

How to Create An IMS Account



Spring 2019

- 1) Open an internet browser (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox) of your choice.
- 2) Go to portal:
<https://labems.ldh.la.gov>
- 3) Users may wish to bookmark the portal URL in the web browser.
- 4) Click the “First Time Users Register Here” button.

Login to LA EMS Information M... X

https://labems.ldh.la.gov/Login.aspx

Apps BEMS Portal BEMS Admin

LOUISIANA DEPARTMENT OF HEALTH
Bureau of Emergency Medical Services

BEMS IMS

?

Welcome to BEMS IMS

WARNING - USE OF THIS SYSTEM EXPRESSLY CONSENTS TO MONITORING

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transmit to/from this system constitutes violation of state law, and may subject the individual to criminal and civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel.

I ACCEPT the above statement

Login

Login ID:

Password:

Show Password

Login

[Forgot Password?](#) [Forgot Login ID?](#)

[First Time Users Register Here](#)

[Click Here to Search Licenses](#)

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10:42 AM 11/20/2018

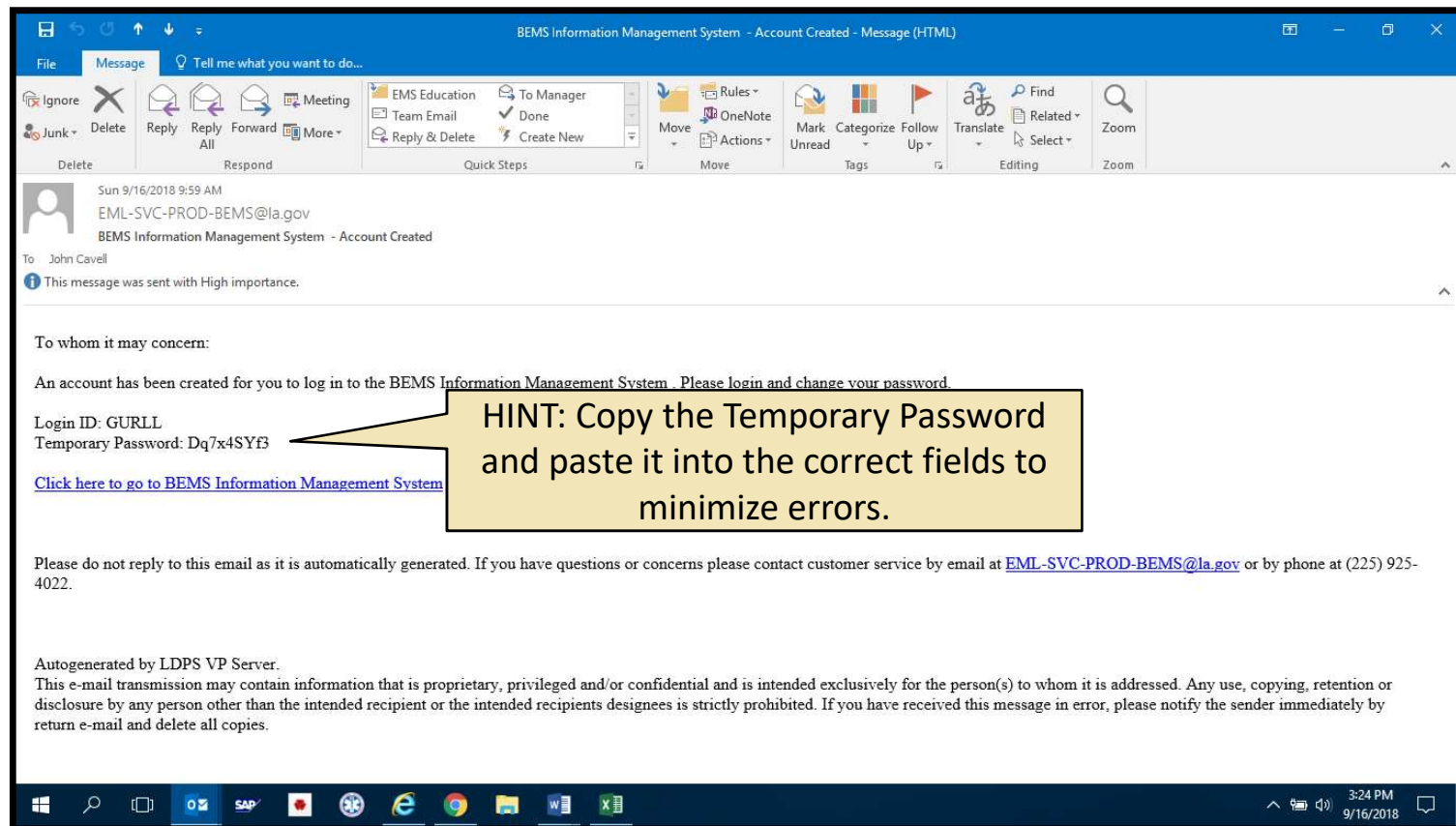
- 6) Complete the User Registration information.
- 7) Login ID's cannot be changed once they are associated with an account.
- 8) Please review all information for accuracy before submitting.
- 9) Once completed, enter the Image Code as shown. A confirmation email with a temporary password will be sent to the user's email address.

