2015

DavieTraining
Support Documents

How-to & Getting Started

Guides found in this document should be used to help get started with the DavieTraining Continuing Education Portal.
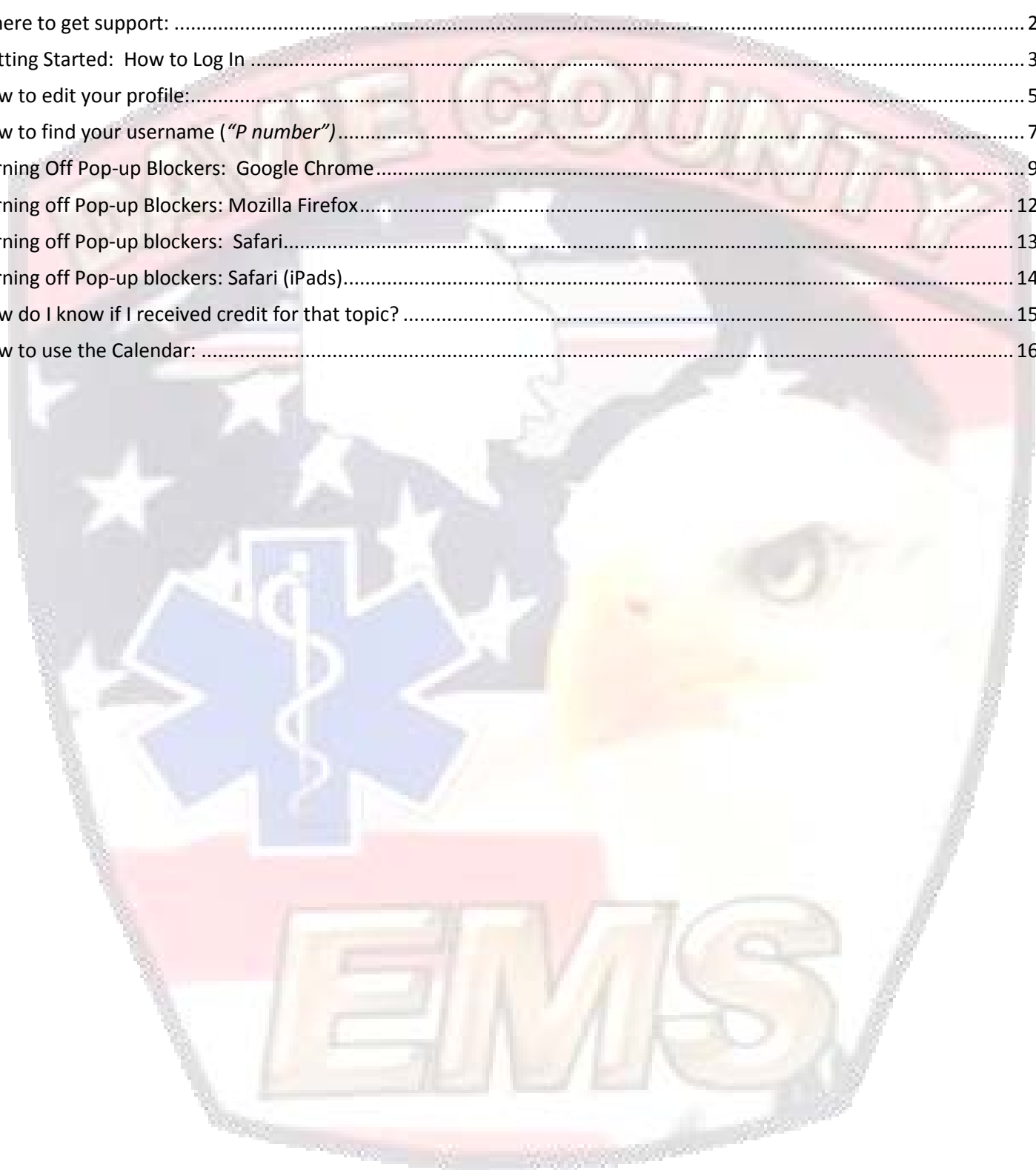
Joseph Ashburn, Training Coordinator
Davie County EMS
9/28/2015

Contents

Purpose:

