

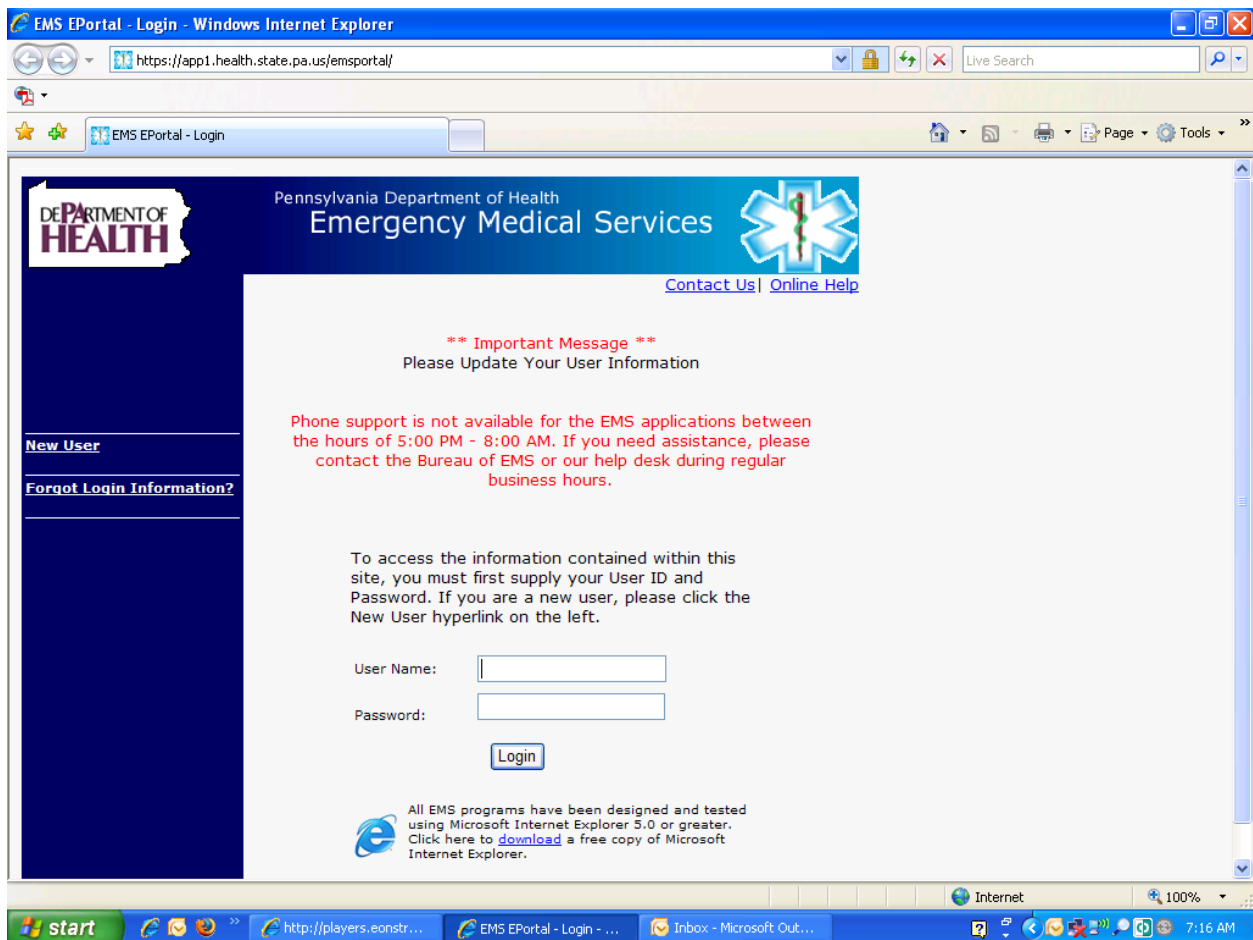
Section A: Getting registered for the Pennsylvania EMS EPortal

A practitioner can do the following by logging into the Pennsylvania EMS EPortal:

1. Search for Continuing Education Classes being held.
2. View their Continuing Education Status Report
3. Electronically submit their Ambulance Licensure for their service.

You must be registered in order to use the EMS EPortal. If you are already registered for the EMS EPortal, then start at Section B of this Instruction Manual.

To get registered, open your web browser and go to <http://app1.health.state.pa.us/emsportal>. The screen should look like the one below.



