

NinthBrain QRG

Quick Resource Guide

Intended Audience:

General Membership



This Quick Resource Guide will provide instructions on how to complete a variety of the tasks that you will need as a member of Freehold EMS.

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Logging In

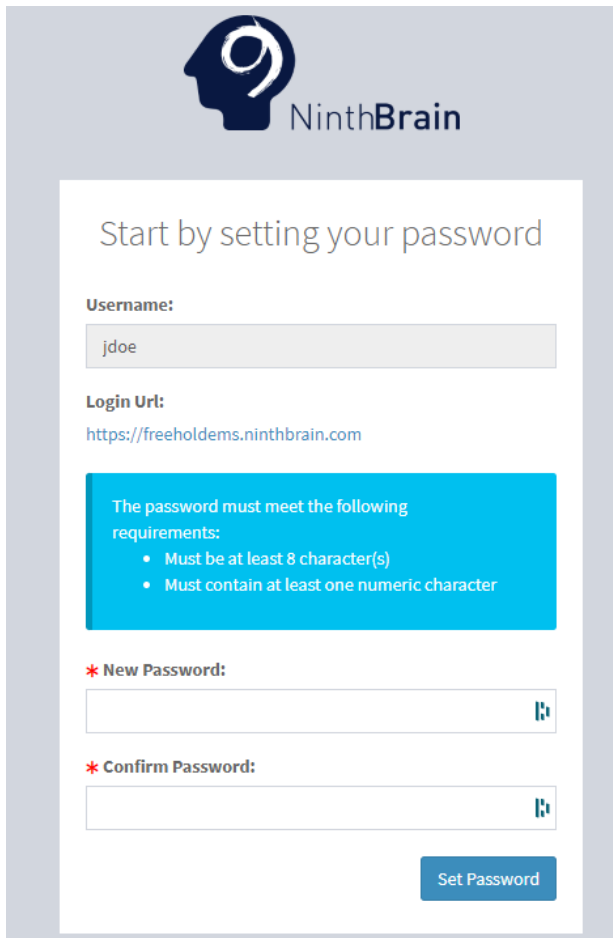
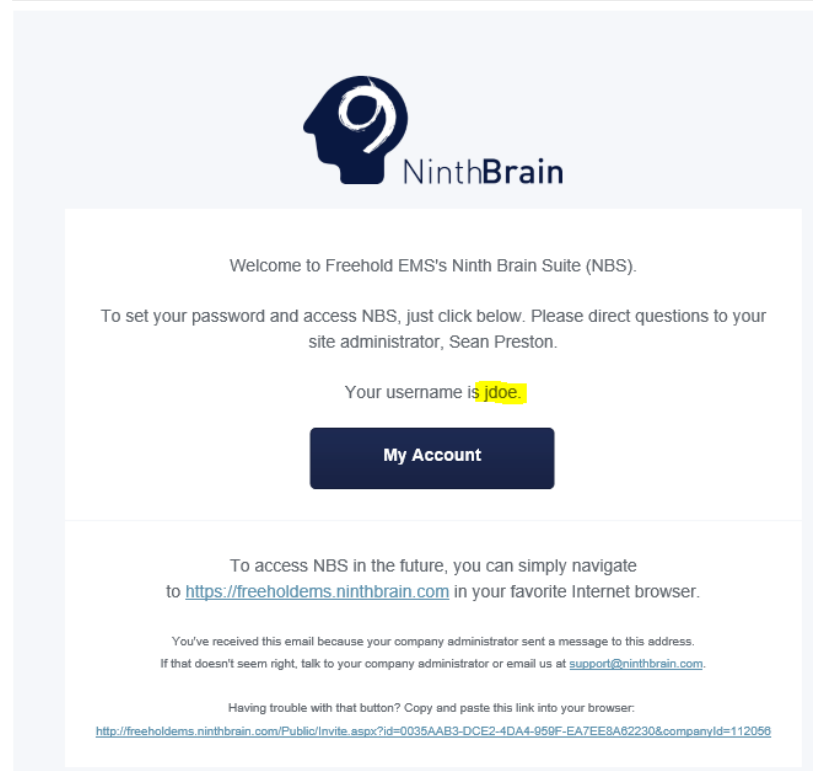
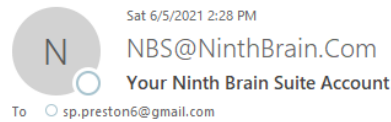
All members will be issued a log-in for NinthBrain. You will automatically receive an email from "NBS@NinthBrain.com" with the subject "Your Ninth Brain Suite Account" - see below.

NBS@NinthBrain.Com

Your Ninth Brain Suite Account

Sat 6/5/20...

1. Find the email you were sent and note your username that was sent to you in the email. This will be your username to log into NinthBrain moving forward. Keep note of this!
2. Click "My Account"

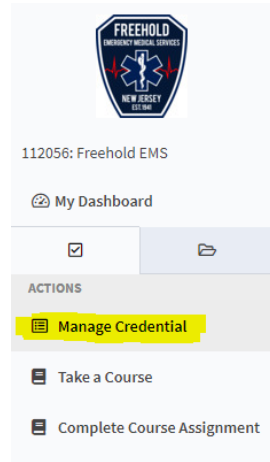


3. Follow the on-screen instructions to set up a new password. The password requirements state that the password:
 - a. Must be at least 8 character(s)
 - b. Must contain at least one numeric character
4. Click Set Password
5. You will then be brought to the login screen to login with your new username and password.



Recertifying a Credential:

In NinthBrain, members will be required to upload their own certifications as they obtain them initially or recertify them. Follow these steps to upload the certification.



