









# **MODULE QUICK START GUIDE**



## **MODULE PREPARATION**

- View the <u>MyEMCert</u>, <u>MyEMSCert</u> or <u>MyToxCert</u> study points.
- · Review the module reading materials.

MyEMCert Key Advances

MyEMSCert Knowledge Advancements

MyToxCert Knowledge Advancements

MySonoCert Reading List

- · Block off time and choose a location where you can focus.
- Use the tools you normally would on shift as references.
- As an open-book assessment, study requirements should be minimal.



#### SYSTEM CHECK

#### **Device and Browser**

Use a PC or laptop NOT a Chromebook, phone, tablet, or iPad. Make sure your browser is on the most current version of Chrome.

### Two-Factor Authentication

Set up two-factor authentication in your MyABEM Portal to access modules.

- 1. Click "MyABEM Sign In" at the top right of your screen.
- 2. Enter your User ID and your password
- 3. Click "Send Verification Code"

## If You Don't Get the Code

If you do not receive your code via email within 2 minutes, click "send new code"



### REGISTRATION

- 1. Choose "Activities" from your MyABEM dashboard
- 2. Click on the "Register" link under the MyEMCert Assessment section
- 3. Follow the on-screen instruction prompts

## Register for a Demo Module

Take a no-cost, no-risk, MyEMCert or MyEMSCert demo module. Learn how the modules work and view sample questions. You will not receive a score for the demo module, it is solely for practice. Note that if you take the demo module, you must complete it before you can register for other modules.



### **TIME LIMIT**

You will have 4 hours total time to complete each module.

## **Save Your Progress**

- Always confirm your answers before pausing the module or before the 15-minutes time-out due to inactivity.
- Unconfirmed answers will be marked incorrect and you will continue on the next question.

## **Don't Delay**

Registering for a module gets you three attempts to pass it. Because there is only one new version available per calendar quarter, failing a module means it could take up to three months for another attempt. Don't wait to complete all your module requirements in the final year of certification.



### **HONOR CODE**

Before you can take a module, you will be prompted to agree to an honor code.

## You Are Agreeing To

- ✓ Taking the module by yourself with no help from anyone else.
- ✓ Not sharing questions, rationales, or other test information.





Once you have registered for a module, you can take it at a time convenient to you. We encourage you to take the demo module first.

## **How to Start a Module**

IIn your MyABEM portal, click on the "Start Assessment" button for the module you want to start.

Note: You need to complete the active module before starting another module. This includes the demo module.

## **RESOURCE LINKS**



## **⊗**My**EM**Cert

- Webpage
- MyEMCert FAQs
- MyEMCert Study Points
- Testimonial Videos

Video series of MyEMCertpilot participants' perspectives on how to prepare for modules, instant rationales, Key Advances, and more.



- Webpage
- MyEMSCert Study Points
- MyEMSCert FAQs

## **%**My**Tox**Cert

- <u>Webpage</u>
- MyToxCert Study Points
- MyToxCert FAQs



- Webpage
- Reading List