# REGISTERING INSTRUCTIONS FOR VITAL SIGNS ACADEMY

Everyone will be required to register and create a new account with Vital Signs Academy prior to beginning any of the training modules, specifically the 2019 BLS Protocol Update.
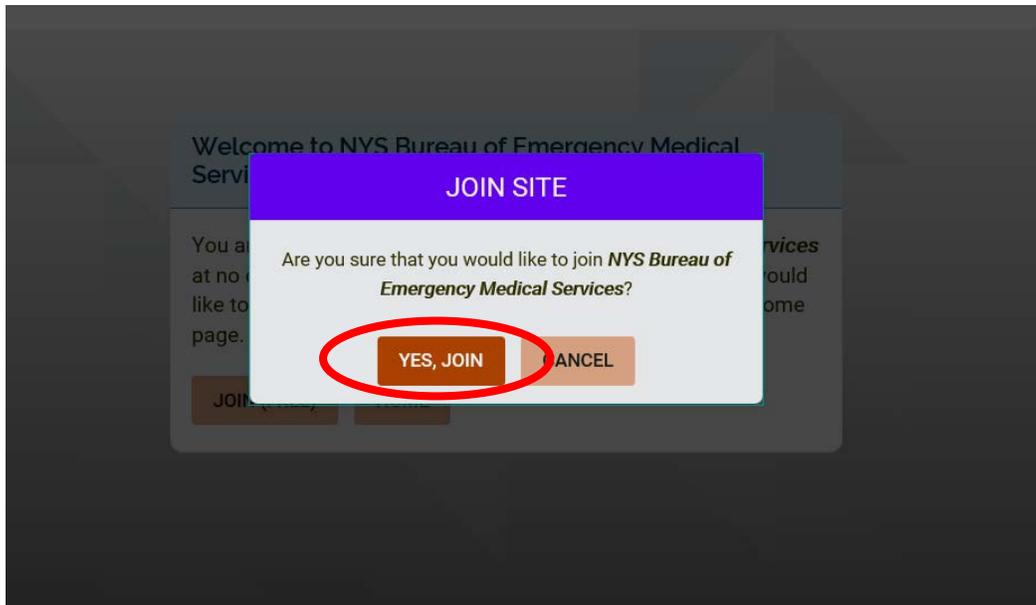
1. Start by navigating to the following webpage: www.VitalSignsAcademy.com.

