

Instructor eCards User Guide

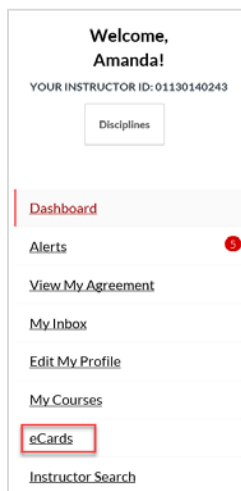


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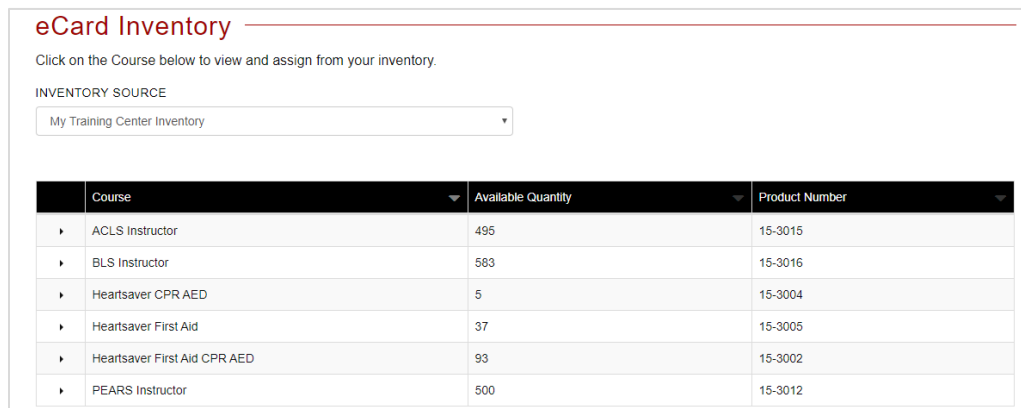
How to Issue a New Instructor eCard

Navigating to Manage eCards from the AHA Instructor Network

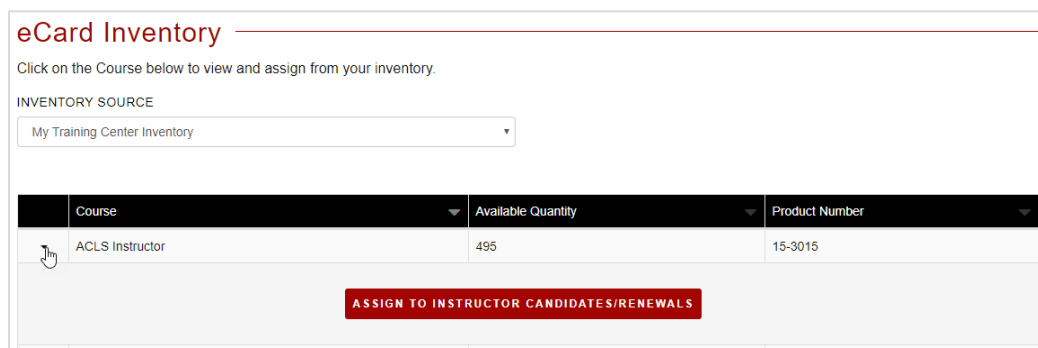
1. From the dashboard, select [eCards] from the left-hand navigation



2. You will be directed to the [eCard Inventory] screen



3. If you have purchased Instructor eCards, they will appear in your inventory. To issue an Instructor eCard from the inventory screen, click the carrot icon to the left of the applicable Instructor Course:



Instructor eCards User Guide

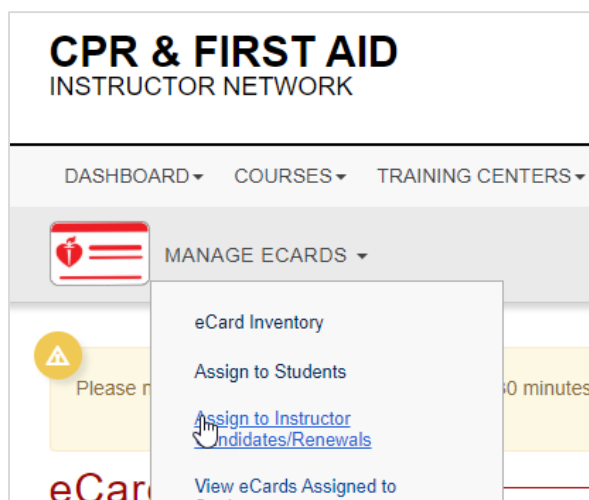


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4. Click the 'Assign to Instructor Candidates/Renewals' button:

