

**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](https://www.google.com/chrome/browser) or [Internet Explorer version 9 +](https://www.microsoft.com/en-us/download/internet-explorer.aspx) 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:

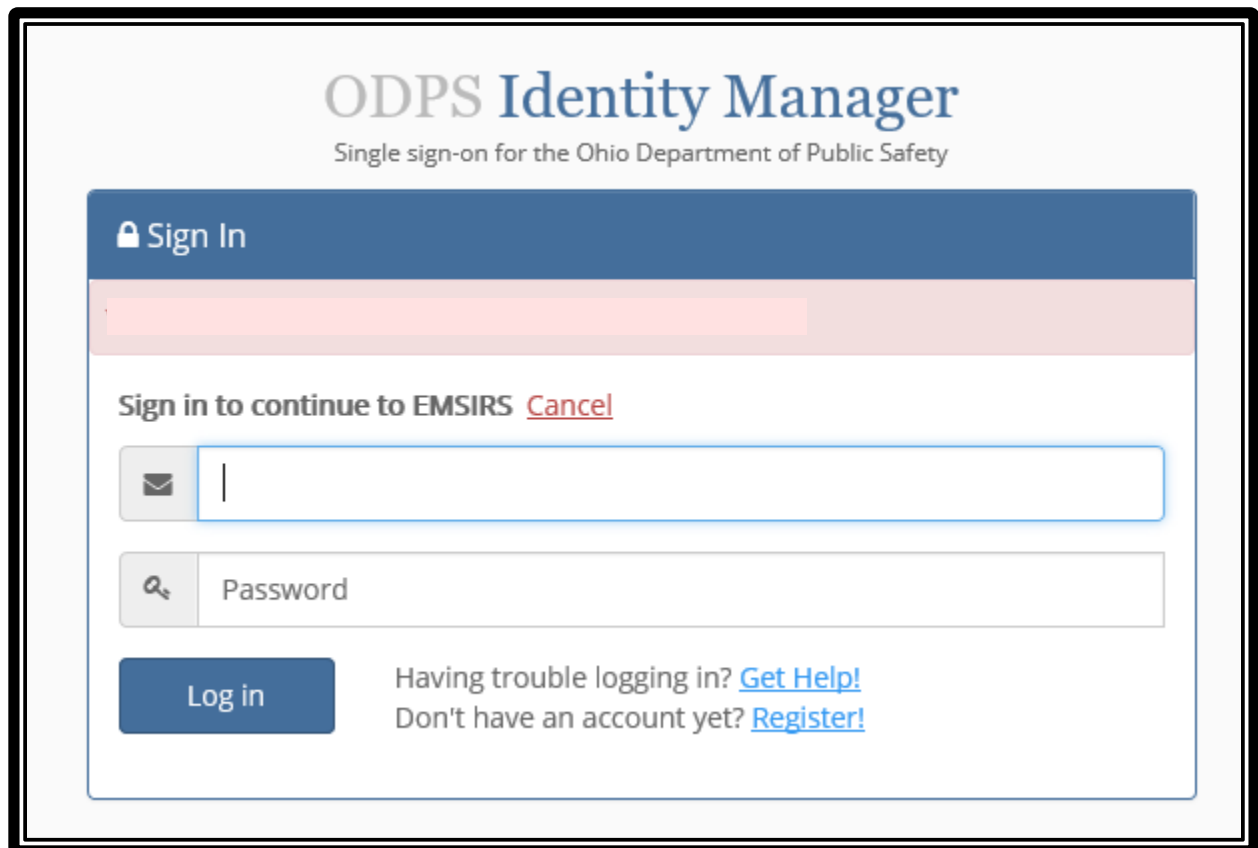
- All users will access the EMS Incident Reporting System with an ODPS Identity Manager account.
- You will be required to:
 - register for an Identity Manager account and
 - validate your identity and,
 - request, and receive access, to at least one agency in order to use EMSIRS

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:

