Checklist for TCCs Post-Atlas Launch

Job aids and videos can be found on the Atlas & Resources page (cpr.heart.org/atlasresources or https://cpr.heart.org/en/private/atlas-information-and-resources).

Most Important Information to *Verify*:

- ☐ **Verify** the TC information is correct: (Job Aid: View-Edit TC-TS Information in Atlas)
  - Location (Physical Address)
  - Email
  - Phone Number
  - Disciplines
  - Geography
  - **Edit:**
    - Enrollment Cutoff Date
    - Withdrawal Cutoff Date
    - eCard Inventory Comes From
- ☐ **Review** Training Site list, if applicable (if your Training Center had Training Sites entered in the AHA Instructor Network prior to the migration to Atlas): (Job Aid: View-Edit TC-TS Information in Atlas)
  - Location and contact information is correct.
  - Training Site Coordinator is invited.
    - Upload Image (optional)
- ☐ **Verify** Instructors and their data have been migrated, including: (Job Aid: View Instructor Information in Atlas)
  - Instructor First and Last Name
  - Instructor ID #
  - Aligned Disciplines (Primary and Additional)
- ☐ **Review** your eCard inventory and re-distribute eCards as necessary:
  - To Instructors who had eCards allocated to them prior to the AHA Instructor Network migration
  - To new Training Sites who had been eCard Locations prior to the AHA Instructor Network migration AND meet the criteria for Training Sites as outlined in the **Program Administration Manual (PAM)**, Training Sites section
- ☐ **Set Default** *Permissions* for all *Roles* for Training Center (Job Aid: Default Roles and Permissions Matrix)

Most Important Actions to Take:

- ☐ Promote those Instructors to Faculty who should be Faculty for the TC (Job Aid: Promote to Faculty)
  Why: Faculty appointment/designation will not be migrating from the AHA Instructor Network
- ☐ Invite Training Sites: (Job Aid: Training Site Upload Feature)
  - Location and contact information are correct
- ☐ Create Class Locations (Job Aid: Class Management-Create Class Locations)
  Why: Classes cannot be created unless locations have been created
  Please Note: Class Management tool is **required** for all new Instructor classes, but optional for provider classes
- ☐ Create Classes (Job Aid: Class Management-Create Classes)
  Why: Classes cannot be created unless locations have been created
- ☐ Invite (Create) Training Sites as needed
  Why: ONLY Training sites that were fully listed on the AHA Instructor Network were migrated
- ☐ Modify Permissions for individuals' Roles for your Training Center
  Why: Modify the roles for specific individuals in your TC to give a higher degree of tasks or a lower degree of tasks to perform.
  Example: If a new Instructor should not issue eCards, change eCard permissions for that Instructor