Muhlenberg College

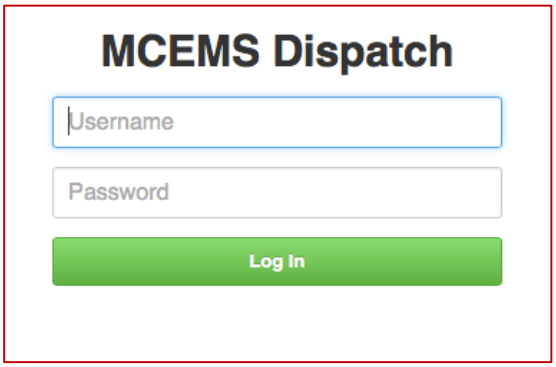
MUHLENBERG COLLEGE EMS DISPATCH APPLICATION

User Guide

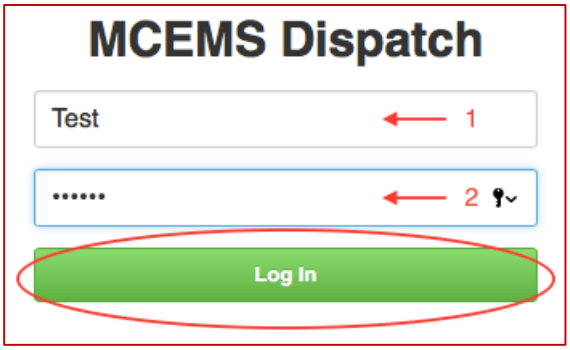
MCEMS: DISPATCH APPLICATION - USER GUIDE

MUHLENBERG COLLEGE
2400 Chew Street | Allentown | PA 18104

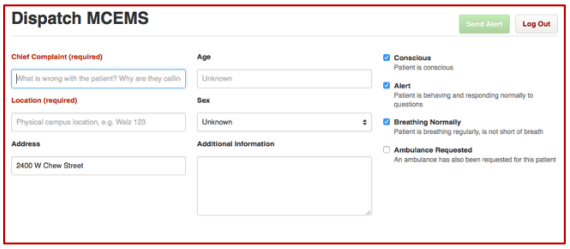
Step 1 – Visit the Log-in screen at **https://dispatch.bergems.org**.



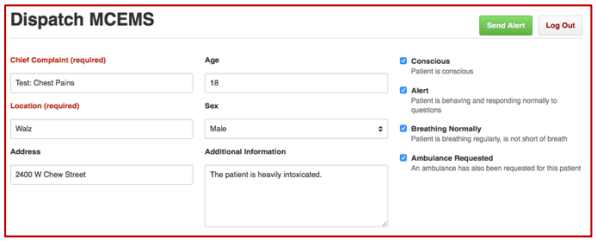
Step 2 – Enter your credentials and click **Log In**.



Step 3 – Fill out the form (Note: The red fields are *required*; leaving them empty will prevent you from sending the alert)



Step 4 – Once the form is filled out, click **Send Alert** on the top right. When your message is sent, you will be alerted to the successful delivery of your message. Otherwise, you will be instructed to dispatch an EMT by radio.



Step 5 – Once you are finished, you can exit the form by clicking **Log Out** on the top right hand corner, and you will be taken back to the login screen.