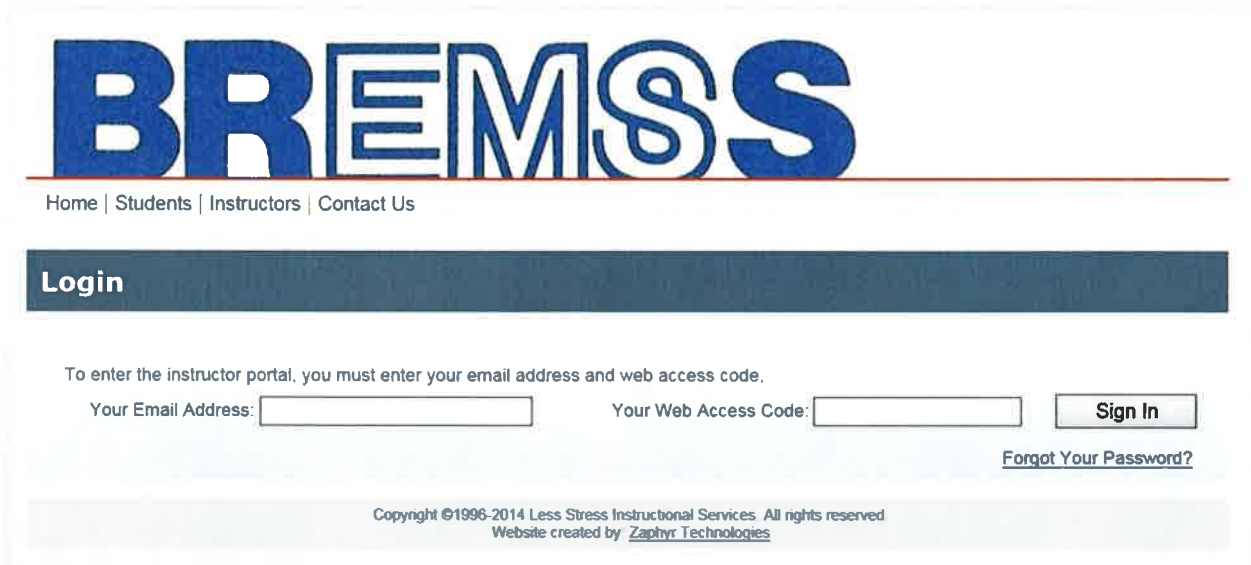


BREMSS Instructor Login

LOGIN PROCESS

To login to the BREMSS Instructor Portal, you will need to have a Username and Password. Your Username will be the email address you have on file with BREMSS. Your password has already been set by BREMSS staff. You may change your password at any time. However, you will need to contact a BREMSS staff member to do so. Below, you will see a screen shot of the Instructor Portal Login Page.



The screenshot shows the BREMSS Instructor Login page. At the top, the word "BREMSS" is displayed in large, bold, blue letters. Below the logo is a navigation menu with links for "Home", "Students", "Instructors", and "Contact Us". A dark blue header bar contains the word "Login" in white. Below this, a message states: "To enter the instructor portal, you must enter your email address and web access code." There are two input fields: "Your Email Address:" and "Your Web Access Code:". To the right of the second field is a "Sign In" button. Below the input fields is a link for "Forgot Your Password?". At the bottom of the page, there is a copyright notice: "Copyright ©1996-2014 Less Stress Instructional Services. All rights reserved. Website created by Zephyr Technologies".

Once you login successfully, you will see the page below. This is the Submit Rosters Page. Notice the tabs at the Top of the page. Click on these Tabs for other function options.

Submit Rosters
Credentials
Courses
Your Information
Staff Signup
Instructor Apps
Find Students

Enter Course Information for Processing:

COURSE INFORMATION

Course Group Course Location

Course Type

Course Date Start Time Comments

INSTRUCTORS ASSIGNED

Add Instructor **Remove Instructor**

Instructor 1

First Name Last Name

Email

STUDENT INFORMATION

Student 1

First Name Last Name

Email License Number

Phone #

Address

City State Zip

Test Score Status Misc

Payment Summary

	Current Total :	\$0.00
	Discount	\$0.00
	Net Total :	\$0.00

Payment Mode

Payee First Name Payee Last Name

Email Phone Number

Address

City State Zip

Payment Type **American Express**

Card Number

Name on Card

Expiration Date **Jan**

CVV

Discount Code

Here is a larger view of the navigation tabs at the top of the page.

Submit Rosters **Credentials** Courses Your Information Staff Signup Instructor Apps Find Students

Enter Course Information for Processing:

The Credentials Page:

Submit Rosters **Credentials** Courses Your Information Staff Signup Instructor Apps Find Students

Your Instructor Certifications

Expiration	Instructor Certification	Comments
07/01/2017	AHA BLS Instructor	
08/01/2017	AHA PALS Instructor	
10/01/2017	AHA ACLS Instructor	



The Credentials Page allows you to view your Current Instructor Status.

