

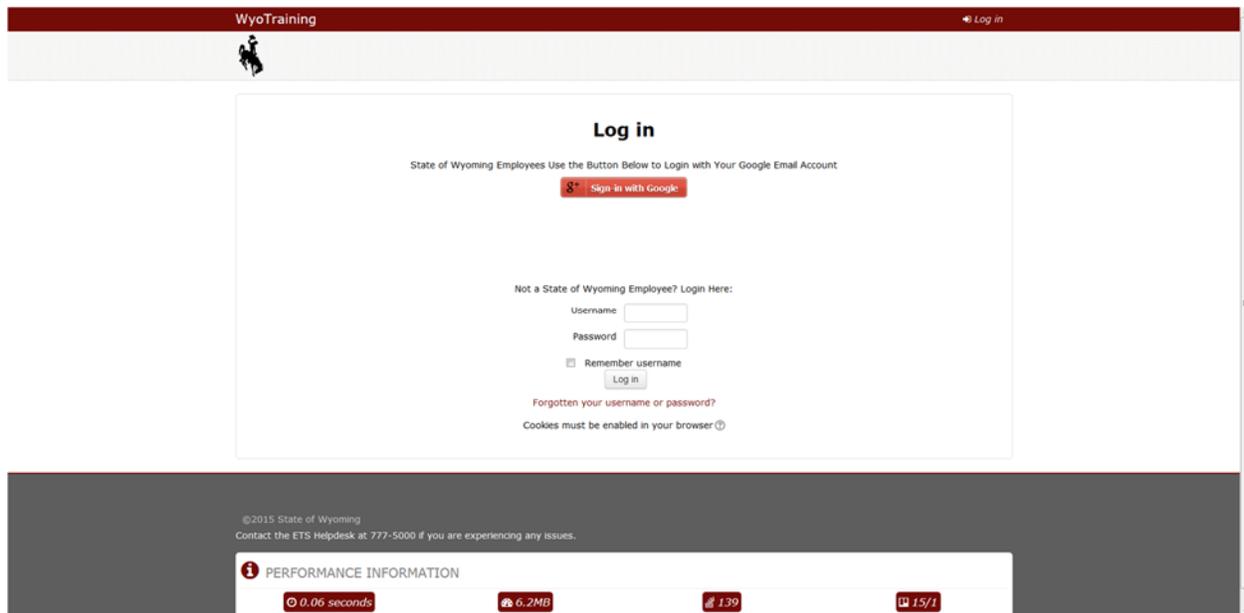
ONLINE WYOMING EMS TRAINING INSTRUCTIONS

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.

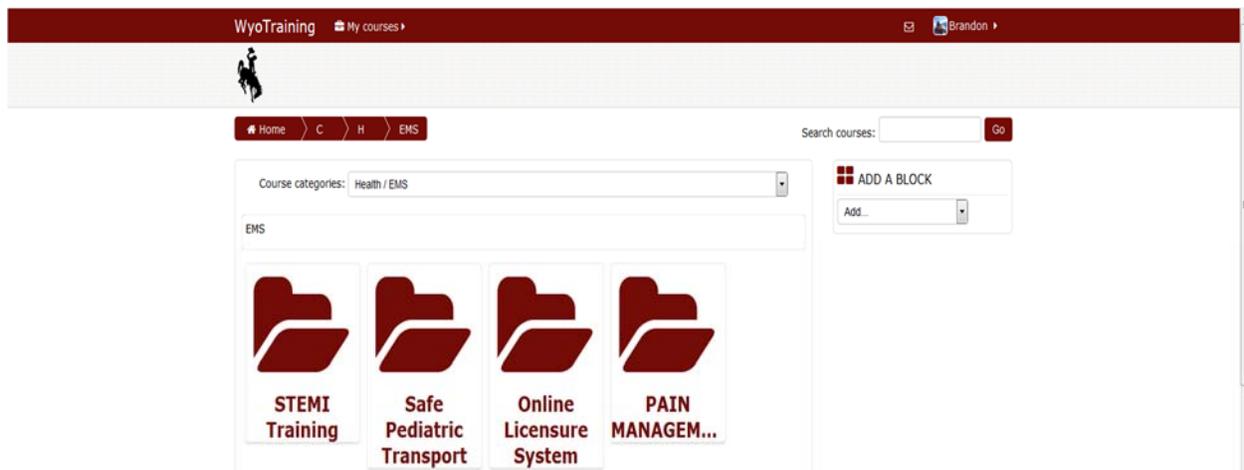
Unless you have a wyo.gov address, you will log into the area where it says “Not a State of Wyoming Employee?”



