

# CPR Class on the AHA Instructor Network

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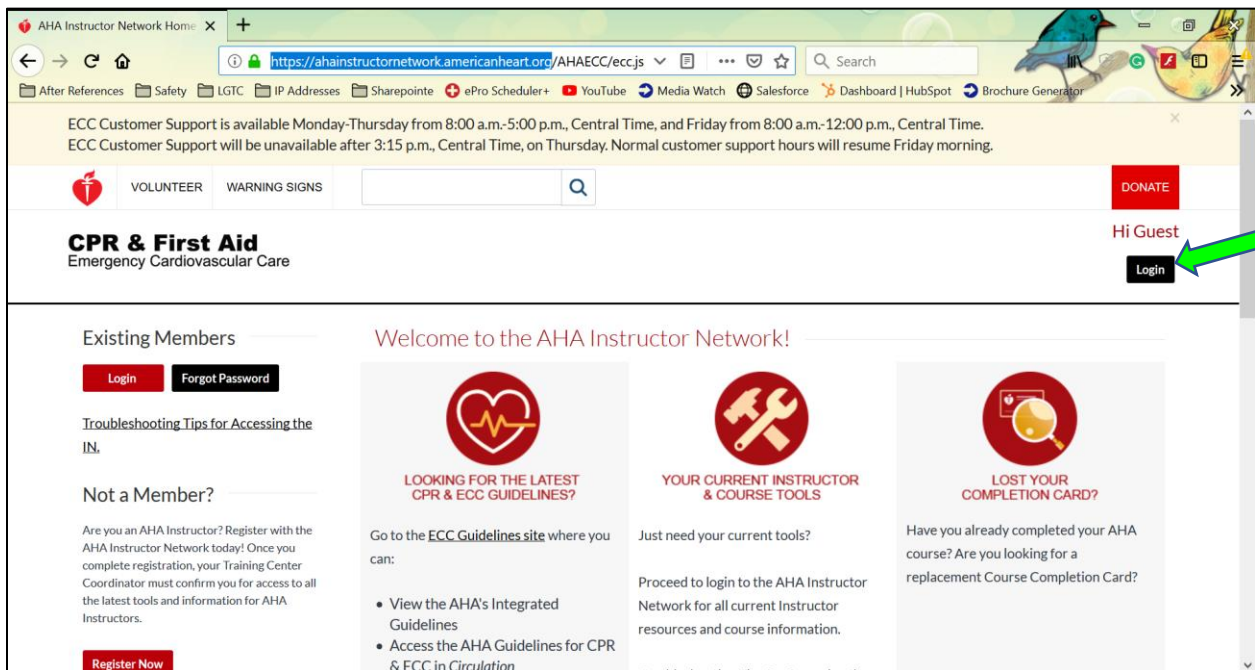
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# Introduction

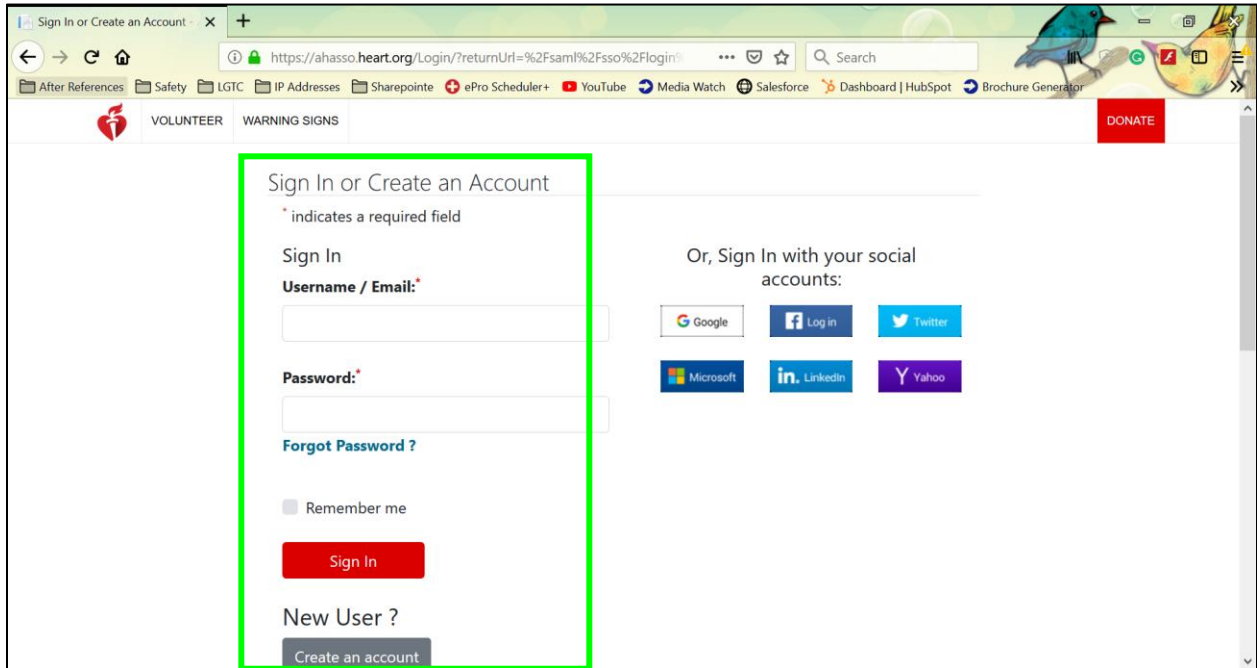
Setting up classes and submitting CPR cards following the class is necessary in ensuring that all of the students that are included in your class receive their certifications in a timely manner. It is imperative to ensure that the demographic information that you have for the student (email address, phone number, etc.) is also accurate in order to follow up with the student and recover certifications if lost throughout time. Make it a practice to double check this information for the ease and satisfaction of all of those involved in the course.