The screenshot shows the 'User Registration' page of the BEMS IMS system. The page includes a header with the Louisiana Department of Health logo and the text 'BEMS IMS'. The registration form contains the following fields:

- Please enter Desired User/Login ID:
- Social Security Number:
- Verify Social Security Number:
- Date of Birth (mm/dd/yyyy):
- Last Name:
- First Name:
- Middle Name:
- Suffix:
- Telephone Number:
- Alternate Phone Number:
- Work Phone:
- Email:
- Verify Email:
- Physical Address:
- Street Address:
- ZIP Code:
- Parish/County:
- City:
- State:
- BEMS License Level (if licensed):

Below the form, there is a section for an image code. It includes a callout box that says 'Login IDs are not case sensitive' pointing to the 'Please enter Desired User/Login ID' field. Another callout box says 'Image code is not case sensitive' pointing to the image code input field. The image code is displayed as 'EMCHC' and is generated from a CAPTCHA image. Below the image code is a 'Generate New Image' button and an input field for the code. At the bottom of the form are 'Register' and 'Cancel' buttons. The system tray at the bottom of the screen shows the date and time as 11:06 AM on 11/20/2016.

- 11) The auto-generated confirmation email will contain the Login ID and the Temporary Password.
- 12) Please note that the Temporary Password is case sensitive.
- 13) Also, please note that the Temporary Password will be used twice in upcoming steps.
- 14) Click the link to return to the portal log in page in your browser.



- 15) Using the Login ID and Temporary Password provided in the confirmation email, login to the portal.

The screenshot shows a web browser window with the URL <https://labemsuat.la.gov/Login.aspx>. The page header includes the Louisiana Department of Health logo and the text "BEMS IMS". The main content area is split into two sections: "Welcome to BEMS IMS" on the left and "Login" on the right. The "Welcome" section contains a "WARNING - USE OF THIS SYSTEM EXPRESSLY CONSENTS TO MONITORING" and a checkbox labeled "I ACCEPT the ab...". The "Login" section has input fields for "Login ID:" and "Password:", a "Show Password" checkbox, a "Login" button, and links for "Forgot Password?", "Forgot Login ID?", and "First Time Users Register Here". A teal button at the bottom of the login section says "Click Here to Search Licenses". A yellow callout box with a black border points to the password field and contains the text: "All passwords are case sensitive, this includes the Temporary Password." The footer of the page reads "Copyright © 2018 DB Sysgraph Inc." and the Windows taskbar at the bottom shows the time as 10:42 AM on 11/20/2018.

- 16) On the initial use of the new portal, users must set a new password.
- 17) Users should select Security Questions and provide accurate responses. These will be used in the future to allow users to reset passwords.
- 18) If the user is licensed, the Personal Details are “grayed out” and cannot be edited in this screen. Licensed individuals must update their demographic data in the “Contact Details” on the Main Menu.
- 19) To reset Passwords and Security Questions in the future, select “Manage your ACCOUNT” in the Main Menu.
- 20) Once the Password and Security Questions have been updated, click the “Home” button in the top right corner of the screen.

When resetting a Password, be sure you follow the security requirements.

✓ Check here to Change Password

Enter Previous or Temporary Password:

Enter New Password:

Verify New Password:

Show Passwords

5 Password Requirements

- Must be at least between 8 to 15 characters
- Must contain at least one lower case letter, one upper case letter, one digit and one special character, space is not allowed
- Valid special characters are @\$%!*+=,;,-_

Note: Temporary passwords can be found in your recent email notification.

[Save Password](#)

✓ Check here to Change/Select Security Questions

1

2

3

[Save Questions](#)

Personal Details:

Account details can be changed from the the License Application if required

Last Name: First Name: Middle Name: Suffix:

Telephone Number: Alternate Phone Number: Work Phone:

- 21) Congratulations! You have successfully created your account.
- 22) This page is the Main Menu of the new IMS. In the future, this will be the initial screen after a successful login.
- 23) Be sure to click on the Question Mark icon at the top left of the page for assistance when navigating the system.

