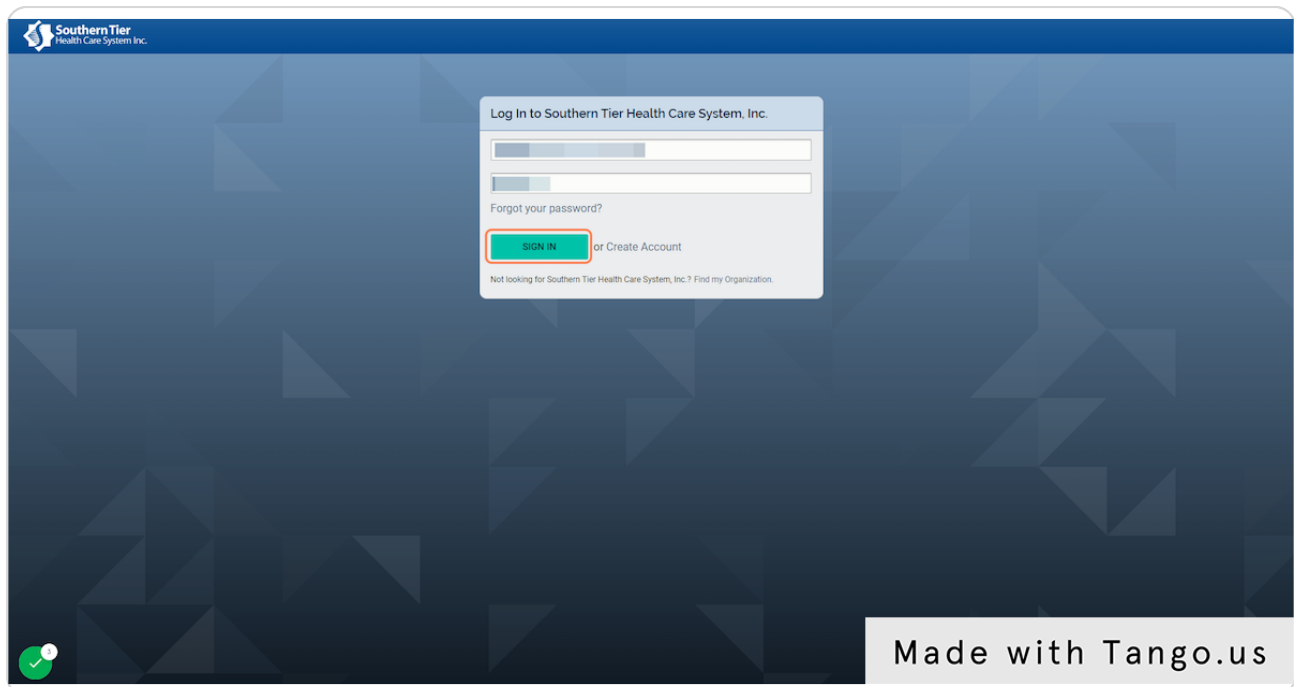


STEP 1

Visit: <https://collabornation.net/login/STEMS>

STEP 2

Enter Log-In Information used for Vital Signs Academy or select create account.



Southern Tier
Health Care System, Inc.

Log In to Southern Tier Health Care System, Inc.

Forgot your password?

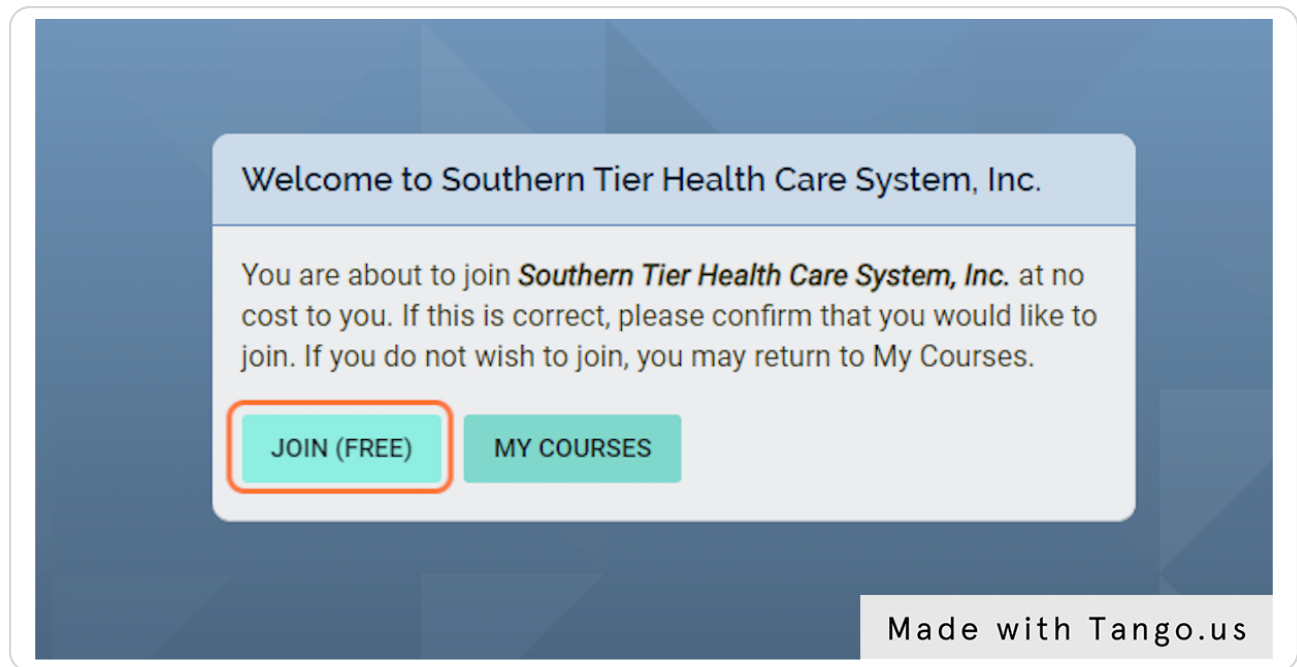
[SIGN IN](#) or [Create Account](#)