Welcome to the DavieTraining Continuing Education Portal. The purpose of this portal is to provide a central training and communication resource for all Davie County first responders and EMS providers. Continuing Education material, tutorials, and review resources will be housed in this "one-stop-shop" for all Davie County agencies. This centralized resource will allow all providers to obtain the most current information providing for consistent, uniform training and information across the service area.
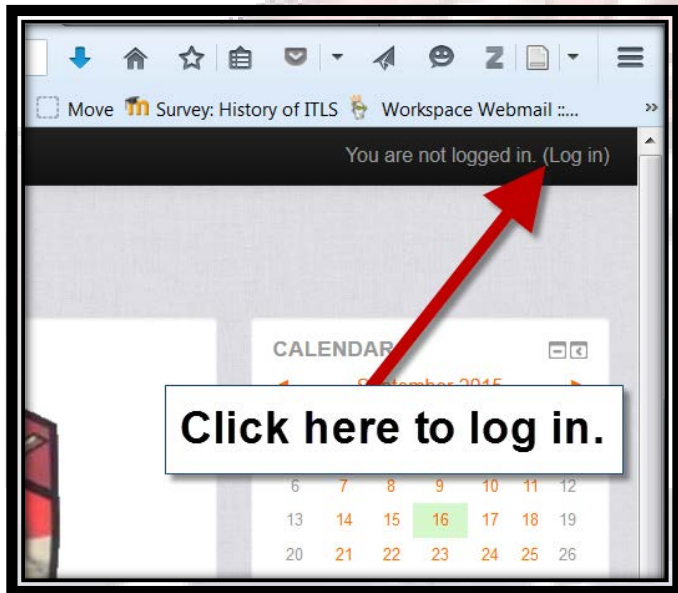
Where to get support:

Contacting your agency's designated support person. (This information will be updated soon)

Joseph Ashburn, Training Coordinator, Davie County EMS
Kelly Kirk, Paramedic, Davie County EMS
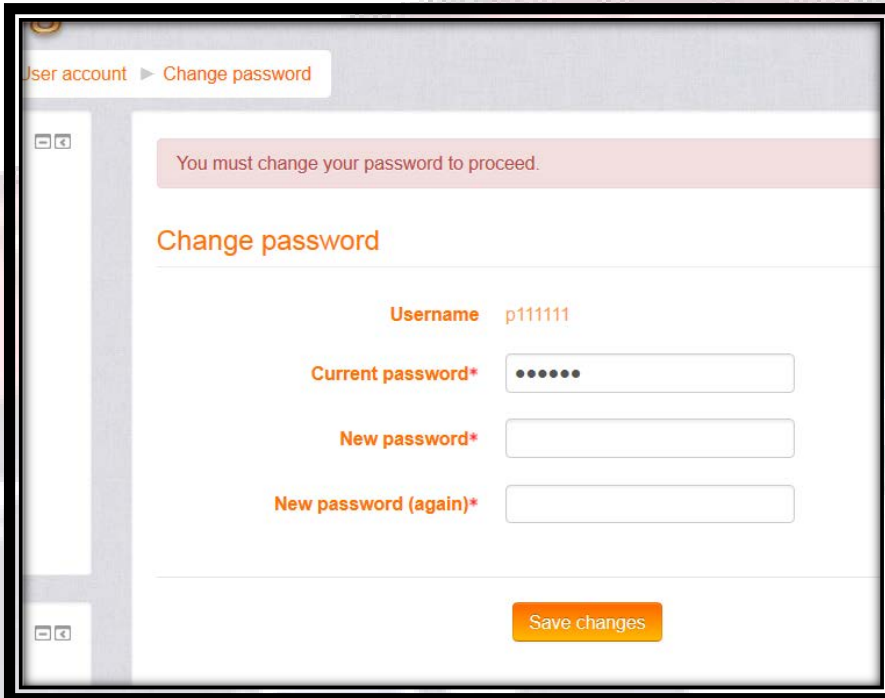
Getting Started: How to Log In

1. Go to: www.davietraining.com
2. Click on the *"(Log in)"* in the top right corner of the home screen.

Click here to log in.

3. Enter your username (P number **all lower case**) and password (initial password is *"abc123"*)

1. Enter your Username* and Password**

2. Click *"Log in"*

NOTICE:
The username is all **lowercase**

*Your username is your NCOEMS *"P Number"*

**Your initial password is *"abc123"*

4. The first time you log in you will be forced to change your password. Make sure it is something you will remember!
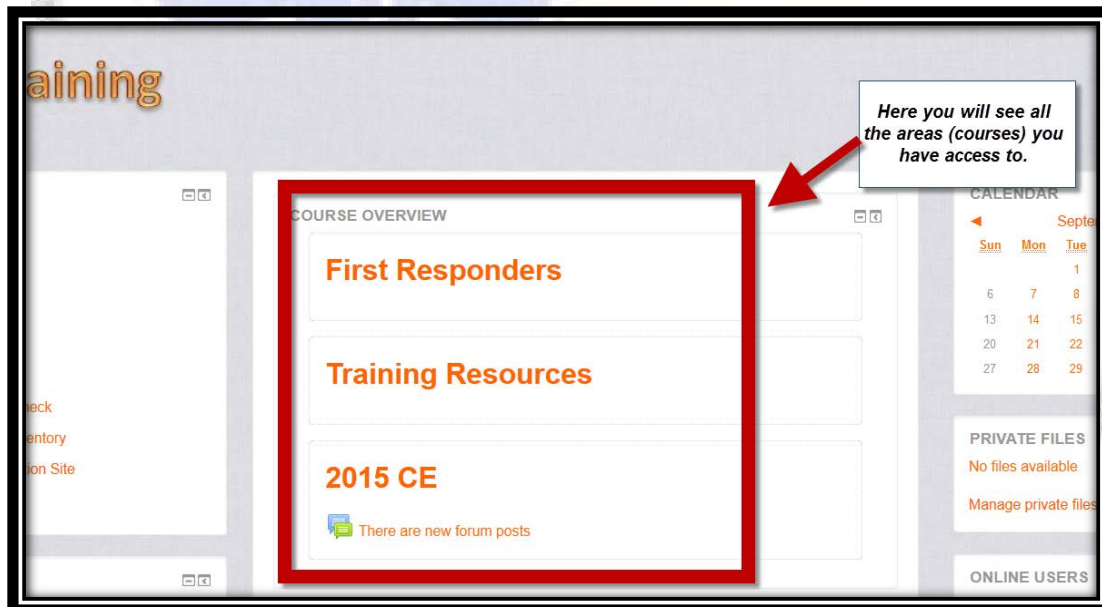
5. **BE SURE TO UPDATE YOUR EMAIL ADDRESS BY EDITING YOUR PROFILE.**

