

Instructions on Accessing the new PaDOH EMS Office Con-Ed & Certification Course Website

1. Go to this address: <https://ecapps.health.state.pa.us/emso>
You should get a “pop-up” box advising of a “Security Alert”. This is to notify you that you are going onto a secure website through a secure connection. Click “**OK**”
2. Choose “**Click here to begin entry**”
3. Click “**Continue**”
4. If this is your first time on the system, Click “**Register**” -- If already registered go to step # 7
5. Complete the “Login” information as requested (follow directions) and Click “**Sign Up**”
6. This will put you back out to the “EMS Application Management Page”
7. Enter your “Login” and “password” and click “**Login**” – If this your first time you may see the “Pop-up” screen asking if you want your password to “Auto Complete” – this is your preference.
8. This brings you to the “Welcome to the EMS Applications Entry Web Page, (*Your name*)” page.
If going into the system, click “**Continuing Education/Certification Course Applications**” under the Continuing Education / Certification Course Applications section.
If leaving the system, Close down the webpage or go to another as appropriate.
9. If you have already been in the system, Go to step # 10 -- If this is your first time on the system, you will be presented with the “EMS Continuing Education Application” page, User Settings for (*Your Name*).
 - a. Enter your role – probably “EMS Practitioner, or General Public User”*
 - b. Click “**Continue**”
 - c. You will then be asked if you would like to view your con-ed on line. Enter your certification number as appropriate and choose an “On-line Password” (may be the same or different from the one to enter the system)
 - d. Click “**Save My Settings**”
10. You should see a screen that reads: “Application Options for (*Your Name*)”. Along the left side is a blue box that lists your available options. Under the “View” options (second group down) select “**View your Con Ed credits**”
11. You will see the “EMS Continuing Education Certification Verification” page. You will need to again enter your “Con-Ed viewing” password, then select “**View CE Credits**”.
12. Click “**Main Menu**” to leave this screen.
13. This brings you back to the screen on #10. You can continue with other searches or “Log Out” by clicking on the bottom selection - Left side, blue box – “**Log out of the Continuing Education application**”
14. That will bring you back to the screen discussed on step #8

*If you want access to registering courses for a sponsor, you need to get approval from that specific sponsor.