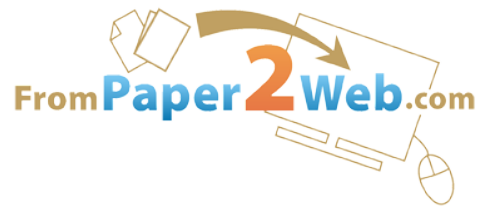


# Using ConEdLink

for Con-Ed Sponsors

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## **Abstract**

**ConEdLink** is an interface to the state's existing EMS Registry System (EMSRS). **ConEdLink** supports the creation, validation, and processing of attendance rosters for Continuing Education (Con-Ed) classes. This document describes how Con-Ed Sponsors can use **ConEdLink**.

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# 1 Introduction

## 1.1 Motivation for ConEdLink

The state's existing EMS Registry System (EMSRS) provides online tools to let Continuing Education (Con-Ed) Sponsors get approval to conduct credit-bearing Con-Ed classes, and for stakeholders to review a practitioner's Con-Ed credits, *but not to record and submit practitioner attendance records*. In the past, this gap was filled by error-prone paper-based technology and spreadsheets, or by complex and expensive third-party computer products. **ConEdLink** provides a straightforward, efficient, and cost-effective web-based solution instead.

## 1.2 Interface to the state's EMSRS

**ConEdLink** is an adjunct to EMSRS. **ConEdLink** does not replace any of the functions of EMSRS. EMSRS remains the system of record for tracking Con-Ed Sponsors, classes, practitioners, and Con-Ed credits. EMSRS is the source of all the lists (of Con-Ed Sponsors, classes, and practitioners) that show up in **ConEdLink**. To get approval to conduct a Con-Ed class, or to change the status or attributes of a Con-Ed Sponsor, a class, or a practitioner, you must use EMSRS.

Use **ConEdLink** to generate class rosters, and to submit those rosters for credit.

## 1.3 Staying in the loop

It is critical that a Con-Ed Sponsor's current email address(es) be recorded accurately in the state's existing EMSRS. Otherwise, **ConEdLink** will be unable to send new passwords or notifications to a Con-Ed Sponsor when appropriate. When a Con-Ed Sponsor's email address changes, be sure to update EMSRS. The change will automatically be reflected in **ConEdLink** within one calendar day.

# 2 Getting a password

A **ConEdLink** account has already been established for each approved or provisional Con-Ed Sponsor. To get a password to your account, do the following:

1. In your web browser, visit [frompaper2web.com/ConEdLink](http://frompaper2web.com/ConEdLink).

You'll see something like this:

ConEdLink - login

https://frompaper2web.com/ConEdLink/

[Reference material](#) **ConEdLink** [Process improvement](#)

### Log in

Regional council:

What kind of user are you?

User:

Password:

2. Set the *Regional council*: drop-down to a regional council in which you run classes. (Only councils who subscribe to this service will appear in the list.)

Set the *What kind of user are you?* drop-down to *Continuing Education Sponsor*.

The *User*: field will now be labeled *Con Ed Sponsor*:

Set the *Con Ed Sponsor*: drop-down to your official Con-Ed Sponsor name as recorded in EMSRS.

You'll see something like the following. *EMSI* and *Jefferson Regional Medical Center* are used as examples:

ConEdLink - login

https://frompaper2web.com/ConEdLink/

[Reference material](#) **ConEdLink** [Process improvement](#)

**Log in**

Regional council:

What kind of user are you?

Con Ed Sponsor:

Password:

3. Click the  button.

You'll see a page saying that *A temporary password has been sent to {your email address}. Please log in again after you receive it. You will receive further instructions at that time.*

If the wrong email address is shown, refer to section 1.3 ("Staying in the loop") of this document.

### 3 Logging on

To log into **ConEdLink**, follow steps 1-2 of section 2 ("Getting a password"), but enter your password in the *Password:* field, then press *Enter* or click the  button.

If you use a temporary password, **ConEdLink** will prompt you to choose a preferred password. You will use your preferred password for all subsequent logins.

