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Users’ Guide Overview

AHA offers authorized AHA Training Centers the **My Courses** tool where TCCs can list and maintain their Training Center and Training Site profiles to be displayed to customers searching for local AHA Training Centers at the AHA’s CPR & First Aid website, [www.heart.org/cpr](http://www.heart.org/cpr).

Only TCCs have the ability to maintain their TC profile and add their TC’s Sites for display.

This guide provides TCCs with the information needed to perform the following tasks using the My Courses tool:

1. Update and add their Training Center (TC) profile to be listed on the AHA’s CPR & First Aid website, [www.heart.org](http://www.heart.org)
2. Display the courses that their TC teaches to the public
3. Maintain their Training Sites’ profile(s) to be listed in on the AHA’s CPR & First Aid website, [www.heart.org](http://www.heart.org)
4. Display the courses that their Training Sites teach to the public

This user guide will walk the TCC through the basic steps to set up and maintain their own information as they want it to be displayed to the general public.

Technical Information

**Recommended Web Browsers for Use:**
- Internet Explorer 8 or above
- Mozilla Firefox
- Apple Safari
- Google Chrome

While **My Courses** is supported by lower releases of Internet Explorer, there are slight differences in look/feel and functionality.

**Additional Tech Support:**
After reviewing this Users’ Guide, if you need additional technical support that is NOT provided in this Users’ Guide, please contact:

Phone: 1-888-CPR-LINE (1-888-277-5463)
Email: tccsupport@heart.org
Update/View Your TC Profile – ECC CLASS CONNECTOR USERS

To view or update your TC profile, follow these steps:

1. Go to the AHA Instructor Network - [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)
2. Enter your TCC username/password in the Sign In box.
3. On your My Dashboard screen, below your TCC information, you will see the My Courses widget below. You can also access My Courses by clicking the link at the top of your My Dashboard screen.

   **MY COURSES**

   Use the tools below to add and update your scheduled classes. The classes you enter will be displayed to students through our public website.

   - Update Training Center and Site Profile
   - Add new class
   - Update existing class

4. Click on the “Update Training Center and Site Profile” link. You will see the screen below. NOTE: Your Training Center information will be auto-populated on this page the first time you view this page. If you were a user of the ECC Class Connector prior to the My Courses launch, the information populated in your profile will be the same as it was in the ECC Class Connector system.

5. Carefully review your TC information.
6. Make any edits needed. You can edit any field except for Training Center Name simply by clicking in the box where the current information is located and retypeing over the information or by reselecting from the dropdown lists.

NOTE: Any changes made to your Training Center information will only be reflected in your My Courses listing for the general public. Changes will NOT be applied to your official contact information. To make official changes to your TC contact information, you must contact 888-CPR-LINE.

NOTE: You will need to add your TC’s URL. Please make sure to follow the template, including http:// before your web address.

7. Confirm that you have at least one Course selected under “Courses.” (See page 15 for detailed instructions on adding and deleting courses.)
8. Confirm that the “Display to Public” switch is set to “ON.”
   NOTE: If at any time you need to temporarily remove your Training Center from the searchable database on
   AHA’s CPR & First Aid website, you can switch “Display to Public” to OFF and then save. This will automatically
   remove you from the search.

   ![Other Options]

   ![Display on web](ON)

   ![Save](Back)

9. Click the blue Save button to save your TC profile. Your TC’s information will be updated on the AHA’s CPR &
   First Aid website for the general public immediately.

10. If you need to update any TC information for your My Courses listing in the future, just follow steps 4-11 again.
Update/View Your TC Profile – NEW USERS

To update or view your TC profile, follow these steps:

1. Go to the AHA Instructor Network - www.ahainstructornetwork.org
2. Enter your TCC username/password in the Sign In box.
3. If your TC was NOT participating in the ECC Class Connector prior to the launch of My Courses, or if you are a new AHA TC, when you log into the AHA Instructor Network, on your My Dashboard, you will see this Alert:

   Your Training Center is not currently listed in our database of Training Centers available for the general public to search through www.heart.org/cpr. To add your Training Center to this database, go to Update Training Center and Site Profile.

   You can click the Update Training Center and Site Profile link from that Alert to confirm your TC information and add your TC to the database, OR

4. On your My Dashboard screen, below your TCC information, you will see the My Courses widget below. You can also access My Courses by clicking the link at the top of your My Dashboard screen.

   MY COURSES

   Use the tools below to add and update your scheduled classes. The classes you enter will be displayed to students through our public website.