2. You will be directed to the page shown below. Please click the "Sign Up" button.
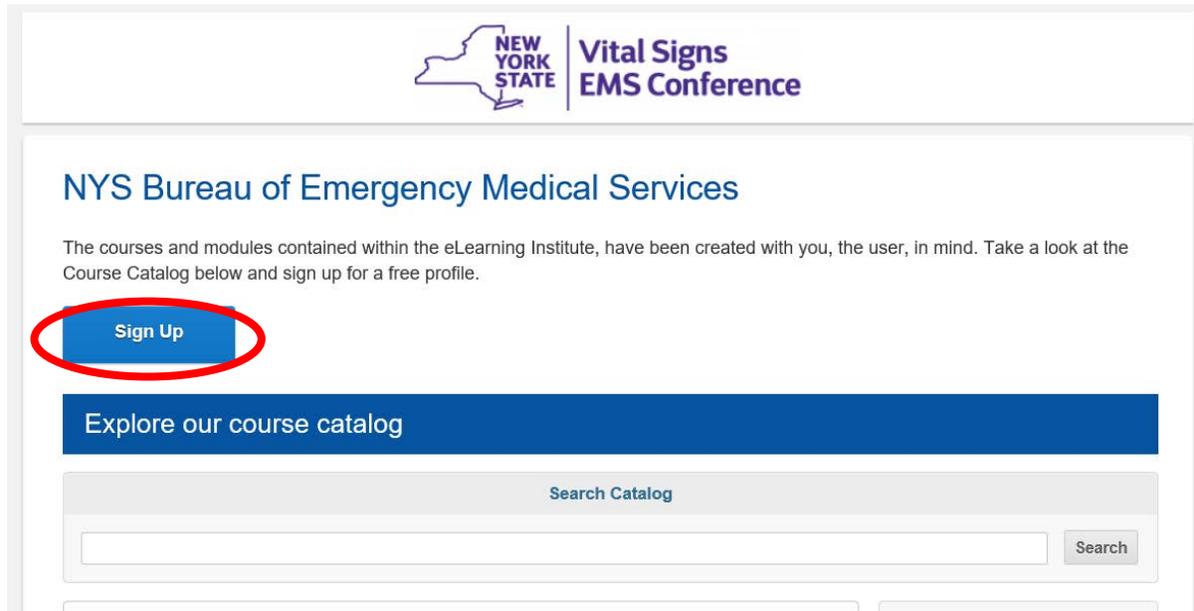
3. You will then be directed to this next page. Please click the "Join (Free)" button.
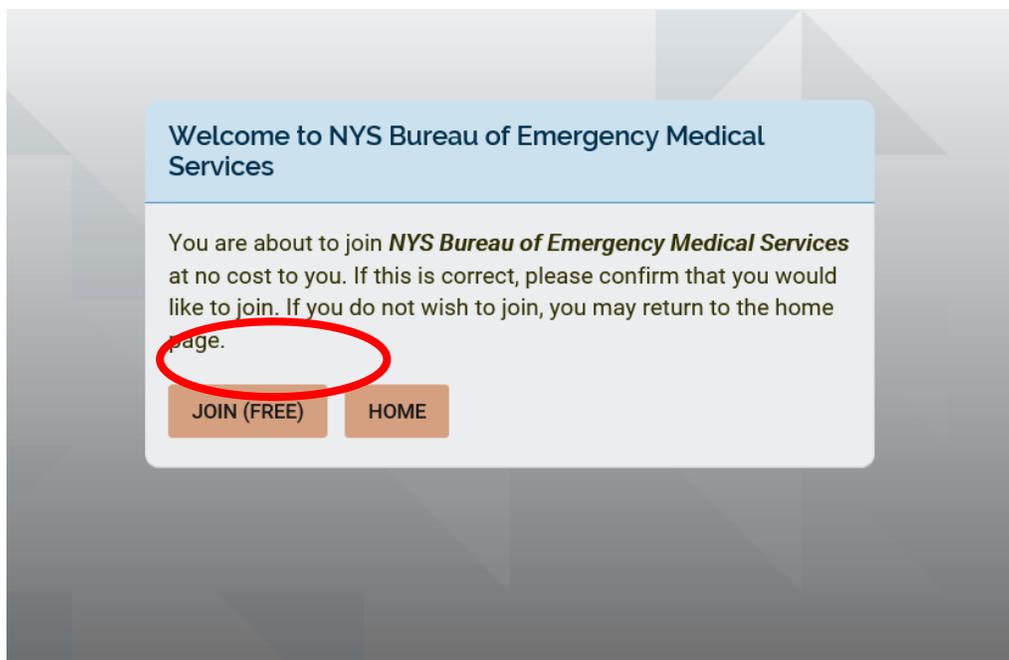
4. You will then be directed to this next page. Please click the "Yes, Join" button.

5. The next page you will be directed to is the beginning of the registration process. Fill in your first and last name, enter your Email address, create a password, click the CAPTCHA box, agree to the terms and privacy policy, and click submit.

6. Once you create your account you will be directed to additional registration fields. Please fill out your cell phone number (if you do not have a cell phone number please use your home number), your EMT level, and your EMT number.

Registration Fields

Please fill out this form to complete registration.

Cell phone number *

EMT Credential(s) *

- [ ] *Not applicable
- [ ] AEMT
- [ ] AEMT-CC
- [ ] BASIC
- [ ] CFR
- [ ] EMT
- [ ] Paramedic

EMT Number (if applicable - please enter n/a if not applicable) *

Please fill in any other credentials you may have. For CIC/CLI please include your number also. Please choose "not applicable" if nothing applies to you.