Once you are fully logged in, you'll see the *coned\_sponsor\_overview* page, which looks something like the following. *Allegheny General Hospital* is used as an example. If you have no current classes registered, you will simply see the indication, "*NONE*":

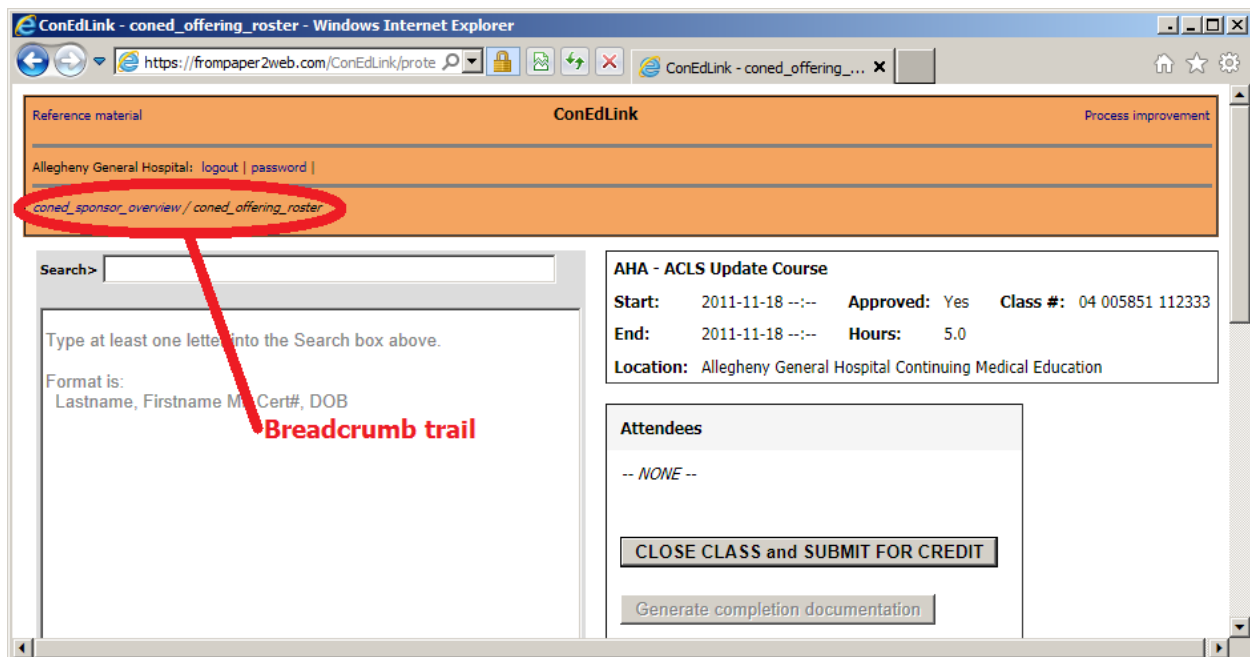


Note that when you are logged in, an account control line appears near the top left corner of the window. The account control line contains your username and the *logout* and *password* links. To log out of **ConEdLink**, click *logout*. To change the preferred password to your account, click *password*.

Also note that three tabs are available: *My profile*, *Classes*, and *About*. This document only describes the use of the *Classes* tab, but feel free to explore the others.

## 4 Managing class rosters

Under the *Classes* tab, click the *Roster* link to the right of the class whose roster you wish to manage. You'll see something like this:



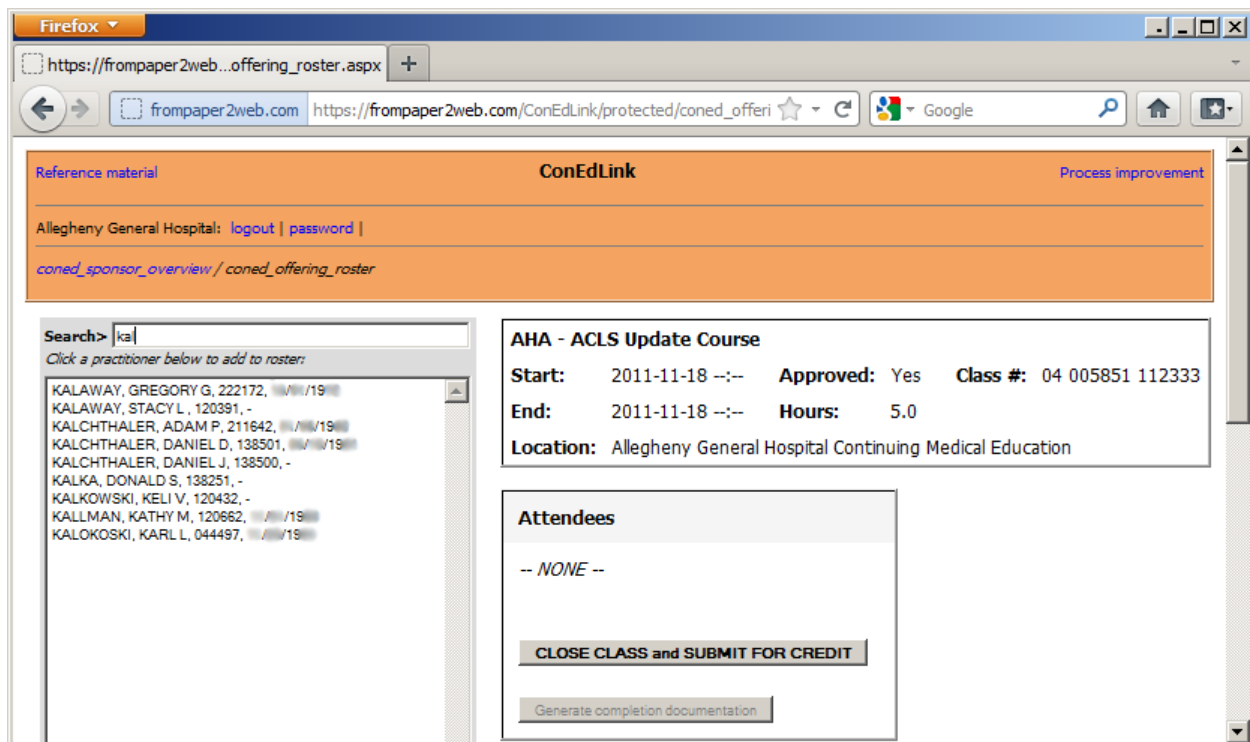
Note that once you have navigated away from the *coned\_sponsor\_overview* page, a breadcrumb trail appears under the account control line. Use the links in the breadcrumb trail to get back to previous pages.