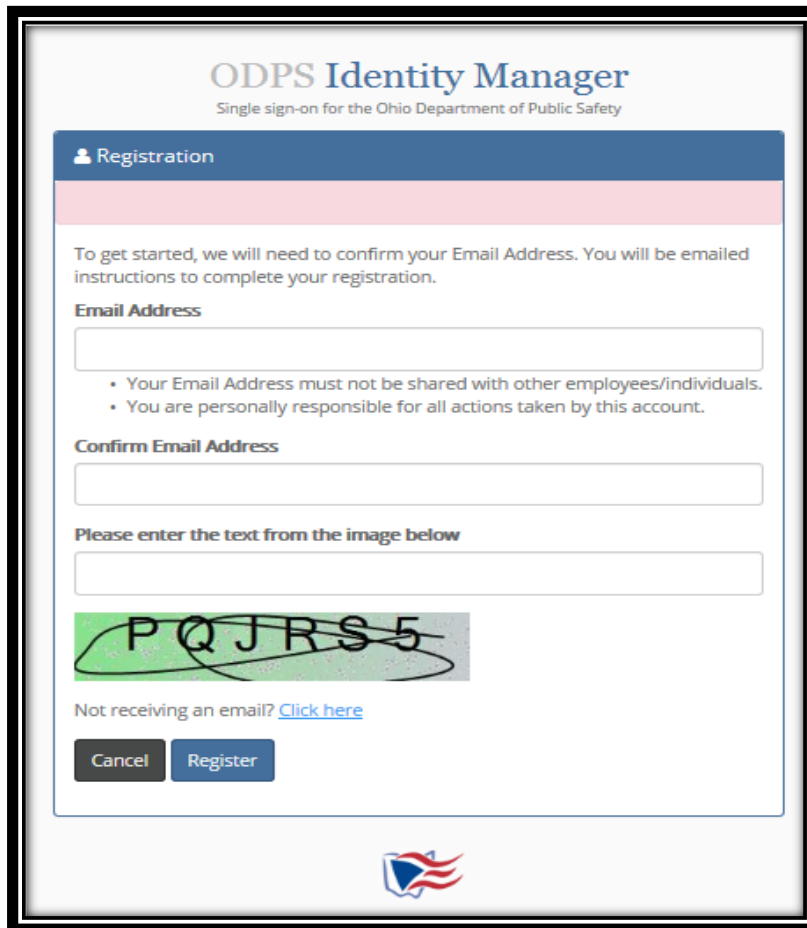
- Open your browser and navigate to <https://services.dps.ohio.gov/emsirs/>
- Click on “**Register!**” at the bottom of the box to start the process of setting up your account. (In the future, you will simply enter your email address and password to log in as your account will already be set up.)



The screenshot shows the ODPS Identity Manager login interface. At the top, the title "ODPS Identity Manager" is displayed in a large, dark blue font, with the subtitle "Single sign-on for the Ohio Department of Public Safety" in a smaller, gray font below it. The main login area is enclosed in a light gray box with a blue header bar that says "Sign In" with a lock icon. Below the header, there is a red error bar. The text "Sign in to continue to EMSIRS" is followed by a red "Cancel" link. There are two input fields: the first is for an email address, indicated by an envelope icon, and the second is for a password, indicated by a key icon. Below the password field is a blue "Log in" button. To the right of the button, there are two links: "Having trouble logging in? [Get Help!](#)" and "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.