Not looking for Southern Tier Health Care System, Inc.? [Find my Organization.](#)

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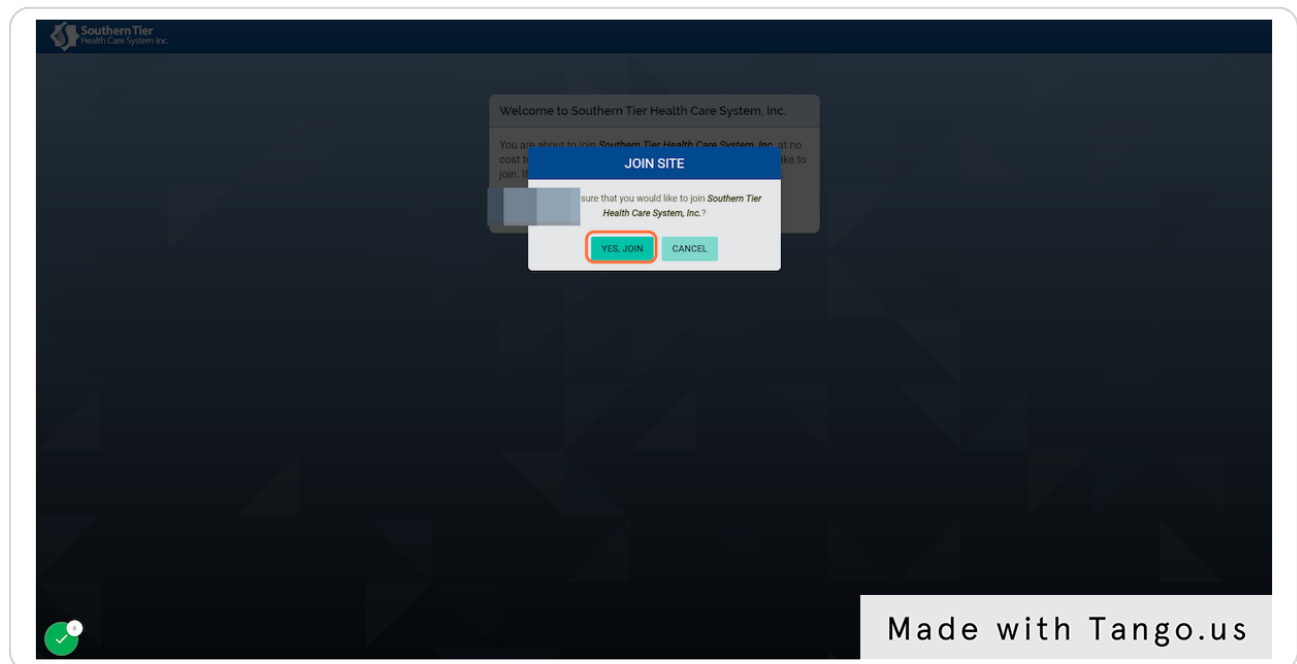
STEP 3

Click on JOIN (FREE)




STEP 4

Click on course-buttons



STEP 5

Enter your phone number



The image shows a registration form titled "Registration Fields" with a light blue header. Below the header, it says "Please fill out this form to complete registration." The form has two main fields: "Phone Number *" and "Registrant Type *". The "Phone Number" field is a text input with a red border, and the "Registrant Type" field is a dropdown menu with the text "Select an option". A green "SUBMIT" button is located below the "Registrant Type" field. The background of the form is a dark blue geometric pattern. A watermark "Made with Tango.us" is visible in the bottom right corner.

Registration Fields

Please fill out this form to complete registration.

