

PLATINUMED.COM

Student Login Help Guide



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Phone 616.818.7877

PLATINUM EDUCATIONAL GROUP

PlatinumEd User Guide

We know the site has a lot of functionality behind it, so we have provided this guide to help you through the process of learning the site so you have the tools you need to use it effectively and confidently.

As always, Platinum Educational Group provides exceptional customer service along with this guide. We are ready to help you whenever or wherever you need it by phone or email. We also provide ongoing live help webinars for you or your group. Do not hesitate to call us if you are unable to find the answers, we will be happy to take care of any questions you may have!

Phone: 616.818.7877

Help requests: https://platinumed.zendesk.com/anonymous_requests/new

To provide you with our very best customer service, we always welcome any comments or feedback you can provide to improve the PlatinumEd.com site(s) and/or its functionality and usefulness to you.

Sincerely,
Doug Smith & Thomas Gottschalk
Platinum Educational Group

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PLATINUMED.COM

To login, go to the Platinumed.com home page and click on the **Login** button on the top right header.



If you already have a login for EMSTesting.com or PlatinumPlanner.com use that to login in the **PlatinumEd Sign In** area.

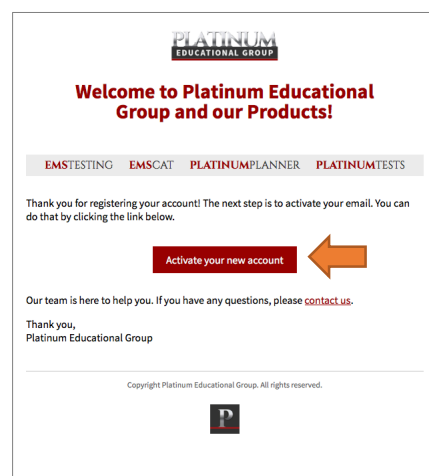
If you do not have a student account yet, go to the bottom of the PlatinumEd Sign In and look for the **create account** button.

Enter your name, email address, password, and relevant contact information. Using the email address and password you enter here is how you will log on to the site in the future.

Select the CAPTCHA **I'm not a robot** checkbox at the bottom, and then click the **Create Account** button.

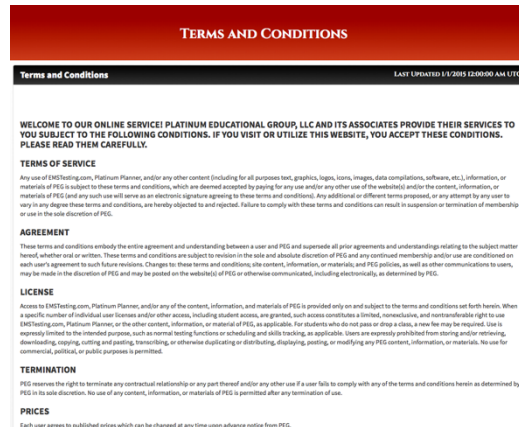
The screenshot shows a 'Create Account' form with a red header bar that reads 'ALL OUR PRODUCTS. ONE SINGLE ACCOUNT.' The form fields include: Email, Confirm Email, Password, Confirm Password, First Name, Last Name, Address Line 1, Address Line 2, City, State (dropdown), Zip, Phone, Fax, Time Zone (dropdown), and Profession (dropdown). At the bottom right, there is a CAPTCHA checkbox labeled 'I'm not a robot' and a red 'Create Account' button. Two orange arrows are present: one pointing to the CAPTCHA checkbox and another pointing to the 'Create Account' button.

You will be sent a confirmation email. Open that email and click on the **Activate your new account** button to verify your email address.



TERMS AND CONDITIONS

Reading the terms and conditions is important. It outlines some of the things you can and cannot use the website for, and may answer potential future questions.



TERMS AND CONDITIONS

Terms and Conditions

LAST UPDATED 1/1/2015 12:00:00 AM UTC

WELCOME TO OUR ONLINE SERVICE! PLATINUM EDUCATIONAL GROUP, LLC AND ITS ASSOCIATES PROVIDE THEIR SERVICES TO YOU SUBJECT TO THE FOLLOWING CONDITIONS. IF YOU VISIT OR UTILIZE THIS WEBSITE, YOU ACCEPT THESE CONDITIONS. PLEASE READ THEM CAREFULLY.

