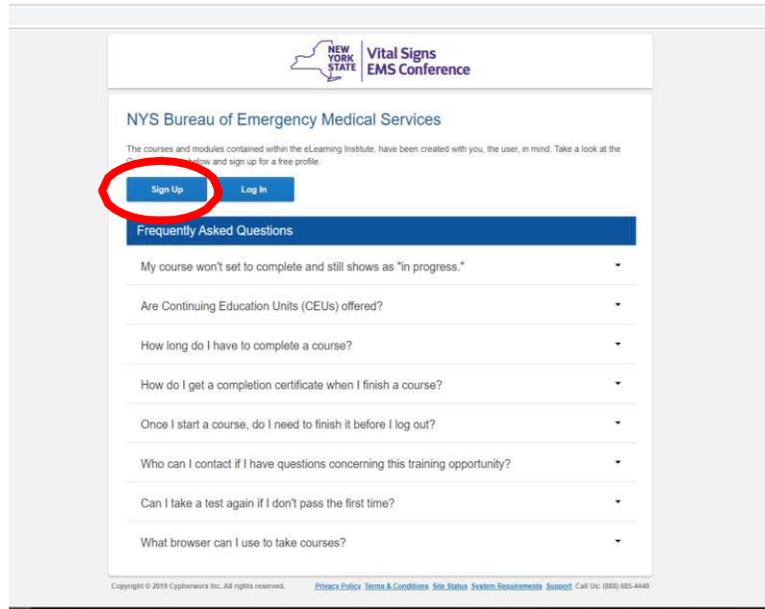


INSTRUCTIONS FOR CREATING A NYS CYPHERWORX ACCOUNT

Everyone will be required to register with New York State prior to beginning any of the training modules, specifically the 2019 BLS Protocol Update.

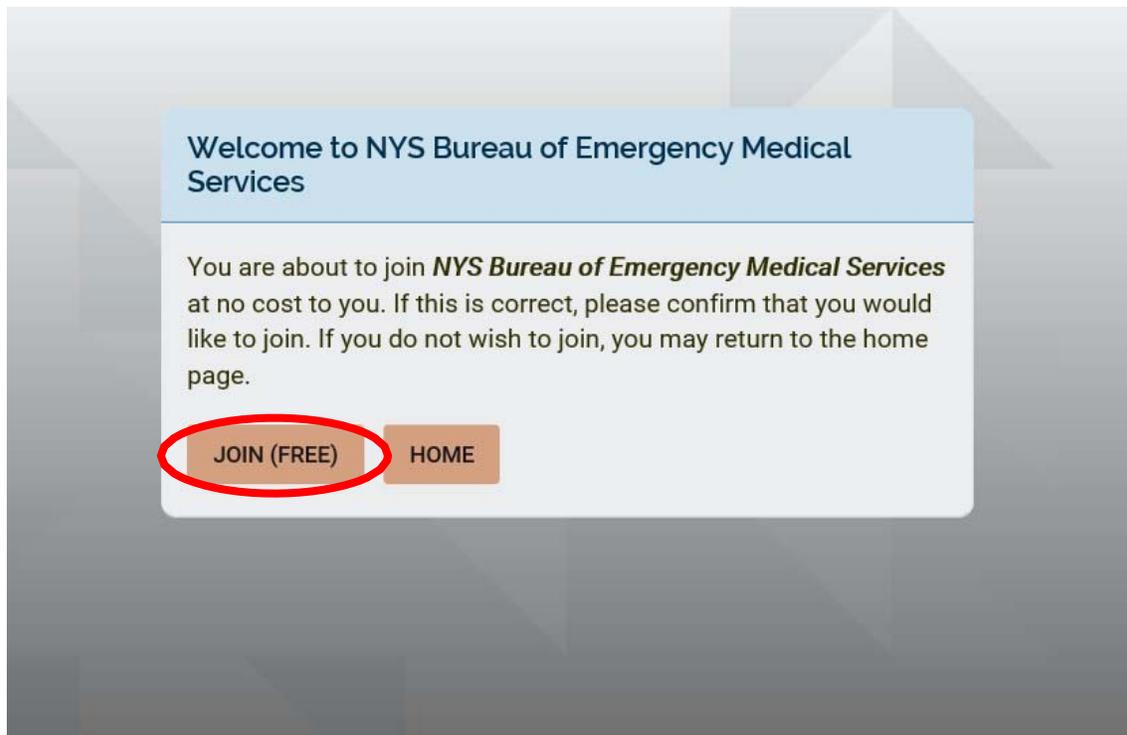
1. Start by navigating to the following webpage: <https://collabornation.net/nyems>
2. You will be directed to the page shown below.
 - Please click the “Sign Up” button if you need a new account
 - Please click the “Log In” if you already have a Cypherworx account and then skip to Step #4.



