

# Modifying an existing account in



## Provider's Quick Guide

### Introduction:

#### Why modify?

If you currently have an account on **TRAIN Virginia**, there are several modifications that you need to make in order to ensure that your EMS Continuing Education Credits are accurately reflected on your Office of EMS CE Report.

This guide will provide you with step-by-step directions on how to modify your existing account to bring it into compliance with EMS requirements.

### Learning Objectives:

Learn how to:

- ✓ log onto the **TRAIN Virginia** website
- ✓ locate "My Account" section
- ✓ modify or change your existing account

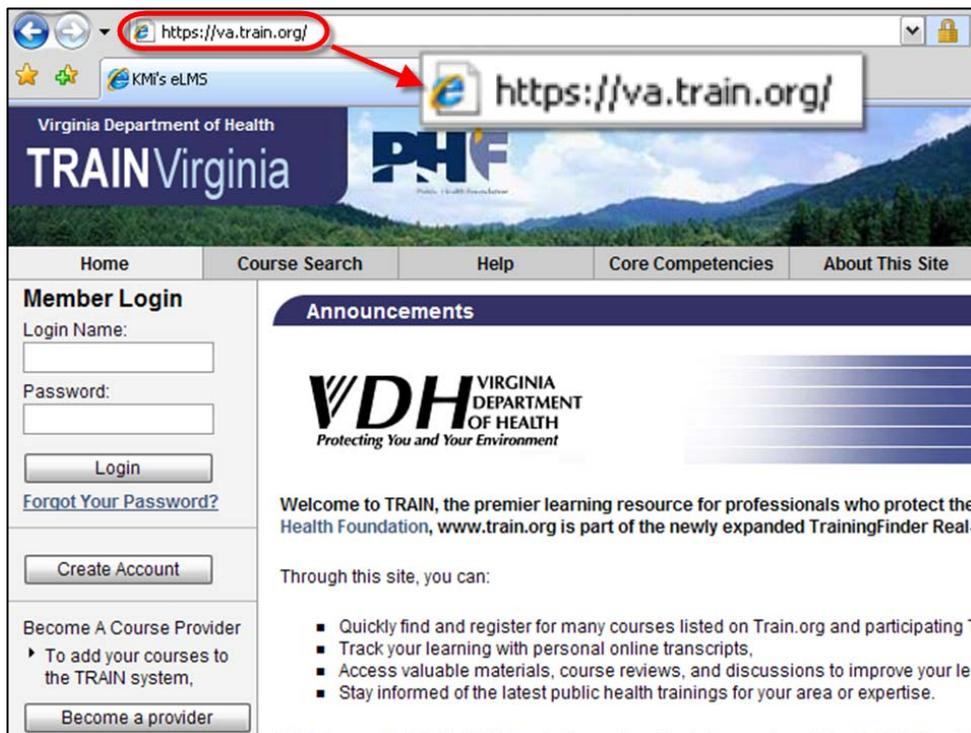


Browser Requirements	Operating Systems Supported
<b>WINDOWS</b>	<b>WINDOWS</b>
<ul style="list-style-type: none"><li>▪ Internet Explorer 5.5 +</li><li>▪ Netscape 7.1 +</li></ul>	<ul style="list-style-type: none"><li>▪ W indows Vista</li><li>▪ W indows XP</li><li>▪ W indows 2000</li></ul>
<b>MACINTOSH</b>	<b>MACINTOSH</b>
<ul style="list-style-type: none"><li>▪ Mozilla FireFox 1.3 +</li></ul>	<ul style="list-style-type: none"><li>▪ OS X 10.2 or greater</li></ul>