The screenshot shows the WyoTraining login interface. At the top, there is a dark red header with the WyoTraining logo and a "Log in" link. Below the header is a white box with the heading "Log in". Inside this box, it says "State of Wyoming Employees Use the Button Below to Login with Your Google Email Account" and features a "Sign in with Google" button. Below that, it asks "Not a State of Wyoming Employee? Login Here:" and provides fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. There are also links for "Forgotten your username or password?" and a note that "Cookies must be enabled in your browser". At the bottom of the page, there is a footer with copyright information and a "PERFORMANCE INFORMATION" section showing metrics like "0.06 seconds", "6.2MB", "139", and "15/1".

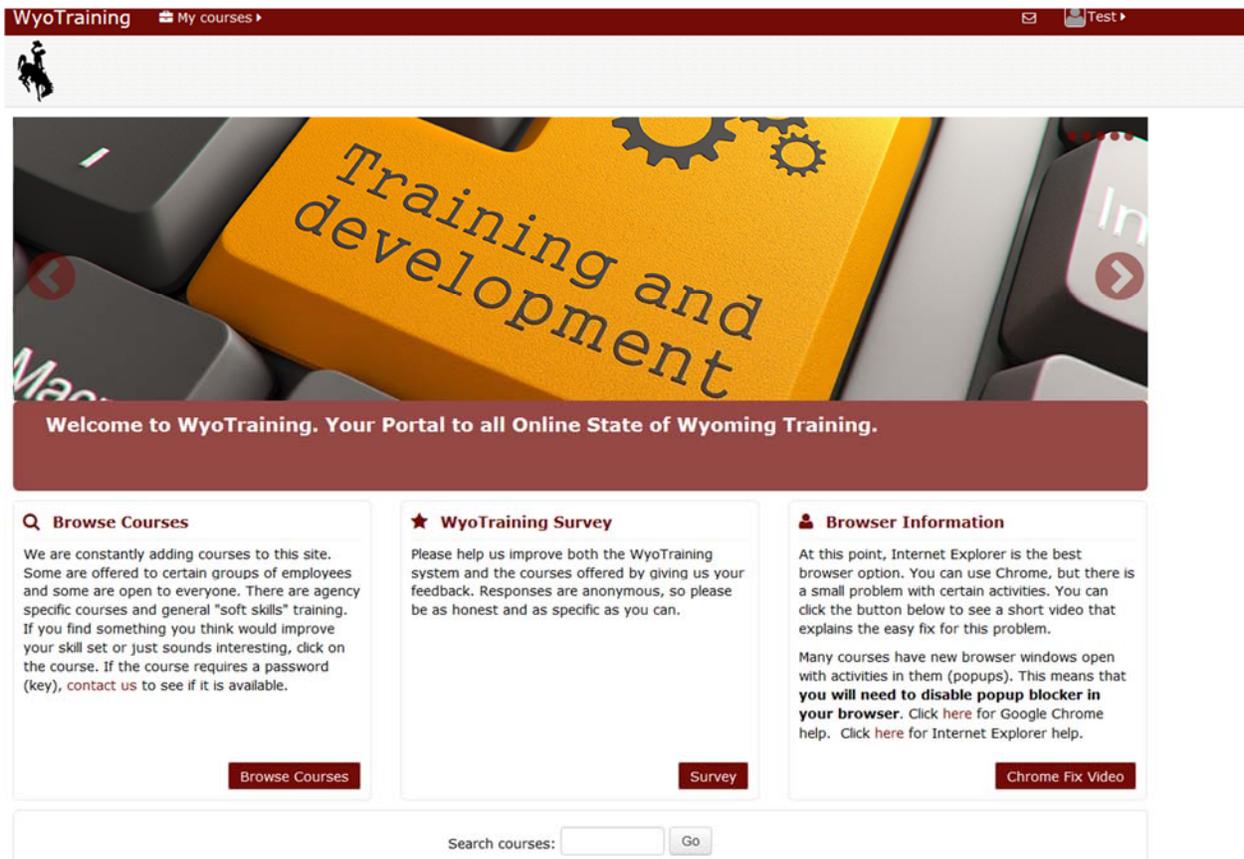
Post log in:

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



The screenshot shows the WyoTraining dashboard after a successful login. The header includes the WyoTraining logo, "My courses", and the user's name "Brandon". Below the header is a navigation bar with "Home", "C", "H", and "EMS" tabs. A search bar for courses is visible. The main content area shows "Course categories: Health / EMS" and a list of course folders: "STEMI Training", "Safe Pediatric Transport", "Online Licensure System", and "PAIN MANAGEM...". There is also an "ADD A BLOCK" section with an "Add..." dropdown menu.

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.

