Ohio Department of Public Safety
Division of Emergency Medical Services

EMS Incident Reporting System
Identity Manager and Adding an Agency
User Guide - Agency

November, 2019

Overview

The Ohio Department of Public Safety, Division of Emergency Medical Services is implementing a new online EMS Incident Reporting System (EMSIRS). The purpose of EMSIRS is to collect information regarding the delivery of emergency medical services in Ohio and the frequency at which the services are provided. This user guide has been developed to assist EMS agencies in navigating the new system.

System Requirements and Limitations:

- The new system performs best when the latest version of Google Chrome or Internet Explorer version 9 + is used.

  To download Google Chrome, please use this link: https://www.google.com/chrome/browser

  To download Internet Explorer, please use this link: https://www.microsoft.com/en-us/download/internet-explorer.aspx

- This web-based application requires that Javascript be enabled. You will receive an error message if it is not enabled. Please contact your Agency's technical Support to have Javascript enabled on your computer if you receive the error.

- The system will support use from a cell phone or tablet, but functions best when used on a computer.

- All system users must have a valid email address and Driver's License or State ID, in order to register for access to the system.
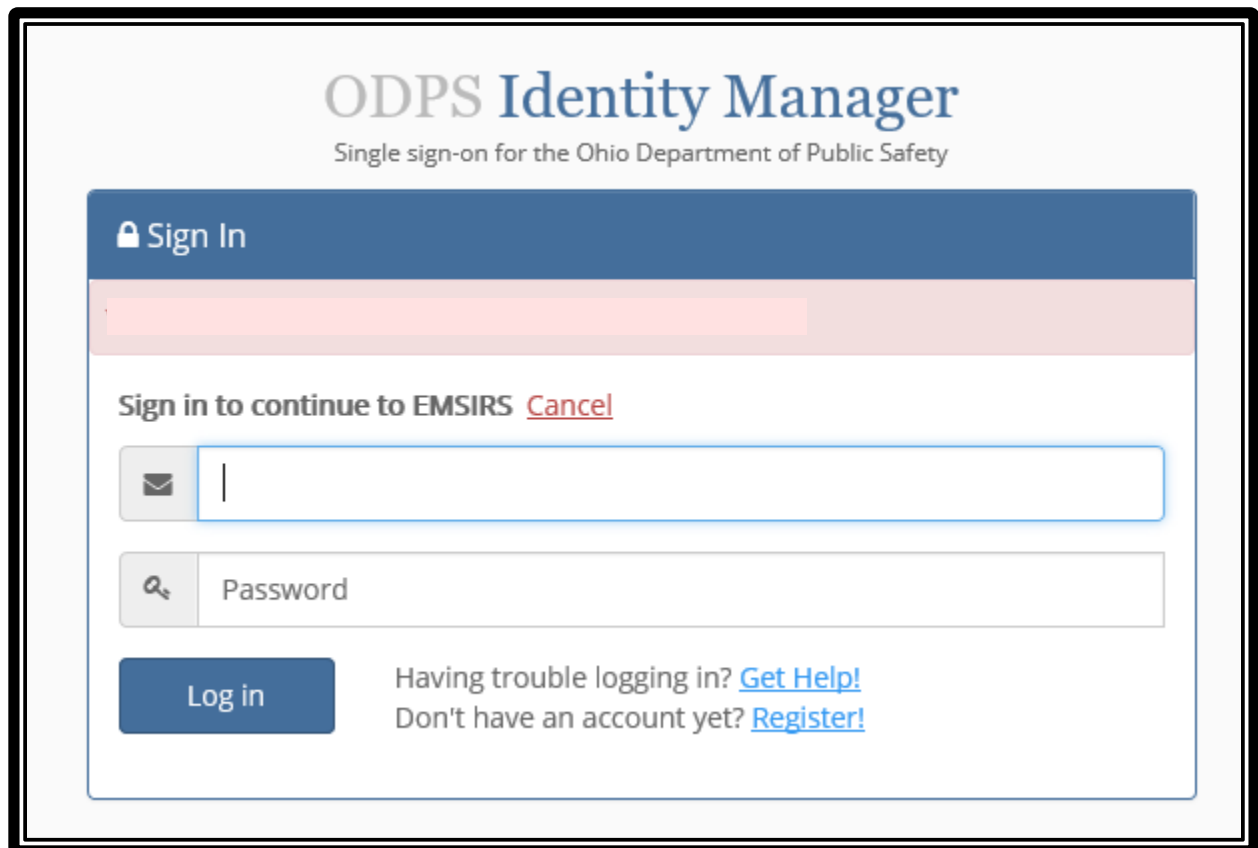
Getting started:

- All users will access the EMS Incident Reporting System with an ODPS Identity Manager account.

