



# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System

2014

Train the Trainer  
Series  
12



2014

Train the Trainer  
Series  
12

## The Secure Account Registration Process





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



### 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:

- ▶ **Emergency Medical Technician “EMT”**
- ▶ **Advanced Emergency Medical Technician “AEMT”**
- ▶ **Emergency Medical Technician I-99 (EMT I-99)**
- ▶ **Paramedic**

Collectively, they are considered Emergency Medical Care Technicians



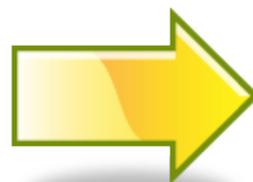
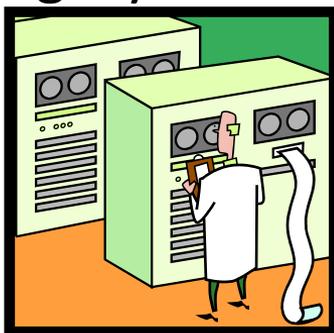


## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



**Existing EMCT Certificate Holders Already Have An Account!**

Prior to the system being activated, the Bureau entered over 25,000 pre-approved user accounts using information obtained from the Bureau's legacy database:





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If you have:

- **Current Arizona EMCT certification; or**
- **Expired within the last 2 years; or**
- **Are Inactive for 2 years past expiration**

Your User account was moved into the new secure, encrypted, on-line EMS system.



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### Account Image Information

If you wish to include a photograph on an EMCT Certification Card, the individual must have the photo in the form of a JPEG or compatible format and up-load it in the account section of the Bureau system.

Organizations will also be welcome to upload their corporate logo which will be displayed on their account screens.



**The Bureau Does Not Take  
Photo's at the Bureau Offices**



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



Before you begin any new on-line application process, you must have any of these document's already electronically scanned and saved to the computer you are using to complete the on-line application, as you may need to attach them during an application process.



- ✓ **Appropriate Photo You Wish To Place On Your Certification ID Card**
- ✓ **Right To Work Documentation, Such As A Birth Certificate or Passport**
- ✓ **Training Certificate of Course Completion (if Needed)**
- ✓ **Criminal Conviction Documents For Each Conviction, Sign By The Judge**
- ✓ **Regulatory Action Documentation Related To Any Adverse Action**



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



Since you're already in the new system follow these steps:

**Step 1:** Simply go to  
[www.azdhs.gov/bems](http://www.azdhs.gov/bems)  
On the left side of the  
Bureau Web Page  
Select:

**“Online Services”**

Arizona Department of Health Services  
Health and Wellness for All Arizonans

Home About News A to Z Index Contact En Español Enter Search Term(s)

Public Health Preparedness Home  
Bureau of Emergency Medical Services & Trauma System Home  
Online Services  
News & Publications  
Bureau Graph Gallery  
EMCT Certification  
Training Program  
Ambulance Program  
EMS Investigations  
Community Paramedicine  
ALS Base Hospitals  
AZ SHARE  
Trauma Programs  
Data & Quality Assurance  
EMS Advisory Groups  
Regulatory References  
Drug Profiles  
Additional Resources

Bureau of Emergency Medical Services & Trauma System  
Bureau System Strategic Plan  
1 - A Four Part Series by Will Humble, ADHS Director  
Services and Trauma System Strategic Plan

 Learn how to obtain any level of EMCT certification in Arizona EMCT Certification	 Emergency Medical Technician (EMT) training courses Training Program	 Regulatory information about air and ground ambulance companies Ambulance Program	 Actions against Emergency Medical Service providers EMS Investigations
 Certification of Advanced Life Support (ALS) base hospitals Base Hospitals	 Designation of Arizona trauma centers at varying levels Trauma Programs	 Data from designated trauma centers and EMS agencies Data & QA	 Our public advisory councils, committees, and boards EMS Advisory Groups



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



Even if you have current Arizona certification, you need to enter the new system through the registration process to allow the Bureau to capture current information for your existing account and next certification card.

As you enter your information the first time, the system is looking up your existing account information and changing the existing information to the most current which you are providing.





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By entering the system through the registration door, existing Certificate Holders are provided the opportunity to set their own user or log-in name and establish their own password.

