



## **ATLAS Email #4 US-based Training Center Coordinators (TCCs) and Instructors\***

*\*Those opted in to receive email communications from AHA ECC*

**Date:** Tuesday, May 9, 2023

**To:** US-based American Heart Association TCCs and Instructors

**Subject:** Deadlines Extended for AHA Instructor Network Data Clean-up and My Courses New Class Entry

**Preheader:** Please Review Updated Deadlines in Preparation for Atlas Transition this June

Dear US AHA Training Network,

As we prepare for the transition of the US AHA Training Network to the **Atlas Training and Education platform**, we are pleased to be able to provide you additional time to complete tasks in the AHA Instructor Network that will help ensure a smooth transition for your Training Center this June. Please see updated deadlines below:

### **New Deadline to Update Data in AHA Instructor Network: May 12, 2023**

Training Centers (TCCs and Instructors) now have **until Friday, May 12, 2023**, to update and download information in the AHA Instructor Network. This action helps ensure that the most accurate and up-to-date information is migrated to the Atlas platform and/or available for you to check once Atlas is live. Any data planned for migration to Atlas that is not updated by your Training Center will transition over to Atlas as is.

For detailed instructions on data clean-up on the AHA Instructor Network, please reference the job aids available at the **Atlas Information & Resources webpage** ([cpr.heart.org/atlasresources](https://cpr.heart.org/atlasresources)).

### **New Deadline for Entering Classes in My Courses: May 29, 2023**

As part of the upcoming transition to Atlas, we will be introducing a new system for AHA Class Management that will replace the AHA Instructor Network's My Courses/Find a Course tool. Because the new Atlas Class Management will feature many additional fields of information to help you better manage your training and the student experience, we are not able to transfer data from the AHA Instructor Network My Courses tool for any classes **beyond May 29, 2023**.

If you currently use the My Courses tool to advertise your classes to the public, please do not enter any new class offerings that will occur **after May 29, 2023**.

To walk you through how to enter new classes in Atlas, we are preparing a video demo/tutorial and job aid that will be followed by opportunities for Q&A via webinar. These tools and more information on webinars will be provided as soon as possible.



You will continue to receive frequent updates regarding the new functionality, features, and benefits of Atlas through email communications and through our special webpage, the **Atlas Information & Resources webpage** ([cpr.heart.org/atlasresources](http://cpr.heart.org/atlasresources)). Please bookmark this page and check back frequently for updates.

Thank you,  
American Heart Association