

Step 1

Accessing the SE EMS Online Education Modules

GO TO: www.seems.com

HOME SE REGION INFORMATION MEDICAL DIRECTION CONSORTIUM ONLINE EDUCATION MODULES EDUCATION SUPPORT SERVICES MORE...



Southeastern Minnesota Emergency Medical Services

1130 ½ Seventh Street NW • Suite 201 • Rochester, MN 55901
1-800-850-3397 • 507-536-9333 • Fax: 507-536-9337 • www.seems.com



Click on the tab that says
"Online Education Modules"



Our Mission

The overall goal of the Southeastern Minnesota Regional EMS Program is to ensure quality patient care is available throughout the eleven-county area by maximizing the response capabilities of emergency medical personnel and to promote public education on injury prevention and appropriate response during a medical emergency.*

The Southeast providers who proudly serve.....



Step 2

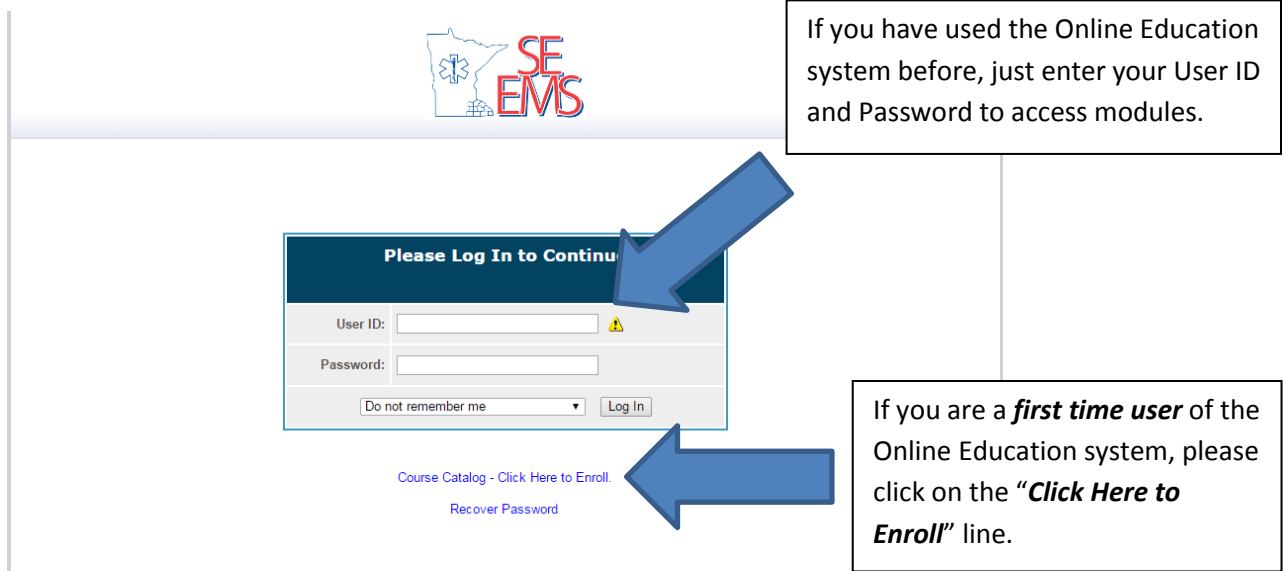
SE Minnesota EMS Online Education Modules

Click [HERE](#) to enter the Online Education Login site

Clicking on the **"HERE"** will bring you to the Online Education login page

- HOME
- UPCOMING EVENTS
- JOINT POWERS BOARD
- REGIONAL OFFICE STAFF
- 2015 Conference Photo's
- 2015 CONFERENCE
- EMS WEEK 2015: EMS STRONG
- SCENE SAFETY VIDEO - All Emergency Responders Should Watch!
- EDUCATION COURSES
- SE REGIONAL COMMITTEES/WORKGROUPS
- CAREER OPPORTUNITIES
- WHAT'S NEW IN THE SE REGION
- Online Education Modules

