

Quick Guide

Virginia EMS Portal

How to Run an Active/Inactive CE Report



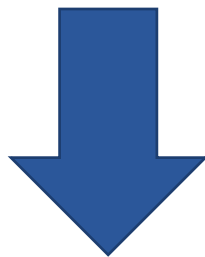
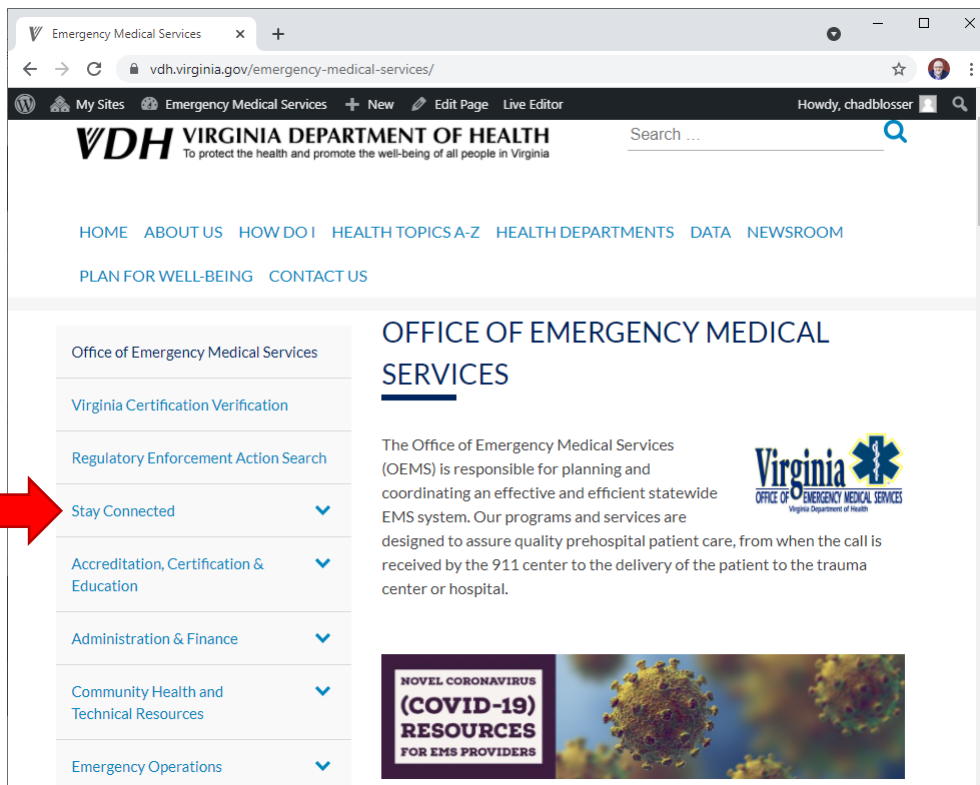
EMS Portal: Running Your Active/Inactive CE Report

This Quick Guide has been developed to assist Virginia EMS Providers with retrieving their active/inactive CE Report from the Virginia EMS Portal.

Please follow this step-by-step guidance. Note: The EMS Portal works best when using Google Chrome or Safari.