TERMS OF SERVICE

Any use of EMSTesting.com, Platinum Planner, and/or any other content (including for all purposes text, graphics, logos, icons, images, data compilations, software, etc.), information, or materials of PEG is subject to these terms and conditions, which are deemed accepted by paying for any use and/or any other use of the website(s) and/or the content, information, or materials of PEG (and any such use will serve as an electronic signature agreeing to these terms and conditions). Any additional or different terms proposed, or any attempt by any user to vary in any degree these terms and conditions, are hereby objected to and rejected. Failure to comply with these terms and conditions can result in suspension or termination of membership or use in the sole discretion of PEG.

AGREEMENT

These terms and conditions embody the entire agreement and understanding between a user and PEG and supersede all prior agreements and understandings relating to the subject matter hereof, whether oral or written. These terms and conditions are subject to revision in the sole and absolute discretion of PEG and any continued membership and/or use are conditioned on each user's agreement to such future revisions. Changes to these terms and conditions, the content, information, or materials, and PEG policies, as well as other communications to users, may be made in the discretion of PEG and may be posted on the website(s) of PEG or otherwise communicated, including electronically, as determined by PEG.

LICENSE

Access to EMSTesting.com, Platinum Planner, and/or any of the content, information, and materials of PEG is provided only on and subject to the terms and conditions set forth herein. When a specific number of individual user licenses and/or other access, including student access, are granted, such access constitutes a limited, nonexclusive, and nontransferable right to use EMSTesting.com, Platinum Planner, or the other content, information, or material of PEG, as applicable. For students who do not pass or drop a class, a new fee may be required. Use is expressly limited to the intended purposes, such as normal testing functions or scheduling and skills tracking, as applicable. Users are expressly prohibited from storing and/or retrieving, downloading, copying, cutting and pasting, transcribing, or otherwise duplicating or distributing, displaying, posting, or modifying any PEG content, information, or materials. No use for commercial, political, or public purposes is permitted.

TERMINATION

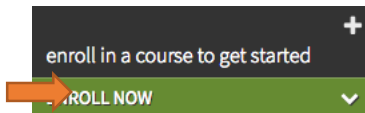
PEG reserves the right to terminate any contractual relationship or any part thereof and/or any other use if a user fails to comply with any of the terms and conditions herein as determined by PEG in its sole discretion. No use of any content, information, or materials of PEG is permitted after any termination of use.

PRICES

Each user agrees to published prices which can be changed at any time upon advance notice from PEG.

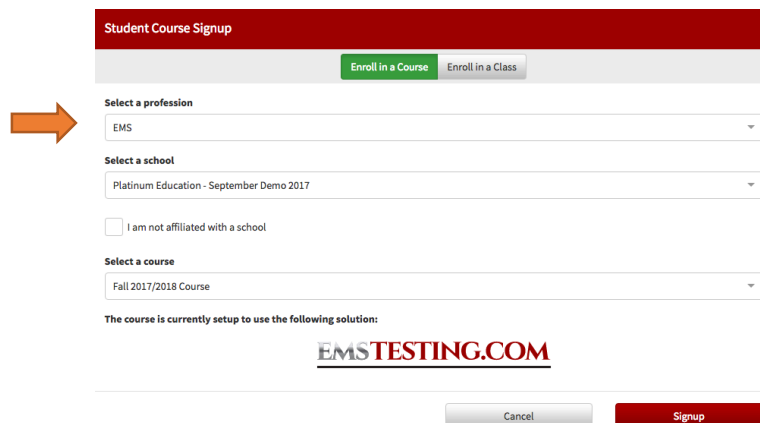
Select **I Agree** at the bottom of the page and click the **Submit** button to move forward in the sign-up process.

You will then be directed to your my.platinumed.com **Dashboard**.



Click **ENROLL NOW** to enroll in your school.

Search for your **School** and **Course** in the dropdown.



Student Course Signup

Enroll in a Course Enroll in a Class

Select a profession

EMS

Select a school

Platinum Education - September Demo 2017

☐ I am not affiliated with a school

Select a course

Fall 2017/2018 Course

The course is currently setup to use the following solution:

EMSTESTING.COM

Cancel Signup

Note: If your course is not listed you will not be able to complete the registration at this time. Please contact your school if this occurs.

