



American
Heart
Association.

ATLAS USER MANUAL

My Account

A navigation guide for the Atlas application

Table of Contents

1	Introduction	3
2	Purpose	3
3	Intended Audience	3
4	Abbreviations and Descriptions	3
5	Dashboard	4
5.1	Language Selector	0
5.2	Inbox and Notifications.....	0
5.3	Main Navigation Menu.....	1
5.4	Tasks to Complete	1
5.5	Quick Links.....	2
5.6	My Profile.....	2
5.6.1	Edit My Profile.....	3
5.6.2	Edit Additional Information	7
6	Find A Class	9
6.1.1	Class Search Results	9
6.1.2	Class Enroll	10
6.1.3	Class Search Results Filters	12
6.2	My Classes	18
6.2.1	Attending Classes	18
6.2.2	Attending Classes List: Upcoming Classes	19
6.2.3	Attending Classes List Filters.....	25
6.2.4	Other Classes.....	26
6.2.5	Other Classes List Filters	26
6.2.6	Proof of Completion.....	27

1 Introduction

The American Heart Association (AHA) is dedicated to saving more lives through research, training, and education designed and owned by the AHA. CPRverify is a web-based application designed specifically to support AHA training internationally. The Instructor Network serves the same purpose within the United States.

These applications make it possible for Training Centers and instructors to monitor and track their AHA training, including publishing classes for students to sign up for, managing student rosters, and many other functions. They also provide the ability for managing Training Center alignments and permission.

Currently, the 2 applications are separate to cater to different geographies, either within or outside of the United States. Atlas is a reimagined solution that caters to the global market. This digital platform is available to the AHA Training Network, including Training Centers, Sites, Instructors, and students who are located anywhere in the world, working together to make a difference and save more lives.

2 Purpose

The purpose of Atlas is to provide a single application for all audiences across the world. This document has been created to help ensure a smooth onboarding journey, focusing on the different capabilities within the Atlas application, and will serve as an instructional guide for users to successfully navigate and perform various application functions within the system.

3 Intended Audience

The intended audience includes students.

4 Abbreviations and Descriptions

Abbreviation	Description
AHA	American Heart Association
TC	Training Center
TS	Training Site

5 Dashboard

The dashboard houses various application functions and allows access to those functions depending upon the user's role.

- Application functions display on the user dashboard as listed below:
 - Language selector
 - My Profile
 - Main navigation menu
 - Tasks to Complete
 - Quick Links
 - Inbox and Notifications
 - My Disciplines
 - My Classes
 - Proof of Completion

5.1 Language Selector

Language selector displays **English** as a default language. The Atlas application supports a total of 10 languages displaying in the Language selector drop-down list.

- From the **dashboard**, navigate and select **language selector** as highlighted in Figure 1.



Figure 1. Language selector.

- This user action displays the list of languages in the drop-down list. Users can display the website content accordingly by selecting a language from the drop-down list as shown in Figure 2.

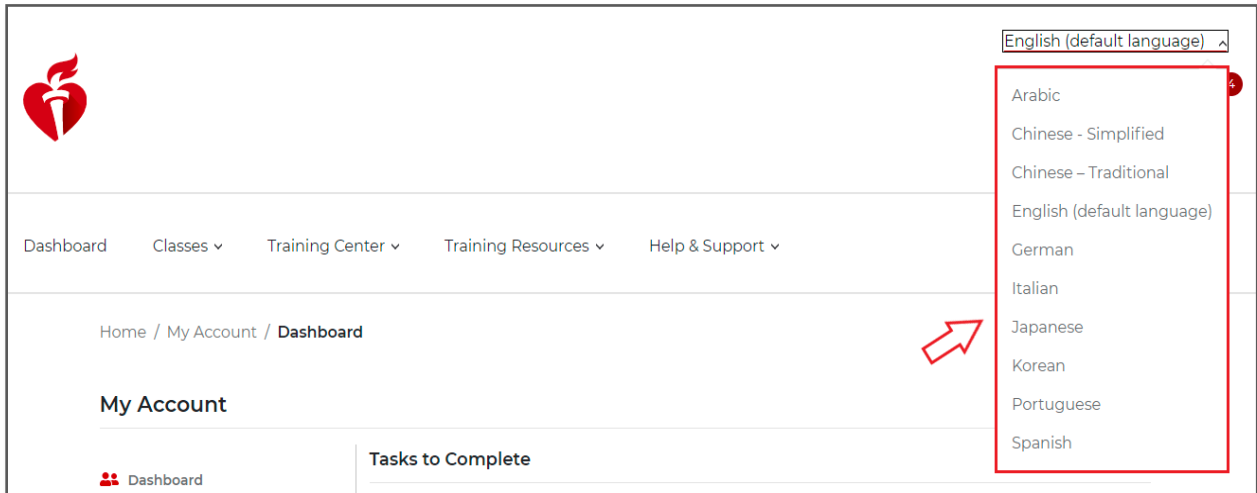


Figure 2. Language selector drop-down list options.

5.2 Inbox and Notifications

Users can access emails and notifications by selecting the bell icon from the top right corner of the dashboard.

- Select the **bell icon** to view summary descriptions of items in the **Inbox** and **Notifications** as shown in Figure 3.
- Select **View All** for Inbox or Notifications to view all items and additional details.

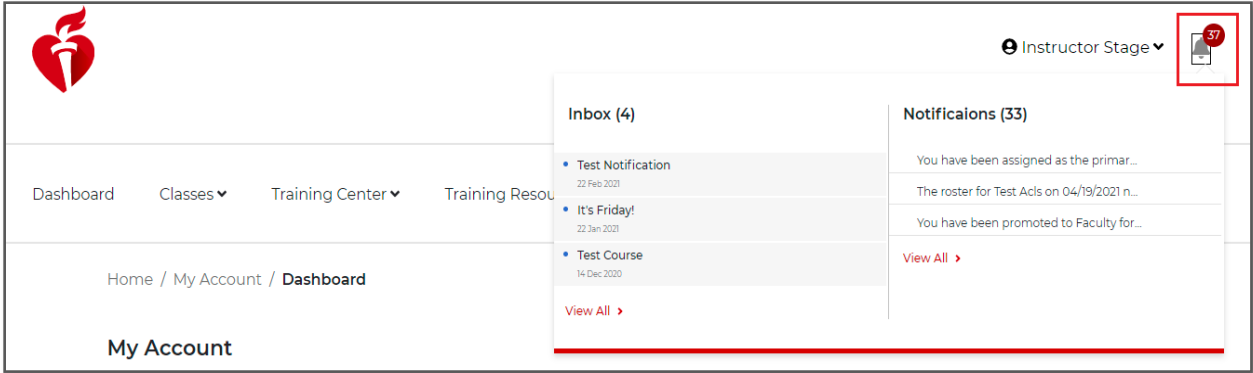


Figure 3. Dashboard - Inbox and Notifications.

5.3 Main Navigation Menu

Users can access various application functions from the main navigation menu. Depending upon the user's role, the method for logging in to the application display of the main navigation menu item varies.

For the user's role in this instance, the main navigation menu displays **Find A Class**, **Classes**, **Training Resources**, and **Help and Support** menu items, as illustrated in Figure 4.

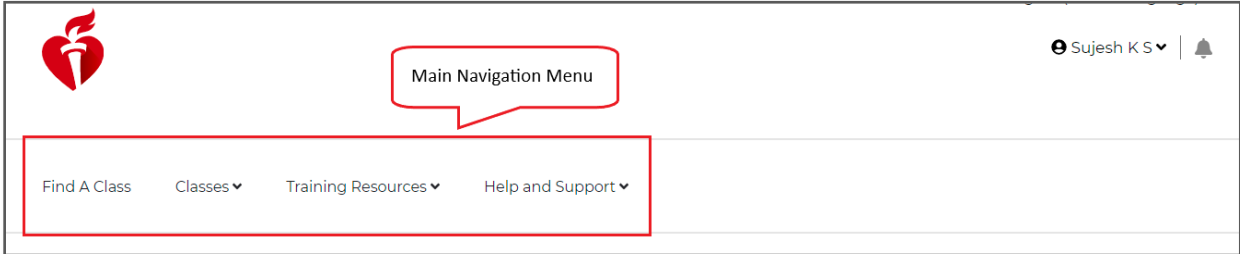


Figure 4. User Dashboard - Main navigation menu items.

5.4 Tasks to Complete

Based on the user's role, various pending tasks display in the **Tasks to Complete** section of the user dashboard (Figure 5).

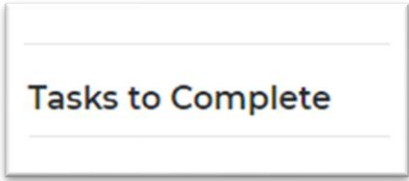


Figure 5. User dashboard - Tasks to Complete section.

5.5 Quick Links

Navigating below on the dashboard page, **Quick Links** displays.

- Users can access various important functions from the Quick Links section, as highlighted in Figure 6.



Figure 6. User Dashboard—Quick Links.

5.6 My Profile

From **My Profile**, users can view and edit the Basic Information and Additional Information sections.

- The **My Profile** page displays **Basic Information** and **Additional Information**, as shown in Figures 7 and 8.

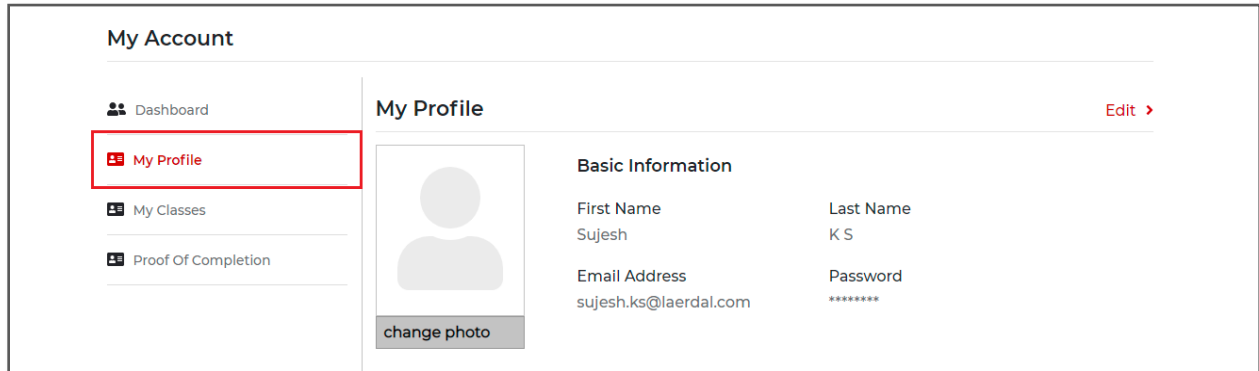


Figure 7. My Profile - Basic Information screen.

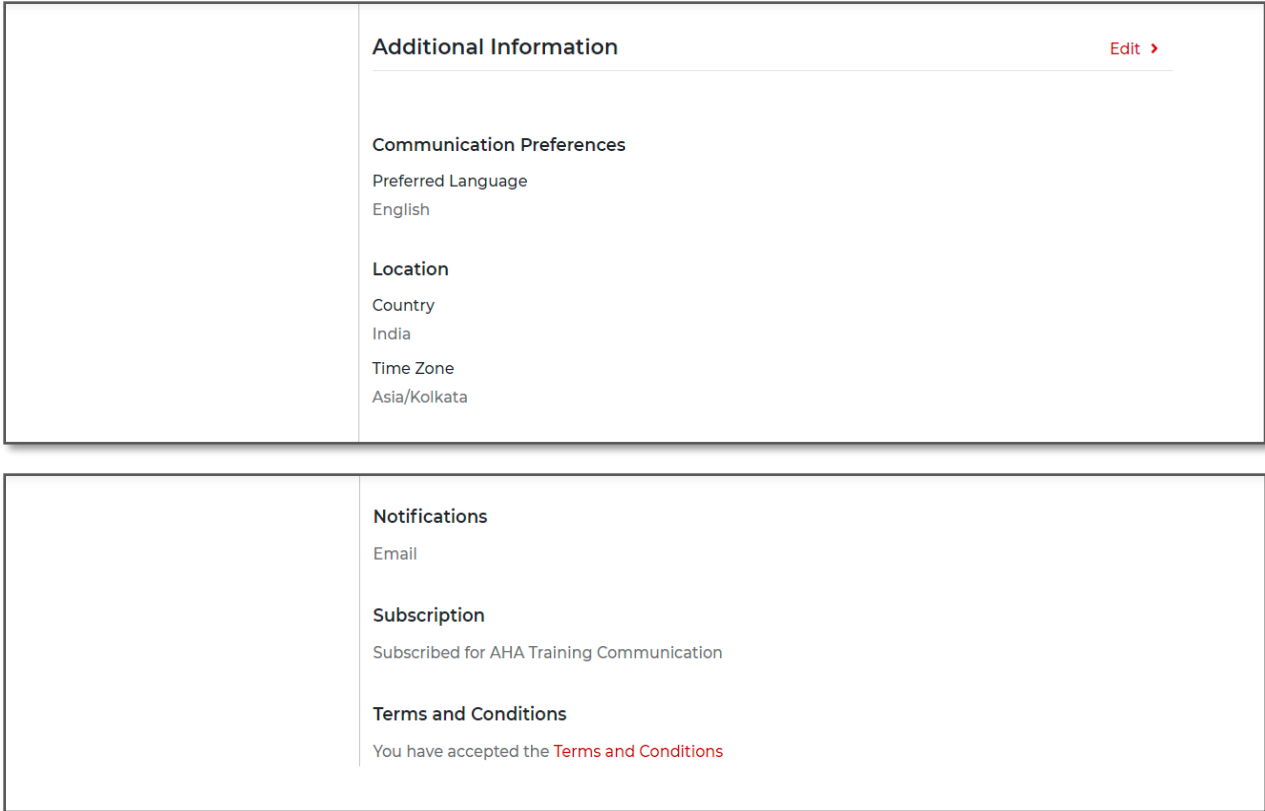


Figure 8. My Profile - Additional Information screen.