## Step 1

### Locating the TRAINVirginia web page

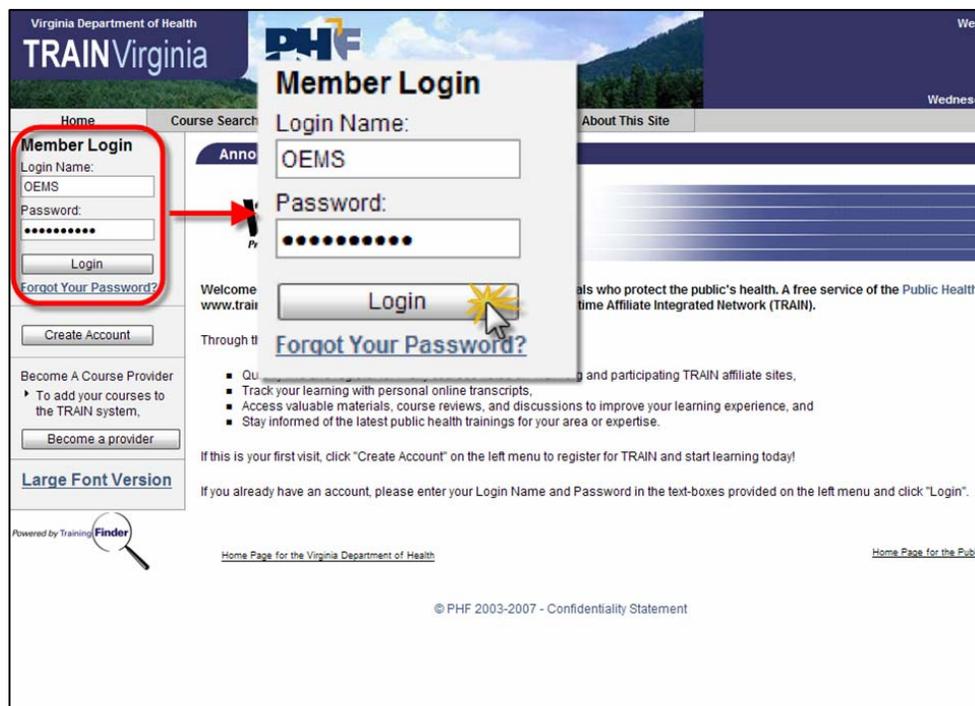
1. Open your web browser and type the following URL into the address bar:
  - a. <https://va.train.org>
2. Press Enter to load the TRAINVirginia home page. See below.



## Step 2

### Login to your existing TRAINVirginia account

1. Once the TRAINVirginia home page loads, login to your existing account.



### Step 3

## Open your existing profile

1. Click on the "My Account" button located on the right hand side under "My Learning Record".

The screenshot shows the TRAIN-Virginia website interface. At the top, there is a navigation bar with links: Home, Course Search, Discussion Boards, Resources, Help, Core Competencies, About This Site, and Administration. Below this is a 'Spotlight' section on the left and an 'Announcements' section in the center. On the right side, there is a 'My Learning Record' section with a list of links: My Learning, My Training Plan, Transcript, Certificates, Course Archive, and My Account. The 'My Account' link is circled in red, and a red arrow points to it from a 'My Account' button that is also highlighted with a yellow starburst and a mouse cursor. Below the navigation bar, there is a 'WELCOME' message and a 'New Passengers' section. At the bottom, there is a 'A Word About Logins and Passwords' section.