Phone Number *

Registrant Type *

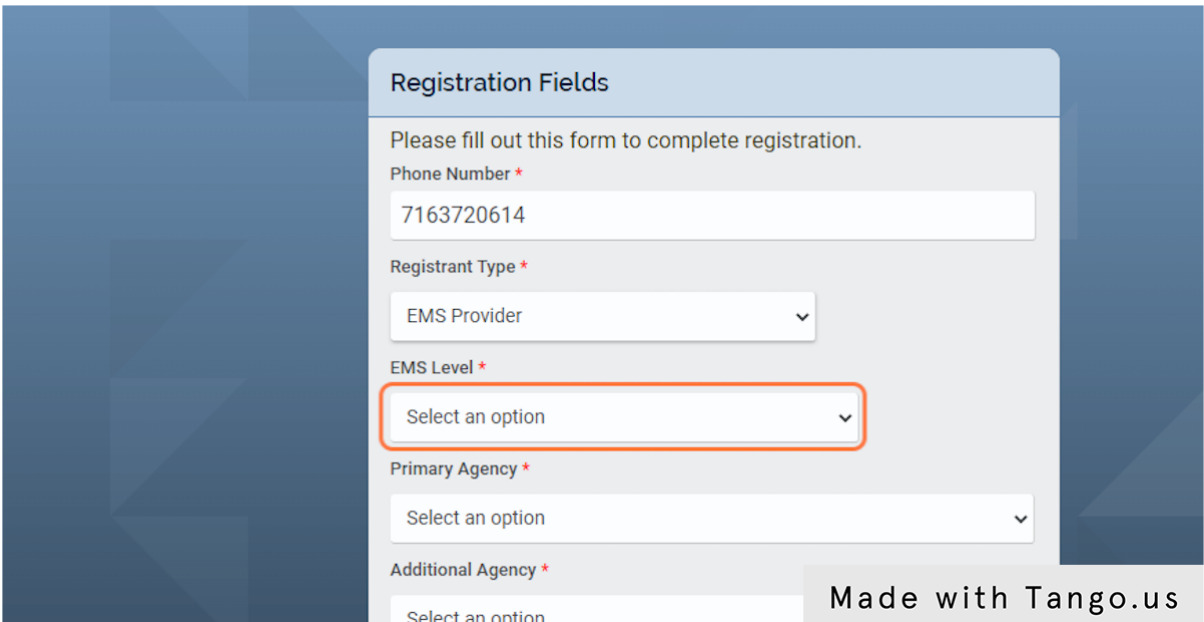
Select an option

SUBMIT

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STEP 6

Select Registrant Type as "EMS Provider" and complete following information.



The image shows the same registration form as in Step 5, but with more fields filled out. The "Phone Number" field now contains "7163720614". The "Registrant Type" dropdown menu is set to "EMS Provider". The "EMS Level *" field is a dropdown menu with the text "Select an option" and a red border. The "Primary Agency *" field is a dropdown menu with the text "Select an option". The "Additional Agency *" field is a text input with the text "Select an option". The background of the form is a dark blue geometric pattern. A watermark "Made with Tango.us" is visible in the bottom right corner.

Registration Fields

Please fill out this form to complete registration.

