indicate that at least one of the data elements are required.
- Name fields should be completed using your legal name and not nick names. For example, if your name is Thomas, do not use Tom.
- Be sure to accurately insert your email address as this will be used to communicate to you Portal information, test letters and test results.

The screenshot shows a web browser window with the URL https://viewwebdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html. The page contains a form for entering personal information. At the top, there are two prompts: "Please enter SSN (9 digit number only - 999999999)" and "Please re-enter SSN and click continue (9 digit number only - 999999999)". Below these is a "Continue" button. The main form is titled "Personal Information" and includes the following fields:

First Name:	<input type="text"/>	**	Middle Name:	<input type="text"/>	Last Name:	<input type="text"/>	**	Suffix:	<input type="text"/>
Address Line 1:	<input type="text"/>								**
Address Line 2:	<input type="text"/>								**
Zip Code:	<input type="text"/>	Q	**	SSN:	XXX-XX-1294				
City:	<input type="text"/>	**	State:	<input type="text"/>	**	Date of Birth:	<input type="text"/>	MM/DD/YYYY	
Email Address:	<input type="text"/>								**
County or City Currently Living:	Select One								**
Fax Number:	<input type="text"/>	9999999999	Home Phone:	<input type="text"/>	9999999999	Business Phone:	<input type="text"/>	9999999999	
			Cell Phone:	<input type="text"/>	9999999999	Pager Number:	<input type="text"/>	9999999999	
			Business Fax:	<input type="text"/>	9999999999				

Below the form is a section titled "Student Acknowledgement of Prerequisites for EMS Training Certification Basic Life Support Program Enrollment (As of the start date of the Course)". It contains five numbered items (A-E) with checkboxes and text describing prerequisites for the course.

Student Acknowledgement of Prerequisites for EMS Training Certification



- Carefully read this section.
- At the bottom of this section is a check box that you must check after reading the statement associated with the box.

The screenshot shows a web browser window with the URL https://viswebdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html. The page content is as follows:

Student Acknowledgement of Prerequisites for EMS Training Certification
Basic Life Support Program Enrollment (As of the start date of the Course)

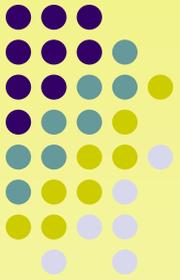
- A. **English Language Proficiency** - I am proficient in reading, writing and speaking the English language.
- B. **Minimum Age** - I have reached the minimum age of 16 years of age. If I am less than 18 years of age, I have provided the Course Coordinator with an Office of EMS "Student Permission Form" signed by a parent or guardian verifying their approval of my enrollment in the course.
- C. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all practical skills required for this level of training.
- D. **Cardio-Pulmonary Resuscitation** - I hold current certification in an approved course in Cardio-Pulmonary Resuscitation.
- E. **Criminal Convictions and Other Misconduct** - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation nor participated in any other prohibited conduct. This acknowledgement includes all of the prohibitions listed in the Virginia EMS personnel "Standards of Conduct" which have been provided to me by Course Coordinator.

Advanced Life Support Program Enrollment - Includes all prerequisites listed for Basic Life Support Programs and the following additional requirements (As of the start date of the Course)

- F. **Minimum Age** - I have reached the minimum age of 18 years of age.
- G. **Education requirement** - I hold, at a minimum, a high school or general equivalency diploma.
- H. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all additional ALS practical skills required for this level of training.
- I. **Current EMS Certification** - I hold current EMS Certification as an Emergency Medical Technician. If I am enrolling in a "Bridge" course to a higher ALS level, I now either hold the required prerequisite lower ALS Certification or I am eligible to test for the lower ALS Certification level and understand that I must certify at that level before being allowed to test for certification for the higher ALS level of this new course.

-- I hereby affirm my understanding and compliance with the applicable prerequisites listed above, and that the information on this enrollment web page is true and correct and I realize that any fraudulent entry may be considered sufficient cause for rejection or subsequent revocation of certification.

A green arrow points to the list of prerequisites, and a red arrow points to the checkbox at the bottom of the form.