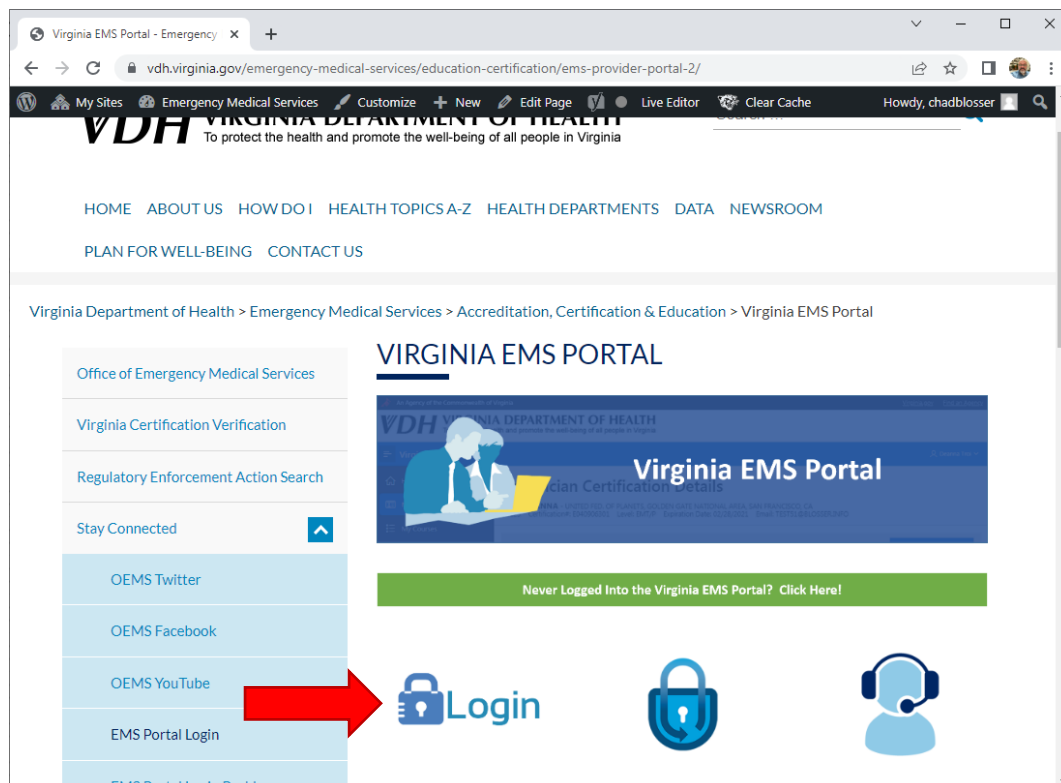
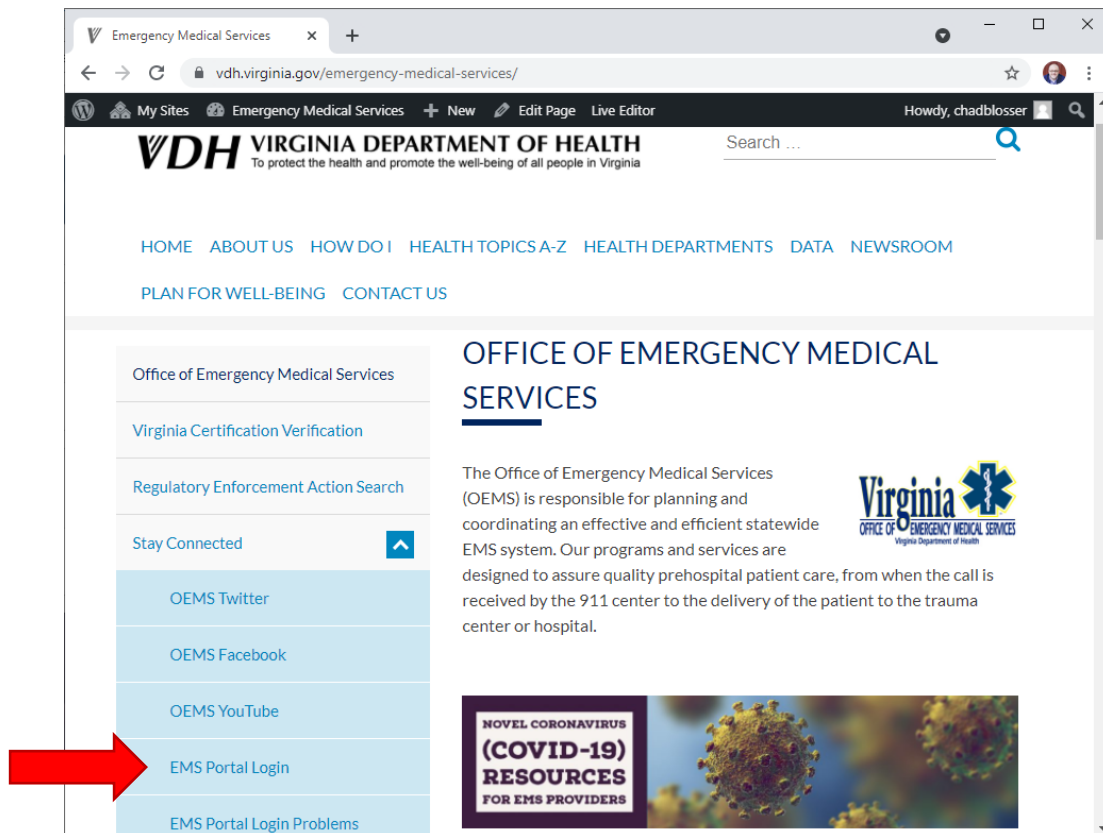
Step 1: Accessing the OEMS Webpage