Phone Number *

7163720614

Registrant Type *

EMS Provider

EMS Level *

Select an option

Primary Agency *

Select an option

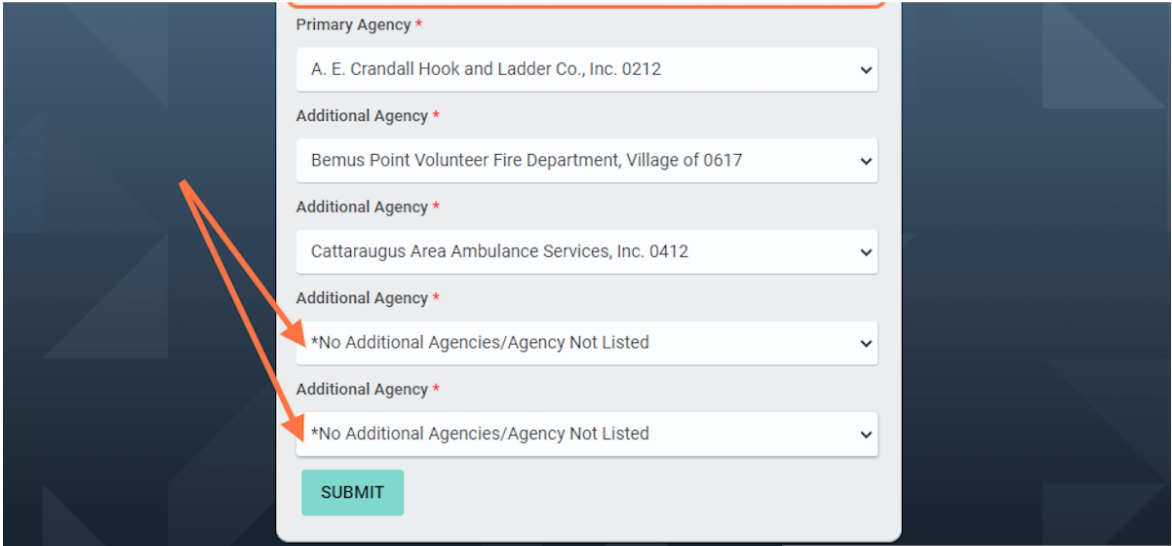
Additional Agency *

Select an option

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STEP 7

Select all agencies you belong to. If you do not belong to any additional agencies, select **"*No Additional Agencies/Agency Not Listed"** for the remaining fields.



Primary Agency *

A. E. Crandall Hook and Ladder Co., Inc. 0212

Additional Agency *

Bemus Point Volunteer Fire Department, Village of 0617

Additional Agency *

Cattaraugus Area Ambulance Services, Inc. 0412

Additional Agency *

*No Additional Agencies/Agency Not Listed

Additional Agency *

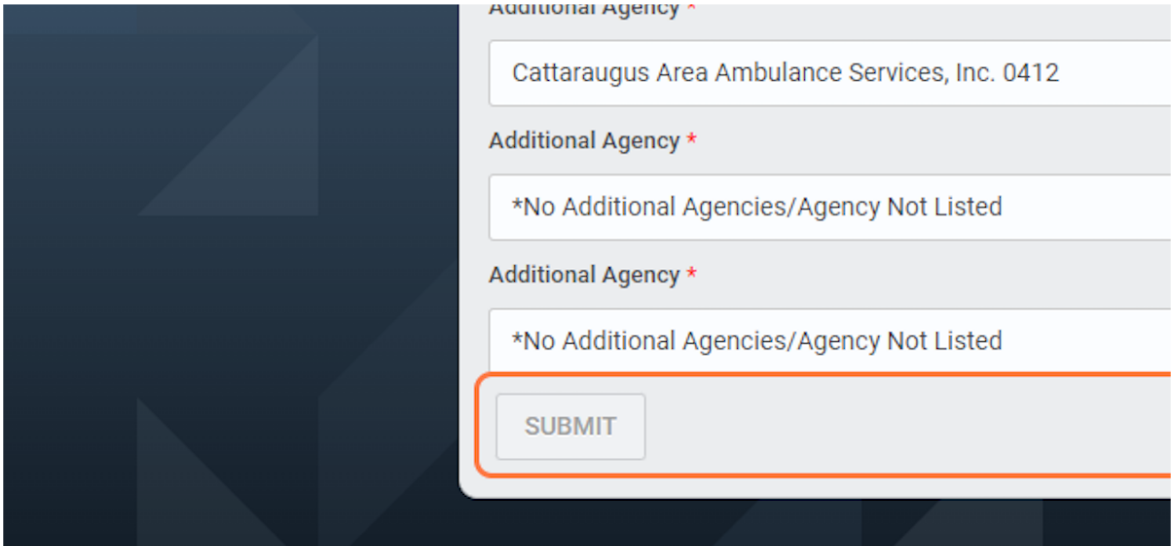
*No Additional Agencies/Agency Not Listed

