Creighton EMS Education
Online Instructor Signup

Purpose: From initial design, the web based instructor signup was focused on streamlining the process of signing up for course dates. Having an internet accessible system improves communication between department administration, primary course instructors, and our part-time instructors. Additionally, it allows for automated reminders and notifications.

Process: You indicate the dates you are available in an easy to use month by month calendar. Your requests show up to us and a decision is made to accept or decline your request. Please understand there are several factors that influence this decision, for example: class enrollment, that particular session, the number of sessions you are already approved for, and etc.

This is not first come first serve, but there does come a time when we have to finalize a course date; therefore, do not wait a long time to sign up.

How to Sign Up: You will need your Creighton NetID and password

NetID	Password
If you do not know your NetID, please contact our office at 402.280.1280	If you know your NetID but do not know your password: 1st go to ami.creighton.edu and click on reset password. If this does not work, then 2nd call DoIT at 402.280.1111
*You will also need your NetID and password to retrieve your end of year tax documents from H.R.	*Passwords must change every 180 days – we strongly encourage you to contact DoIT and have them assist you in setting up email forwarding so you receive reminders and notifications.

Login by going to https://ems.creighton.edu and scrolling down to Contact Us and click on Instructor Online Scheduler Link. Login using your NetID and password. Then click on Calendar Signup, click on a date you wish to request, and then click on Sign Up. You should receive notifications of dates you are approved for, but you can always log back in and on your home page should be a listing of the dates you requested and the status.

How to Cancel a Session: We depend on our part-time instructors, but certainly understand that urgent matters do arise and illness does occur.

If you need to cancel a session, e-mail emsi@creighton.edu as soon as possible. This is a shared email account with all primary instructors and program administration.