### Step 4

## Beginning the modification process

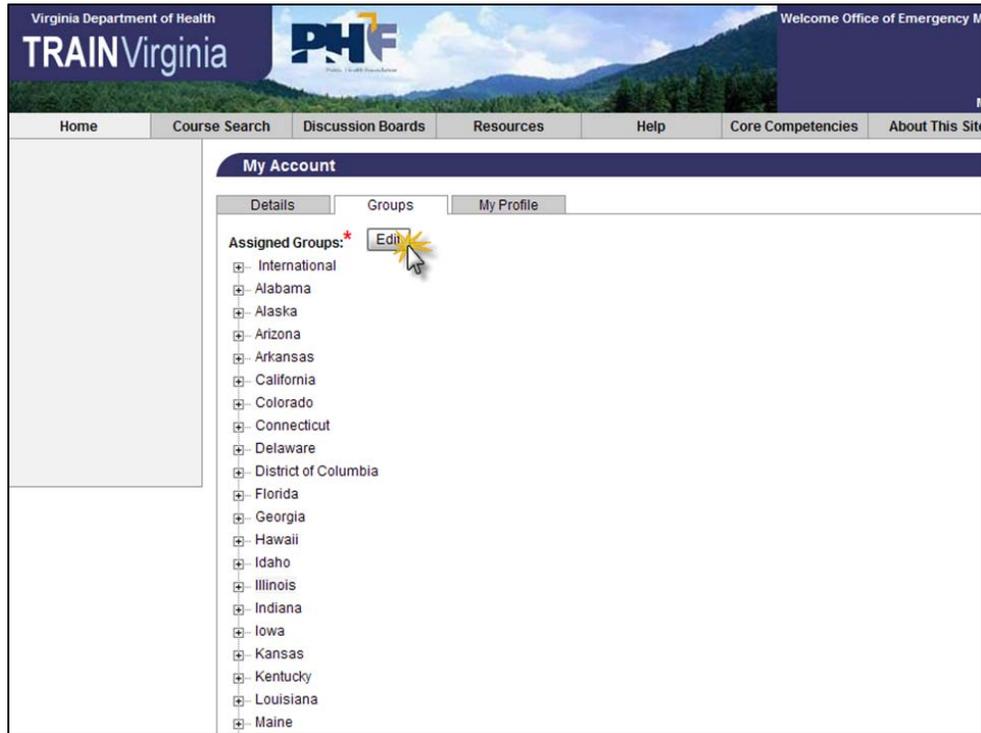
1. Click on the "Groups" tab located under my account.

The screenshot shows the 'My Account' page on the TRAIN-Virginia website. The page has three tabs: Details, Groups, and My Profile. The 'Groups' tab is selected and highlighted with a yellow starburst and a mouse cursor. Below the tabs, there is a form with various fields for user information. The form includes fields for Login Name, First Name, Last Name, Password, Middle Name, Email, Confirm Password, Title, Department / Division, Address 1, City / Township / Town, Country, County, Telephone (daytime), Telephone (evening), Fax, Organization name, Bureau / Section, Address 2, State / Territory, Zip code / Postal code, Extension, Mobile, and Pager. A note at the bottom of the form asks the user to choose a secret question and provide a ONE WORD answer. The form is partially filled out with information for the Office of Emergency Medical Services.