- Alternatively, select the **username** and then **User Profile** from the drop-down list as shown in Figure 9.

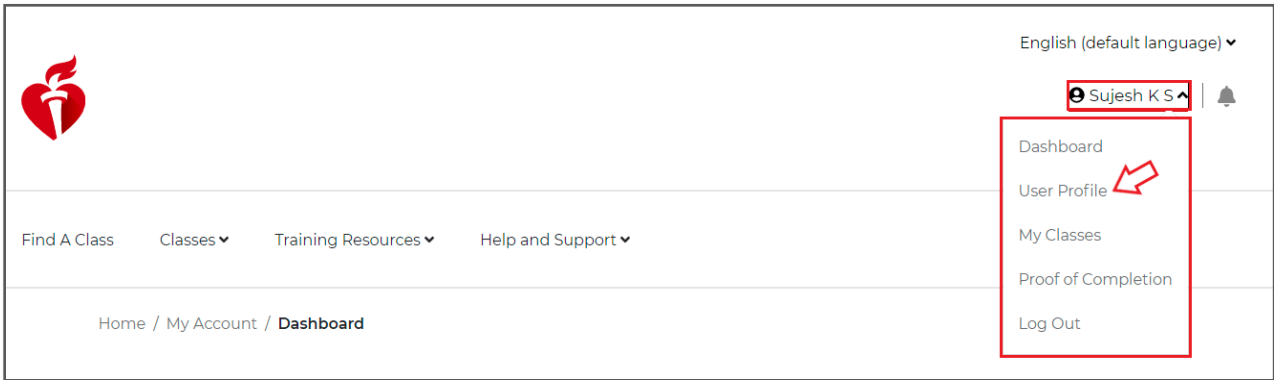


Figure 9. Username drop-down list—User Profile.

5.6.1 Edit My Profile

- Select the **Edit Profile** link directly from the **dashboard** as shown in Figure 10.

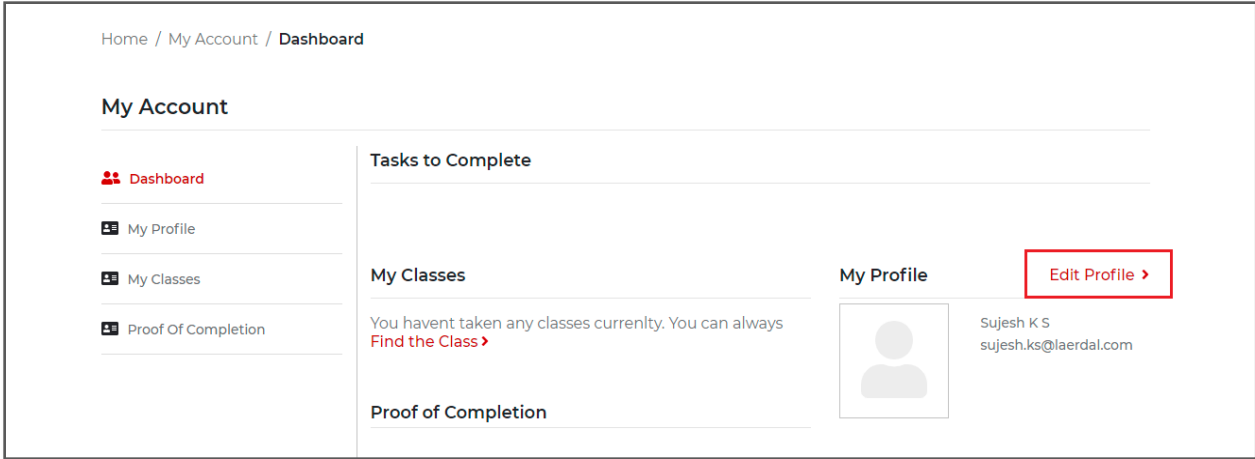


Figure 10. My Profile—Edit Profile link.

- Users can also edit **My Profile** information by selecting **Edit** as highlighted in Figure 11.

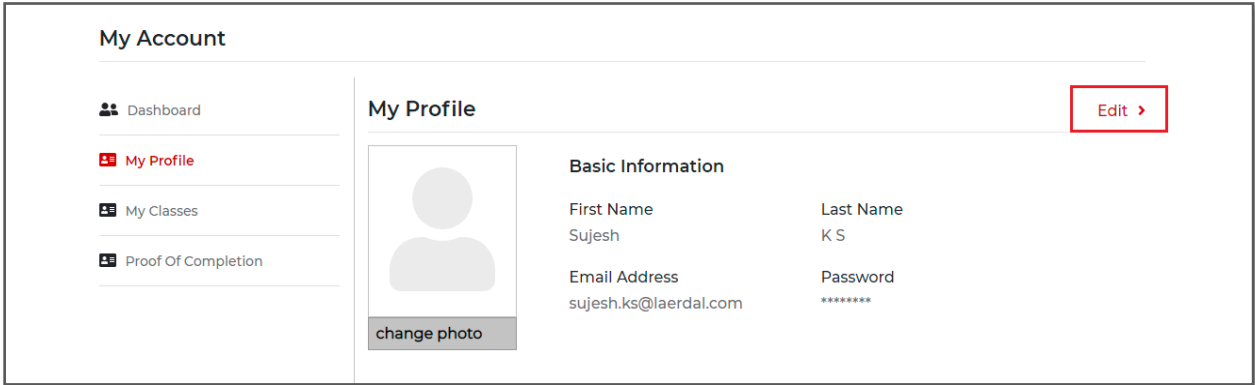


Figure 11. My Profile Information—Edit link.

- Users can update their **email, first name, last name, and profile image** from the **Basic Information** section of their profile (Figure 12).

Figure 12. SSO Profile Information Edit page.

- Once all the updates are done, select **Save Changes**.

Users may also use the links found on the Edit Your Profile Information page to update other items via the links.

Change My Password

- The **Change My Password** link opens the **Change Password** page. Users must fill in the fields indicated by arrows and then select **Save Changes**, as highlighted in Figure 13.

Figure 13. Change Password screen.

- If users enter a wrong password in the **Re-enter New Password** field, an error message displays, as shown in in Figure 14.

Change Password

* indicates a required field

Enter Your Current Password:

Choose a New Password:

Make it at least seven characters with the following: An uppercase letter, a lowercase letter and a number.

Re-enter New Password:

The password and confirmation password do not match.

Save Changes Cancel

Figure 14. Passwords do not match alert.

Security Settings

- The **Security Settings** link opens the **Security Information** edit page. Users can set the **Security Questions** and select **Save Changes**, as shown in Figure 15.

Edit Your Security Information

* indicates a required field

Security Question 1: Security Answer 1:

Security Question 2: Security Answer 2:

Security Question 3: Security Answer 3:

Save Changes Cancel

Figure 15. Security Questions input screen.

- From the **Security Information** edit page, users can also update their **Mobile Number** and select **Save Changes**, as shown in Figure 16.

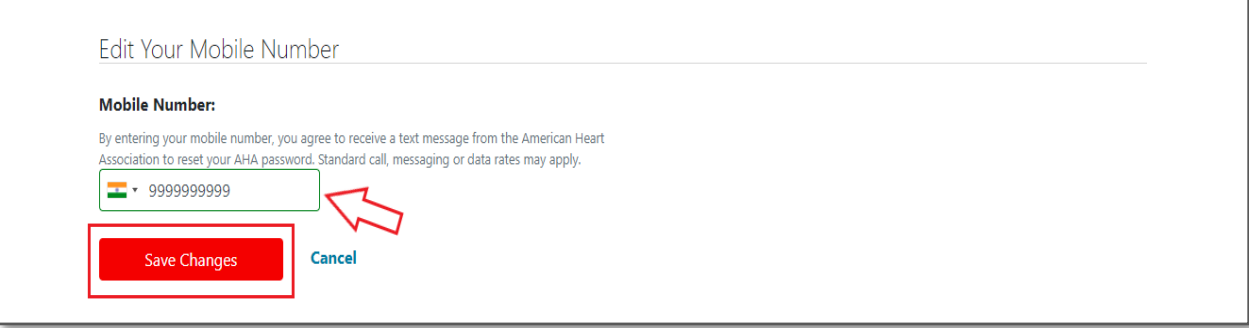


Figure 16. Mobile Number update screen.

5.6.2 Edit Additional Information

- Users can edit details in the **Additional Information** page by selecting the **Edit** link, as highlighted in Figure 17.

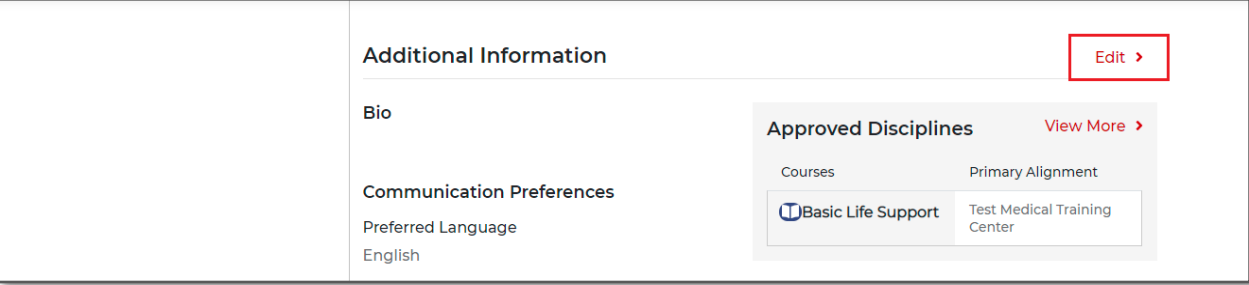
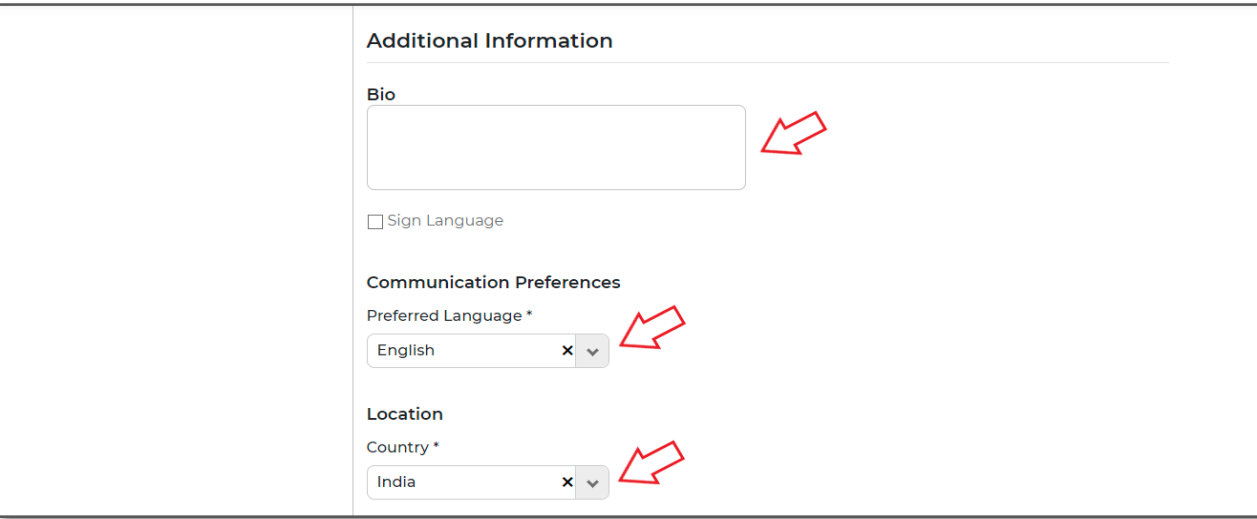


Figure 17. Additional Information - Edit link.