SUBMIT

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STEP 8

Click on Submit



Additional Agency *

Cattaraugus Area Ambulance Services, Inc. 0412

Additional Agency *

*No Additional Agencies/Agency Not Listed

Additional Agency *

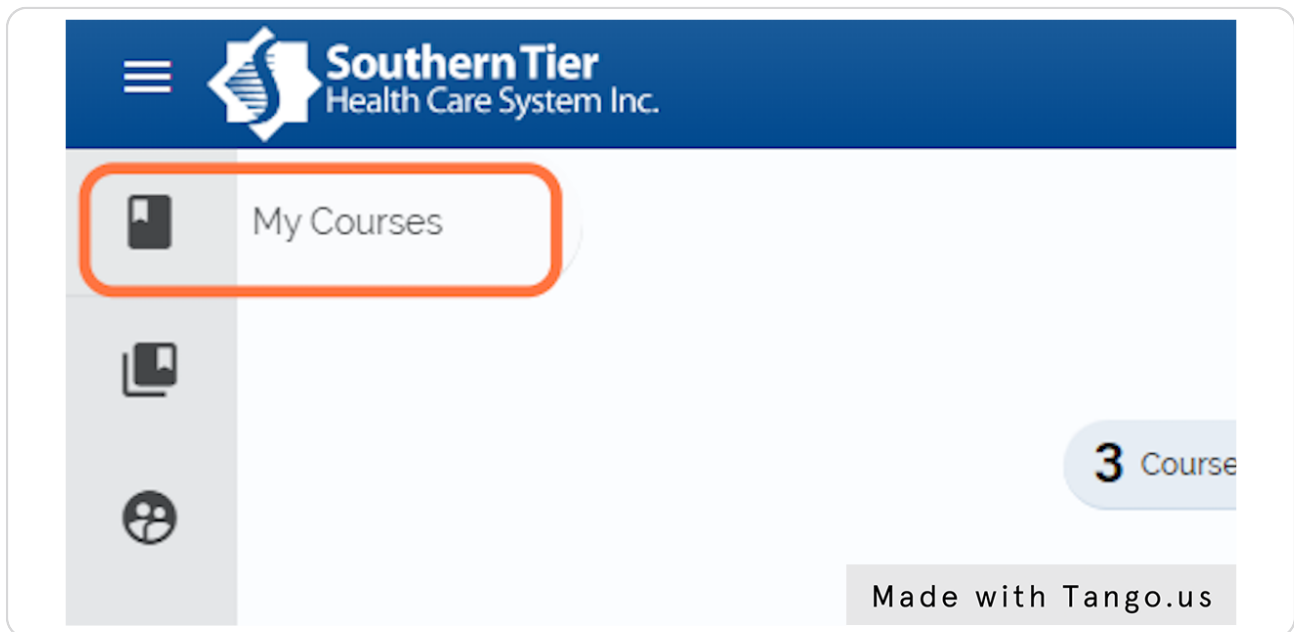
*No Additional Agencies/Agency Not Listed

SUBMIT

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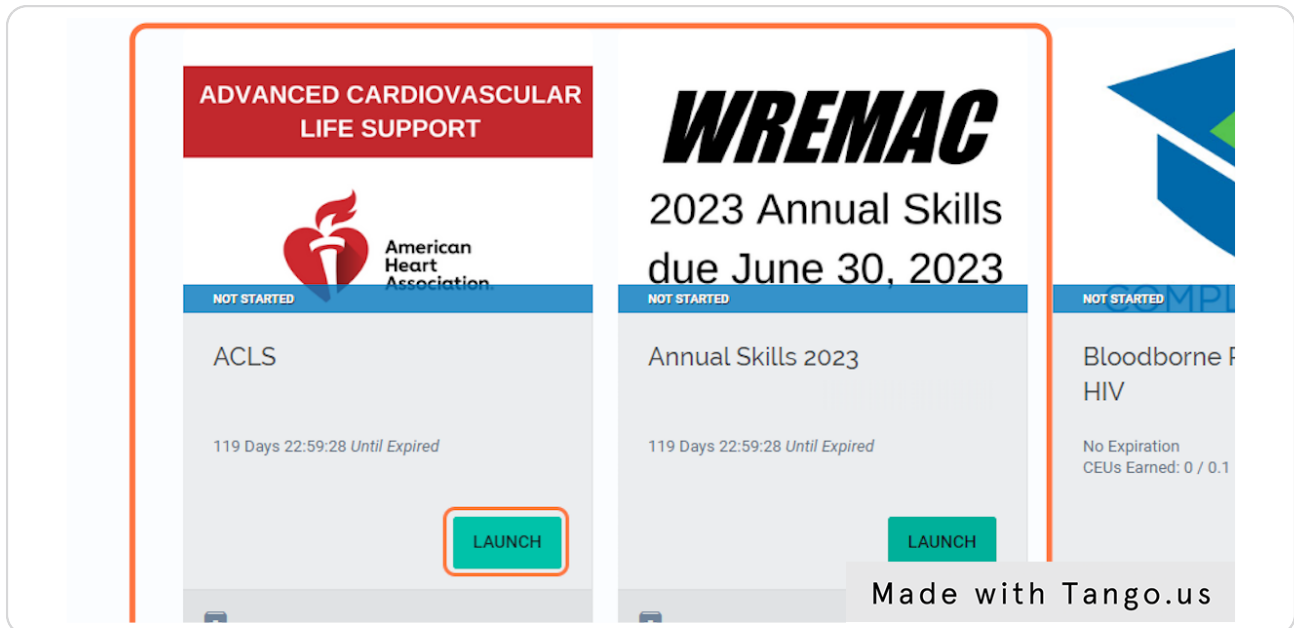
STEP 9

Click on "My Courses".