Step 3

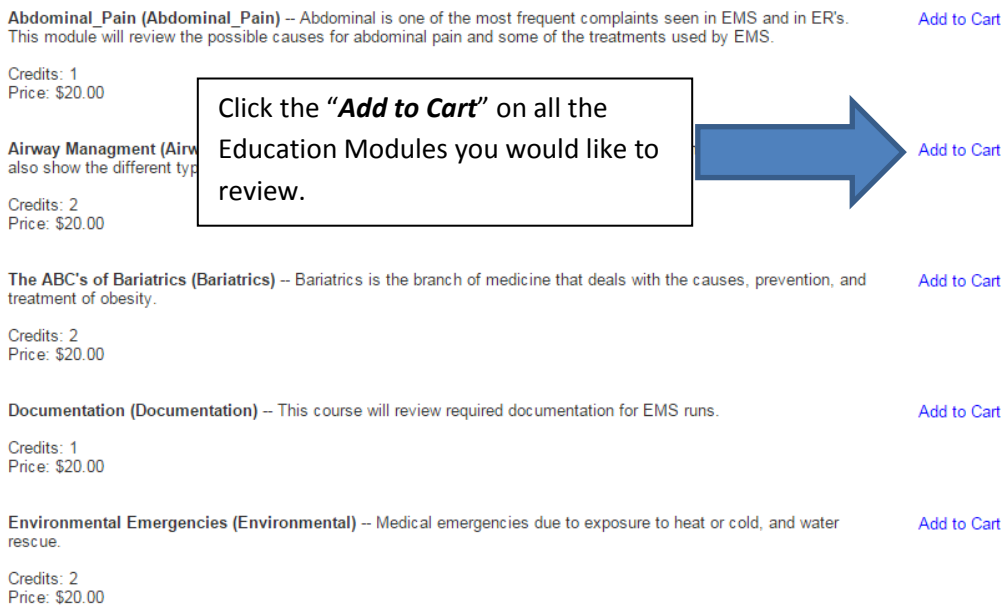


The screenshot shows the SEEMS login interface. At the top center is the SEEMS logo, which includes a map of Minnesota and the text 'SEEMS'. Below the logo is a dark blue header with the text 'Please Log In to Continue'. Underneath is a login form with fields for 'User ID:' and 'Password:', a 'Do not remember me' dropdown menu, and a 'Log In' button. A yellow warning icon is next to the User ID field. Below the form are two links: 'Course Catalog - Click Here to Enroll.' and 'Recover Password'. Two blue arrows point to the 'Log In' button and the 'Click Here to Enroll' link. Two text boxes provide instructions: one for returning users and one for first-time users.

If you have used the Online Education system before, just enter your User ID and Password to access modules.

If you are a **first time user** of the Online Education system, please click on the **“Click Here to Enroll”** line.

Step 4



The screenshot displays a list of education modules. Each entry includes the module title, a brief description, the number of credits, the price, and an 'Add to Cart' link. A blue arrow points from a callout box to the 'Add to Cart' link of the 'Airway Management' module.

Abdominal_Pain (Abdominal_Pain) -- Abdominal is one of the most frequent complaints seen in EMS and in ER's. This module will review the possible causes for abdominal pain and some of the treatments used by EMS. [Add to Cart](#)

Credits: 1
Price: \$20.00

Airway Management (Airway Management) -- This module will review the different types of airway management techniques used in EMS. [Add to Cart](#)

also show the different types of airway management techniques used in EMS. Credits: 2
Price: \$20.00

The ABC's of Bariatrics (Bariatrics) -- Bariatrics is the branch of medicine that deals with the causes, prevention, and treatment of obesity. [Add to Cart](#)

Credits: 2
Price: \$20.00

Documentation (Documentation) -- This course will review required documentation for EMS runs. [Add to Cart](#)

Credits: 1
Price: \$20.00

Environmental Emergencies (Environmental) -- Medical emergencies due to exposure to heat or cold, and water rescue. [Add to Cart](#)

Credits: 2
Price: \$20.00

Click the **“Add to Cart”** on all the Education Modules you would like to review.