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.



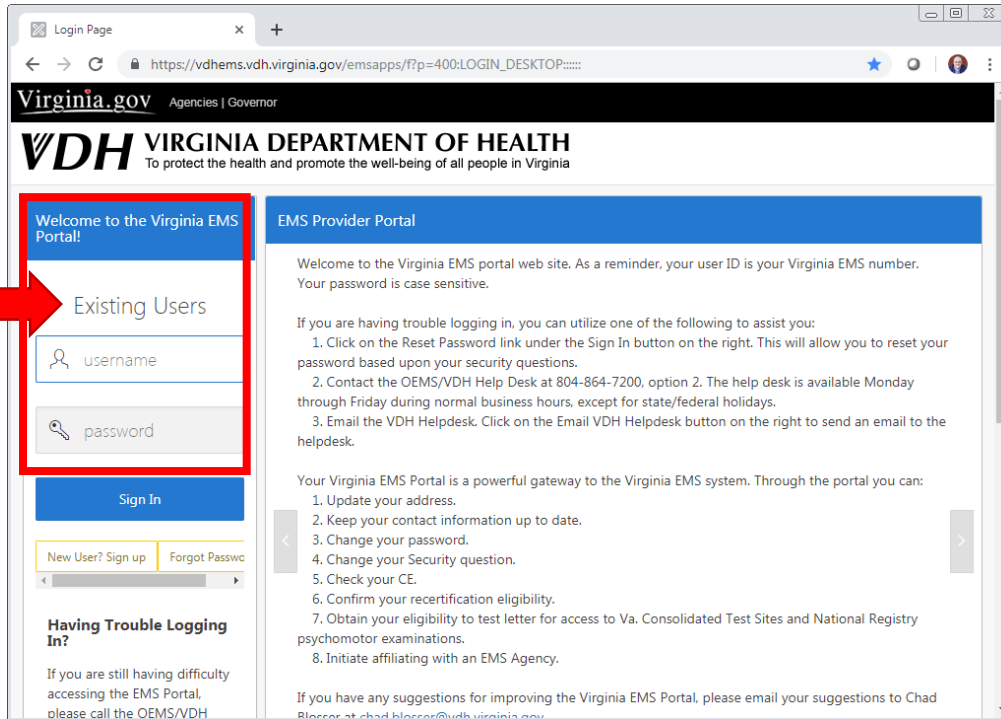
Step 2: Accessing the Virginia EMS Portal

1. Click on **EMS Portal Login** on the blue sub-menu.



Step 3: Login to Your EMS Portal Account (cont)

1. Type in your certification number and password to login to the Virginia EMS Portal.



Virginia.gov Agencies | Governor

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

Welcome to the Virginia EMS Portal!

Existing Users

username

password

Sign In

New User? Sign up | Forgot Password

Having Trouble Logging In?

If you are still having difficulty accessing the EMS Portal, please call the OEMS/VDH

EMS Provider Portal

Welcome to the Virginia EMS portal web site. As a reminder, your user ID is your Virginia EMS number. Your password is case sensitive.

If you are having trouble logging in, you can utilize one of the following to assist you:

1. Click on the Reset Password link under the Sign In button on the right. This will allow you to reset your password based upon your security questions.
2. Contact the OEMS/VDH Help Desk at 804-864-7200, option 2. The help desk is available Monday through Friday during normal business hours, except for state/federal holidays.
3. Email the VDH Helpdesk. Click on the Email VDH Helpdesk button on the right to send an email to the helpdesk.