Other Credential(s) - (select all that apply) *

- [ ] *Not applicable
- [ ] AHA/ARC CPR instructor
- [ ] Dispatcher
- [ ] Firefighter
- [ ] Law Enforcement/Public Safety
- [ ] LPN
- [ ] NP
- [ ] PA
- [ ] Physician

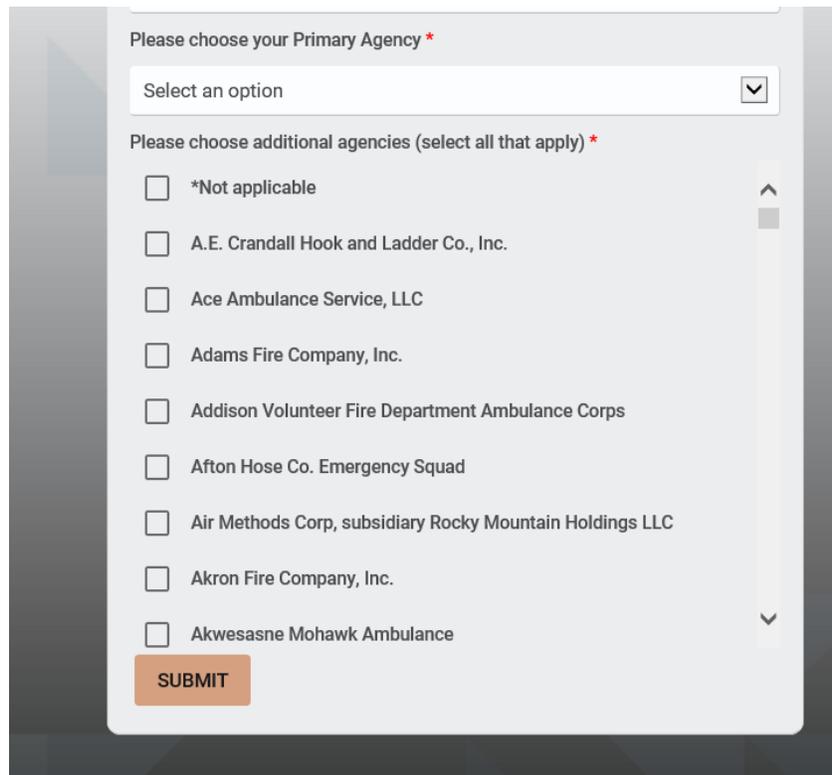Other Credential - CIC (check box and then a field for CIC number) *

Select an option

Other Credential - CLI (check box and then a field for CLI number) *

Select an option

Other Credential(s) - (write in box if you did not find your credential(s) in any checkbox choices)
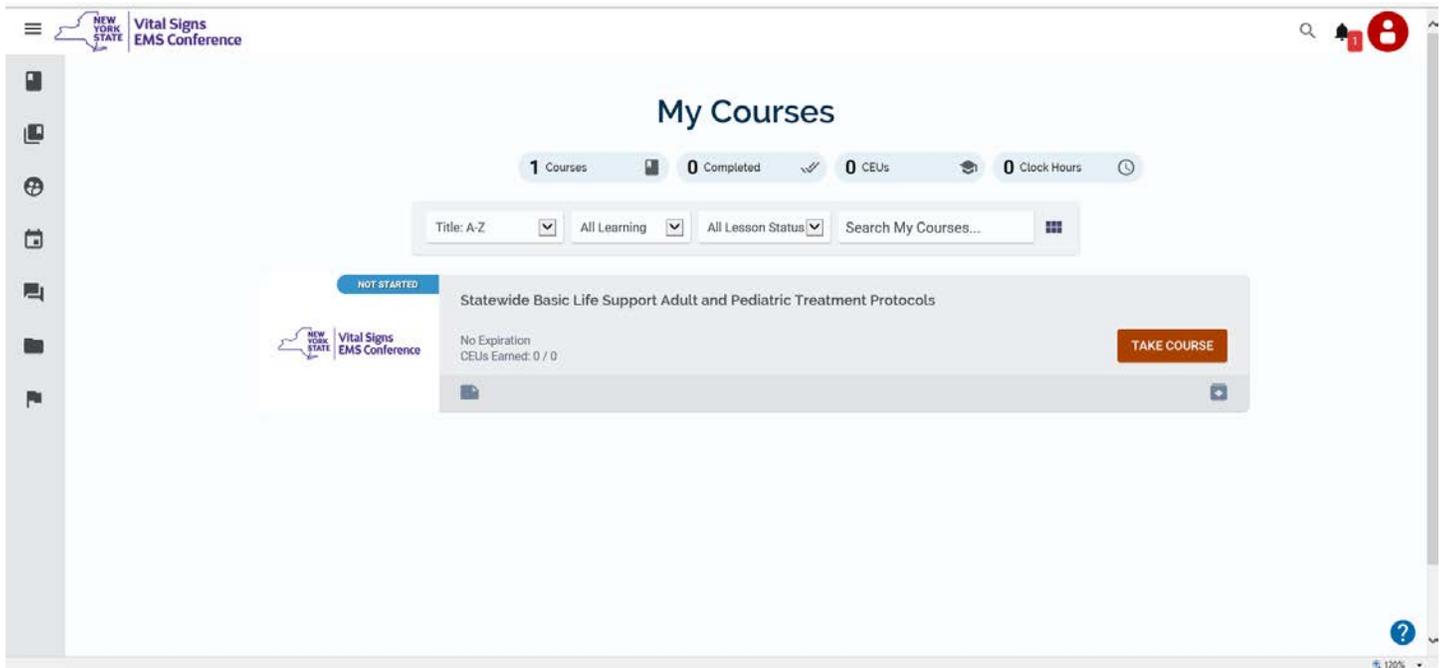
Please choose your Primary Agency *