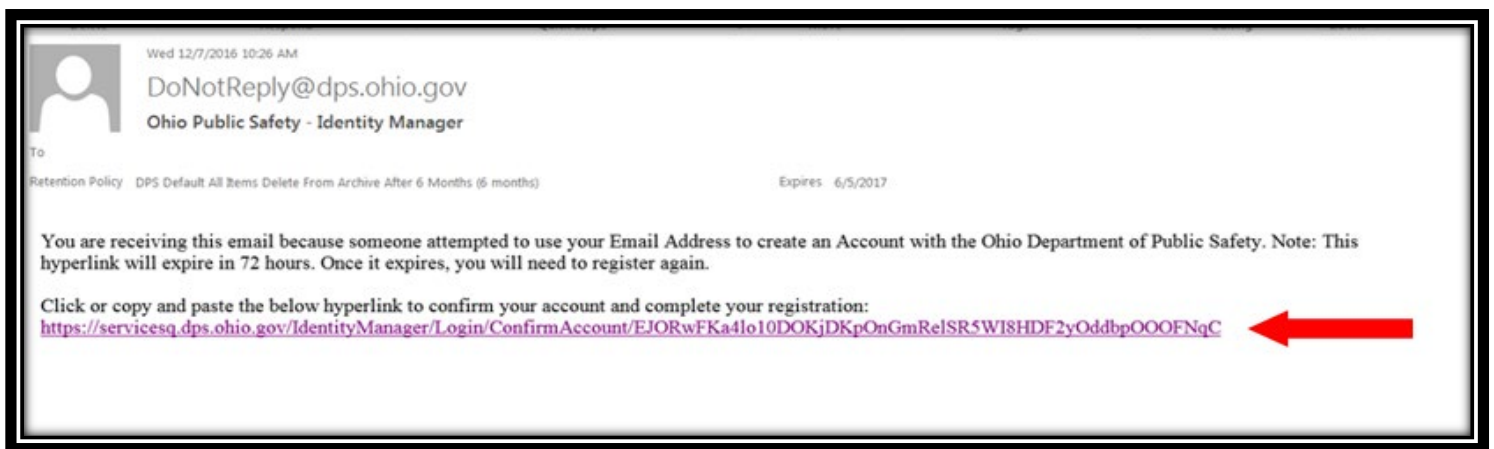
The screenshot shows the 'Registration' page of the ODPS Identity Manager. The header includes the title 'ODPS Identity Manager' and the subtitle 'Single sign-on for the Ohio Department of Public Safety'. The page is titled 'Registration' with a user icon. The main content area has a pink header bar. Below it, a message states: 'To get started, we will need to confirm your Email Address. You will be emailed instructions to complete your registration.' The 'Email Address' field is a text input box. Below it, two bullet points are listed: 'Your Email Address must not be shared with other employees/individuals.' and 'You are personally responsible for all actions taken by this account.' The 'Confirm Email Address' field is another text input box. Below that, a CAPTCHA prompt says 'Please enter the text from the image below' followed by a text input box. The CAPTCHA image shows the text 'PQJRS5' with a green background and a black scribble. Below the CAPTCHA, there is a link 'Not receiving an email? [Click here](#)'. At the bottom of the form are two buttons: 'Cancel' and 'Register'. The Ohio state flag logo is at the bottom right of the page.



The screenshot shows the 'Registration Successful' page of the ODPS Identity Manager. The header includes the title 'ODPS Identity Manager' and the subtitle 'Single sign-on for the Ohio Department of Public Safety'. The page is titled 'Registration Successful' with a user icon. The main content area has a pink header bar. Below it, a message states: 'You have been sent an email with instructions to complete your registration.' Below the message is a blue button labeled 'Return to Login'. The Ohio state flag logo is at the bottom right of the page.