## Navigating to the AHA Instructor Network Dashboard

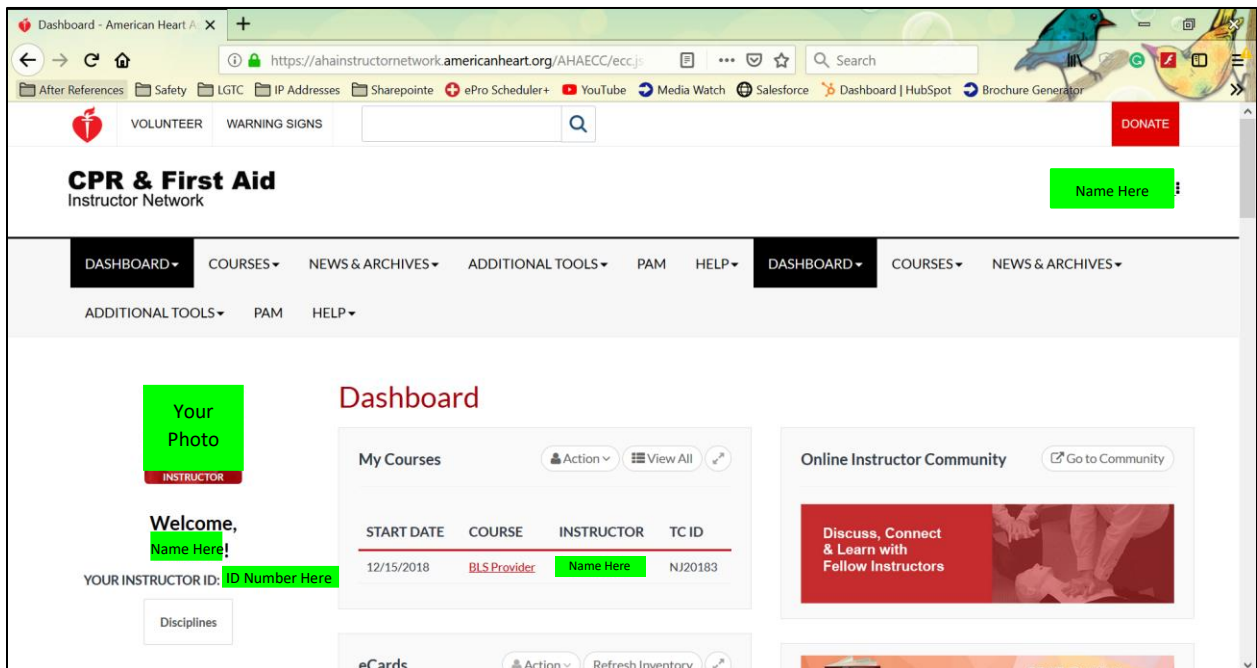
- Log on to the AHA Instructor network by typing in <https://ahainstructornetwork.americanheart.org> in your web browser (Firefox is used in this demonstration). The below screen will appear. Click on “Login” to proceed.



- The below screen will appear. Enter your unique username and password for the AHA site. If you have not yet signed up for an account on the network, please click on “Create An Account” and contact your Training Center so they may affiliate you with their center on the AHA website. If you have forgotten your password, you can also click on “Forgot Password ?” and follow the prompts to be able to recover your information.



- Once signed in, you will have a lot of information at your fingertips. From the dashboard itself, you will be able to see the profile photo that you have chosen as well as your Instructor ID number.



