

Assigning E-Cards

Log into the Instructor Network

<http://ahainstructornetwork.americanheart.org>


- Go to your Dashboard
- Click “ecards”


The screenshot shows the American Heart Association Instructor Network Dashboard. A red circle highlights the 'DASHBOARD' link in the top navigation bar. A red arrow points from the 'ecards' link in the left sidebar to the 'eCards' section in the main content area. The 'eCards' section contains a list of training materials with their respective counts.

Training Material	Count
ACLS EP	0
ACLS EP Instructor	0
ACLS Instructor	0
ACLS Provider	0
BLS Instructor	0
BLS Provider	24
Heartsaver CPR AED	0
Heartsaver First Aid	0
Heartsaver First Aid CPR AED	0
Heartsaver for K-12 Schools	0


You will be redirected to the MANAGE ECARDS page.

Ensure the INVENTORY SOURCE drop-down states “My Instructor Inventory”

MANAGE ECARDS ▾



Please note that your session will time out after 30 minutes of inactivity.



eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Instructor Inventory ▾

	Course ▾	Available Quantity ▾	Product Number ▾
▶	BLS Provider	1	15-3001

Showing 1 to 1 of 1 entries

- This bar will display the cards in your inventory
 - This example shows 1 BLS Provider card available

Click this arrow to expand the section

eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Instructor Inventory

	Course	Available Quantity	Product Number						
	BLS Provider	1	15-3001						
<table><tr><th>Training Center</th><th>eCard Location</th><th>Available Quantity</th></tr><tr><td>Conway Regional Health System</td><td></td><td>1</td></tr></table>				Training Center	eCard Location	Available Quantity	Conway Regional Health System		1
Training Center	eCard Location	Available Quantity							
Conway Regional Health System		1							
<div>ASSIGN TO STUDENTS</div>									

Showing 1 to 1 of 1 entries

Click "ASSIGN TO STUDENTS" to begin.

- Ensure all information is correct
- Enter the quantity of ecards you are assigning
- Click “SUBMIT”



MANAGE ECARDS ▾

Assign to Students

* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

COURSE *

BLS Provider ▾

INVENTORY SOURCE * ?

My Instructor Inventory ▾

SELECT

☒ Training Center ☐ eCard Location

Mark this option

TRAINING CENTER *

Conway Regional Health System ▾

INSTRUCTOR *

Tilli Watson - 09160496695 ▾

SUBMIT

AVAILABLE ECARDS QUANTITY

1

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION



1

OR

☐ Upload student list in xls or xlsx format

Assign to Students

* Asterisk indicates a required field.

 Watch Video Tutorial  Step-by-Step Guide



Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?


[Learn more about claiming an eCard via SMS/text.](#)



COURSE *

BLS Provider



INVENTORY SOURCE * 

My Instructor Inventory



SELECT

☐ Training Center ☒ eCard Location



TRAINING CENTER *


Select Training Center




This is what your screen should look like before you enter the number of cards you want to release.
Instructor – Should read your name.

* Asterisk indicates a required field.

 Watch Video Tutorial  Step-by-Step Guide




Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?
[Learn more about claiming an eCard via SMS/text.](#)



COURSE *

BLS Provider

INVENTORY SOURCE * 

My Instructor Inventory

SELECT

☐ Training Center ☒ eCard Location

TRAINING CENTER *

Conway Regional Health System

ECARD LOCATION *

Conway Regional Training Center (AR04272-001)

INSTRUCTOR *

Tilli Watson - 09160496695

AVAILABLE ECARDS QUANTITY

2

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

☐ Upload student list in xls or xlsx format

SUBMIT

Enter number of cards that you are wanting to assign – This cannot exceed the number of “AVAILABLE ECARDS QUANTITY”

* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

?

Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?
[Learn more about claiming an eCard via SMS/text.](#)

×

COURSE *

BLS Provider

INVENTORY SOURCE * ?

My Instructor Inventory

SELECT

Training Center

eCard Location

TRAINING CENTER *

Conway Regional Health System

ECARD LOCATION *

Conway Regional Training Center (AR04272-001)

INSTRUCTOR *

Tilli Watson - 09160496695

AVAILABLE ECARDS QUANTITY

2

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

☐ Upload student list in xls or xlsx format

SUBMIT

- Enter required information for students
- Click “CONTINUE”

Assign eCards to Students



Hide Info ▾

Course	BLS Provider
Training Center	Conway Regional Health System
Instructor	Tilli Watson - 09160496695
Available eCards Quantity	1
Assign Quantity	1

SELECT COURSE DATE

Course date



Course Date	First Name	Last Name	Email	Mobile Phone (optional) ?	Delete
<div>Course Date</div> <div></div>	<div>First Name</div>	<div>Last Name</div>	<div>Email</div>	<div>xxx-xxx-xxxx</div>	<div></div>

CONTINUE

GO BACK

- CONFIRM the information you entered is correct.
- Click “FINISH”

Confirm

Confirm the information below is correct to finish assigning your eCards.

Course	BLS Provider
Training Center	Conway Regional Health System
Instructor	Tilli Watson - 09160496695
Available eCards Quantity	1
Assign Quantity	1

Clicking the **FINISH** 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 **FINISH** button.

Show 25 ▾ entries

Search:

Course Date ▾	First Name ▾	Last Name ▾	Email ▾	Mobile Phone ▾	Delete ▾
					

Showing 1 to 1 of 1 entries

Previous 1 Next

FINISH

GO BACK

- Assigning cards is now COMPLETE
- For your personal records, I highly suggest keeping the student list by clicking “DOWNLOAD” and saving the document.



MANAGE ECARDS ▾

[Hide Info ▾](#)

✓ Complete

Course	BLS Provider
Training Center	Conway Regional Health System
Instructor	Tilli Watson - 09160496695
New Available eCards Quantity	0
Assigned Quantity	1

Show ▾ entries

Search:

eCard Code ▾	Course Date ▾	First Name ▾	Last Name ▾	Email ▾	Mobile Phone ▾

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

DOWNLOAD

GO TO INVENTORY

Things to remember

- MUST obtain an active email address from class participants (one the student checks)
- The instructor network has a video tutorial and a downloadable document with instructions on how to assign cards
- ALWAYS download AND save the list of cards you assigned
- MUST submit a completed roster to Conway Regional Training Center to receive credit for teaching
- Ecards are the same price as the physical cards. (subject to change)
- Conway Regional Training Center will NOT distribute physical cards beginning January 20, 2020