

Revised 5/2018

2018 Train the Trainer Series 1



2018 Train the Trainer Series

Creating an Initial Secure Account







Who Needs an Account?

If you're a first time applicant for Emergency Medical Care Technician "EMCT" certification, you must create an account with the Bureau and have it activated by the Bureau certification staff to begin the application submission process.







What is an EMCT?

Think of it like this - the term EMCT is the house and EMCTs are the people in that house with the titles of:

- **EMCT "EMT"**
- **EMCT** -"AEMT"
- EMCT "Intermediate-I-99" (EMT I-99) (Current certified I-99 only)
- **EMCT-** "Paramedic"

Collectively, they are considered **Emergency Medical Care Technicians.**









Who Else Needs an Account?

If you are a first time user as an organizational coordinator who is regulated by the Bureau, you must create an account with the Bureau and have it activated by Bureau staff to begin accessing the secure features available.







How do we get started?

Before you move forward to register and create your account, you should take the time to develop and write down on a piece of paper a unique Login ID and Password as you will need to enter the password when you proceed to the next screen. Your password must be a mix of numbers, symbols, upper and lower case letters (at least one of each), and between 8 to 20 characters in length. The symbols accepted by the system are the symbols on the number keys 1 through 0. If any other symbols are used, the system will not accept it.







When Will My Account Be Activated?

Once your request for an account is received at the Bureau, it must be activated by Bureau staff before you can have access to secured information which includes the application submission process.

Bureau staff will review your request during normal business hours (M-F, 8-5) excluding weekends and state holidays. Therefore, the approval turn-a-round time is estimated to be between 8 to 72 hours.









Once Approved, What Features Will Be Available To Me?

- Submit certification applications
- Request certification renewal extensions
- Apply to make a name change
- Update your email address
- Update your contact information with the Bureau









When you're ready, follow these steps:









Step 2:

On the Automated Online Services page, click on: "Register."

Welcome to the Bureau of EMS and Trauma System Automated On-line Services website

The Bureau has automated the certification process which offers more coordinated, reliable and convenient services to Emergency Medical Care Technician's throughout the state which is consistent with the mission of the Bureau *To protect the health and safety of people requiring emergency medical services and promote improvement in Arizona's EMS and trauma system*

The Bureau provides several on-line services for the public and EMS community using a web-based automated system:

- Use the EMCT Profile Search feature below to search for any existing Emergency Medical Care Technician (EMCT); or
- If you are enrolling in an Arizona training course and need to Activate a user account as a trainee in an approved course; or
- If you are a currently certified EMCT in Arizona (or will be applying) you may Login and use this site to submit a recertification renewal application for any
 offered level of Emergency Medical Care Technician (which includes EMT; Advanced EMT; EMT-I'99; or Paramedic)
 - Before you can login, please Register a login account for this website (if you have not already done so)

Search EMCTs	enter your search criteria
First Name Last Name Arizona Certification Number	
	Clear Search







Next; Review the Introduction:

Step 3: When ready, select "Continue Registration".

What is this Site? web site is a secure and encrypted system managed by The Bureau of Emergency Medical Services and Traum regency Medical Care Technicians ("EMCT"), regulated Arizona EMS organizations, and Emergency Medical Care acertification. Who manages this site? Bureau of Emergency Medical Services and Trauma System (Bureau), an arm of the Arizona Department of Heat Who should register for this site? Station is required for EMCTs, coordinating members of emergency service provider organizations and coordination is required for EMCTs.	a System. It is restricted to Arizona a Technician applicants requesting
web site is a secure and encrypted system managed by The Bureau of Emergency Medical Services and Traum rgency Medical Care Technicians ("EMCT"), regulated Arizona EMS organizations, and Emergency Medical Car Who manages this site? Bureau of Emergency Medical Services and Trauma System (Bureau), an arm of the Arizona Department of Hea Who should register for this site?	a System. It is restricted to Arizona Technician applicants requesting
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Bureau of Emergency Medical Services and Trauma System (Bureau), an arm of the Arizona Department of Hea Who should register for this site? stration is required for EMCTs, coordinating members of emergency service provider organizations and coordina	Ith Services
Who should register for this site?	
stration is required for EMCTs, coordinating members of emergency service provider organizations and coordina	
incations, registration with this site is subject to vehication by the Bureau staff before logon access will be enable nal access is not provided to the general public.	tors of EMCT certification training led.
Do I need any documents ready before I begin the registration pro	ocess?
If you wish your identification card to display your photograph, or you are a coordinator for an Arizona regulated ining program, you will need to have the photograph or organizational logo saved on your computer. You will be go during the registration process.	emergency service provider organization prompted when to attach the photograph
Account Password (important!)	
re you move forward to register and create your account, you should take the time to develop and <u>write down</u> <u>que password</u> as you will need to enter that password twice when you proceed to the next screen. Your us pols, upper and lower case letters (at least one of each), and between 8 and 20 characters in length.	n on a piece of paper a er password must be a mix of numbers,
	Cancel Continue Registration
	-