- From the **Additional Information** edit page, users can edit their **Bio**, **Communication Preference**, **Location Preference**, **Notification Preference**, and **Subscription**, as shown in Figure 18.



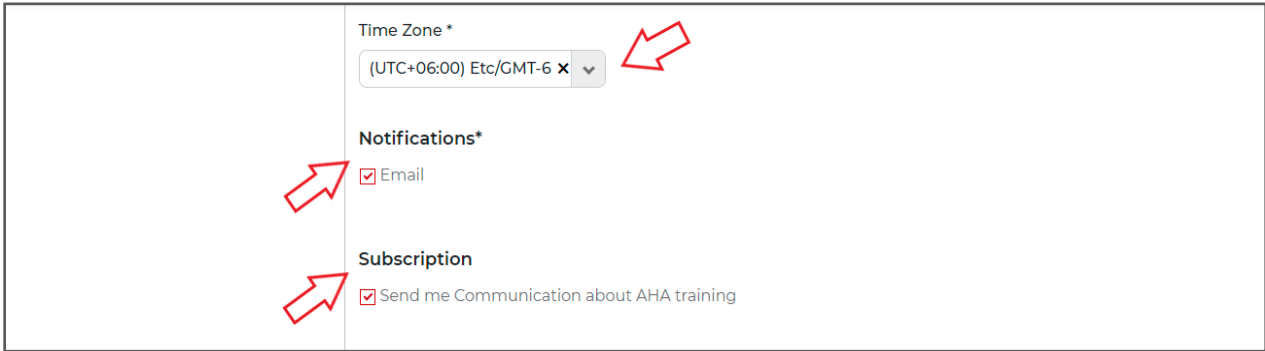


Figure 18. Additional Information Edit fields.

- To apply changes, select the checkbox under **Terms and Conditions**, and then select **Update**, as highlighted in Figure 19.

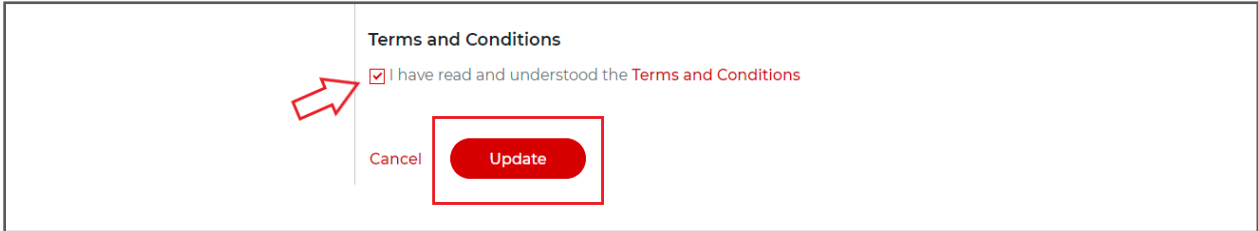


Figure 19. Terms and Conditions checkbox and Update button.

Note: In the **Additional Information** section, the **Bio** field appears only for **Instructor** and **Faculty** roles.

- If users uncheck **Terms and Conditions**, a warning message displays, stating, “**Accepting terms and conditions is mandatory, if unchecked you will be logged out of the system**” as highlighted in Figure 20.

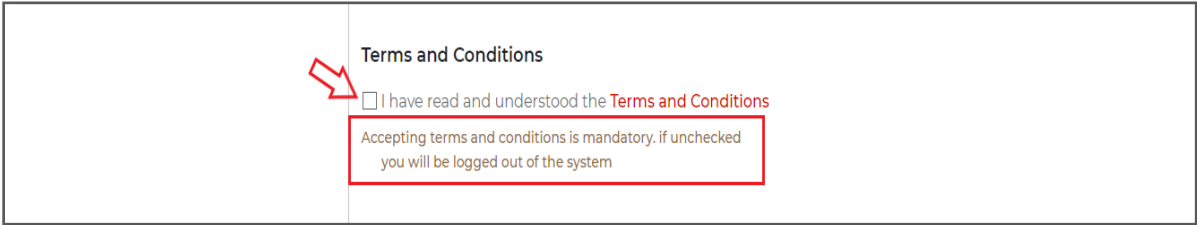


Figure 20. Terms and Conditions acceptance warning message.

6 Find A Class

Find A Class allow students to search and browse for the classes conducted by various Training Centers and Sites in various locations internationally.

6.1.1 Class Search Results

Students can search for and enroll in the classes from the **Class Search Results** page. It displays the list of upcoming classes in various locations.

- Select **Classes** from the main navigation menu, and then select **Find A Class** from the drop-down list, as shown in Figure 21.

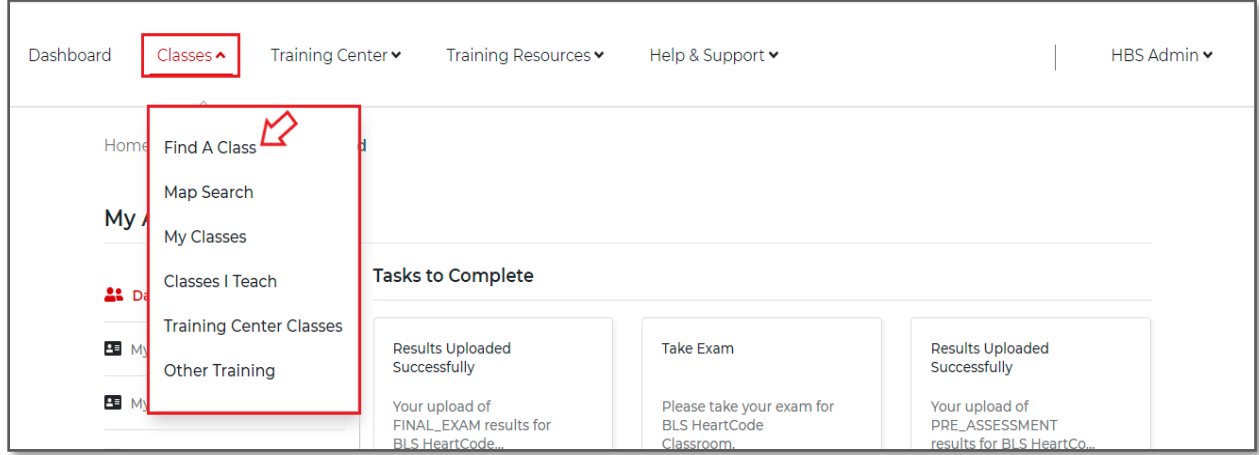
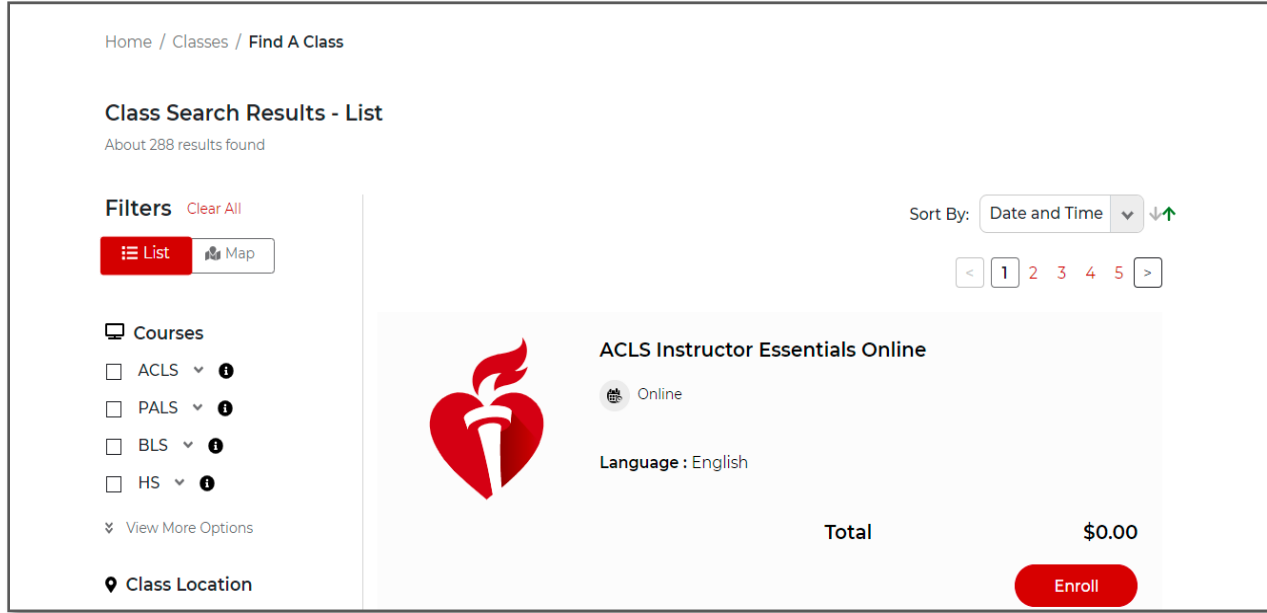


Figure 21. Classes main navigation menu—Find A Class.

- The above user action opens the **Class Search Results** page, displaying the list of upcoming classes, as shown in Figure 22.



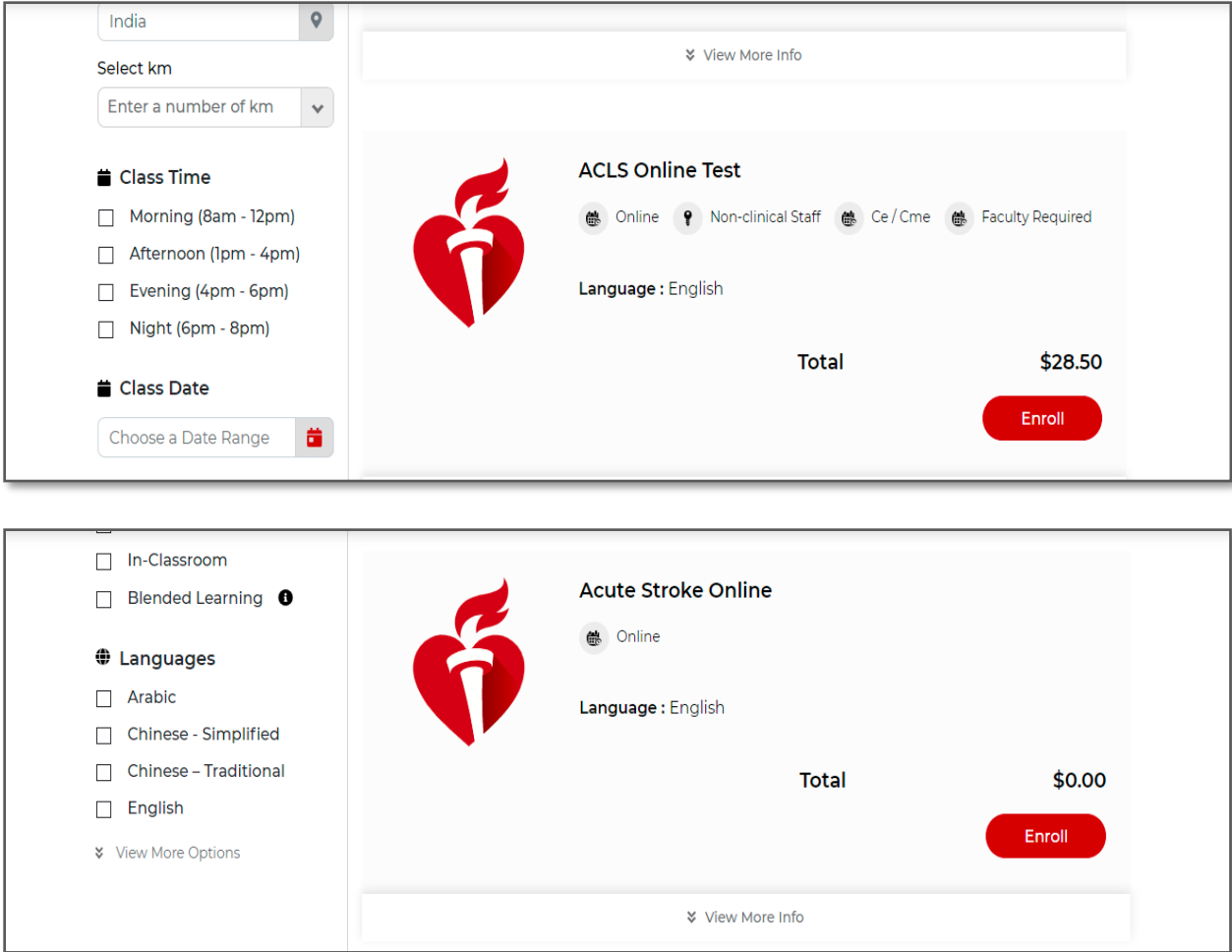


Figure 22. Class Search Results page.