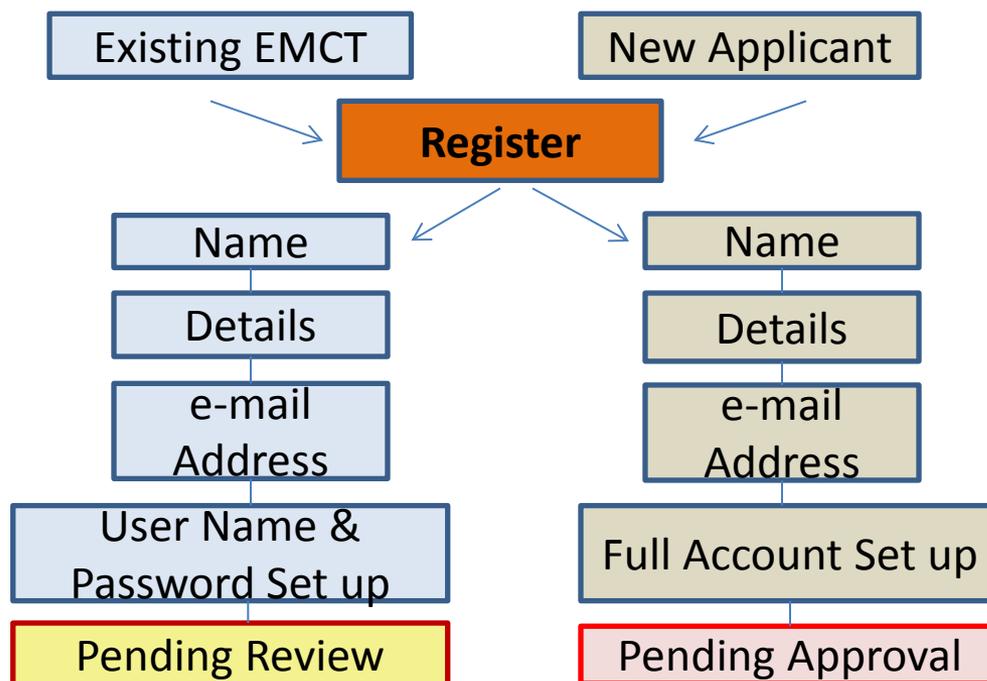




# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



## The Registration Process

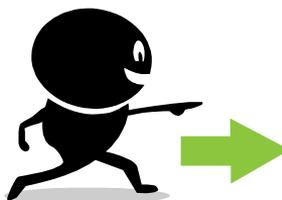




# Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



OK, Lets  
Begin



Arizona Department of Health Services  
Health and Wellness for All Arizonans

Search AZDHS

Home Contact EMCT Profile Search Login

Division of Public Health Services  
Bureau of Emergency Medical Services & Trauma System

Register

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

The Bureau has provided several on-line services for the public and EMS community using a web-based automated system.

- Use the **EMCT Profile Search** feature found at the top or left side to perform a certificate profile search for an Emergency Medical Care Technician.

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; promote improvements in Arizona's EMS and trauma system.

- Use the **Login** feature below if you are currently certified in Arizona, as you are already a registered user for this system. Once logged in you will be able to submit a recertification renewal application for any offered level of Emergency Medical Care Technician which includes EMT; Advanced EMT; EMT-199; or Paramedic.
- Use the **Register** feature to become a registered user and submit an application for several offered levels of Emergency Medical Care Technician which includes EMT; Advanced EMT; or Paramedic.

Login Prompt

Logon Name \*

Logon Password \*

Not a registered user? [Register](#)

Forgot your password? [Reset Password](#)

Login

Click on either  
Register Buttons





# Bureau of EMS and Trauma System

## Secure, Encrypted, On-Line EMS Services System



Next, Read the pre-instructions before you begin so you have everything you will need!

When ready, click on Continue Registration

Registering For The EMS Site

**What is this Site?**

This web site is a secure and encrypted system; it is restricted to Arizona Emergency Medical Care Technicians ("EMCT"); regulated Arizona EMS organizations and Emergency Medical Care Technician applicants requesting Arizona certification. A user must create an account and be approved by Bureau staff in order to enter the secure environment.

**Who manages this site?**

The Bureau of Emergency Medical Services and Trauma System (Bureau), an arm of the Arizona Department of Health Services.

**Who should register on this site?**

Registration is required for EMCTs, coordinating members of emergency service provider organizations and coordinators of EMCT certification training organizations. Registration with this site is subject to verification by the Bureau staff before logon access will be enabled. Internal access is not provided to the general public.

**Do I need any documents ready before I begin the registration process?**

Yes, if you wish your identification card to display your photograph, or you are a coordinator for an Arizona regulated emergency service provider organization or training program, you will need to have the photograph or organizational logo saved on your computer. You will be prompted when to attach the photograph or logo during the registration process.

**Important!**

**Account Password**

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 password as you will need to enter that password twice when you proceed to the registration screen. Your user password must be a mix of numbers, symbols, upper and lower case letters (at least one of each), and 20 characters in length.

Cancel Continue Registration





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



First we start with your Name,  
and this is where you would  
attach the Photo you wish to  
be attached to your  
Certification Card (**Photo Not  
Required**)

When Ready Click “Next”

Enter a Name and Profile Image

PHOTO NOT AVAILABLE

First Name \* Sally

Initials

Last Name \* Public

Suffix

Profile Image C:\Users\andersro\Pictur Browse...

Next

Discard/Cancel Account

Steps remaining in creating this account:

- ✓ Name
- ⚠ Additional Personal Details
- ⚠ Address
- ⚠ User Role and Assignments
- ⚠ Logon Credentials
- ⚠ Finalize New Account





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



Next, enter your current up-to-date personal information.

This is helping the system find your existing account.

