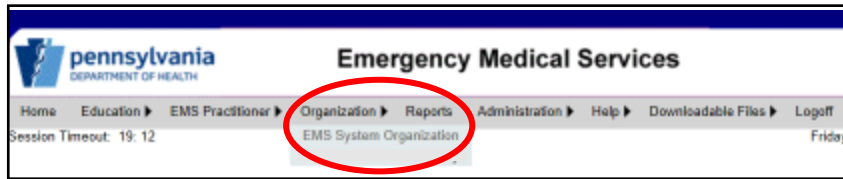
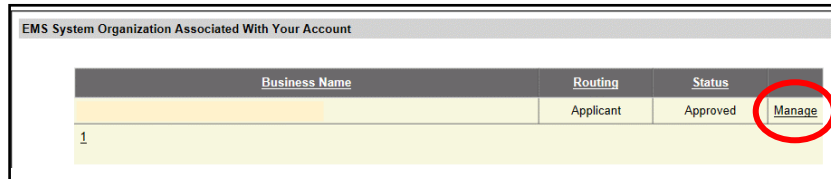


# EMS Registry Job Aid for User Management for Continuing Education Sponsors

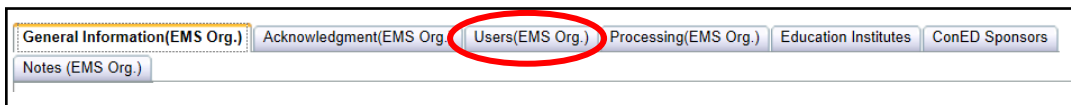
1. In your provider record, hover over Organization and click on EMS System Organization.



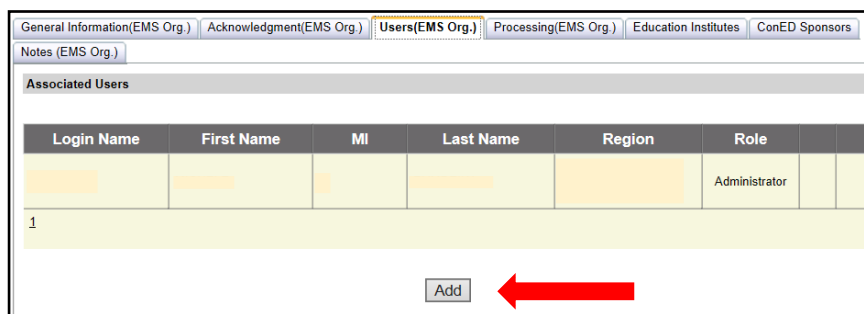
2. The EMS System Organization(s) you are associated with will appear in a grid. Click Manage.



3. There will be several tabs that appear, click on Users (EMS Org.).



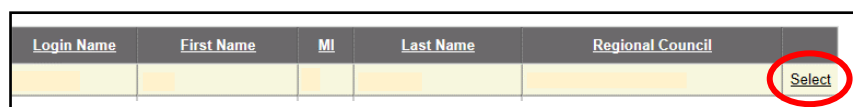
4. Your name will be listed as Administrator. This is where you will add your personnel from within your organization who you want to be an Administrator or User for your ConEd Sponsor. Click Add.



5. You will need to search for the individual. Complete at least one field. The more fields you complete, the narrower your search will be. Click Search.

The screenshot shows a search form titled 'Search For User'. It has input fields for Login Name, First Name, and Last Name, and a dropdown menu for Regional Council. The Search button is circled in red.

6. The search will generate a list of individuals. When you locate the individual affiliated with your organization, click Select.



- The individual's information will appear. Here you will select the role for the individual for your organization (not the Ed. Institute or ConEd Sponsor – you will affiliate these individuals separately) – either Administrator or User. User roles need to be selected at the organization level AND within each line of business (Ed. Institute and/or ConEd Sponsor). A User can only view. An Administrator has full control. Choose a role. Click Submit.

**Assign User Rights**

Login Name:  
 MI:  
 First Name:  
 Last Name:  
 Regional Council:  
 User Role: Select Role  
Administrator  
User ← Submit ← Cancel

- A grid will populate with your Associated Users and the individual's name will be listed and their role. You will be able to add/delete Administrators and Users as needed.

**Associated Users**

Login Name	First Name	MI	Last Name	Region	Role		
					Administrator	Edit	Delete
					Administrator	Edit	Delete

1

Add

- Click on the ConEd Sponsor Tab. Your Sponsor information will populate in a grid. Click Manage.

General Information(EMS Org.) Acknowledgment(EMS Org.) Users(EMS Org.) Processing(EMS Org.) Education Institutes ConED Sponsors ←

Notes (EMS Org.)

Sponsor Number	Sponsor Name	Routing	Status	Issue Date	Expiration Date	
		Applicant	Approved	10/24/2017	10/01/2020	Manage

1

- Here is where you will manage all aspects of your ConEd Sponsor application. Click on Users (ConEd Sponsor).

General (ConED Sponsor) Acknowledgement (ConED Sponsor) Users (ConED Sponsor) Processing (ConED Sponsor) ←

Associations (ConEd Sponsor) Notes (Sponsor)

**General Information**

11. An Associated Users grid will populate. Click Add.

Login Name	First Name	MI	Last Name	Region	Role
					Administrator

In order to add a user to a Sponsor or Education Institute, you must first add the user to the Agency.

**Add**

12. A grid will populate with a list of all your Users who are associated with your EMS Organization, but not associated with your ConEd Sponsor. Click "Select" next to the individual you wish to add to your ConEd Sponsor.

General (ConEd Sponsor) Acknowledgement (ConEd Sponsor) **Users (ConEd Sponsor)** Processing (ConEd Sponsor)

Associations (ConEd Sponsor) Notes (Sponsor)

Below is a list of users who are associated with your EMS Organization that are not currently associated with your Sponsor.

Login Name	First Name	MI	Last Name	Regional Council	Select
					<b>Select</b>

13. Choose the role for this individual. An Administrator Role will be able to register classes, enroll students, and enter and finalize rosters. A User Role will only be able to view this information. Choose a role and click submit.

**Assign User Rights**

Login Name:

MI:

First Name:

Last Name:

Regional Council:

User Role:

**Select Role**  
Administrator  
User

**Submit** **Cancel**

14. A grid will populate with the individual listed and their role. Add/delete individuals as needed.