1. On the navigation menu on the left-side of the page, click “Manage Credential”

My Credential Record

[+ Add New](#)

	Credential	Activation	Expiration	Number	Maintained	Maintained	Document
Select Recertify	BCLS/BLS/CPR		5/5/2021	N/A	Yes	Yes	
Select Recertify	CEVO		6/10/2023	342424	Yes	Yes	
Select Recertify	Driver's License - State: New Jersey		6/4/2021	DL132343323424	Yes	Yes	
Select Recertify	New Jersey: EMT		4/29/2022	000000	Yes	Yes	

[Generate PDF of Attached Documents](#)

- You will be shown the current certifications you hold. To recertify a credential you already have, click “Recertify” next to the credential.
- Input “Activation Date” (issued date)
- Input “Expiration Date”
- Input “Credential Number” if applicable
- Upload a copy of the credential in the document upload area by clicking browse.
- Click “Save”

My Credential Record

[← Back](#) [Save](#)

Recertify Credential: BCLS/BLS/CPR

Activation Date:

Expiration Date:

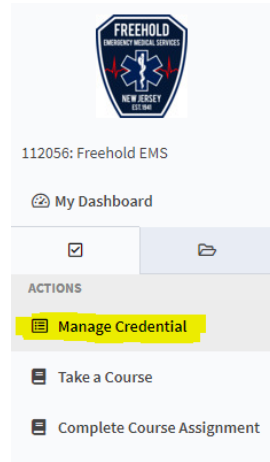
Credential Number:

*** Document** [?](#)



Uploading a New Credential:

In NinthBrain, members will be required to upload their own certifications as they obtain them initially or recertify them. Follow these steps to upload the certification.



1. On the navigation menu on the left-side of the page, click “Manage Credential”

My Credential Record

[+ Add New](#)

	Credential	Activation	Expiration	Number	Maintained	Maintained	Document
Select Recertify	BCLS/BLS/CPR		5/5/2021	N/A	Yes	Yes	
Select Recertify	CEVO		6/10/2023	342424	Yes	Yes	
Select Recertify	Driver's License - State: New Jersey		6/4/2021	DL132343323424	Yes	Yes	
Select Recertify	New Jersey: EMT		4/29/2022	000000	Yes	Yes	

[Generate PDF of Attached Documents](#)

- You will be shown the current certifications you hold. To add a new credential, click “Add New”
- Select the credential you are uploading
- Input “Credential Number” if applicable
- Input “Activation Date” if applicable
- Input “Expiration Date” if applicable
- Upload a copy of the credential in the document upload area by clicking browse.
- Click “Save and Add”

Add New Credential

[← Back](#) [Save & Add](#)

Add Credential to My Record

*** Credential:**

Select a Credential

Credential Number:

Activation Date:

Expiration Date:

Either Activation Date or Expiration Date is required to save.

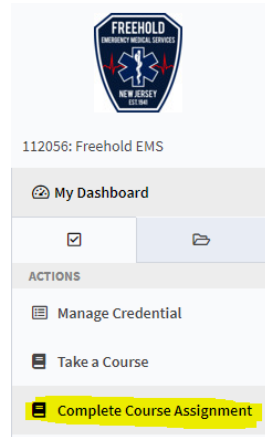
*** Document**

Work Note:



Complete Course Assignment:

You will occasionally be issued courses that you are required to complete as a member.



1. On the navigation menu on the left-side of the page, click “Complete Course Assignment”

My Course Assignments

Current Incomplete Assignments

	Course Title	Course Credit	Due Date Range
Select	EMS Medical Documentation Review	0	6/4/2021 - 6/19/2021
Select	Transgender Awareness for Healthcare Providers	0	6/4/2021 - 6/19/2021
Select	zzzTEST Orientation	0	6/4/2021 - 6/19/2021

3 items in 1 pages

Past Due Assignments

[Show Filters](#)

	Course Title	Course Credit	Due Date Range
No records to display.			

0 items in 1 pages

Completed Assignments

Course Title	Course Credit	Due Date Range	Completed Date	View Certificate
No records to display.				

Course: EMS Medical Documentation Review

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Assigned Course : Complete By 6/19/2021

Tags : None

Rating : ★★★★★

Course Credit : 0

Instructor : Keavney & Stregger

Course Description
Review of medical documentation requirements for EMS providers

Available Credit
The credentials listed below are attached to your record. Please verify that the certification/license you are wishing to receive credit for is listed in the Available Credit table. Only those listed will earn credit for successfully completing this course.

	Credential	Number
No records to display.		

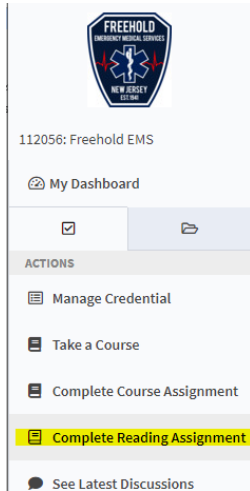
Notes to Course Taker
This course has been accredited by:
State of New Jersey: 1525183608876

- You will see current, past due, and completed course assignments on this page.
- Click “Select” next to the course record you would like to complete.
- You will be shown the course information – when you are ready to begin the course, click “Register”
- Click “Launch Content Window” to begin the course.



Complete Reading Assignment:


Occasionally, you will be issued reading assignments through NinthBrain. This may occur when new policies are issued, new documents are created/updated, etc. This ensures that you review important information.



1. On the navigation menu on the left-side of the page, click “Complete Reading Assignment”

File Cabinet

Required File Assignments

	Name	Note	Due Date	Website	Publication	Post Date
	Required Sexual Harassment Policy		6/26/2021		Freehold EMS Policy Database	1/16/2021 - [-]

2. You will see assignments you have. Click on the Document Icon next to the file to view. Once you click on the document, it will record that you viewed the file and mark it as complete.