On the left side of the screen, click on the **New User** hyperlink and complete the online registration form. You will need to create a **USER NAME** and **PASSWORD**. The screen should look like the one below.

The screenshot shows a web browser window titled "EMS EPortal - New User - Windows Internet Explorer". The address bar shows the URL "https://app1.health.state.pa.us/emsportal/newuser.aspx". The page content includes the Pennsylvania Department of Health logo and the text "Emergency Medical Services Register New User". Below the header, there are links for "Contact Us" and "Online Help". The main content area is divided into two sections: "Step One: Profile Information" and "Step Two: Sign On Information".

Step One: Profile Information

Please complete steps one through three to register a user on the EMS EPortal.

First Name: Your first name will be sent with all outbound mail messages.

Middle Initial:

Last Name: Your last name will be sent with all outbound mail messages.

State:

Service County: If out of state, select closest county in Pennsylvania.

E-Mail Address:

Verify E-Mail Address:

Step Two: Sign On Information

Login Name: Begin with a letter, and use only letters (A-Z or a-z), numbers (0-9), no underscore (_), and no spaces. Your User ID must be 8 characters in length and no more than 10 characters in length.

Password: Your password must be composed of at least three of the following types of characters: Uppercase letters (A, B, C, ...), Lowercase letters (a, b, c, ...), Numbers (0, 1, 2, 3, ..., 9), Special characters (#, other punctuation marks). Your Password must be at least 8 characters in length and no

Done

Internet 100%

start http://players.eon... EMS EPortal - New... Inbox - Microsoft... Document1 - Micro... 7:18 AM

If you get an error message telling you that someone is already using your certification number, you will need to contact the Help Desk (717-783-9171) directly to have your **USER NAME** and **PASSWORD** assigned to you. Chances are that you had registered once before for the EMS EPortal and you are trying to create a **USER NAME** again. This is a common problem and can be fixed by the Help Desk. Your Regional EMS Council **does not** have administrative privileges to look up or reset your **USER NAME** and **PASSWORD**. Again, this must be done by the Help Desk.

If you had registered for the EMS EPortal but had forgotten your password, just enter your USER NAME and click on the hyperlink "**Forgot Login Information?**". Complete the online form and your USER NAME and PASSWORD will be emailed to the email address that you submitted in your profile. If you do not receive an email, you will need to contact the Help Desk (717-783-9171) to get your USERNAME and PASSWORD.