Next; Role & Organization Information

Step 4: This page only has one dropdown menu and is designed to establish what your role will be in the system. You have three choices:

- EMCT
- Trainee
- Organizational Coordinator



Role and Organization Assignments Assigned Role * Select Role	
	Previous Next
Discard/Cancel Account	
Steps remaining in creating this account:	
User Role and Assignments Logon Credentials Finalize New Account	





Next; Name & Profile Image:

Step 5: Enter your "legal name", as this will be the official name used on all future certificates, and certification cards for EMCTs.

If you wish to have your photo inserted on your certification card, simply click on the **"Browse"** button to upload an appropriate photo from your computer.









Account Photo Information

If you wish to include a photograph on an EMCT certification card, you must have the photo in the form of a JPEG or compatible format and up-load it into your EMCT account under the profile section. The photo should be of yourself only and taken from your shoulders up. Please do not wear sunglasses or caps that cover your face. The photo should be as the photo used on a Driver License. If the photo is not an acceptable photo, it will be replaced with a "Photo Not Available" image.

Organization Coordinators only, are welcome to upload their corporate logo which will be displayed on their account screens.



The Bureau Does Not Take Photos.







Next; Name & Profile Image Errors:

If you receive an error based on an improper entry of information, you will see that the field changes to **red** and the requirements for that field are displayed for your review.

Sater a Name and Prof	ile Image	
First Name *		
	The First Name field is required.	
Initials		
Last Name *		
	The Last Name field is required.	
Suffix		
Profile Image	Browse	
		Next







Next; Personal Identifying Information:

Step 6: This page collects your personal information and once sent to the Bureau it is encrypted.

Current email addresses are very important as this will be the primary method of Bureau communication with all certificate holders.

SSN / TIN *		
Gender *	Malo 💌	
Phone Number *		
Phone Number Type "	Home	
Extension		
Email Address *		
Confirm Email *		
		Previous Next
scard/Cancel Account	reating this account:	Previous Next
scard/Cancel Account Steps remaining in co	ceating this account:	Previous Next
scard/Cancel Account Steps remaining in co	reating this account:	Previous Next
Steps remaining in co	reating this account:	Previous Next
scard/Cancel Account Steps remaining in co Additional Personal De User Role and Assignme Liser Role and Assignme	ceating this account: tails	Previous Next
scard/Cancel Account Steps remaining in co Additional Personal De Steps Rele and Assignme Logon Credentials Finalize New Account	ceating this account: tails	Previous Next







Next; Address Information:

Step 7: Place the address type and contact information where you wish to have all official Bureau mail sent.

Use the **Address #2** for apartment, suite, and mail drop numbers only.

Address Type	Select Address 💌	
Addr 1 *		
Addr 2		
City *		
State *		
The Code *		
۲۱p Code *		
Zip Plus		
		Previous Next
		Next
Discard/Cancel Account Steps remaining in or	eating this account:	
Discard/Cancel Account Steps remaining in co	eating this account:	
Discard/Cancel Account Steps remaining in co Address Additional Personal Deta Ligar Role and Accimponent	eating this account:	
Discard/Cancel Account Steps remaining in co Address Additional Personal Deta Additional Personal Deta Logon Credentials	eating this account:	
Discard/Cancel Account Steps remaining in co Address Additional Personal Deta User Role and Assignment Logon Credentials Finalize New Account	eating this account:	







Next; User Name & Password Information:

Step 8: This page allows the user to establish his/her own username and password.

Please	nick out a unique logon username and a secure naseword. You will use these whenever you need to log into this site
	pick out a unique logon username and a secure password. Tou will use these whenever you need to log into this site.
(do not share your passwor	d with anyone, including the Proxy who manages your Organization; they can manage your account without needing to login with your credentials).
Login	
20911	
Login Passwo	vd *
Confirm Passwo	rd *
Please make sure to provide us wit corrections needed on any of your	h an email address that you actively use. We will use it to inform you of time-sensitive information (such as an expiring Certificate or to alert yo Applications). This is also the means by which you can reset your account password in case you forget it and forget the answer to your challer
	question above.
Email Addre	se*
Email Addre	SS *
Email Addre Confirm Em	ss *
Email Addre Confirm Em	iss *







Next; User Name & Password Error Example:

If you receive an error based on an improper entry of information, you will see that the field changes to **red** and the requirements for that field are displayed for your review.