Your Virginia EMS Portal is a powerful gateway to the Virginia EMS system. Through the portal you can:

1. Update your address.
2. Keep your contact information up to date.
3. Change your password.
4. Change your Security question.
5. Check your CE.
6. Confirm your recertification eligibility.
7. Obtain your eligibility to test letter for access to Va. Consolidated Test Sites and National Registry psychomotor examinations.
8. Initiate affiliating with an EMS Agency.

If you have any suggestions for improving the Virginia EMS Portal, please email your suggestions to Chad Blosser at chad.blosser@vdh.virginia.gov

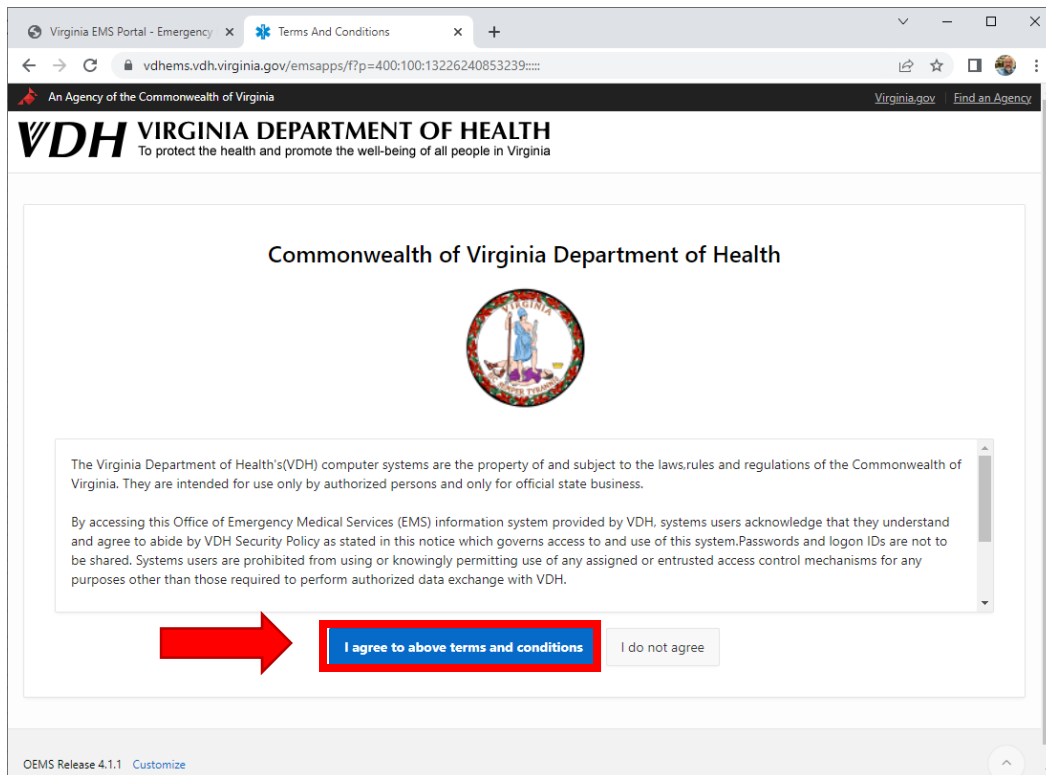
Step 4: Acknowledging the Terms of Service for the EMS Portal

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).

