



# **Work Capacity Test (WCT) Administrator “How-to” Guide**

**Forest Service  
Fire & Aviation Management**

**eMedical**

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# eMedical WCT Administrator

## “How-to” Guide

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## 1. General System Navigation and Functionality Questions

### 1.1 How do I access eMedical?

Employees and WCT Administrators can access eMedical by logging into ConnectHR (Dashboard) with their LincPass or appropriate user name and password and selecting the eMedical link under My Links: <https://usdafs.connecthr.com/>

USDA United States Department of Agriculture  
USDA eAuthentication

login :   
password :

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: [eAuthentication Home](#) > eAuthentication Login

**eAuthentication Login**

**LincPass (PIV)** ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**

**User ID & Password** ?

User ID:   
Password:

I forgot my User ID | Password

**REGISTER** **LOGIN**  
[Change my Password](#)

**ConnectHR**  
USDA Forest Service

**My Links**

- AgLearn
- Apply for a Job (USAJOBS)
- B&F Help
- Customer HelpDesk (CHD)
- EEMS Identity Manager
- eMedical**
- Empl. Personal Page -EPP
- Employment Outreach
- eOPF

**ConnectHR Messages**

Welcome to ConnectHR, your secure, single sign-on web based system for accessing all your HR-related functions and other applications.

On the "My Links" menu to the left are links to the applications, databases, and systems for which you have access.

On the "My ConnectHR Administration" menu to the right are links to any administrative functions available to you.

[View archived messages](#)

**Current messages**

Message	Date
Need Assistance?	10/19/2016

**My ConnectHR Administration**

- My Profile
- Contact HR Support



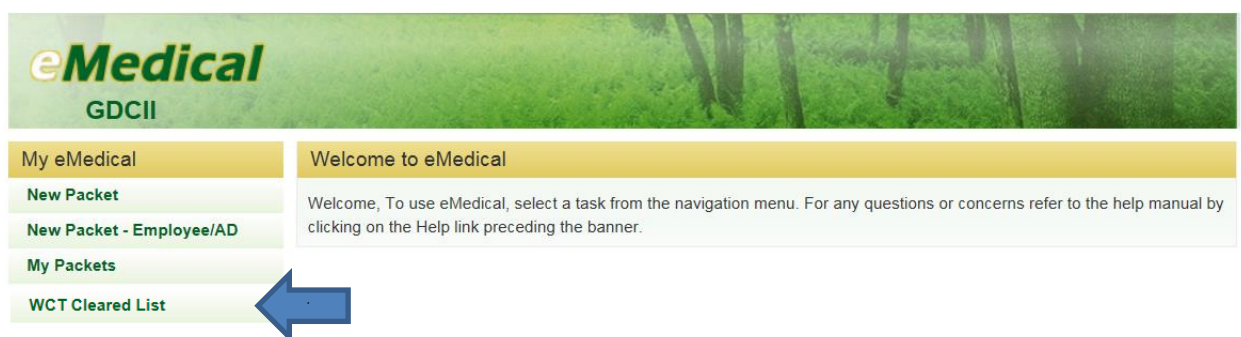
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## 1.2 How do I determine which employees/ADs I have access to?

WCT Administrators will be able to search for a list of all employees/ADs cleared to the WCT nationwide. Searches may be narrowed by searching by Region, Forest and/or District.

## 1.3 How do I view employees/ADs who have been cleared to take the WCT?

- Login to eMedical
- On the left under “My eMedical”, click on “WCT Cleared List”



- Under the “WCT Cleared List” heading, click on the box that says “Search by OrgCode” to select your Forest and/or District by number.

**WCT Cleared List**

The table lists all Employees/ADs assigned to this Org Code and cleared to Take the WCT. Click on the Print button to print the list.

An asterisk appears before the name of any input that is mandatory.

**OrgCode** 115601

Name	OrgCode	WCT Level
There are no matching records.		

- In the Orgcode Selection Popup box, searches can be narrowed by selecting one or more of the following:
  - Region (listed as ‘RSA’). If you select no further boxes, all Employees/ADs cleared in that Region will be displayed.
  - Forest (listed as ‘Unit’).



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- District (listed as ‘Subunit’). In most cases searches should only go to this level, and no further to ensure all employees in that District are included in the search.
- Click on the ‘Select’ button to search.

**Orgcode Selection** ✕

**Agency:**  
11 - FOREST SERVICE ▼

**RSA:**  
04 - INTERMOUNTAIN REGION, REGIONAL ▼

**Unit:**  
10 - MANTI-LASAL NATIONAL FOREST ▼

**Subunit:**  
0004 - MOAB RANGER DISTRICT ▼

**Level 5:**  
00 - Please select Level ▼

**Level 6:**  
00 - Please select Level ▼

**Level 7:**  
00 - Please select Level ▼

**Level 8:**  
00 - Please select Level ▼

**Select**

← The Agency box will self populate to FOREST SERVICE

← RSA: Select Region (by number)

← Unit: Select Forest or other Unit

← Subunit: Select District

STOP. District is last selection.

- All employees and ADs who have been cleared to take the WCT in the selected unit will be displayed.



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### 1.4 How do I print the WCT Cleared List?

- Click the “Print” button below the WCT Cleared List results.