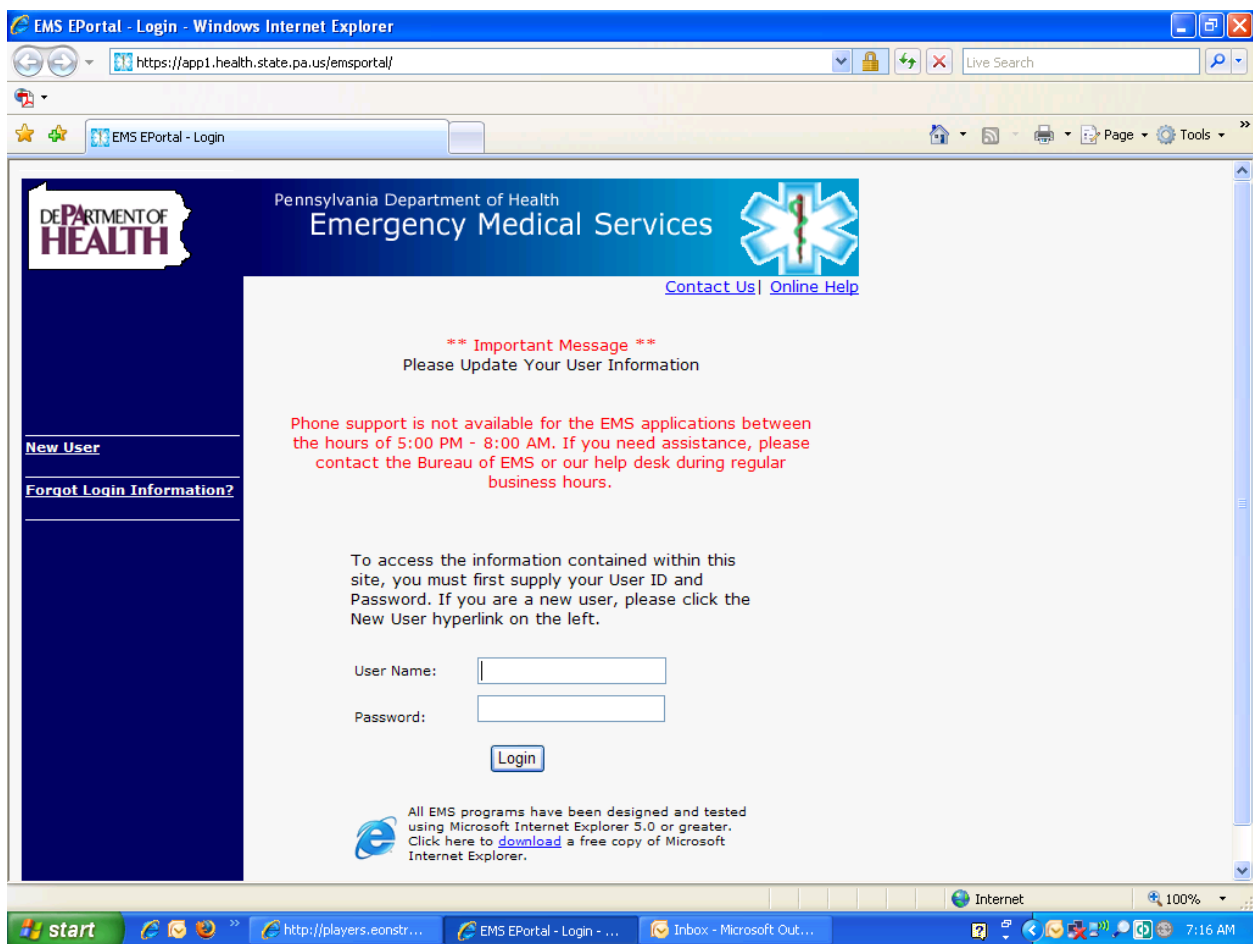
The screenshot shows a web browser window titled "EMS EPortal - Forgot Login Information - Windows Internet Explorer". The address bar contains the URL "https://app1.health.state.pa.us/emspportal/ForgotInformation.aspx". The page header features the Pennsylvania Department of Health logo and the text "Emergency Medical Services Forgot Password". Below the header, there are links for "Contact Us" and "Online Help". The main content area is titled "EMS EPortal Sign-in Problems" and contains a paragraph of instructions: "If you have forgotten the password to your account, please complete the 'Forgot Your Password' information. If you have forgotten your 'User ID', please complete the 'Forgot Your ID?' information. If you do not remember your User ID or your email address, please contact the help desk for assistance." There are two main form sections: "Forgot your Password?" with a text input field for "Enter Your User Name:" (with an example "JohnDoe") and a "Get New Password" button; and "Forgot your ID?" with a text input field for "Enter Your Alternate E-mail Address:" and a "Find ID" button. At the bottom of the page, a status bar shows the date and time "12/3/2007 7:16:15 AM" and a "Logout" link. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at "7:18 AM".

Section B: Logging into the EMS EPortal

A practitioner can do the following by logging into the Pennsylvania EMS EPortal:

1. Search for Continuing Education Classes being held.
2. View their Continuing Education Status Report
3. Electronically submit their Ambulance Licensure for their service.

To login, open your web browser and go to <http://app1.health.state.pa.us/emsportal>. The screen should look like the one below.



The screenshot shows a Windows Internet Explorer browser window displaying the EMS EPortal login page. The browser's address bar shows the URL <https://app1.health.state.pa.us/emsportal/>. The page header features the Pennsylvania Department of Health logo and the text "Emergency Medical Services" with a Star of Life icon. Below the header, there are links for "Contact Us" and "Online Help". A red message box states: "** Important Message ** Please Update Your User Information". A red notice below it says: "Phone support is not available for the EMS applications between the hours of 5:00 PM - 8:00 AM. If you need assistance, please contact the Bureau of EMS or our help desk during regular business hours." The main content area includes a "New User" link, a "Forgot Login Information?" link, and a login form with fields for "User Name:" and "Password:", followed by a "Login" button. A footer note mentions that all EMS programs are designed for Microsoft Internet Explorer 5.0 or greater, with a link to download a free copy. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 7:16 AM.

Enter your USER NAME and PASSWORD and click on the LOGIN button. Your screen should now look something like this.