   • Update Training Center and Site Profile
   • Add new class
   • Update existing class

5. Click on the “Update Training Center and Site Profile” link. You will see the screen below.

   NOTE: Your Training Center information will be auto-populated on this page the first time you view this page. If your TC was not participating in the ECC Class Connector prior to the launch of My Courses or if you are a new AHA TC, this information is based on the information in your AHA Instructor Network profile.
6. At the top of the screen, you will see an alert notifying you that your TC is not currently listed in our database for the general public to search. To add your TC to the search, first carefully review and confirm your TC information.

7. Make any edits if needed. You can edit any field except for Training Center Name simply by clicking in the box where the current information is located and retyping over the information or by reselecting from the dropdown lists.

   **NOTE:** Any changes made to your Training Center information will only be reflected in your My Courses listing for the general public. Changes will NOT be applied to your official contact information. To make official changes to your TC contact information, you must contact 888-CPR-LINE.

8. Confirm that you have at least one Course selected under “Courses.” (See page 15 for detailed instructions on adding and deleting courses.)
9. Next, click the “OFF” button in the “Display to Public” field to turn it “ON.”
   NOTE: If at any time you need to temporarily remove your Training Center from the searchable database on
   AHA’s CPR & First Aid website, you can switch “Display to Public” to OFF and then save. This will automatically
   remove you from the search.

10. Click the blue Save button to save your TC profile and be included in the AHA’s searchable database of TCs.
    Your TC’s information will be updated on the AHA’s CPR & First Aid website for the general public immediately.

11. If you need to update any TC information for your My Courses listing in the future, just follow steps 5-11 (step 6
    may not be applicable) again.
Add Training Sites

Remember, only AHA TCCs can add their TC’s Sites to be displayed to customers searching for local AHA Training Centers and Sites at the AHA’s CPR & First Aid website, www.heart.org/cpr.

To add a new Training Site profile, follow these steps:

1. Click on the plus sign next to the Training Sites section, which is below your TC information.

You will see the Add Training Site screen below:

2. Enter all information for the Training Site simply by clicking on and typing in the fields or by selecting from dropdown lists.
   
   NOTE: All fields are required unless specifically marked “Optional.”

   NOTE: When adding the Training Site’s URL, make sure to follow the template, including http:// before the web address.
3. Select at least one Course that is offered by the Training Site. (See page 15 for detailed instructions on adding and deleting courses.)

NOTE: TCs and Training Sites must have at least one course selected to be searchable to the public on AHA’s CPR & First Aid website.
4. Next, click the “OFF” button in the “Display to Public” field to turn it “ON.”
   NOTE: If at any time you need to temporarily remove this Training Site from the searchable database on AHA’s CPR & First Aid website, you can switch “Display to Public” to OFF and then save. This will automatically remove the site from the search.

5. Click the blue Save button to save the Training Site’s profile and be included in the AHA’s searchable database. This Training Site’s information will be updated on the AHA’s CPR & First Aid website for the general public immediately. You will see this confirmation page:

6. To return to your My Training Center page, click the red Back button on the bottom right-hand side of the page.

7. To add more Training Sites, simply follow steps 1-5 again.
Edit Training Sites

To add or edit Training Sites, follow these steps:

1. In your list of Training Sites, click the blue hyperlinked name of the Training Site you want to edit.

   ![Training Sites Table]

   You will see the Update Training Site page below:

   ![Update Training Site]

2. Make any edits needed simply by clicking in the box where the current information is located and retyping over the information or by reselecting from the dropdown lists.

3. Click the blue Update button. You will see a green notification at the top of the screen that you have successfully updated the Training Site.

4. To return to your My Training Center page, click the red Back button on the bottom right-hand side of the page.
Delete Training Site

You can also delete a Training Site through the Update Training Site page. To delete a Training Site, follow these steps:

1. In your list of Training Sites, click the blue hyperlinked name of the Training Site you want to edit.

You will see the Update Training Site page below:
2. Click the red Delete button on the bottom right-hand of the screen. You will see the notification below asking you to verify whether or not you want to delete the site.

3. To delete the Site, click OK. To cancel this action, click Cancel.
Add or Delete Courses

You can add the courses that your TC or TC's Training Sites offer to the public from your My Training Center, Add Training Site or Update Training Site page. The steps for adding courses are the same for each page.

To add courses, follow these steps:

1. Click the plus sign next to the Courses icon/label on the right-hand side of the page. This will expand the dropdown list of AHA courses.

2. Click on the Course you want to add. This course will be added to your list of courses and you will see a trashcan icon to the right of the course name.

3. To add more courses, simply click the plus sign again and follow the same steps outlined above.
4. To delete a course from your list of courses, simply click the trashcan icon next to the course name.