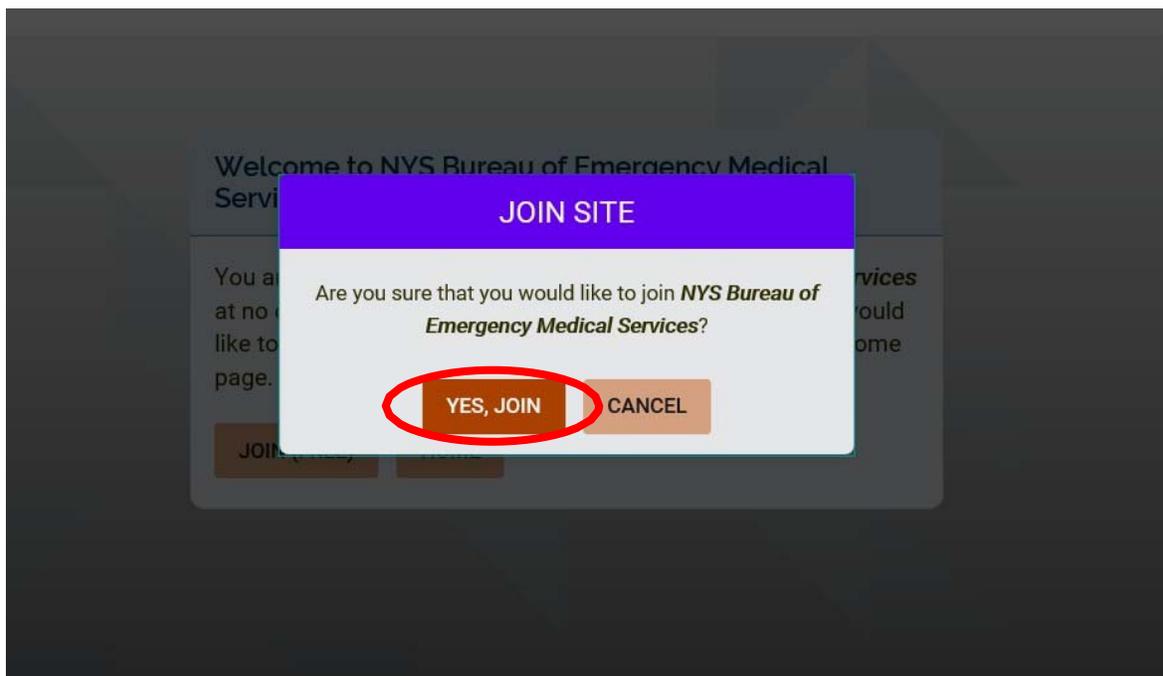
3. The next page you will be directed to is the beginning of the registration process. Fill in your first and last name, enter your Email address, create a password, click the CAPTCHA box, agree to the terms and privacy policy, and click “CREATE ACCOUNT”.