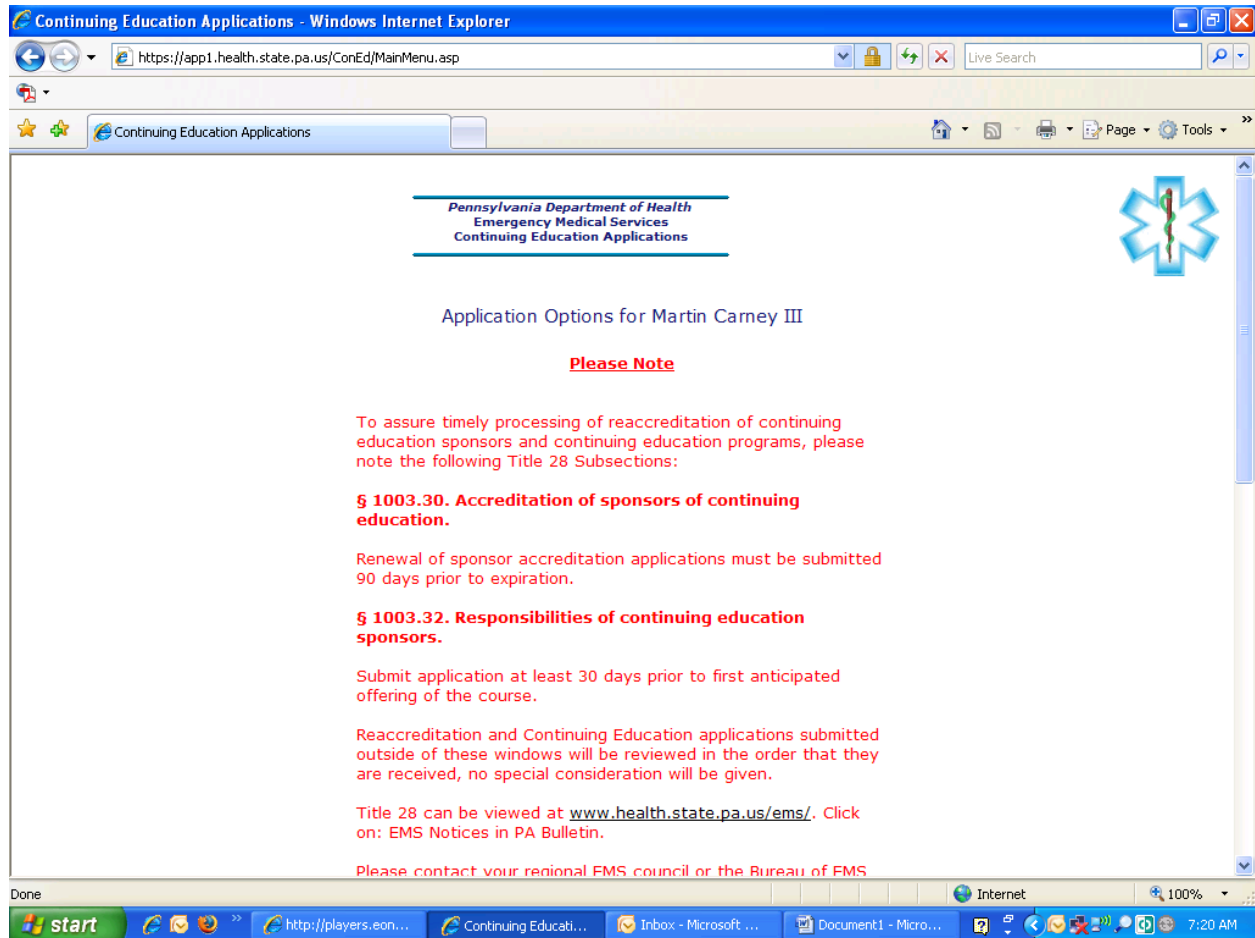


From this screen, you will have many options. A general EMS Practitioner can:

1. View Continuing Education classes that are going to be held.
2. View his/her Continuing Education Status Report.
3. If allowed to do so from their EMS Service Manager, submit EMS Licensure Application Electronically.


To view Continuing Education Classes that are being held:

1. Click on the hyperlink "Continuing Education/Certification Course Applications". This will take you to another screen that will look like the one below.



The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://app1.health.state.pa.us/ConEd/MainMenu.asp>. The page content is as follows:

**Pennsylvania Department of Health
Emergency Medical Services
Continuing Education Applications**



Application Options for Martin Carney III

Please Note

To assure timely processing of reaccreditation of continuing education sponsors and continuing education programs, please note the following Title 28 Subsections:

§ 1003.30. Accreditation of sponsors of continuing education.

Renewal of sponsor accreditation applications must be submitted 90 days prior to expiration.