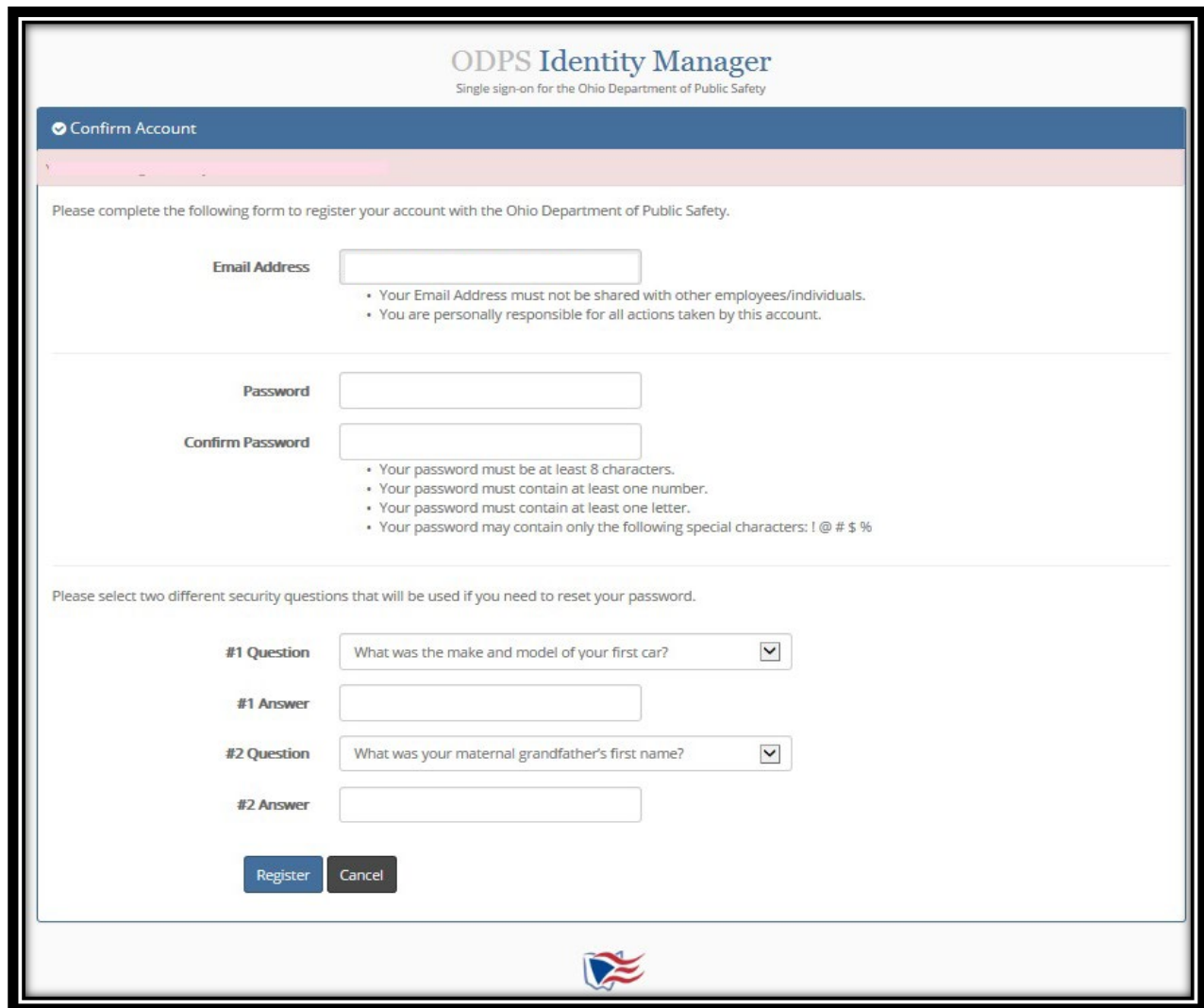
Step 3: Account registration email

- 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.



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.



The screenshot shows the 'Confirm Account' page of the ODPS Identity Manager. The page has a blue header with the text 'ODPS Identity Manager' and 'Single sign-on for the Ohio Department of Public Safety'. Below the header is a blue bar with a white checkmark and the text 'Confirm Account'. The main content area is white and contains the following sections:

Please complete the following form to register your account with the Ohio Department of Public Safety.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Password

Confirm Password

- Your password must be at least 8 characters.
- Your password must contain at least one number.
- Your password must contain at least one letter.
- Your password may contain only the following special characters: ! @ # \$ %

Please select two different security questions that will be used if you need to reset your password.

#1 Question ☒

#1 Answer

#2 Question ☒

#2 Answer


At the bottom of the page is a logo featuring a stylized American flag.

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**".

