

What is EMS4Stroke?

The EMS4Stroke Learning Management System (LMS) provides an online learning platform to educate those who work in Emergency Medical Services (EMS) on their role in stroke management.

How does EMS4Stroke help me?

The Florida Department of Health strives to ensure that Florida's EMS professionals are properly trained to recognize and respond to a patient experiencing stroke symptoms.

This guide will explain how to create an EMS4Stroke account, access the EMS4Stroke LMS, and upload course information and course certificates from EMS4Stroke into TRAIN Florida.

NOTE: Do not contact your TRAIN Florida Administrator for issues with the EMS4Stroke LMS.

Creating an EMS4Stroke User Account

The following steps will instruct you on how to register as a user on EMS4Stroke.

Step 1: Open your internet browser and navigate to the [Stroke Awareness homepage](#).

Step 2: Click on the **Log In/Register** link located in the upper right-hand corner of the homepage (Fig. 1).



Figure 1

Step 3: To create an EMS4Stroke user account, click on the gold **Register Now** button (Fig. 2).

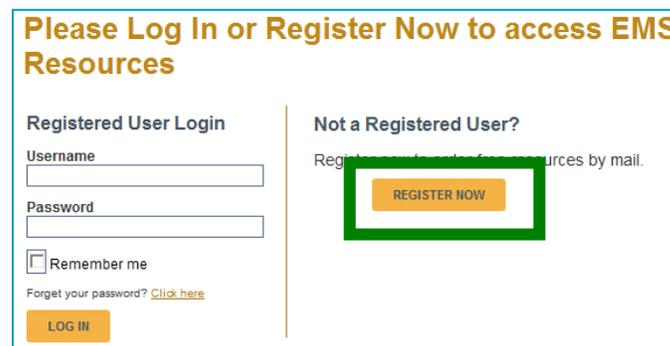


Figure 2

Step 4: You will be directed to the **New Users** page (Fig. 3). Complete the new user registration form. Required fields are marked by red asterisks (*)

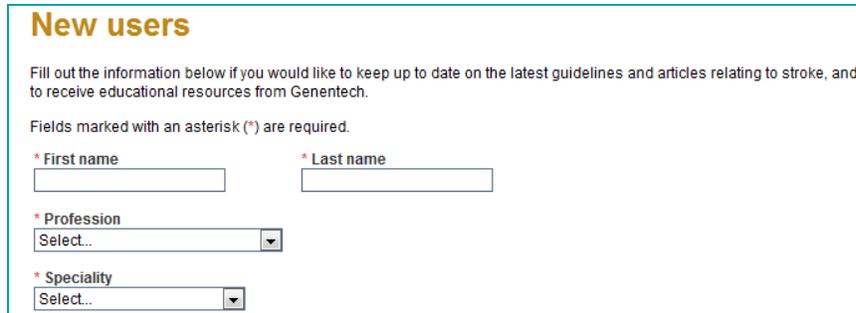


Figure 3

Step 5: Click the submit button. 

Step 6: You will be redirected to a confirmation page. Click the gold **Continue** button to return to the Stroke Awareness homepage (Fig. 4).



Figure 4

Logging in to the EMS4Stroke LMS and Managing Courses

After creating your account you may log in to the system and access the course offered by the EMS4Stroke LMS.

The following steps will instruct you on how to complete the course offered through the EMS4Stroke LMS:

Step 1: Open your internet browser and navigate to the [Stroke Awareness homepage](#).

Step 2: Click on the **Log In/Register** link located in the upper right-hand corner of the homepage (Fig. 5).



Figure 5

Step 3: Enter your username and password. Your username is the e-mail address provided during registration. Click the gold **Log In** button to access the EMS4Stroke LMS (Fig. 6).



Figure 6

Step 4: You will be redirected to a log in confirmation page. Click the gold **Continue** button to return to the Stroke Awareness homepage (Fig. 7).



Figure 7

Step 5: To navigate from the homepage to the LMS, click on the link for **EMS Professionals** (Fig. 8).



Figure 8

Step 6: Locate the **Interactive EMS Learning** tile and click the gold **Access Now** button to launch the EMS4Stroke LMS (Fig. 9).



Figure 9

Step 7: The EMS4Stroke course should open. You must complete the course in its entirety in order to receive the certificate (Fig. 10).



