American Heart Association My Cards™

Users' Guide for TCC, Instructor & Student Functionality

As of 12-15-2014

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All sections of this My Cards Users' Guide document are listed below. To go directly to the desired section, place your mouse over the desired section, hold down the CTRL key and left-mouse click on the section title.

Note: Instructions are also provided when the mouse hovers over the section title.

My Cards – Overview

AHA My Cards provides AHA Instructor Network customers (Training Center Coordinators (TCCs) Training Center Admins (TC Admins) and Instructors the ability to issue electronic course completion cards (eCards) to students upon successful completion of all course components. An eCard is the electronic equivalent of a printed course completion card and can be provided to students as an alternative to a printed card. eCards are valid course completion cards and can be presented to employers as proof of successful completion of an AHA course. Like printed cards, eCards also expire two years from the issue date.

About This User's Guide

This Users' Guide provides step-by-step instructions for using the My Cards tool to issue eCards to students.

PLEASE NOTE: All information and screenshots captured in this Users' Guide are sample information and were used to illustrate the functionality of the tool.

Technical Requirements Information

Recommended Web Browsers for Use:
Internet Explorer 8 or above
Mozilla Firefox
Apple Safari
Google Chrome

While the My Cards tool is supported by lower releases of Internet Explorer, there may be slight differences in look/feel and functionality.

Additional Tech Support:
After reviewing this Users' Guide, if you need additional technical support that is NOT provided in this Users' Guide, please contact:

AHA Technology Support Team
ahainstructornetwork@heart.org
1-877-242-4277, Option 2, Tech Assistance.
AHA Customer Service is 8 a.m. – 5 p.m., Central, M-F

For business-related questions about My Cards, customers should contact their AHA Account Manager.

Ways to issue AHA eCards

There are three ways that AHA eCards may be issued to students, which are described in detail in this Users' Guide.
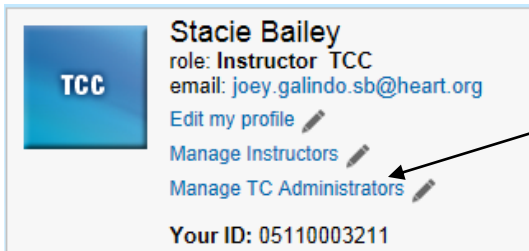
1. Through the My Cards system, TCCs or TC Admins may issue eCards to their Instructors using the Assign eCards to Instructors link. The Instructors may then handle distribution of eCards to students.
2. Through the My Cards system, TCCs or TC Admins may issue eCards directly to Students using the Assign eCards to Students link.
3. Through the My Courses system, TCCs, TC Admins or Instructors may issue eCards through the Roster Manager screen simply by checking a box next to the students' names and clicking the Assign eCards button.

About the TC Admin role/Managing TC Admins

The AHA has added the role of TC Admin in the AHA Instructor Network. This role, which can only be assigned by an AHA TCC of record, was created to assist the TCC with daily training management. A TCC can assign up to three TC Admins for the Training Center.

The TC Admin is able to perform the same functions as the TCC in the My Cards tool.

To add TC Admins, the TCC, once logged into the AHA Instructor Network, clicks the "Manage TC Administrators" link from the My Dashboard page.

Stacie Bailey
role: **Instructor TCC**
email: joey.galindo.sb@heart.org
Edit my profile ✎
Manage Instructors ✎
Manage TC Administrators ✎

Your ID: 05110003211

The system shows the Manage Your TC Admins page.

Manage Your TC Admins

First name	
Last name	
Email	

Add   Cancel

Active TC Admins

Deactivate Selected
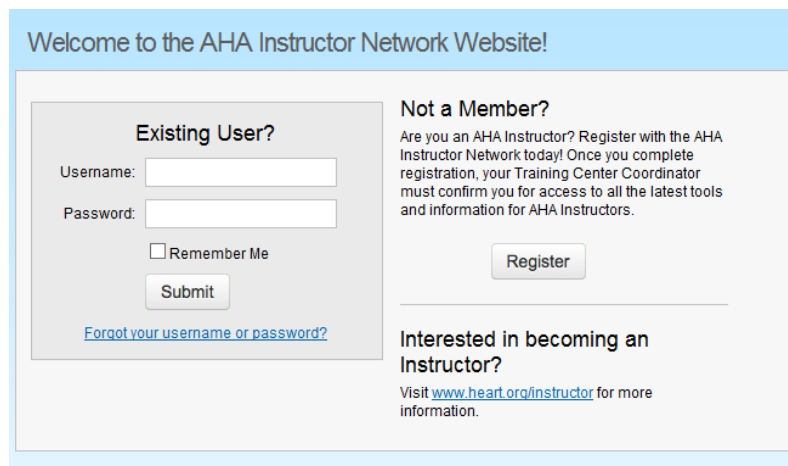
	Name	Email	
☐	BHCS Instructor One	joeygalindo1111@heart.org	Deactivate
☐	TCAdmin Only	hearttest04@gmail.com	Deactivate
☐	PopUp TCAdmin	joey.galindo.putca@heart.org	Deactivate

From this page, the TCC can add and deactivate TC Admins.

Accessing My Cards

To access the My Cards tool, please follow the steps below:

1. Go to the AHA Instructor Network - www.ahainstructornetwork.org.

2. Enter your username/password and click the Submit button (the AHA Instructor Network My Dashboard will display).

3. In the lower right side of your dashboard page, you will see the Training Central widget (shown below).

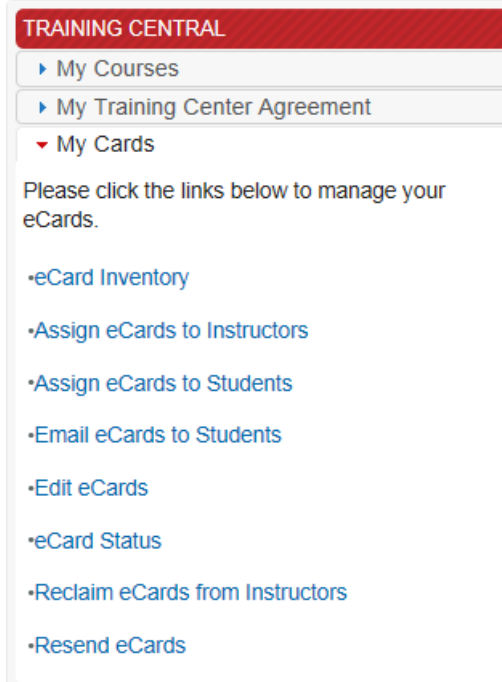   *NOTE: TC Admins will NOT be able to view/access the My Training Center Agreement section of the table below; this section is only accessible by the TCC of record.*

4. Click on the My Cards tab to expand the window and access the functionality (indicated by the blue links).

AHA My Cards – TCC or TC Admin

eCard Inventory

From the My Cards menu, the TCC or TC Admincan view the TC's inventory of eCards by clicking the eCard Inventory link.

Below is the eCard Inventory page. This page displays the available quantity of eCards by Product Number and Course for the TCC or TC Admin to assign to Instructors and/or students.

> **Note**: There is no functionality on the inventory view.

To return to the AHA Instructor Network My Dashboard page from your eCard Inventory, click the Return To My Dashboard button at the bottom of this page.

eCard Inventory

This page shows your available eCard inventory. There are no actions from this page.

Product Number	Course	Available Quantity
90-3000	ACLS	621
90-3001	BLS for Healthcare Providers	808
90-3005	Heartsaver CPR AED	480
90-3004	Heartsaver First Aid	391
90-3006	Heartsaver First Aid CPR AED	51
90-3007	Heartsaver Pediatric First Aid CPR AED	52
90-3002	PALS	0
90-3003	PEARS	1

Return to My Dashboard

AHA My Cards – TCC or TC Admin

Assign eCards to Instructors

The Assign eCards to Instructors functionality allows a TCC or TC Admin to assign eCards by course to Instructors. Instructors can then use the eCards assigned to them for distribution to their students who have successfully completed a course.

To assign eCards to Instructors for distribution to students, click the Assign eCards to Instructors link.
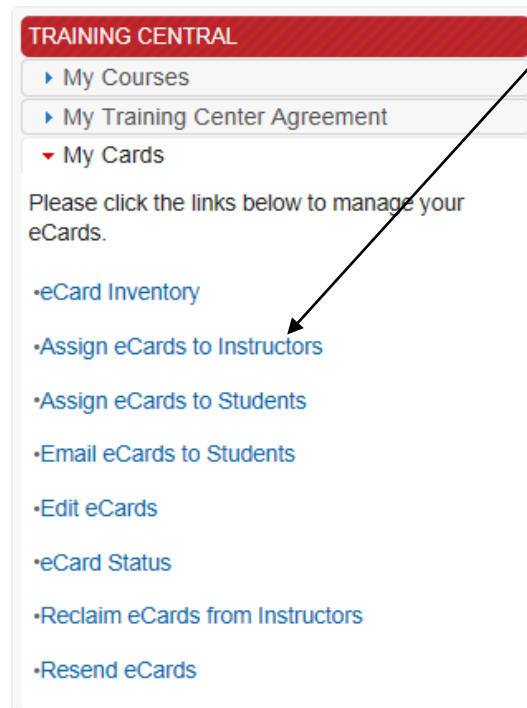
The system displays the Assign eCards to Instructors screen (shown below):

The TCC or TC Admin will then enter the following information:
1. Select a Course from the Courses dropdown menu
    a. The Quantity Available field populates when the Course is selected, based on the eCard Inventory available to the TCC
2. Enter Requested Quantity
3. Select Instructor from the dropdown list of Instructors
    a. List of Instructors are for that Training Center ONLY
4. Click the Submit button

After the TCC or TC Admin has submitted the request, the system will display the request confirmation (see below). To confirm the assignment and proceed, the TCC or TC Admin clicks the Submit button. To edit the assignment, the TCC or TC Admin can click the Edit button.

Confirm eCard Assignment

| Course: **PEARS** |
| Instructor: **Robin Crawford** |
| Quantity: **6** |

Submit   Edit   Cancel

Click the CANCEL button to return to the Instructor Network dashboard

After the TCC or TC Admin submits the assignment to the Instructor, the system stores and processes the assignment and displays it on the BOTTOM HALF of the eCard Status page (see below).