Step 1 of 2: Access Request (Personal Information)

Last Name	First Name
<input type="text"/>	<input type="text"/>
Date of Birth	SSN (Last 4 digits)
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
Enter "0000" if you do not have a Social Security Number.	
Select Driver's License / Identification Card State	Ohio Driver License Number
<input checked="" type="radio"/> Ohio <input type="radio"/> Non-Ohio	<input type="text"/>
Please enter the text from the image below	
<input type="text"/>	
	
<div><input type="button" value="Log out"/> <input type="button" value="Next >"/></div>	

- **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

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.

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

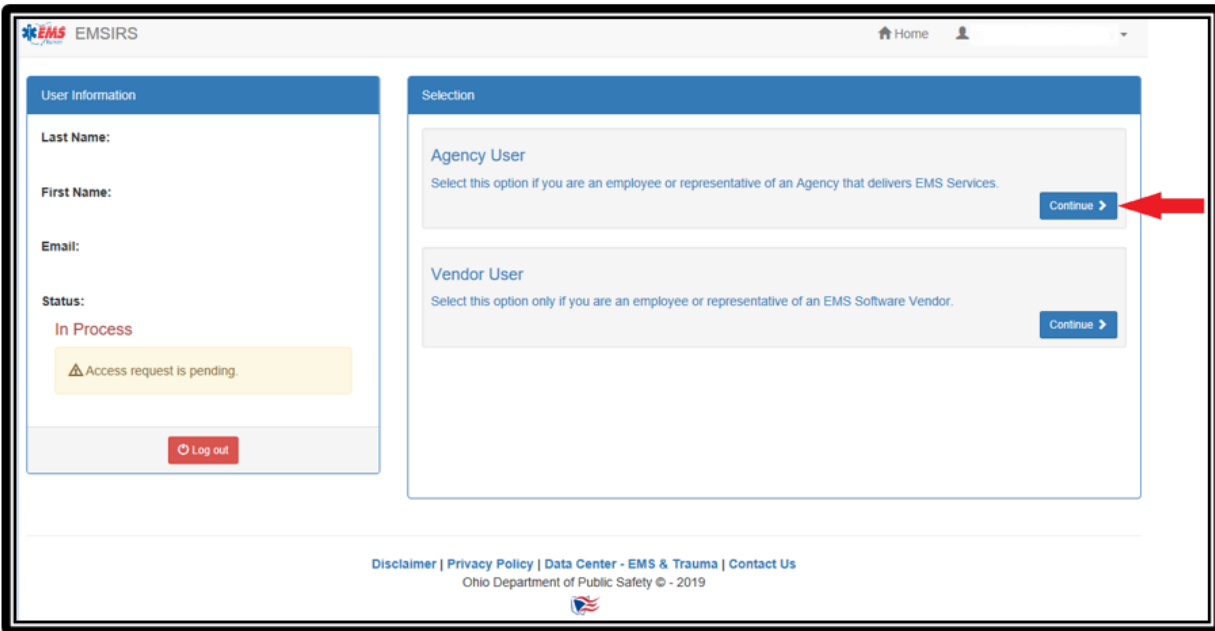
Please enter the text from the image below

- 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.

