

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.

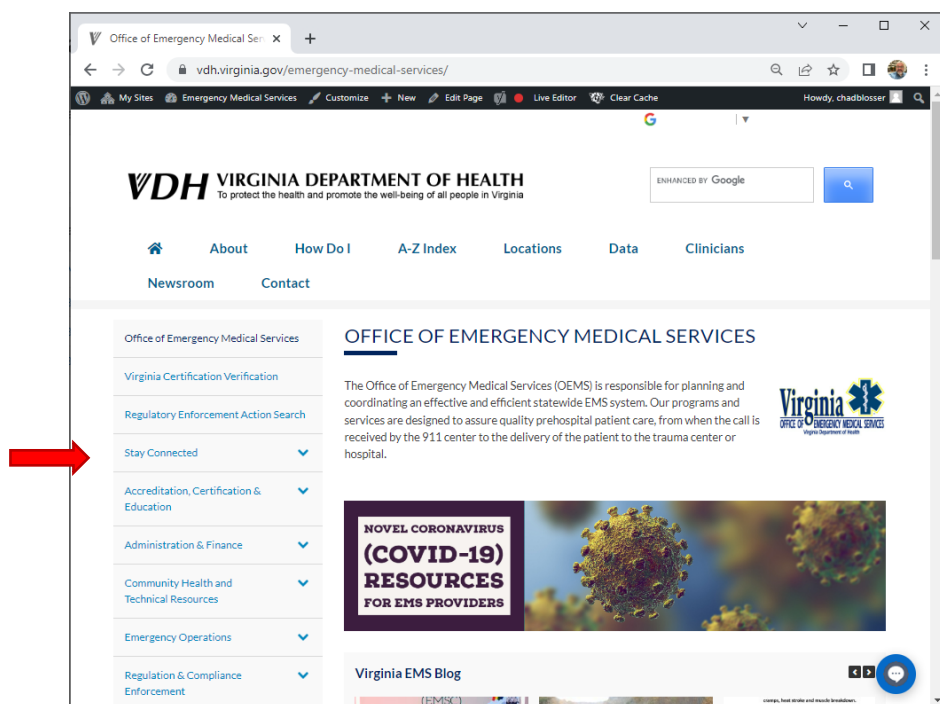
The Virginia EMS Portal is a one stop shop for EMS Providers to interact with the Office in real-time. It is a secure, interactive location where you can update your address, telephone numbers and email address. In addition to these features, the EMS Provider Portal also provides links to:

- your real-time detailed or summary Continuing Education Report;
- reprint your certification card;
- 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 Safari.

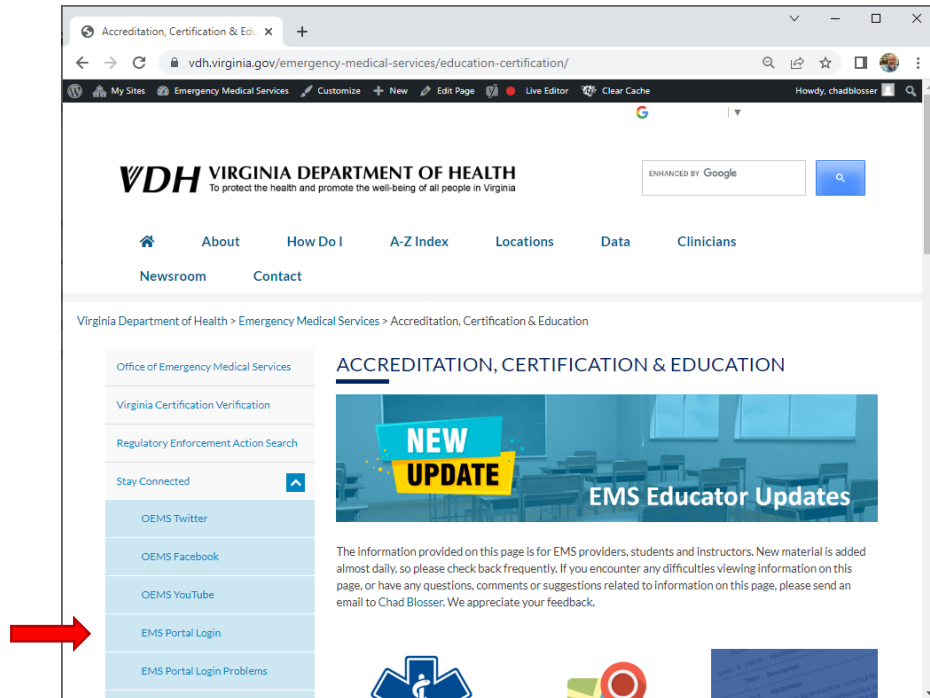
Step 1: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar:
<http://www.vdh.virginia.gov/emergency-medical-services/>
2. Click on **Stay Connected** in the menu on the left-hand side of the screen.