A screenshot of the registration form titled "Create Account for NYS Bureau of Emergency Medical Services". The form includes input fields for "First Name", "Last Name", "Email", "New Password", and "Confirm Password". Below the password fields is a "Password strength" indicator. There is a checkbox for "I'm not a robot" with a reCAPTCHA logo and links for "Privacy - Terms". Another checkbox is for "I have read and agree with the Terms and Privacy Policy.". At the bottom, there is a "CREATE ACCOUNT" button and a link for "Log In". A footer link says "Not looking for NYS Bureau of Emergency Medical Services? Find my Organization."

4. You will then be directed to this next page. Please click the “Join (Free)” button.



5. You will then be directed to this next page. Please click the “Yes, Join” button.



6. Once you create your account and joined, you will be directed to additional registration fields. Please fill out your cell phone number (if you do not have a cell phone number please use your home number), your EMT level, and your EMT number.

Registration Fields

Please fill out this form to complete registration.

Cell phone number *

EMT Credential(s) *

- *Not applicable
- AEMT
- AEMT-CC
- BASIC
- CFR
- EMT
- Paramedic

EMT Number (if applicable - please enter n/a if not applicable) *

Other Credential(s) - (select all that apply) *

Please fill in any other credentials you may have. For example, instructor (CPR, CIC, CLI), Firefighter, RN, MD, etc. If you do not have any additional credentials, please select the *Not applicable box. If you have any other credentials, please list in the box provided.

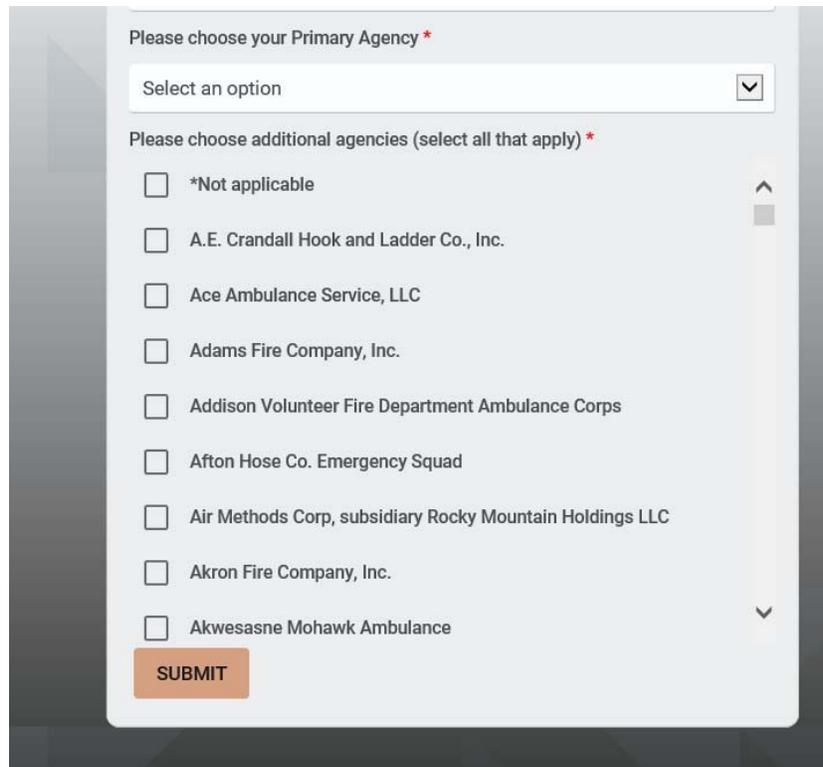
Other Credential(s) - (select all that apply) *

- *Not applicable
- AHA/ARC CPR instructor
- Certified Instructor Coordinator
- Certified Lab Instructor
- Dispatcher
- Firefighter
- Law Enforcement/Public Safety
- LPN
- NP

Other Credential(s) - (write in box if you did not find your credential(s) in any checkbox choices)