6. In the center of the screen you will see the areas you have access to. Click the title of the area you would like to enter.

How to edit your profile:

1. Click your name in the top right of the screen and select *"Profile"*

To edit your profile, click the dropdown arrow beside your name and select the *"Profile"* option.

2. Select *"Edit profile"*

Select **"Edit profile"** to make changes
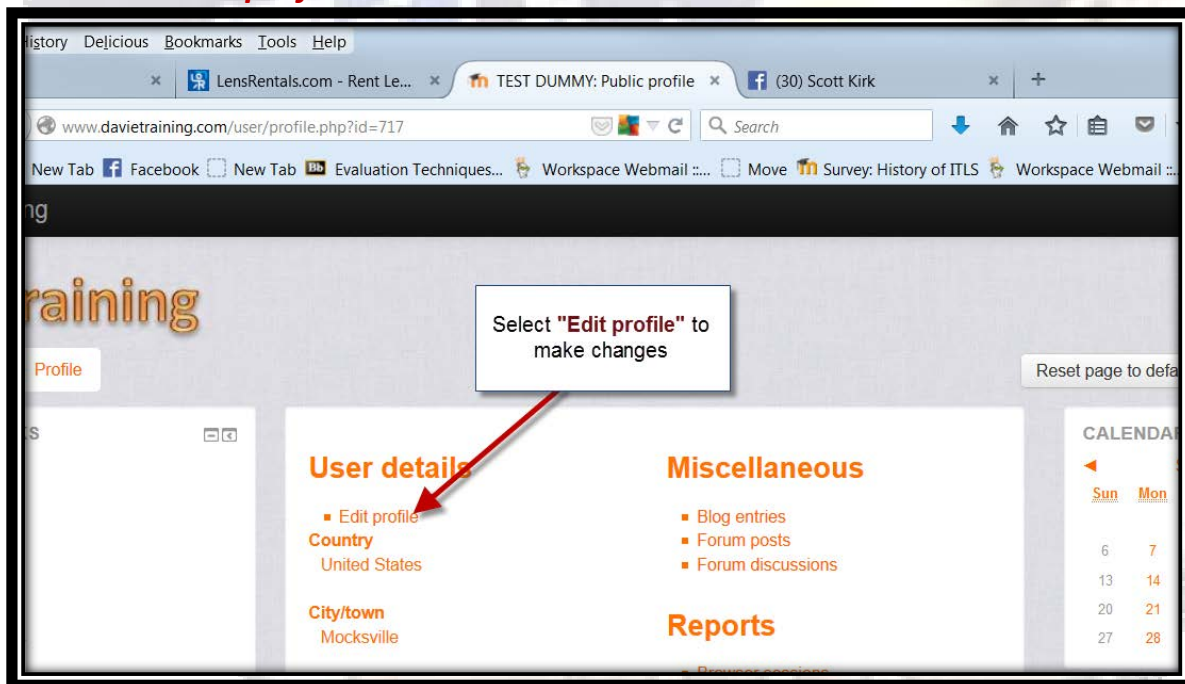
3. Update the information in your profile, **especially your e-mail address**.

TEST DUMMY

▶ Expand all

▼ General

First name*	TEST
Surname*	DUMMY
Email address*	aa.a@a.a
Email display	Allow only oth...
City/town	Mocksville
Select a country	United States
Timezone	Server timezone (America/Chicago)

IMPORTANT:
Be sure to update your e-mail address.

