IMSA AUTOMATED MEMBERSHIP SYSTEM

TARP REBOOTED

SELF-MANAGING YOUR PERSONAL IMSA RECORDS IN THE NEW AMS SYSTEM
WHAT IS AMS?

- **Web based Online Tool – Accessible from anywhere for everyone who has taken one or more IMSA Exams**
- **Record Keeping System for IMSA records**
  - **Certification Exam History**
  - **Continuing Education Log**
  - **Personal Profile**
- **Secured by log-in and password**
HOW TO ACCESS YOUR PERSONAL ACCOUNT

• **For First Time Users**
  • Navigate your web browser to: [WWW.IMSASAFETY.ORG](http://www.imsasafety.org)
  • Find and click on the “Sign-in” link on the top row of the home page:
WHAT DO I NEED SO THAT I CAN LOG IN?

• Your user name is your IMSA ID number, which can be found on your certification card or correspondence from IMSA.

• If this is your first time logging in to the system, you will not have a password, so you must request one.

  • Follow these steps to request your password:

  • On the sign-in screen, near the bottom, Click on:

    • Username if you do not know your username / ID #

    • Password if you know your username, but not your password
NEXT STEP

- **When you click on one of requesting links, AMS will find the email address in your profile and send you an email with a ‘reset’ link so that you can receive your ID number and/or create a password.**

- **If you do not have an email address on file, or you no longer have access to the email that you provided to IMSA, you will have to email DDONSON@IMSASAFETY.ORG or call (321) 392-0500 to get assistance with updating your records.**

- **Do not click on Create a New Account – You will confuse yourself and the system as it will then have more than one place to store your records.**
LOGGING IN

• Enter your username (IMSA ID#)
• Enter your password
• Click on the blue “Sign in” button
LOGGED IN, NOW WHAT?

• You will see nothing special when you log in, except there is a new link on the top of the home screen.

• At this point you have access to member only links on the IMSA site.

• The link says “Hi, _________” and your name should be after HI.
  • If it is, Great! Click on it.
  • If it isn’t, call IMSA to get assistance (321) 392-0500.
YOUR AMS HOME SCREEN

DEFAULTS TO ABOUT ME

- Your individual links banner
- Shows the links that you can access using your ID# log in
- Review the information shown and update all inaccuracies by clicking on the pencil icon to access the edit screen. Remember to click on “Save” when you have completed your edits
• Provides a brief description of the type of membership that you currently hold with IMSA.

• Shows when the current membership will expire
MY CERTIFICATION RECORD

• **View the status of existing certifications**
• **Add to your continuing education credits log**
• **Click the box to permit your employer to see your certification records**
ADD CONTINUING ED

- **Click on the + symbol**
- **Fill in the required boxes ( )***
- **Fill in other boxes that apply**
- **Click “Save & Close” when completed**
- **Training does not appear in your continuing education credits record until it has been reviewed by IMSA staff**
MY PARTICIPATION

• Show current billing information and open invoices
• Shows IMSA information sources and forums that you have linked to
• Shows committees that you have volunteered to participate in
• **Change your password**

• **Change / update your Communication & Privacy Settings**
TARP – THE NEW WAY

• Do not send TARP forms to IMSA
• Use AMS to enter your Continuing Education (TARP) information
• See your information online shortly afterward – It could take a few days before your entries show up. Please be patient.
• 960 minutes of Continuing Education time are needed for certification renewal
  • Formerly 64 TARP points were needed for renewal (960 minutes = 16 hours = 64 TARP)
CONTINUOUS IMPROVEMENT

• **As you use the system, note the features and system behaviors that you would find most helpful to have**

• **Let us know what you would like to see!**

• **Email your ideas and questions to: Mark Rodgers at** [CERTIFICATION@IMSANW.ORG](mailto:CERTIFICATION@IMSANW.ORG)