

[HOW TO ASSIGN ECARDS]

(this is the process after you have submitted your roster and paid for your ecards.)

Table of Contents

How to assign Ecards directly to students:	3
How to assign Ecards directly to students:	4
How to search for a student's ecard after it has been assigned	5
How to edit a Student's name or email	6
How to view a Student's eCard	6

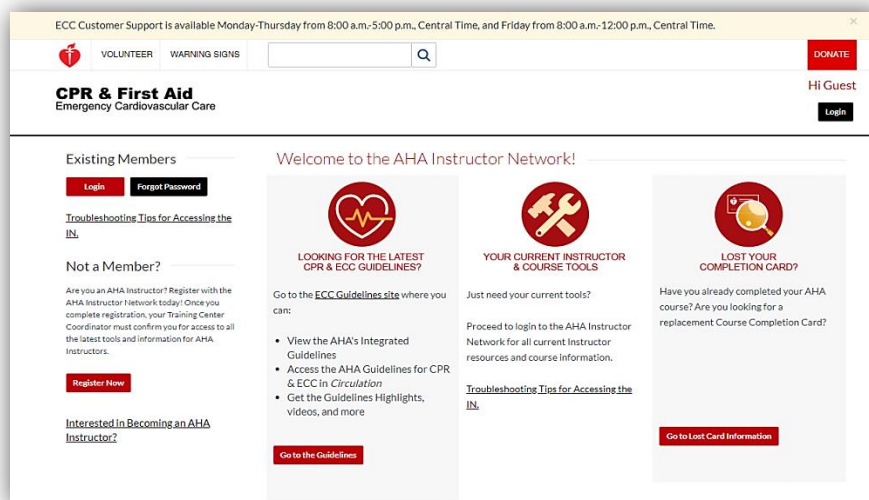
How to assign Ecards directly to students:

This is the process after you have submitted your roster and paid for your ecards.

Basic Steps:

1. Submit Roster
2. Pay for eCards
3. Sign in to your aha inst. Account
4. Go your eCard inventory
5. Assign Directly to students
6. Input student info
7. Submit
8. Download your copy for reference

1. Go to www.ahainstructornetwork.org

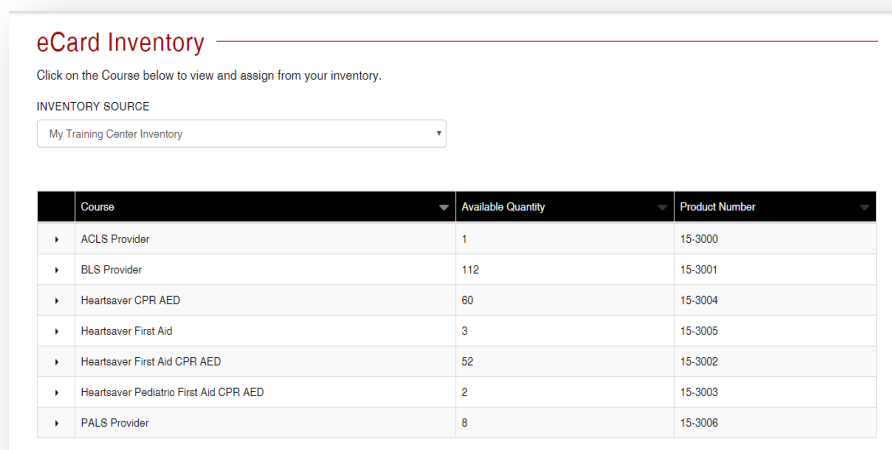


2. Log in to your aha instructor account.

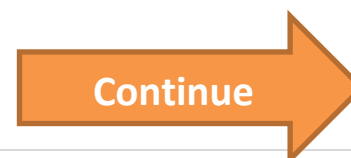
If you cannot remember your log in, select “forgot password”

3. On your dashboard page, click “Ecards”

4. Select the appropriate course



5. Click “Assign to Students”



How to assign Ecards directly to students:

This is the process after you have submitted your roster and paid for your ecards.

Important Notes:

The date you put on your students ecards when you issue them **MUST** be the same date on the class roster submitted to Training USA.

You can **ONLY** issue ecards to student's that are on the roster that is submitted to us.

The same email address cannot be used for multiple students.

6. Select the "Training Center" & "Instructor

Assign to Students

* Asterisk indicates a required field. ▶ Watch Video Tutorial ▶ Step-by-Step Guide

COURSE *

INVENTORY SOURCE * ⓘ

TRAINING CENTER *

SELECT INSTRUCTOR STATUS
 Current Past

INSTRUCTOR *

AVAILABLE ECARDS QUANTITY
156

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR
 Upload student list in xls or xlsx format

7. Enter quantity to manually enter student info or Upload student list in xls or xlsx format

8. Enter class information:

Course Date	First Name	Last Name	Email	Phone
SEE SIDE NOTES				

9. Click Continue

10. Click Finish

11. Click Download to download an excel file for your reference.



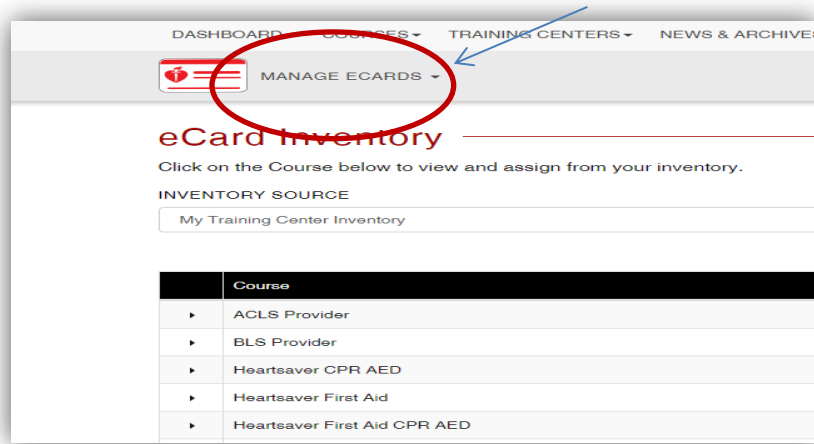
How to search for a student's ecard after it has been assigned

Important Notes:

When you "search" for the assigned ecard you will be able to:

- **edit** student information
- **resend** the ecard
- **view** the ecard if it has been claimed.

1. Log into your aha instructor account
2. On the dashboard page, click "ecards"
3. Click "Manage Ecards"



4. Click "Search Ecards"

How to edit a Student's name or email

Important Notes:

If a student does not receive the email from ecards@heart.org, resend and give them the alternative way to claim.

1. Follow the previous steps on how to search for a student's ecard.
2. Click the **"Edit"** button. *(it looks like a pencil)*

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
Heartsaver CPR AED			Empact West Alabama d/b/a Training USA					Claimed	Full Wallet		

3. **Save Changes**

How to view a Student's eCard

Important Notes:

You CANNOT view a student's ecard until the student has claimed it.

The ecard is not valid until the ecard is claimed.

1. Follow the previous steps on how to search for a student's ecard.
2. Under the "View Ecard" section, **click either "full" or "wallet"**.

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
Heartsaver CPR AED			Empact West Alabama d/b/a Training USA					Claimed	Full Wallet		