6.1.2 Class Enroll

- Students can enroll in the class by selecting **Enroll**, as shown in Figure 23.

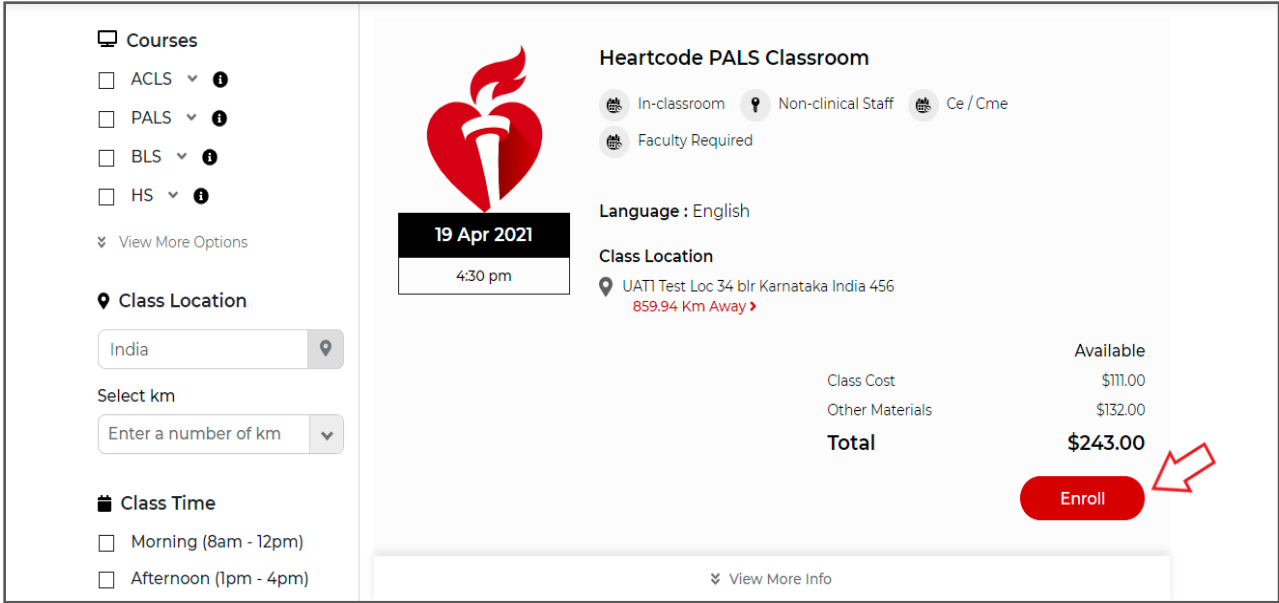


Figure 23. Class Search Results page—Class Enroll button.

- After users select **Enroll**, a pop-up displays the successful enrollment message, as highlighted in Figure 24.

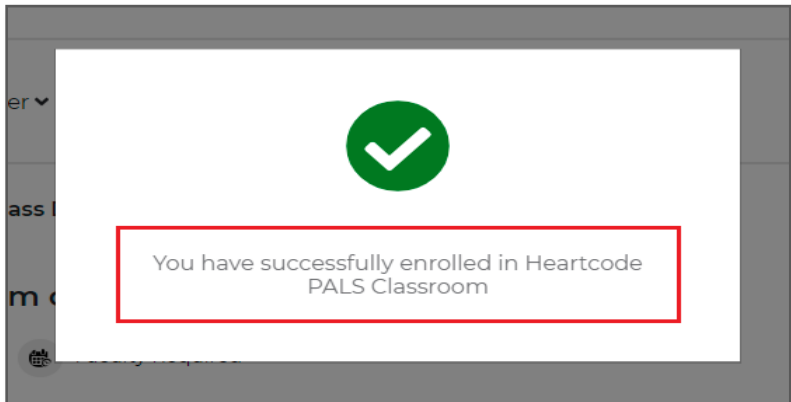


Figure 24. Enrolled to the class success message.

- When users select **Enroll** for courses that do not exist, a warning message displays, as shown in Figure 25.

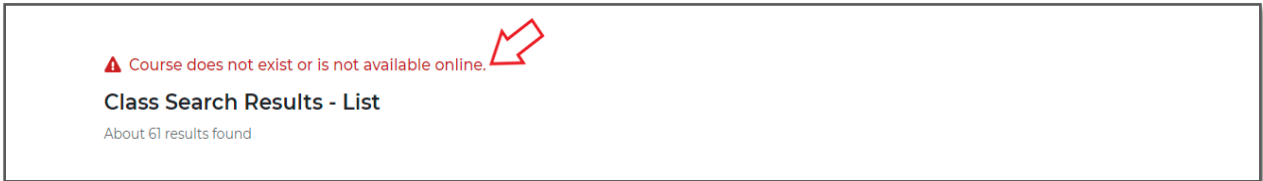


Figure 25. Enroll class - Warning message.

6.1.3 Class Search Results Filters

- Users can apply the **Courses** filter and display search results accordingly, as highlighted in Figure 26.

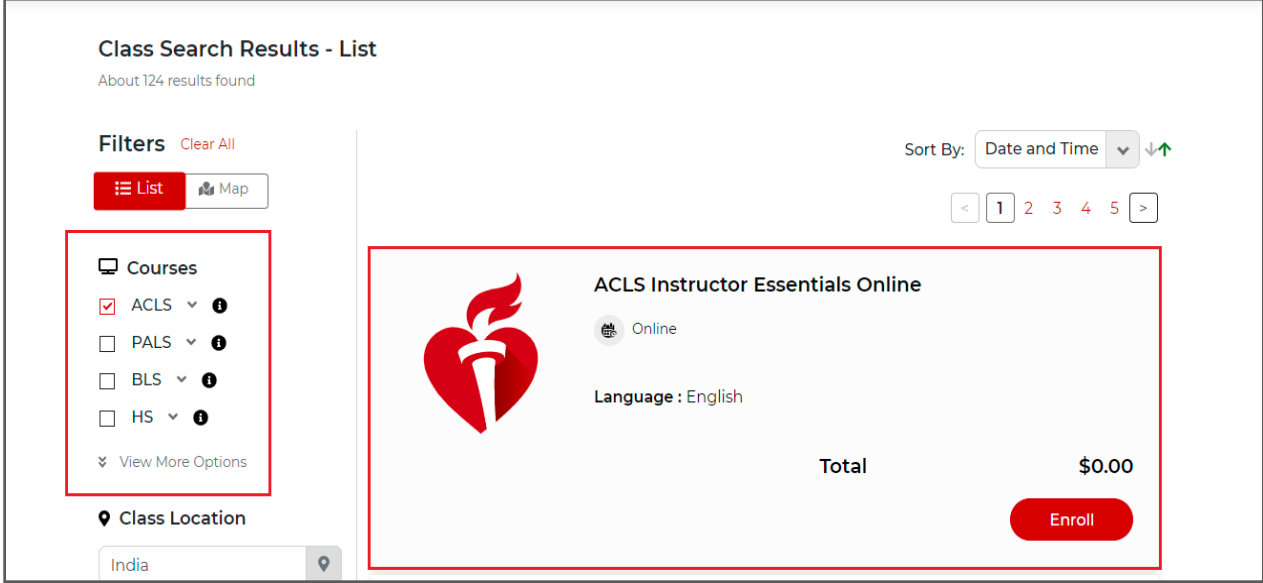


Figure 26. Class Search Results—Courses filter.

- Users can further filter the class search results by selecting specific course checkboxes from the discipline drop-down list (ACLS in the below instance) under the **Courses** filter, as highlighted in Figure 27.

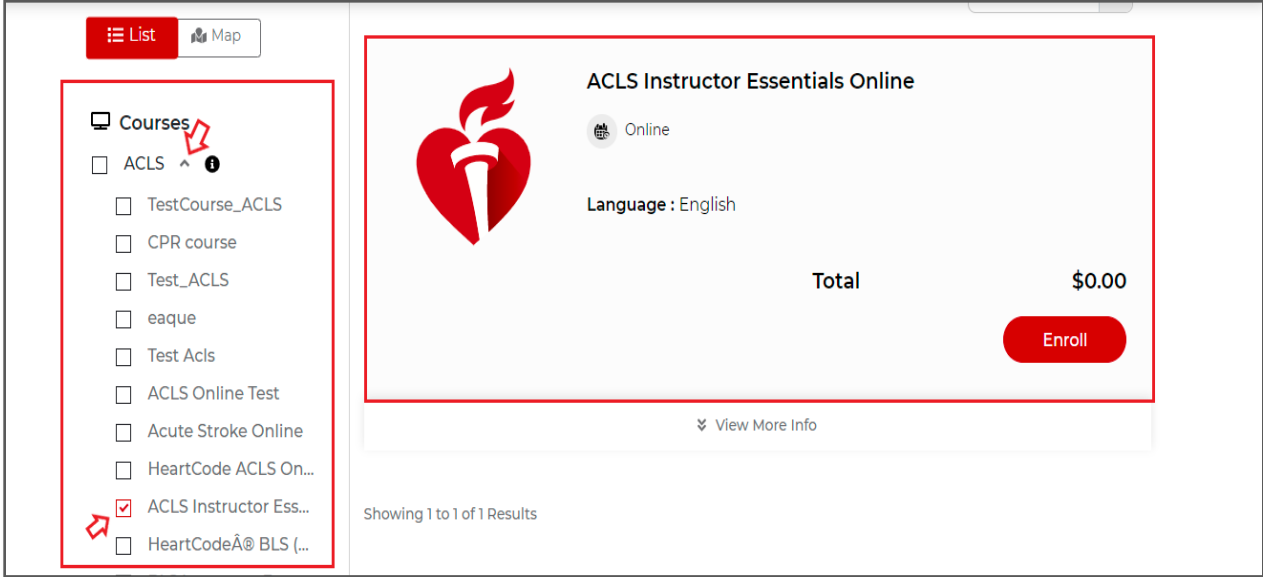


Figure 27. Class Search Results—Discipline drop-down list courses checkbox filter.

- Users can apply the **Class Location** filter and display the search results accordingly, as highlighted in Figure 28.

