## **View Instructor Information**

## Instructor: View Instructor Profile/Information in Atlas

An Instructor can view their information from their Atlas Dashboard.

1. Go to My Profile (Figure 1).

	rican Heart Associc	ation.		
Dashboard	Classes 🗸	Training Center 🗸	Training Resources 🗸	Help & Support 🗸
	My Ac	count		
	🚢 Dash	board	Tasks to Complete	
	🖪 My Pr	rofile	Primary Instructor Removed	Primar Remov
	💵 My Cl	asses	Class First Aid CPR AED starting on 04/22/2023	no startin
	Proof	Of Completion	longer has a Primary	longer

Figure 1

- a. On the Profile page, scroll down the profile information age to view Basic Information.
- b. To edit any of the Basic Information, click the Edit link to the right of My Profile (Figure 2).

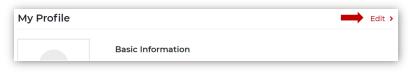


Figure 2

c. To edit any of the Additional Information, click the Edit link to the right of Additional Information (Figure 3).

Additional Information	Edit >
Communication Preferences	

Figure 3

d. When you have completed making all updates Click the Update button.

## Training Center Coordinator (TCC)/Training Center Admin (TCA) or Training Site Coordinator (TSC)/Training Site Admin (TSA): View Instructor Profile/Information

A TCC or TCA will be able to view all Faculty and Instructors who are aligned with their Training Center and aligned Training Site(s).

A TSC or TSA will be able to view all Faculty and Instructors who are aligned with the Training Site. The steps are the same, except selections will be made for the Training Site.

1. Go to Training Center tab, then click Instructors under the Training Center heading (Figure 4).

American Heart Association. Atlas						
Dashboard C	lasses 🗸	Training Center 🔺	Training Resources 🗸	Help & Support 🗸		
	Home / M	Training Center >				
		Roles	Admins	Faculty	Instructors	
	My Acc	Primary Alignments	Classes	Exams		
	L Dashbo	Training Site > Coordinators	Admins	Faculty	Instructors	
	💶 My Prof	Primary Alignments	Classes			
	My Class	Class Locations >				
	Proof O	eCards 🗹				
		Classes I Teach >				

Figure 4

- 2. On the Instructors page
  - a. Scroll down to the Instructor List.
  - b. The user may select the Training Site (TS) Name or search for a specific Instructor by Name or Instructor ID using the search filters, just above the Instructor List (Figure 5).

Role Training Site (TS) Name		Training Site (TS) Name	Name/Email/Instructor ID		
Instructor	~	Choose a Training Site 🗸	Search by name/email/instructor ID	Q	More Filters 🗸



- c. To view Instructors for all aligned entities for the Training Center, do not use the filter.
- d. The list will display all of the aligned Instructors.
  - i. Export the list by clicking the Export link, or
  - ii. Sort the list by Last Name using the Sort By: data field and the arrows to the top right of the list (Figure 6).

Export >	Sort By:	Last Name	<ul><li>✓ ↓↑</li></ul>

## Figure 6

e. To view a specific Instructor in the list, find the Instructor and click on the ellipsis (...) to the right of the name in the Actions column (Figure 7).

ole	Training Site	(TS) Name Nam	Name/Email/Instructor ID			
Instructor 🗸	Choose a Tr	aining Site 🗸 Sea	rch by name/email/instructor ID	Q More Filters ¥		
port >				Sort By: Last N	lame 🗸 🗸	
First Name/Instructor ID	Last Name	Email Address	Organization	Discipline	Actions	
Wang Qiang 2101000581	汪强	wq.516@mailinator.co	om AHA - Int'l Banglore	BLS (		
ANJALI 11200908168		anjalidahiya2788@m	ailinator.c AHA - Int'l Banglore	ACLS		
Yu Tianhua 余天华 2103000426	lst	1209184142@mailinat	or.com AHA - Int'l Banglore	Heartsaver 🕒		
Pan Jiang 潘江 2104000575	lst	bh2uu@mailinator.co	om AHA - Int'l Banglore	Heartsaver		
Tian Jinyuan 田金元 2008000342	lst	tianjinyuan@mailina	tor.com AHA - Int'l Banglore	Heartsaver		

Figure 7

f. In the selection box, click on Permissions and Alignments (Figure 8).

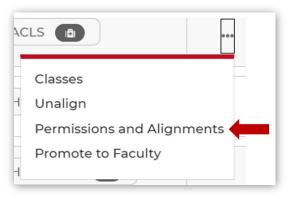


Figure 8

- g. On the Alignments for Instructor Name page, the user will be able to review and edit:
  - i. First Name
  - ii. Last Name
  - iii. Email Address
  - iv. Disciplines Alignment Expiration
    - 1. None
    - 2. Specified Date (if editing this parameter, once clicked, enter the date for expiration)
  - v. eCard Inventory Comes From
    - 1. Training Center
    - 2. Individual
  - vi. Permissions
    - 1. Default
    - 2. Custom (if editing this parameter, once clicked, select the changes to the permissions)
  - vii. When the review is complete or edits have been made, click the Update button.
- h. A "Changes updated successfully" notification will appear at the top of the Instructors page (Figure 9).

Changes updated successfully Instructors	Align Instructor >
Instructors are trained individuals who are permitted to facilitate courses in particular disciplines as aligned to AHA - Int'l Banglore.	

Figure 9

i. To add an alignment for an Instructor, the Instructor will need to be invited to align with your Training Center or Training Site TS for the specific discipline.