Figure 10

Add an EMS4Stroke Course to your TRAIN Florida Transcript

Once you have completed the training course offered through the EMS4Stroke LMS you will need to upload the completed course information and your certificate, as a Non-TRAIN course to your TRAIN Florida transcript.

Basic instructions on how to do so can be found below. For detailed instruction on how to complete this process please consult the [How to Manage Non-TRAIN Courses](#) Learners Question and Answer job aid.

The following steps will instruct you on how to complete the Non-TRAIN Course Details form:

Step 1: Log in to TRAIN Florida.

Step 2: On your TRAIN Florida home page - go to your personal **Dashboard**, locate and click on the **My Learning** tile (Fig. 11).

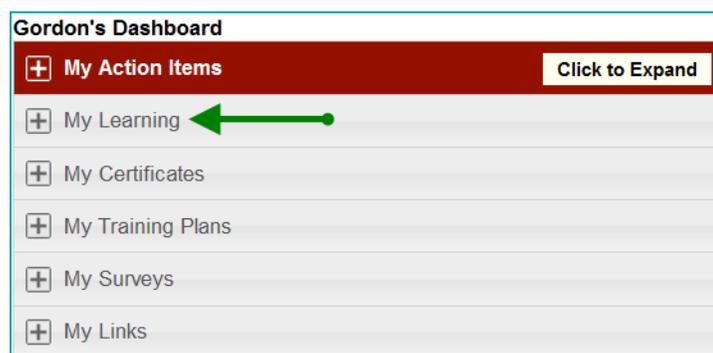


Figure 11

Step 3: When the tile expands, locate and click on the **TRAIN Transcript** button (Fig. 12).

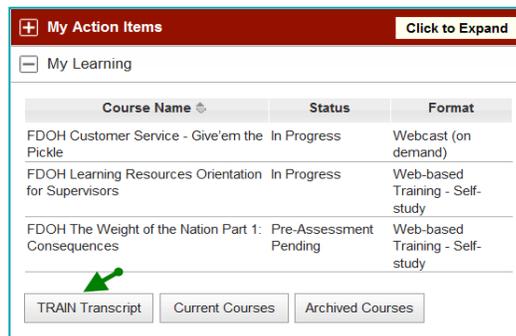


Figure 12

Step 4: You will be directed to the **Transcript** screen. Locate the **Non-TRAIN Courses** section, then locate and click on the **Add** button (Fig. 13).

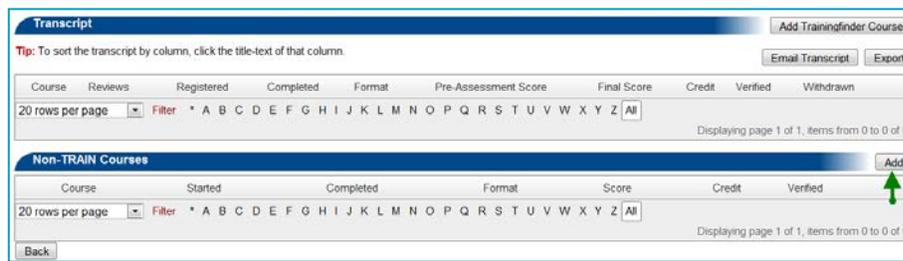


Figure 13

Step 5: The **Non-TRAIN Course Details** screen will open. This screen is the **Non-TRAIN Course Details form** (Fig. 14). It is important that you accurately complete the form and complete the required fields marked with the red asterisks (*). We highly recommend you provide all of the requested information, as well as the required information when completing this form.

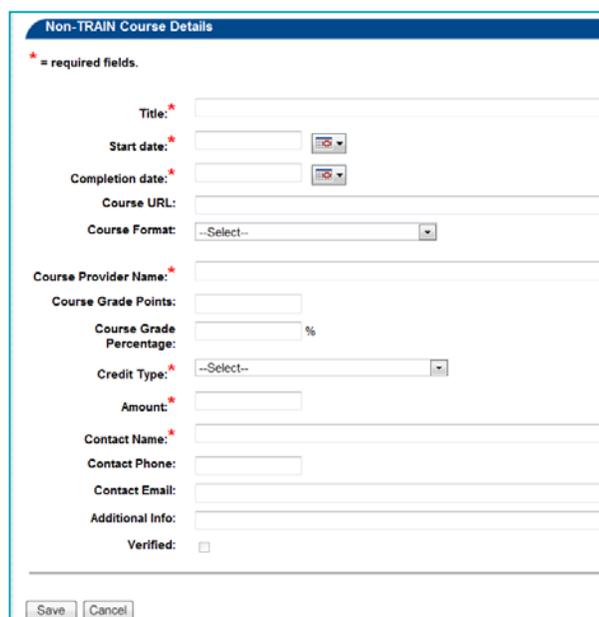


Figure 14

Step 6: Submit the Non-TRAIN Course Details form

Click the **Save** button, located on the bottom of the screen to submit the form.