§ 1003.32. Responsibilities of continuing education sponsors.

Submit application at least 30 days prior to first anticipated offering of the course.

Reaccreditation and Continuing Education applications submitted outside of these windows will be reviewed in the order that they are received, no special consideration will be given.

Title 28 can be viewed at www.health.state.pa.us/ems/. Click on: EMS Notices in PA Bulletin.

Please contact your regional EMS council or the Bureau of EMS

The browser's taskbar at the bottom shows the Start button, several open applications (including a player and an inbox), and the system clock indicating 7:20 AM.

Now scroll down this page until you see the following information on the left side of the screen. Your screen will look almost (but not exactly) like the following:

The screenshot shows a Windows Internet Explorer browser window titled "Continuing Education Applications". The address bar shows the URL "https://app1.health.state.pa.us/ConEd/MainMenu.asp". The page content includes a red notification at the top: "Please contact your regional EMS Council or the Bureau of EMS with any questions." Below this, there is a navigation menu on the left and a main content area on the right. A red arrow points to the "Search:" section of the menu.

Search:

- [Search for CLASSES being held.](#)
- [Search for COURSES](#)
- [Search for Regional EMS Councils](#)
- [Search for Sponsors and Training Institutes](#)
- [General User Search](#)

View

- [View your user settings](#)

Complete:

- [Register a new CONTINUING EDUCATION class](#)
- [Register a new CERTIFICATION class](#)
- [Create a New Course Application](#)

Manage:

- [Sponsors and their Users](#)
- [My Regional EMS Council Information and Users](#)

Help:

- [On-Line Help](#)

Log out:

Your In-Box (Items someone routed to you.)
There are no items in your in-box.

Your Work Folder (Items you haven't routed to anyone yet.)
There are no items in your work folder.

New items for your Regional Council (Items not yet claimed by anyone at the council.)

Sent	Item	Sent From	Notes
There are no unclaimed items for the Regional Council.			

On the left side of the screen, click on the hyperlink **"Search for CLASSES being held"**. When you click on this hyperlink, the following web page should come up:

The screenshot shows a web browser window titled "Class Search: PA Dept of Health EMS Office - Windows Internet Explorer". The address bar shows the URL "https://app1.health.state.pa.us/ConEd/ClassSearch.asp". The page content includes the following elements:

- Header:** Pennsylvania Department of Health Bureau of Emergency Medical Services. Note: When entering search criteria, if less information is specified, more results will be returned.
- Section:** Class Search
- Buttons:** "Search Now" and "Clear Form".
- Form Fields:**
 - Type of Class: Radio buttons for "Continuing Ed.", "Certification", and "Both" (selected).
 - Con. Ed. Course Number: Text input field with "(Assigned by DOH)" below it.
 - Con. Ed. Course title: Text input field with "(enter a word or phrase that appears in the title)" below it.
 - Certification Course Code: Dropdown menu.
 - Classes starting between: Two text input fields with "and" between them, and "(Only future classes are returned unless you enter specific dates here)" below.
 - County where the course is being held: Dropdown menu.
 - Region where the course is being held: Dropdown menu.
 - Class Number: Text input field with "Monitor Assigned Class Numbers" and "(Assigned by Regional Council)" below it.
- Extra search options:**
 - Include only approved classes? "Yes, only approved classes" (dropdown).
 - Output results to: "Screen" (dropdown).
 - Show total count only:

To search for classes, you may input as much as you want to narrow your search. For Example, if I want to see all of the Continuing Education Classes for Erie County I will do the following:

1. Click on the radio button "Continuing Ed" for the Type of Class
2. Select "Erie" from the dropdown list under "County where the course is being held".
3. I will now click on the "Search Now" button at the top of the web page.

You should now have a list of Continuing Education classes that are being held in Erie County displayed on your screen.

To view my Continuing Education Status Report:

1. Login into the EMS EPortal as you normally would.
2. Click on the hyperlink "Emergency Medical Services Registry System (EMSRS)".



Note: Due to Practitioner Information being viewable, we cannot provide screen shots for the following steps.

3. After you click on the EMS Registry System hyperlink, you should be looking at your profile. Your profile will include your full name, address, date of birth, certification number, etc.
4. Scroll down this page until you see a button labeled "Print Status Report".
5. Click on the "Print Status Report" button to have your Continuing Education Status Report generated by Adobe Acrobat Reader. If you do not have Adobe Reader, please download a free copy from www.adobe.com