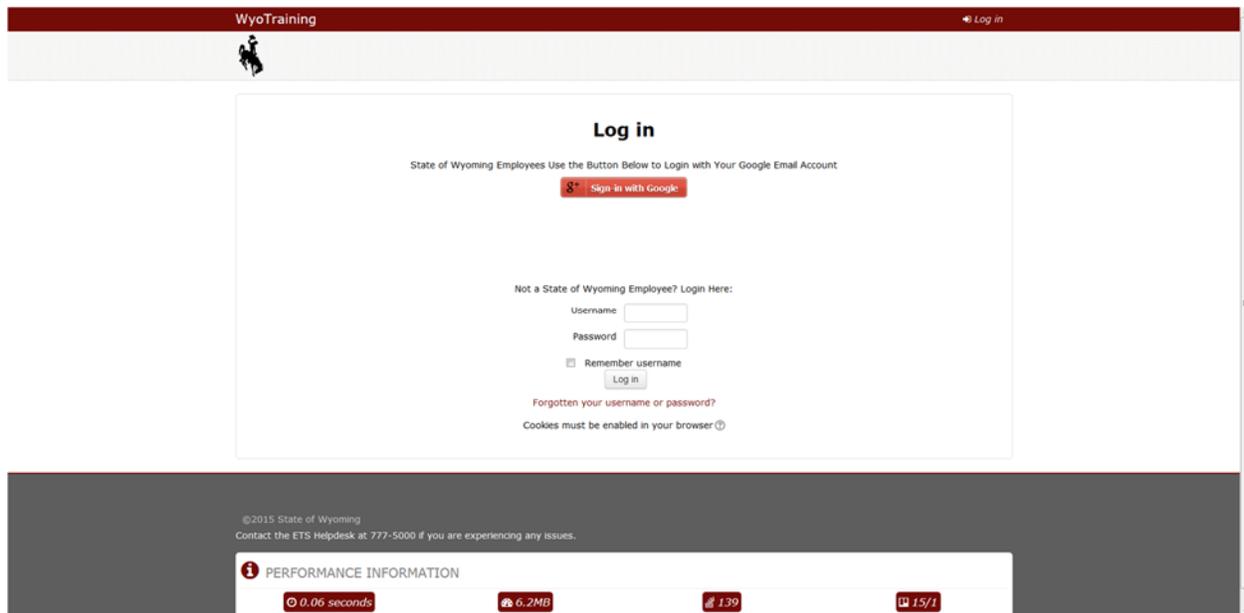ONLINE WYOMING EMS TRAINING INSTRUCTIONS

Website: www.wyemstraining.com

Logging in: Video Tutorial at: (HERE)