- Notice all of the information highlighted in green. This will all show as your unique information when signed in. Note that you are able to change your profile photo and information by clicking on the three dots to the right of your name in the top right corner of the dashboard as shown below by the green arrow.

Dashboard - American Heart Association

https://ahainstructornetwork.americanheart.org/AHA/ECC/ecc.js

VOLUNTEER WARNING SIGNS

**CPR & First Aid**  
Instructor Network

DONATE

Name Here

DASHBOARD COURSES NEWS & ARCHIVES ADDITIONAL TOOLS PAM HELP DASHBOARD COURSES NEWS & ARCHIVES

ADDITIONAL TOOLS PAM HELP

Your Photo  
INSTRUCTOR

Welcome,  
Name Here!

YOUR INSTRUCTOR ID: ID Number Here

Disciplines

Dashboard

My Courses

START DATE	COURSE	INSTRUCTOR	TC ID
12/15/2018	BLS Provider	Name Here	NJ20183

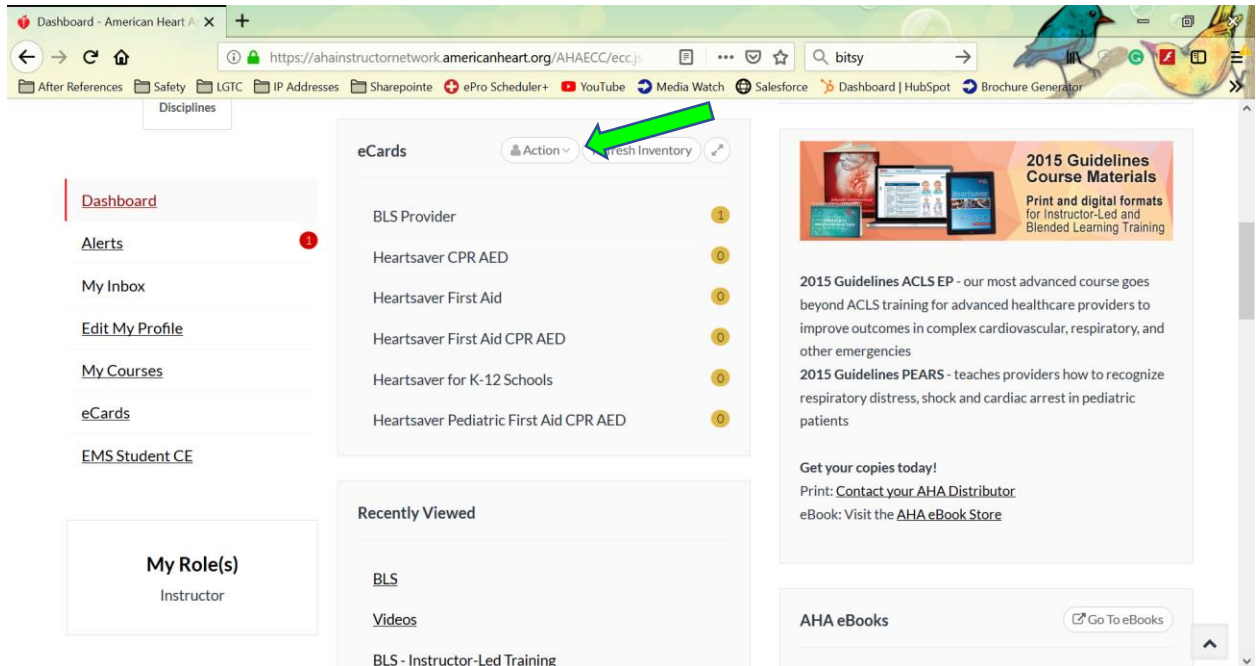
Online Instructor Community

Discuss, Connect & Learn with Fellow Instructors

eCards

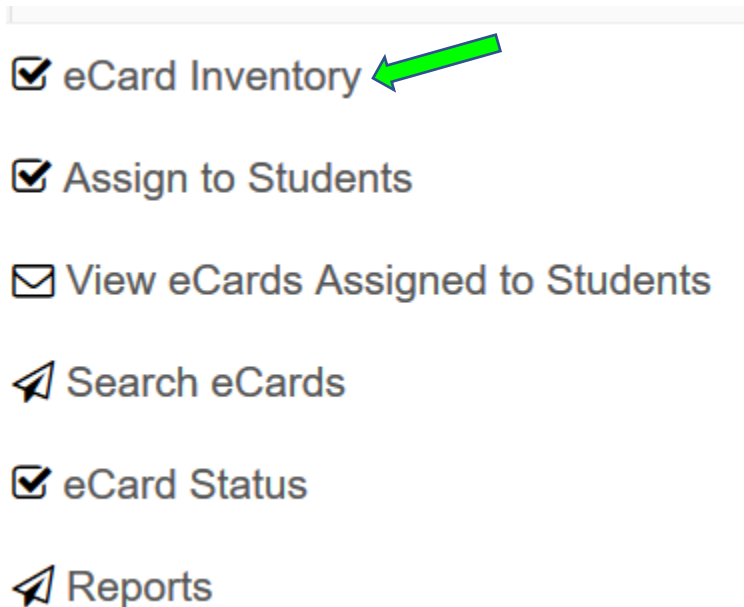
## Distributing eCards on the AHA Instructor Network

- From the [AHA Instructor Network Dashboard](#), click on “Action” under the “eCards” widget.