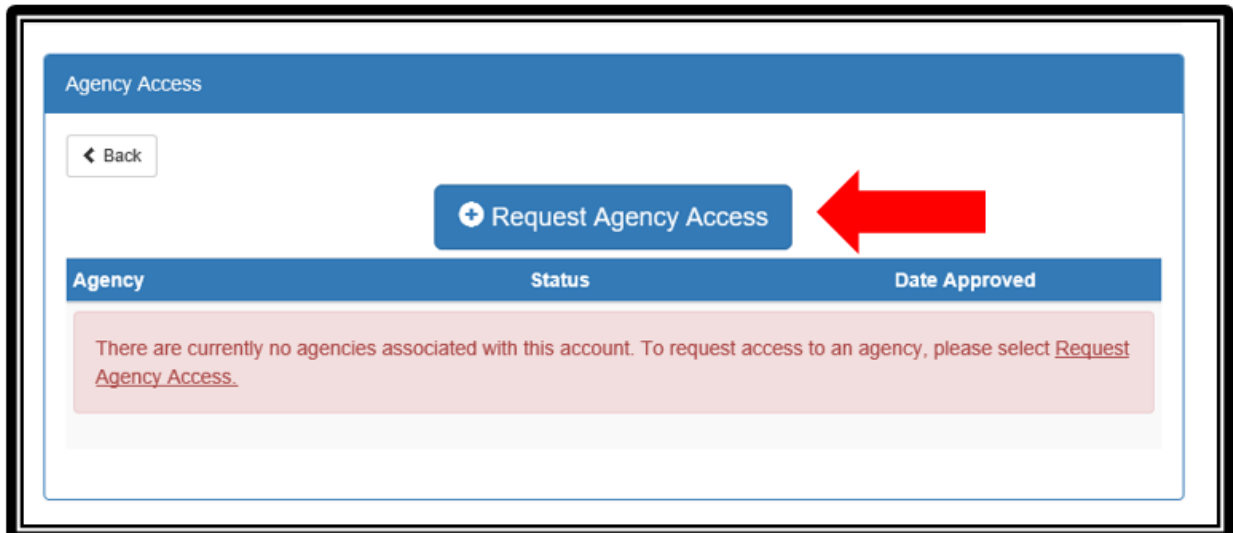
Requesting Access to an EMS Agency

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.



The screenshot shows the EMSIRS login interface. On the left, the 'User Information' section includes fields for Last Name, First Name, Email, and Status (currently 'In Process'). A yellow message box states 'Access request is pending.' and a 'Log out' button is at the bottom. On the right, the 'Selection' section offers two options: 'Agency User' (with a description and a 'Continue' button highlighted by a red arrow) and 'Vendor User' (with a description and a 'Continue' button). The footer contains links for Disclaimer, Privacy Policy, Data Center - EMS & Trauma, and Contact Us, along with the Ohio Department of Public Safety copyright notice for 2019.



The screenshot displays the 'Agency Access' page. It features a 'Back' button in the top left and a prominent '+ Request Agency Access' button in the center, which is highlighted by a red arrow. Below these is a table with columns for 'Agency', 'Status', and 'Date Approved'. A red message box within the table area states: 'There are currently no agencies associated with this account. To request access to an agency, please select [Request Agency Access](#).'

- 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.

Request Agency Access

Agency Code

Enter at least 2 characters

(OR)

Agency Name

Cir

Search

Clear

Result(s)

14 Result(s) are displayed.

Agency Code	Agency Name	Address	
65-E102	Circleville EMS	586 N. Court St. Circleville OH	Select ▼
65-001	Circleville Fire Dept	1220 South Court St Circleville OH	Select ▼

- 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 one “Chief/CEO” user. This must 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.

Request Agency Access

Agency Code

Enter at least 2 characters

(OR)

Agency Name

Cir

Search

Clear

Result(s)

14 Result(s) are displayed.

Agency Code	Agency Name	Address	
65-E102	Circleville EMS	586 N. Court St. Circleville OH	Select ▼

Select Role:


☐ Chief/CEO
 ☐ User

Request


Cancel

Agency Access					
Request Agency Access					
Agency	Role	Status	Requested On	Last status change	
Circleville EMS	User	Pending	9/10/2019 4:18 PM	Cancel	

- 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.


EMS

EMSIRS

[Home](#)


User Information

Last Name:

First Name:

Email:

Status:

In Process

⚠ Access request is pending.

Log out

Agency Access

➕ Request Agency Access

Agency	Status	Date Approved
Allen Twp Fire Dept (80-215)	Pending on 3/30/2019	Cancel Request
Bellbrook Fire Dept (29-121)	Pending on 3/30/2019	Cancel Request

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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

EMS

EMSIRS

[Home](#)

User Information

Last Name:

First Name:

Email:

Log out

Agency Access

Back

Request Agency Access

Agency	Status	Date Approved
Allen Twp Fire Dept (80-215)	Approved on 3/30/2019	3/30/2019
Bellbrook Fire Dept (29-121)	Approved on 3/30/2019	3/30/2019

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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.