> *NOTE: The top half of the eCard Status screen shows the eCards you have requested from your Distributor.*

> *NOTE: Initially, the TCC will see a "Status of Assignment" of "processing." Once the assignment has been processed, this status will display as "approved."*

eCard Status

From this page, you can view the status of the eCards you have requested. You can also scroll down to view your eCard assignments to your Instructors.

eCard Requests

Refresh   Select Range [▼]   View All

Request Completed by:	Course	Qty	Status of Request	Date of Request	Download eCard Codes	eCard Status
AHA Center	PALS	100	approved	05/15/2014 09:46	Download	View eCards Status
AHA Center	ACLS	100	approved	05/14/2014 15:11	Download	View eCards Status
Channing Bete	BLS for Healthcare Providers	20	approved	05/07/2014 15:45	Download	View eCards Status

Return to My Dashboard   1   2   Next

eCard Assignments to Instructors

Refresh   Select Range [▼]   View All

| eCards Assigned to:	Course	Qty	Status of Assignment	Date of Assignment	Edit Assignment	Download eCard Codes	eCards Status
Robin Crawford	PEARS	6	processing	05/20/2014 14:54			View eCards Status
Robin Crawford	PEARS	6	approved	05/19/2014 11:25		Download	View eCards Status
Robin Crawford	ACLS	6	approved	05/19/2014 10:16		Download	View eCards Status

To exit the eCard Status screen, click the   Return to My Dashboard   button below either section of this page.

> *NOTE: For more information about functionality available on the eCards Status page, please see the section of this Users' Guide titled, "AHA My Cards – TCC or TC Admin, eCard Status Page"*

AHA My Cards – TCC or TC Admin

Assign eCards to Students

The Assign eCards to Students functionality allows the TCC or TC Admin to email eCards directly to students after assigning eCards based on the Course and Instructor. To assign eCards to students, click the Assign eCards to Students link.
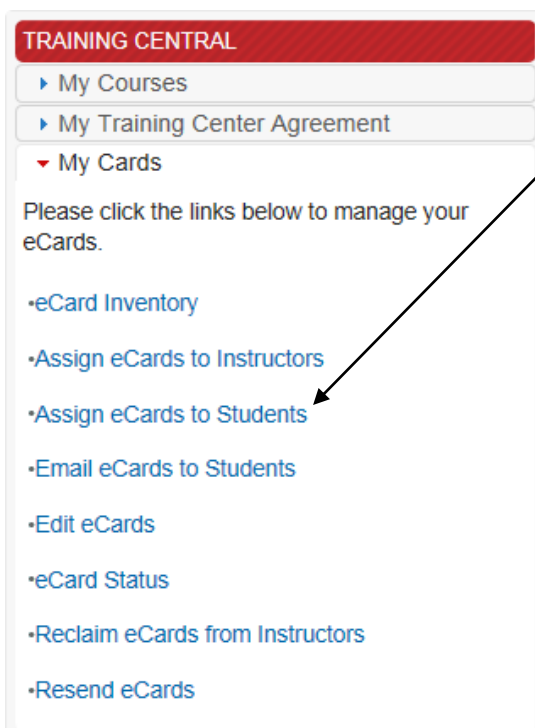
The system displays the Assign eCards to Students screen shown below:

To assign eCards to students, follow the steps below:
1. Select the Course
   a. The Quantity Available field is populated when the Course is selected.
2. Select the Instructor that conducted the class from the dropdown
3. Enter Requested Quantity
4. Click the Submit button

When the TCC or TC Admin clicks Submit, the system will display the request confirmation below:
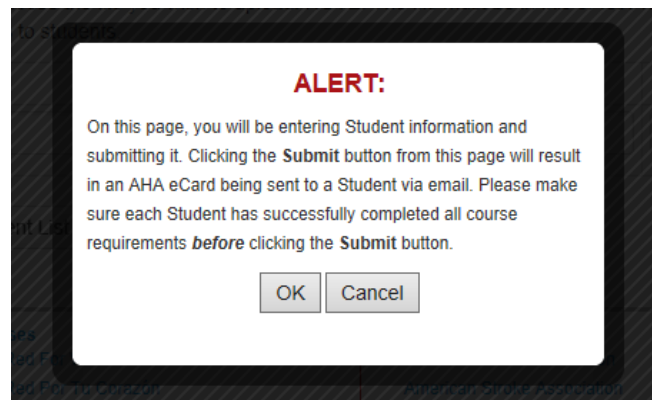
Confirm eCard Assignment

Course: **ACLS**	
Instructor: **BHCS Instructor One**	
Training Center: **Baylor Health Care System**	
Quantity: **6**	

Submit   Edit   Cancel

Click the Edit button to return to the Assign eCards to Students page

Click the CANCEL button to return to the Instructor Network dashboard

When confirmed, TCC clicks the Submit button. On the next screen, TCs or TC Admins will enter the student information and click the Submit button, which will send AHA eCards to students. To prevent users from emailing eCards to students prematurely, the pop-up window below will appear before users are able to reach the Email eCards to Students page.

Click OK to continue, or Cancel if you are not ready to issue eCards to students.

ALERT:

On this page, you will be entering Student information and submitting it. Clicking the **Submit** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **Submit** button.

OK   Cancel

The system processes the request and displays the Email eCards to Students page below:

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

Course Date [Course Date]

Course Date	eCard Code	First Name	Last Name	Email	Phone(o|
Course Date	144508086696				
Course Date	144504050946				
Course Date	144509139971				
Course Date	144507323432				
Course Date	144507788297				
Course Date	144507727521				

Submit   Download   Cancel   Upload Student List

Populating Course Date

To populate the Course Date, either click in the top Course Date field to populate the same course date for all students or click in the Course Date field next to the individual student information. Either action will bring up a calendar from which you can click the date to select the course date.

Note: The course date selected must be the date of the day on which you are entering information or for a previous date. If a date in the future is selected, when the Submit button is clicked, the following error will be shown:

• **Error!** Please enter a valid Course Date, the Course Date must be the current date or a previous date.

To clear the course date field for any or all entries, click the Course Date field to pull up the calendar feature, and then click the word "Clear."

AHA My Cards – TCC or TC Admin

To email eCards to students, the TCC or TC Admin can either enter student information manually OR the TCC or TC Admin can upload a file containing the necessary data. To manually enter, the TCC or TC Admin will type in the following student information:
1. First Name
2. Last Name
3. Email address
4. Phone # (optional)
5. For Heartsaver courses, the TCC or TC Admin will also have to check a checkbox next to the optional modules that the student completed.

Once complete, the TCC or TC Admin clicks the Submit button. The system processes and returns the users to the Email eCards to Students page, as shown below.
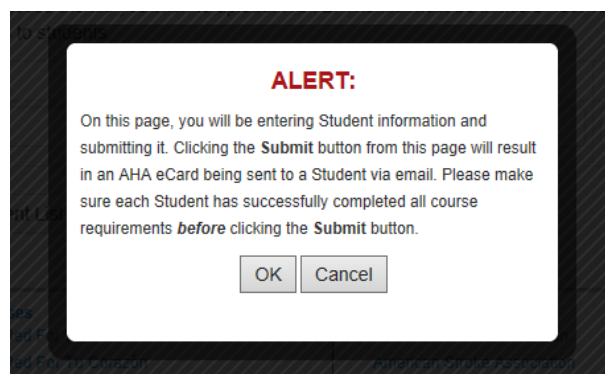
Email eCards to Students

Below, click the "email eCards" button next to the Instructor and Course name for which you want to assign eCards to students.

Instructor	Course	Qty	Date of Assignment	Email eCards
Robin Crawford	ACLS	6	05/19/2014 11:28	Email eCards
Robin Crawford	ACLS	6	05/19/2014 10:24	Email eCards
BHCS Instructor One	PEARS	6	05/14/2014 16:14	Email eCards
BHCS Instructor One	ACLS	6	05/14/2014 16:13	Email eCards
BHCS Instructor One	ACLS	6	05/14/2014 16:12	Email eCards

To return to emailing eCards to students from that Course/Instructor assignment, click the "Email eCards button" next to the assignment.

Again, before the user is able to reach the Email eCards to Students page, a warning message will be displayed to alert the user that an AHA eCard will be issued upon clicking the Submit button. Click OK to continue, or Cancel if you are not ready to issue eCards.

ALERT:

On this page, you will be entering Student information and submitting it. Clicking the **Submit** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **Submit** button.

OK   Cancel

Once the TC or TC Admin clicks OK, the user will see that the student information (First Name/Last Name/Email/Phone (if entered)) entered previously will be populated in the information fields. The populated fields will be grayed out and will not be editable, indicating that the eCard(s) have been emailed to the student(s), as shown below.

