

Job Aid: First-Time Login to Atlas

Single Sign-On (SSO)

Atlas uses the AHA's SSO protocol. This protocol is used throughout all AHA web pages, allowing a user to use the same Login ID/Password combination for all sites that require authentication.

- AHA Instructor Network (IN) users who were registered and confirmed prior to Atlas migration (May 31, 2023) already have an SSO using their previous IN Login ID/Password combination.
- A new user creates their SSO profile when they Login/Sign Up for the first time.

1. Getting Started - Sign in (user was active on the AHA Instructor Network)

All users (i.e., TCC/TCA/TCS/Instructor) who had an active account on the AHA Instructor Network will have their information migrated to Atlas. These users will first need to activate/register their account on Atlas using their AHA Instructor Network credentials (username and password), complete some additional information, and then verify their information is correct.

1.1. ACTIVATE/REGISTER account.

- Navigate to the Atlas application at <https://atlas.heart.org> to sign in.
- Click on the **Sign in/Sign up** button, located in the top right corner of the homepage (Figure 1).

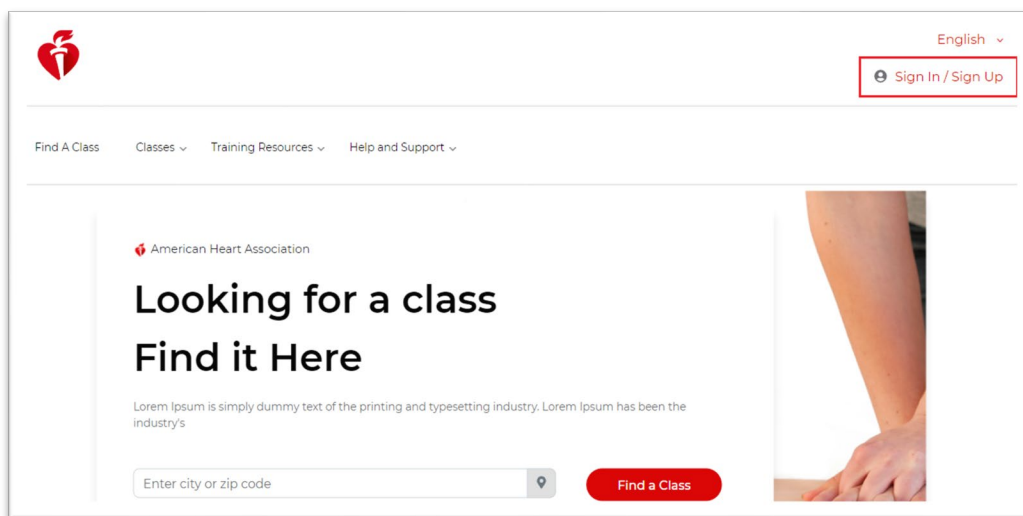


Figure 1

- Users will be directed to the Sign in or Create an Account page (Figure 2).