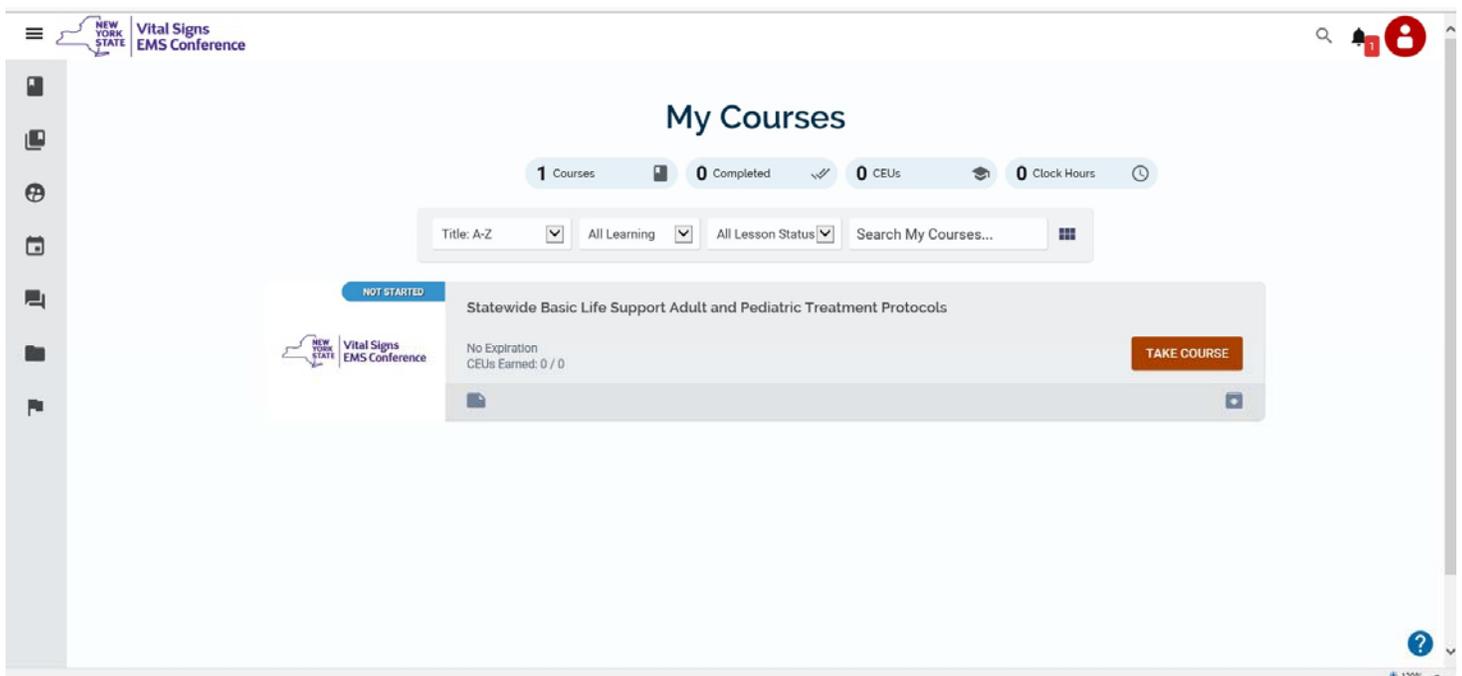
Please choose your Primary Agency *

Please choose your ***PRIMARY*** agency from the drop-down menu. If you have a secondary, or multiple agencies that you belong to, please choose them in the second section. If you do not have any secondary agencies, select “***Not applicable***”. Please make sure you fill in all boxes. Once completed click the “SUBMIT” button. If you hit submit and it does not advance you to the next page the area you missed will be highlighted in red.