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	Phone(optional)	Alternate Options for Student to Claim eCard
142008611666	Charlie	Rye	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
142003426749	April	Wilson	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
142004481225	Peter	Parker	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
142009821926	Maryanne	Sanders	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard

Submit   Download   Cancel   Upload Student List

AHA My Cards – TCC or TC Admin

Email eCards to Students – Upload Student List

To upload a file containing the student information, the TCC or TC Admin will first need to have the following information in an .xls or .csv file, saved to their computer:
1. First Name
2. Last Name
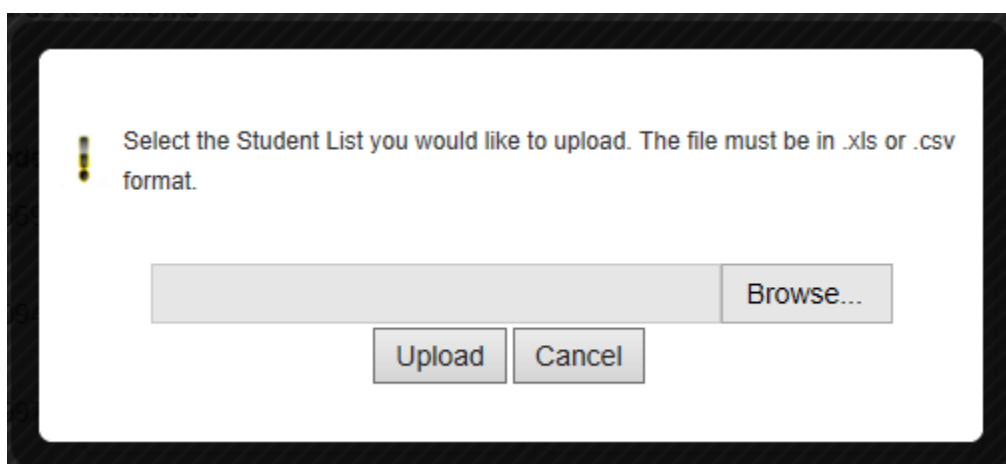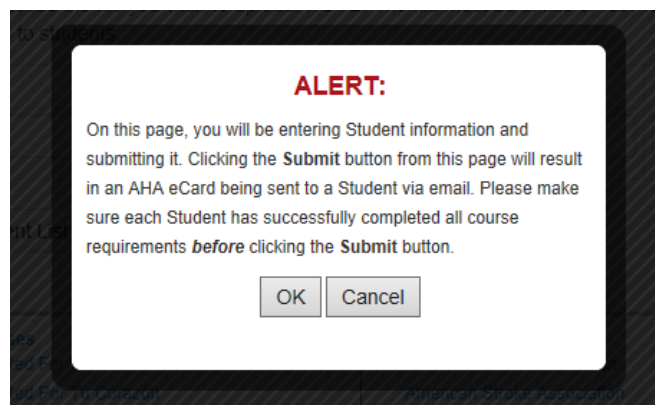3. Email address
4. Phone # (optional)

> *NOTE: Sample templates for the Student List upload will be available in .xls and .csv formats on the AHA Instructor Network at the launch of the My Cards tool.*

> *NOTE: The student information file must have a header row (see template).*

From the Email eCards screen, click the "Upload Student List" button below the eCard fields. You will be prompted to browse for the file on your computer as shown below by clicking the "Browse…" button. Once you have selected the file to upload, click the "Upload" button.

> *NOTE: The number of eCards in the assignment should be equal to the number of lines of student information contained within the .xls or .csv file. You will receive an error message if the number of lines of student information is greater than the number of eCards available in the assignment. If the number of lines of student information is fewer than the number of eCards available, you will be able to proceed with the upload, but will have to manually populate the remaining eCard fields.*

> *NOTE: Again, before the user is able to reach the Email eCards to Students page, a warning message will be displayed to alert the user that an AHA eCard will be issued upon clicking the Submit button. Click OK to continue, or Cancel if you are not ready to issue eCards.*

Once the TCC clicks upload, the blank fields will be populated with the student information in the uploaded .xls or .csv file, as shown below:

Click the "Submit" button to complete emailing the eCards to students. Once the emails have been processed, you will be returned to the Email eCards to Students page, as shown below:

Click the "Email eCards" button next to your assignment of eCards to students to see that the eCards were successfully emailed (student information fields will be populated and grayed out), as shown below:

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file con
upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the stud
the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	
141003943416	John	Doe	john.doe@abc.com	
141009155596	Jane	Doe	Jane.doe@cde.com	
141008888352	Jack	Spratt	jack.spratt@mothergoose.com	
141006881161	Jill	Spratt	jill.spratt@mothergoose.com	
141004838488	Mike	Douglas	mike.douglas@hollywood.com	

Submit Download Cancel Upload Student List

AHA My Cards – TCC or TC Admin

From the My Cards menu, the TCC can easily return to the Email eCards to Students page to complete sending eCards to students from a previous assignment. To return to this functionality, click the Email eCards to Students link.
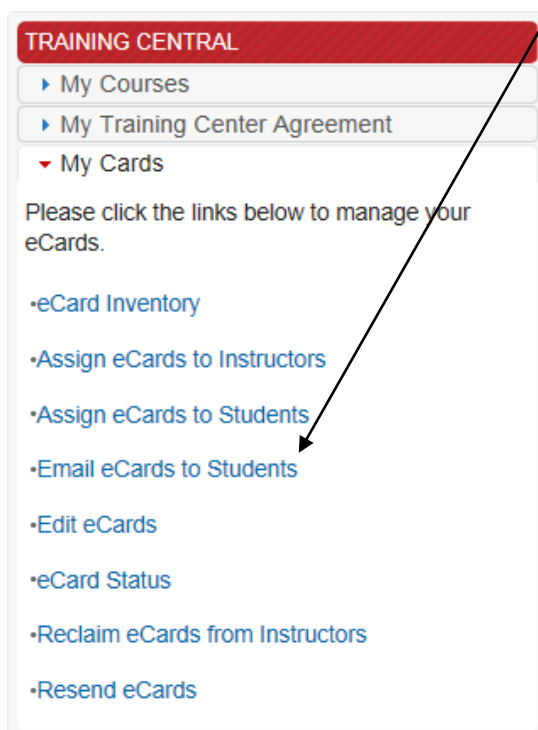
The system will display the Email eCards to Students page, as shown below:
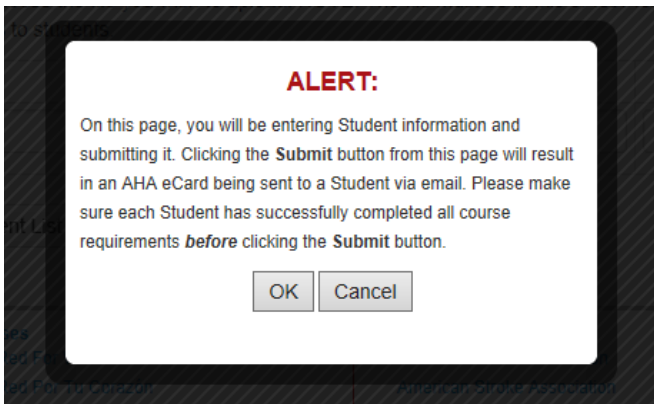
Email eCards to Students

Below, click the "email eCards" button next to the Instructor and Course name for which you want to assign eCards to students.

Instructor	Course	Qty	Date of Assignment	Email eCards
Robin Crawford	ACLS	5	05/20/2014 15:04	Email eCards
Robin Crawford	ACLS	6	05/19/2014 11:28	Email eCards
Robin Crawford	ACLS	6	05/19/2014 10:24	Email eCards
BHCS Instructor One	PEARS	6	05/14/2014 16:14	Email eCards
BHCS Instructor One	ACLS	6	05/14/2014 16:13	Email eCards
BHCS Instructor One	ACLS	6	05/14/2014 16:12	Email eCards
BHCS Instructor One	ACLS	20	05/14/2014 14:04	Email eCards

Simply click the "Email eCards" button next to the assignment of eCards to students that you are ready to complete to return to emailing eCards (example below).

On the next screen, TCs or TC Admins will enter the student information and click the Submit button, which will send AHA eCards to students. To prevent users from emailing eCards to students prematurely, the pop-up window below will appear before users are able to reach the Email eCards to Students page.

Click OK to continue, or Cancel if you are not ready to issue eCards to students.

ALERT:

On this page, you will be entering Student information and submitting it. Clicking the **Submit** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **Submit** button.

OK   Cancel

Once the OK button is clicked, the Email eCards to Students page will display as shown below.

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	Phone(optional)
132003536520	Stacey ✕			
132003523886				
132004339750				
132007858122				
132004114704				

Submit   Download   Cancel   Upload Student List

AHA My Cards Process – TCC or TC Admin

Edit eCards – Search and Edit

The Edit eCards functionality allows the TCC or TC Admin to make modifications to a student's name, email address or Instructor name on an eCard (this can be done only after a student has claimed an eCard).

From the My Cards widget, the TCC or TC Admin clicks on the Edit eCards link.
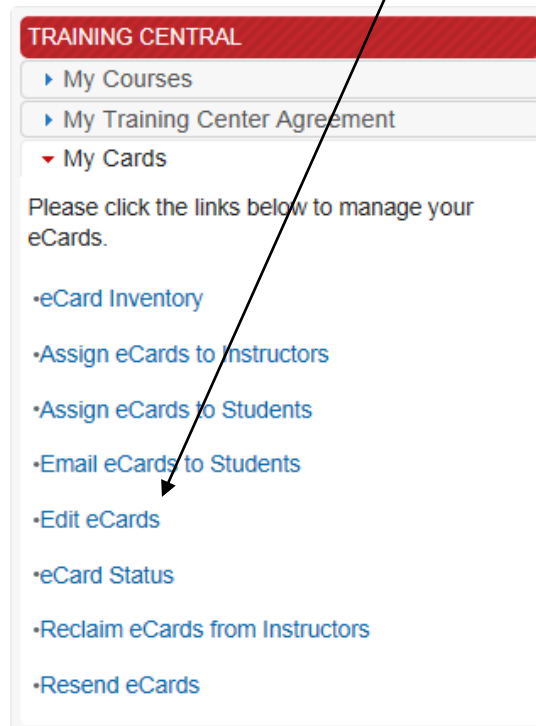
The system displays the following search screen:

The TCC or TC Admin can search by entering one or all of the following data: Course Date, First Name, Last Name, eCard Code or Email address. When results are found, the system will display them as shown below:

eCard Search

Search for the eCard to edit by entering the student name, eCard Code or email address below

| First Name | Galindo ✕ | eCard Code | Email |

User can filter records by entering **ANY** data displayed in the search results.

Return to My Dashboard

User can click on column headings to sort in ascending or descending order

Filter records:

First Name	Last Name	Email	eCard Code	Date of Completion	Instructor	Edit	View eCard
Joey	Galindo	joey.galindo@heart.org	143005593253	05/01/2014	BHCS Instructor One	Edit	eCard
Joey	Galindo	joey.galindo@heart.org	132503212022	05/01/2014	BHCS Instructor One	Edit	eCard
Joey	Galindo	joey.galindo@heart.org	131002372195	04/21/2014	BHCS Instructor One	Edit	eCard
Jose	Galindo	joey.galindo@heart.org	143009368679	05/01/2014	BHCS Instructor One	Edit	eCard
Joseph	Galindo	joey.galindo@heart.org	132507280445	04/22/2014	BHCS Instructor One	Edit	eCard

Showing 1 to 5 of 5 entries

1　2　Next

NOTE: *If the system does NOT find a data match the following message will display:*

There are no results found with the search criteria.

