



# Assigning eCards

A Step-by-Step Guide

# AHA Instructor Network

Log onto the AHA Instructor Network to manage eCards.

<https://ahainstructornetwork.americanheart.org>

To start using AHA's eCards, first place an order with SR-AHEC Training Center to get eCard inventory. You may place an order via email, fax, telephone, or in person.

# eCards: Additional Information

## eCard Prices

- BLS Provider                   \$6.00
- Heartsaver                   \$20.00  
(First Aid, CPR AED, First Aid CPR AED, & Pediatric First Aid CPR AED)
- ACLS Provider               \$10.00
- PALS Provider               \$10.00

**Each course participant must provide an email address** specific to that individual; multiple people cannot share a single email address. **The eCard system is not set up to send multiple eCards to the same email address.**

<https://ahainstructornetwork.americanheart.org>

VOLUNTEER WARNING SIGNS

### Sign In or Create an Account

Username / Email: \*

Password: \*

Remember Me

**Sign In**

[Forgot password](#)

New User? [Create an account](#)

**WARNING! Cookies Required.**  
The website you are trying to access will require cookies to be enabled.  
Please adjust your browser settings if you have disabled your cookies. [Enabling Cookies](#)

Username/Email is the email address you used when you first signed up for an AHA account.

If you do not remember, please contact Heather Stewart for the email address associated with your account.

If you do not remember your password, click the [Forgot password](#) link to reset it.

If you do not remember your login information please contact [Heather Stewart](#). Do not create a new account without contacting the [training center](#) for assistance.



VOLUNTEER

WARNING SIGNS

Search



DONATE

## CPR & First Aid Instructor Network

Heather Stewart

DASHBOARD

COURSES

TRAINING CENTERS

NEWS & ARCHIVES

ADDITIONAL TOOLS

PAM

HELP



INSTRUCTOR

Welcome,  
Heather!

**YOUR INSTRUCTOR ID:  
10102082306**

Disciplines

Dashboard

Alerts 1

My Inbox

Edit My Profile

My Courses

**eCards**

Instructor Search

EMS Student CE

## Dashboard

### Guidelines Instructor Updates

[Learn More](#)



All AHA Instructors must complete the Instructor Update Course in their discipline before teaching a 2015 Guidelines version course for the first time.

[Go to Instructor Update Courses](#)

### My Courses

Action

View All



START DATE	COURSE	INSTRUCTOR	TC ID
11/02/2017	<a href="#">BLS Provider</a>	Heather Stewart	NC04286
10/24/2017	<a href="#">BLS Provider</a>	Heather Stewart	NC04286

### Online Instructor Community

[Go to Community](#)

Discuss, Connect  
& Learn with  
Fellow Instructors



### 2015 Guidelines Course Materials

Print and digital formats  
for Instructor-Led and  
Blended Learning Training



**2015 Guidelines ACLS EP** - our most advanced course goes beyond ACLS training for advanced healthcare providers to improve outcomes in complex cardiovascular, respiratory, and other emergencies

**2015 Guidelines PEARS** - teaches providers how to manage respiratory distress, shock and cardiac arrest in patients

Get your copies today!

Print: [Contact your AHA Distributor](#)

eBook: Visit the [AHA eBook Store](#)

On the Dashboard page, click **eCards**

ards.heart.org/Inventory

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## CPR & FIRST AID INSTRUCTOR NETWORK

DASHBOARD COURSES TRAINING CENTERS NEWS & ARCHIVES ADDITIONAL TOOLS

**MANAGE ECARDS** 1

eCard Inventory

[Assign to Students](#) 2

View eCards Assigned to Students

Assign to Instructors

Assign to eCard Location

Reclaim eCards

eCard Status

Search eCards

Reports

Click on the INVENTORY My Training

from your inventory.