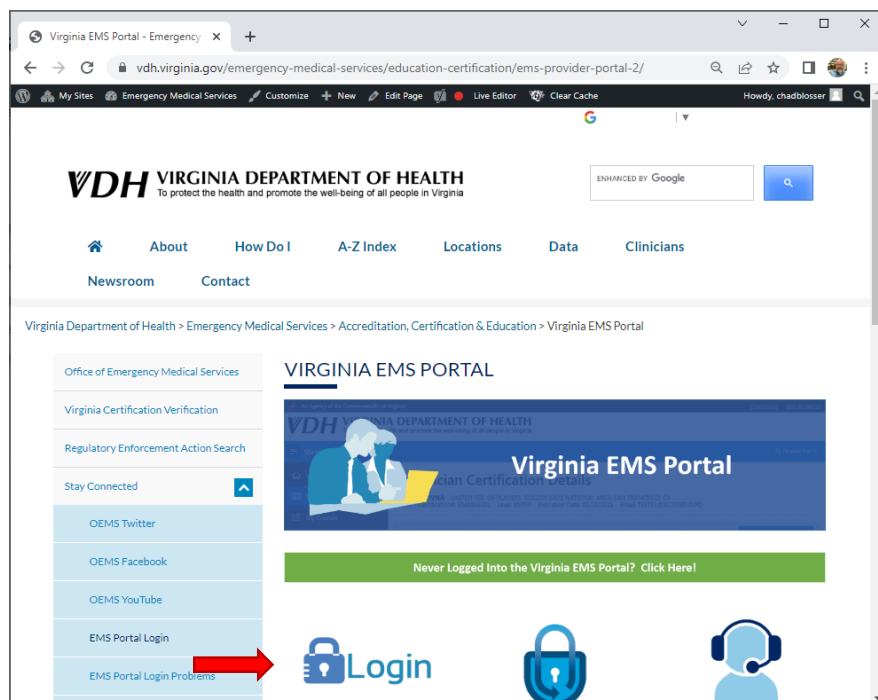
Step 2: Accessing the Virginia EMS Portal

1. Scroll down through the **Stay Connected** submenu and click on **EMS Portal Login**.



Step 3: Launching the Virginia EMS Portal Application

1. After reading the information about web browser compatibility, click the **Login** icon 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. Type in your password.

3. **Welcome**

username

password

Sign In

New User? Sign up

Forgot Password?

Trouble Logging In?

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

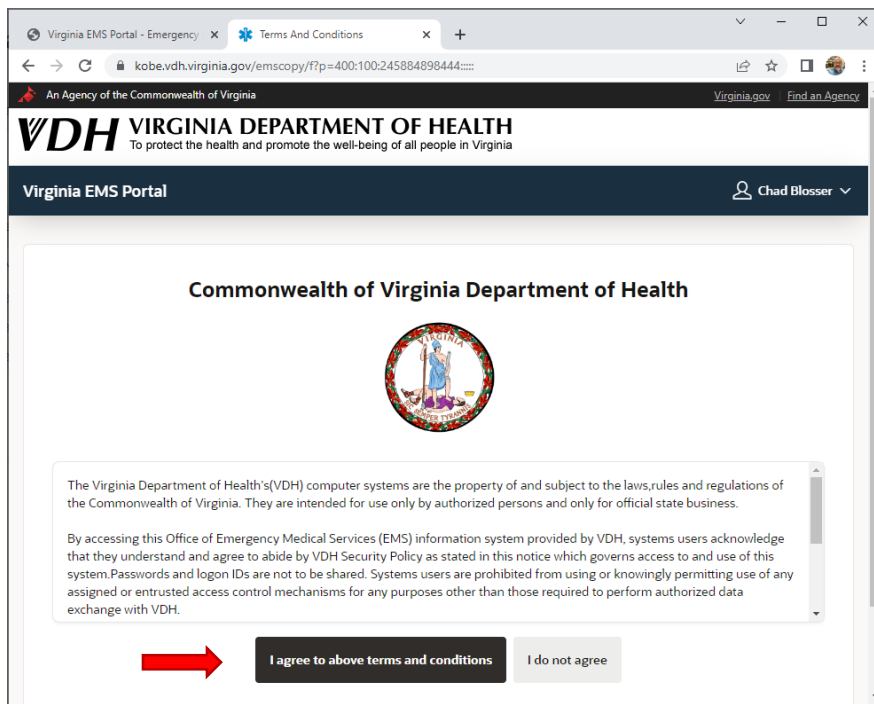
1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.