You may edit any other information you would like. When you are finished, scroll to the bottom of the screen and click *"Update profile"*
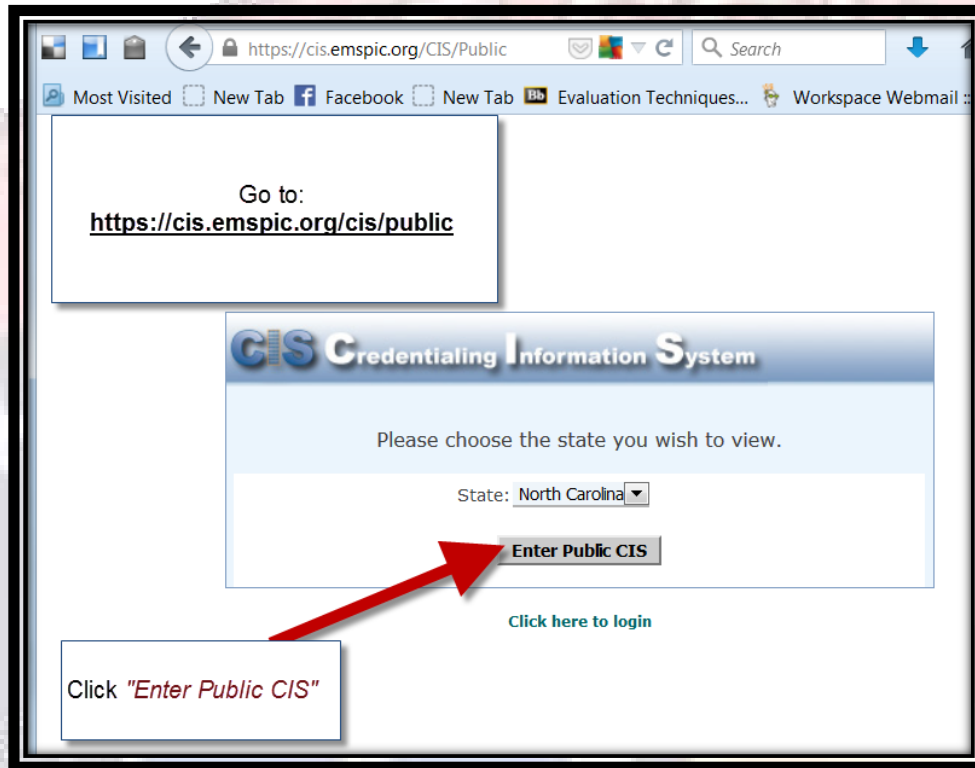
4. Scroll to the bottom and click *"Update profile"*

Update profile

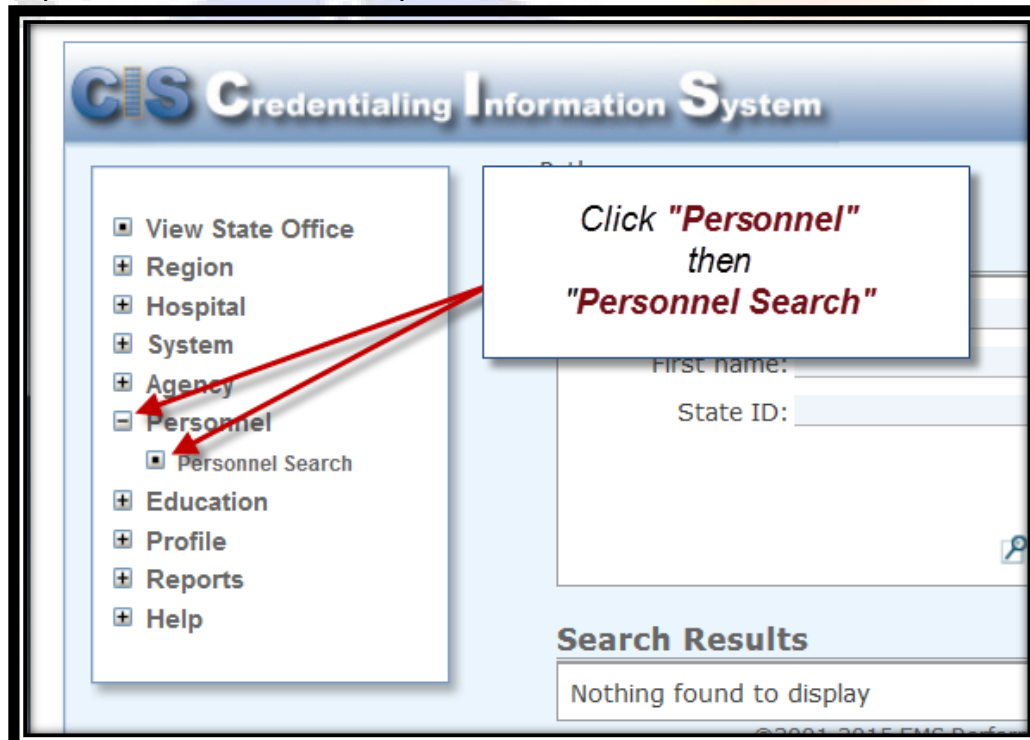There are required fields in this form marked *.

How to find your username (*"P number"*)

1. Go to https://cis.emspic.org/CIS/Public
2. Click "Enter Public CIS"

3. Expand the "*Personnel*" option and select "*Personnel Search*"

Enter your name and click *"Search"*

4. Find your information in the search results table that is produced.

NOTE: If you are unable to determine your P Number by using these steps, contact your Training Officer. He/she may be able to get the information for you.