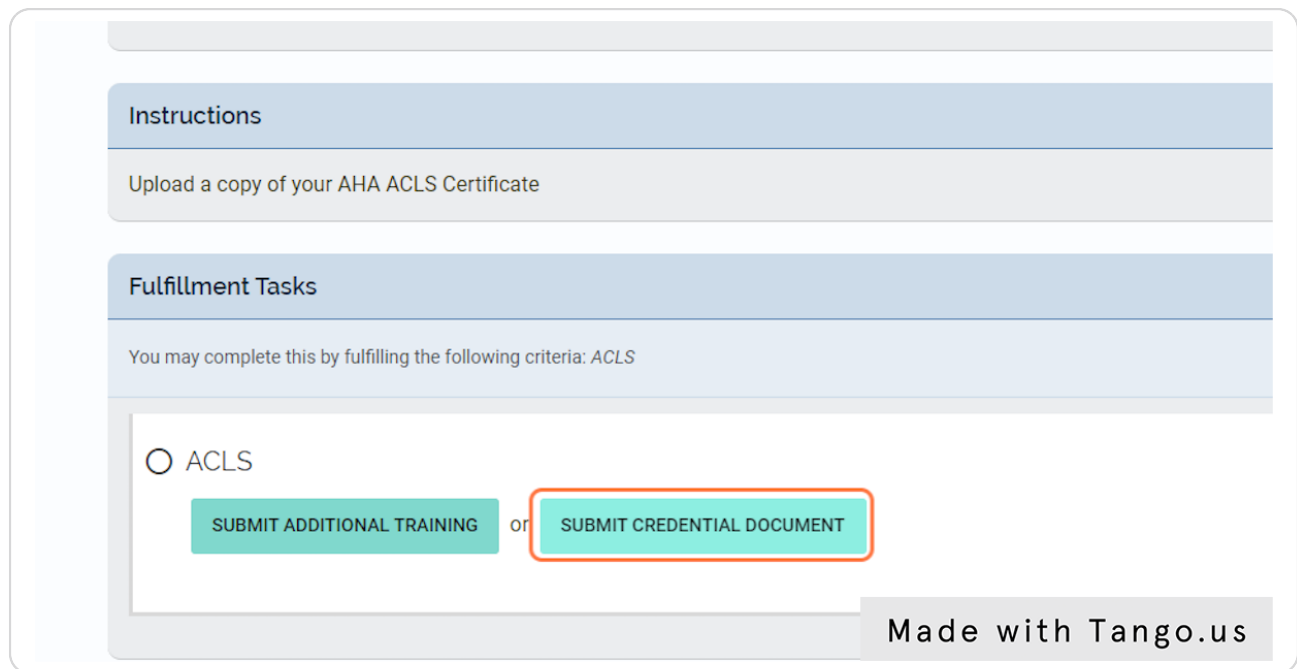
STEP 10

At this point, you will be able to see the credential requirements that are assigned to you. For each, select "Launch" and submit the necessary documents for approval.



STEP 11

Select "Submit Credential Document"



The screenshot shows a web interface for Step 11. It has a light blue header bar. Below it, there's a section titled "Instructions" with the text "Upload a copy of your AHA ACLS Certificate". Below that is a section titled "Fulfillment Tasks" with the text "You may complete this by fulfilling the following criteria: ACLS". Under "Fulfillment Tasks", there is a radio button labeled "ACLS". Below the radio button, there are two buttons: "SUBMIT ADDITIONAL TRAINING" and "SUBMIT CREDENTIAL DOCUMENT". The "SUBMIT CREDENTIAL DOCUMENT" button is highlighted with an orange border. At the bottom right, there is a watermark that says "Made with Tango.us".