Assign to Instructor Candidates/ Renewals

NOTE: You can also access the screen to Assign to Instructor Candidates/Renewals by clicking the same named link from the from the Manage eCards dropdown menu at the top of the page:



Assigning Cards to Instructor Candidates/Renewals

1. Complete the form using the provided drop-down options and select [Submit]

Assign to Instructor Candidates/Renewals Watch Video Tutorial Step-by-Step Guide

* Asterisk indicates a required field.

COURSE *
ACLS Instructor

AVAILABLE ECARDS QUANTITY
136

INVENTORY SOURCE *
My Training Center Inventory

TRAINING CENTER *
A Sample Training Center

SELECT INSTRUCTOR STATUS
 Current Past

INSTRUCTOR *
Dan Taldo - 10170622174

SUBMIT

Instructor eCards User Guide



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- The summary grid displayed at the top of the next page should accurately display the data captured on the previous screen:

Assign eCards to Instructor Candidates/Renewals Hide Info ▾

Course	ACLS Instructor
Training Center	A Sample Training Center
Instructor	Demo Two - 04160455707
Available eCards Quantity	136

SELECT COURSE MONITORED DATE

Course date:

INSTRUCTOR CANDIDATES/RENEWALS *

- Complete the form using the provided drop-down options and select [Continue]

NOTE: If the Instructor Candidate or Renewal cannot be found in the dropdown list, then the User may not assign them an eCard

- Review the summary screen and click [Finish]:

Assign to Instructor Candidate/ Renewal - Confirm Hide Info ▾

! Confirm

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

Course	BLS Provider
Training Center	Cascade Healthcare Services LLC dba Cascade Training Center
Instructor	Alison Joyce - 04130167687
Available eCards Quantity	2208
Assign Quantity	4

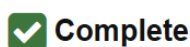
Clicking the **FINISH** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **FINISH** button.

Show: entries Search:

Course Date	First Name	Last Name	Email	Mobile Phone	Delete
9/2/2019	test	tester	test1@test.com		
9/2/2019	test2	tester3	test2@test.com		
9/2/2019	test3	tester3	test3@test.com		
9/2/2019	test4	tester4	test4@test.com		

Showing 1 to 4 of 4 entries Previous **1** Next

- A green check box with text saying 'Complete' should appear, indicating that the eCards have been issued successfully:



Instructor eCards User Guide



CPR & Emergency Cardiovascular Care

NOTE: Regarding the ability to 'Reclaim eCards'

- As a TCC or TCA must issue Instructor eCards directly to the Instructor Candidate/ Renewal, there will be no need for the reclaim feature to exist for Instructor eCards.

Additional Information

Regarding the Card Claiming Process

When someone takes this course, just as with any other, they will be acting as a 'Student'. Therefore, the eCard claiming process will remain exactly the same, except for one item: there will be no survey when card is being claimed.

Regarding eCard Locations

When someone takes this course, just as with any other, they will be issued an eCard. How the inventory is handled, and all the existing rules around Users, remains the same. No changes are needed for this Product in the IN or the eCards system.

Displaying Inventory

Displayed inventory (including the expanded view) should remain available to TCCs & TCAs. The new products should be included in the card breakdown tables.

Managing eCards

Changes have been made to the management of eCard inventory, as follows:

- eCard Inventory
 - New Courses/Cards added
- Assign to Students
 - Not applicable for Instructor eCards
- **Assigning to Instructor Candidates/Renewals**
 - **NEW screens specifically created for Instructor eCards**
- View eCards assigned to Students
 - All assigned eCards, including Instructor eCards, will be viewable here
- Assign to Instructors
 - Not applicable for Instructor eCards
- Assign to eCard locations
 - Not applicable for Instructor eCards
- Reclaim eCards
 - Not applicable for Instructor eCards
- eCard Status
 - New Courses/Cards added
- Search eCards
 - New Courses/Cards added
- Student Edit eCard Requests
 - All edit eCard requests, including those for Instructor eCards, will be viewable here
- Reports
 - New Courses/Cards added

NOTE: International Instructor eCards are already connected to CPR Verify, so this is for US Instructor eCards only.