

MAIS Guideline 1 Courses and Sessions

1. Go to DODD website. Click on “golden key” to enter the portal.
2. Login with **ID & PW**
3. Click on **Applications**, choose **MAIS**, click on **LOAD APPLICATION**
4. Go to **Certification & Registration**. Click on Manage Courses

Manage Courses

1. Click on **Add a Course**.
2. Choose **DD Personnel**
3. **Fill in all fields under Add Course**
4. Click on **Browse** under Syllabus to locate the syllabus associated with your course. Another window will appear, reflecting your own documents; i.e. those which you have saved on your own computer. Click on **the syllabus document associated with the course** you are trying to enter. Now click on **OPEN**. The syllabus document you have chosen will automatically appear in the field next to the word Browse under Syllabus. Click on **Upload** to commit your syllabus document to MAIS.
5. Click on **Save Course**
6. Beneath the field marked Syllabus, you can **enter session information** for the course which you currently entered. **Fill in all fields**. Click on **Move to Session Detail**.
7. Under Add Session Detail, **fill in all fields**. Click on **Add Session Detail**.
8. Click on **Save All Information**.

Search for a Course Which Already Exists

1. If you wish to find a course already created, enter **RN license number**. Click on **Search**. A list of classes will appear.
2. **The only option here is to create another session utilizing a course previously created**. To do so, click on **Add Session**.
3. The next screen which appears will show the details of the course previously created. **Under Add Session Details, enter the date and the CE hours accordingly**. Click on **Add Session Detail**.
4. Beneath the field marked Syllabus, you can **enter session information** for the course which you previously entered. **Fill in all fields**. Click on **Move to Session Detail**.
5. Under Add Session Detail, **fill in all fields**. Click on **Add Session Detail**.
6. Click on **Save All Information**.

NOTE: MAIS will retain the information and accumulate a running list of the session dates and hours. Once all dates and hours have been added, review the information. If there is a discrepancy in the data you have entered, you may **edit the data by clicking on Edit Session**. Please note, MAIS does not permit correction of only one session detail. Consequently, if you enter multiple days for session detail, when you click on Edit Session, all session details will disappear and you will be required to re-enter all session information.

MAIS Guideline 2 DD Personnel Initial Application

1. Go to DODD website. Click on “golden key” to enter the portal.
2. Login with **ID & PW**
3. Click on **Applications**, choose **MAIS**, click on **LOAD APPLICATION**
4. Go to **Certification & Registration**, choose **Search for a Person**
5. Choose **DD Personnel**.
6. Enter **last four digits** of the social security number. Click on **Search**.
7. A **list of personnel** with the same last four digits of the social security number will appear. **Review the list** for the personnel you are searching for. **If the name appears, click on the four digits** of the social security number in the first column, next to the person’s name.
8. **If the name does not appear**, scroll to bottom of page. Click on **Create New Application**.
9. Click on **DD Personnel – Cat 1 Only**

Personal Information Page

1. **Enter all contact information**. Required fields are indicated by an asterisk. When completed, click on **Save or Save and Continue**.

Current Employer Page

1. Choose appropriate **Employer Selection**.
2. Enter **Provider Number**. Click on **Search**.
3. Click on **Provider Name**.
4. A number of fields will auto populate. **Enter all employer and supervisor information**. Required fields are indicated by an asterisk. When completed, click on **Save or Save and Continue**.
5. Proceed to the bottom of the page. Click on **Continue**.

Training and CEUs Page

1. Click on **Add Session to Application**
2. Enter **RN license number**. Click on **Search**.
3. From the list which appears, choose the session by clicking on **Add Session** in the first column.

Skill Verification - Initial and Renewal Application

1. **Enter data** in all blank fields.
2. Click on box entitled **Add All Skills or Add Skill** to commit information to the system.
3. Click on **Continue**.

Attestations

1. **Select YES or NO** for each question. All questions must be answered.
2. Scroll to bottom of the page. **Enter your initials** in the box. Click on **Agree**.
3. Click on **Save and Continue**.

Summary Page

1. Option to **Print Application**.
2. Choose **Application Status**.
3. Scroll to bottom of page. **Click on Save and Continue**.

View/Print Certificate

1. Click on **View**.
2. Click on **Open**.
3. **Print** certificate.

MAIS Guideline 3

DD Personnel Add On Additional Certifications

1. Go to DODD website. Click on “golden key” to enter the portal.
2. Login with **ID & PW**
3. Click on **Applications**, choose **MAIS**, click on **LOAD APPLICATION**
4. Go to **Certification & Registration**, choose **Search for a Person**
5. Choose **DD Personnel**.
6. Enter **last four digits** of the social security number. Click on **Search**.
7. A **list of personnel** with the same last four digits of the social security number will appear. **Review the list** for the personnel you are searching for. **When the name appears, click on the four digits** of the social security number in the first column, next to the person’s name.