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.

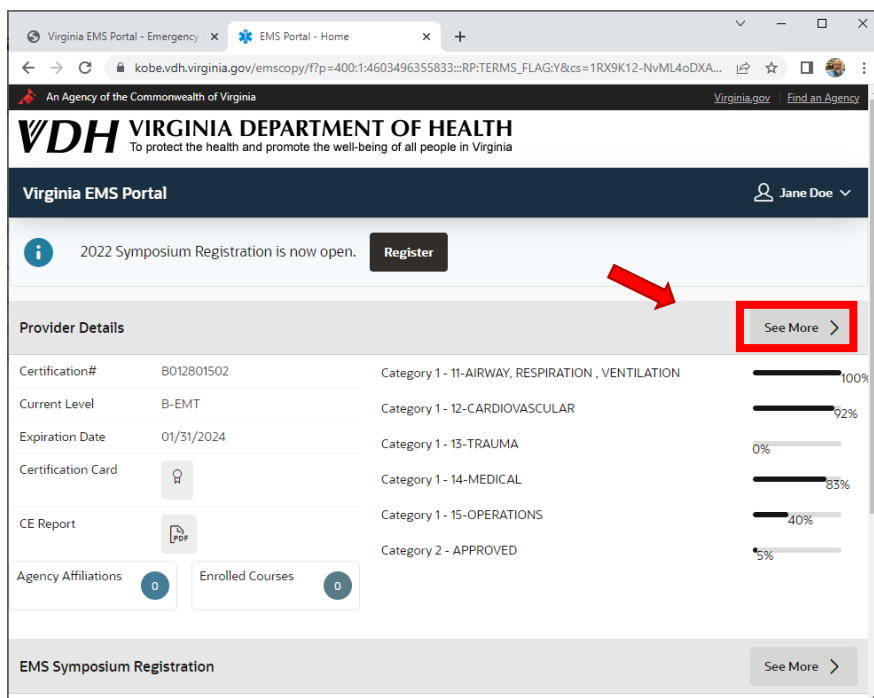
You should protect your Virginia EMS Portal account credentials like you would protect your social security number or online banking information.

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 successfully 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. And 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.

This section of the Portal screen displays your name, address, certification number and level as well as your certification expiration date.

Click here to see your archived affiliation history.

View/print your digital certification card or request a paper card reprint.

This section will list all initial certification programs in which you have been or are currently enrolled.

CE courses are NOT included in this section.

The screenshot shows the 'Technician Certification Details' page in the Virginia EMS Portal. The page header includes the Virginia Department of Health logo and the user's name 'Jane Doe'. The main content area is divided into several sections: 'My Agency Affiliations' (with a 'Create Affiliation Request' button), 'Affiliation History', 'My Certification Card' (with a 'Click here to request a printed card' link), 'My Continuing Education (CE) Reports' (with 'Detailed CE Report' and 'Summary CE Report' links), and 'My Enrolled Courses' (with a 'Submit Course Enrollment Application' button). A sidebar on the left contains navigation icons for home, profile, and other functions.

This section of the Portal screen displays your active agency affiliations.