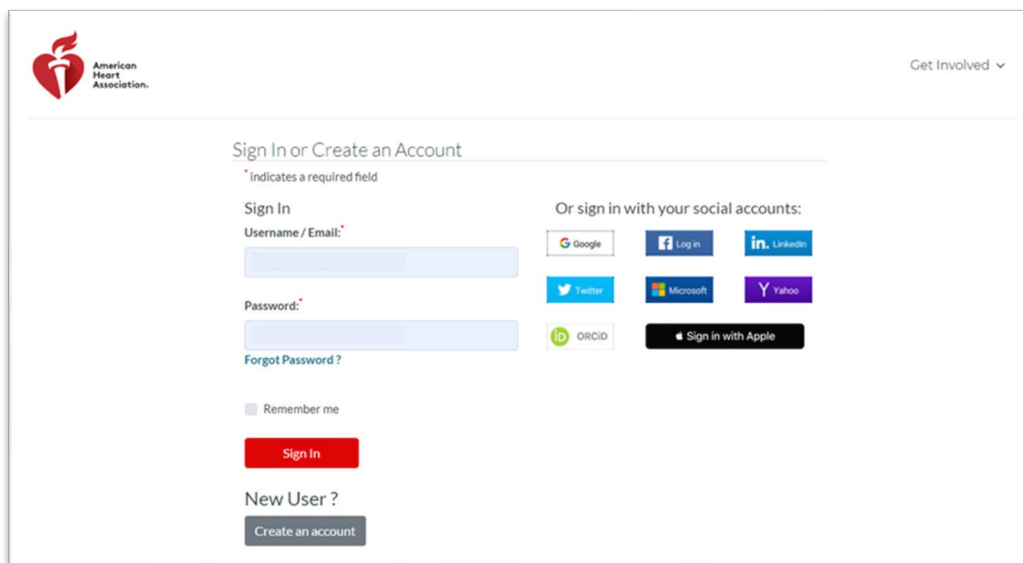
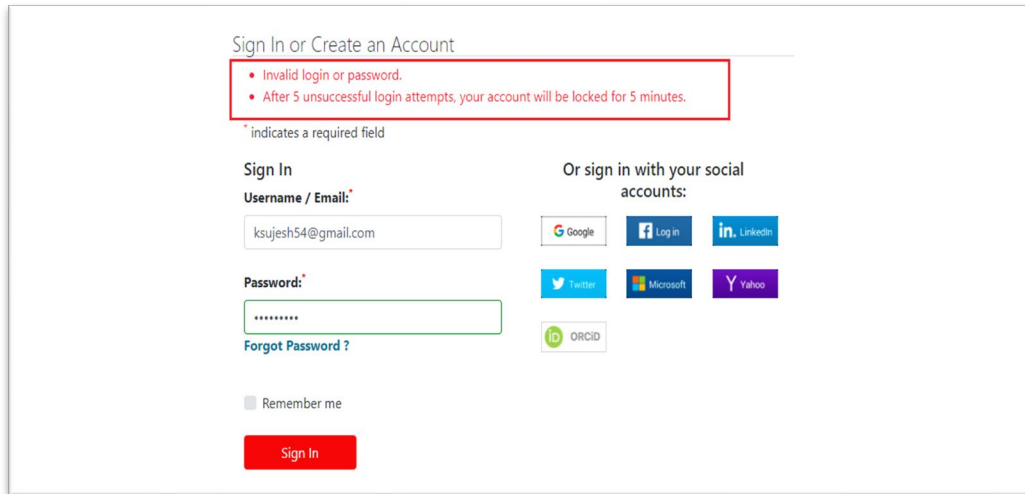


Figure 2

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- Users who had an active AHA Instructor Network account will use their AHA Instructor Network login/password combination to sign in.
- Note: If users enter an invalid Username/Email & Password combination, an error message will display on the page (Figure 3)
 - After 5 unsuccessful attempts, the account will be locked for 5 minutes.
 - Users may use the Forgot Password? selection to be prompted to create a new password.



The screenshot shows the 'Sign In or Create an Account' page. A red-bordered error box at the top contains the following text:

- Invalid login or password.
- After 5 unsuccessful login attempts, your account will be locked for 5 minutes.

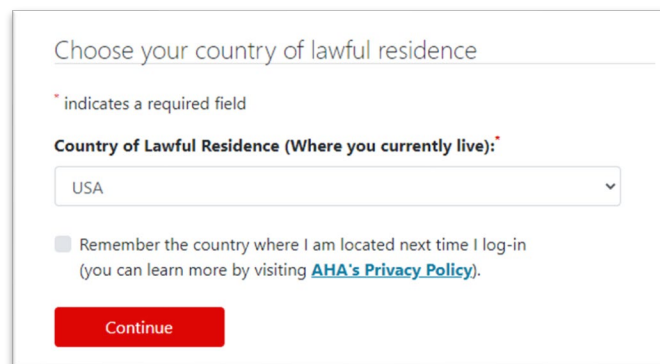
Below the error box, a note states: '* indicates a required field'. The 'Sign In' section includes a 'Username / Email*' field with the value 'ksujesh54@gmail.com' and a 'Password*' field with masked characters. A 'Forgot Password?' link is located below the password field. To the right, under 'Or sign in with your social accounts:', there are buttons for Google, Facebook, LinkedIn, Twitter, Microsoft, Yahoo, and ORCID. At the bottom left, there is a 'Remember me' checkbox and a red 'Sign In' button.