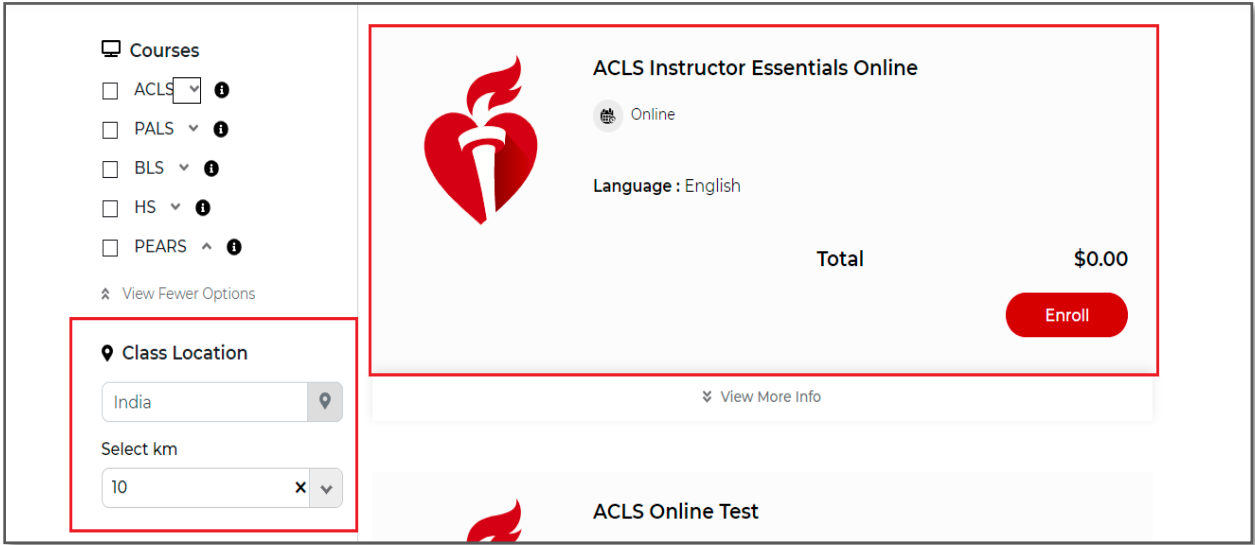


Figure 28. Class Search Results—Class Location filter.

- Users can apply **Class Time** filter and display the search results accordingly as highlighted in Figure 29.

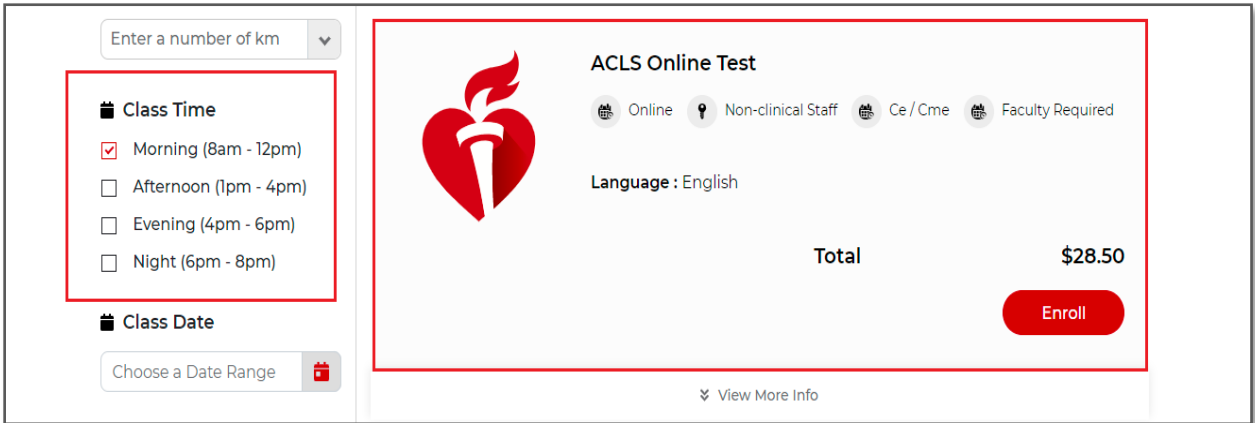


Figure 29. Class Search Results—Class Time filter.

- Users can apply the **Class Date** filter and display the search results accordingly, as highlighted in Figure 30.

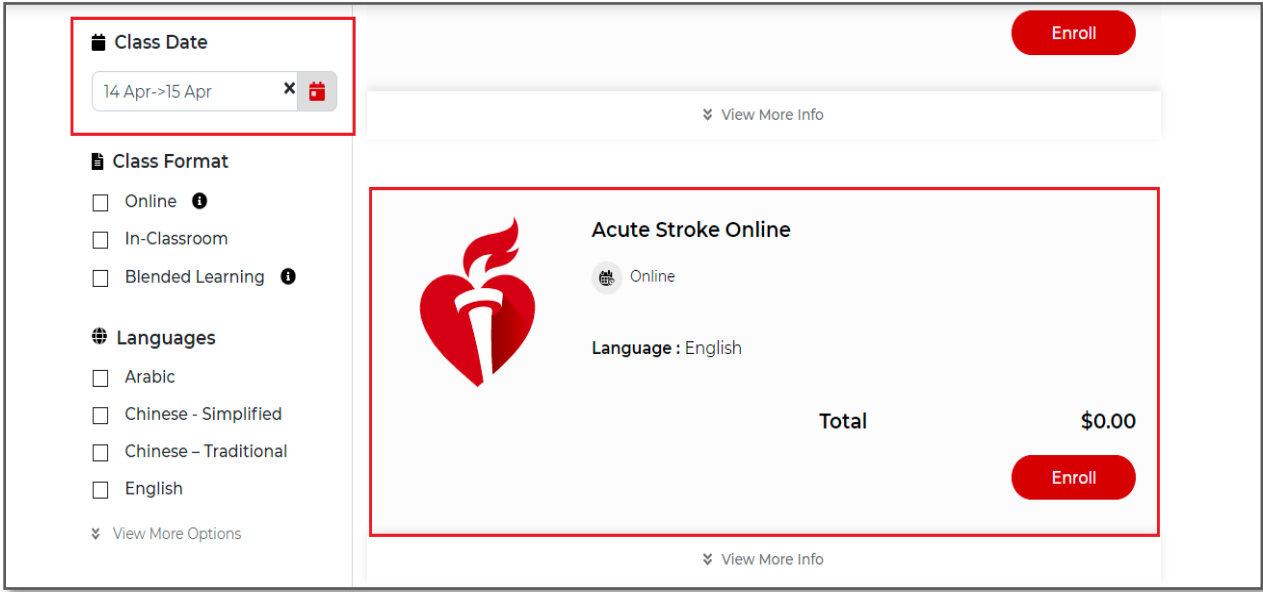


Figure 30. Class Search Results—Class Date filter.

- Users can apply the **Class Format** filter and display the search results accordingly, as highlighted in Figure 31.

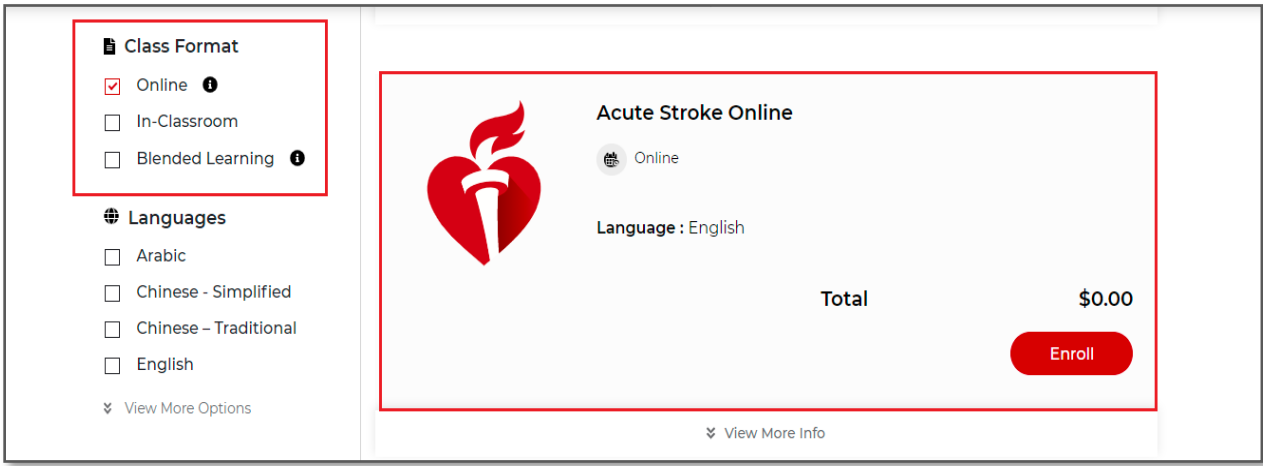


Figure 31. Class Search Results—Class Format filter.

- Users can apply the **Languages** filter and display the search results accordingly, as highlighted in Figure 32.

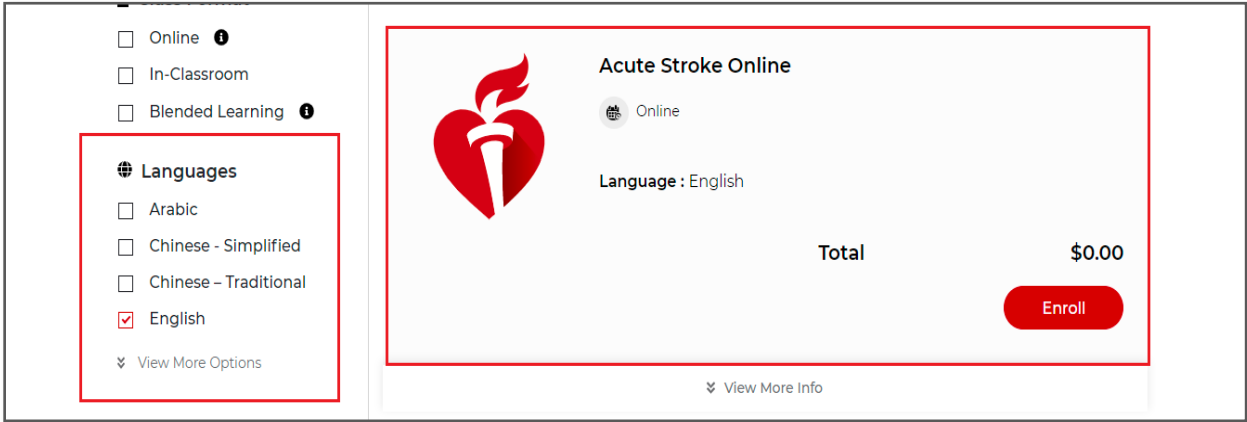


Figure 32. Class Search Results—Languages filter.

- If there are no matching results to display, then an error message **No Results Found** displays on the **Class Search Results** page, as highlighted in Figure 33.

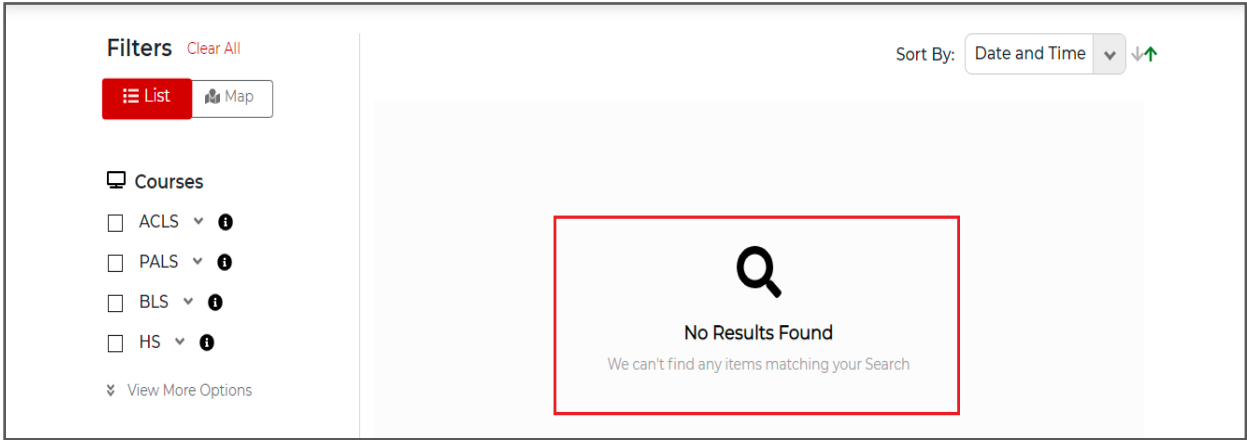


Figure 33. Class Search Results page—No Results Found error message.

- Selecting **Clear All** clears all the applied filters, and the class search results revert to the default, as shown in Figure 34.