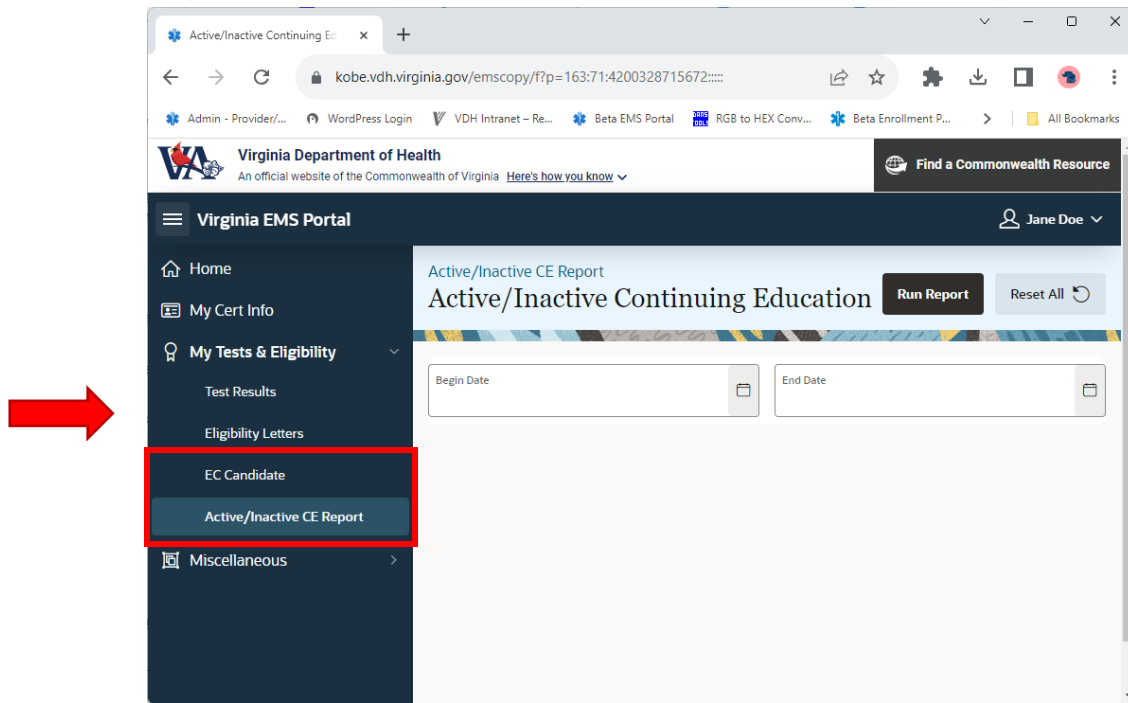
The "Create Affiliation Request" button allows you to make affiliation requests.

This section allows you to access your current Continuing Education (CE) Report. There are two reports: one detailed which lists all classes taken and one that summarizes your hours taken and needed.

Click the icon to the right to generate your CE Report.

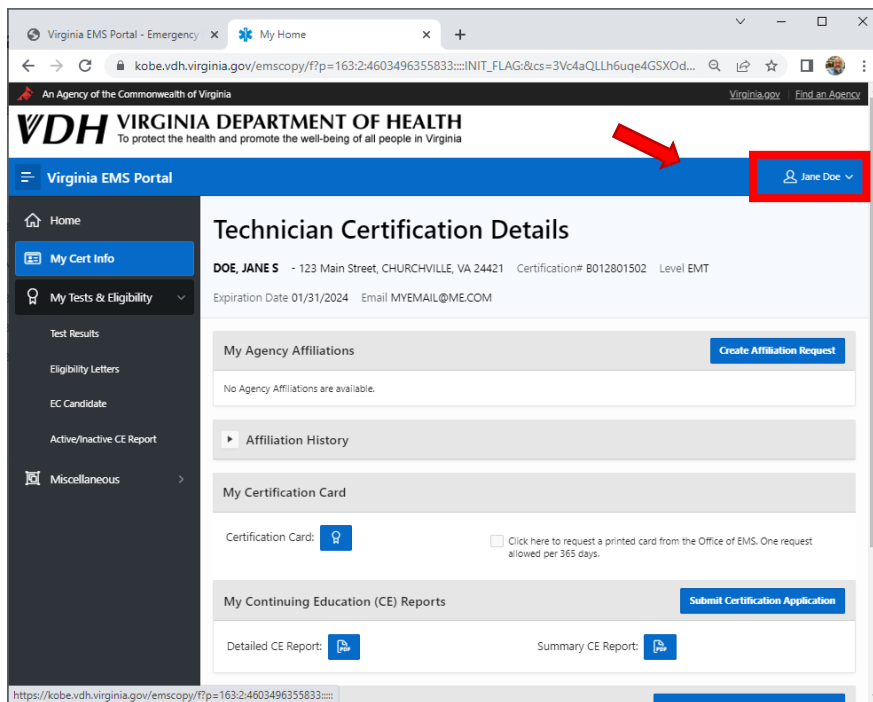
Step 8: My Tests and Eligibility

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. **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.
 - b. **Active/Inactive CE Report** – Providers who have recertified and are seeking a report with their past/previously earned CE can use this menu to request a report.



Step 9: How to Change your Address, Phone Numbers & E-mail

1. From your *Dashboard*, look in the upper right-hand side of the screen for your name.
2. Click on your name to open a menu.



3. Click on your name to display a new menu.
4. Select Personal Information and then make the necessary changes to your address, phone and e-mail address.

