

Creating an EMS Classroom (Accordent) Account

- 1) Go to either a) www.ems.ga.gov (and click on EMS Classroom) or b) <https://emsmedia.dhr.state.ga.us>
- 2) Click on register new user.
- 3) Fill out the registration form.
 - a. For Business group use the name of the service you are primarily working for.
 - b. For Location Enter the EMS Region that you primarily work in.
 - c. If you are Not in an EMS Or First Responder role then list , Fire, Nursing, Public Health, Law Enforcement, etc. in the Business Group.
- 4) Click “Register”
- 5) Using your COMPLETE Email address and the password that you just registered with, log in to the site.
- 6) Select the license level that you are currently certified at from the drop down menu.
- 7) Enter your license # for that level. Note for some levels of access a license number is not required. DO NOT use your number of another license to login for a different level (Example using your paramedic # as your instructor number) Content access is tied directly to the license level. When you log in click on the number below LicenseID. You will be given a chance to “upgrade” your license each time you log in. You may have several different levels assigned to you. (example : Paramedic, Instructor, Service Director, Council Member) all are tied to your name and log in but will let you have access to other levels of materials. If you do not want to upgrade or add a level simply click cancel, and you will go to the home screen.
- 8) Once at the home screen click on a level on the left to see the content for that level. (Note there may be several pages of classes look at the page 1 of XX to see.)
- 9) **You must watch the entire presentation to receive credit, the system tracks users in 6 second intervals. You must then complete both the Test (if any) and the survey in order to receive credit for the class. Once you have completed the test and survey, your CEUs will be posted to your account. Please print and keep the certificate for your records.**
- 10) If you have issues with the system Contact Mickey Moore at memoore@dhr.state.ga.us or call 404-679-0527
OR
Lana Joseph @ 404-679-0525
- 11) **Note the system works with Internet Explorer 7.0 or above. It does not function with Firefox or Chrome browsers or Macintosh systems.**