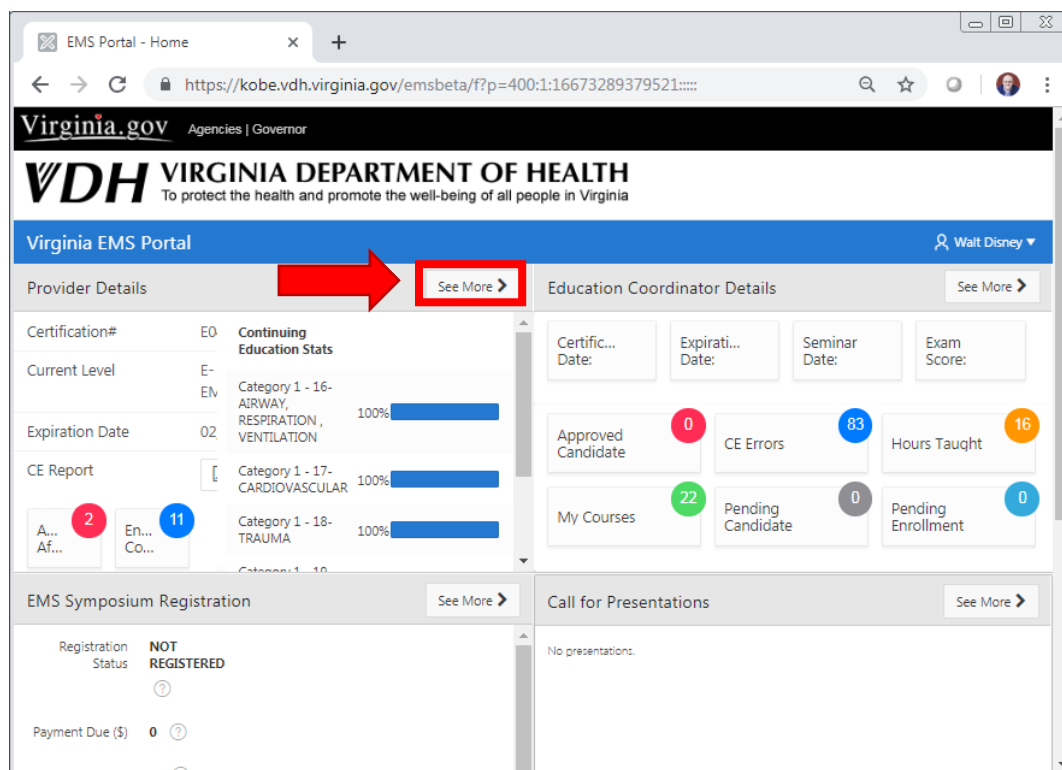
Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

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.