#### NOTE

Avoid using your browser's *Back* button to get back to previous **ConEdLink** pages. Use the breadcrumb trail instead.

## 4.1 Searching for practitioners

To search for a practitioner to add to a roster, just start typing in the *Search>* field. Whenever you stop typing for at least one second, **ConEdLink** will retrieve and display a list of possible matches, as shown here:



## 4.2 Adding a practitioner to a roster

Once a class attendee appears on the list below the *Search>* field, there are two ways to add the attendee to the roster:

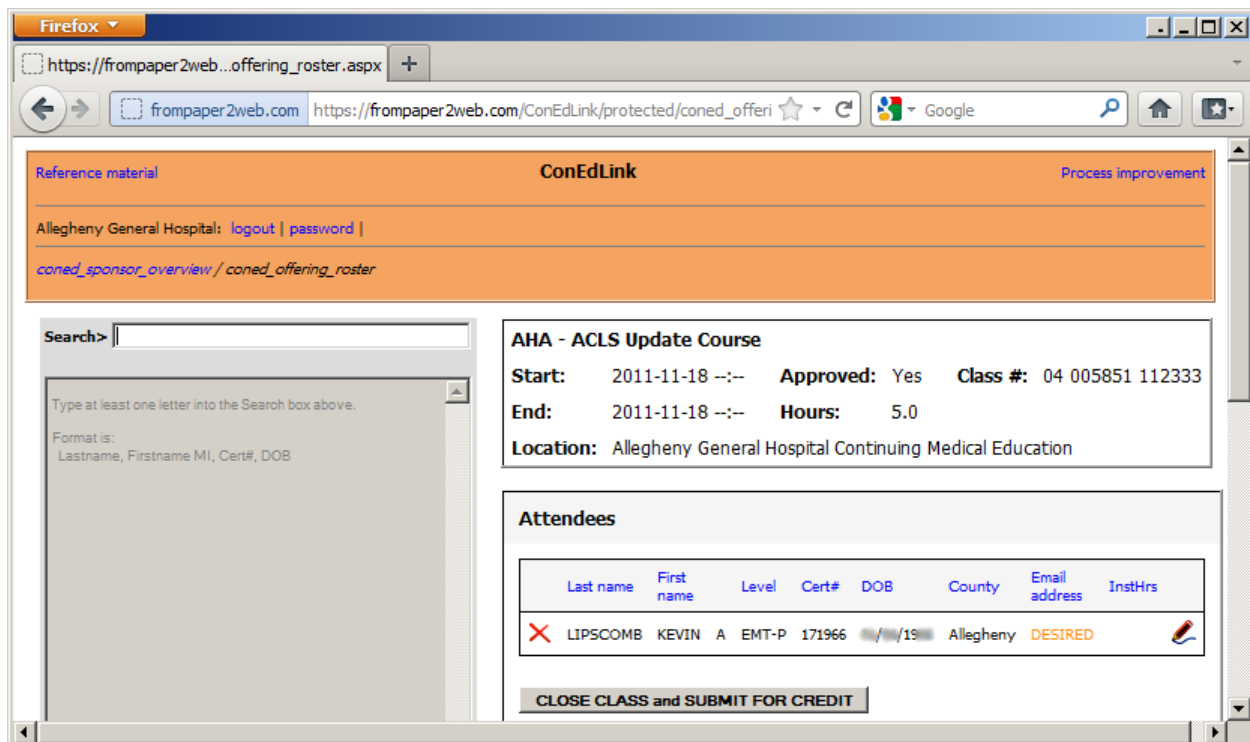
1. If multiple practitioners are shown under the *Search>* field, click the practitioner who you want to add to the roster.
2. If just one practitioner is shown under the *Search>* field, either click the practitioner or just press Enter.

