

Online Training

It's been a long time coming, and we're finally here. Our online training capability is up and running and ready for you! This resource will allow our members to access training, online, from the convenience of anywhere that you have internet access. After much research, trials, and demonstrations, we have joined forces with Kaplan University to offer you online training. And from what I've seen, Kaplan's product and customer service is second to none.

To access the online training, go to www.emsjane.com. Log in as a registered student. You will need to enter your username and password.

The first thing you will need to do is to go to the "Control Panel" link, to your right, under "Student Links". From there, click on "Personal Information" to update/edit your personal contact information and to change your password to whatever you want (and can remember). After that, you're ready to go!

To begin taking classes, click on the "Training Center" link, to your right, under "Student Links" or, from the "Control Panel", click the link for "Your Home Page", to your left. You will see a long list of available classes. You will notice that I have assigned deadlines for each of your monthly online assignments. Please concentrate on the ones with the closest deadlines first, but you can go as far ahead in the other classes as you choose. You may also take classes that are not assigned to you. For example, you may choose to venture into the Fire Officer curriculum, the Haz-Mat, or OSHA 10 classes. It's all up to you. You can work on your assignments 10, 15, or 30 minutes at a time; or you may choose to complete all of your assignments for the month in one day. It's all up to you.

Please take note that there are deadlines assigned in each category of classes. However, only Officers need to worry about the deadlines for the Fire Officer courses. Everyone needs to do their best to meet the deadlines for the Firefighter 1 and 2 deadlines, as well as the Bloodborne Pathogens deadline.

You will receive reminders as the deadlines for each class approach, via e-mail.

Please don't hesitate to call Jonathan at (803) 435-4075, if you have any questions. You may also contact Rhianna Dallaire, our Kaplan representative, at (800) 671-9411. She can also help you navigate through the site and retrieve your password, if you forget it.

Online tutorials will be available in the next week or so, to further help you with your online training experience.

Have fun!!!

You will need to allow pop-ups in your web browser for the sites associated with our online training. You can do this in a couple of ways:

- 1) As your pop-up blocker identifies that it has blocked a pop-up from appearing (usually a bar at the top of your web browser), you can choose to “Always allow pop-ups for this site”. This will mean that you will have to minimize the first window and repeat the process for the viewer window. You will probably have to close out of the windows and reopen them afterward.
- 2) The easier (or at least less frustrating) way is to add the two websites to your pop-up blocker's exception list.

Internet Explorer

1. Open Internet Explorer
2. Click on “Tools” at the top of your browser window
3. Click “Internet Options”
4. Under the section for “Pop-up Blocker” either:
 1. Uncheck “Block pop-ups” OR
 2. Click “Settings”, then “Exceptions”
 1. Add the following websites to the list:
 1. my.emsjane.com
 2. lms.medicmonthly.com

Mozilla Firefox

1. Open Mozilla Firefox
2. Click on “Tools” at the top of your browser window
3. Click “Options”, then choose “Content”
4. Under the section for “Pop-up Blocker” either:
 1. Uncheck “Block pop-up windows” OR
 2. Click “Exceptions” and add the following websites to the list:
 1. my.emsjane.com
 2. lms.medicmonthly.com