Figure 3

1.2. Additional Information

Once signed in, AHA Instructor Network users will be prompted to provide additional information. Pop-ups will direct users to select the following:

- Choose your country of lawful residence (mandatory field)
 - Select the country where you currently live from the options provided in the dropdown menu (Figure 4)



The screenshot shows a pop-up form titled 'Choose your country of lawful residence'. A note states: '* indicates a required field'. The form contains a dropdown menu labeled 'Country of Lawful Residence (Where you currently live):*' with 'USA' selected. Below the dropdown is a checkbox labeled 'Remember the country where I am located next time I log-in (you can learn more by visiting [AHA's Privacy Policy](#).)'. At the bottom is a red 'Continue' button.

Figure 4

- You have the option of checking the box next to the statement “Remember the country where I am located next time I log in” or
- Selecting Continue without checking the box. Not checking the box results in having to manually select the country of residence during each subsequent login.
- The **Additional Information** selection (mandatory fields) requires users select the following *mandatory* fields.
 - Preferred Language (Figure 5)
 - Time Zone (Figure 5)
 - Notification Preferences (Figure 5)
 - Subscription Preferences (Figure 5)
 - Acceptance of Terms and Conditions - You must acknowledge the Terms and Conditions by checking the box next to the “I have read and understood the Terms and Conditions” statement and then selecting Submit (Figure 6)

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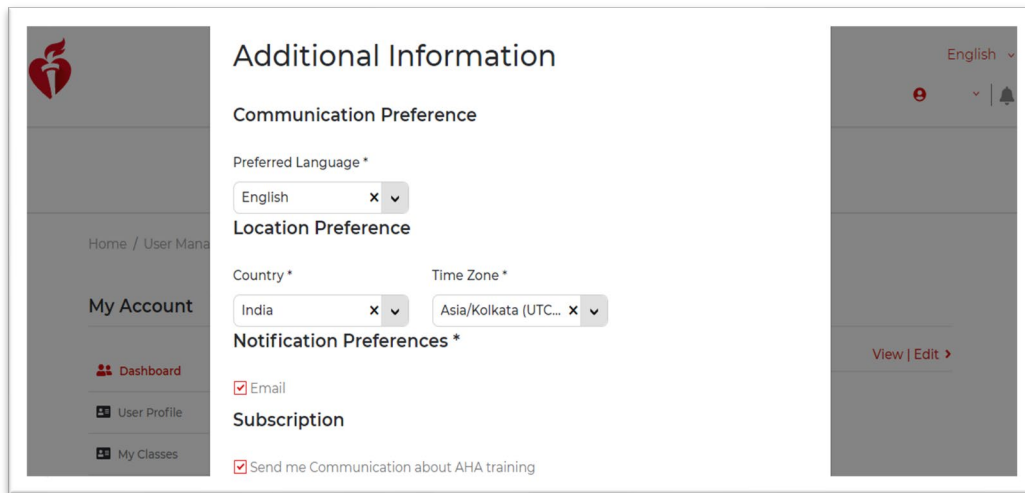