EMS Portal - Home

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Admin - Provider/... WordPress Login VDH Intranet - Re... Beta EMS Portal RGB to HEX Conv... Beta Enrollment P... All Bookmarks

Virginia Department of Health
An official website of the Commonwealth of Virginia [Here's how you know](#)

Find a Commonwealth Resource

Virginia EMS Portal Jane Doe

Provider Details

Certification#	B012801502	Category 1 - 11-AIRWAY, RESPIRATION, VENTILATION	100%
Current Level	B-EMT	Category 1 - 12-CARDIOVASCULAR	85%
Expiration Date	01/31/2024	Category 1 - 13-TRAUMA	90%
Certification Card		Category 1 - 14-MEDICAL	90%
CE Report		Category 1 - 15-OPERATIONS	15%
Agency Affiliations	0	Category 2 - APPROVED	15%
Enrolled Courses	0		

EMS Symposium Registration See More >

Registration Status **NOT REGISTERED** ?

Personal Profile

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Admin - Provider/... WordPress Login VDH Intranet - Re... Beta EMS Portal RGB to HEX Conv... Beta Enrollment P... All Bookmarks

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Virginia EMS Portal Jane Doe

Personal Details Cancel Save Changes

DOE, JANE S - 123 MAIN STREET, CHURCHVILLE, VA 24421 Certification# B012801502 Level EMT

Expiration Date 01/31/2024 Email MYEMAIL1@ME.COM

Home My Cert Info My Tests & Eligibility Miscellaneous

Personal Information Name & DOB Change Request

Name DOE, JANE S Certification Number B012801502 Date of Birth 01/28/1971

Address Line 1 123 MAIN STREET Address Line 2

Zip Code 24421 City CHI State

County or City AUGUSTA Email Address: MYEMAIL1@ME.COM

Step 10: How to Request Name Change

1. From your *Dashboard*, look in the upper right-hand side of the screen for your name.
2. Click on your name to open a menu.
3. Click on your name to display a new menu.
4. Select *Personal Information* and then make the necessary changes to your address, phone and e-mail address.

Virginia EMS Portal - Emergency x My Home x +

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An Agency of the Commonwealth of Virginia

VDH VIRGINIA DEPARTMENT OF HEALTH
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal

Home

My Cert Info

My Tests & Eligibility

Test Results

Eligibility Letters

EC Candidate

Active/Inactive CE Report

Miscellaneous

Technician Certification Details

DOE, JANE S - 123 Main Street, CHURCHVILLE, VA 24421 Certification# B012801502 Level EMT

Expiration Date 01/31/2024 Email MYEMAIL@ME.COM

My Agency Affiliations [Create Affiliation Request](#)

No Agency Affiliations are available.

Affiliation History

My Certification Card

Certification Card: [Download](#) ☐ Click here to request a printed card from the Office of EMS. One request allowed per 365 days.

My Continuing Education (CE) Reports [Submit Certification Application](#)

Detailed CE Report: [Download](#) Summary CE Report: [Download](#)

https://kobe.vdh.virginia.gov/emscopy/?p=163:2:4603496355833::

EMS Portal - Home x +

kobe.vdh.virginia.gov/emscopy/?p=400:1:4200328715672::RP:TERMS_FLAG:Y&...

Admin - Provider/... WordPress Login VDH Intranet - Re... Beta EMS Portal RGB to HEX Conv... Beta Enrollment P... All Bookmarks

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Find a Commonwealth Resource

Virginia EMS Portal

Jane Doe

Provider Details

Certification#	B012801502	Category 1 - 11-AIRWAY, RESPIRATION, VENTILATION	100%
Current Level	B-EMT	Category 1 - 12-CARDIOVASCULAR	83%
Expiration Date	01/31/2024	Category 1 - 13-TRAUMA	90%
Certification Card	Download	Category 1 - 14-MEDICAL	13%
CE Report	Download	Category 1 - 15-OPERATIONS	
Agency Affiliations	0	Category 2 - APPROVED	
Enrolled Courses	0		

EMS Symposium Registration [See More](#)

Registration Status **NOT REGISTERED** ?

Security Profile

Personal Information

Log Out

5. Select the button labeled **Name & DOB Change Request** to make your request.

The screenshot shows the Virginia EMS Portal interface. The top navigation bar includes the Virginia Department of Health logo and a search bar. The left sidebar contains links to Home, My Cert Info, My Tests & Eligibility, and Miscellaneous. The main content area is titled 'Personal Details' and shows user information for Jane Doe, including address, certification number, and expiration date. A red arrow points to a button labeled 'Name & DOB Change Request' located in the top right corner of the form area.

Step 11: Data Integrity and Security

6. 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.
7. 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.
8. It is also very important that you make note of the following message about your Virginia EMS Portal credentials.

You are not permitted 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 12: EMS Portal Design

1. The Virginia EMS Portal is designed in a modular approach making it is 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 13: Password Resets

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