Step 5

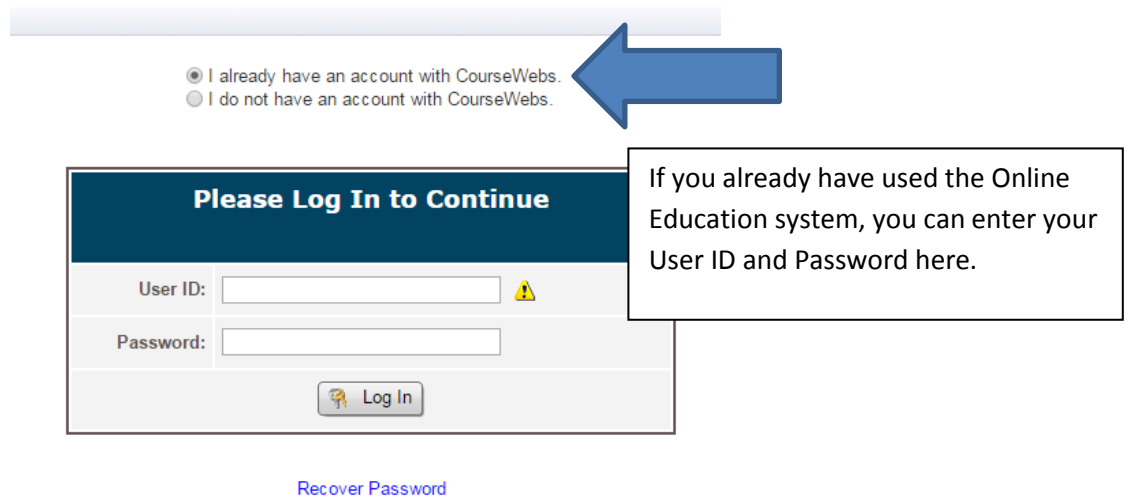


The screenshot shows a course page for "SE EMS". At the top right is a link for "Course Home". Below it are links for "View Cart", "Checkout", and "Help". The page lists three course modules under the heading "No Category":

- Abdominal Pain (Abdominal Pain)** -- Abdominal is one of the most frequent complaints seen in EMS and in ER's. This module will review the possible causes for abdominal pain and some of the treatments used by EMS.
Credits: 1
Price: \$20.00
- Airway Management (Airwaymgmnt)** -- This course is designed to teach you how to properly manage an airway and also show the different types of equipment used in airway management.
Credits: 2
Price: \$20.00
- The ABC's of Bariatrics (Bariatrics)** -- Bariatrics is the branch of medicine that deals with prevention, and treatment of obesity.

Annotations include a blue arrow pointing to the "Add to Cart" button for the "Airway Management" module, and a text box that says: "Click on the 'Checkout' after choosing the modules you want to review." There are also partial annotations for "Remove from Cart" and "Add to Cart" buttons.

Step 6




The screenshot shows a login form titled "Please Log In to Continue". At the top, there are two radio button options: "I already have an account with CourseWebs." (which is selected) and "I do not have an account with CourseWebs.". A blue arrow points to the first option. Below the options are two input fields: "User ID:" and "Password:". A "Log In" button is located below the password field. A "Recover Password" link is positioned below the "Log In" button. A text box on the right says: "If you already have used the Online Education system, you can enter your User ID and Password here."

Step 7

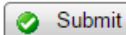
- I already have an account with CourseWebs.
 I do not have an account with CourseWebs.

Create an account.

(Please fill out the following form and click 'submit' below.)

*Desired User ID:	<input type="text"/>	
	Letters and numbers only. No spaces.	
*Choose a Password:	<input type="password"/>	
*First Name:	<input type="text"/>	
Middle Initial	<input type="text"/>	
*Last Name:	<input type="text"/>	
*Email:	<input type="text"/>	
*Address:	<input type="text"/>	
*City:	<input type="text"/>	
*State/Province:	<input type="text"/>	
*Postal Code	<input type="text"/>	
Country:	<input type="text"/>	
*Phone	<input type="text"/>	

*Required field

 Submit

If you are a **First Time User**, click on the **"I do not have an account with CourseWebs"** line and that will bring up the **"Create an Account"** form.

Step 8

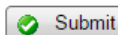
- I already have an account with CourseWebs.
 I do not have an account with CourseWebs.

Create an account.

(Please fill out the following form and click 'submit' below.)

*Desired User ID:	emsrules	Letters and numbers only. No spaces.
*Choose a Password:	*****	
*First Name:	Jack	
Middle Initial	O	
*Last Name:	Doe	
*Email:	doe.jack@gmail.com	
*Address:	123 EMS Street	
*City:	Emsville	
*State/Province:	MN	
*Postal Code	12345	
Country:		
*Phone	xxx-xxx-xxxx	

*Required field

 Submit

Create your own Desired User ID AND Password (***Each user MUST have their OWN User ID and Password***) (You should save your User ID and Password as you will need them to get into the system next time) Fill out all the lines required that have an * by them and press the **"Submit"** button at the bottom.