Instructions

Upload a copy of your AHA ACLS Certificate

Fulfillment Tasks

You may complete this by fulfilling the following criteria: ACLS

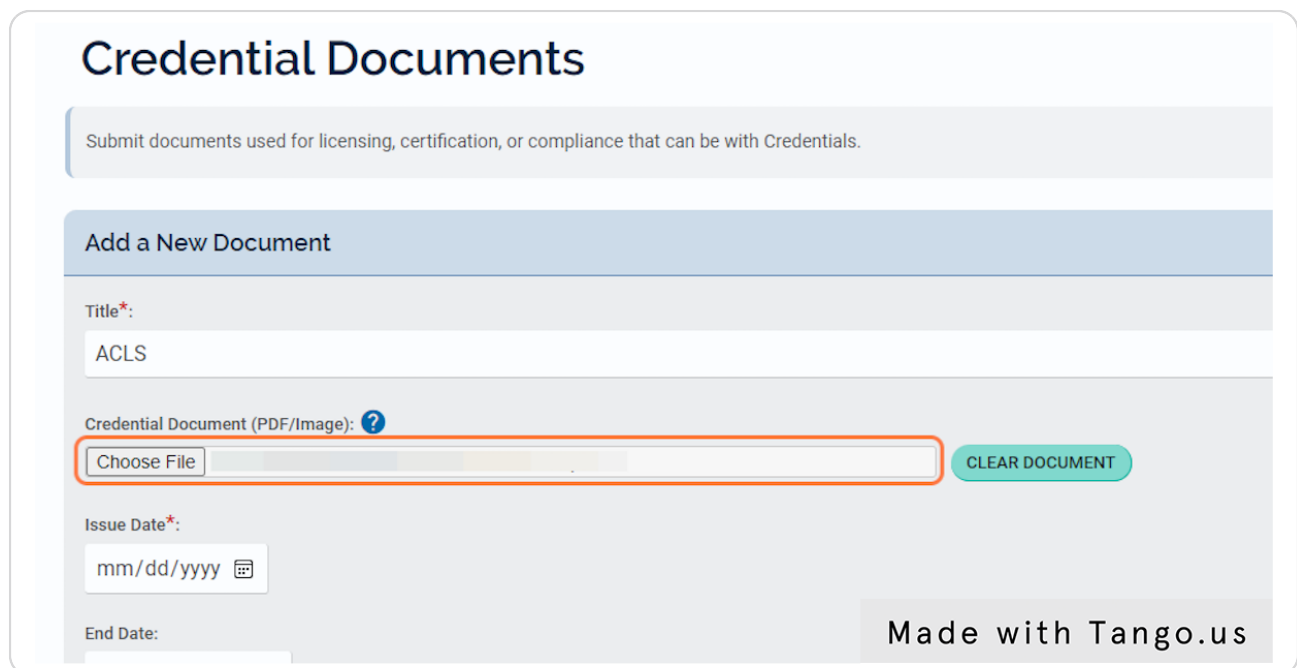
☐ ACLS

SUBMIT ADDITIONAL TRAINING or SUBMIT CREDENTIAL DOCUMENT

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STEP 12

Select "Choose File" to upload your document.



The screenshot shows a web interface for Step 12. It has a light blue header bar. Below it, there's a section titled "Credential Documents" with the text "Submit documents used for licensing, certification, or compliance that can be with Credentials." Below that is a section titled "Add a New Document". Under "Add a New Document", there is a form with the following fields: "Title*" with the value "ACLS", "Credential Document (PDF/Image):" with a question mark icon, "Issue Date*" with a date picker showing "mm/dd/yyyy", and "End Date:". The "Choose File" button is highlighted with an orange border. At the bottom right, there is a watermark that says "Made with Tango.us".

Credential Documents

Submit documents used for licensing, certification, or compliance that can be with Credentials.

Add a New Document

Title*:
ACLS

Credential Document (PDF/Image): ?

Choose File CLEAR DOCUMENT

Issue Date*:
mm/dd/yyyy

End Date:

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STEP 13

Enter that date issued and the end date should be the expiration date.

Credential Documents

Submit documents used for licensing, certification, or compliance that can be with Credentials.

Add a New Document

Title*:
ACLS

Credential Document (PDF/Image): ?
Choose File CLEAR DOCUMENT

Issue Date*:
01/01/2022

End Date*:
mm/dd/yyyy

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STEP 14

Click on Submit Record once information is completed.

Southern Tier Health Care System Inc.

Clock Hours: ?

Description: 0 / 3000 characters

Lesson Status: Not Applicable

Grade: ?
I.e. "90", "B"

SUBMIT RECORD

Full List of Documents

Show 10 entries Search: EXPORT (EXCEL/CSV)

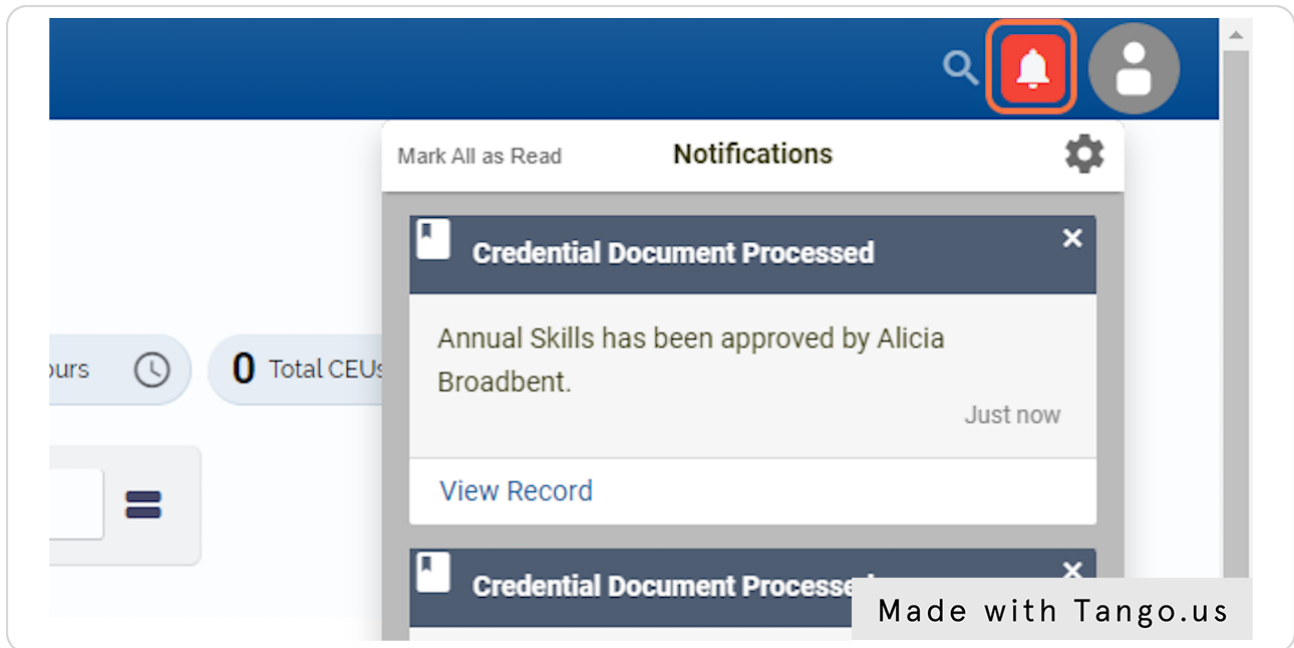
Name	Email	Submitted On	Approval Status	Reviewed Date	Reviewed By	Reviewer Email	Title	Provider	Label	Document	Clock Hours	Issue Date	End Date	Lesson Status	Grade	Justification	Delete
No data available in table																	