		Available Quantity	Product Number
▶	A	12	15-3000
▶	B	51	15-3001
▶	Heartsaver CPR AED	84	15-3004
▶	Heartsaver First Aid	24	15-3005
▶	Heartsaver First Aid CPR AED	73	15-3002
▶	Heartsaver Pediatric First Aid CPR AED	56	15-3003
▶	PALS Provider	15	15-3006
▶	PEARS Provider	15	15-3008

Showing 1 to 8 of 8 entries

1. Hover mouse pointer over **Manage eCards**
2. From the drop-down menu, select **Assign to Students**

1. Select Course
2. Select Inventory Source
3. Select Training Center
4. If not already shown, select Instructor Name
5. Enter the number of eCards you'd like to assign in the **Assign Quantity** field
6. Click **Submit**

Student/StudentAssignment

VOLUNTEER WARNING SIGNS SearchAHA/ASA Q DONATE

**CPR & FIRST AID**  
INSTRUCTOR NETWORK Heather Stewart

DASHBOARD COURSES TRAINING CENTERS NEWS & ARCHIVES ADDITIONAL TOOLS HELP PAM

MANAGE ECARDS

### Assign to Students

\* Asterisk indicates a required field. [Watch Video Tutorial](#) [Step-by-Step Guide](#)

1 COURSE \*  
BLS Provider

2 INVENTORY SOURCE \*  
My Instructor Inventory

3 SELECT  
 Training Center  eCard Location

TRAINING CENTER \*  
Southern Regional AHEC CTC

4 INSTRUCTOR \*  
Select Instructor  
Select Instructor  
Heather Stewart

5

AVAILABLE ECARDS QUANTITY  
0  
ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION  
OR  
 Upload student list in xls or xlsx format

AHA Instructor Network Customer Support:  
1-877-AHA-4CPR (1-877-242-4277)  
[ahainstructornetwork@heart.org](mailto:ahainstructornetwork@heart.org)  
Available 8 a.m. - 5 p.m. Central Time,  
Monday - Friday

[International Inquiries](#)  
[Global Web Support](#)

1. Select Course Date
2. Enter Student First Name
3. Enter Student Last Name
4. Enter Student Email Address
5. Click **Continue**

**NOTE:**

*The Course Date will autofill in all available spaces. You can manually enter and change the date if entering multiple courses.*

INSTRUCTOR NETWORK

DASHBOARD ▾ COURSES ▾ TRAINING CENTERS ▾ NEWS & ARCHIVES ▾ ADDITIONAL TOOLS ▾ HELP ▾ PAM

MANAGE ECARDS ▾

### Assign eCards to Students Hide Info ▾

Course	BLS Provider
Training Center	Southern Regional AHEC CTC
Instructor	Heather Stewart
Available eCards Quantity	51
Assign Quantity	2

**SELECT COURSE DATE**

1

Course Date	First Name	Last Name	Email	Phone (optional)	Delete
10/31/2017 2	Heather 3	Stewart 4	heather.stewart@sr-ahec.c	Phone	
10/31/2017	Andrea	Novak	indrea.novak@sr-ahec.org	Phone	

5 **CONTINUE** **GO BACK**

AHA Instructor Network Customer Support: 1-877-AHA-4CPR (1-877-242-4277) [International Inquiries](#)  
Global Web Support

1. Confirm that all listed information is correct
2. Click **Finish**

**NOTE:**

*There will not be a “Confirmation” box or page that indicates eCards were sent. You will know the eCards were sent when the bottom two buttons change from Finish & Go Back to Download & Return to Inventory.*

The screenshot shows a web browser window with the URL `ecards.heart.org/Student/StudentAssignment`. The page title is "Assign eCards to Students - Confirm". There is a "MANAGE ECARDS" button in the top left. A "Confirm" section with a yellow warning icon asks the user to confirm the information below. A table displays the following details:

Course	BLS Provider
Training Center	Southern Regional AHEC CTC
Instructor	Heather Stewart
Available eCards Quantity	51
Assign Quantity	2

Below the table, a message states: "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." There is a search bar and a "Show 25 entries" dropdown. A table lists the assigned students:

Course Date	First Name	Last Name	Email	Phone	Delete
10/31/2017	Heather	Stewart	heather.m.stewart97@gmail.com		
10/31/2017	Andrea	Novak	andrea.novak@sr-ahec.org		

At the bottom, there are two buttons: "FINISH" (highlighted with a red circle and the number 1) and "GO BACK" (highlighted with a red circle and the number 2). A pagination control shows "Showing 1 to 2 of 2 entries" and "Previous 1 Next".