Remember, your password must be a mix of numbers, symbols, upper and lower case letters (at least one of each), and between 8 to 20 characters in length. The symbols that work with the system are the symbols on the number keys 1 through 0.

Inter Username and Password	
Please pick	out a unique logon username and a secure password. You will use these whenever you need to log into this site.
(do not share your password with	anyone, including the Proxy who manages your Organization; they can manage your account without needing to login with your credentials).
Login Id * Login Password *	Sunshine
Confirm Password *	Must be a mit of numbers, symbols, upper and lower case where (at least one of each)
Please make sure to provide us with an corrections needed on any of your Appl	email address that you actively use. We will use it to inform you of time-sensitive information (such as an expiring Certificate or to alert y ications). This is also the means by which you can reset your account password in case you forget it and forget the answer to your chalk question above.
Email Address *	sunshine@yahoo.com





Account Finalizing Review Screens

The following set of screens allows the applicant to review the information prior to it being submitted to the Bureau for review and approval of an initial account; it is **not** an application.

 If you need to make a correction, click on the "Change Name" button to modify the photo or name being submitted.

ne Address De	tails Role Assignment	Logon Credentials		
Name				
	MaryAnn Public			
				Change Name
			Discard / Cano	Submit

Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS System Account Finalizing Review Screens

The following set of screens allows the user to review the information prior to it being submitted to the Bureau for review and approval of an initial account; it is **not** an application.

If you need to make a correction, click on the "Change Address Details" button to modify the information being submitted.

ame Addr	ess Details	Role Assignment	Logon Credentials	
Address	Home Addr	ess 102254 S Glen	54	
Home Address 102254 S. Glen St. Glendale, AZ 85044				
				Change Address

Account Finalizing Review Screens

The following set of screens allows the user to review the information prior to it being submitted to the Bureau for review and approval of an initial account; it is **not** an application.

Notice the Social Security
 Number has been hidden. If
 you need to make a correction,
 click on the "Change Personal
 Details" button to modify the
 information being submitted.

e Address Details Role Assignment	Logon Credentials	
Date of Birth 01/09/1994		
Gender Female Military Veteran No Phone Number Type Home		
Phone Number (602) 335-5445		
		Change Personal Details
		Discard / Cancel Submit

Account Finalizing Review Screens

The following set of screens allows the user to review the information prior to it being submitting to the Bureau for review and approval of an initial account; it is **not** an application.

If you need to make a correction, click on the "Change Role Assignment" button to modify the information being submitted.

Iame Address Details	Role Assignment Logon Cr		
Role Assigned Role(s	емст	~	
			Change Role Assignment

Account Finalizing Review Screens

The following set of screens allows the new user to review the information prior to it being submitted to the Bureau for review and approval of an initial account; it is not an application.

If you need to make a correction, click on the "Change Logon Credentials" button to modify the information being submitted.

Logon Credentials]		
	Login Id MarryAnn121	2	
	mali Address <u>MaryAnnigya</u>	noo.com	
			Change Logon Credentials

Account Finalizing Review Screens

Once you are satisfied with the information being accurate, all you need to do now is click on the **"Submit"** button and the information will be sent to Bureau certification staff for review and activation.

Once the account is activated, the individual may complete and submit an application.

lame	Address	Details	Role Assignment	Logon Credentials			
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			biue biru				
						C	hange Name
-	_	_					6.0
							1
						Discard / Cancel Su	bmit
	Bureau	of Emergency M	ladical Services & Trauma S	/stem Arizona Department of Health Servic	es Copyright © 2018		

It is very Important to keep email addresses up to date for an account. The Bureau will send out messages related to your account, applications submitted, changes to your certification, and training opportunities provided solely for the Arizona EMS Community.

Please feel free to contact the Bureau's certification main number for assistance during normal State of Arizona business hours (M-F, 8-5):

Certification Main Number 602-364-3150

Toll Free (800) 200-8523

Maria Dominguez, Manager

Kathleen Rodriguez, Customer Service Representative

*During normal business hours, excluding state holidays and weekends.