To edit a student's information, click the Edit button; the Edit Profile screen will display:

Edit eCard

eCard Code	131002372195
Course Name	ACLS
First Name	Joey
Last Name	Galindo
Email	joey.galindo@heart.org ✕
Phone	Phone
Zip Code	Zip Code
Training Center	Baylor Health Care System
Instructor	BHCS Instructor One ▾

TCC can edit the following fields:
- First Name
- Last Name
- Email
- Phone
- Zip
- Instructor

NOTE: Training Center cannot be edited

Save changes　Back

When all changes have been made, click the Save Changes button. The system will update/store the data for the student's profile.

Edit eCards – View & Print Student eCard

Once the TCC or TC Admin has conducted a search, TCC can also view/print a student's eCard. Click the "eCard" button (far right column of the eCard Search screen) next to the eCard you want to view/print.

The system displays the selected student's eCard (see example below) in a new window.

From the eCard view, the user can also view the student's eCard profile (sample shown below) by clicking the "View My eCards" button on the eCard screen. The profile displays all eCards for a student, both active and expired.

AHA My Cards Process – TCC or TC Admin

Reclaim eCards from Instructors

The Reclaim eCards from Instructors link allows TCCs or TC Admins to reclaim eCards that may need to be removed from an Instructor's inventory (if the TCC or TC Admin had previously assigned eCards to that Instructor).

From the My Cards widget, the TCC or TC Admin clicks the Reclaim eCards from Instructors link.
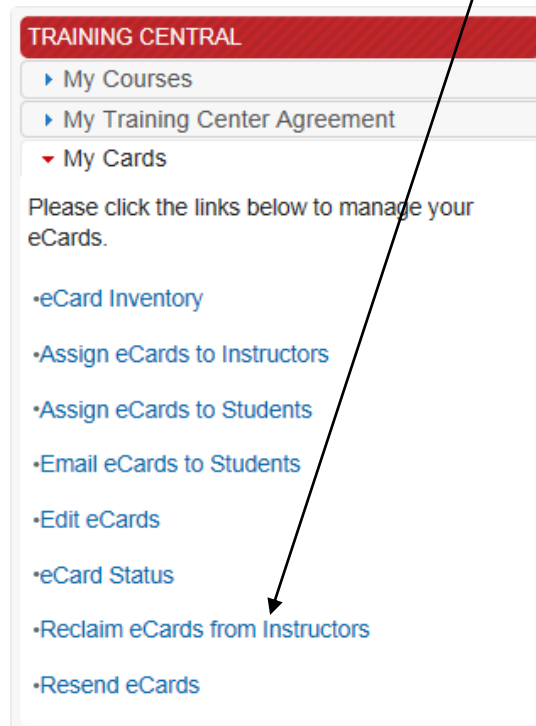
The system displays the following screen:

Enter the following information to reclaim eCards from an Instructor's inventory:

1. Select a Course from the Courses dropdown menu
2. Select Instructor from the dropdown list of Instructors
   a. List of Instructors are for that Training Center ONLY
3. Once the Instructor has been selected, the Instructor Inventory field will populate
4. Enter the number of eCards to reclaim in the Reclaim Quantity field.
5. Click the Submit button

After the TCC or TC Admin has submitted the request, the system will display the request confirmation (see below). To confirm the assignment and proceed, the TCC or TC Admin clicks the Submit button. To edit the assignment, the TCC or TC Admin can click the Edit button.

Reclaim eCards from Instructors Confirmation

Course: **ACLS**

Instructor: **PopUp Instructor**

Reclaim Quantity: **8**

Submit   Edit   Cancel

Once the Submit button has been clicked, the system processes the request and displays a success message, as shown below. To exit this page, click the Return to My Dashboard button.

Reclaim eCards from Instructors

eCards were successfully removed from the Instructor's eCard Inventory and added to the TC's eCard Inventory.

Course: **ACLS**

Instructor: **PopUp Instructor**

Reclaim Quantity: **8**

Return to My Dashboard

AHA My Cards – TCC

To view the eCard Status page, the TCC will click the eCard Status link.
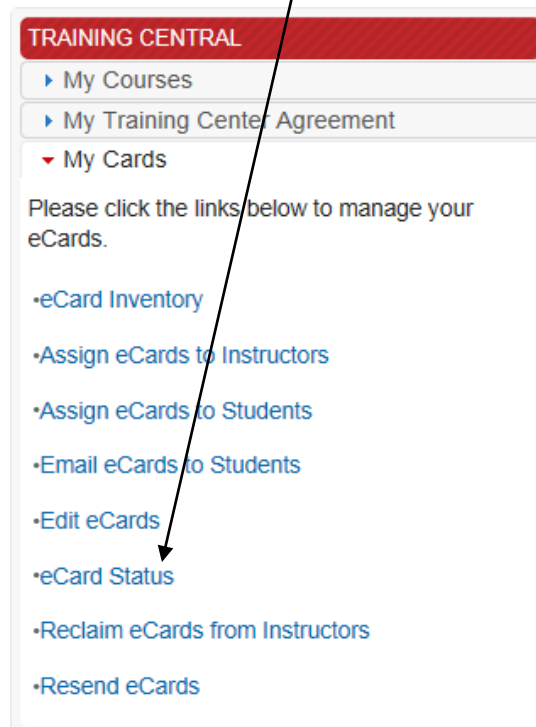
From the TOP section of the eCard Status page, called "eCard Requests," shown below, the TCC is able to

1. View the status of eCards issued to the TC by Distributor, as shown below:

2. View a range of last eCard requests, as shown below:

eCard Status

From this page, you can view the status of the eCards you have requested. You can also scroll down to view your eCard assignments to your Instructors.

eCard Requests

| Refresh | Select Range / Last 30 Requests / Last 60 Requests | | | | | View All | |

Request Completed by:	Course	Qty	Status of Request	Date of Request	Download eCard Codes	eCard Status
AHA Center	PALS	100	approved	05/15/2014 09:46	Download	View eCards Status
AHA Center	ACLS	100	approved	05/14/2014 15:11	Download	View eCards Status
Channing Bete	BLS for Healthcare Providers	20	approved	05/07/2014 15:45	Download	View eCards Status

3. Refresh statuses, using the Refresh button.

eCard Status

From this page, you can view the status of the eCards you have requested. You can also scroll down to view your eCard assignments to your Instructors.

eCard Requests

| Refresh | Select Range ▾ | | | | | View All | |

Request Completed by:	Course	Qty	Status of Request	Date of Request	Download eCard Codes	eCard Status
AHA Center	PALS	100	approved	05/15/2014 09:46	Download	View eCards Status
AHA Center	ACLS	100	approved	05/14/2014 15:11	Download	View eCards Status
Channing Bete	BLS for Healthcare Providers	20	approved	05/07/2014 15:45	Download	View eCards Status

4. Download an .xls file of eCards issued to the TC by the Distributor by clicking the Download button next to a specific order/request. .xls example shown below.

eCard Status

From this page, you can view the status of the eCards you have requested. You can also scroll down to view your eCard assignments to your Instructors.

eCard Requests

| Refresh | Select Range ▾ | | | | | View All | |

Request Completed by:	Course	Qty	Status of Request	Date of Request	Download eCard Codes	eCard Status
AHA Center	PALS	100	approved	05/15/2014 09:46	Download	View eCards Status
AHA Center	ACLS	100	approved	05/14/2014 15:11	Download	View eCards Status
Channing Bete	BLS for Healthcare Providers	20	approved	05/07/2014 15:45	Download	View eCards Status

	A	B	C	D
1	eCard Code	eCard Type	TC ID	Creation Date
2	134565335361	PALS	TXA0003	2013-03-21
3	134561167371	PALS	TXA0003	2013-03-21
4	134564845133	PALS	TXA0003	2013-03-21
5				

5. View the status of the eCards available to be assigned to students.

eCard Status

From this page, you can view the status of the eCards you have requested. You can also scroll down to view your eCard assignments to your Instructors.

eCard Requests

Refresh		Select Range ▼				View All	

Request Completed by:	Course	Qty	Status of Request	Date of Request	Download eCard Codes	eCard Status
AHA Center	PALS	100	approved	05/15/2014 09:46	Download	View eCards Status
AHA Center	ACLS	100	approved	05/14/2014 15:11	Download	View eCards Status
Channing Bete	BLS for Healthcare Providers	20	approved	05/07/2014 15:45	Download	View eCards Status

eCard Status

eCard Code	Status	Student First Name	Student Last Name	Student Email Address
144506450614	Available			
144509325608	Available			
144501341470	Available			
144504500386	Available			
144505728257	Available			
144506565141	Available			

From the BOTTOM section of the eCard Status page, called "eCard Assignments to Instructors," shown below, the TCC is able to perform the following actions, using the same type of functionality shown above.

1. View the status of eCard assignments made to Instructors
2. View a range of last eCard assignments to Instructors
3. Refresh the status of assignments using the Refresh button
4. Download an .xls file of eCard codes issued to an Instructor for an assignment
5. View the status of the eCards available to be assigned to students

eCard Assignments to Instructors

Refresh		Select Range ▼				View All	

eCards Assigned to:	Course	Qty	Status of Assignment	Date of Assignment	Edit Assignment	Download eCard Codes	eCards Status
Robin Crawford	PEARS	6	approved	05/20/2014 14:54		Download	View eCards Status
Robin Crawford	PEARS	6	approved	05/19/2014 11:25		Download	View eCards Status
Robin Crawford	ACLS	6	approved	05/19/2014 10:16		Download	View eCards Status
BHCS Instructor One	BLS for Healthcare Providers	2	approved	05/15/2014 10:08		Download	View eCards Status

AHA My Cards – TCC or TC Admin

In the event that the student does not receive the email from the AHA containing instructions to access his or her eCard, the

TRAINING CENTRAL
▸ My Courses
▸ My Training Center Agreement
▾ My Cards

Please click the links below to manage your eCards.