The image shows a registration form with two main sections. The first section is titled "Please choose your Primary Agency *" and contains a dropdown menu with the text "Select an option". The second section is titled "Please choose additional agencies (select all that apply) *" and contains a list of agencies, each with an unchecked checkbox. The agencies listed are: *Not applicable, A.E. Crandall Hook and Ladder Co., Inc., Ace Ambulance Service, LLC, Adams Fire Company, Inc., Addison Volunteer Fire Department Ambulance Corps, Afton Hose Co. Emergency Squad, Air Methods Corp, subsidiary Rocky Mountain Holdings LLC, Akron Fire Company, Inc., and Akwesasne Mohawk Ambulance. At the bottom of the form is an orange "SUBMIT" button.

7. This will complete your registration and you will be directed to the course page.



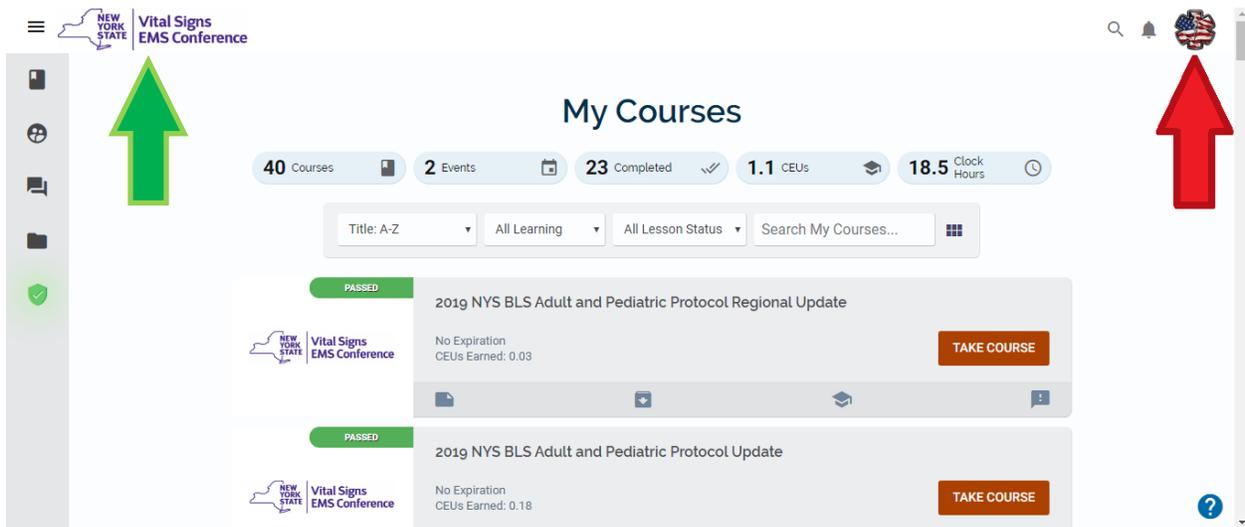
The image is a screenshot of a web application interface. At the top left, there is a logo for "NEW YORK STATE Vital Signs EMS Conference". The main heading is "My Courses". Below the heading, there are statistics: "1 Courses", "0 Completed", "0 CEUs", and "0 Clock Hours". There are also filters for "Title: A-Z", "All Learning", and "All Lesson Status", along with a search bar "Search My Courses...". A course card is visible, titled "Statewide Basic Life Support Adult and Pediatric Treatment Protocols", with a status of "NOT STARTED", "No Expiration", and "CEUs Earned: 0 / 0". A "TAKE COURSE" button is located on the right side of the course card. The bottom right corner shows a help icon and a zoom level of "120%".

8. Upon entering the site, you will be assigned both of the BLS protocol updates. Please ensure that you complete the correct course based on MLREMS Advisory 19-09A: 2019 NYS EMS Collaborative Protocol Update.

