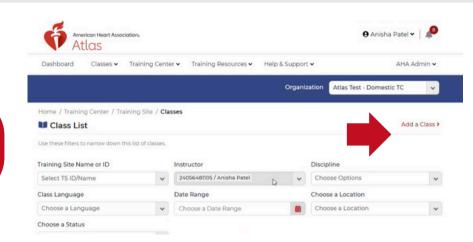


How Do I Onboard a New Instructor in Atlas?

Please note, all AHA Instructors are required to have a valid Instructor eCard (Proof of Completion) and be aligned in Atlas in order to teach. This guide will walk you through an overview of how to onboard a new Instructor from start to finish.

STEP 1 Create an Instructor Class

Create a new Instructor class: For information on creating a new class see steps in the "How to Create a Class" Guide for step-by-step instructions.

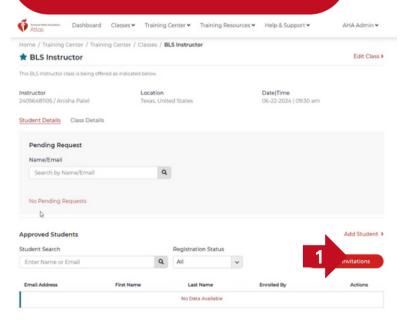


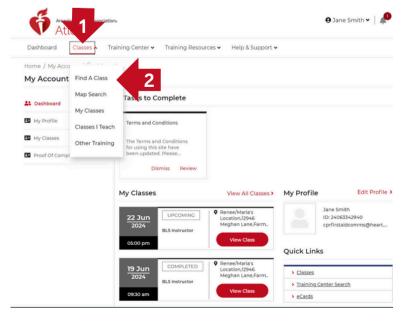
STEP 2 Instructor Candidate Registers for Instructor Class

Direct the Instructor Candidate to create an account in Atlas (if they don't have one already), then enroll the Instructor Candidate into one of your Instructor classes. Be sure to use the same email address the Instructor Candidate used to create their Atlas account.

OR

Direct the Instructor Candidate to create an account in Atlas, and have the Instructor Candidate enroll themself in your Instructor class. If your class is approval-based, be sure to go into Atlas and approve the enrollment request.







How Do I Onboard a New Instructor in Atlas?

STEP 3 Instructor Candidate Completes Instructor Class Requirements

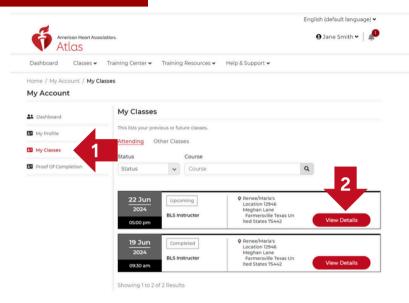
Instructor Candidate is now registered for your Instructor class: they will then complete the online portion, the in-person portion, and the monitoring portion of the course.

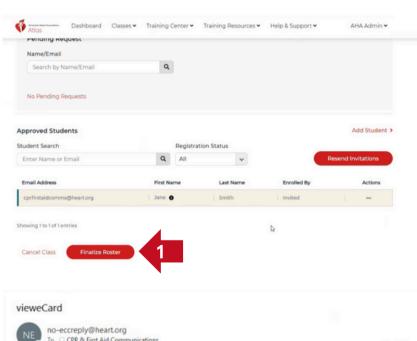
STEP 4 Finalize Roster

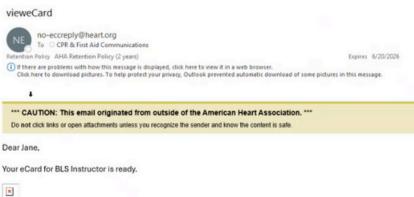
Finalize roster and upload Final Exam results, Skills Check-off results, and Issue Date Information (date of in-person course monitoring with Instructor candidate).

STEP 5 Instructor eCard is Issued

Once the Instructor Candidate's Final Exam Results, Skills Check-off results, and Issue Date information are uploaded into Atlas the Instructor Candidate will automatically be issued their Instructor eCard and sent an email notifying them their Instructor eCard is ready. All Instructor eCards issued through Atlas are automatically claimed.





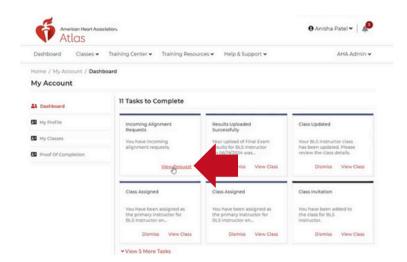




How Do I Onboard a New Instructor in Atlas?

STEP 6 Accept the Instructor Alignment Request

The new Instructor will go into Atlas and view their Proof of Completion. They will then make a primary alignment request to your TC or Site. Be sure to log into your Atlas account and accept the alignment request from the Instructor.



STEP 8

You Now Have a New Approved Instructor with Your TC/TS

Once you have accepted the alignment request from the Instructor they are now an approved Instructor with your TC/TS.