Turning Off Pop-up Blockers: Google Chrome

1. Click the menu (three lines to the right of the address bar)
2. Select "Settings"
3. Select "show advanced settings" from the bottom of the screen
4. Select "Content settings…" (below "Privacy" heading)
5. Scroll down to the "Pop-ups" heading and select "Allow all sites to show pop-ups"
6. Select "Done"
7. You may now close the "Settings" tab

Privacy

Content settings... | Clear browsing data...

Google Chrome m...se web services to improve your browsing experience. You may optionally disable these services. Learn mo...

- ☑ Use a web service to... elp resolve navigation errors
- ☑ Use a prediction service... help complete searches and URLs typed in the address bar or the app launche... search box
- ☑ Prefetch resources to load p... more quickly
- ☐ Automatically report details...
- ☑ Enable phishing and malwar...
- ☐ Use a web service to help re...

Select
"*Content settings*"

- ○ Let me choose when to run plugin content
- Manage exceptions...

Manage individual plugins...

Pop-ups

- ◉ Allow all sites to show pop-ups
- ○ D... allow any site to show pop-ups (recommended)

Manage exce...ons...

Location

- ○ Allow all sites to track y...
- ◉ Ask when a site tries to...
- ○ Do not allow any site to...

Manage exceptions...

Scroll down to "*Pop-ups*"
and select
"*Allow all sites to show pop-ups*"

Pop-ups

- ◉ Allow all sites to show pop-ups
- ○ Do not allow any site to show pop-ups (recommended)

Manage exceptions...

Location

- ○ Allow all sites to track yo...
- ◉ Ask when a site tries to t...
- ○ Do not allow any site to track your physical location

Manage exceptions...

Notifications

- ○ Allow all sites to show notifications
- ◉ Ask when a site wants to show notifications (recommended)

Done

Click
"*Done*"

---

internationaltraumai... × | Chrome × | ⚙ Settings ×

...e://settings

Settings

Default browser

Make Google Chrome the default browser

Google Chrome is not currently your default browser.

Privacy

Content settings... | Clear b...

Google Chrome may use web s... ...onally disable these services. Learn more

- ☑ Use a web service to help resolve navigation errors

Search settings

Close
the "*Settings*" tab

Turning off Pop-up Blockers: Internet Explorer
1. Click the "Tools" menu
2. Select the "Pop-up Blocker" option
3. Click the "Turn-off Pop-up Blocker" from the side menu
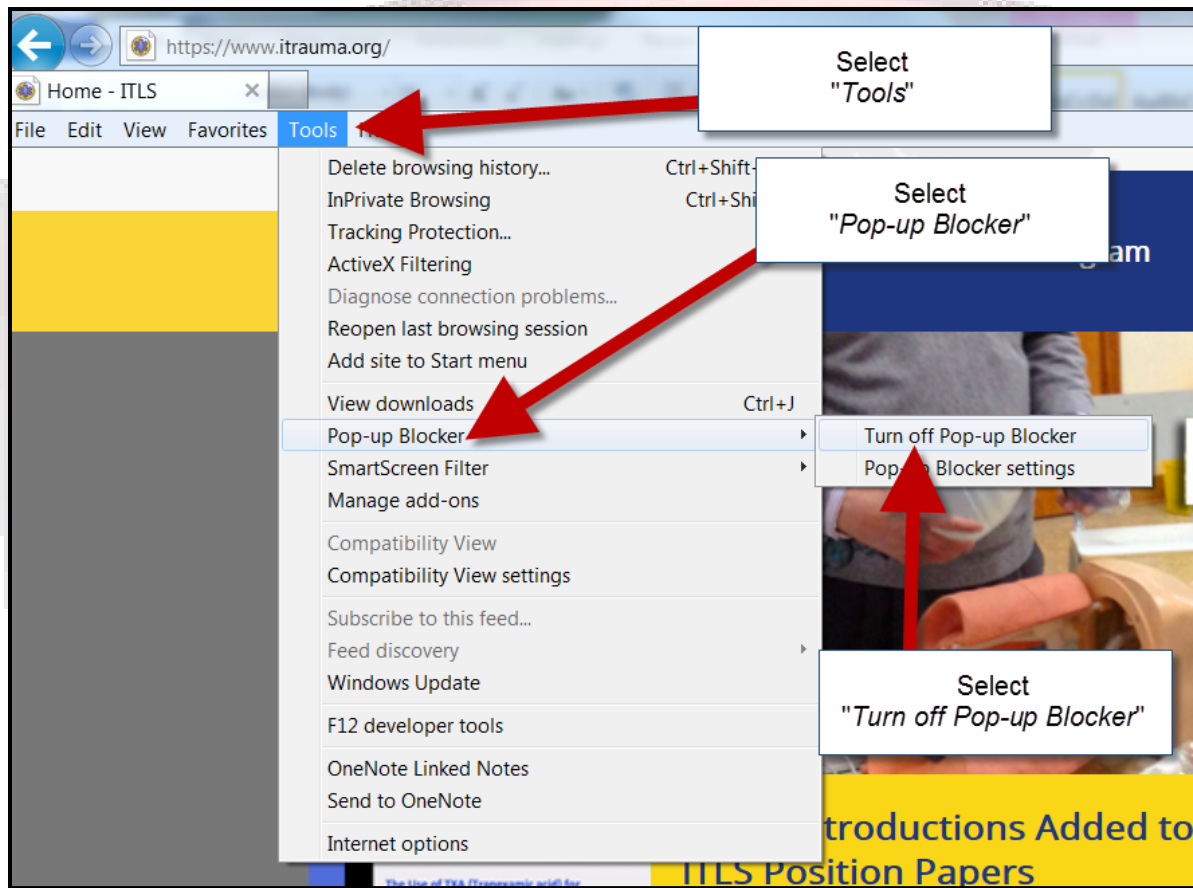
Turning off Pop-up Blockers: Mozilla Firefox