•eCard Inventory

•Assign eCards to Instructors

•Assign eCards to Students

•Email eCards to Students

•Edit eCards

•eCard Status

•Reclaim eCards from Instructors

•Resend eCards

Resend eCards

Search for the eCard to resend by entering the course date, student name, eCard Code or email address below

| Course Date | First Name | Last Name | eCard Code | Email | Search |

Return to My Dashboard

AHA My Cards – TCC or TC Admin

In the event that the student does not receive the email from the AHA containing instructions to access his or her eCard, the Email eCards to Students page offers two alternate options for the TCC, TC Admin or Instructor to resend the email to the student so he or she can claim the eCard. These options are available from the column labeled, "Alternate Options for Student to Claim eCard." Instructions for either option are shown when the user hovers over one of the two hyperlinks in the column.

The TCC, TC Admin or Instructor can either

1. Click the "View Student Login Page" link to access the student's login page. From that page, the user may copy the URL at the top of the page and paste it into an email that the user can send the student from the user's email server.

   OR

2. If using the Microsoft Outlook email server, click the "Email Link to Claim eCard" link to open an email in Outlook that contains the individual student's URL to claim the eCard.

: Name	Email	Phone(optional)	Alternate Options for Student to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard

Option #1 will open the Student Profile page, as shown below. From this page, the user may copy the URL at the top of the page and paste it into an email that the user can send the student from the user's email server.

Option #2 will open an email in the Outlook email server. The email will contain the URL that the student may use to claim his or her AHA eCard.

Email eCards to Students page offers two alternate options for the TCC, TC Admin or Instructor to resend the email to the student so he or she can claim the eCard. These options are available from the column labeled, "Alternate Options for Student to Claim eCard." Instructions for either option are shown when the user hovers over one of the two hyperlinks in the column.
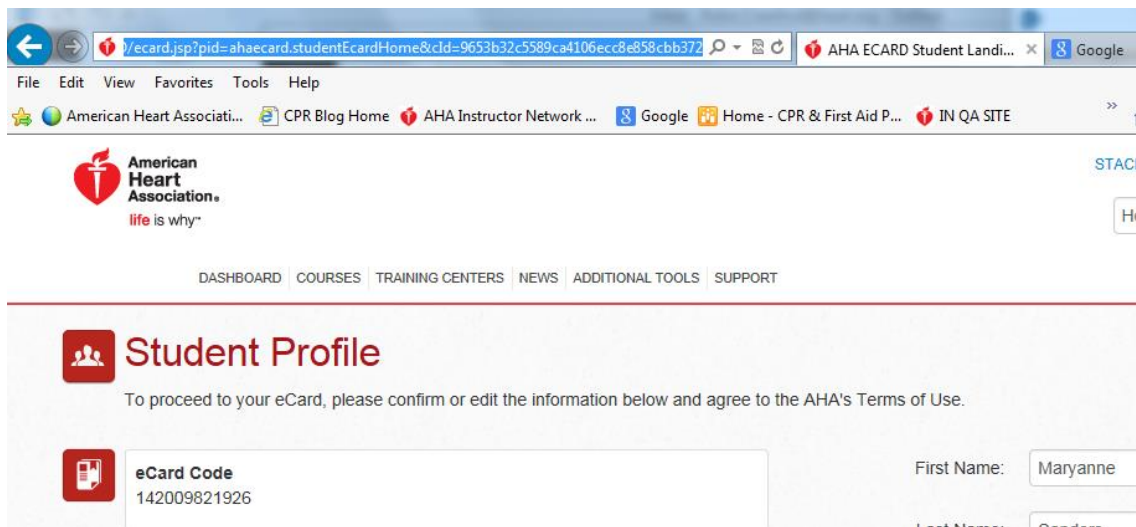
The TCC, TC Admin or Instructor can either
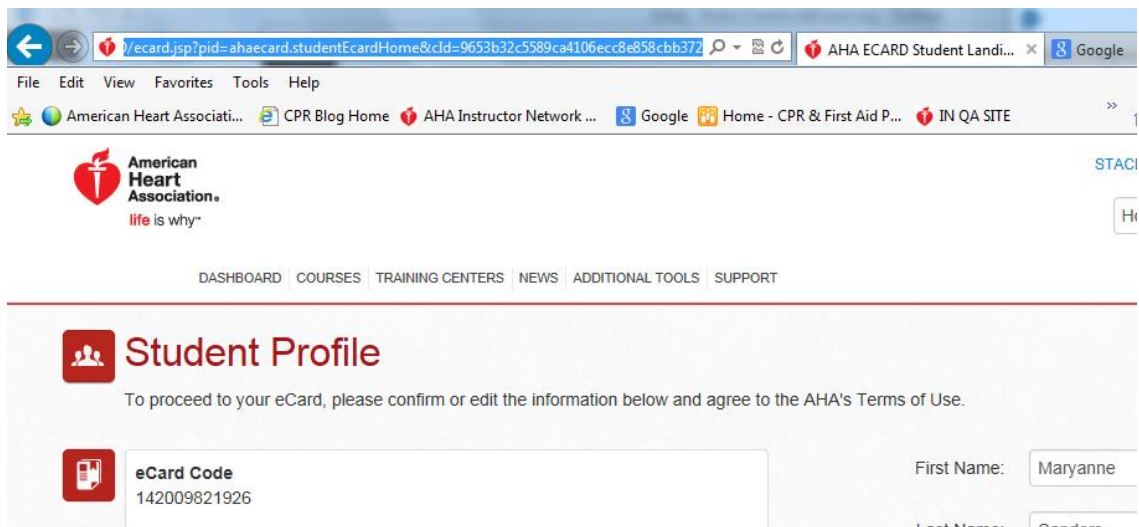
3. Click the "View Student Login Page" link to access the student's login page. From that page, the user may copy the URL at the top of the page and paste it into an email that the user can send the student from the user's email server.

   OR

4. If using the Microsoft Outlook email server, click the "Email Link to Claim eCard" link to open an email in Outlook that contains the individual student's URL to claim the eCard.

: Name	Email	Phone(optional)	Alternate Options for Student to Claim eCard
	robin.crawford@heart.org		View Student Login Page	Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page	Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page	Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page	Email Link to Claim eCard

Option #1 will open the Student Profile page, as shown below. From this page, the user may copy the URL at the top of the page and paste it into an email that the user can send the student from the user's email server.

Option #2 will open an email in the Outlook email server. The email will contain the URL that the student may use to claim his or her AHA eCard.

END TCC PROCESS

AHA My Cards – Instructor

To access the My Cards tool, please follow the steps below:

1. Go to the AHA Instructor Network - www.ahainstructornetwork.org.

2. Enter your username/password and click the Submit button (the AHA Instructor Network My Dashboard will display).

3. In the lower right side of your dashboard page, you will see the Training Central widget (as shown below).

4. Click on the My Cards tab to expand the window and access the functionality (indicated by the blue links).

AHA My Cards – Instructor

eCard Inventory

From the My Cards menu, the Instructor can view his or her inventory of eCards by clicking the eCard Inventory link.

Below is the eCard Inventory page. This page displays the available quantity of eCards by Product Number and Course for the Instructor to assign and email to students.

> **Note**: There is no functionality on the inventory view.

To return to your AHA Instructor Network My Dashboard page from your eCard Inventory, click the Return To My Dashboard button at the bottom of the page.

eCard Inventory

This page shows your available eCard inventory. There are no actions from this page.

Product Number	Course	Available Quantity
90-3000	ACLS	98
90-3001	BLS for Healthcare Providers	75
90-3005	Heartsaver CPR AED	85
90-3004	Heartsaver First Aid	86
90-3006	Heartsaver First Aid CPR AED	20
90-3007	Heartsaver Pediatric First Aid CPR AED	14
90-3002	PALS	83
90-3003	PEARS	92

Return to My Dashboard

AHA My Cards – Instructor

Assign eCards to Students

The Assign eCards to Students functionality allows the Instructor to email eCards to students, based on the inventory that has been assigned to the Instructor by his/her TCC or TC Admin, after assigning eCards based on the Course and Instructor. To assign eCards to Students, the Instructor clicks the Assign eCards to Students link.
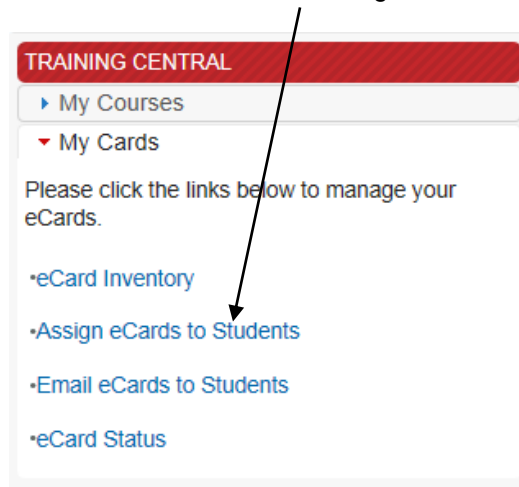
The system displays the Assign eCards to Students screen shown below:

To assign eCard to students, the Instructor completes the following:
1. Select the Course
   a. The Quantity Available field is populated when the Course is selected.
2. Select the Training Center
   a. More than one TC will appear in the dropdown list ONLY if the Instructor has a Primary and Secondary TC alignment
3. Enter Requested Quantity
4. Click the Submit button

When the Instructor clicks the Submit button, the system will display the request confirmation below:

Confirm eCard Assignment

Course: **BLS for Healthcare Providers**	
Training Center: **Baylor Health Care System**	
Quantity: **6**	

[Submit] [Edit] [Cancel]

> Click the Edit button to return to assignment screen

> Click the CANCEL button to return to the Instructor Network dashboard

When confirmed, the Instructor clicks the Submit button. On the next screen, TCs or TC Admins will enter the student information and click the Submit button, which will send AHA eCards to students. To prevent users from emailing eCards to students prematurely, the pop-up window below will appear before users are able to reach the Email eCards to Students page.

Click OK to continue, or Cancel if you are not ready to issue eCards to students.

ALERT:

On this page, you will be entering Student information and submitting it. Clicking the **Submit** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **Submit** button.