When Ready Click “Next”

Enter additional Personal Details

Date of Birth *	12/17/1995
SSN / TIN *	222-88-6666
Gender *	Male
Phone Number *	(602) 607-3471
Phone Number Type *	Home
Extension	
Email Address *	andersro@azdhs.gov
Confirm Email *	andersro@azdhs.gov

Discard/Cancel Account

Steps remaining in creating this account:

- ✓ Additional Personal Details
- ⚠ Address
- ⚠ User Role and Assignments
- ⚠ Logon Credentials
- ⚠ Finalize New Account

Next



## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



Now, you have the opportunity to create your own unique Log-in user name and Password.

User Name must be at least 8 characters long

Password must be

The screenshot shows a registration form titled "Enter Username and Password Info". It includes the following fields:

- Login Id \***: Text input containing "SallyPublic15".
- Challenge Question \***: Dropdown menu with "In what city were you born?" selected.
- Challenge Answer \***: Text input containing "Phoenix".
- Login Password \***: Password input field with masked characters.
- Confirm Password \***: Password input field with masked characters.

Below the form is a "Next" button, which is highlighted by a green arrow pointing from a cartoon character. At the bottom of the form, there is a "Discard/Cancel Account" button and a progress indicator showing "Steps remaining in creating this account:" with two steps: "Logon Credentials" (marked with a green checkmark) and "Finalize New Account" (marked with a yellow warning triangle).





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



You're now at the final screen which allows you to review the information you have provided.

You can click on each tab to view your responses.

When ready, click on the "Create Account" button

Finalize this New Account

Name Address Details Role & Assignments Logon Credentials ←

Name

 Sally Public

Change Name D...

Discard/Cancel Account Create Account





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



If the system found your account information, you will see a red message appear here indicating that your account has been accepted and is being reviewed by Bureau staff to activate for the first time.

Arizona Department of Health Services  
Health and Wellness for All Arizonans

Search AZDHS

Home Contact EMCT Profile Search Login

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Login Prompt

Logon Name \*

Logon Password \*

Login

Not a registered user? [Register](#)

Forgot your password? [Reset Password](#)





## **Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System**



Once Bureau staff reviews your photograph and personal information for accuracy, your account will be activated and you will have access from any computer with internet access.

It will be your responsibility to maintain accurate information in your account from that point forward or you may miss important messages related to your certification.

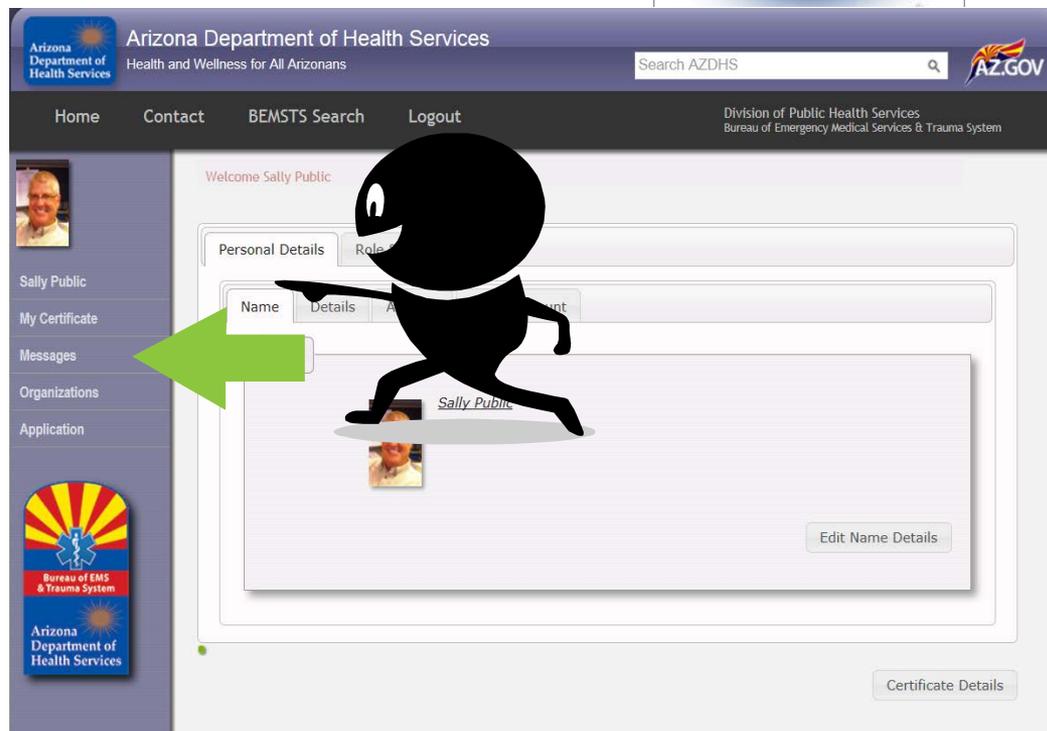




## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



The new system not only sends messages to your email address, but duplicates it in a secure message center inside your account.





## Bureau of EMS and Trauma System Secure, Encrypted, On-Line EMS Services System



It is very Important to Keep email addresses for an account up to date, as 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.

Future versions of the Web-Based system will introduce a secure message center inside the secure environment which can be accessed from any computer.