1. Click the "tools" menu
2. Select "Options"
3. Select "Content" from the menu on the left
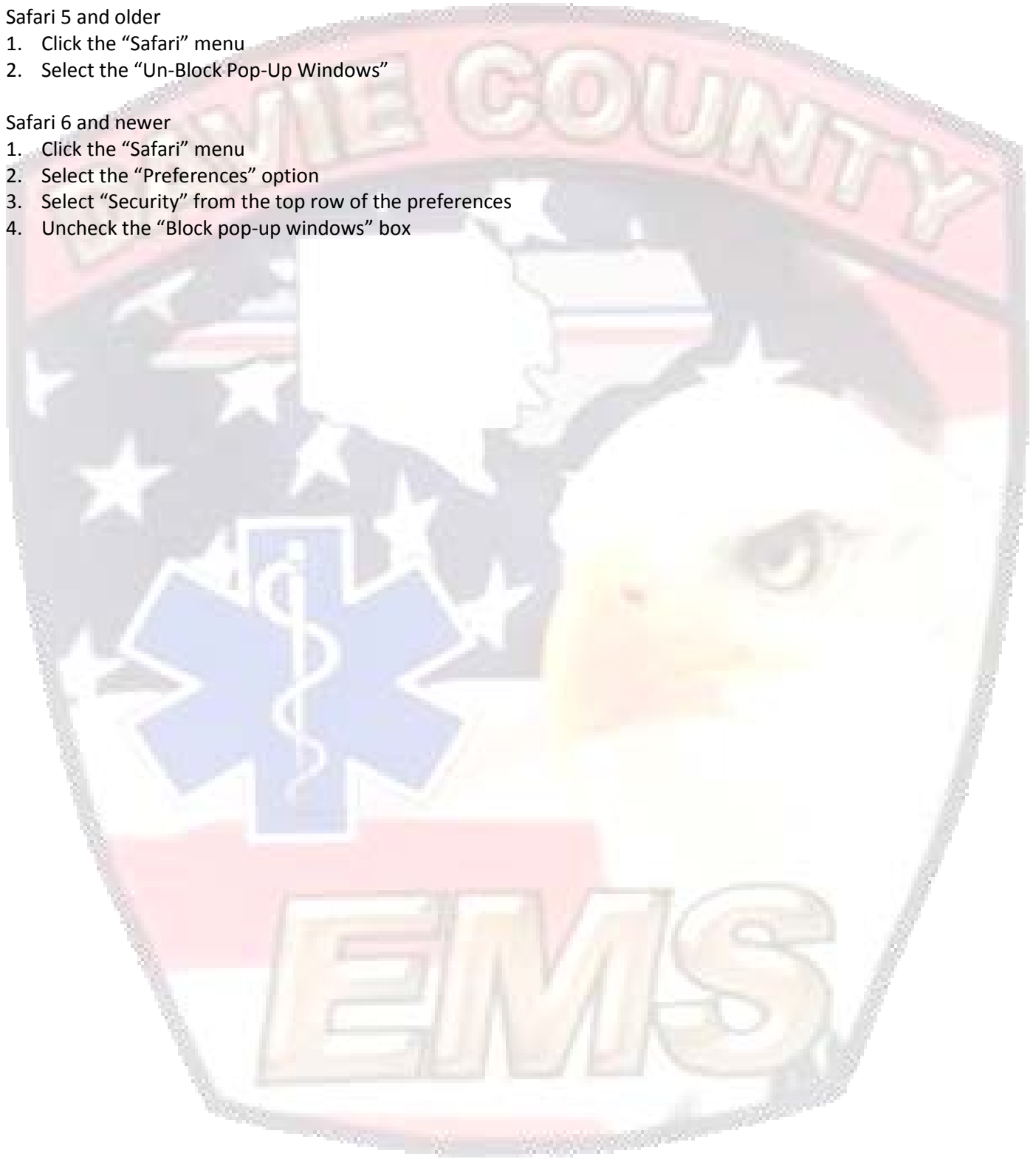4. Remove the checkmark from the "Block pop-up windows"
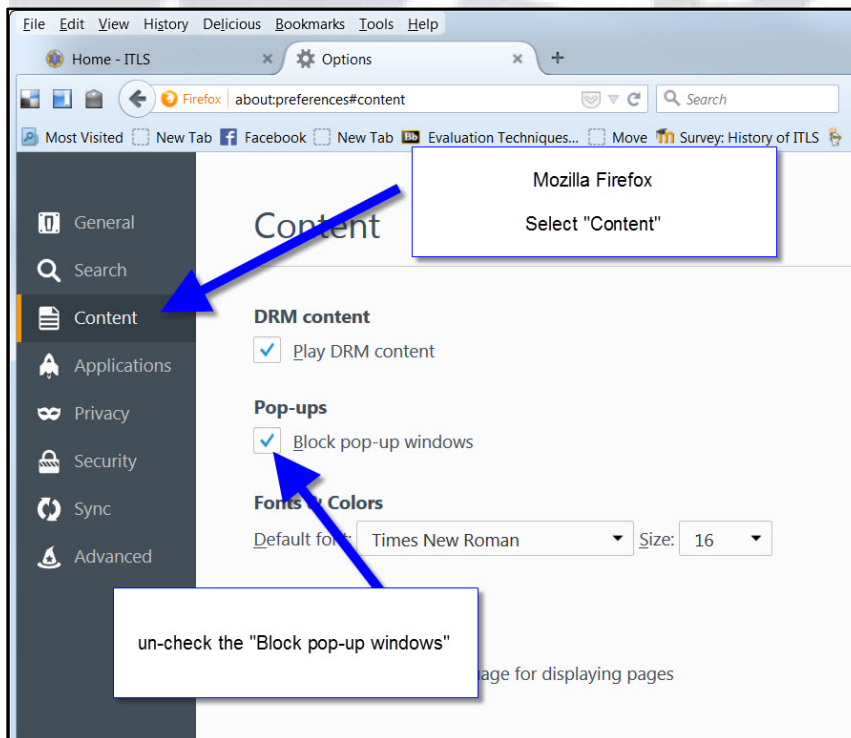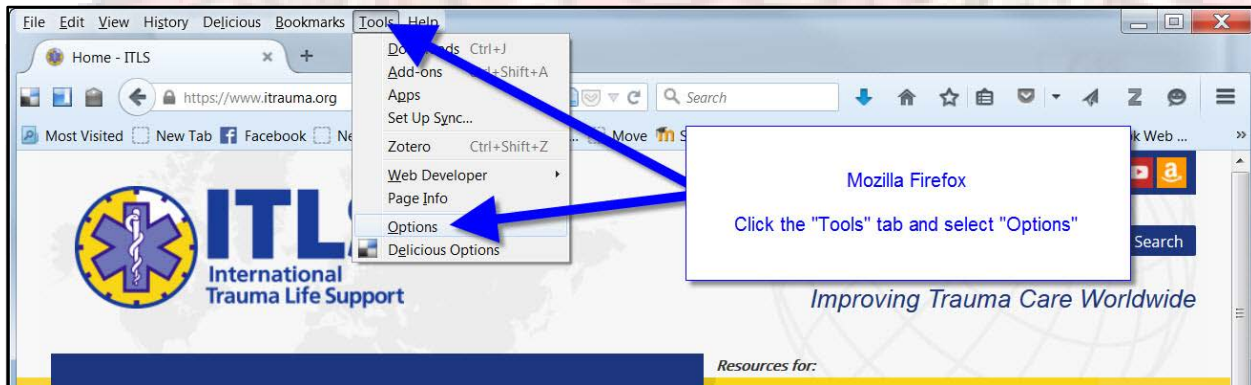
Turning off Pop-up blockers: Safari