Please choose your *__PRIMARY__* agency from the drop-down menu. If you have a secondary or more agencies that you belong to please choose them in the second section. Once completed click the "SUBMIT" button.
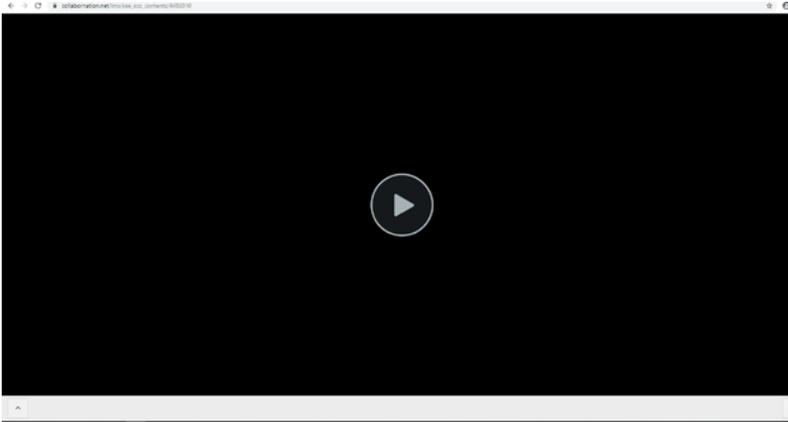

7. This will complete your registration and you will be directed to the course page.

8. Upon entering the site, you will be assigned to the BLS protocol update.
9. When you are ready to begin, click the "Take Course" button.

10. Upon entering the course, you will see the following screen. Press the play button and the video will start for Module #1.