- You will be required to:
    - register for an Identity Manager account and
    - validate your identity and,
    - request, and receive access, to at least one agency in order to use EMSIRS

Questions should be directed to EMSIRSaccess@dps.ohio.gov, or by calling 1-800-233-0785 during normal business hours.

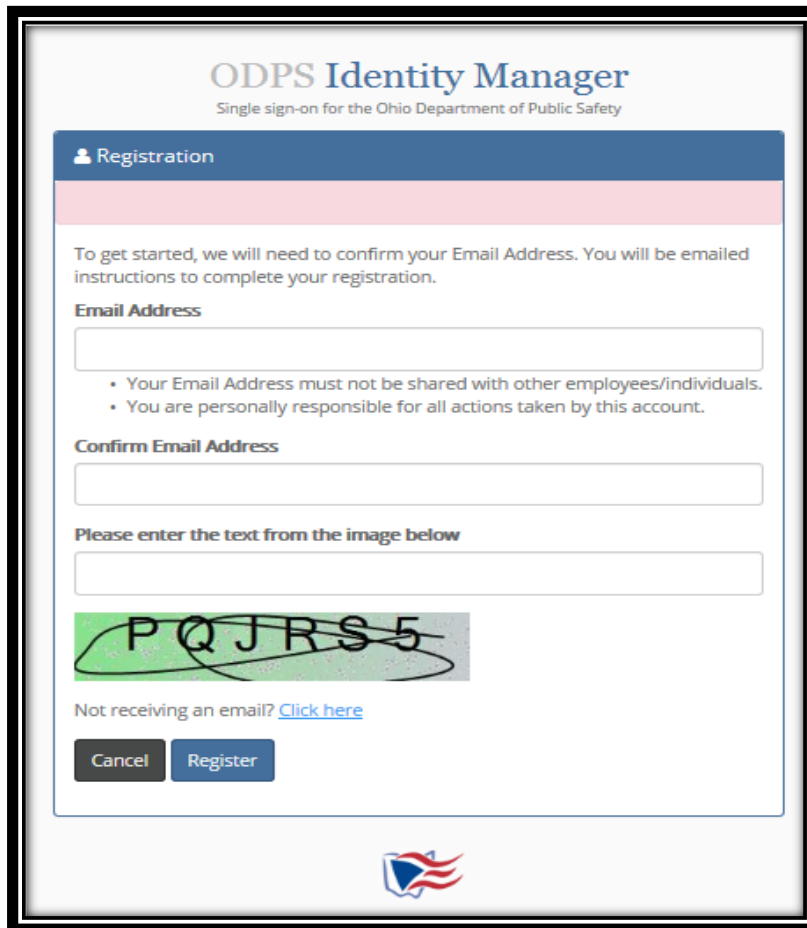# ODPS Identity Manager Registration

Step 1: Navigate to EMSIRS:
- Open your browser and navigate to https://services.dps.ohio.gov/emsirs/
- Click on "**Register!**" at the bottom of the box to start the process of setting up your account. (In the future, you will simply enter your email address and password to log in as your account will already be set up.)

ODPS Identity Manager
Single sign-on for the Ohio Department of Public Safety

🔒 Sign In

Sign in to continue to EMSIRS   Cancel

✉️ [   ]

🔑 Password

| Log in |

Having trouble logging in? Get Help!
Don't have an account yet? Register!