The screenshot shows the AHA Instructor Network Dashboard. The 'eCards' widget is visible, listing various eCards with their respective counts. A green arrow points to the 'Action' dropdown menu in the top right corner of the widget. The dashboard also includes a sidebar with navigation options like 'Dashboard', 'Alerts', 'My Inbox', 'Edit My Profile', 'My Courses', 'eCards', and 'EMS Student CE'. A 'My Role(s)' box indicates the user is an 'Instructor'. A 'Recently Viewed' section shows 'BLS' and 'Videos'. A '2015 Guidelines Course Materials' section is also present, along with an 'AHA eBooks' section.

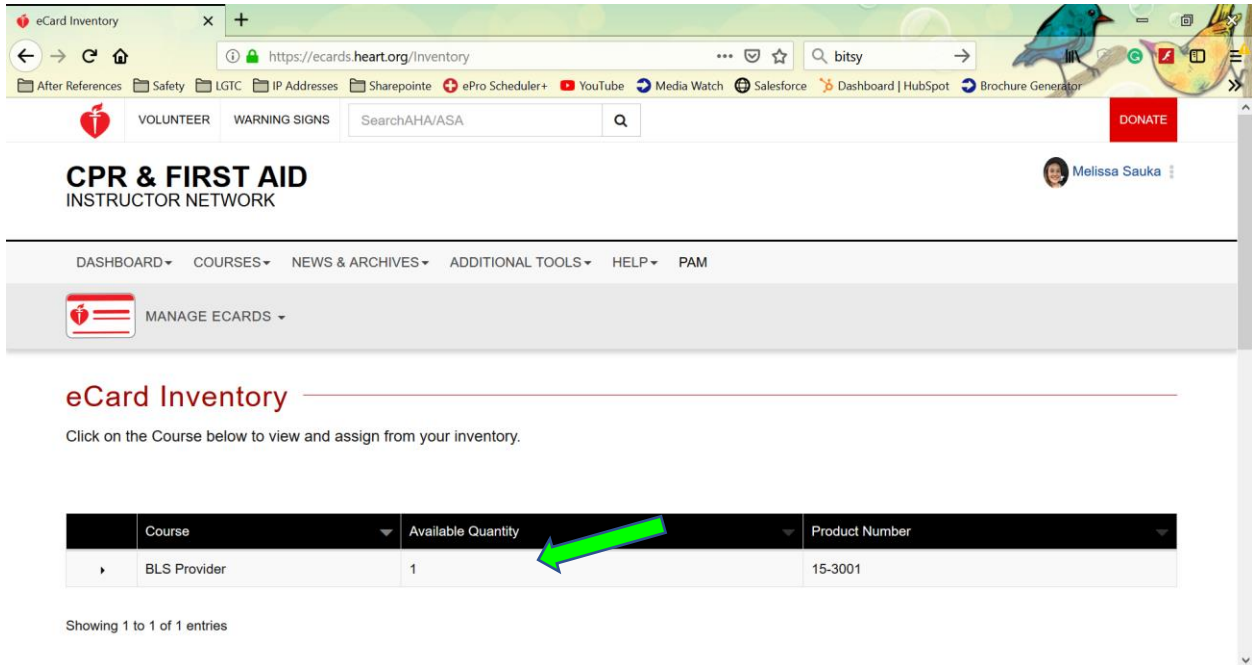
- The below dropdown will appear. You will first want to check your eCard Inventory to ensure that you have enough eCards in your inventory to assign these to students that completed the course.