When you first receive your log in information it will be delivered via the email registered to your account in the Online Licensure System.
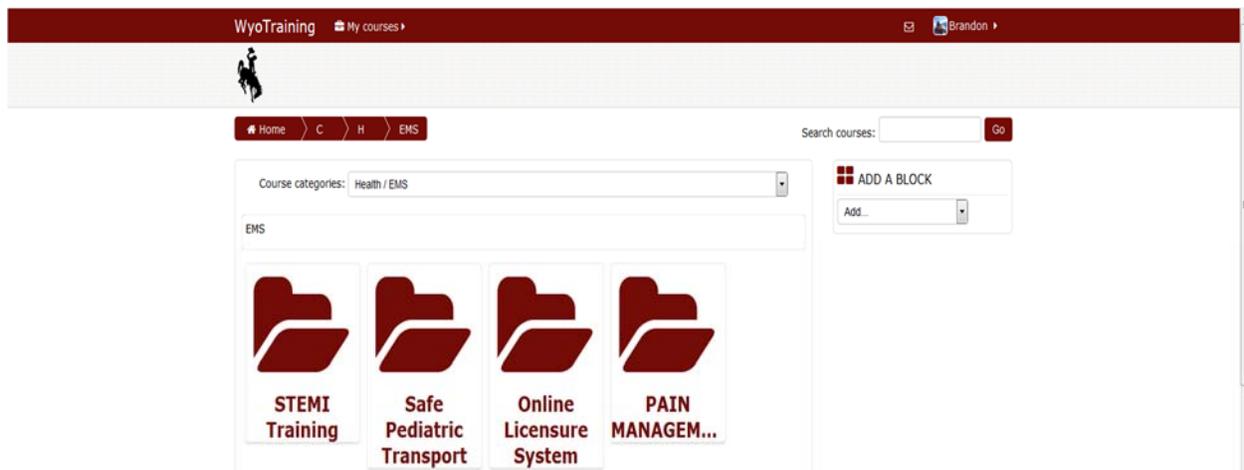
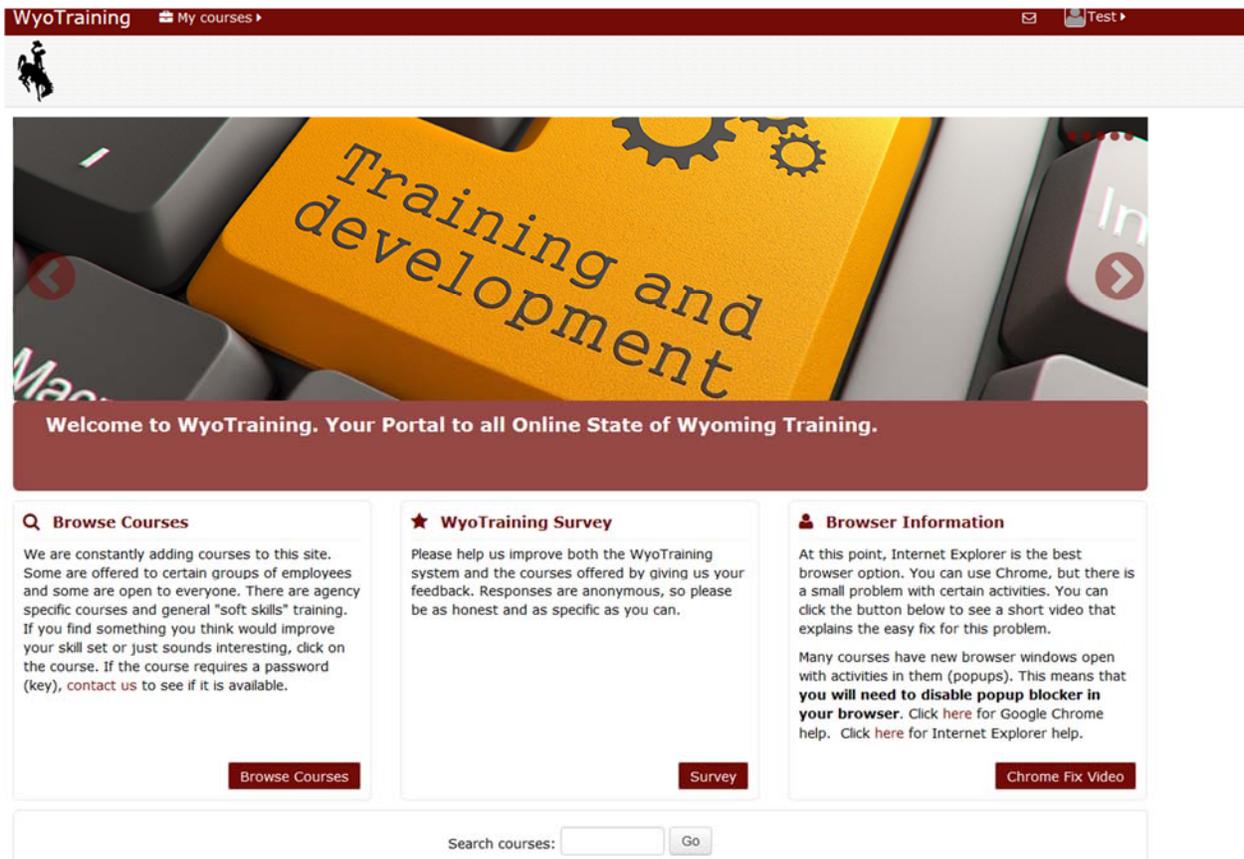Unless you have a wyo.gov address, you will log into the area where it says "Not a State of Wyoming Employee?"

Post log in:

You should see this screen, although it will have various folders present depending on when you log in.

If you see a screen that looks like:

You can either:

Click on "Browse Courses", then "Health", then "EMS"; OR

Enter the address you originally went to:
(http://wyotraining.wyo.gov/course/index.php?categoryid=58)

First Steps:

Video Instruction: ([HERE](#))

In the top right corner you will see your name. Hover your mouse over your name and then hover over preferences. Here you can change your password among other things, but the most important thing for you to do here is CLICK ON EDIT PROFILE.

Scroll to the bottom and click "OPTIONAL"

On the section marked ID Number enter your License number that appears on your State issued card. Do not use any letters, only numbers. **THIS IS HOW YOU WILL RECEIVE CREDIT FOR THE COURSE.** If your ID number does not appear in the system, you will not receive any CE or credit for attending courses. Click Update profile.

Now you can go back in this section if you choose, and enter any additional information about yourself. Keep in mind that your fellow students will be able to see it though.