Step 2: Registering an Identity Manager account:

- Complete the registration form and select "**Register**". A screen will appear that indicates an email has been sent with instruction to complete the registration.
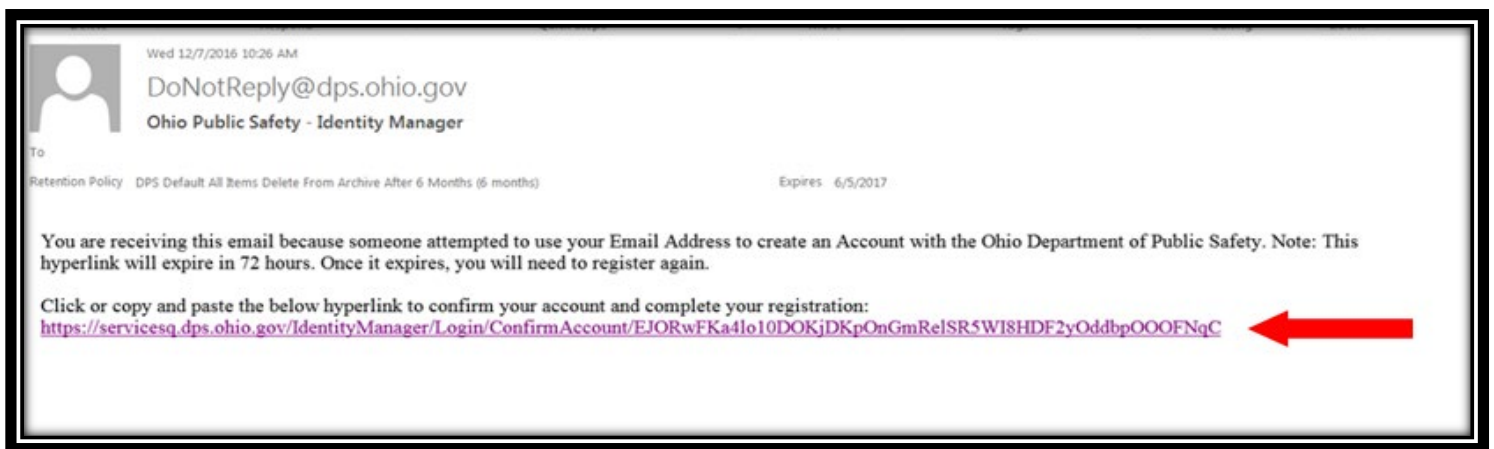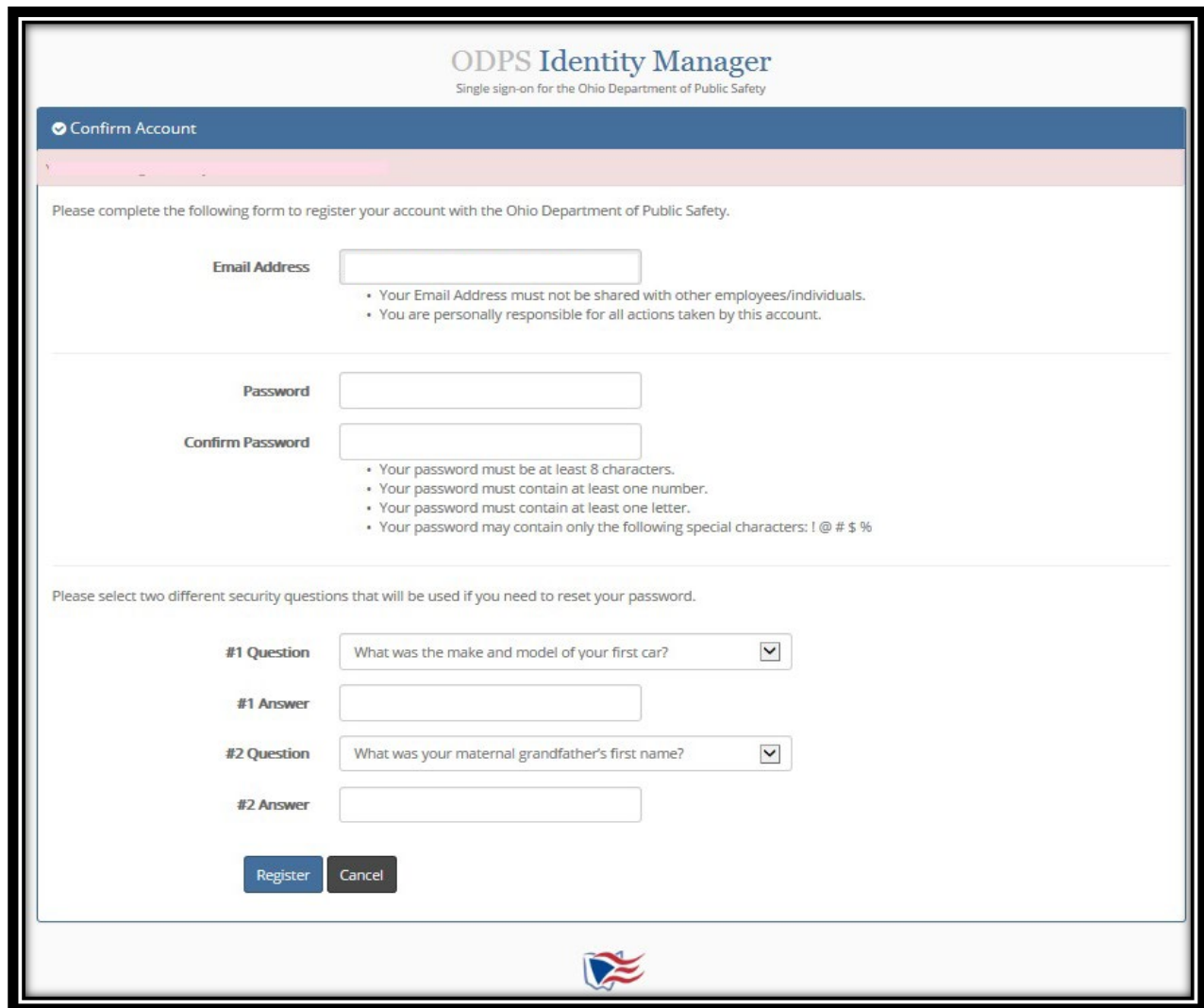
Step 3: Account registration email