### HINT

If you are a decent typist, a very efficient way to add attendees to a roster is to type enough of the attendee's particulars to uniquely identify the attendee, then press Enter, then repeat this process for other attendees. Using this technique, you can minimize the need to use the mouse.

After using either of these methods, the practitioner will appear as a registered attendee, like this:





When multiple attendees are on a class roster, you can click the heading fields to sort by particular columns. By default, attendees are listed in order of their last names.

### 4.3 Removing a practitioner from a roster

To remove a practitioner from a roster, click the red X (✗) to the left of the practitioner's name.

You cannot remove a practitioner from a roster after you have clicked the

**CLOSE CLASS and SUBMIT FOR CREDIT**

### 4.4 Editing attendee data

Several attributes are associated with each practitioner, as shown here:

Attendees								
	Last name	First_name	Level	Cert#	DOB	County	Email address	InstHrs
✗	KAUFMAN	RICHARD	E	EMT-P	046053	Washington	rkaufman@emsi.org	none
✗	LIPINSKI	WALTER	J	EMT-P	018989	REQUIRED	Allegheny	DESIRED
✗	LIPSCOMB	KEVIN	A	EMT-P	171966	Allegheny	DESIRED	

The following attributes are taken from the state's existing EMSRS<sup>1</sup>, and cannot be edited in **ConEdLink**. Changes to these attributes must be made in EMSRS:

- Last name
- First name
- Middle initial
- Level
- Cert#

The *DOB* (Date Of Birth) attribute is required for all attendees before a class roster can be closed and submitted for credit. If missing, it must be supplied.

The *County* attribute should be set to the attendee's county of residence. **ConEdLink** will default this attribute to the county in which the class is being given, as registered in EMSRS. You can correct it if it has been recorded incorrectly. You can change an attendee's county attribute at any time.

The *Email address* attribute is desired, but not required. If supplied correctly, **ConEdLink** can email course completion documentation to the attendee after the class has been closed and submitted for credit<sup>2</sup>, and email-based communications between practitioners and the regional council may be facilitated. You can supply or change an attendee's email address at any time.

The *InstrHrs* (INSTRuctor HouRS) attribute is only enabled for certified EMS Instructors, and defaults to "none". You should change it if the attendee should receive Instructor Hours credit for the class. This attribute cannot be changed after you have clicked the **CLOSE CLASS and SUBMIT FOR CREDIT** button.



If data associated with an attendee is missing or incorrect, click the pencil icon (✎) on the right side of the attendee's row. **ConEdLink** will put the row in edit mode, and you'll see something like this:

Attendees								
	Last name	First_name	Level	Cert#	DOB	County	Email address	InstrHrs
✖	KAUFMAN	RICHARD	E	EMT-P	046053	///19	Washington	rkaufman@emsi.org none ✎
✖	LIPINSKI	WALTER	J	EMT-P	018989	n/d/yyyy	Allegheny	user@domain.tld ✎
✖	LIPSCOMB	KEVIN	A	EMT-P	171966	///19	Allegheny	DESIRED ✎

When a row is put into edit mode, the format for missing data is shown in grey type until you put the cursor in the corresponding field. Supply missing data and/or correct erroneous data, then

<sup>1</sup>Practitioner attributes are currently imported from EMSRS into ConEdLink on a weekly basis.

<sup>2</sup>At the time of this writing, the capability of emailing course completion documentation to attendees is planned, but not yet implemented.

click the save icon (). To take the row out of edit mode without saving any changes, click the cancel icon (.

## 4.5 Closing a class and submitting for credit

When you are satisfied that a class roster is correct and complete, simply click the

**CLOSE CLASS and SUBMIT FOR CREDIT**

button. The regional council will be notified by email that the roster is ready for processing.

Remember to use the breadcrumb trail (see section 4, “Managing class rosters”) to get back to the *coned\_sponsor\_overview* page.