The Courses Page:

















The screenshot shows the 'Your Courses' section of the Instructor Portal. At the top, there are navigation tabs: 'Submit Rosters', 'Credentials', 'Courses', 'Your Information', 'Staff Signup', 'Instructor Apps', and 'Find Students'. The 'Courses' tab is selected.

Your Courses

Future Courses : Course Start-Date From: 7/7/2016 To: 7/7/2016 Search

Date	Type	Location	Students	Action
07/07/2016	BLS Instructor	BREMSS	18	 

Past Courses : Course Start-Date From: 6/27/2014 To: 6/26/2016 Search

Date	Type	Location	Students	Action
01/20/2016	BLS for Healthcare Provider	BREMSS	1	 
01/13/2016	ACLS	BREMSS	1	 
01/13/2016	BLS for Healthcare Provider	BREMSS	1	 
12/09/2015	BLS for Healthcare Provider	BREMSS	1	 
12/09/2015	ACLS	BREMSS	1	 
12/08/2015	ACLS	BREMSS	1	 
12/08/2015	BLS for Healthcare Provider	BREMSS	1	 
12/04/2015	BLS for Healthcare Provider	BREMSS	1	 

The Courses Page allows you to see the courses you have taught in the past; as well as any Courses you may have scheduled for the future.

Your Information Page:

The screenshot shows the 'Your Information' page in the Instructor Portal. The 'Your Information' tab is selected in the navigation bar.

Your Information

First Name * Last Name *

Address

City State Zip

Telephone Email

Cellphone

The Your Information Page is an extremely important part of the Instructor Portal.

When you login for the First Time, you must go to this page and update all your information. You will see your Name and Email Address, but the other information, if any, must be completed. This updates your information throughout the software system.

Staff Signup Page: This function is for BREMSS Staff only.

Instructor Apps Page:

Submit Rosters	Credentials	Courses	Your Information	Staff Signup	Instructor Apps	Find Students
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Available Instructor Apps

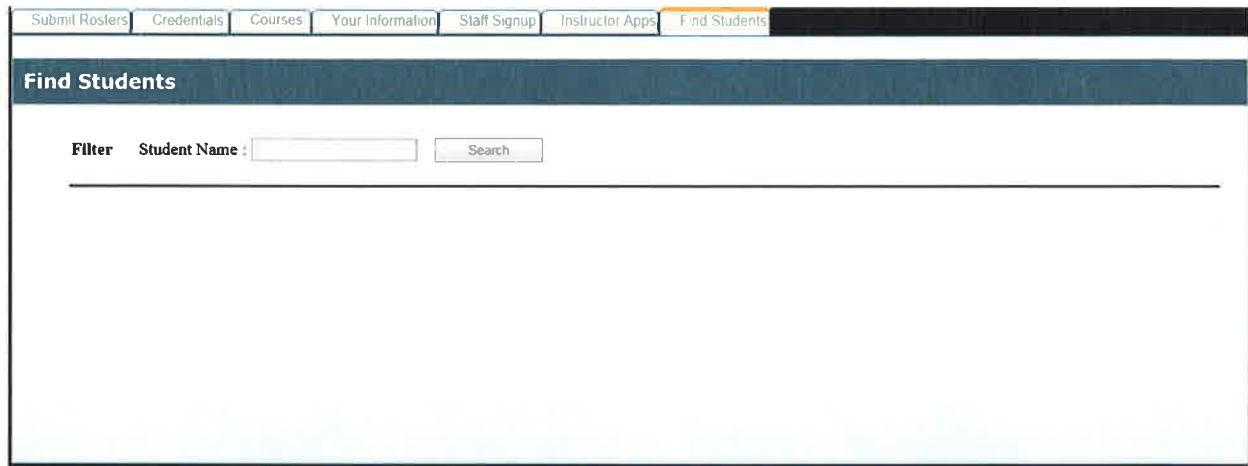
AED Trainer App

Allows you to use your phone, tablet, or other touchscreen device as an AED trainer in class.
Just add a set of electrodes and you have an AHA -compliant AED trainer for your class.

The Instructor Apps Page has some useful apps you may find beneficial.

There currently is an Online AED Trainer that can be used in classes. You will need to have a set of AED pads to complete the simulation. More Apps will be available at a later date.

Find Students Page:



The screenshot shows a web application interface with a top navigation bar containing the following tabs: Submit Rosters, Credentials, Courses, Your Information, Staff Signup, Instructor Apps, and Find Students. The 'Find Students' tab is highlighted. Below the navigation bar is a dark blue header with the text 'Find Students'. Underneath the header is a search area with the label 'Filter Student Name' followed by a text input field and a 'Search' button. A horizontal line is positioned below the search area, and the rest of the page is blank.

The Find Student Page allows you to search for a particular student in question.

For this function to work to the best of its ability, be sure to enter the student name as it was submitted on the class roster.

Online Course Roster Instructions:

The Online Roster is the default page you will see after you login to the Instructor Portal.