Safari 5 and older
1. Click the "Safari" menu
2. Select the "Un-Block Pop-Up Windows"

Safari 6 and newer
1. Click the "Safari" menu
2. Select the "Preferences" option
3. Select "Security" from the top row of the preferences
4. Uncheck the "Block pop-up windows" box

Turning off Pop-up blockers: Safari (iPads)

Safari on iPads
1. Click the "Settings" menu
2. Select "Safari" under the "Settings" column
3. Turn the "Block Pop-ups" to the "off" setting
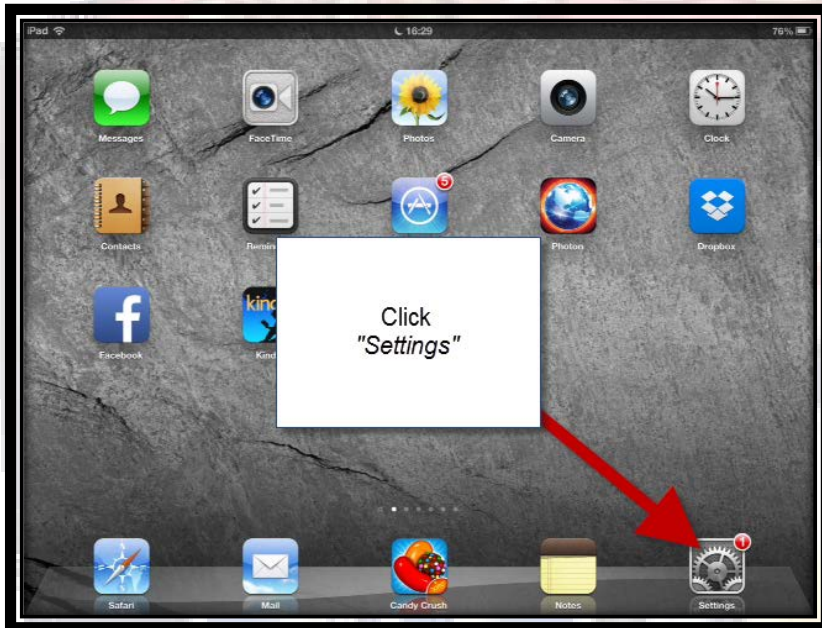
How do I know if I received credit for that topic?