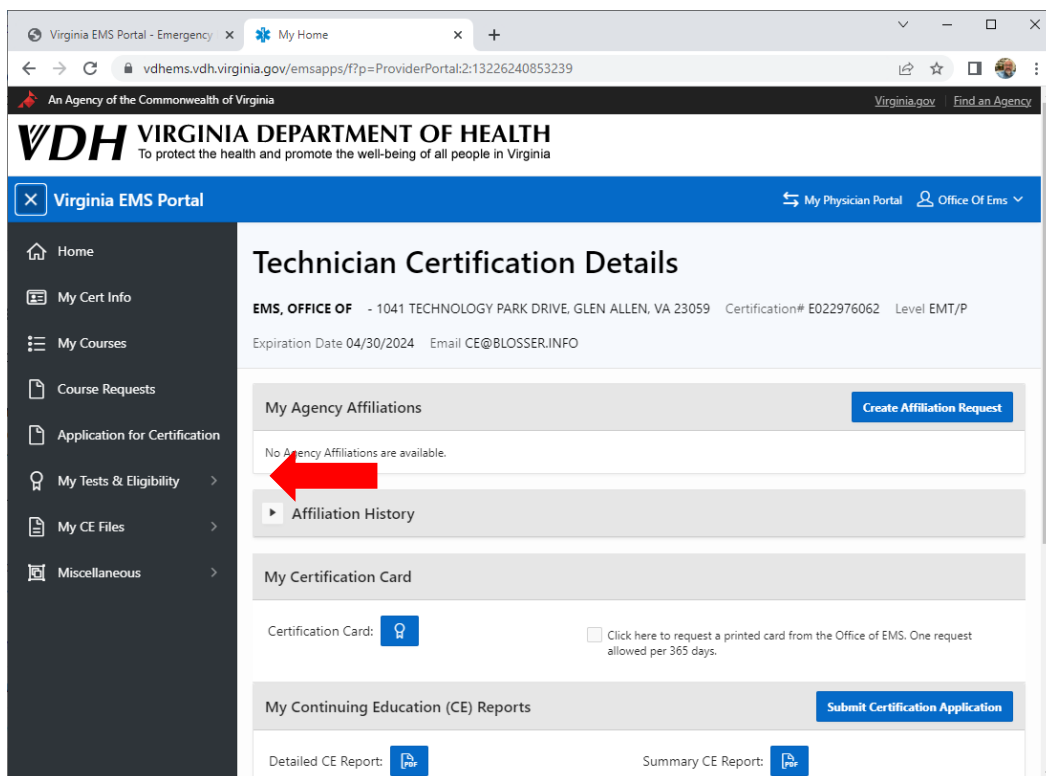
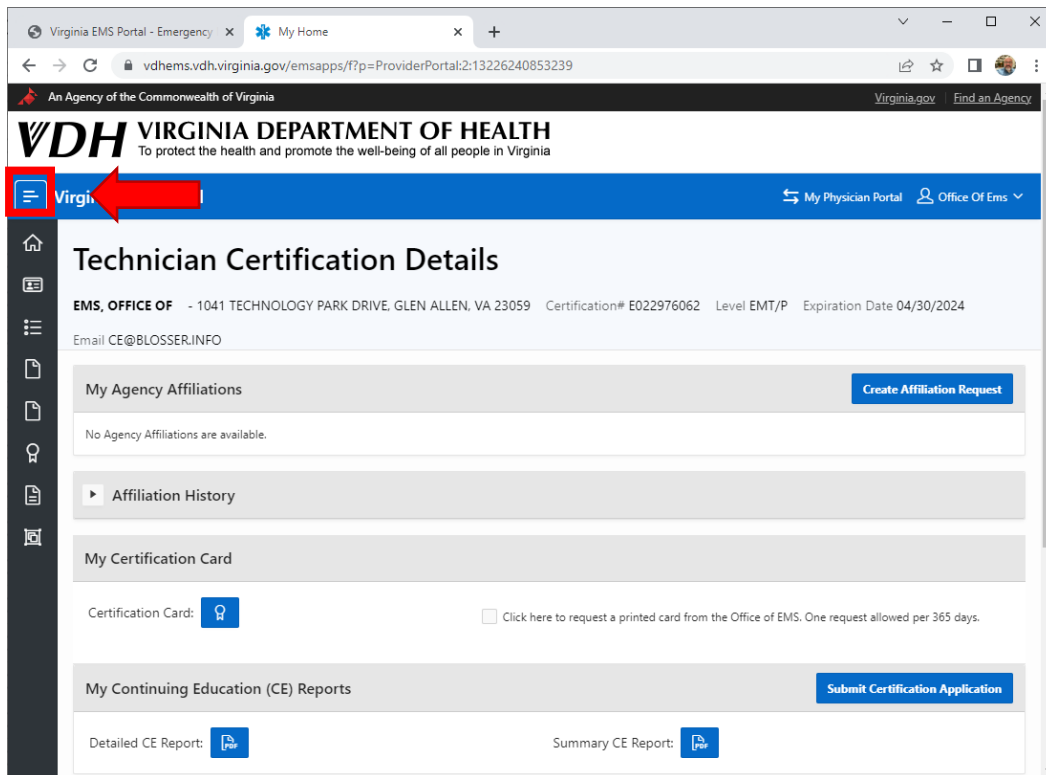


Step 5: EMS Portal Dashboard

1. Once you have successfully logged into the Virginia EMS Portal, you land on your **Dashboard** which is an electronic interface that aggregates and visualizes data from multiple portal modules on one page.
2. From your **Dashboard**, click on the **See More** button in your **Provider Details** section of the Dashboard.