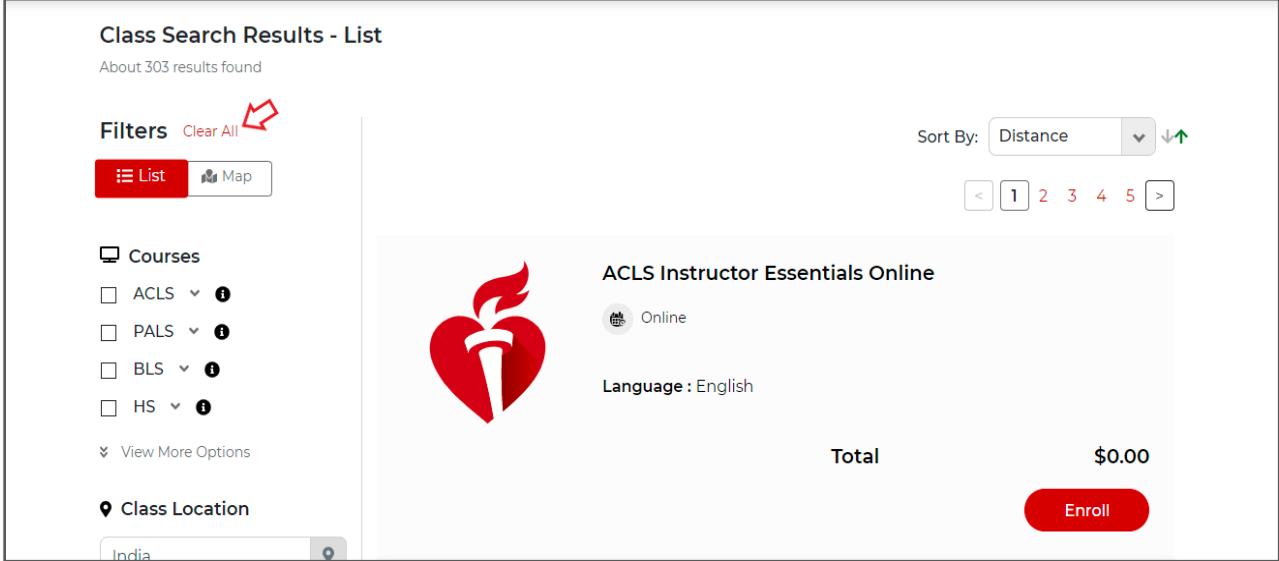


Figure 34. Filters—Clear All option.

- Selecting **Map** displays the map view of the scheduled class locations internationally, as highlighted in Figure 35.

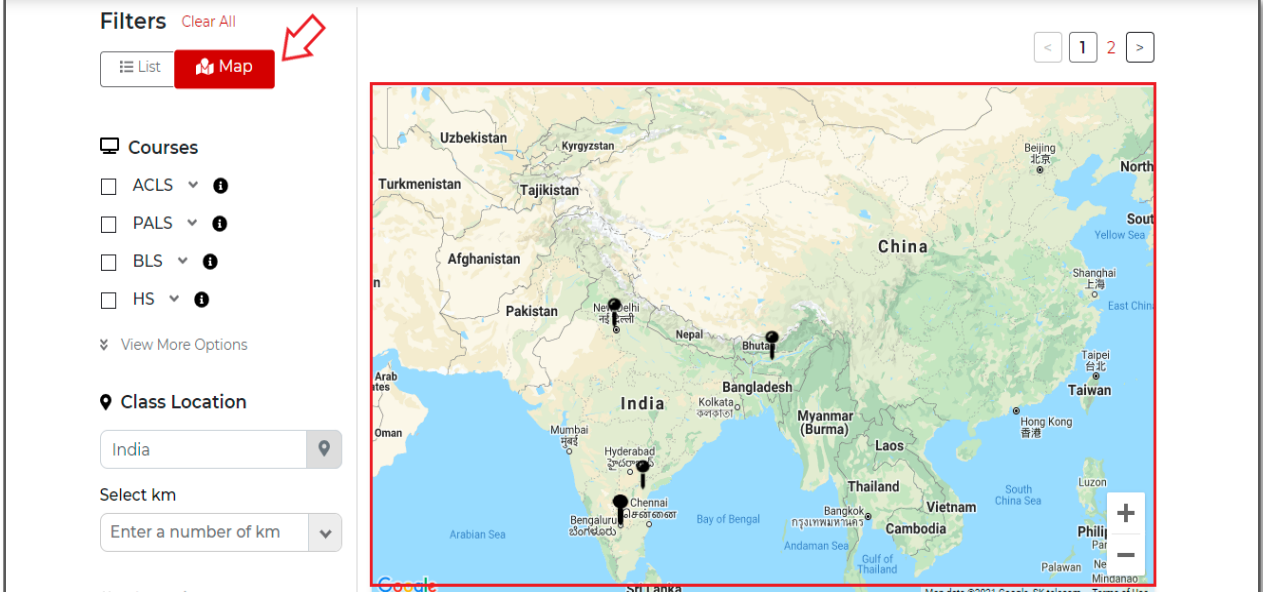


Figure 35. Map view of scheduled classes across various locations.

- Selecting a pin drop from the map displays a pop-up, as highlighted in Figure 36.

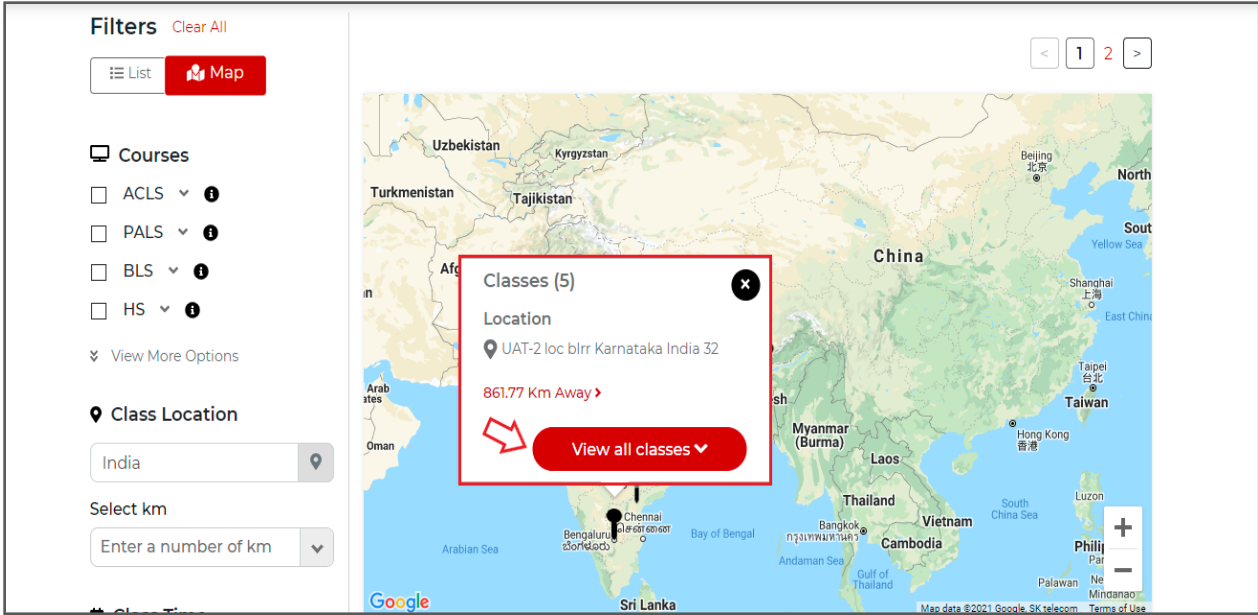


Figure 36. Pop-up displaying Classes, Location info and View all classes button.

- Selecting **View all classes** in the pop-up displays the list of all upcoming classes across various locations, as highlighted in in Figure 37.

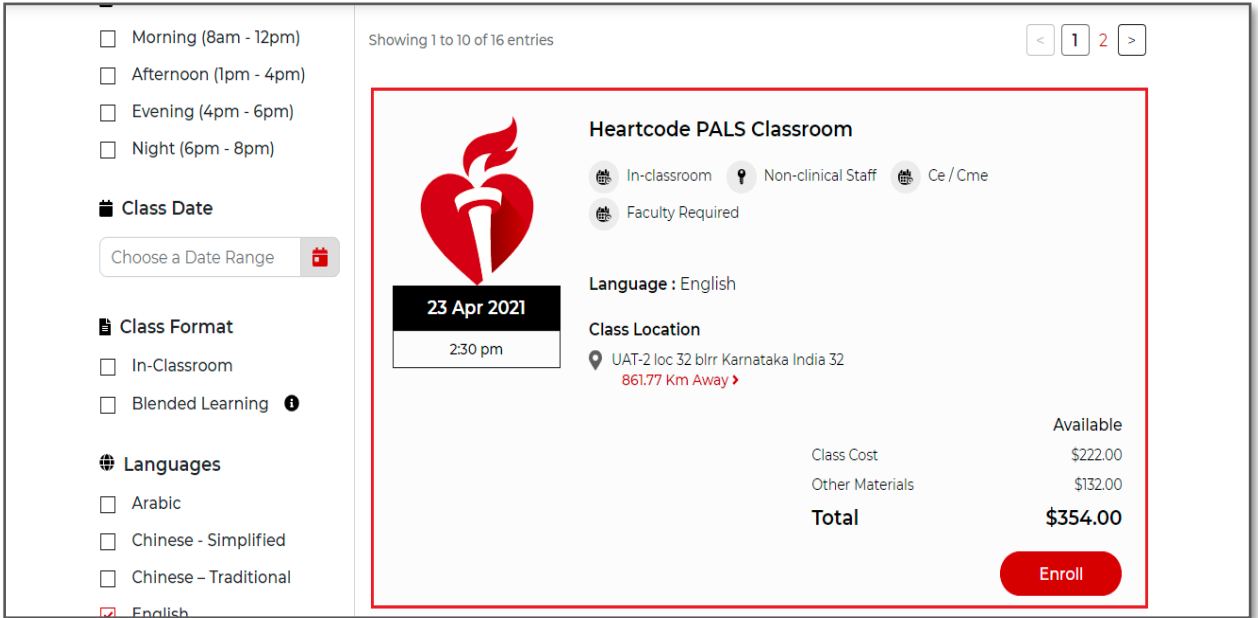


Figure 37. Upcoming Class Details.

Sort By

- Users can sort the **Class Search Results** in ascending or descending order by selecting **Distance, Total Price, Course Name, or Date and Time** from the **Sort By** drop-down list, as highlighted in Figure 38.

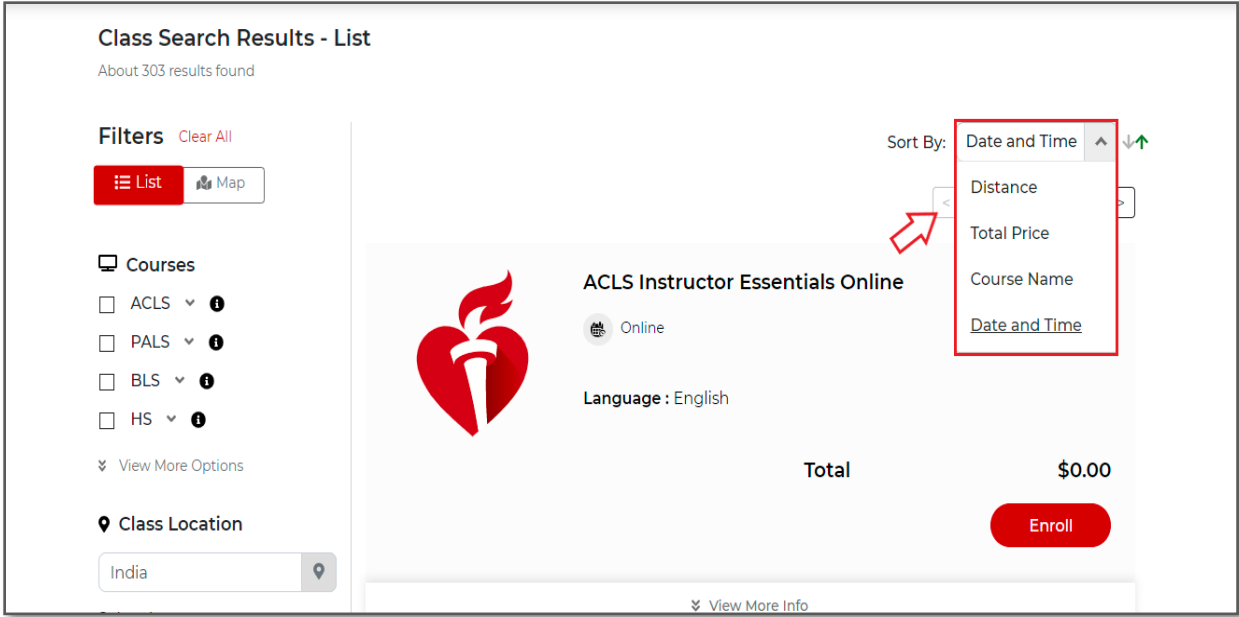


Figure 38. Class Search Results—Sort By drop-down list options.