Step 9

Complete Your Enrollment

You are about to enroll in the following course(s):

Course ID	Course Name	Credits	Price	
Abdominal_Pain	Abdominal_Pain	1	\$20.00	Remove from Cart
			Sub total:	\$20.00
			Total:	\$20.00

[Coupon Code](#)

Invoice to:

Copy fields from my profile

* Company:	<input type="text"/>
* Address:	123 EMS Street
* City:	Emsville
* State/Province:	MN
*Country:	<input type="text"/>

Click on the "**Coupon Code**" line

NOTE: The SE EMS Office **DOES NOT** use the "**Invoice To**" section as shown here, your service has paid for your use of this Online Education System.

I understand that, by paying by invoice:

- My seat in a live course will not be reserved until the invoice has been paid in full and, while there are currently still seats available, those may have been taken by the time the invoice payment has been processed.
- I will not have immediate access to the on-line courses I just registered with until the invoice has been paid in full.

*Required field

(May take up to 60 seconds to complete.)

Step 10

Complete Your Enrollment

You are about to enroll in the following course(s):

Course ID	Course Name	Credits	Price	
Abdominal_Pain	Abdominal_Pain	1	\$20.00	Remove from Cart

Sub total: \$20.00

Total: \$20.00

abc123 [Apply](#)

Complete Your Enrollment

You are about to enroll in the following course(s):


Course ID	Course Name	Credits	Price	
Abdominal_Pain	Abdominal_Pain	1	\$20.00	Remove from Cart

Sub total: \$20.00

abc123, Test password: -\$20.00

[Apply](#)

Coupon Code

 Complete Your Enrollment

You will notice that the amount in the **"Total"** line should go to **"\$0.00"** if your Coupon Code is current and correct. Click on the **"Complete Your Enrollment"** tab

Enter the **"Coupon Code"** which was sent to your Service Director in this line and click on the **"Apply"** line.

Step 11

Thank You!


Transaction Summary:	
Name:	Jack O Doe
User ID:	emsrules
Date:	4/15/2015
Total Charge:	\$0.00

Once Enrollment is complete, you will see this message and should click on the **"Continue to view your courses"** tab

You've been registered for the following course(s):

Course ID	Course Name
Abdominal_Pain	Abdominal_Pain

For questions regarding the payment process, please contact haugedonovan@mayo.edu. Please print this page for your records.

 Continue to view your courses

Step 12

My Courses

Jack O Doe

There may be multiple courses listed here, click on the “**Launch**” button for the course you wish to review.

▼ Abdominal_Pain (Abdominal_Pain)	Launch
<u>Exam Name</u>	<u>Date</u> <u>Certificate</u>

Step 13

Abdominal_Pain (page 1 of 12 - [outline](#))



Welcome to the
Abdominal Pain Module

You can now begin to review your course, advance the slides by using the “**Next**” or “**Previous**” tabs at the bottom of the page.

[previous](#) | [outline](#) | [next](#)

Step 14

Exam page (page 12 of 12 - [outline](#))

Please go to the top of the page and click on "Exams" to take the exam.

or click start below.

[Start Exam](#)

At the end of each course, there will be a short exam to verify your knowledge of the subject matter. Click on the "**Start Exam**" and answer the exam questions.

Exam Name: Abdominal Pain

Instructions:	Choose the best answer to the following questions.
Time Limit:	This exam has no time limit.
Your Previous Score:	--
Passing Score:	80%
Status:	Exam has not yet been taken.
Attempts:	Unlimited

At the end of the exam, you will need to click on the "**Submit**" tab at the bottom of the page.

You will then see the question "**Are you sure you want to submit this exam?**" You can then either click "**OK**" to submit your exam or "**Cancel**" to return to the exam.

[Exam Center](#) | [Start this exam](#)

Click on "**Start this exam**" to

[previous](#) | [next](#)
[submit](#)

page at [semnems.coursewebs.com](#) says: ×

Are you sure that you want to submit the exam?

After the exam has been submitted you will not be able to change your answers.

OK

Cancel

Step 15

Exam Results

User Name:	Jack O Doe
Course Name:	Abdominal_Pain
Course ID:	Abdominal_Pain
Exam Name:	Abdominal Pain
Your Score:	93.33%
Passing Score:	80%
Message:	Congratulations! You passed!

[Exam Center](#) | [Review this exam](#) | [Score Report](#) | [View Certificate](#)

Once your exam is submitted, you will see the results of passing or try again. You can review your exam, return to the exam center, Score report or view your certificate by clicking on the appropriate tabs provided. With a passing score, your certificate will be automatically emailed to you. You should print this and give a copy to your Consortium Instructor at your next class if needed.



Any questions or concerns can be sent to don.hauge@seems.com or call the SE EMS Office at 507-536-9333 from 8 a.m. to 4:30 p.m.