Assigning eCards
A Step-by-Step Guide
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.
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.
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.
On the Dashboard page, click eCards.
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
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.
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**.