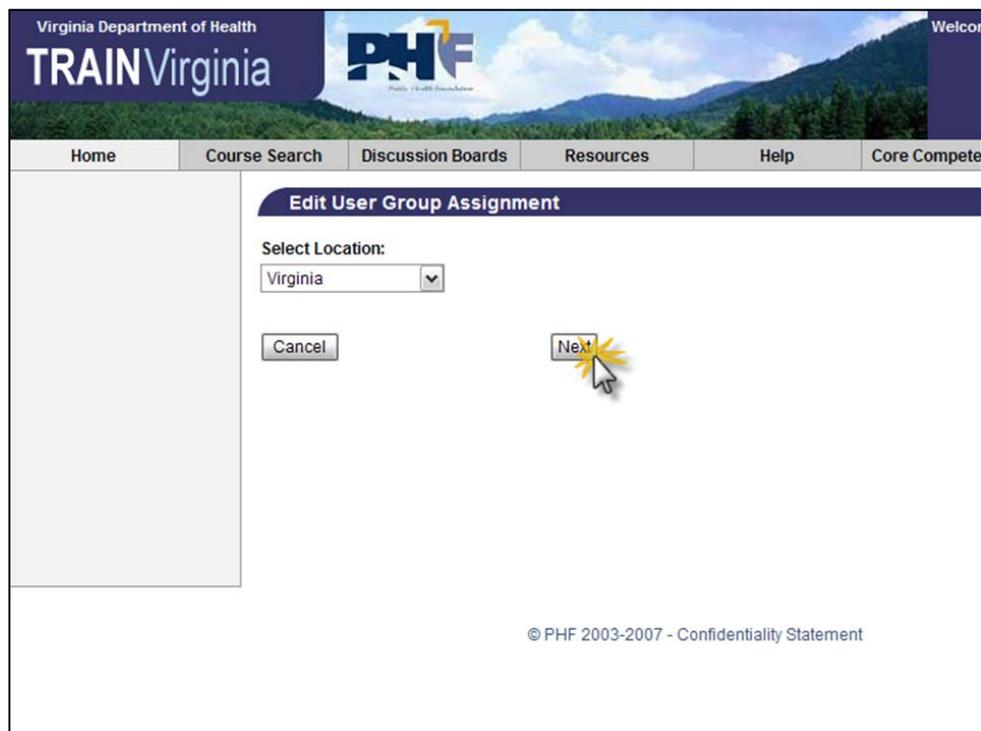
## Step 5

### Modifying your TRAINVirginia profile

1. Click on the **Edit** button located below the "Groups" tab.



2. Make sure that "Virginia" is selected in the drop down menu and then click on the **Next** button



3. Select "Virginia Certified EMS Provider" under the drop down menu located on the left side.
  - a. **IMPORTANT:** Update the information in any of the other drop down menus if needed.

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### Edit User Group Assignment

State: Virginia

**Tip:** Advanced mode allows selecting more than one group out of a category.

Assignment mode:  Simple  Advanced

Please select from the dropdown menus below your location, agency and/or job role as appropriate.

Virginia Certified EMS Provider Health District Agency  
Select Job Role  
Not a Virginia Certified EMS Provider Richmond Department of Health  
Virginia Certified EMS Provider Richmond City

Cancel Back Next

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3. After making your selections in drop down menus, click the **Next** button.

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### Edit User Group Assignment

State: Virginia

**Tip:** Advanced mode allows selecting more than one group out of a category.

Assignment mode:  Simple  Advanced

Please select from the dropdown menus below your location, agency and/or job role as appropriate.

Virginia Certified EMS Provider Health District Agency  
Richmond Department of Health  
Richmond City

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4. Check the “**Are you a member of the Medical Reserve Corps (MRC)**” box **ONLY** if it applies to you. Then click the **Next** button.

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### Edit User Group Assignment

State: Virginia

Are you a member of the Medical Reserve Corps (MRC)?

Yes

No

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5. Under “Edit User Group Assignment” click on the **Finish & Save** button.

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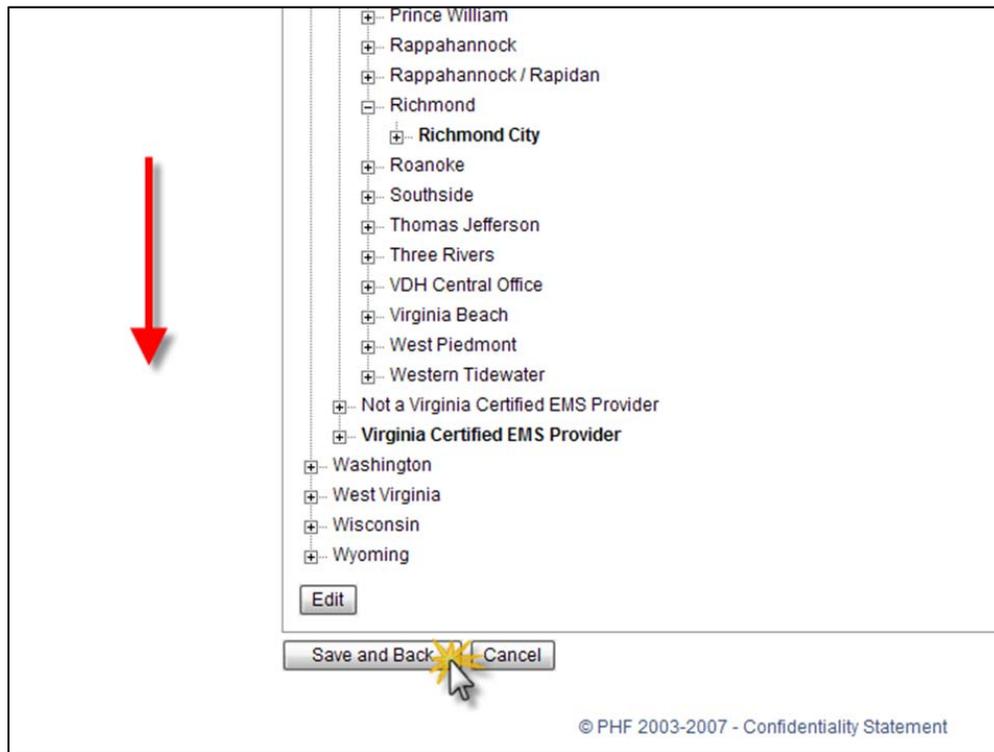
### Edit User Group Assignment