Selecting a course:

Video Instruction (HERE)

All EMS providers who have access to the Moodle site may take any course they wish. Some may be geared to different levels of provider, or different roles. The intended audience will be clearly detailed in the course information page once you click on it. For these instructions we are going to select the pain management course. Click on the Pain Management folder and you will see this screen.
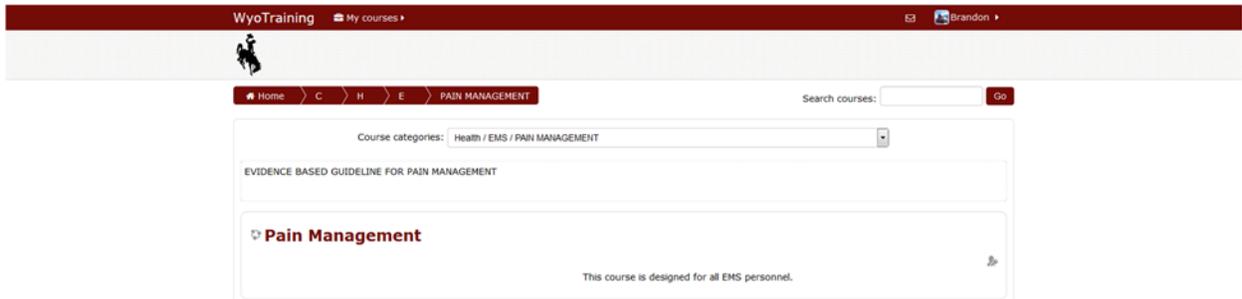
ENROLLMENT KEYS:

Before starting any course, you must first enroll. The purpose of this is to keep the gradebook organized. Your enrollment key for the courses are based on your license level. The enrollment keys are always in ALL CAPS. They are
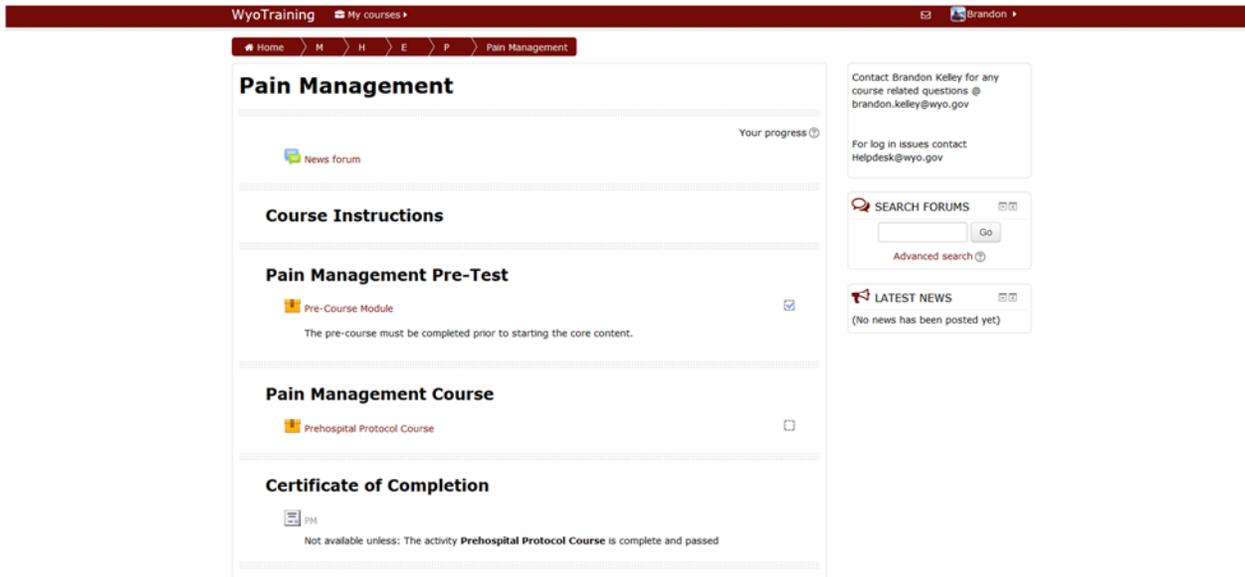
EMR, EMT, AEMT, IEMT, PMDC, RN, MD, OTHER. In its respective category, entering this enrollment key will enroll you in the class, and keep you sorted in the gradebook with others of your license level.
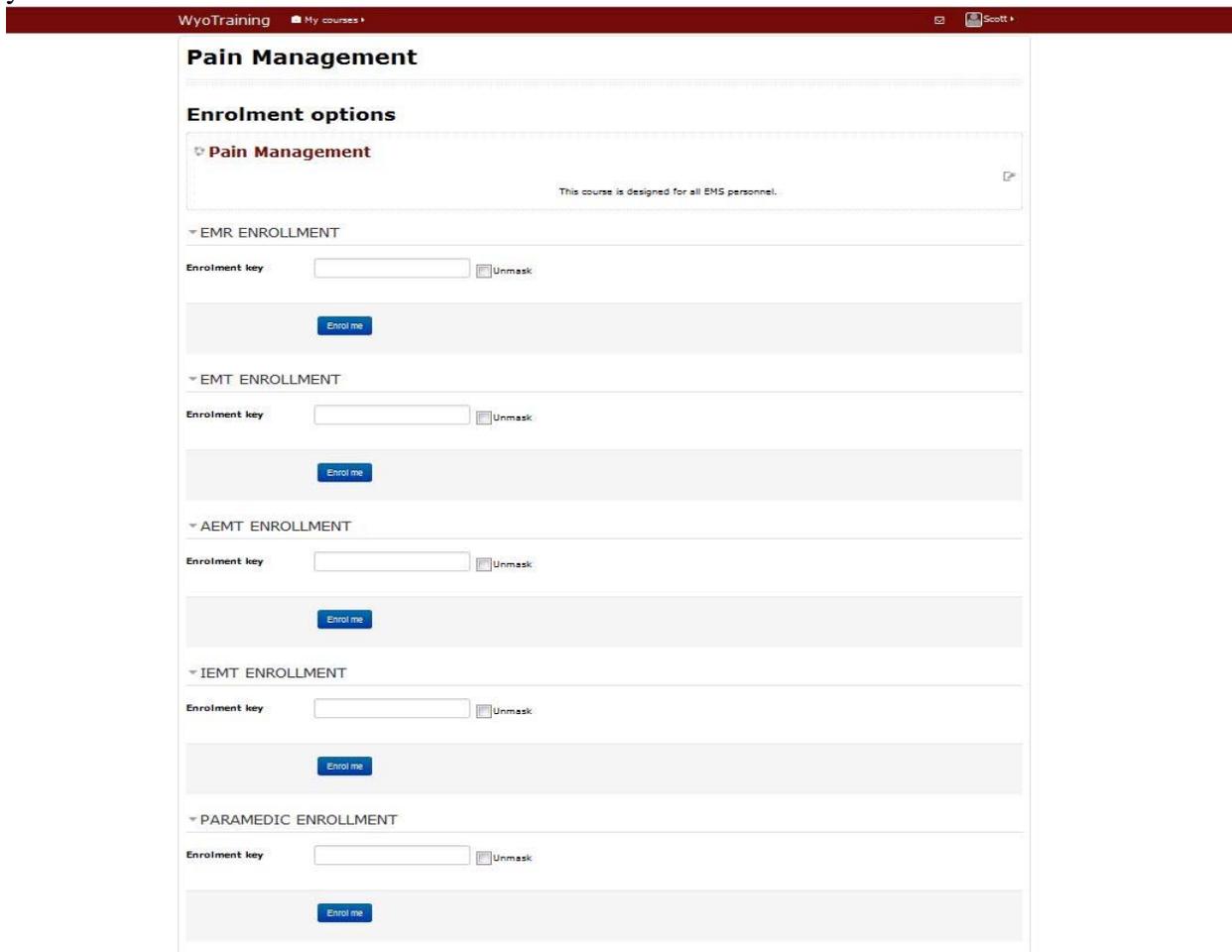
Course Navigation:

Video instruction: (HERE)

This picture below generally represents what a course looks like inside the Online Learning site. Some will be more complex, others will be only one or two items.

Instructions for how to get help will be on the right side. Beside each thing you must interact with to complete a course is a box that looks like: ⬚ Once you have completed the required tasks in that section the box will change to: ☑ Once all of the boxes have checks, you will have completed the course and will be able to generate yourself a certificate for credit.

Taking courses:

A good rule of thumb is that each part of the course is important, but the items with checkboxes are critical for completion of the course. All you have to do is click on the different parts and complete the various activities until you have checked all the boxes.

Printing Certificates:

Once all blocks are checked, you are ready to print your proof of completion document. Simply click on the certificate section. Most of the time the certificate will be automatically emailed to you once you tell the system you are ready for your certificate. Sometimes you will have to print it, but if you just follow the instructions on the page you will know for sure.

Skipping content:

These courses are designed to deliver training to you at your convenience. The system monitors your activities in the course and provides feedback on your completion of the tasks outlines in

the course. It is important that you give the same kind of attention to this material that you would give in an in-person course. Skipping through slides will not only cause you to perform poorly on exams in the courses, but will also be noted by the system and displayed to the administrators on review. These courses take a lot of time to produce, and cheating will result in denial of credit and potentially removal from the system entirely.