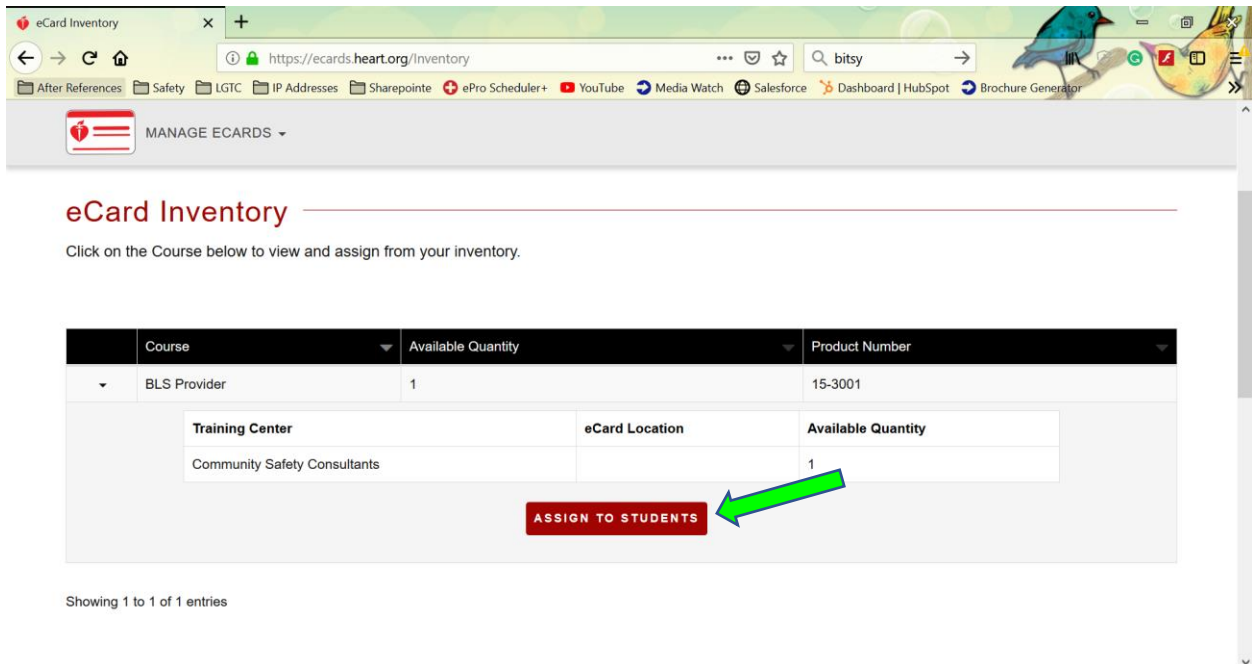
The dropdown menu is displayed, showing the following options:

- eCard Inventory
- Assign to Students
- View eCards Assigned to Students
- Search eCards
- eCard Status
- Reports

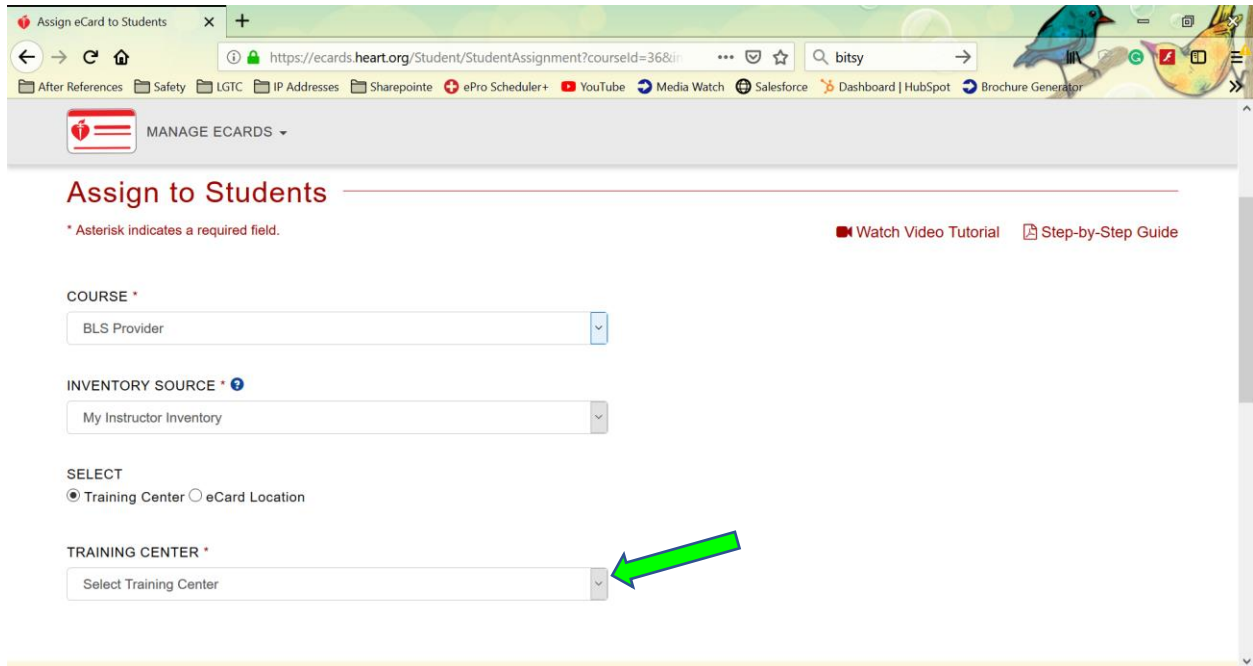
- The below screen will appear. In this example, the course is showing and the total available eCards allotted for this class is reflected as one.