**WCT Cleared List**

The table lists all Employees/ADs assigned to this Org Code and cleared to Take the WCT. Click on the Print button to print the list.

An asterisk appears before the name of any input that is mandatory.

**OrgCode** 1102

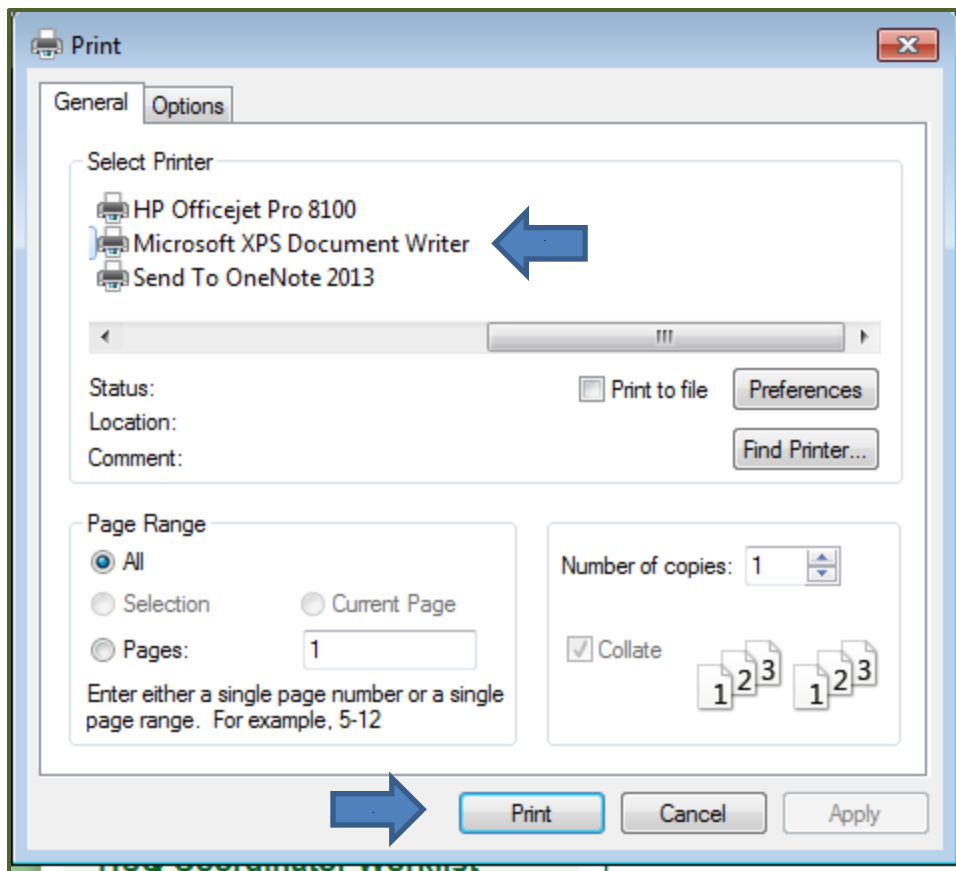
Name	OrgCode	WCT Level
Slade Wilson	110203000100000000	Arduous
Bill Bennett	110203000000000000	Arduous
Marshal Elliot	110202000000000000	Arduous
James Ames	110202000000000000	Arduous
James Baylor	110202000000000000	Arduous



- If you have Adobe writer on your computer, under “Printers”, select Adobe PDF to export the list as a PDF.
- If you do not have Adobe, select “Microsoft XPS Document Writer” under Printers, and click the “Print” button. You’ll then be prompted to name the file, which you can save to your computer, print or email.



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## 1.5 What documentation is required from the WCT Administrator after the WCT has been given??

- Send completed WCT Administration Reports to your IQCS Account Manager or whomever enters WCT completions in IQCS, as usual. IQCS will continue to be the database of record for tracking WCT completions and currency.
  - The WCT Administration Report is located here:  
<http://www.fs.fed.us/fire/safety/wct/Work%20Capacity%20Test%20Administration%20Report%202015.pdf>
  - There are no changes to the WCT Administrator documentation process with eMedical.
  - WCT Administrators do not enter any WCT results into eMedical.



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### 1.6 What does the WCT Administrator need to do when someone either fails or does not complete the WCT?

- If an employee/AD either fails or does not complete the WCT, the WCT Administrator will need to document this on the WCT Administration Report and notify the employee/AD’s Supervisor and HSQ Coordinator. This can be a verbal conversation or via email.
  - The Supervisor or A/FMO will notify the HSQ Coordinator of the non-passed WCT, and will determine if a retest is authorized. Management should reference the number of retests allowed by employment status in the *2015 WCT Implementation Guide*, beginning on page 5:
    - <https://www.fs.fed.us/fire/safety/wct/2015%20FINAL%20WCT%20Implementation%20Guide.docx>
  - The HSQ Coordinator will document the WCT failure or non-completion in eMedical and authorize a retest if approved by Fire Management.
  - The employee/AD will be notified via email if they have been authorized to retake the WCT, and will need to log into eMedical and confirm they either wish to retake the test or not.
  - If the employee/AD is denied an additional WCT retest, they will be notified via email.
  - If the employee/AD who was authorized to retake the WCT indicates they wish to retake the test, their name will automatically return to the list of employees cleared to take the WCT.