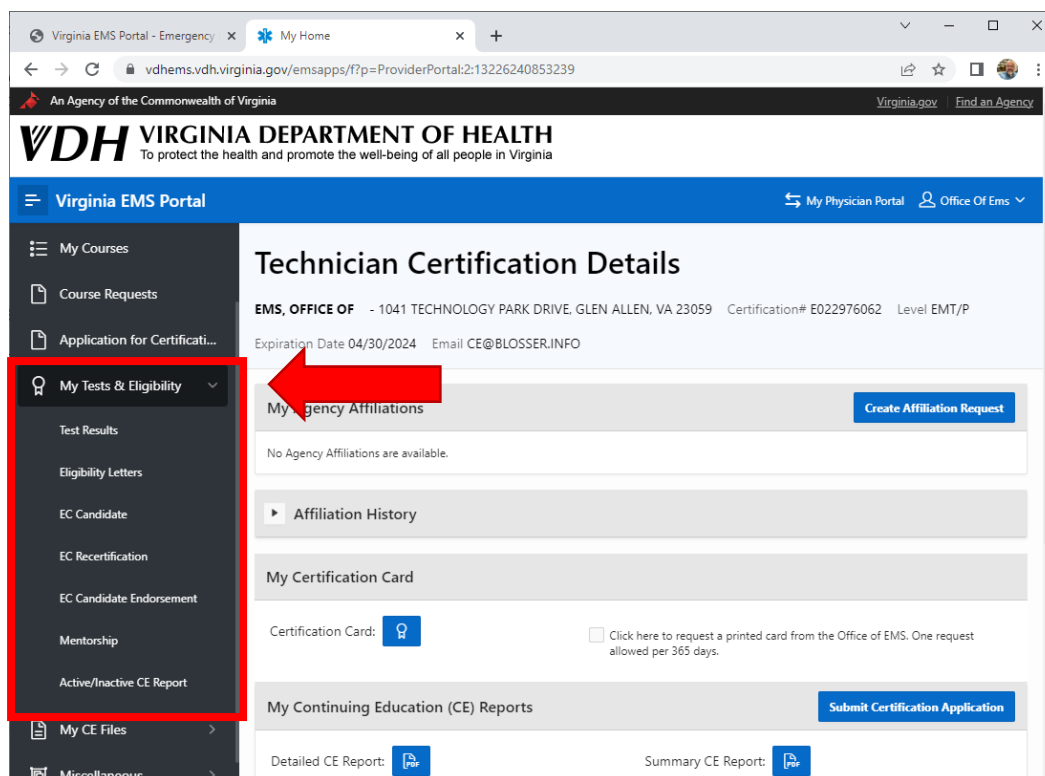


- Click the "Hamburger menu" icon to expand the EMS Portal menus.