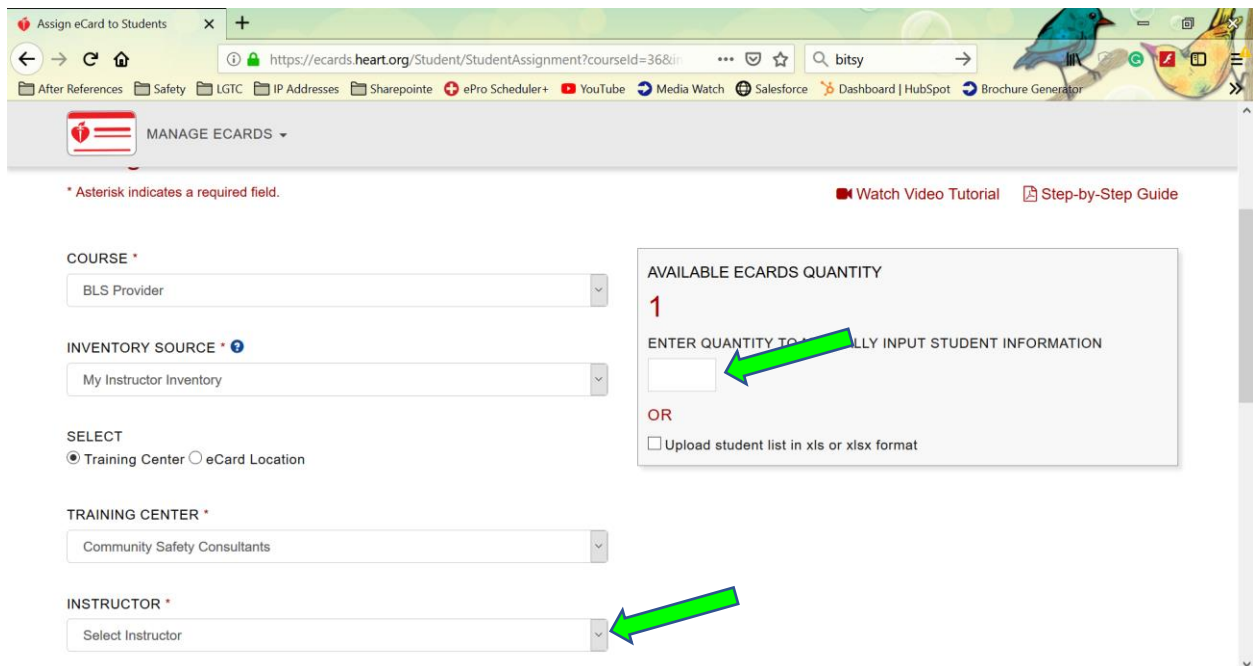
- Click on the "Course" (in this example, "BLS Provider") to reveal the below highlighted information. This indicates that the Training Center is reflecting as "Community Safety Consultants" and, again, that the available quantity for the course is one card. Click on "Assign to Students" to proceed.



- The below screen will appear. The “Course” dropdown will need to be altered only if the course type for the class that you registered has changed since registration. The Inventory Source will automatically default to the “My Instructor Inventory”. Click on the “Select Training Center” dropdown to specify your training center. Note that this will only show training centers who have confirmed you as an AHA CPR Instructor for them on the AHA website.



- You will not have the option to select the instructor. Choose yourself or whomever is most appropriate under the choices provided. Under “Quantity” enter the most appropriate number for the amount of cards needed to be distributed.





- Click on "Submit" once complete.

MANAGE ECARDS

COURSE \*  
BLS Provider

INVENTORY SOURCE \*  
My Instructor Inventory

SELECT  
 Training Center  eCard Location

TRAINING CENTER \*  
Community Safety Consultants

INSTRUCTOR \*  
Your Name

**SUBMIT**

AVAILABLE ECARDS QUANTITY  
1

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION  
1

OR  
 Upload student list in xls or xlsx format

- Scroll down to reveal the below screen. Enter the course date in either field highlighted, First Name, Last Name, and Email Address for the student. **It is imperative that this information be entered in correctly to ensure that the student receives their eCard to their email.** The student's phone number is an optional field. Once complete, click on "Continue".