▼ Optional

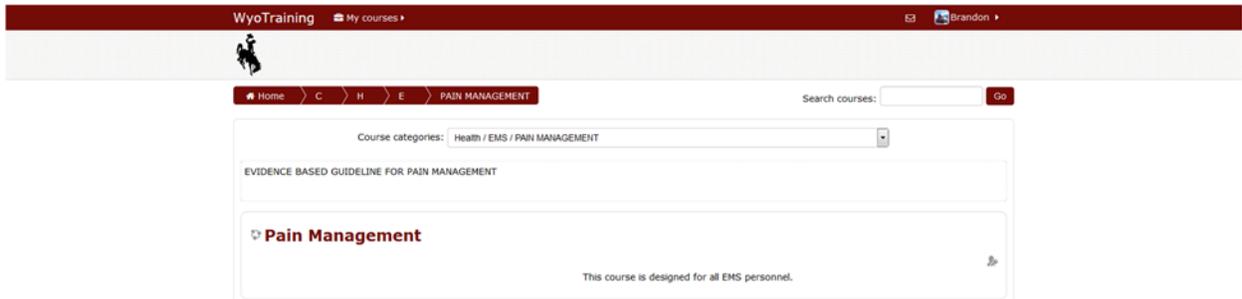
Web page	<input type="text"/>
ICQ number	<input type="text"/>
Skype ID	<input type="text"/>
AIM ID	<input type="text"/>
Yahoo ID	<input type="text"/>
MSN ID	<input type="text"/>
ID number	<input type="text" value="107908"/>
Institution	<input type="text"/>
Department	<input type="text"/>
Phone	<input type="text"/>
Mobile phone	<input type="text"/>
Address	<input type="text"/>

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](#))

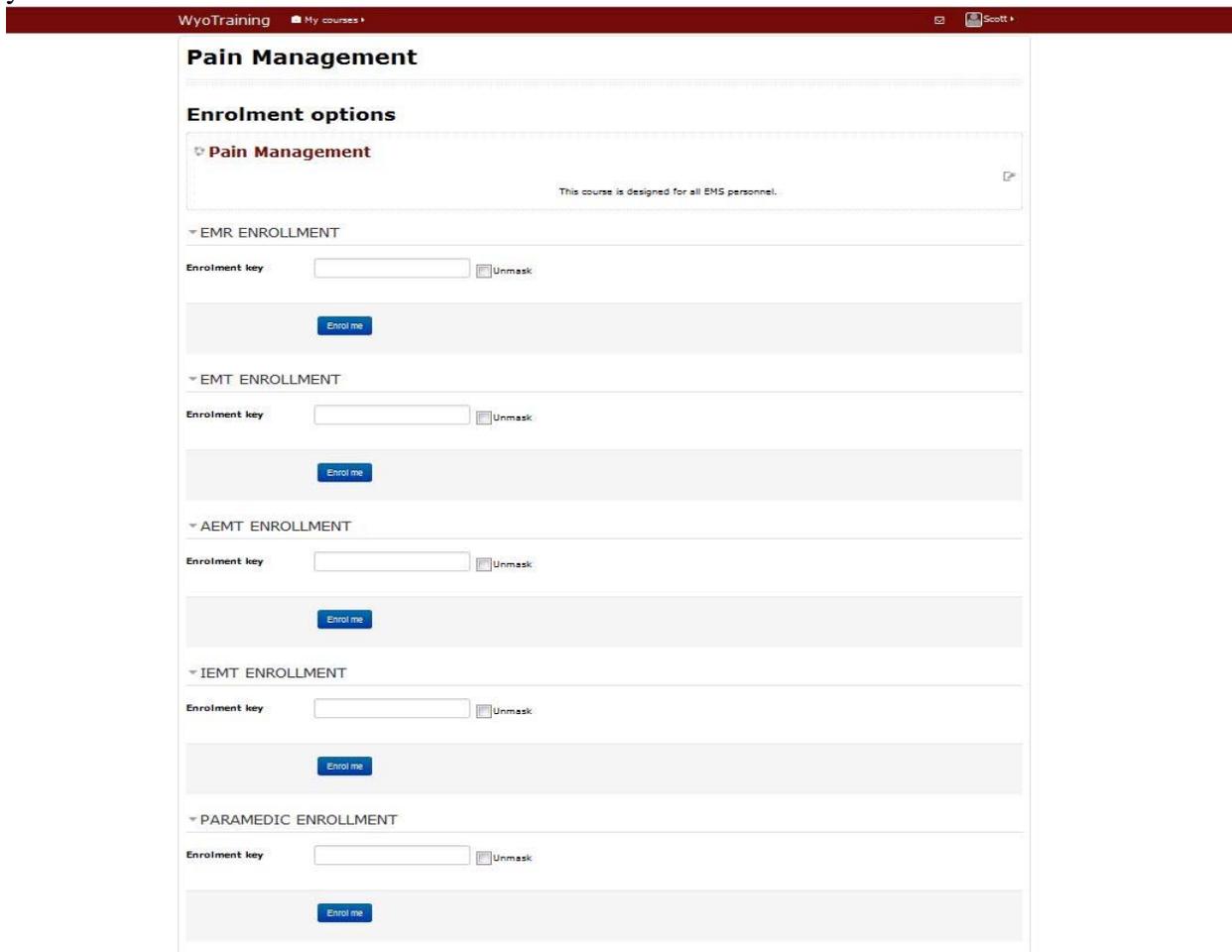
All EMS providers who have access to the Moodle site may take any course they wish. Some may be geared to different levels of provider, or different roles. The intended audience will be clearly detailed in the course information page once you click on it. For these instructions we are going to select 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