- You will receive an e-mail with further registration steps. **In most cases, the email will appear immediately, but sometimes it could take 10-15 minutes and your email may direct it to the Junk Mail or Spam box**. Check the Junk Mail and/or Spam boxes if you do not see the email in your Inbox. If you do not receive an email, call our Help Desk (614-752-6487), which is staffed 24/7. Advise the Help Desk you need assistance with the EMSIRS, as the Help Desk assists users with several applications.

- Once you receive the Identity Manager email select the hyperlink to verify your registration request and complete the registration process. *The hyperlink will expire in 72 hours.* Please open this e-mail and act upon it immediately.

Wed 12/7/2016 10:26 AM

DoNotReply@dps.ohio.gov

Ohio Public Safety · Identity Manager

To

Retention Policy   DPS Default All Items Delete From Archive After 6 Months (6 months)   Expires 6/5/2017

You are receiving this email because someone attempted to use your Email Address to create an Account with the Ohio Department of Public Safety. Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

Click or copy and paste the below hyperlink to confirm your account and complete your registration:

https://servicesq.dps.ohio.gov/IdentityManager/Login/ConfirmAccount/EJORwFKa4lo10DOKjDKpOnGmRelSR5WI8HDF2yOddbpOOOFNqC

Step 4: Complete Identity Manager registration

- Complete the registration form and select "**Register**". After clicking register you will automatically be taken to the next step, which is User Validation.

User Validation

Step 1: Validate your identity with Driver's license or State ID

- Validate your identity. You will need your Ohio Driver's License or State ID#, and the last 4 digits of your Social Security Number.
- Enter the requested information, click on "**Next**".

- *If you do not have a State of Ohio Driver's License, or State ID select "Non-Ohio".* *Then,* you will need to submit a copy of your out of state Driver's License or ~~State~~ ID by uploading it or e-mailing it to EMSIRSaccess@dps.ohio.gov .

Step 1 of 2: Access Request (Personal Information)

Last Name

First Name

Date of Birth
mm/dd/yyyy

SSN (Last 4 digits)
Enter "0000" if you do not have a Social Security Number.

Select Driver's License / Identification Card State
○ Ohio   ● Non-Ohio

Please upload a copy of your out of State DL/ID.