MANAGE ECARDS

Course	BLS Provider
Training Center	Community Safety Consultants
Instructor	Your Name
Available eCards Quantity	1
Assign Quantity	1

SELECT COURSE DATE

Course date

Course Date	First Name	Last Name	Email	Phone (optional)	Delete
Course Date	First Name	Last Name	Email	Phone	

**CONTINUE** **GO BACK**



- The below screen will appear allowing you to review the information that you entered for the student(s) who attended your class. Click on “Finish” If all is well or “Go Back” should you need to edit anything.



## Assign eCards to Students - Confirm

[Hide Info ▾](#)

### Confirm

Confirm the information below is correct to finish assigning your eCards.

Course	BLS Provider
Training Center	Community Safety Consultants
Instructor	Your Name
Available eCards Quantity	3
Assign Quantity	1

Clicking the **FINISH** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements **before** clicking the **FINISH** button.

Show  ▾ entries

Search:

Course Date ▾	First Name ▾	Last Name ▾	Email ▾	Phone ▾	Delete ▾
12/15/2018	Student Name		Student Email	Student Phone	

Showing 1 to 1 of 1 entries

Previous **1** Next

**FINISH** **GO BACK**



- Once you click on "Finish" the below screen will appear to confirm that the eCard has been submitted. Be sure to follow up with an email to your student along with the letter on how they can access their card via the email that they receive from AHA.

 **Complete**

<b>Course</b>	BLS Provider
<b>Training Center</b>	Community Safety Consultants
<b>Instructor</b>	Your Name
<b>New Available eCards Quantity</b>	2
<b>Assigned Quantity</b>	1

Show  entries

Search:

eCard Code ▾	Course Date ▾	First Name ▾	Last Name ▾	Email ▾	Phone ▾
Student Code	12/15/2018	Student Name		Student Email	

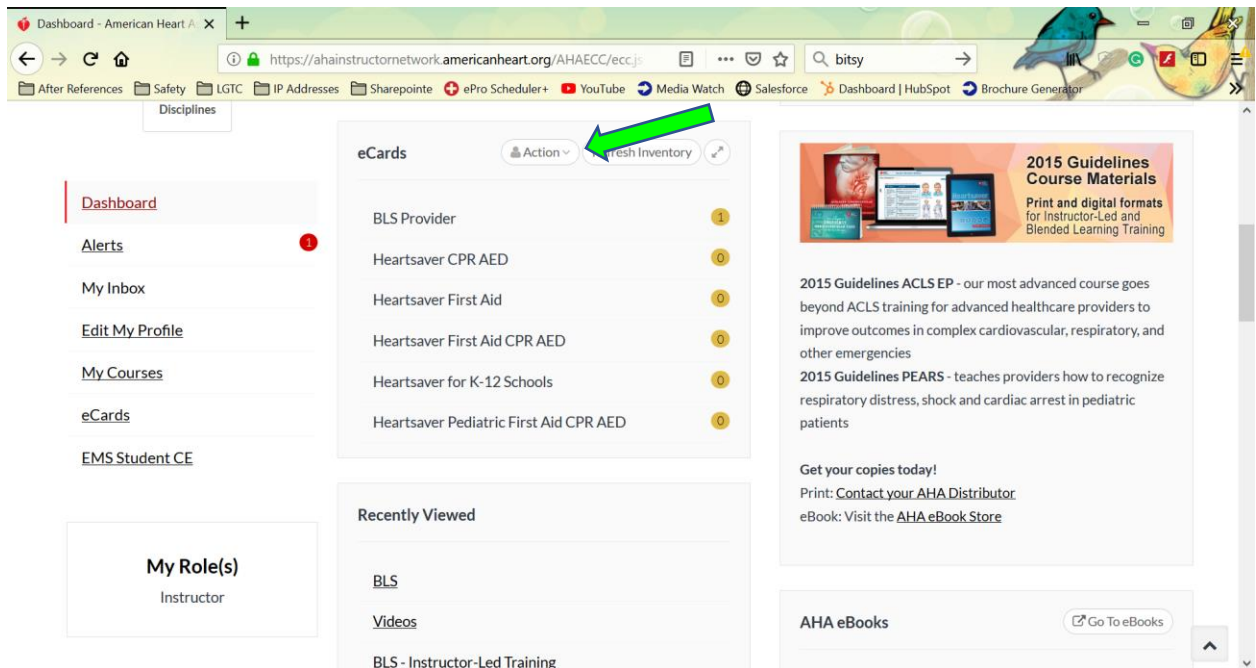
Showing 1 to 1 of 1 entries

Previous **1** Next

[DOWNLOAD](#) [GO TO INVENTORY](#)

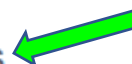
## Editing and Resending eCards on the AHA Instructor Network

- From the [AHA Instructor Network Dashboard](#), click on “Action” under the “eCards” widget.