1. Click on the "Grades" link found in the "Administration" box

2. Any topic that you are required to complete should have a minimum of 80 or be scored as "Present" for the on-site CE portion.
3. If you are showing as "Absent" or have a grade less than 80, you will need to contact your training officer to arrange making up the missed topic.

How to use the Calendar:
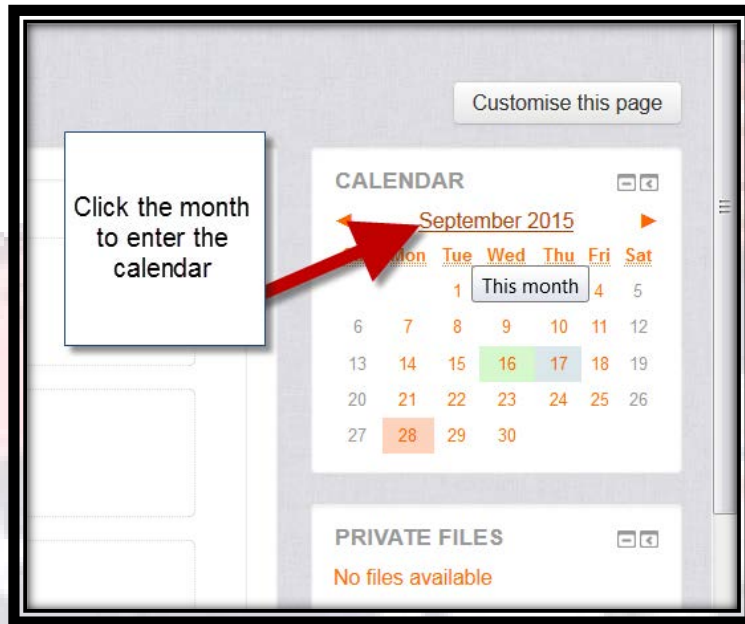

1. For a quick-view of an item, simply hover your mouse over the highlighted date.
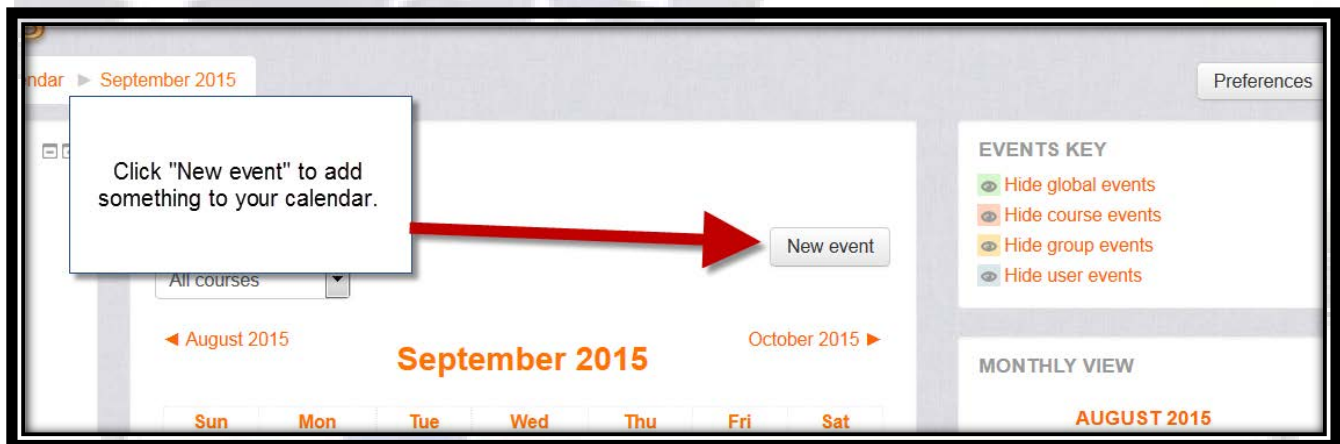

2. Alternatively, you can click on the date for more information or for more calendar options (ie: exporting or subscribing to other calendars).

3. To add an event click on the month…

4. …and Click *"New event"*

You can customize the duration and even repeat the event if you would like.