[   ] Browse...

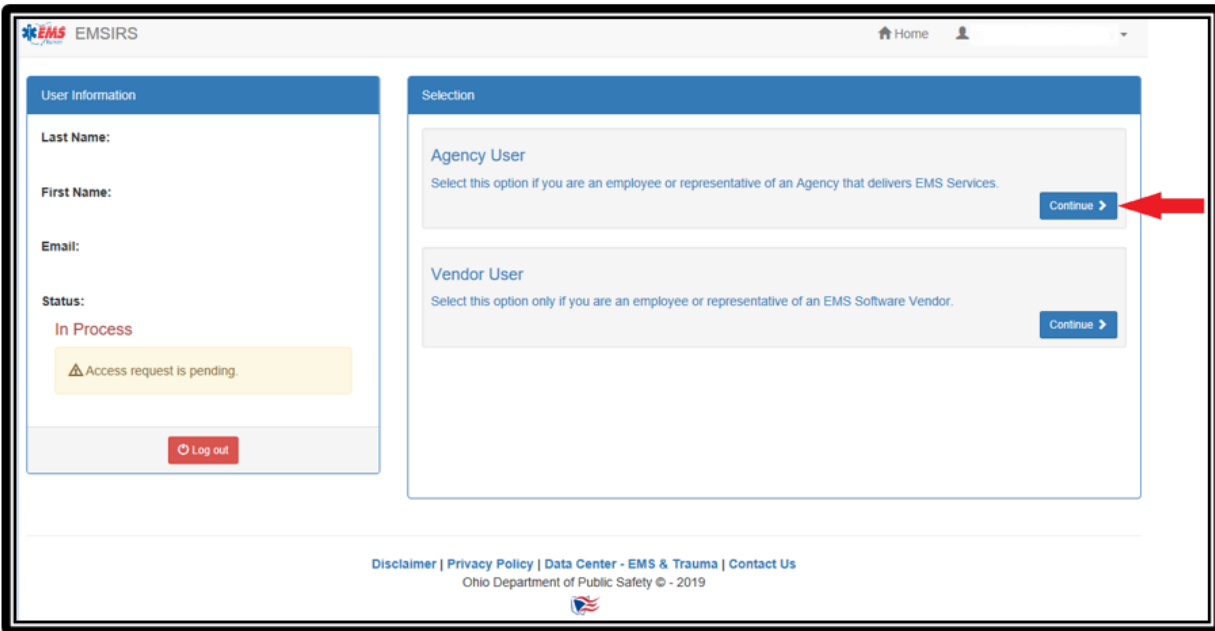☐ I will email my documentation to EMSIRSAccess@dps.ohio.gov.

Please enter the text from the image below

W J F 8 V L

⏻ Log out   Next ❯

- Your identity will be validated automatically.
  - a. If your Driver's license or State ID matches our records, your status will be listed as VALIDATED.
  - b. If your Driver's license or State ID does NOT match our records, you will be given the opportunity to make changes and resubmit.
  - c. If you choose to e-mail or upload your Driver's license or State ID, your status will be listed as IN PROCESS until the Ohio Division of EMS can validate your information.