Figure 5

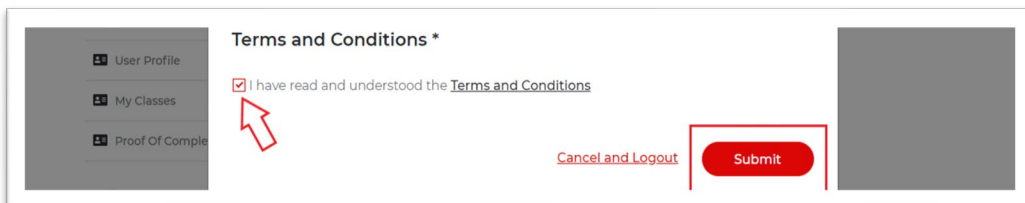


Figure 6

- Complete Your Registration
 - Mobile Number is optional and may be skipped.
If users would like to provide their mobile number, they may type it into the text box and select **Save Changes** to close the pop-up (Figure 7)

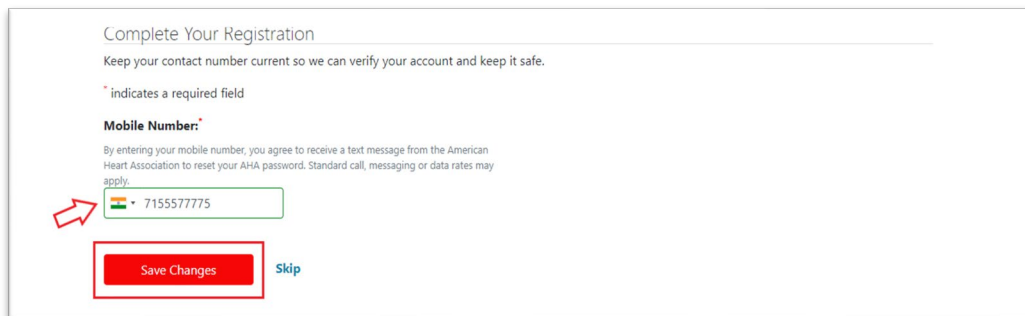


Figure 7

- If Skip is selected, the system will display an additional Confirm Skip pop-up with 3 options:
 - Close
 - Don't Ask Again
 - Skip for Now
 - or "X" in the top right corner of the pop-up to close the dialog box.

1.3. The Atlas registration process has been successfully completed and you will automatically be redirected to your Atlas Dashboard (Figure 8).

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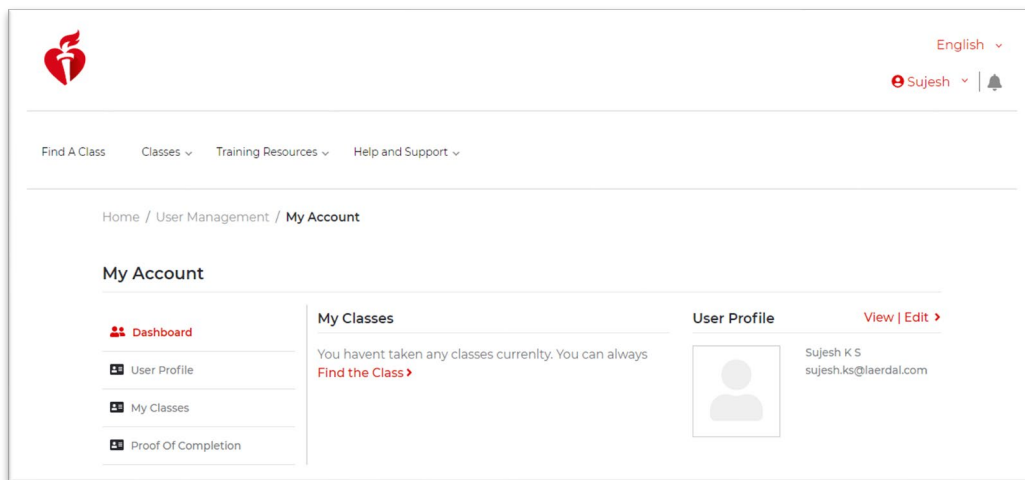


Figure 8