

## Guide for Adding New Staff Members to Your Staff Roster in SIREN

Service Administrators are responsible for adding staff members to their SIREN roster. Please follow the instructions for adding staff in SIREN below:

**Click on the “Staff” tab and then click “Add User”. The below fields are required when adding a new staff member.**

### 1. Demographics tab:

- i. First Name
- ii. Last Name
- iii. Email address

### 2. Certifications tab:

- i. State Primary Certification ID (State EMS number)

NOTE: If you are entering a driver who is not a licensed EMT, please list the driver’s license number as the State Primary Cert ID and leave the user name and password fields blank under the Permissions tab.

- ii. State Certification level

- iii. Agency information is not required; however, entering Agency information under the Certifications Tab will assist in run form documentation

### 3. Permissions tab:

- i. If the user is **new** in SIREN, the follow fields are required:

- Username (This is usually the state EMS number)
- Password (This could be listed as “Lastname1”)
- Check the “reset user password” box so the user can reset their password upon initial log in
- Permission group
  - Service Admins can assign staff with Rescue Service Provider permissions. If you would like to assign a different permission group, please contact the State EMS Data Manager.

- ii. If the user **already has an account in SIREN** with another agency, the following fields are required:

- Permission group

NOTE: Do not assign a username or password since these already exist and will be associated

- *Email the EMS Data Manager at [SIREN@Vermont.gov](mailto:SIREN@Vermont.gov) to ‘associate’ the users with your agency. This association will link all of the user’s accounts so only one username and password is required to access all associated agencies in SIREN.*

### Best Practice Tips:

- Before adding a new user, review your staff list to ensure they do not already have an account (inactive or active) in SIREN.

*(Click the drop down menu next to the “clear” button in order to view “active” users, “inactive” users or “both”)*

- Never delete a user, only inactivate or lock their accounts.

*(Deleting a user will permanently remove all of their records from SIREN, even from the run forms)*

- If you would like to reactivate an inactive user, contact the State EMS Data Manager

- It is a best practice to regularly review your staff list:

- Inactivate or lock any users who have left the service
- Review permission group assignments, especially Service Administrator roles.

*(It is best to have **no more than 4** Service Administrators assigned per agency)*

- Encourage users to rely on the “Click Here If You Forgot Your Password” link to recover their password