Showing 0 to 0 of 0 entries

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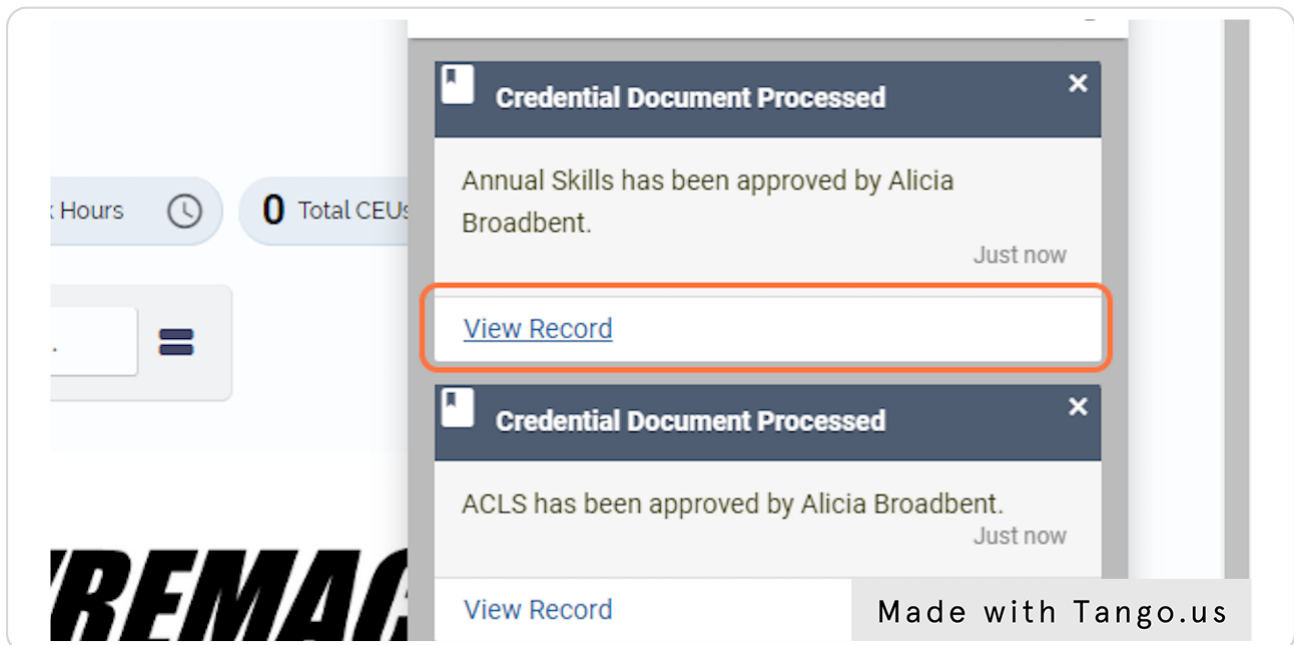
STEP 15

Once your credential document(s) have been submitted, you will receive a notification once they are approved or denied.



STEP 16

Click on View Record



STEP 17

At the bottom of the screen, you can view all submitted credential documents.

Full List of Documents

Show 10 entries

Search:

Name	Email	Submitted On	Approval Status	Reviewed Date	Reviewed By	Reviewer Email	Title	Provider
Alicia Broadbent		02/23/23	Approved	02/23/23	Alicia Broadbent	stems@sthcs.org	Annual Skills	Preceptor Brian Wilcox
Alicia Broadbent		02/23/23	Approved	02/23/23	Alicia Broadbent	stems@sthcs.org	ACLS	AHA

Showing 1 to 2 of 2 entries