Quick Guide

Virginia EMS Portal

An Overview of the Virginia EMS Portal
EMS Portal: An Overview

This Quick Guide has been developed to assist Virginia EMS Providers with navigating the Virginia EMS Portal.

Beginning in 2009, the Office of EMS developed a web interface—dubbed the Virginia EMS—for EMS Providers, agencies and Education Coordinators across the Commonwealth. The portal was developed in an effort to reduce our impact on the environment and provide more timely access to data housed at the Office of EMS.

The Virginia EMS Portal is a one stop shop for EMS Providers to interact with the Office in real-time. It is a secure, interactive location where you can update your address, telephone numbers and email address.

In addition to these features, the EMS Provider Portal also provides links to:

- your real-time detailed or summary Continuing Education Report;
- links to your Eligibility Letters, if applicable;
- the ability to request and manage your agency affiliations and much more.

*Note: The EMS Portal works best when using Google Chrome or with Internet Explorer (IE).*

Step 1: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar: [http://www.vdh.virginia.gov/emergency-medical-services/](http://www.vdh.virginia.gov/emergency-medical-services/)

2. Click on *Accreditation, Certification & Education* in the menu on the left-hand side of the screen.
Step 2: Accessing the Virginia EMS Portal

1. Scroll down through the *Accreditation, Certification & Education* main page and click on **Virginia EMS Portal Login** under the **Quick Links** section of this page.

Step 3: Launching the Virginia EMS Portal Application

1. After reading the information about web browser compatibility, click the **Click Here to Login** button to be redirected to the Virginia EMS Portal login page.
Step 4: Login to Your EMS Portal Account (cont.)

1. Type in your certification number and password to login to the Virginia EMS Portal.
2. A temporary password will be sent separately to your e-mail address on file in the Virginia EMS Portal.

Step 5: Acknowledging the Terms of Service for the EMS Portal

1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.

Key things to note about the Terms of Service: You are not allowed to share your user name or password with ANYONE. This includes your agency administrator or Operational Medical Director (OMD).

Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

You should protect your Virginia EMS Portal account credentials like you would protect your social security number or online banking information.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.
Step 6: Your Dashboard

1. Once you have successful logged in you will be brought to **Your Dashboard**.
2. Your Dashboard will provide you with a summary information about your EMS Portal account.
   a. Your certification number, level and expiration date and a link to your Detailed CE Report;
   b. Your Agency affiliations and any enrolled courses; and
   c. Your progress toward completing your continuing education.
3. To view more details in your account, click the **See More** chevron to enter your full EMS Portal account.
Step 7: The My Cert Info Screen

1. Once you have successfully logged into the Virginia EMS Portal, you land on the Technician Certification Details page. If this is not set as your default landing page, you can locate this screen by clicking on the My Cert Info menu.
2. Please see the section descriptions below.

Step 8: My Tests and Eligibility

1. Hovering your cursor over the My Tests and Eligibility menu will allow you to make a section about that testing information you want to view. You can choose from the following pages:
   a. Test Results – Test Results will display test reports and scores for all Virginia psychomotor tests you have taken. Additionally, there will be an entry in the system for all National Registry cognitive exams reported to the Office of EMS. Clicking on the icon will allow you to download your Test Report as a PDF document.
   b. Eligibility Letters – The Eligibility Letters page will provide you with a link to your Virginia Eligibility to Test letters. Clicking on the icon will download the Eligibility letter you choose as a PDF document. If you do not have eligibility in Virginia, no letters will be listed.
   c. Education Coordinator (EC) Candidate - If you are interested in becoming an Education Coordinator, you will be able to make application through this link. Once you have made application and your application is approved, this section will display a dashboard of your progress toward completing the Education Coordinator process.
d. **Education Coordinator (EC) Recertification** – Education Coordinators who are seeking to recertify their EC credentials will use this menu to submit the required documentation for recertification.

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**Step 9: Data Integrity and Security**

1. It is always important to make sure that you log off the Virginia EMS Portal when you are through using it. If left unattended, someone else with access to your computer could submit erroneous and/or false information to the Office of EMS without your knowledge.
2. In order to help ensure data integrity and as an added layer of security, the Virginia EMS Portal will automatically log you off after 10 minutes of inactivity. You may have to close your browser window or tab in order to be able to successfully log back into your portal account.
3. It is also very important that you make note of the following message about your Virginia EMS Portal credentials.

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You should protect your Virginia EMS Portal account credentials like you would protect your social security number or online banking information.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.
Step 10: EMS Portal Design

1. The Virginia EMS Portal is designed in a modular approach making it flexible and capable of quick and easy expansion. User access is tied to role codes which enable access rights to be expanded or retracted depending on an EMS provider’s certification level and role in the EMS system.
2. Access rights and availability of menu items will vary from provider to provider.

Step 11: Password Resets

1. Providers can reset their forgotten password from the following URL: https://vdhems.vdh.virginia.gov/emsapps/ResetPassword.html