Other Information

- **This section is voluntary. The office encourages you to complete any or all of the data elements requested. The office would like to develop a picture of who is EMS in Virginia. Please complete as you are comfortable doing so.**

https://viewwebdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html - Windows Internet Explorer provided by Virginia IT Pa

https://viewwebdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html

G. Education requirement - I hold, at a minimum, a high school or general equivalency diploma.

H. Performance Ability - I have no physical or mental impairment which would render me unable to perform all additional ALS practical skills required for this level of training.

I. Current EMS Certification - I hold current EMS Certification as an Emergency Medical Technician. If I am enrolling in a "Bridge" course to a higher ALS level, I now either hold the required prerequisite lower ALS Certification or I am eligible to test for the lower ALS Certification level and understand that I must certify at that level before being allowed to test for certification for the higher ALS level of this new course.

-- I hereby affirm my understanding and compliance with the applicable prerequisites listed above, and that the information on this enrollment web page is true and correct and I realize that any fraudulent entry may be considered sufficient cause for rejection or subsequent revocation of certification.

Other Information

Gender: Highest level of Education:

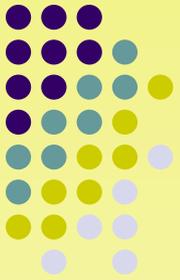
Marital Status: Annual Income:

Ethnic Origin: Race:

Have you ever served in the US Military?: Yes No Prefer Not To Answer

** = Required Fields * = A valid Home Phone or Cell Phone or Business Phone is required for contact information

Final Activity – Submitting of the Enrollment Application

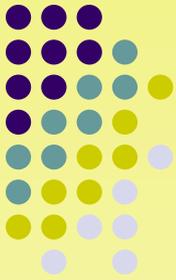


- Complete the online application using the following guidance:
 - Review all data entered for accuracy.
 - Be sure that each data element marked by “**” is accurately completed
 - Be sure that you have given at least one accurate phone number.
 - Be sure you have checked the box in the “Student Acknowledgement of Prerequisites for EMS Training Certification.”
 - To your comfort level participate in the “Other Information” section.

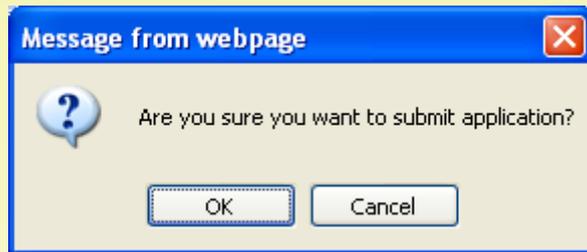
- **Click *Submit Application*.**

A screenshot of a web browser displaying an online enrollment application form. The browser window title is "Windows Internet Explorer: provided by Virginia IT Pa". The address bar shows the URL "https://viewdev.vdh.virginia.gov/raopenqa/webcourse_enrollment.html". The form contains several sections: "Performance Ability", "Current EMS Certification", and "Other Information". The "Other Information" section includes dropdown menus for Gender, Marital Status, Ethnic Origin, Highest level of Education, Annual Income, and Race, and radio buttons for "Have you ever served in the US Military?". A red arrow points to the "Submit Application" button at the bottom of the form. The status bar at the bottom of the browser shows "Local intranet" and "120%".

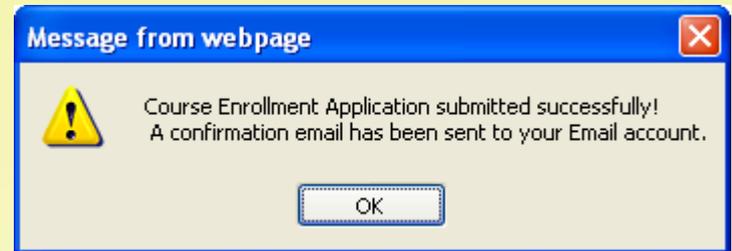
Enrollment Application Submission Confirmation



- Upon clicking on the “Submit Application” button, you will be prompted by a window asking are you sure you want to submit the application. If you are comfortable that the information is complete and accurate, select “OK”.