Step 7: Notify your TRAIN Florida Local Administrator

To assure the efficient processing of the Non-TRAIN Course Details form and verification of the course you would like added to your TRAIN Florida transcript you must notify your TRAIN Florida Local Administrator via e-mail of your submission.

Use the [Local Contact List](#) to locate your **TRAIN Florida Local Administrator**. Once you have located your Local Administrator, **click on their e-mail address**. An e-mail will open, addressed to the Administrator.

Enter the **Subject Line: Non-TRAIN Course Details form - {your full name}** and send the e-mail. Please be sure to put your full name in the subject line. You may choose to include information in the body of the e-mail, but it is not necessary.

Please upload your certificate to this course as soon as possible after you submit the course information for approval.

The steps below will instruct you on how to add a training certificate to a Non-TRAIN Course.

NOTE: Be sure to save an electronic copy of your certificate in an easy to find location on your computer before you try to add it to the Non-TRAIN Course.

To begin you must log in to TRAIN Florida.

Step 1: On your TRAIN Florida home Page - go to your personal dashboard, locate and click on the **My Learning** tile (Fig. 15).



Figure 15

Step 2: When the tile expands, locate and click on the **TRAIN Transcript** button (Fig. 16).



Figure 16

Step 3: You will be directed to the Transcript screen. Locate the **Non-TRAIN Courses** section. Make a note of, or right click and copy the course title, you will need to enter the exact course title on the next screen. Click on the **Upload External Certificate** button (Fig. 17).

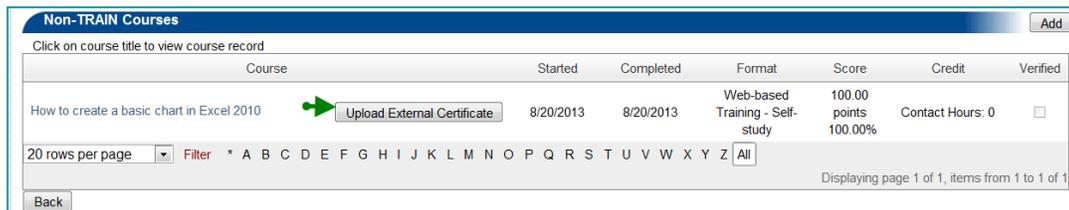


Figure 17

Step 4: The **Upload Certificate** screen (Fig. 18).

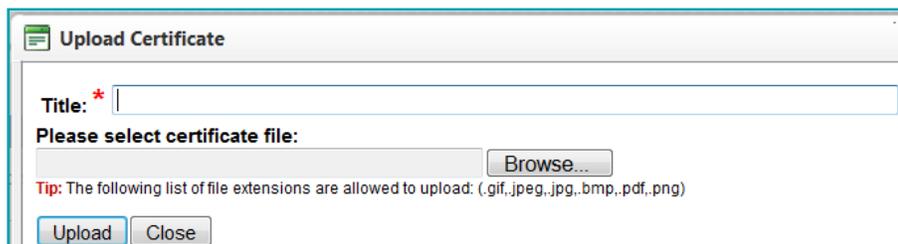


Figure 18

To upload the Non-TRAIN course certificate to your transcript:

- Enter or Paste the exact course name into the **Title** field. **This is a required field**
- Click the **Browse** button and locate your certificate on your computer
- Click on the certificate file, and follow the browse window directions
- When the file is loaded the file name will be shown in the **Please select certificate file:** field next to the Browse button
- To add your certificate, click the **Upload** button

For additional guidance on how to manage Non-TRAIN Courses in TRAIN Florida please consult the Learners Question and Answer job aid on [How to Manage Non-TRAIN Courses](#). If you have additional questions or need assistance regarding the management of your Non-TRAIN Courses in TRAIN Florida, please contact your **TRAIN Florida Local Administrator**. To locate your Local Administrator's contact information please use the [Local Contact List](#).