## **Update Instructor Profile on the Instructor Network (IN)**

\*\*CAUTION\*\* As TCC NEVER update your information using My Profile. <u>ALWAYS</u> submit a TC Update Form to <u>TCCSupport@heart.org</u>. You may request the form by contacting your Account Lead/Specialist.

## **Update Instructor Profile**

All of the information displayed for the TC(s) you are aligned with as either a Primary or Secondary alignment comes from your Profile. To update your Instructor Profile:

1. Go to Edit my Profile from the Dashboard (Figure 1)

shboard 🗸 News & Events 🗸	Course Materials 🗸	Tools & Resources 🗸 🔋 PAM 🤟	Help & Support 🗸			
	Dashboar	ď				
INSTRUCTOR	eLearning	(Cf Go to the Guidelines Instructor Update)	My Courses	Action ~ (III View All)		
Welcome, Domestic!	Ø ==	2020 Guidelines	Your class list is empty.			
YOUR INSTRUCTOR ID: 11170629970 Disciplines	2020	2020 Complete Your 2020 Guidelines Instructor Update" Today!		Online Instructor Community CG Go to Community Discuss, Connect		
Dashboard		plete the update for each discipline you teach Idline to complete is February 1, 2021	& Learn with Fellow Instructors	and a		
Alerts	0					
View My Agreement	eCards	Action ~ Refresh Inventory!		THE NEW		
<u>My Inbox</u>			Sho	opCPR		
Edit My Profile	ACLS EP	(282)	Ð			
My Courses	ACLS EP Instr	ructor (392)	The AHA's new ShopCPR e	experience - the one-stop shop for all		
eCards	ACLS Instruct	tor (5182)	of your AHA CPR and ECC now available!	educational training materials - is		
Instructor Search	ACLS Provide	er (1113)				
EMS Student CE	Advisor: BLS	(1059)	Check it out! ShopCPR.He	art.Org		
	ASLS Instruct	tor 🤫	For the latest Training Net	work news and resources, go <u>here</u> .		
Exams	ASLS Provide	r 😘				
My Training Center	DI Classe etc					



a. On the Profile page, select Personal Info (Figure 2)

Instructor Job Aid: Update Profile on Instructor Network

My Inbox	5	
Edit My Profile	>	Account Informatio
Account Info		First Name Domestic Last Name TCC
Personal Info		Imail Address TXA0003TCC@hearLorg
Alignment	>	
My eCard Locations	>	
Course Completions	>	
User Agreement	>	
Facilitator Discipline	5	
My Training Sites	>	
My Courses	>	
eCards	>	
Instructor Search	5	
EMS Student CE	>	
Exams	5	
My Training Center	>	

Figure 2

i. In the Edit Personal Info section, under the Personal Info heading verify all the information is correct(Figure 3).

Dashboard > Edit My Profile > Per	sonal info			
My Inbox	, ,			
Edit My Profile	, Edit Personal Info			
Account Info	> Personal Info		Address	
Personal Info	> Prefix	> Prefix		
Alignment	> Select Prefix	~	7272 Greenville Ave	
My eCard Locations	> First Name*		Address 2	
Course Completions	Domestic			
User Agreement	> Middle Name		City-	
Facilitator Discipline	>		Dallas	
My Training Sites	> Last Name*		State/Province*	
My Courses	> TCC		Texas	
eCards	Suffix		Zip/Postal Code *	
Instructor Search	Suffix Sr.	~	Zip/Postal Code*	
EMS Student CE	>		13232	
Exams	Daytime Phone*		Country-	

Figure 3

ii. Then click UPDATE at the bottom of the screen (Figure 4)



Figure 4

b. Under Edit My Profile, click on Alignment (Figure 5) to review your Primary and Secondary alignments





i. You *must* have a Primary alignment for each discipline you have an Instructor eCard for (Figure 6). You may also have a secondary alignment for one or more disciplines. Verify all alignments.

Discipline Affiliations		
Your Training Centers		
BLS Primary Training Center AHA ECC Operations	APPROVED	Remove
Secondary Training Center A Sample Training Center	APPROVED	Remove
ACLS Primary Training Center AHA ECC Operations Secondary Training Center	APPROVED	Remove
A Sample Training Center	APPROVED	Remove
Primary Training Center A Sample Training Center	APPROVED	Remove
ACLS EP Primary Training Center A Sample Training Center	APPROVED	Remove
PALS Primary Training Center AHA ECC Operations	APPROVED	Remove



- ii. If you want to not be aligned with a TC in a specific discipline, click REMOVE and notify the TCC that you want to be removed from that alignment.
- iii. If you feel any of these alignments need to be corrected or updated, contact the appropriate TCC to help make the changes you think are appropriate.

When you have completed making all updates and you are satisfied, contact The TCC of all of your Primary and Secondary alignments to let them know that your Instructor Profile and information is updated and correct.