[OK] [Cancel]

The system processes the request and displays the Email eCards to Students page below:

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	Phone(optional)
132003062096				
132007308642				
132004561198				
132004235049				
132002766234				
132003882537				

[Submit] [Download] [Cancel] [Upload Student List]

AHA My Cards – Instructor

Email eCards to Students – Manual Process

To email eCards to students, the Instructor can either enter student information manually OR the Instructor can upload a file containing the necessary data. To manually enter, the Instructor will type in the following student information:

1. First Name
2. Last Name
3. Email address
4. Phone # (optional)
5. For Heartsaver courses, the TCC or TC Admin will also have to check a checkbox next to the optional modules that the student completed.

Once complete, the Instructor clicks the Submit button. The system processes and returns the Instructor to the Email eCards to Students page, as shown below.

Email eCards to Students

Below, click the "email eCards" button next to the Course name, quantity and assignment date for which you want to assign eCards to students.

Course	Qty	Date of Assignment	Email eCards
ACLS	5	05/20/2014 15:04	Email eCards
ACLS	6	05/19/2014 11:28	Email eCards
ACLS	6	05/19/2014 10:41	Email eCards
ACLS	6	05/19/2014 10:24	Email eCards

Click the Email eCards button to email eCards to students

To return to emailing eCards to students from that Course/Instructor assignment, click the "Email eCards button" next to the assignment.

You will now see that the student information (First Name/Last Name/Email/Phone (if entered)) the TCC entered previously will be populated in the information fields. The populated fields will be grayed out and will not be editable, indicating that the eCard(s) have been emailed to the student(s), as shown below.

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	Phone(optional)	Alternate Options for Student to Claim eCard
142008611666	Charlie	Rye	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
142003426749	April	Wilson	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
142004481225	Peter	Parker	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
142009821926	Maryanne	Sanders	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard

Submit   Download   Cancel   Upload Student List

AHA My Cards – Instructor

Email eCards to Students – Upload Student List

To upload a file containing the student information, you will first need to have the following information in an .xls or .csv file, saved to your computer:

1. First Name
2. Last Name
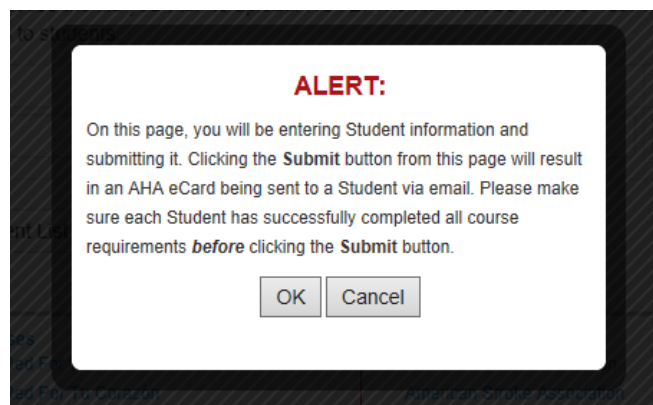3. Email address
4. Phone # (optional)

NOTE: Sample templates for the Student List upload will be available in .xls and .csv formats on the AHA Instructor Network at the launch of the My Cards tool.

NOTE: You must have a header row (see template).

From the Email eCards screen, click the "Upload Student List" button below the eCard fields. You will be prompted to browse for the file on your computer as shown below by clicking the "Browse…" button. Once you have selected the file to upload, click the "Upload" button.

NOTE: The number of eCards in the assignment should be equal to the number of lines of student information contained within the .xls or .csv file. You will receive an error message if the number of lines of student information is greater than the number of eCards available in the assignment. If the number of lines of student information is fewer than the number of eCards available, you will be able to proceed with the upload, but will have to manually populate the remaining eCard fields.

NOTE: Again, before the user is able to reach the Email eCards to Students page, a warning message will be displayed to alert the user that an AHA eCard will be issued upon clicking the Submit button. Click OK to continue, or Cancel if you are not ready to issue eCards.

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	
141003943416		
141009155596		
141008888352		
141006881161		
141004838488		

Select the Student List you would like to upload. The file must be in .xls or .csv format.

C:\Users\robin.crawford\Documents\Internal (Browse...

Upload   Cancel

Submit   Download   Cancel   Upload Student List

Once the Instructor clicks upload, the blank fields will be populated with the student information in the uploaded .xls or .csv file, as shown below:

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	Phone(optional)
141003943416	John	Doe	john.doe@abc.com	
141009155596	Jane	Doe	Jane.doe@cde.com	
141008888352	Jack	Spratt	jack.spratt@mothergoose.com	
141006881161	Jill	Spratt	jill.spratt@mothergoose.com	
141004838488	Mike	Douglas	mike.douglas@hollywood.com	

Submit   Download   Cancel   Upload Student List

Click the "Submit" button to complete emailing the eCards to students. Once the emails have been processed, you will be returned to the Email eCards to Students page, as shown below:

Email eCards to Students

Below, click the "email eCards" button next to the Course name, quantity and assignment date for which you want to assign eCards to students.

Course	Qty	Date of Assignment	Email eCards
ACLS	5	05/20/2014 15:04	Email eCards
ACLS	6	05/19/2014 11:28	Email eCards
ACLS	6	05/19/2014 10:41	Email eCards
ACLS	6	05/19/2014 10:24	Email eCards

Click the "Email eCards" button next to your assignment of eCards to students to see that the eCards were successfully emailed (student information fields will be populated and grayed out), as shown below:

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file con upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the stud the fields below, click the "Submit" button to email eCards to students.

eCard Code	First Name	Last Name	Email	
141003943416	John	Doe	john.doe@abc.com	
141009155596	Jane	Doe	Jane.doe@cde.com	
141008888352	Jack	Spratt	jack.spratt@mothergoose.com	
141006881161	Jill	Spratt	jill.spratt@mothergoose.com	
141004838488	Mike	Douglas	mike.douglas@hollywood.com	

Submit   Download   Cancel   Upload Student List

AHA My Cards – Instructor

Resend eCard Email to Students

In the event that the student does not receive the email from the AHA containing instructions to access his or her eCard, the Email eCards to Students page offers two alternate options for the TCC, TC Admin or Instructor to resend the email to the student so he or she can claim the eCard. These options are available from the column labeled, "Alternate Options for Student to Claim eCard." Instructions for either option are shown when the user hovers over one of the two hyperlinks in the column.

The TCC, TC Admin or Instructor can either

1. Click the "View Student Login Page" link to access the student's login page. From that page, the user may copy the URL at the top of the page and paste it into an email that the user can send the student from the user's email server.

   OR

2. If using the Microsoft Outlook email server, click the "Email Link to Claim eCard" link to open an email in Outlook that contains the individual student's URL to claim the eCard.

Name	Email	Phone(optional)	Alternate Options for Student to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard
	robin.crawford@heart.org		View Student Login Page | Email Link to Claim eCard

Option #1 will open the Student Profile page, as shown below. From this page, the user may copy the URL at the top of the page and paste it into an email that the user can send the student from the user's email server.

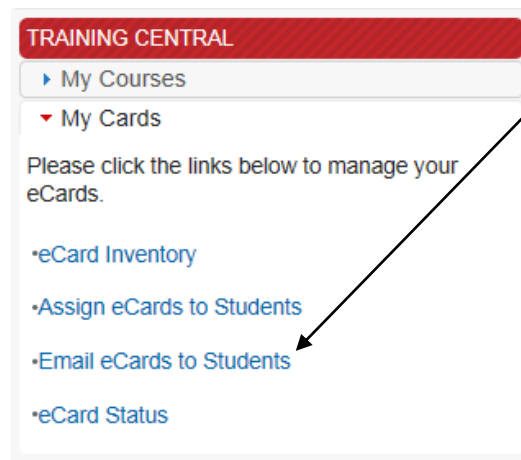Option #2 will open an email in the Outlook email server. The email will contain the URL that the student may use to claim his or her AHA eCard.

http://www.ahainstructornetworkqa.americanheart.org/AHAECARD/ecard.jsp?pid=ahaecard.studentEcardHome&cId=172803001633603e08c530fb3c6052cc

AHA My Cards – Instructor

From the My Cards menu, the Instructor can easily return to the Email eCards to Students page to complete sending eCards to students from a previous assignment. To return to this functionality, click the Email eCards to Students link.
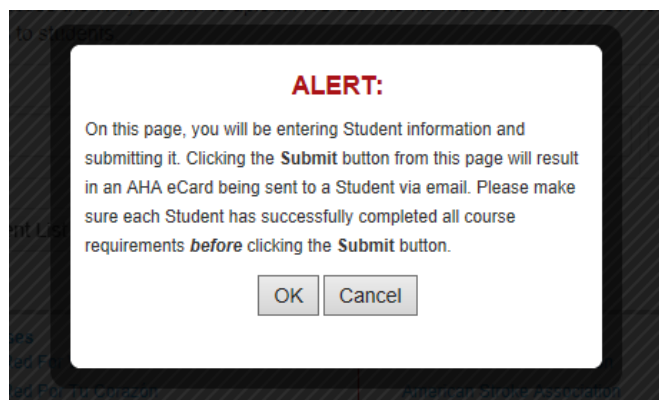

The system will display the Email eCards to Students page, as shown below:

Simply click the "Email eCards" button next to the assignment of eCards to students that you are ready to complete to return to emailing eCards (example below).

On the next screen, the Instructor will enter the student information and click the Submit button, which will send AHA eCards to students. To prevent users from emailing eCards to students prematurely, the pop-up window below will appear before users are able to reach the Email eCards to Students page.

Click OK to continue, or Cancel if you are not ready to issue eCards to students.

Once the OK button is clicked, the Email eCards to Students page will display as shown below.

Email eCards

Below are the eCards that can be emailed to students. To email eCards, you may manually enter the student information OR you may upload a file containing the student information. To upload a file, click the "Upload Student List" button and choose the file you wish to upload. NOTE: The file must be in .xls or .csv format. Once the student information has been populated in the fields below, click the "Submit" button to email eCards to students.