6.2 My Classes

Users can view the **Attending** and **Other Classes** from the My Classes page.

6.2.1 Attending Classes

- Select **Classes** from the main navigation menu, and then select **My Classes** from the drop-down list as shown in Figure 39.

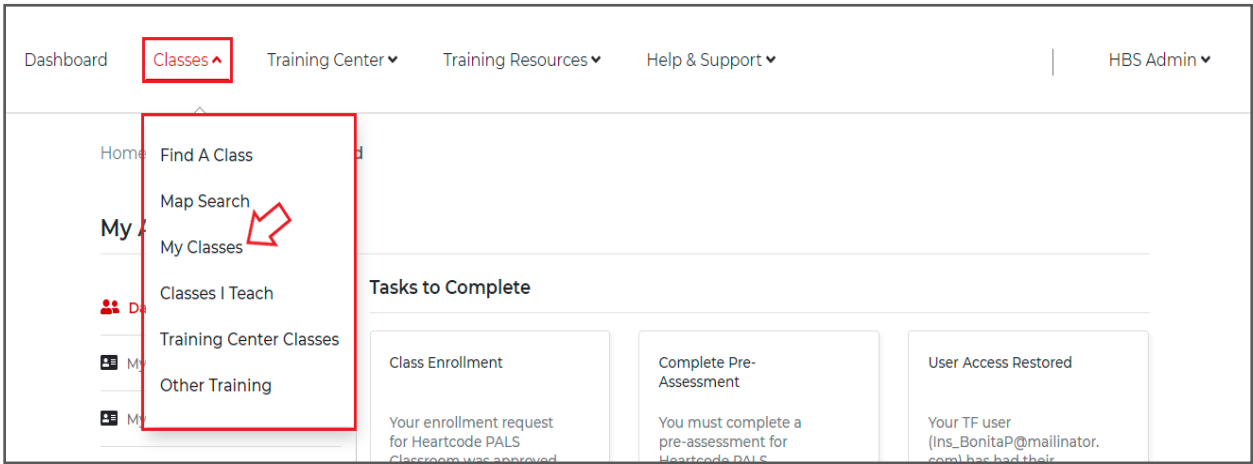


Figure 39. Classes main navigation menu—My Classes sub menu.

- Alternatively, users can select **My Classes** from the left navigation of the **dashboard**, as highlighted in Figure 40.

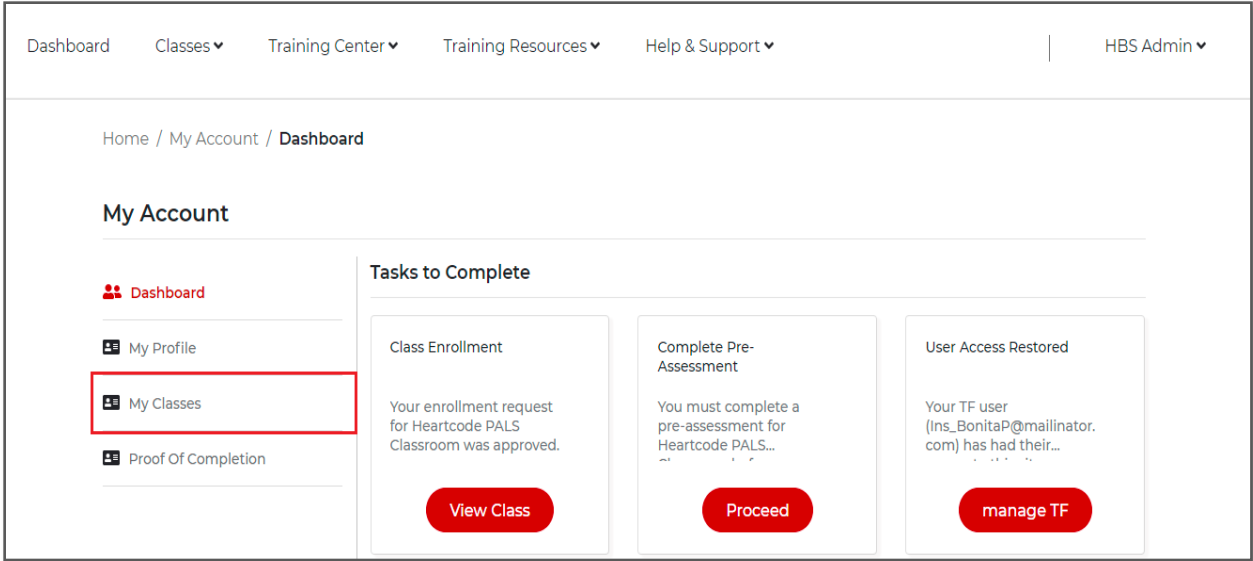


Figure 40. Dashboard—My Classes link.

- The **My Classes** page opens, displaying the **Attending** classes (by default), as shown in in Figure 41.

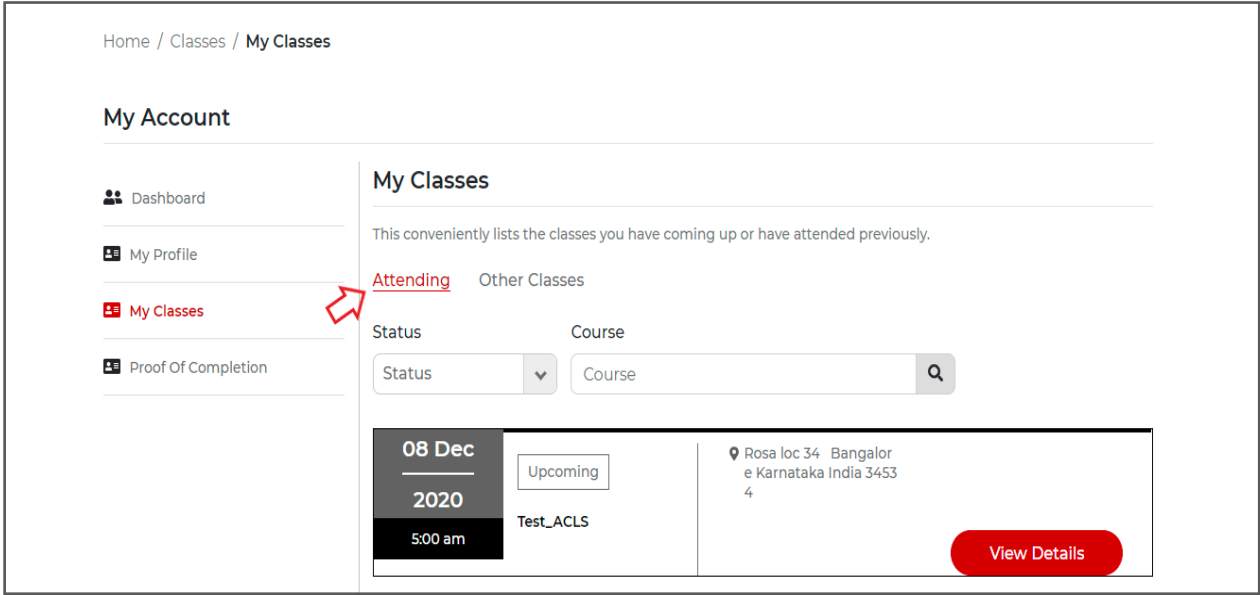


Figure 41. My Classes page—Attending classes.

6.2.2 Attending Classes List: Upcoming Classes

- Selecting **Upcoming** from the **Status** drop-down list displays all the upcoming classes, as highlighted in Figure 42.

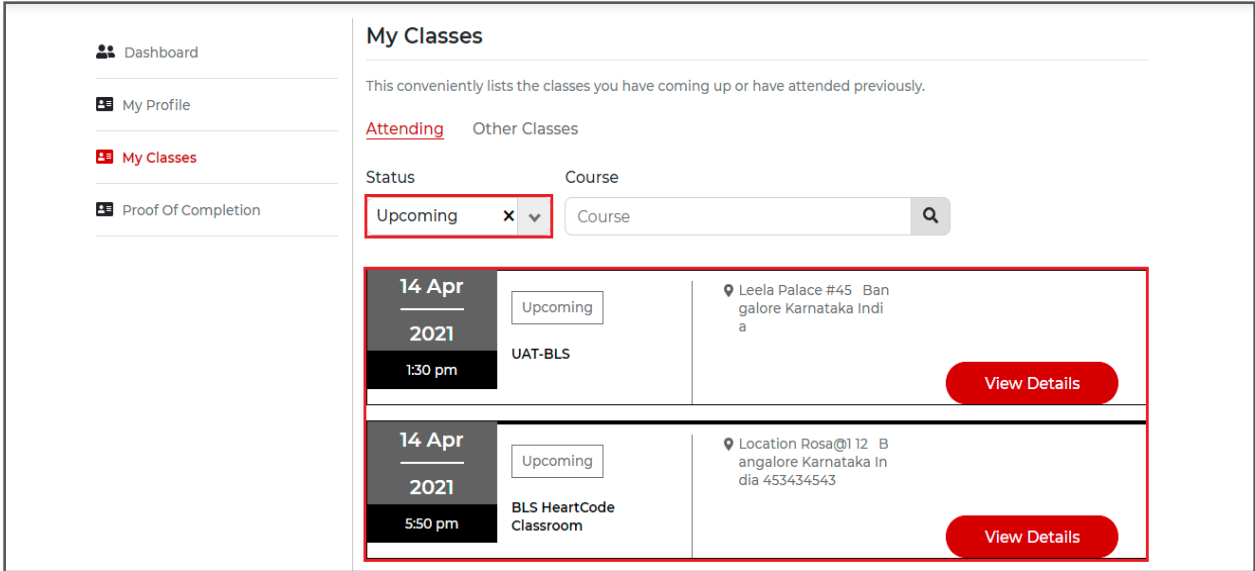


Figure 42. Attending—Upcoming Classes.

- Select **View Details** from the upcoming class, as highlighted in Figure 43.

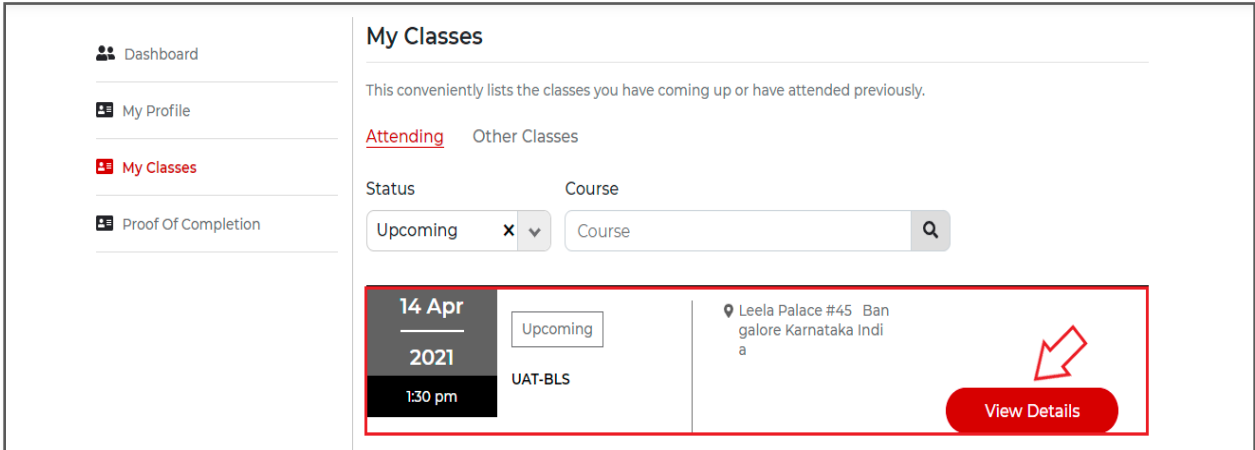


Figure 43. Upcoming classes—View Details button.

- Selecting **View Details** displays class details, as shown in in Figure 44.

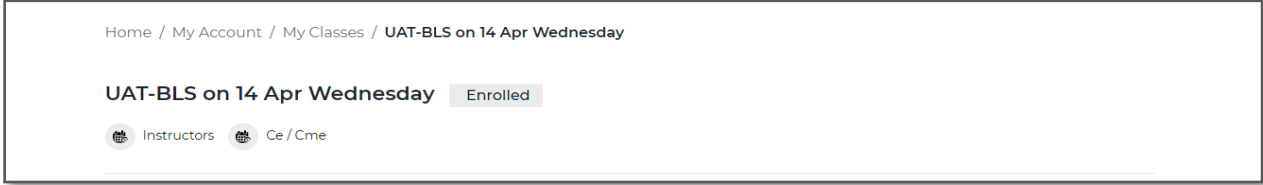


Figure 44. Class Details page.

