

### Claiming Student CECs from Atlas or eCard System

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Student Continuing Education Credits (CECs) are provided through AHA for most of the ECC/CPR Courses. CECs can be claimed by the student when eCards are issued through using the Atlas Class Management tool to create and manage a class or if the eCard System is used to issue eCards after a class that is not managed through the Atlas tool.

All Students must have an account on Atlas. **Every student needs to Sign In and create/register an account in Atlas using their email address and password. The email address must be the same email address they use on their eCard.** Students will only be able to claim CECs by logging in to Atlas and viewing their Proof of Completion to access the link to claim CECs.

#### Claiming Student CECs using the eCard System to Issue eCards

The following steps need to be followed by Instructors and Students to issue eCards using the eCard System only and access the available CECs.

##### 1. Instructors:

- a. If you are not using the Atlas Class Management Tool to create classes and issue eCards, you will follow the same process as you did in the AHA Instructor Network.
- b. Go to the eCard System by clicking one of the links in Atlas to open a new tab for the eCard System.
- c. If you have not already logged on to the eCard System, you will be prompted to log in.
- d. Issue the eCards using the same steps you used previously. **NOTE: the eCard for each student must have the same email address the student used to create/register their account on Atlas**
- e. When the eCard is issued the eCard system will send an email to the student telling them to claim their eCard.

##### 2. Students:

- a. When the student receives the email telling them to claim their eCard, they must:
  - i. click on the URL contained in the email to claim their eCard
  - ii. register their email (the same email they used to create and register their account on Atlas)
  - iii. create a password
  - iv. select their security questions
  - v. complete the course survey (required)
  - vi. claim their eCard
- b. Once the student claims their eCard they must **wait approximately 24 hours** for the eCard to be displayed on their Atlas Dashboard
- c. After 24 hours have passed, the student must log in to Atlas using the email address and password they used to create the account
  - i. From their dashboard, click Proof of Completion (POC) (Figure 1)

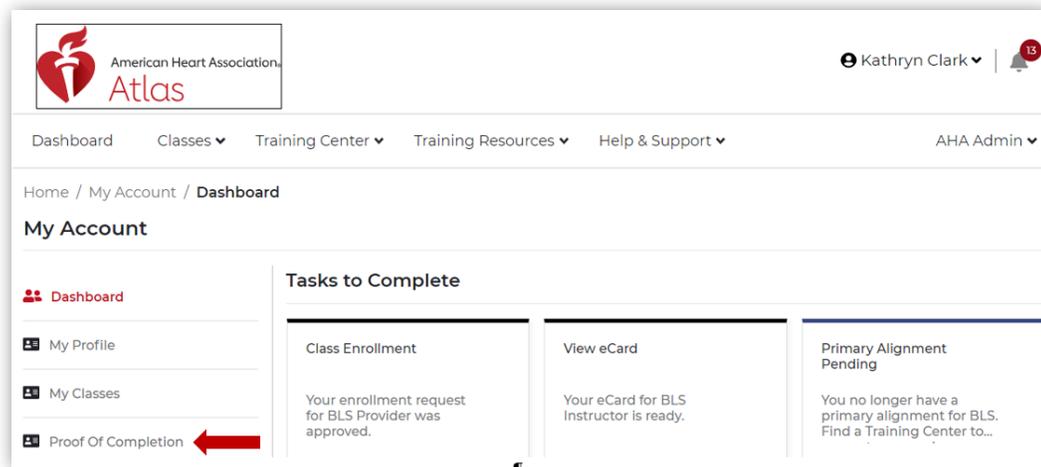


Figure 1

- ii. Under the Proof of Completion (POC) they will find their ecard issued from the eCard system. The card icon will have (Figure 2):
  1. the AHA Heart and Torch logo on the left-hand side,
  2. the Title of the Course on the first line
  3. the Issued on date on the second line
  4. the **Claim CE >** link on the third line
  5. the eCard display button at the bottom right



Figure 2

- d. To claim the CEs for the completed course, click the **Claim CE >** link
- e. This will take the student to the CE Details form that they must complete and submit to claim their CEs (Figure 3)

**CE Details**

Accreditation Details

Accreditation\*

Credit To Be Claim\*

Personal Details

Contact Number\*

Address 1\*

Address 2

City\*

Country\*

State / Province\*

Zip / Postal code\*

Professional Details

Profession\*

Specialty\*

Classification\*

Organization

Cancel

Figure 3

- f. Once the CE Details form has been submitted CAPCE will process the submission. When the CEs are issued the POC card will be updated to show the CEs (Figure 4).
- g. The grey box around the **CAPCE/CECBEMS: XXX Credits** is a link and can be clicked to collect the CEs

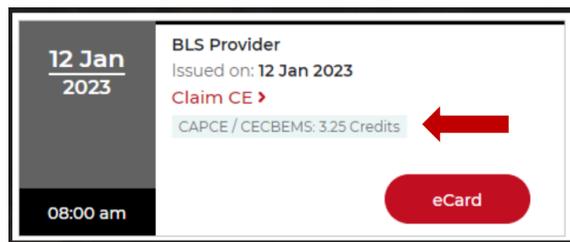


Figure 4

- h. This completes the process to claim Student CECs when the eCard is issued directly from the eCard system. Any further action to be taken will be sent from the accrediting body for the CECs directly to the student.