You have now selected group assignment for your account.  
To save your changes please click "Finish & Save".  
To change your selection click "Back".  
If you do not want to save these changes please click "Cancel".

Cancel Finish & Save Back

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6. On the “Assigned Groups” page scroll down to the bottom and click on the **Save and Back** button.



7. Again, click on the **My Account** button located on the right hand side under “My Learning Record”.



- Click on the "My Profile" tab located under my account.

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**My Account**

Details Groups **My Profile**

\* = required fields.

Login Name: OEMS  
 First Name: Office of Emergency Medical  
 Last Name: Virginia Department of Health  
 Password: \*\*\*\*\*  
 Middle Name:  
 Email:  
 Confirm Password: \*\*\*\*\*  
 Title:  
 Department / Division: Department of Health  
 Address 1: 109 Governor Street  
 City / Township / Town:  
 Country: United States  
 County: Richmond  
 Telephone (daytime):  
 Telephone (evening):  
 i.e. 123-456-7890  
 Fax:  
 Organization name: Office of Emergency Medical Services  
 Bureau / Section:  
 Address 2:  
 State / Territory: Virginia  
 Zip code / Postal code: 23219  
 Extension:  
 Mobile:  
 Pager:

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password.

Question:  
 Answer:

- Where it says "Please choose a category of additional user attributes", select "Virginia EMS Attributes" in the drop down menu.



The following screens **MUST** be completed correctly in order for your CE to be posted to your records. Please pay special attention to your keying in this section.

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**My Account**

Details Groups My Profile

Please choose a category of additional user attributes  
 Please take a minute to review all roles before making your selection.  
 Please select up to three (3) Professional Roles that best describe your role. Select Specialization where available. If the "Other" option is selected, please enter specialization.

Professional Role  
 Professional Role  
 Work Settings  
 Demographic Information  
 Virginia Attributes  
 Virginia EMS Attributes

Professional Role	Value
<input type="checkbox"/> Allied Health Professional	--Select--
<input type="checkbox"/> Administrator / Director / Manager	
<input type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	
<input type="checkbox"/> Biostatistician	
<input type="checkbox"/> Childcare Provider	

- Under "Virginia EMS Attributes" fill in both fields marked with a red asterisk. Be sure that you fill in your certification number and training program level information correctly or you will not receive CEU credit for courses that you take.

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**My Account**

Details Groups My Profile

Please choose a category of additional user attributes: Virginia EMS Attributes

CE credit is available from the Virginia Office of EMS for the "Virginia Certified EMS Provider" group only.

Remember, it is your responsibility as a Virginia EMS provider to assure that your Virginia certification number is entered correctly in order to receive CE credit.

This program will ONLY ACCEPT your certification number, NOT your social security number. (Correct Example: E123456789)

The Office of EMS is not responsible for incorrect information which occurs during your TRAINVirginia registration process and can not research missing CE credits due to failure from inaccurately setting up your TRAINVirginia account. Please assure that your certification number and level are correctly entered prior to leaving this page.

Virginia EMS Attributes	Value
Certification Number *	B123456789
Training Program Level *	B - Emergency Medical Technician

Save and Back Cancel

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- Once you have correctly filled in the required fields, click on the **Save and Back** button. Congratulations, you have finished updating your existing account and may now move on to register for courses.

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Virginia EMS Attributes	Value
Certification Number *	B123456789
Training Program Level *	B - Emergency Medical Technician

Save and Back Cancel

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