Quick Guide

Virginia EMS Portal

Education Coordinator Guide for Student Enrollment for Virginia EMS Certification Courses
EMS Portal: Student Enrollment

This Quick Guide has been developed to assist Virginia Education Coordinators with the online enrollment process for Virginia EMS certification courses. This guide is only for Education Coordinators conducting initial certification courses.

Please follow this step-by-step guidance when conducting initial certification courses making use of the Virginia EMS Portal online enrollment module.

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

Step 1: Course Approval Request Forms

1. There are no changes in the manner in which you announce courses to the Office of EMS (OEMS). Please continue to announce your courses on form TR-01 – Course Approval Request as seen below.
2. Electronic enrollment is for use only with courses that lead to a new certification level. **It is not designed for nor should it be used for providers seeking continuing education.**
3. The Office of EMS encourages all Education Coordinators to make use of the online course enrollment process. This process is quick, easy and provides EC’s instant access to their student enrollments. Paper based enrollment will still be available, however paper-based enrollments will be phased out in the future.
Step 2: New Course Approval Fields

1. There are two fields on the Course Approval Form which Education Coordinators should pay special attention to
   a. Course PIN
      i. This number is only used by individuals wishing to enroll in your program.
      ii. The Course PIN is for certification programs only. See yellow highlighted area in the screenshot below.
      iii. **Do not give out your Course Number.**
      iv. A new Course PIN is generated for every certification course you announce. That is to say, it is dynamic, not static. Be sure you give the correct Course PIN if you have multiple programs.
   b. Enrollment Deadline Date
      i. See the red highlighted area in the screenshot below.
      ii. Instructors will have access to approve or deny enrollments through this date.
      iii. After this date, enrollments can only be approved by OEMS.
Online Enrollment Guidance Documents:
The Office has developed a page with resources for both students and Education Coordinators on how to access and use the EMS Portal’s Online Enrollment module.

Step 3: Accessing Student and Education Coordinator Resources

1. Access to the Virginia EMS Portal’s Online Enrollment module can be gained from the OEMS web page. You should always direct your students to the OEMS web page as sometimes links to the EMS Portal change—the most current links will always be on the OEMS web page.
2. Provide your students with your Course PIN at the first class meeting.
3. Direct your students to the OEMS web page. There is a guide for online enrollment that should be shared with the students.
4. All Online Enrollments should be submitted within one (1) week of the first class meeting.
5. The next pages include screen shots your students will follow to get to the link allowing for online enrollment. See the student guide.
6. From the Office of EMS web page, click on the Educational Development sub-menu.
Step 4: Accessing Student and Education Coordinator Resources (cont)

1. Click on **Student Resources** in the **Educational Development** sub-menu.

Step 5: Accessing Student and Education Coordinator Resources (cont)

1. Click on **Course Enrollment** under the **Student Resources** section of this page.
2. From the Course Enrollment screen, click on **Enroll Now** button.

- **Web Enrollment Student Guide** — clicking on this link will open the Student Quick Guide which will provide step-by-step instructions for students on accessing and completing the course enrollment application.
- **Web Enrollment Application** — clicking on this link will initiate the course enrollment application process for students.
- **Web Enrollment Instructor Guide** — clicking on this box will open this Quick Guide which provides step-by-step guidance for Education Coordinators in the enrollment process.
- **Web Enrollment Instructor Presentation** — clicking on this link will open a PowerPoint presentation for Education Coordinators to use the first class that explains the online enrollment process.

The following pages of this Quick Guide detail the process you, as an Education Coordinator, will need to follow in order to access, review, approve/deny and manage online enrollments for your courses.
Step 6: Accessing Online Enrollment Requests

1. Login to your Virginia EMS Portal account.
2. Access to Enrollment Approval is through your My Courses tab.
3. All electronic enrollments will require your approval.
4. You will notice a column titled Course PIN that is second from the left. Any course with a Course PIN assigned will have it appear here.
5. The Course PIN has two states:
   a. Empty. No enrollments have been submitted
   b. Existing enrollments awaiting your action. When this occurs, the Course PIN turns into a hyperlink.
6. To open enrollment requests, click on the Course PIN hyperlink.
Step 7: Accepting and Denying Enrollment Requests

1. By clicking on the Course PIN hyperlink, you will open the enrollment requests for the course number in question.

2. You will notice that there are certain enrollments that you cannot accept:
   a. Chad Blosser – cannot be accepted due to “No Bridge Up”. This means that Chad is not eligible for this course based on his current certification level. If you have questions or concerns about this message, please contact OEMS staff at: 804-888-9120.
   b. Road Runner – cannot be accepted due to “Does not Meet Minimum Age” for the program, therefore you are required to deny his enrollment.

3. For all others marked pending without a “Reason” code, you can either approve them for your class or deny them.

4. Once you mark either “Accept” or “Deny” for each enrollment, click on the Submit button.

5. Upon successful submission, you will notice that the Status for each student is locked and cannot be changed.

6. This completes managing enrollments for your certification course.

If you made an error in approving/denying online enrollments that needs to be corrected, please contact the Office @ 804-888-9120 immediately.

Do not wait until your class is over/completed to contact the Office.
Step 8: E-mail Notifications

1. E-mail notifications are integrated into the Virginia EMS Portal system.
2. As an Education Coordinator, you will receive notifications letting you know that there are enrollments pending in your EMS Portal. This will serve as a notice to you that you have enrollments in need of action.
   
   From: OEMS-AppSupportvdh.virginia...  Hide
   To:  

   Virginia EMS Course Enrollments
   Today at 1:21 PM

   Dear Warren,

   At least one enrollment has been submitted for the below course number(s) 78674 on 27-Aug-2018. Log into your Virginia EMS portal account review and take action on the enrollment requests.

   Thank you,
   Division of Educational Development
   800-523-6091
   804-888-9120

3. Enrollees will likewise receive e-mail messages. A message will be sent to each accepted enrollee notifying them of their acceptance into the program.
   
   From: OEMS-AppSupportvdh.virginia...  Hide
   To:  

   Virginia EMS Course Enrollment Request Approval!
   Today at 11:39 AM

   Dear Mr./Ms. Mickey Mouse,

   Your request to enroll in the Short15157 (Emergency Medical Technician) program instructed by Warren Short has been approved. If this is an error and you did not enroll in this program, please contact the Office of EMS immediately.

   Sincerely,
   Division of Educational Development
   800-523-6019
   804-888-9120

   PLEASE DO NOT REPLY TO THIS MESSAGE: This is a system-generated email. Replies will not be read or forwarded for handling. (Message ID# WCEA)