The screenshot shows the AHA Instructor Network Dashboard. The 'eCards' widget is visible, listing several eCards with their respective counts. A green arrow points to the 'Action' dropdown menu in the top right corner of the widget. The dashboard also features a sidebar with navigation options like 'Dashboard', 'Alerts', 'My Inbox', 'Edit My Profile', 'My Courses', 'eCards', and 'EMS Student CE'. A 'My Role(s)' box indicates the user is an 'Instructor'. On the right, there is a section for '2015 Guidelines Course Materials' and 'AHA eBooks'.

- The below dropdown will appear. Click on “View eCards Assigned to Students”.

- eCard Inventory
- Assign to Students
- View eCards Assigned to Students
- Search eCards
- eCard Status 
- Reports

- The below screen will appear. You will see the most recent “transactions” at the bottom of the screen.


MANAGE ECARDS ▾

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## eCard Status

\* Asterisk indicates a required field. [Watch Video Tutorial](#) [Step-by-Step Guide](#)

**SEARCH** [Show / Hide ▾](#)

ECARD TYPE \*

TRANSACTION DATE \*

SEARCH
CLEAR SEARCH


**RESULTS: 30-DAY VIEW**

Show  entries Search:

Course ▾	Transaction With ▾	Role Type ▾	Transaction Type ▾	Transaction Date ▲	Quantity ▾
BLS Provider	Student(s)		Assigned	12/24/2018	-1
BLS Provider	Community Safety Consultants	Training Center	Assigned	12/14/2018	2
BLS Provider	Community Safety Consultants	Training Center	Assigned	12/11/2018	1

Showing 1 to 3 of 3 entries Previous 1 Next

- Should the entry that you are looking to view not appear, change the search criteria at the top of the screen.



 MANAGE ECARDS ▾

## eCard Status


\* Asterisk indicates a required field. [Watch Video Tutorial](#) [Step-by-Step Guide](#)

SEARCH Show / Hide ▾

ECARD TYPE \* TRANSACTION DATE \*

Select Course(s) 11/24/2018  TO 12/24/2018 

**SEARCH** **CLEAR SEARCH**

 RESULTS: 30-DAY VIEW


Show  ▾ entries Search:

Course ▾	Transaction With ▾	Role Type ▾	Transaction Type ▾	Transaction Date ▲	Quantity ▾
BLS Provider	Student(s)		Assigned	12/24/2018	-1
BLS Provider	Community Safety Consultants	Training Center	Assigned	12/14/2018	2
BLS Provider	Community Safety Consultants	Training Center	Assigned	12/11/2018	1

Showing 1 to 3 of 3 entries Previous **1** Next


- Click on "Students" to view the transaction that you would like to look into.

Show  ▾ entries Search:

Course ▾	Transaction With ▾	Role Type ▾	Transaction Type ▾	Transaction Date ▲	Quantity ▾
BLS Provider	Student(s) 		Assigned	12/24/2018	-1
BLS Provider	Community Safety Consultants	Training Center	Assigned	12/14/2018	2
BLS Provider	Community Safety Consultants	Training Center	Assigned	12/11/2018	1

Showing 1 to 3 of 3 entries Previous **1** Next


- The below screen will appear for you to be able to review the information that you submitted. You can click on the pencil to “Edit” the information if you see that things were entered incorrectly.

 MANAGE ECARDS ▾

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## Student eCards


Show  entries Search:

Course Date ▾	Course ▾	eCard Code ▾	Instructor ▾	First Name ▾	Last Name ▾	Email ▾	Status ▾	View eCard	Edit	Resend
12/15/2018	BLS Provider	Student Code	Your Name	Student Name	Student Name	Student Email	Emailed			<b>RESEND</b>

Showing 1 to 1 of 1 entries Previous **1** Next

**DOWNLOAD**   **ASSIGN MORE ECARDS**   **GO TO INVENTORY**   **GO BACK**


- If the student’s information is correct, you can also click on “Resend”.

 MANAGE ECARDS ▾

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## Student eCards

Show  entries Search:

Course Date ▾	Course ▾	eCard Code ▾	Instructor ▾	First Name ▾	Last Name ▾	Email ▾	Status ▾	View eCard	Edit	Resend
12/15/2018	BLS Provider	Student Code	Your Name	Student Name	Student Name	Student Email	Emailed			<b>RESEND</b>

Showing 1 to 1 of 1 entries Previous **1** Next

**DOWNLOAD**   **ASSIGN MORE ECARDS**   **GO TO INVENTORY**   **GO BACK**