Section 1: Course Information

Enter Course Information for Processing:

COURSE INFORMATION					
Course Group :	<input type="text"/>	Course Location	<input type="text"/>		
Course Type :	<input type="text" value="v"/>				
Course Date :	<input type="text"/>	Start Time :	<input type="text"/>	Comments :	<input type="text"/>

“Course Group” for example: BREMSS or the instructor’s last name.

If teaching a group of employees from a worksite, for example: Dr. Adams Office Staff.

“Course Location” is where you are teaching the class.

“Course Type” is a drop down box. Select the Course you are teaching.

“Course Date” & “Start Time”: Select the date and time that applies.

“Comments” area allows you to provide notes regarding your class roster as needed.

Examples listed below

- ✓ Billing information such as: business name, address, contact person, purchase order # etc.
- ✓ Mailing address and contact person, in which you would like the cards to be mailed.
- ✓ If the cards are to be mailed to the instructor, please be sure to include the instructor’s address in the comments area each and every time a roster is submitted. We no longer mail cards to individual students.
- ✓ If you plan to pick up your cards from the BREMSS office or bring a check by the office, please state in the comments as well.

Section 2: Instructors Assigned

INSTRUCTORS ASSIGNED			
<input type="button" value="Add Instructor"/>	<input type="button" value="Remove Instructor"/>		
Instructor 1			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>		

Enter the First and Last Name of the instructor as well as the instructor’s email address.

If any additional instructors, Select: “Add Instructor” to include their information as well.

You may also “Remove Instructor” as needed.

Section 3: Student Information

The screenshot shows a web form titled "STUDENT INFORMATION" for "Student 1". The form includes the following fields and controls:

- First Name:
- Last Name:
- Email:
- License Number:
- Phone #:
- Address:
- City:
- State:
- Zip:
- Test Score:
- Status: (dropdown menu)
- Misc:

At the bottom of the form are two buttons: "Add Student" and "Remove Student".

Required fields: First and Last Name

Optional fields: License Number, Phone #, Address, City, State, Zip and Test Score
Instructors are required by AHA to keep personal class roster records of any classes for a period of 3 years.

“Status” box default setting is Pass. If a student does not successfully pass the Course, this must be changed. Only students who pass will receive a CPR Certification Card.

Need to add additional students? Select “Add Student” and complete the student information each time “Add Student” is selected. The system will display an additional area for that particular student’s information.

Each time “Add Student” is selected. The system will add the additional charge for that student to the total cost. If by mistake you were to “Add Student” one too many times, Select “Remove Student”.


Section 3: Payment Summary / Payment Mode

You will notice the Payment Summary Section lets you know how much your student cards will be. Review the Payment Summary area for accuracy.



Payment Summary

Current Total :	\$0.00
Discount :	\$0.00
Net Total :	\$0.00

Payment Mode

Payee First Name Payee Last Name
Email Phone Number
Address
City State Zip
 
Payment Type: American Express
Card Number
Name on Card
Expiration Date: Jan
CVV
Discount Code:

Please complete the Payment Mode as needed. Note: PayPal not accepted at this time.

 
Payment Type: American Express
Card Number:
Name on Card:
Expiration Date: Jan
CVV:
Discount Code:

Payment Type / Credit Card: First and last name, email, phone number, address, city, state and zip are required.

Payment Type / Invoice: All, if any, billing information is to be placed in the "Comments" area only. See (Section 1: Course Information)

Once you have completed and reviewed your roster, Select the “Submit” box. The Online Roster and payment will then be processed. Please allow the system 10-15 seconds to process your roster.

You’ll then receive the following two statements below.

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: Submit Rosters, Credentials, Courses, Your Information, Staff Signup, Instructor Apps, and Find Students. The 'Submit Rosters' tab is highlighted. Below the navigation bar, there are two blue confirmation messages: 'Course information has been submitted successfully.' and 'You will receive an email confirmation of this roster shortly.' Below these messages is a section titled 'DOCUMENTS TO SUBMIT WITH COURSE'. This section contains a table with five rows, each representing an attachment. Each row has a text input field and a 'Browse...' button. At the bottom of this section is a button labeled 'UPLOAD PAPERWORK'.

DOCUMENTS TO SUBMIT WITH COURSE	
Attachment 1	<input type="text"/> Browse...
Attachment 2	<input type="text"/> Browse...
Attachment 3	<input type="text"/> Browse...
Attachment 4	<input type="text"/> Browse...
Attachment 5	<input type="text"/> Browse...

Documents to submit with course / Upload Paperwork: OPTIONAL (Not required)

Important Note: Once you’ve received the bremssctc@uab.edu confirmation email, please be sure to review the email for mistakes / changes needed. A reissue fee will apply if any changes were to be needed after a card has been printed.

Request for eCards:

- Please be sure to note eCards in the “Comments” area of the roster.
- The student’s email address is required in the student information area.
- Each assigned eCard must have its own email address.