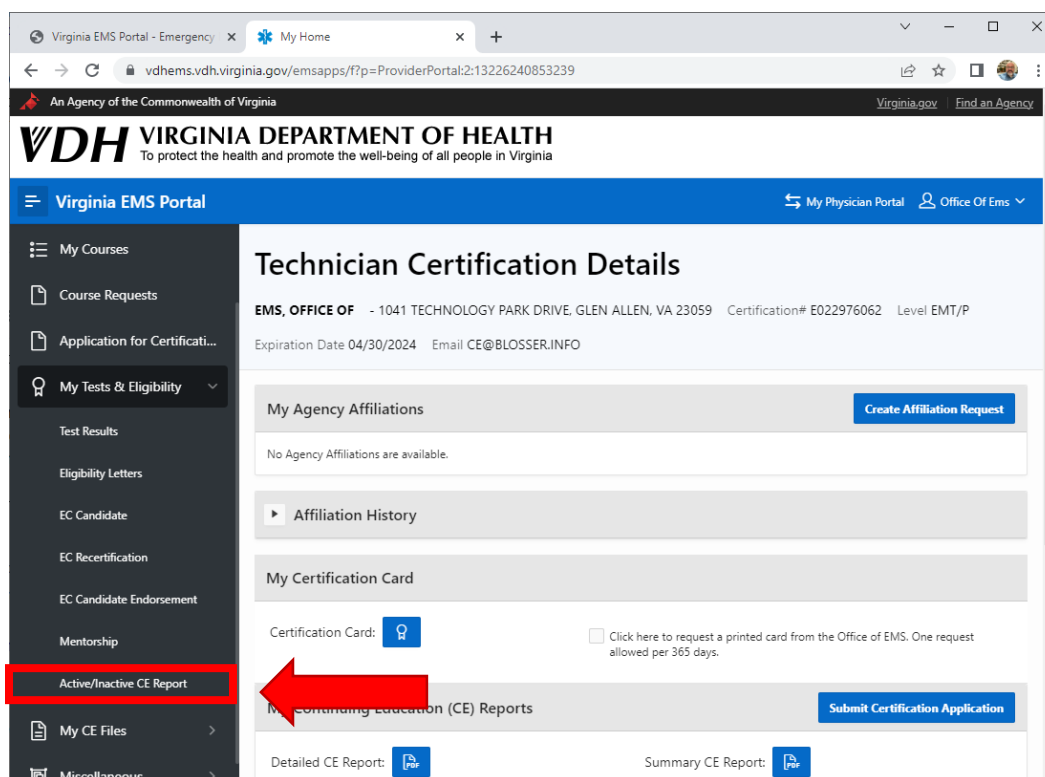


Step 6: Locating the Active/Inactive CE Report

1. Expand the **"My Tests & Eligibility"** menu.
2. Type in the name (the portal will allow partial word searches) or five (5) digit agency number into the search bar and then click the **Search** button.



3. After expanding the menu, click Active/Inactive CE Report.



Step 7: Running the Active/Inactive CE Report

1. Select the **'Begin Date'** and **"End Date"** for the time period you are seeking your CE.

The screenshot shows the Virginia EMS Portal interface. The left sidebar contains a menu with options: Home, My Cert Info, My Courses, Course Requests, Application for Certificati..., My Tests & Eligibility (selected), Test Results, Eligibility Letters, EC Candidate, EC Recertification, EC Candidate Endorsement, and Mentorship. The main content area is titled 'Active/Inactive CE Report' and 'Active/Inactive Continuing Education'. It features a 'Run Report' button and a 'Reset All' button. Below these buttons are two input fields for 'Begin Date' and 'End Date', which are highlighted with a red box and a red arrow pointing to them. The footer of the page indicates 'OEMS Release 4.1.1' and a 'Customize' link.

2. Click **Run Report**.

This screenshot shows the same Virginia EMS Portal interface as the previous one, but with the 'Run Report' button highlighted by a red box and a red arrow pointing to it. The 'Begin Date' field now contains the value '04/01/2021' and the 'End Date' field contains '03/31/2022'. The rest of the interface, including the sidebar and footer, remains the same.

3. View report as a PDF.
4. Print and/or Save as needed.

Active/Inactive Continuing Education Report

kobe.vdh.virginia.gov/emsbeta/f?p=100:18:11973949930245::RP,18:P18_REPORT_QUERY_NAME,P18_TITLE,P18_APP_ID,P18_...

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Virginia Department of Health
Office of Emergency Medical Services

Cert# 020400902

Category	Area#	Course	Topic	Level	Class Date	Hours	Score	Scan Date	Active/Inactive
1	16	86635	29183 - REFRESH 2021 - AIRWAY	E	12/29/2021	3.5		12/31/2021	Active
1	17	86635	29184 - REFRESH 2021 - CARDIOLOGY	E	12/29/2021	8.5		12/31/2021	Active
1	18	86635	29185 - REFRESH 2021 - TRAUMA	E	12/29/2021	3		12/31/2021	Active
1	19	86635	29186 - REFRESH 2021 - MEDICAL	E	12/29/2021	8.5		12/31/2021	Active
1	20	86635	29187 - REFRESH 2021 - OPERATIONS	E	12/29/2021	6.5		12/31/2021	Active
2		80253	25111 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25112 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25113 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25114 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25115 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25116 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25117 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25118 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25119 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25120 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25121 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
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2		80253	25123 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25124 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25125 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25126 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25127 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25128 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25129 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2		80253	25130 - LCCR/ICCR VIRGINIA APPROVED TOPICS	E	11/16/2021	1		11/16/2021	Inactive
2	16	80253	25221 - NCCR - ARTIFICIAL VENTILATIONS &	E	11/16/2021	1		11/16/2021	Inactive