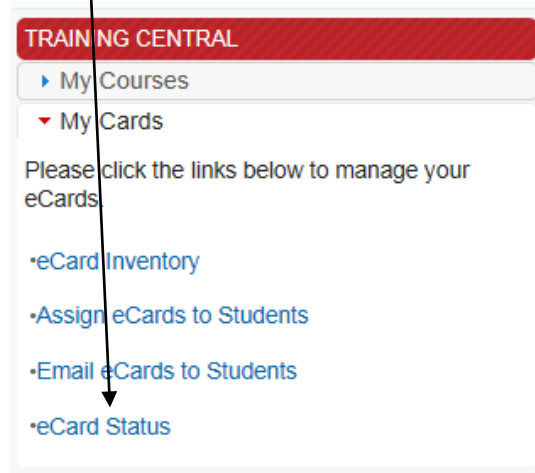| eCard Code	First Name	Last Name	Email	Phone(optional)
132003536520	Stacey ✕			
132003523886				
132004339750				
132007858122				
132004114704				

Submit   Download   Cancel   Upload Student List

AHA My Cards – Instructor

To view the eCard Status page, click the eCard Status link from the My Cards menu.

The eCard Status page, shown below, will display:

From this page, the Instructor is able to
1. View the status of eCard assignments made by their TCC, shown below:

2. View a range of last eCard assignments, shown below:

eCard Status

Refresh	Select Range			
	Last 30 Requests			
	Last 60 Requests			

eCards Assigned By:	Course	Qty	Status of Assignment	Date
Baylor Health Care System	PEARS	6	approved	05/20

3. Refresh the status of assignments using the Refresh button

eCard Status

Refresh	Select Range ▼				View All

eCards Assigned By:	Course	Qty	Status of Assignment	Date of Assignment	Download eCard Codes	eCard Status
Baylor Health Care System	PEARS	6	approved	05/20/2014 14:54	Download	View eCards Status
Baylor Health Care System	PEARS	6	approved	05/19/2014 11:25	Download	View eCards Status
Baylor Health Care System	ACLS	6	approved	05/19/2014 10:16	Download	View eCards Status
Baylor Health Care System	PALS	20	approved	05/15/2014 09:48	Download	View eCards Status
Baylor Health Care System	PEARS	20	approved	05/15/2014 09:06	Download	View eCards Status

4. Download an .xls file of eCard codes issued by assignment, shown below:

eCard Status

Refresh	Select Range ▼				View All

eCards Assigned By:	Course	Qty	Status of Assignment	Date of Assignment	Download eCard Codes	eCard Status
Baylor Health Care System	PEARS	6	approved	05/20/2014 14:54	Download	View eCards Status
Baylor Health Care System	PEARS	6	approved	05/19/2014 11:25	Download	View eCards Status
Baylor Health Care System	ACLS	6	approved	05/19/2014 10:16	Download	View eCards Status
Baylor Health Care System	PALS	20	approved	05/15/2014 09:48	Download	View eCards Status

A1	fx	eCard Code		

	A	B	C	D
1	eCard Code	eCard Type	TC ID	Creation Date
2	145005740069	PEARS	TX05056	2014-04-09
3	145001454694	PEARS	TX05056	2014-04-09
4	145002003684	PEARS	TX05056	2014-04-09
5	145002824821	PEARS	TX05056	2014-04-09
6	145003525764	PEARS	TX05056	2014-04-09
7	145003286572	PEARS	TX05056	2014-04-09

5. View the status of the eCards available to be assigned to students, shown below:

eCard Status

Refresh	Select Range ▾	View All

eCards Assigned By:	Course	Qty	Status of Assignment	Date of Assignment	Download eCard Codes	eCard Status
Baylor Health Care System	PEARS	6	approved	05/20/2014 14:54	Download	View eCards Status
Baylor Health Care System	PEARS	6	approved	05/19/2014 11:25	Download	View eCards Status
Baylor Health Care System	ACLS	6	approved	05/19/2014 10:16	Download	View eCards Status
Baylor Health Care System	PALS	20	approved	05/15/2014 09:48	Download	View eCards Status

eCard Status

eCard Code	Status	Student First Name	Student Last Name	Student Email Address
145005740069	Available			
145001454694	Available			
145002003684	Available			
145002824821	Available			
145003525764	Available			
145003286572	Available			

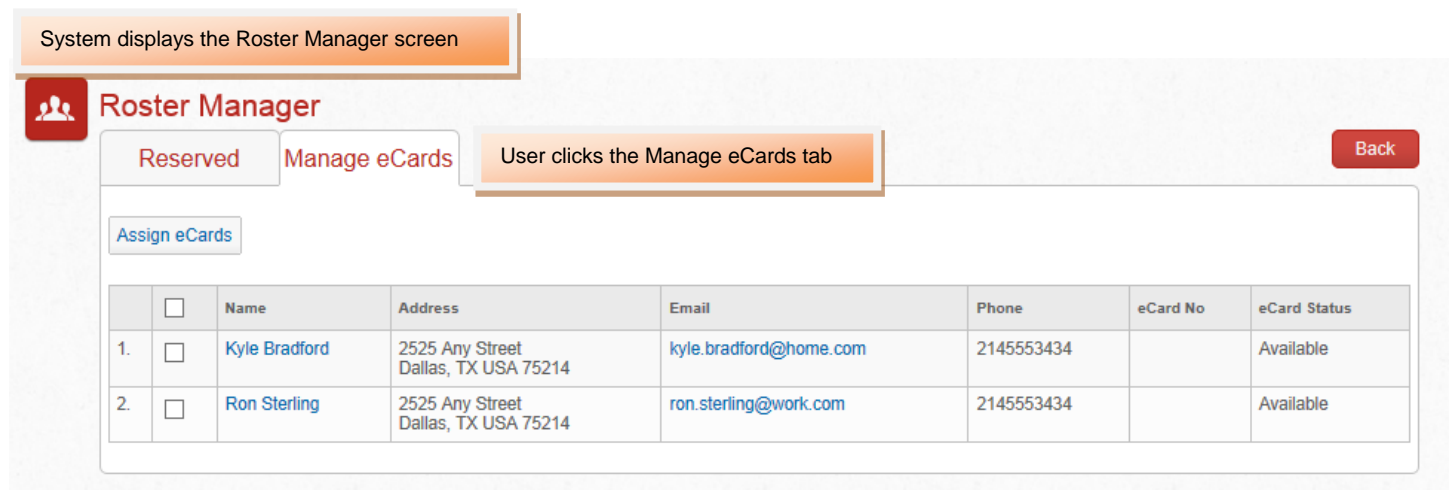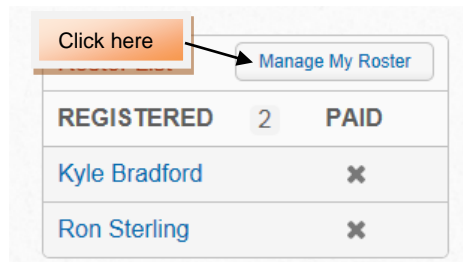| Return to My Dashboard |
|---|

END PROCESS

AHA My Cards – TCC, TC Admin or Instructor

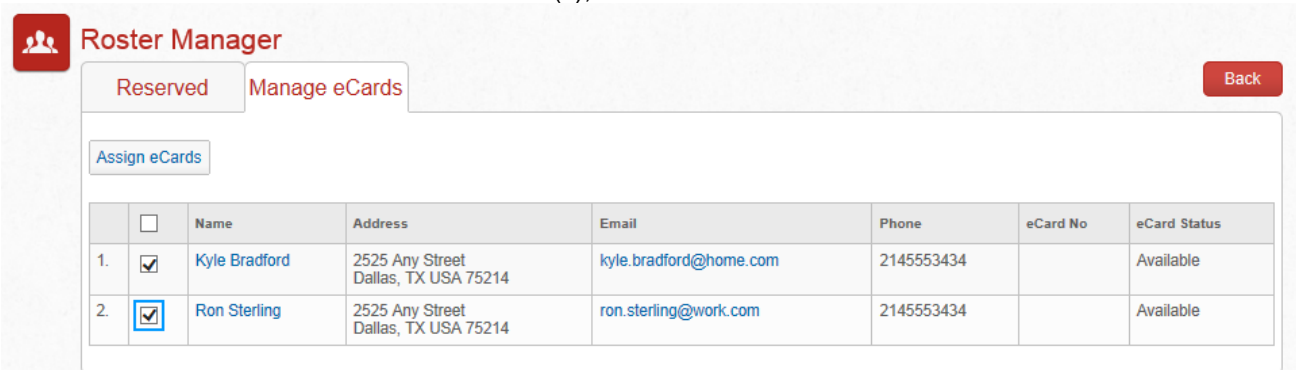**Assign eCards to Students using My Courses – via Roster Manager**

If the TCC, TC Admin or Instructor uses the My Courses system, they can assign eCards to students via the My Courses Roster Manager.

When a student roster has been built in My Courses, the User clicks the Manage My Roster link from the My Courses Edit Existing Class link and the Roster Manager page will display as shown below:

Click here → Manage My Roster

REGISTERED	2	PAID
Kyle Bradford	✖	
Ron Sterling	✖	

System displays the Roster Manager screen

Roster Manager

| Reserved | Manage eCards | User clicks the Manage eCards tab | Back |

Assign eCards

		Name	Address	Email	Phone	eCard No	eCard Status
1.	☐	Kyle Bradford	2525 Any Street Dallas, TX USA 75214	kyle.bradford@home.com	2145553434		Available
2.	☐	Ron Sterling	2525 Any Street Dallas, TX USA 75214	ron.sterling@work.com	2145553434		Available

The steps to assign eCard codes are as follows:
1. Click in the checkbox next to the student name(s), as shown below.

Roster Manager

| Reserved | Manage eCards | | Back |

Assign eCards

		Name	Address	Email	Phone	eCard No	eCard Status
1.	☑	Kyle Bradford	2525 Any Street Dallas, TX USA 75214	kyle.bradford@home.com	2145553434		Available
2.	☑	Ron Sterling	2525 Any Street Dallas, TX USA 75214	ron.sterling@work.com	2145553434		Available

2. Click the Assign eCards button
   a. System will display success message (shown below)
   b. System will send an email notification to all students who have been assigned an eCard code as shown below (eCard Status reflects "Emailed;" once student has claimed an eCard, the status will show as "Claimed")
   c. System associates eCard to student

eCards were assigned successfully.