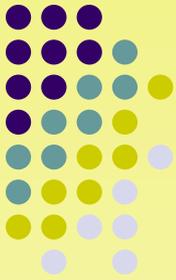


- Upon submission, you should receive a confirmation window indicating if it was successful and notifying you that an email has been sent for your confirmation

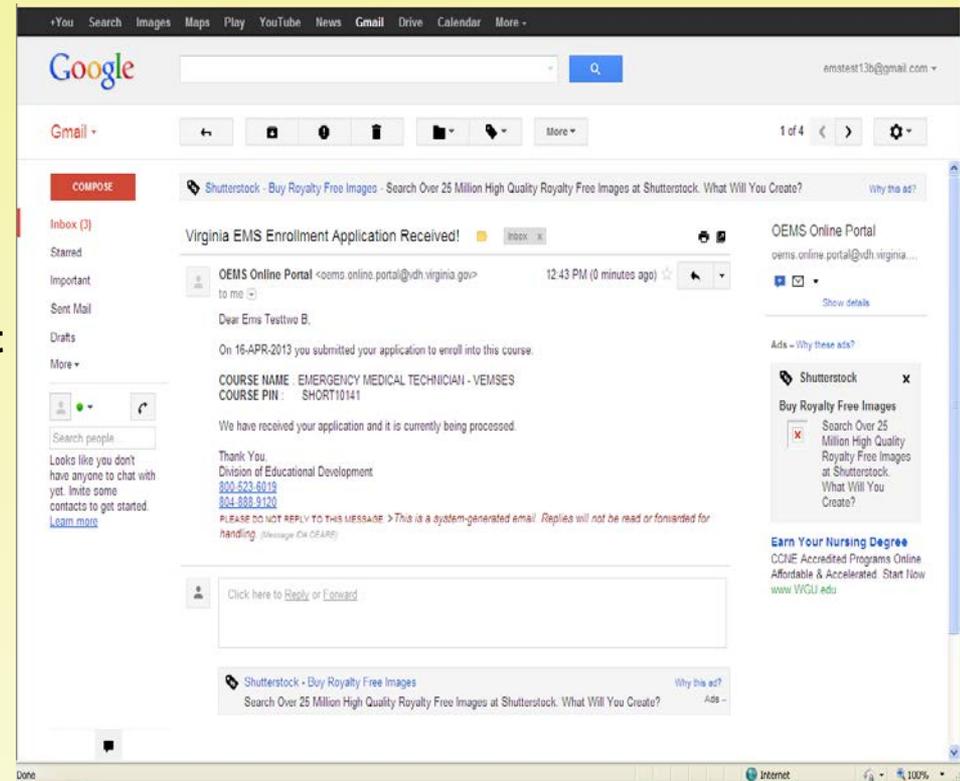


- Select “OK” and you will be returned to the “Course Enrollment Application Form”
- You can now close your browser.

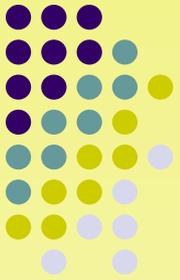
Email Verification



- You should soon after submitting your enrollment application receive an email.
- If you do not, then the email information you submitted most likely involved an error.
- Notify your instructor. After your instructor approves your enrollment application, an email will be sent containing information on your Portal Access and your EMS Number. If you do not receive this email, then you will need to contact the EMS Portal Help Desk. Do not contact the Help Desk until your verify that the Instructor approved your enrollment.
- [Click here to end.](#)



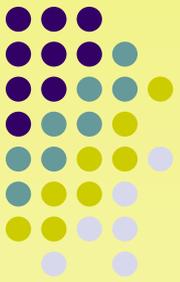
Course Enrollment Application Form for Individuals with an EMS Portal Account