Update Existing Page

1. Scroll down the page. Click on **Desired Action**.
2. Choose Add-On from the menu which appears.
3. Choose **DD Personnel Category -2 or -3, accordingly**.
4. Click on **Save and Continue**.

Personal Information/Personal Contact Information

1. Information auto populates in all fields.
2. **Scroll to bottom** of page. **Note the message which appears**.
3. Click on **Save or Save and Continue**.

Current Employer Page

6. Choose appropriate **Employer Selection**.
7. Enter **Provider Number**. Click on **Search**.
8. Click on **Provider Name**.
9. A number of fields will auto populate. **Enter all employer and supervisor information**. Required fields are indicated by an asterisk. When completed, click on **Save or Save and Continue**.
10. Proceed to the bottom of the page. Click on **Continue**.

Training and CEUs Page

1. Click on **Add Session to Application**
2. Enter **RN license number**. Click on **Search**.
3. From the list which appears, choose the session by clicking on **Add Session** in the first column.
4. Click on **Continue**.

Skill Verification

Initial and Renewal Application

1. **Enter data** in all blank fields.
2. Click on box entitled **Add All Skills or Add Skill** to commit information to the system.
3. Click on **Continue**.

Attestations

1. **Select YES or NO** for each question. All questions must be answered.
2. Scroll to bottom of the page. **Enter your initials** in the box. Click on **Agree**.
3. Click on **Save and Continue**.

Summary Page

1. **Option to Print Application.**
2. **Choose Application Status.**
3. Scroll to bottom of page. **Click on Save and Continue.**

View/Print Certificate

1. Click on **View**.
2. Click on **Open**.
3. **Print** certificate.

MAIS Guideline 4

DD Personnel Renewal Certification

5. Go to DODD website. Click on “golden key” to enter the portal.
6. Login with **ID & PW**
7. Click on **Applications**, choose **MAIS**, click on **LOAD APPLICATION**
8. Go to **Certification & Registration**, choose **Search for a Person**
9. Choose **DD Personnel**.
10. Enter **last four digits** of the social security number or **DD Personnel Code**. Click on **Search**.
11. A **list of personnel** with the same last four digits of the social security number will appear.
Review the list for the personnel you are searching for. **When the name appears, click on the four digits** of the social security number in the first column, next to the person’s name to **go to the Update Existing Page**

On Update Existing Page – Adding CEs only

1. Choose **DD Personnel Category 1, -2 or -3, accordingly –**
2. Select “**Desired Action**” next to the Certification to add CEs to
3. Choose **Add CEUs**
4. Enter information in all required fields
5. The **RN** is the RN validating the training occurred and was appropriate for certification renewal
6. The **Instructor** is the person who taught the CE session
7. Use the correct number or decimal amount of time for the CE session
8. Describe the content
9. Click **Add CEU**
10. Exit page or search for the next person’s records

On Update Existing Page – Adding Skills only

1. Choose **DD Personnel Category 1, -2 or -3, accordingly –**
2. Select “**Desired Action**” next to the certification to add skills to
3. Choose **Add CEUs**
4. Fill in the **Date, Name, Title, & Category** of Skills to record
5. Use the drop down menu to **choose the skill** to add
6. Click **Add Skill**
7. **Continue to choose and add the skills** verified by that person on that date
8. Enter additional date and name of verifier and other skills as needed
9. Exit page or search for the next person’s records

Update Existing Page – Finalizing a Renewal

5. Choose **DD Personnel Category 1, -2 or -3, accordingly –**
6. Select “**Desired Action**” next to the certification to be renewed
7. Choose **Renewal**
8. At Start page confirm the **Category** to be renewed **Save and Continue Personal Information/Personal Contact Information**

9. View and Edit (as needed) all the Personal contact information
10. Save or Save and Continue

Current Employer Page

11. Click on the Name of the Employer listed at the bottom of the page
12. View and confirm all the information
13. End Date Employer, Supervisor or Location if new one needs added
14. Save
15. Choose Enter Additional Employers if applicable
16. Choose Continue

Training and CEUs Page

17. Add CEUs as described above (if not already added)
18. after all Added choose Continue

Skill Verification

19. Add Skills as described above (if not already added)
20. after skills for renewal are added choose Continue

Attestations

21. Read and Answer Attestation questions
22. Enter your Initials at the bottom choose Agree

Summary Page

23. CAREFULLY review Summary
24. Use Page Arrows to navigate back to information that needs changed
25. Print Summary (optional)
26. Adjust Date (if applicable)
27. Use drop down to select status
28. Save and Continue

View/Print Certificate

29. View to Print Certificate(optional)
30. When certificate PDF file is open use File options to save or send as an e-mail attachment