👥 Roster Manager

| Reserved | Manage eCards | | | | | |

Assign eCards

		Name	Address	Email	Phone	eCard No	eCard Status
1.	☐	Kyle Bradford	2525 Any Street Dallas, TX USA 75214	kyle.bradford@home.com	2145553434	144503191113	Emailed
2.	☐	Ron Sterling	2525 Any Street Dallas, TX USA 75214	ron.sterling@work.com	2145553434	144505975150	Emailed

AHA My Cards – Student

Students who have been assigned an eCard will first receive an email (sample below) inviting them to claim their eCard online.

From the email, the student will click on the hyperlink Click here to view your online eCard . The Student Profile webpage will display:
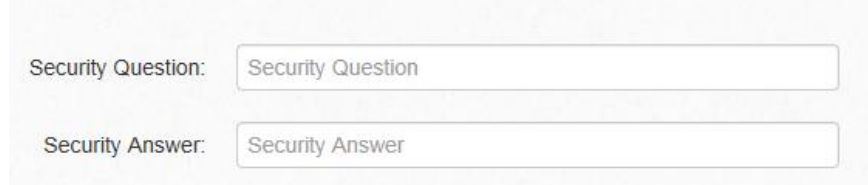

The Student Profile page is pre-populated with the the following non-editable information:
- eCard Code
- Instructor Info
- Training Center Info

Students may edit the information on the right-hand side of the Student Profile screen by typing directly over the fields. Editable information includes:

- First Name
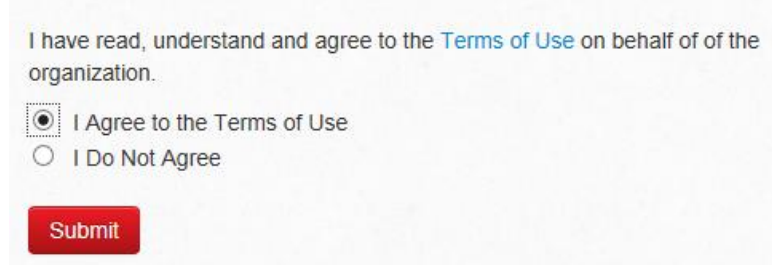- Last Name
- Email Address
- Phone (optional)

Students must then set up a security question and answer that they will use to access their eCard Profile in the future.

Security Question: [Security Question   ]

Security Answer: [Security Answer   ]

Finally from this page, the student must agree to the Terms of Use for the website. To view the Terms of Use, the student can click the hyperlink "Terms of Use."
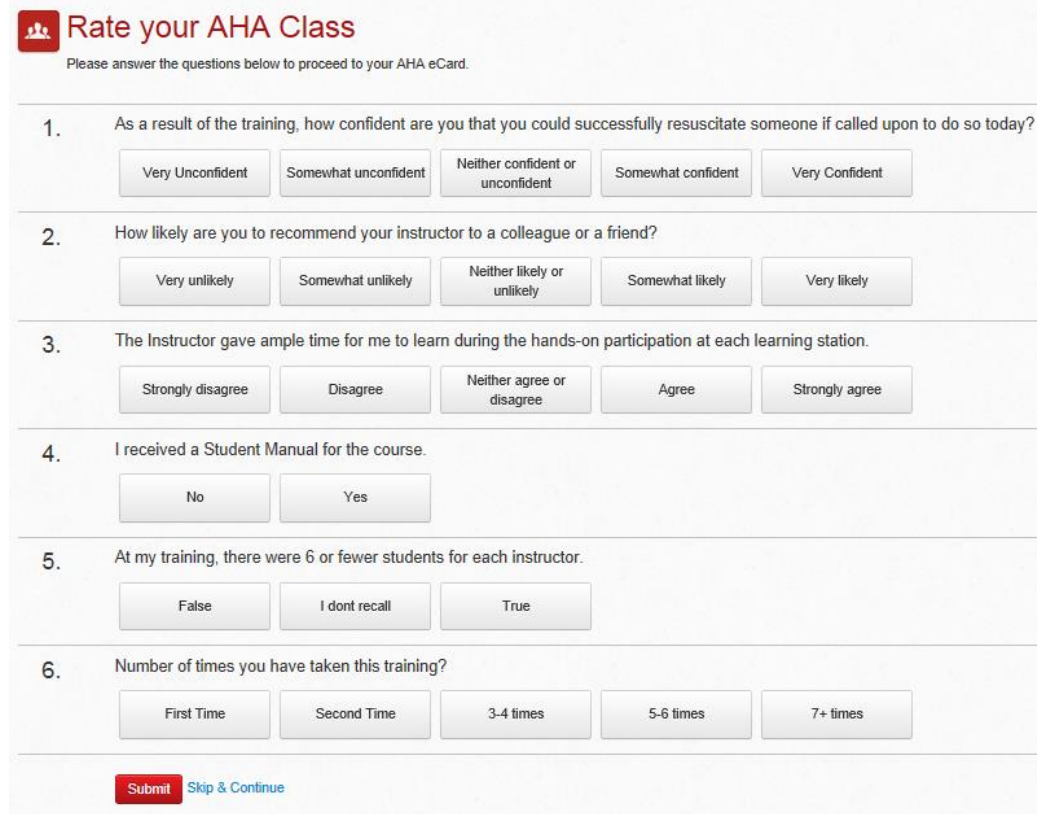
I have read, understand and agree to the Terms of Use on behalf of of the organization.

◉ I Agree to the Terms of Use
○ I Do Not Agree

Submit

Once the student agrees to the Terms of Use and clicks Submit, the system will display the Rate Your Class page below.

Rate your AHA Class

Please answer the questions below to proceed to your AHA eCard.

1. As a result of the training, how confident are you that you could successfully resuscitate someone if called upon to do so today?

| Very Unconfident | Somewhat unconfident | Neither confident or unconfident | Somewhat confident | Very Confident |

2. How likely are you to recommend your instructor to a colleague or a friend?

| Very unlikely | Somewhat unlikely | Neither likely or unlikely | Somewhat likely | Very likely |

3. The Instructor gave ample time for me to learn during the hands-on participation at each learning station.

| Strongly disagree | Disagree | Neither agree or disagree | Agree | Strongly agree |

4. I received a Student Manual for the course.

| No | Yes |

5. At my training, there were 6 or fewer students for each instructor.

| False | I dont recall | True |

6. Number of times you have taken this training?

| First Time | Second Time | 3-4 times | 5-6 times | 7+ times |

Submit Skip & Continue

Rate your AHA Class

Please answer the questions below to proceed to your AHA eCard.

1. As a result of the training, how confident are you that you could successfully resuscitate someone if called upon to do so today?

| Very Unconfident | Somewhat unconfident | Neither confident or unconfident | Somewhat confident | **Very Confident** |

2. How likely are you to recommend your instructor to a colleague or a friend?

| Very unlikely | Somewhat unlikely | Neither likely or unlikely | Somewhat likely | **Very likely** |

3. The Instructor gave ample time for me to learn during the hands-on participation at each learning station.

| Strongly disagree | Disagree | Neither agree or disagree | Agree | **Strongly agree** |

4. I received a Student Manual for the course.

| No | **Yes** |

5. At my training, there were 6 or fewer students for each instructor.

| False | I dont recall | True |

6. Number of times you have taken this training?

| First Time | Second Time | 3-4 times | 5-6 times | 7+ times |

Submit Skip & Continue

> **Student simply clicks on the answer of choice for each question**

Once the student has answered all six questions and clicked Submit, the student's eCard will be displayed on the webpage (sample shown below).

American Heart Association®
life is why™

How Can We Help?

DASHBOARD | COURSES | TRAINING CENTERS | NEWS | ADDITIONAL TOOLS | SUPPORT

ACTIVE

American Heart Association®
life is why™

Maryanne Sanders

has successfully completed

Healthcare Provider
eCard Code: 142009821926

Issued:
09/23/2014

Recommended Renewal Date:
09/2016

Baylor Health Care System
Training Center ID: TX05056
3500 Gaston Ave , Dallas TX 75246-2017

Instructor: Joey TestInstructor
Instructor ID: 05140246734

Scan this code from your mobile device to view your eCard.

Students may view their AHA eCards profile at www.heart.org/cpr/mycards.
Employers, visit www.heart.org/cpr/mycards to validate AHA eCards.

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Print View My eCards

> **Click the PRINT button to print the eCard.**

AHA My Cards – Student

From the eCard page, the student can also click the View My eCards button to view his or her eCard Profile page, shown below.

After claiming an eCard online, the student will also receive a follow-up email from the AHA (shown below) thanking the student for claiming his or her eCard.

This email contains a link that the student can click to access his or her eCard Profile.

PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS. YOU WILL NOT RECEIVE A RESPONSE TO REPLIES TO THIS EMAIL ADDRESS.

Dear Joseph Sanders,

Thank you for accessing the My Cards system and claiming your eCard.

My Cards will store all of your claimed online eCards in your Student Profile, which has already been created for you. To view this eCard (and additional eCards) please click on the link below.

Click here to view all of your claimed eCards

To access your My Cards Student Profile without the above link, go to www.heart.org/cpr/mycards and log in using your first name, last name and email address.

Thank you and congratulations on completing your AHA class!!

American Heart Association

This email also includes the URL that the student may visit in the future to log into his or her eCard Profile: www.heart.org/cpr/mycards. This page is shown below. To log into the eCard Profile, the student simply enters his or her First Name, Last Name and Email Address (must be the email address the student used to claim the eCard). Or, the student can log in by entering the eCard Code found on the eCard. The student will be prompted to enter the security answer created when he or she initially claimed the eCard.

Also from this page, an employer may verfiy the authenticity of an eCard by entering the eCard Code found on the eCard.

Welcome to My Cards

Students:

Access your AHA eCard Profile or eCard

To access your complete eCard profile, please log in by entering your first and last name and email address below. OR, if you have your eCard code, enter it below to access the eCard for that code.

First Name
OR
Enter eCard Code

Last Name

Email Address

Submit

Employers:

Verify an AHA eCard

To verify an eCard, please enter the eCard code you wish to verify.

Enter eCard Code

Submit

END PROCESS