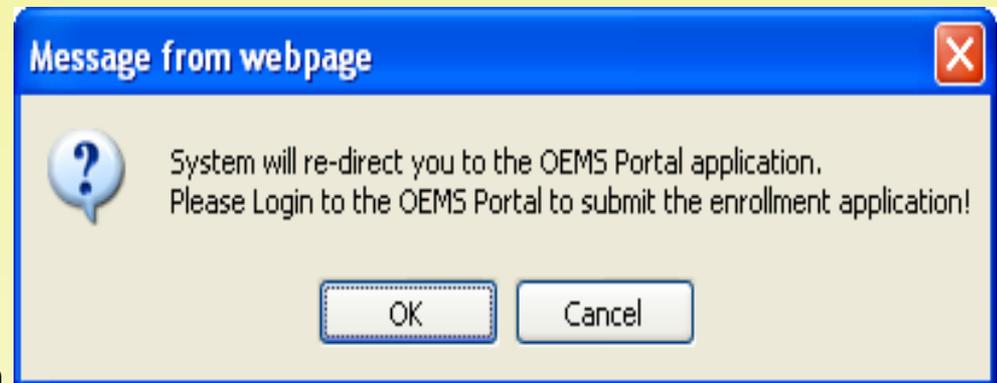
- You are starting at this page because you have an existing Virginia EMS Portal account to which you can access. You will need your EMS Number and your Portal Password to complete this enrollment process.
- If you have an Office of EMS issued EMS Number, then you should select Yes to the question, “Do you have a Portal Account with OEMS?”

A screenshot of a web browser displaying the "Course Enrollment Application Form" on the Virginia Department of Health website. The browser's address bar shows the URL: https://viewwebdev.vdh.virginia.gov/trainopenqa/webcourse_enrollment.html. The page header includes the Virginia.gov logo and navigation links for Online Services, Commonwealth Sites, Help, and Governor. Below the header is the VDH logo and a navigation menu with links for Home, VDH Programs, Find It! A-Z Index, Newsroom, and Local Health Districts. The main content area features a blue header for the "Course Enrollment Application Form" and a question: "Do you have a Portal Account with OEMS?". There are two radio buttons, "Yes" and "No", with the "Yes" button selected. A yellow arrow points to the "Yes" radio button. A "Restart Application" button is located to the right of the question. The browser's status bar at the bottom shows "Local intranet" and a zoom level of 125%.

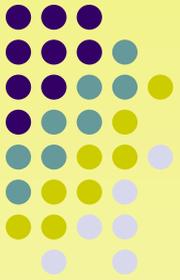
Course Enrollment Application Form for Individuals with an EMS Portal Account



- Once you select Yes, the following window will appear.
- Be sure you have your Portal User Name and Password available.
 - User Name = your EMS Number (this is an alpha numeric string)
- Select “OK” to be redirected to your EMS Portal.