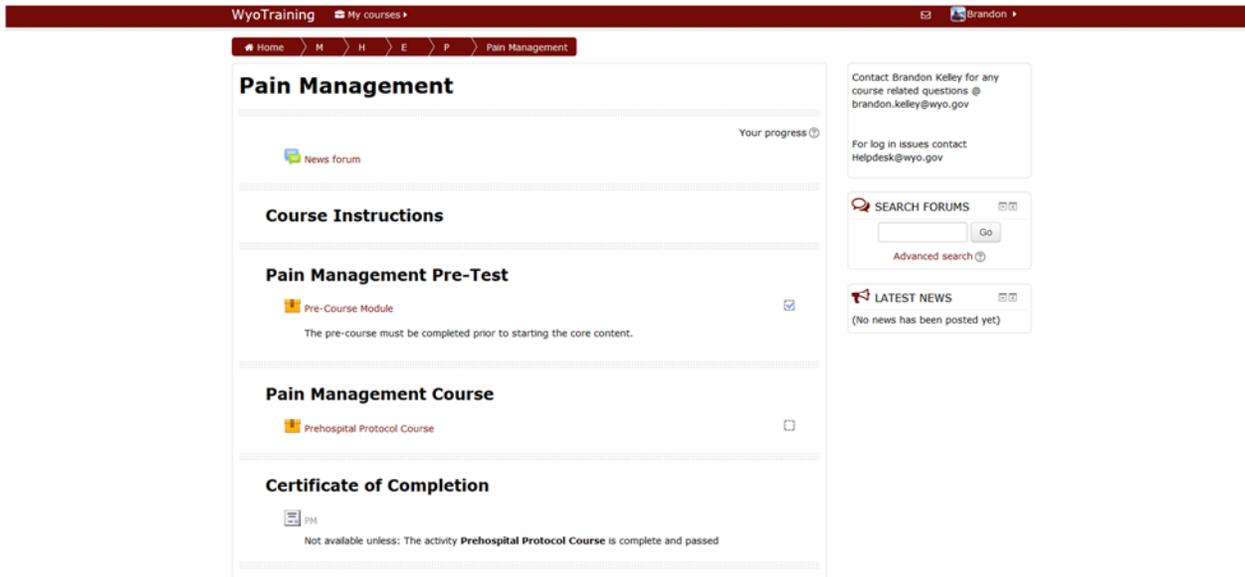
EMR, EMT, AEMT, IEMT, PMDC, RN, MD, OTHER. In its respective category, entering this enrollment key will enroll you in the class, and keep you sorted in the gradebook with others of your license level.



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.



The screenshot shows the WyoTraining interface for a course titled "Pain Management". The page has a dark red header with "WyoTraining" and "My courses" on the left, and a user profile "Brandon" on the right. Below the header is a navigation breadcrumb: Home > M > H > E > P > Pain Management. The main content area is titled "Pain Management" and includes a "News forum" link, a "Your progress" indicator, and a "Course Instructions" section. Under "Course Instructions", there are three items: "Pain Management Pre-Test" (with a "Pre-Course Module" sub-item and a checkbox), "Pain Management Course" (with a "Prehospital Protocol Course" sub-item and a checkbox), and "Certificate of Completion" (with a "PM" sub-item and a note: "Not available unless: The activity Prehospital Protocol Course is complete and passed"). On the right side, there are three utility boxes: "Contact Brandon Kelley for any course related questions @ brandon.kelley@wyo.gov", "For log in issues contact Helpdesk@wyo.gov", "SEARCH FORUMS" (with a search input and "Go" button), and "LATEST NEWS" (with the message "No news has been posted yet").

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.