11. You can keep track of your progress through the course by clicking the arrow button on the bottom left side of the screen. Green is completed, yellow is in progress, and white needs to be completed.
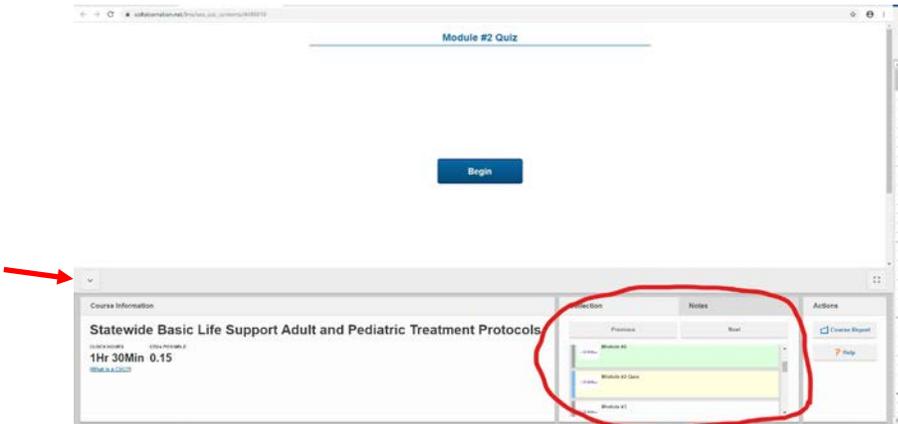
12. A note about fast forward scrubbing. Even though there is the ability to do this; if you do not answer the interactive questions and spend the allotted time in the video, it will not be marked complete. So, some advice, do not do it.
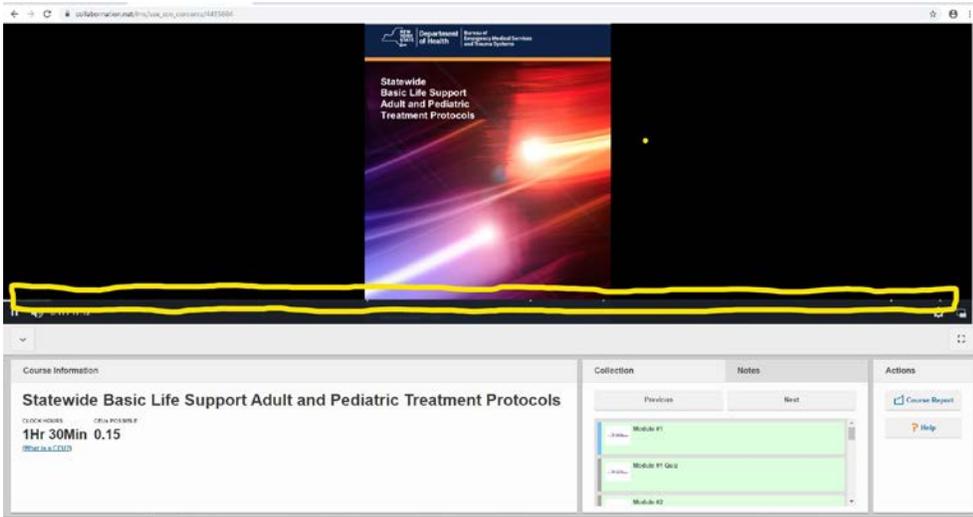
13. Once you have finished either the video or the quiz, close out the browser and re-enter the course. This will mark that section as complete and then you will have access to the next section of the course.
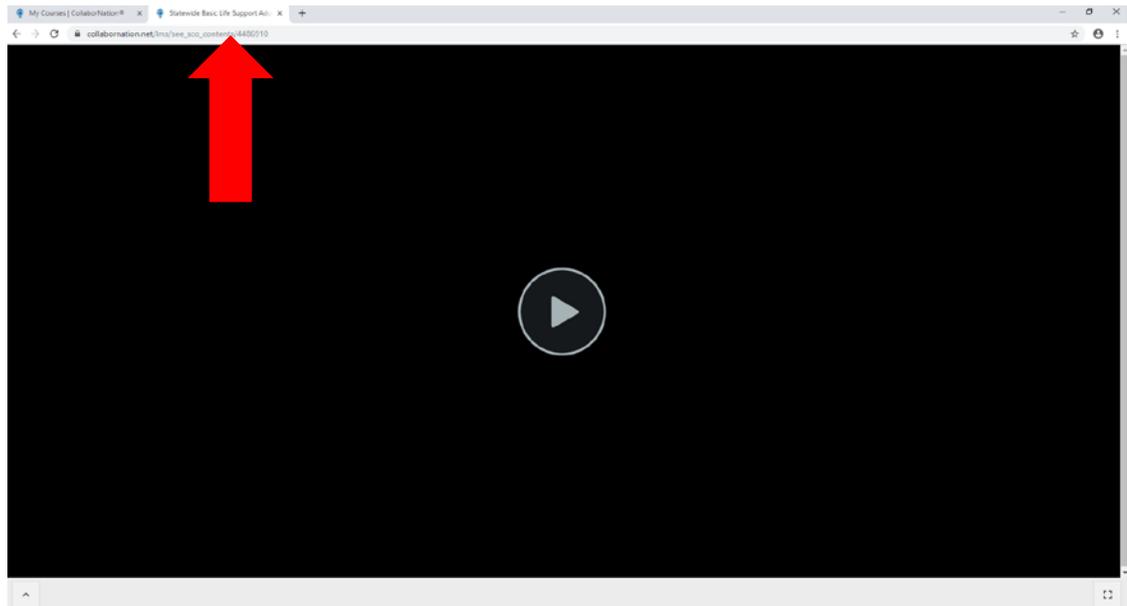
14. Upon completion of the course you will be granted a certificate of completion. Please print this certificate and give it to your agency as proof of completion.