- Your account will not be created until your identity is validated. If you have questions regarding account validation, contact the Help Desk (24/7) at 614-752-6487, and advise the representative you are using the EMSIRS.
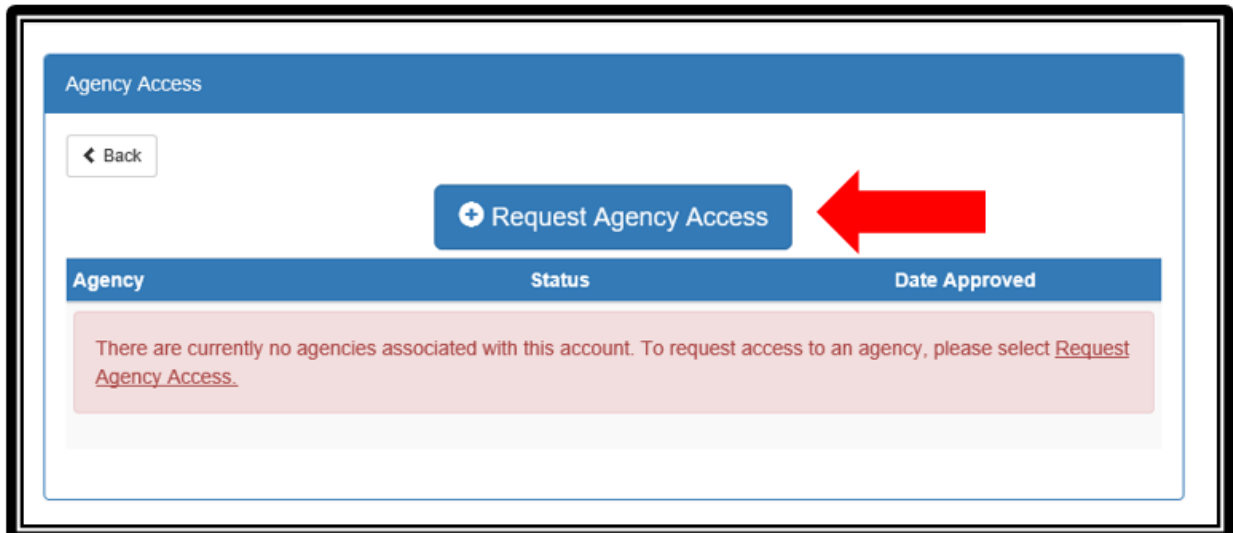
Requesting Access to an EMS Agency
Step 1: Request agency access
- Log in to EMSIRS at: https://services.dps.ohio.gov/emsirs/
- In the **Agency User** section, click the blue "**Continue**" button.
- Click the **"Request Agency Access"** button.

- Search for your EMS Agency by entering the agency code or the agency name. Click "**Search**".
- Results of your search will display. Click "**Select**" next to the appropriate agency.

- After selecting an Agency, you will be required to Select Role as either Chief / CEO or User. Click the appropriate Role. Then click the "**Request**" button.
  - Most requestors should select "User" as their role. Each agency can have only <u>one</u> "Chief/CEO" user. This <u>must</u> be the actual chief of the agency, not an assistant chief or EMS lead regardless of their agency working title. All Chief/CEO user requests will be verified by DEMS prior to approval.

- Your choice will be listed as pending. If you made this choice in error, click the "**Cancel**" button, and request a different agency using the steps above.
- **The Division of EMS will take action on Chief / CEO access requests within three business days of receipt**. Once a Chief / CEO is established, all User requests shall be approved or denied by the Chief / CEO.
- Until then, your agency request will be listed as pending.

Step 2: Agency access request email

- After a request for agency access has been submitted, users will receive a confirmation email.

From:
Sent: Tuesday, March 26, 2019 5:51:10 PM (UTC-05:00) Eastern Time (US & Canada)
To:
Subject: [Redirected from ITST] Access Request received for EMSIRS

Your access request for EMSIRS has been received. The Ohio Division of EMS will review your request and follow up via email once your request is approved/denied.

Name:
Email:
Agency Name: Hartford Vol Fire Dept
Agency Code: 45-121

Sincerely,
Ohio Division of EMS
EMSIRSAccess@dps.ohio.gov

Step 3: Agency access approval email and EMSIRS Agency Access Status

- Once the submitted agency access request has been approved by the Ohio Division of EMS, the user will receive a confirmation e-mail. Your Agency Access Status will be listed as Approved.

From:
Sent: Thursday, March 28, 2019 6:09:44 PM (UTC-05:00) Eastern Time (US & Canada)
To:
Subject: [Redirected from ITST] EMSIRS Access Request Notification - Approved

Your access request for EMSIRS has been approved. Additional information can be found by logging in to your EMSIRS account.

Name:
Email:
Agency Name: Hartford Vol Fire Dept
Agency Code: 45-121

Sincerely,
Ohio Division of EMS
EMSIRSaccess@dps.ohio.gov

Congratulations! You have completed the Identity Manager registration process. You can now begin using EMSIRS. If you have questions regarding Identity Manager, contact the Help Desk (24/7) at 614-752-6487, and advise the representative you are using the EMSIRS.