**REMINDER: All students must sign in and create an account on Atlas.** All eCards issued will display in Atlas on the student's Dashboard under Proof of Completion (Figure 1, above).

## Claiming Student CECs when using the Atlas Class Management Tool

When the Instructor uses the Atlas Class Management Tool to create, manage classes, and issue eCards to the students in the class, the eCards are auto-claimed.

### 1. Students:

- a. The student will need to log on to Atlas using the same email address and password they used to create/register their Atlas account
  - i. From their dashboard, click Proof of Completion (POC) (Figure 5)

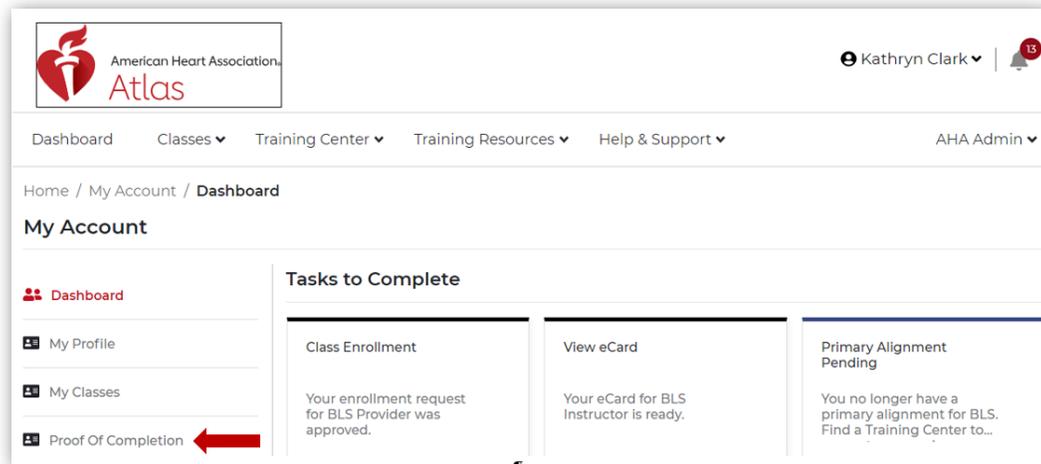


Figure 5

- ii. Under the Proof of Completion (POC) they will find their eCards issued from the Class Management tool in Atlas, The card icon will have (Figure 6):
  1. the class date and time in shades of grey on the left-hand side,
  2. the Title of the Course on the first line
  3. the Issued on date on the second line
  4. the **Claim CE >** link on the third line
  5. a **Completion Certificate >** link (note not all classes have a Certificate of Completion available)
  6. the eCard display button at the bottom right

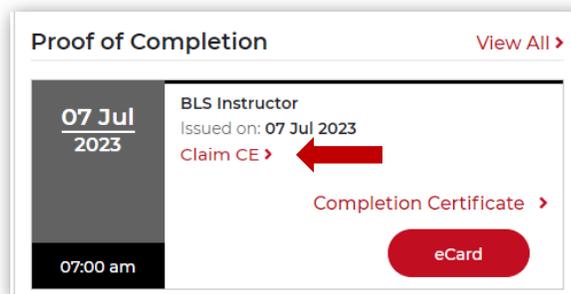


Figure 6

- b. To claim the CEs for the completed course, click the **Claim CE >** link
- c. This will take the student to the CE Details form that they must complete and submit to claim their CEs (Figure 7)

Figure 7

- d. Once the CE Details form has been submitted CAPCE will process the submission. When the CEs are issued the POC card will be updated to show the CEs (Figure 8).
- e. The grey box around the **CAPCE/CECBEMS: XXX Credits** is a link and can be clicked to collect the CEs



Figure 8

- f. This completes the process to claim Student CECs when the eCard is issued from a class offered and managed using the Atlas Class Management tool. Any further action to be taken will be sent from the accrediting body for the CECs directly to the student.

## Job Aid: Claiming Student CECs

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**REMINDER: All students must sign in and create an account on Atlas.** All eCards issued will display in Atlas on the student's Dashboard under Proof of Completion (Figure 1, above).