Logging In to the EMS Portal

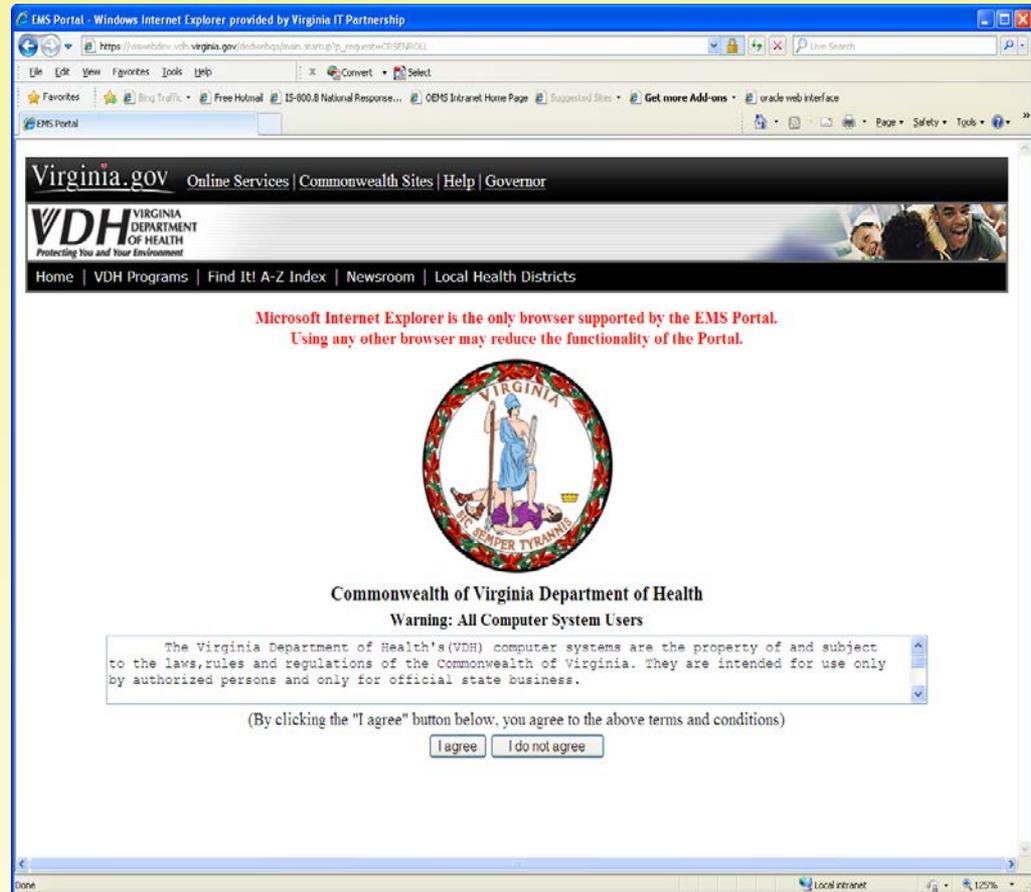


- Enter your User Name :
This is the same as
your EMS Number.
- Enter your Password.
- Click on “OK”



Logging In to the EMS Portal part 2

- Remember that you must agree to the Portal rules by clicking on “I agree”.



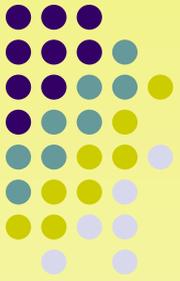
Entering the Course PIN



- You will be prompted to enter the **Course PIN** given to you by your instructor.
- Enter the **Course PIN** in the box and then click continue. The number used below is for illustration only and is not a valid course pin.

A screenshot of a web browser displaying the EMS Portal 3.5. The browser title is "EMS Portal 3.5 - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL "https://vswbdev.vdh.virginia.gov/emswebq3/webcourse_enrollment.html". The page header includes "Virginia.gov" and "VIRGINIA DEPARTMENT OF HEALTH". The main content area features a "Course Enrollment Application Form" with a text input field containing "short10141", a "Continue" button, and a "Restart Application" button. The text "Please enter Course Pin and click continue" is displayed above the input field. The browser's status bar at the bottom shows "Local intranet" and "125%".

Course Information and Personal Information

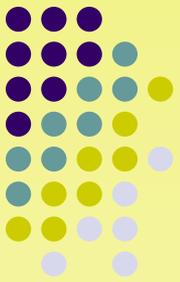


- After entering the Course PIN and clicking on the continue button, information about the course you wish to enroll will appear. Check this information to be sure you have the correct course.
- Personal Information data elements will automatically be filled in based upon information in your Portal Account. Please review the data and update any changes that are necessary.
- To complete this process, return to [slide 12](#).

The screenshot shows a web browser window displaying the 'Course Enrollment Application Form' on the Virginia Department of Health (VDH) website. The form is titled 'Course Enrollment Application Form' and includes a section for 'Course Information' and 'Personal Information'. The 'Course Information' section shows the subject as 'EMERGENCY MEDICAL TECHNICIAN - VEMSES', the instructor as 'SHORT, WARREN W', and the dates from 04/01/2013 to 04/16/2013. The 'Personal Information' section shows the user's name as 'EMS TESTTHREE JR', address as '8041 MIDLOTHIAN, VA', and phone numbers. The form also includes a 'Student Acknowledgement of Prerequisites for EMS Training Certification Basic Life Support Program Enrollment (As of the start date of the Course)' section.

Course Information			
Subject:	EMERGENCY MEDICAL TECHNICIAN - VEMSES	Instructor:	SHORT, WARREN W
Begin Date:	04/01/2013	End Date:	04/16/2013
		Contact Phone:	(804)751-4740

Personal Information			
First Name:	EMS	Middle Name:	
Last Name:	TESTTHREE	Suffix:	JR
Address Line 1:	8041	VA Certification#:	201300009
Address Line 2:		Date of Birth:	06/01/1994
Zip Code:	23114	Home Phone:	(804)888-9120
City:	MIDLOTHIAN	State:	VA
Business Phone:		Cell Phone:	
Email Address:	emstest13c@gmail.com	Pager Number:	
County or City Currently Living:	CHESTERFIELD	Business Fax:	
Fax Number:	9999999999		



**WHAT QUESTIONS DO YOU
HAVE.**