Update Instructor Profile on the Instructor Network (IN)

CAUTION As TCC NEVER update your information using My Profile. <u>ALWAYS</u> submit a TC Update Form to <u>TCCSupport@heart.org</u>. You may request the form by contacting your Account Lead/Specialist.

Update Instructor Profile

All of the information displayed for the TC(s) you are aligned with as either a Primary or Secondary alignment comes from your Profile. To update your Instructor Profile:

1. Go to Edit my Profile from the Dashboard (Figure 1)

shboard ~ News & Events ~	Course Materials 🗸	Tools & Resources 🗸 🔋 PAM 🗸	Help & Support 🗸		
	Dashboar	d			
INSTRUCTOR	eLearning	(It Go to the Guidelines Instructor Update)	My Courses	Action ~ (III View All)	
Welcome,	Ø=	2020 Guidelines	Your class list is empty.		
YOUR INSTRUCTOR ID: 1117062997 Disciplines	2020 CRANKE	2020 Complete Your 2020 Guidelines Instructor Update" Today!		Online Instructor Community CG to Community Discuss, Connect	
Dashboard	"Must com Dea	olete the update for each discipline you teach. dline to complete is Rebruary 1, 2021	& Learn with Fellow Instructors		
Alerts	0				
View My Agreement	eCards	Action ~ Refresh Inventory!		THE NEW	
My Inbox			Sh	opCPR	
Edit My Profile	ACLSEP	(282)	E	XPERIENCE	
My Courses	ACLS EP Instr	uctor (391)	The AHA's new ShopCPR	experience - the one-stop shop for all	
eCards	ACLS Instruct	or (5182)	of your AHA CPR and EC	Ceducational training materials - is	
Instructor Search	ACLS Provide	r (113)			
EMS Student CE	Advisor: BLS	(1059)	Check it out! ShopCPR.H	eart.Org	
Evame	ASLS Instruct	or 🕢	For the latest Training Ne	twork news and resources, go here	
FUGILIS	ASLS Provider	r 😗			
My training Center	DI Classes				



a. On the Profile page, select Personal Info (Figure 2)

Instructor Job Aid: Update Profile on Instructor Network

My Inbox	5	
Edit My Profile	>	Account Informatio
Account Info		First Name Domestic
Personal Info		Imail Address TXA0003TCC@heart.org
Alignment	>	
My eCard Locations	>	
Course Completions	>	
User Agreement	>	
Facilitator Discipline	5	
My Training Sites	>	
My Courses	>	
eCards	>	
Instructor Search	5	
EMS Student CE	>	
Exams	5	
My Training Center)	

Figure 2

i. In the Edit Personal Info section, under the Personal Info heading verify all the information is correct(Figure 3).

Dashboard > Edit My Profile > Per	sonal Info			
My Inbox	>			
Edit My Profile	, Edit Personal Info			
Account Info	> Personal Info		Address	
Personal Info	> Prefix	A	ddress 1*	
Alignment	> Select Prefix	~	7272 Greenville Ave	
My eCard Locations	> First Name *	A	ddress 2	
Course Completions	> Domestic			
User Agreement	> Middle Name	c	ity-	
Facilitator Discipline	>		Dallas	
My Training Sites	> Last Name*	5	ate/Drovince*	
My Courses	> TCC	31	Texas	
eCards	>			
Instructor Search	Suffix	Zi	ip/Postal Code *	
EMS Student CE	> 24,	•	/3231	
	Denting Disease	0	august and a second s	

Figure 3

ii. Then click UPDATE at the bottom of the screen (Figure 4)



Figure 4

b. Under Edit My Profile, click on Alignment (Figure 5) to review your Primary and Secondary alignments





i. You *must* have a Primary alignment for each discipline you have an Instructor eCard for (Figure 6). You may also have a secondary alignment for one or more disciplines. Verify all alignments.

Discipline Affiliations		
Your Training Centers		
BLS Primary Training Center AHA ECC Operations	APPROVED	Remove
Secondary Training Center A Sample Training Center	APPROVED	Remove
ACLS Primary Training Center AHA ECC Operations Secondary Training Center	APPROVED	Remove
A Sample Training Center	APPROVED	() Kenove
Primary Training Center A Sample Training Center	APPROVED	Remove
ACLS EP Primary Training Center A Sample Training Center	APPROVED	Remove
PALS Primary Training Center AHA ECC Operations	APPROVED	Remove



- ii. If you want to not be aligned with a TC in a specific discipline, click REMOVE and notify the TCC that you want to be removed from that alignment.
- iii. If you feel any of these alignments need to be corrected or updated, contact the appropriate TCC to help make the changes you think are appropriate.

- c. Under Edit My Profile, click on the following sections to review your status, assignments and appointments for all of the roles you have with your TC:
 - i. Under Edit My Profile, click on Training Faculty to review your alignment as Faculty for this TC
 - ii. Under Edit My Profile, click on My Training Sites to review an assignment to an eCard Location, if any

When you have completed making all updates and you are satisfied, contact The TCC of all of your Primary and Secondary alignments to let them know that your Instructor Profile and information is updated and correct.