



INSTRUCTOR NETWORK USER GUIDE

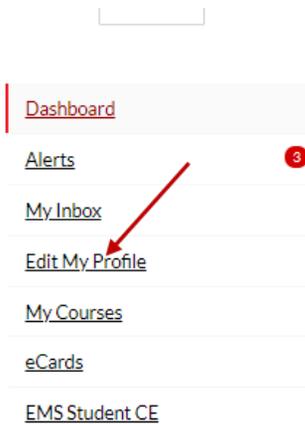
INSTRUCTOR/TSC REQUESTING TO ALIGN WITH A TRAINING CENTER AS A TRAINING SITE

December 10, 2018

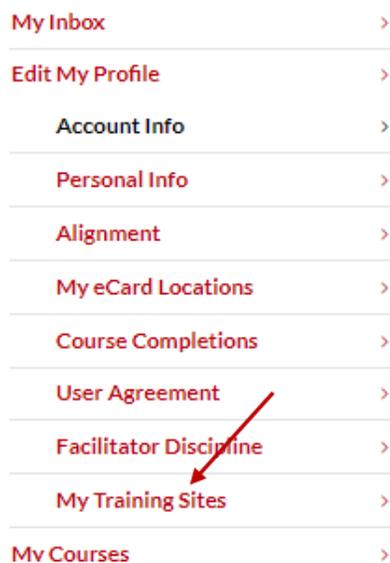
STEP-BY-STEP GUIDE

Navigating to My Training Sites

1. From the Instructor Network dashboard, click on the left-hand menu item *Edit My Profile*:



2. Click the *My Training Sites* link





Requesting to become a Training Site

1. Click *Align with Training Center*

My Training Sites

Please click the links below to manage your Training Sites.

- [View My Training Sites](#)
- [Align Existing Training Site with Training Center](#)
- [Align with Training Center](#)
- [Invitation from Training Centers](#)

2. Lookup the Training Center

- a. Press [Lookup]

1. Select Training Center

Training Center *

[Q Lookup](#)

- b. Complete the search information and click [Search]

Country *

State/Province
City
TC ID



c. Choose the Training Center by clicking [Select]

Training Center Lookup

Country*
USA

State/Province
Washington

City
Seattle

TC ID

Search

Result(s) found: 4

TC Name	TCC Name
Cascade Healthcare Services LLC dba Cascade Training Center (WA15590) 101 Nickerson St Ste 200 Seattle, WA 98109-1620 USA (206) 213-3116	Coordinator: Amanda Bernhardt cascade.tcc@test.heart.org Select

3. Select the correct discipline(s)

Training Center Discipline(s)*

Select TC discipline(s)

- Select all
- ACLS
- BLS
- Heartsaver
- PALS



- Complete the Training Site information (contact information will fill-in automatically) and press [Submit]

2. Complete Training Site Information

Training Site Name*	Training Site URL
<input type="text"/>	<input type="text"/>
Address	Contact Info
Address 1*	<small>NOTE: To make changes to the contact information here, please edit the information in your profile (go to Dashboard>Edit My Profile>Edit Personal Info).</small>
<input type="text"/>	First Name*
Address 2	<input type="text" value="John"/>
<input type="text"/>	Last Name*
City*	<input type="text" value="Public"/>
<input type="text"/>	Email Address*
State/Province*	<input type="text" value="cascade.instructor.1@test.heart.org"/>
Select an Option ▼	
Country*	
<input type="text" value="USA"/>	
Zip/Postal Code*	Phone*
<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

- Success message

Training Site Application Form

✓ Your request to align with a Training Center has been submitted.