



# INSTRUCTOR NETWORK USER GUIDE

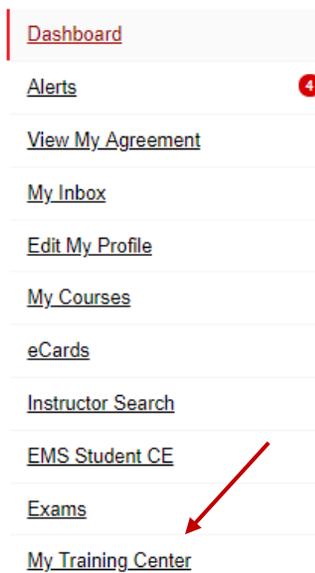
## TCC/TCA INVITING A TRAINING SITE

December 10, 2018

### STEP-BY-STEP GUIDE

*Navigating to Training Sites screen*

1. From the Instructor Network dashboard, click on the left-hand menu item *My Training Center*.

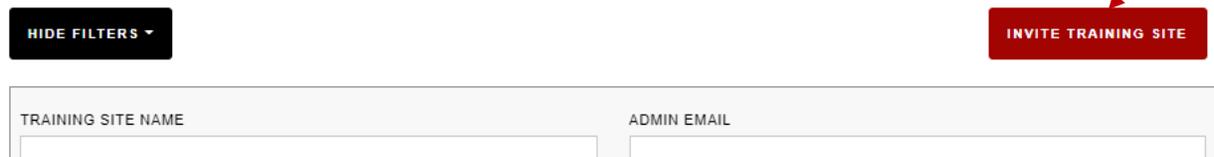


2. Click the *Training Sites* tab



3. Click [Invite Training Site]

### Training Sites





## Inviting a Training Site

1. Select the discipline(s) the Training Site will teach for your Training Center by clicking the drop-down list

Select TC discipline(s) ▾

- Select all
- ACLS
- BLS
- Heartsaver
- PALS

2. Select to invite a new Training Site or an existing Training Site
  - New Training Site – Training site is not already in Instructor Network
  - Existing Training Site – Training Site is in Instructor Network but not associated with your Training Center

## Invite Training Site - Training Site Info

### Select Training Center Disciplines

TC Disciplines\*

Select TC discipline(s) ▾

TRAINING CENTER

Cascade Healthcare Services LLC dba Cascade Training Center

### Training Site Info

New Training Site  Existing Training Site

### Training Site Coordinator Info

First Name\*



## New Training Site

- Click the New Training Site radio button

### Training Site Info

New Training Site  Existing Training Site

- Complete Training Site information

### Training Site Info

New Training Site  Existing Training Site

Training Site Name\*

Training Site URL

Address 1\*

Address 2

City\*

State/Province\*

Country\*

Zip/Postal Code\*

Phone\*

- Lookup an instructor to assign as a Training Site Coordinator

### Training Site Coordinator Info

First Name\*

Last Name\*

Email Address\*

 Lookup



- Lookup instructor by email or instructor ID and click [Search]

**Instructor Lookup** ✕

Instructor Email  OR Instructor ID

**SEARCH**

- Click [select] on the correct instructor

**Instructor Lookup** ✕

Instructor Email  OR Instructor ID

**SEARCH**

First Name	Last Name	Email	Instructor ID	Action
Test	Test	TestUser@heart.test.org	00011122233	<a href="#">Select</a>

- Click [Submit] in completed page to invite the instructor to be a TSC

**SUBMIT** **CANCEL**

### Existing Training Site

- Click the Existing Training Site radio button

**Training Site Info**

New Training Site  Existing Training Site



- Lookup the Training Site

### Training Site Info

New Training Site  Existing Training Site

Training Site ID#\*

Training Site Name\*

 Lookup

- Enter search criteria – At least one must be entered
  - Training Site Name
  - Training Site ID
  - State/Province
- Click [Search]

### Training Site Lookup ×

Training Site Name

Training Site ID

State/Province

Select an Option ▼

**SEARCH**

- Click [Select] on the correct Training Site

### Training Site Lookup ×

Training Site Name

Training Site ID

State/Province

Select an Option ▼

**SEARCH**

Training Site	TSC Details	Action
UT MD Anderson Cancer Center Site 3 (TS-0034) San Antonio, TX	Baylor, TrainingCenterAdmin baylor.tca.test@heart.org	<a href="#">Select</a>



- All information on the screen will pre-populate

### Training Site Info

New Training Site  Existing Training Site

Training Site ID#\*

TS-0034

Training Site Name\*

UT MD Anderson Cancer Center Site 3

 Lookup

**SUBMIT** **CANCEL**

### Training Site Coordinator Info

First Name\*

Baylor

Last Name\*

TrainingCenterAdmin

Email Address\*

baylor.tca.test@heart.org

- Click [Submit] to invite an existing Training Site