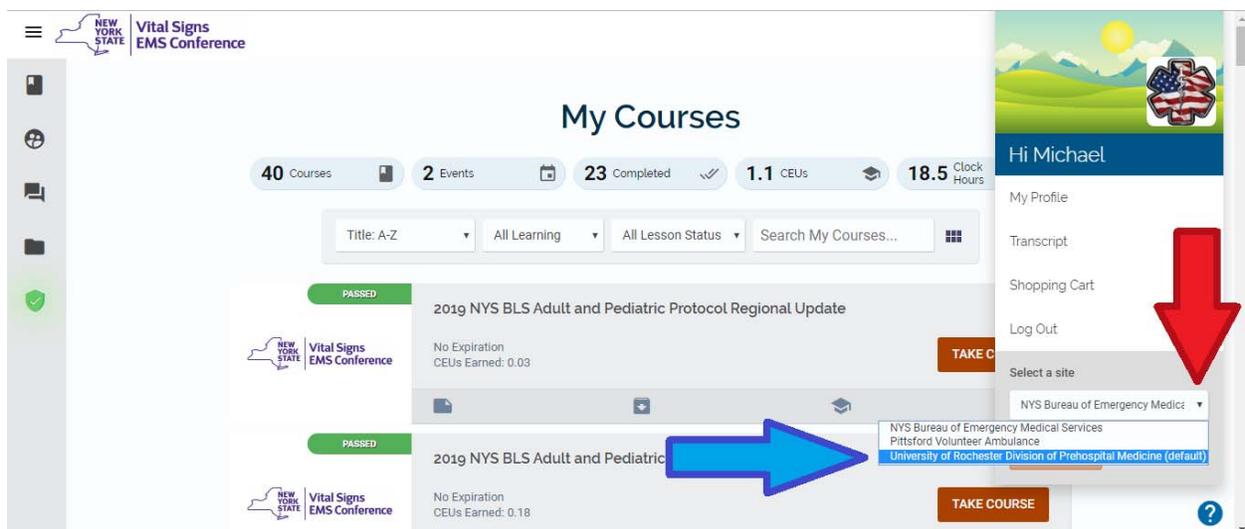
NAVIGATING BETWEEN CYPHERWORX SITES (NATIONS)

Now that you have an account in two (2) Cypherworx sites, or nations as they are referred to, you will need to understand how to navigate between them. Different course may be hosted in different nations – but YOUR courses will always be tracked in ‘My Courses’ and in your personal transcript.

If you followed the instructions above, you should be in the NYS site (or nation) of Cypherworx. This is indicated with the NYS icon in the upper left corner of your screen (green arrow). To change back to the University of Rochester nation, you will begin by clicking on the icon in the upper right corner (red arrow). In the image below, my icon is a star of life with a flag inside – yours will likely be a circle with a person icon inside.



This will open a window with several choices – at the bottom of the window, there is a drop down box under the ‘Select a site’ label (red arrow). Clicking here will show you all the nations you belong to currently. Select the University of Rochester nation from the list (blue arrow) and you will automatically redirected to that nation.



You will know that you are in the University of Rochester nation because the header will have changed to blue, and the University of Rochester logo will now appear in the upper left corner (red arrow).

The screenshot displays the 'My Courses' interface. At the top, a blue header contains the University of Rochester logo on the left and search, notification, and user profile icons on the right. A red arrow points to the logo. Below the header, the page title 'My Courses' is centered. A summary bar shows: 40 Courses, 2 Events, 23 Completed, 1.1 CEUs, and 18.5 Clock Hours. Below this are filters for 'Title: A-Z', 'All Learning', and 'All Lesson Status', along with a search bar. The main content area lists two courses, both with a 'PASSED' status and a 'TAKE COURSE' button. The courses are '2019 NYS BLS Adult and Pediatric Protocol Update' and '2019 NYS BLS Adult and Pediatric Protocol Regional Update', both associated with the 'Vital Signs EMS Conference'.

You should notice that the 'My Courses' list has remained the same. The differences will come from the Course Catalogs and the materials available. The University of Rochester nations has several course to chooses from as many of you are familiar. Currently, this option is not available in the NYS nation, and the only courses available are the Protocol Update courses you see above.