Note: Students who would like to begin using EMSTesting.com but do not have a school affiliation may enroll in our virtual classes. To be qualified to join Platinum Select you must either be finished with your initial training or already be licensed and seeking to take the NREMT certification exam. Get more information by emailing support@platinumed.com.

Click the **Signup** button.

Please Note: If you need to change your Profession, School or Course click the delete link to reset your enrollment.

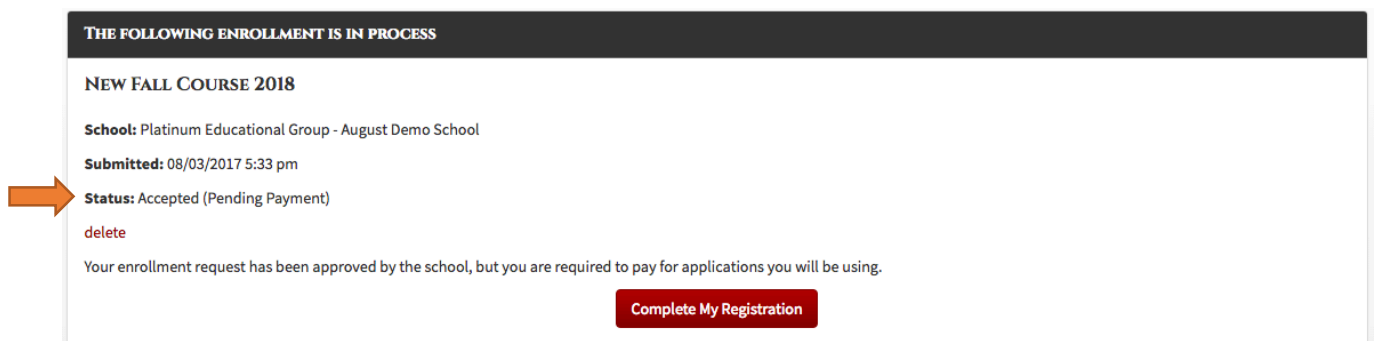


Once you have submitted your request, you will see the message above letting you know that your enrollment is in process.

PAYING FOR A COURSE

Note: Fees will be due after you have been accepted into the course. The fees listed may change and are dependent on the contract your school may have with Platinum Educational Group.

If you have been accepted by your school and they have not paid for your enrollment in the course, your status will change to Accepted (Pending Payment).



Click the **Complete My Registration** button to proceed.

Choose the **Product** you are purchasing and enter either your **Access Card number** or **Credit Card number** and click **Submit** to pay for your course.

Note: If you purchased an access card online, through a bookstore, or received an access card along with your book please do not use a credit card below as your credit card will not be eligible for a refund should you find your access card afterward.

MY.PLATINUMED.COM DASHBOARD

You will then be logged in and brought to the **my.platinumed.com** dashboard.

You will see a role link under EMSTesting if you are an EMS student and signed up for testing. You will see a role link under PlatinumTests if you are a Nursing student and signed up for testing.

You will see a role link under PlatinumPlanner if you signed up for scheduling, skill tracking and reporting.

Your next step is to enroll into a class, click the **Enroll** link on your dashboard.

Student Course Signup

Enroll in a Course

Enroll in a Class

Available classes in your courses

Request Enrollment?	Course	Class	Start Date	End Date
<input checked="" type="checkbox"/>	New Fall Course 2018	Fall 2018 Demo Class	07/11/2017	07/28/2018
<input type="checkbox"/>	New Fall Course 2018	Final Exam Class	07/31/2017	07/31/2018
<input type="checkbox"/>	New Fall Course 2018	New Fall Class	07/31/2017	07/31/2018
<input type="checkbox"/>	New Fall Course 2018	New Fall Class	07/31/2017	07/31/2018
<input type="checkbox"/>	New Fall Course 2018	New Spring 2018 Testing Course	08/29/2016	07/30/2018

Cancel

Signup

Click the **Enroll in a Class** toggle on the top of the page and choose your class from the list. Click the **Signup** button to sign up for the class. If you do not see your class right away, your instructor may need to approve your class request if they are choosing to not auto-enroll students into the class.

Note: If your class is not listed you will not be able to enroll. Please contact your instructor.