- Navigating through the Class Details page displays **Things to Do**, **Materials Required**, **class date**, **time**, **Language**, and **Location** information, as shown in Figure 45.

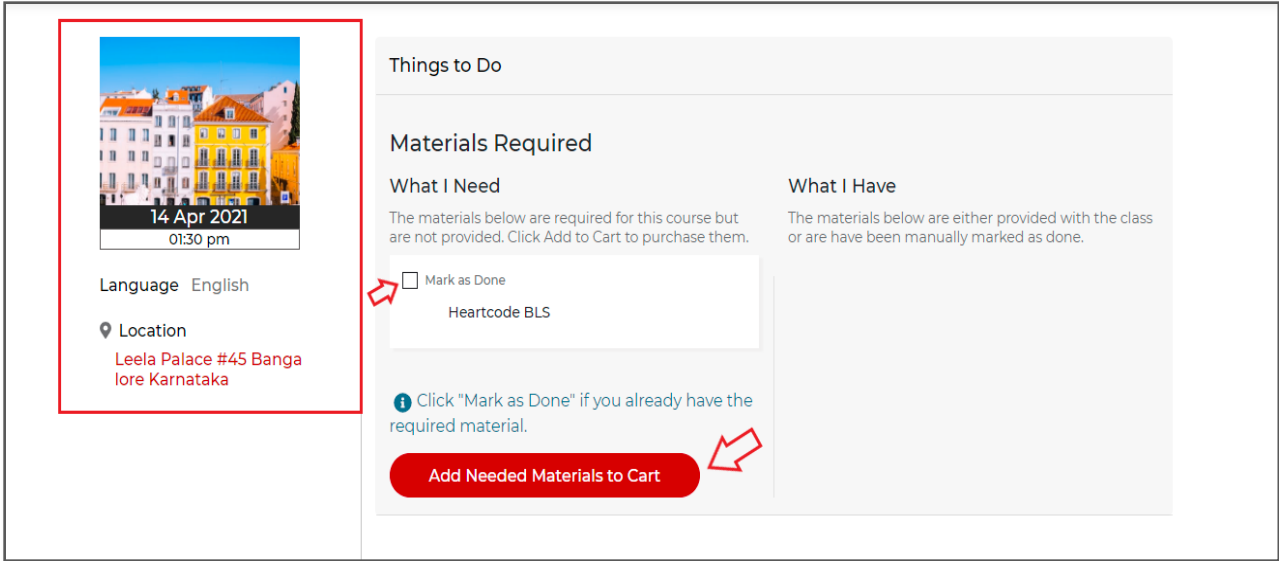


Figure 45. Class Details page information.

- Users can select the **Mark as Done** checkbox in Figure 45, which moves the material from the **What I Need** section to the **What I Have** section.
- Users can add materials to the cart by selecting **Add Needed Materials to Cart**, which directs users to the ShopCPR application to purchase the required material.
- The Congratulations! message displays in the **What I Need** section, and the course material moves to **What I Have** section. This also displays the course **Launch** box in the **Things to Do** section, as shown in Figure 46.

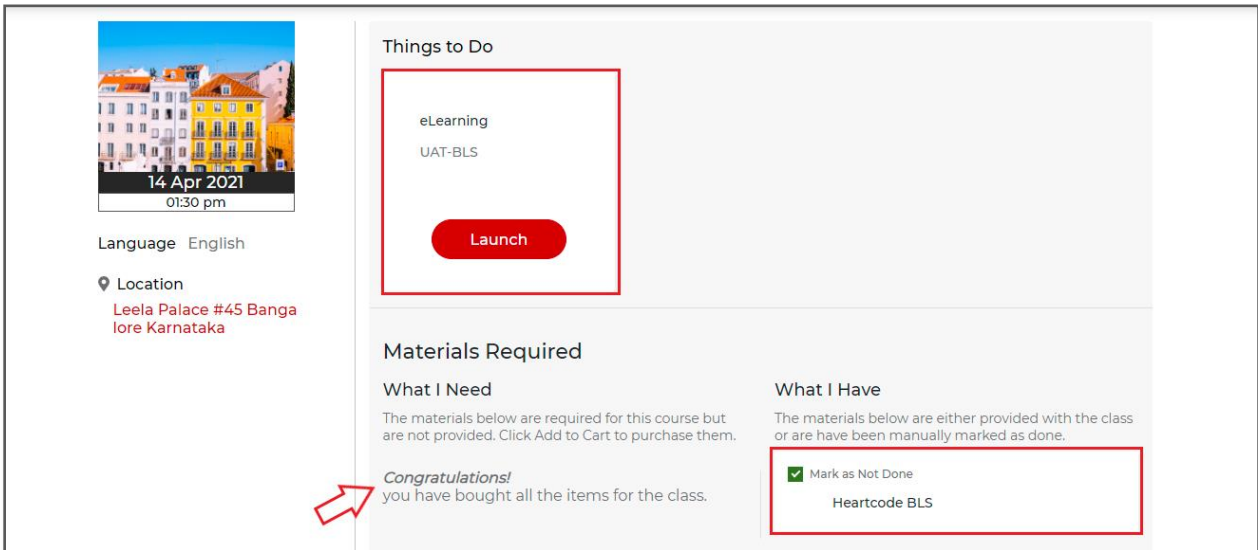


Figure 46. Class Details page—What I Need, What I Have and Course Launch.

- Selecting **Location** from the screen in Figure 46 displays a pop-up prompting confirmation about leaving an AHA site; select **Proceed** as indicated in Figure 47.

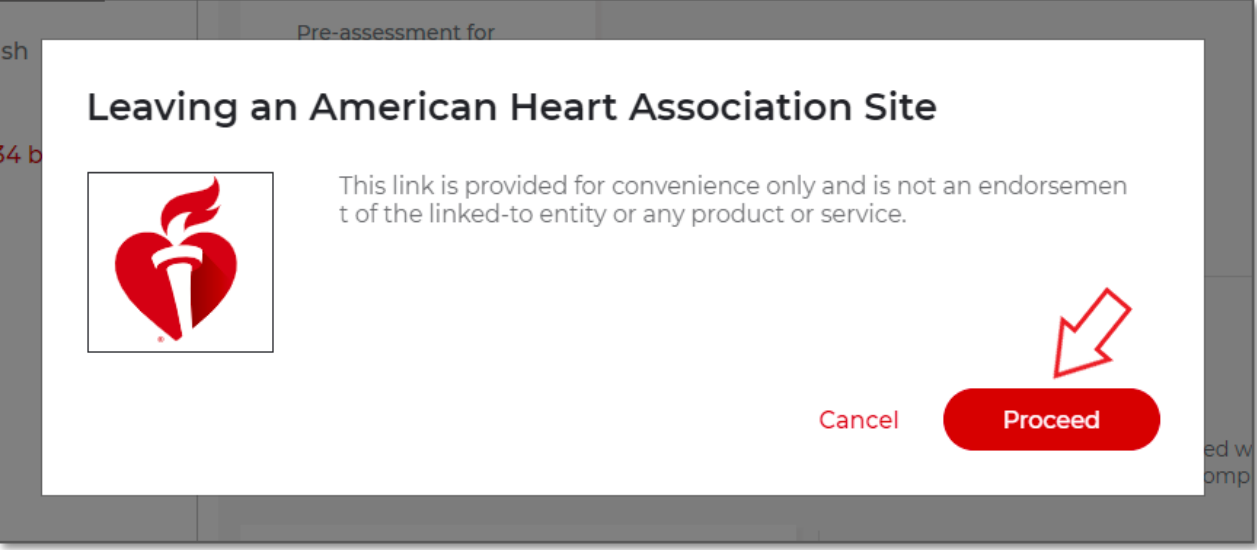


Figure 47. Leaving AHA site confirmation pop-up.

- Selecting **Proceed** directs users to the Google map, as shown in Figure 48.

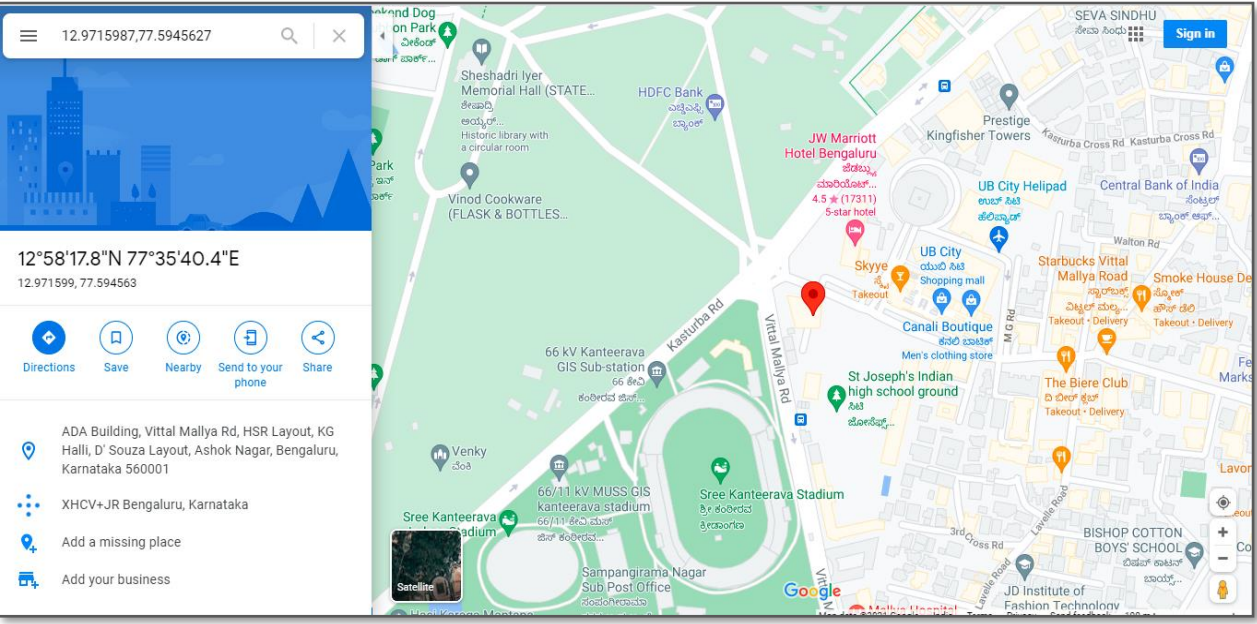


Figure 48. Google map window.

- Select the course **Launch** button from the **Things to Do** section, as shown in Figure 49.

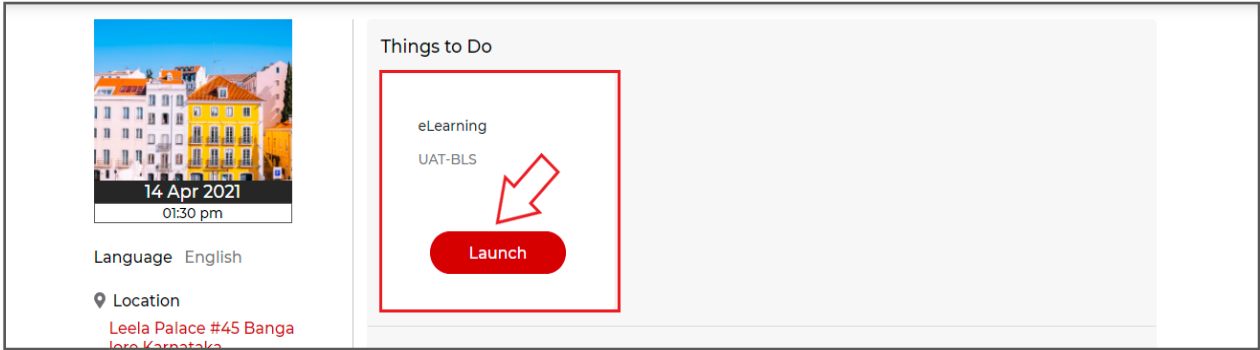


Figure 49. Class Details page—Click Course Launch button.

- Selecting the **Launch** button from the screen in Figure 49 displays a pop-up prompting confirmation about leaving an AHA site; select **Proceed** as indicated in Figure 50.

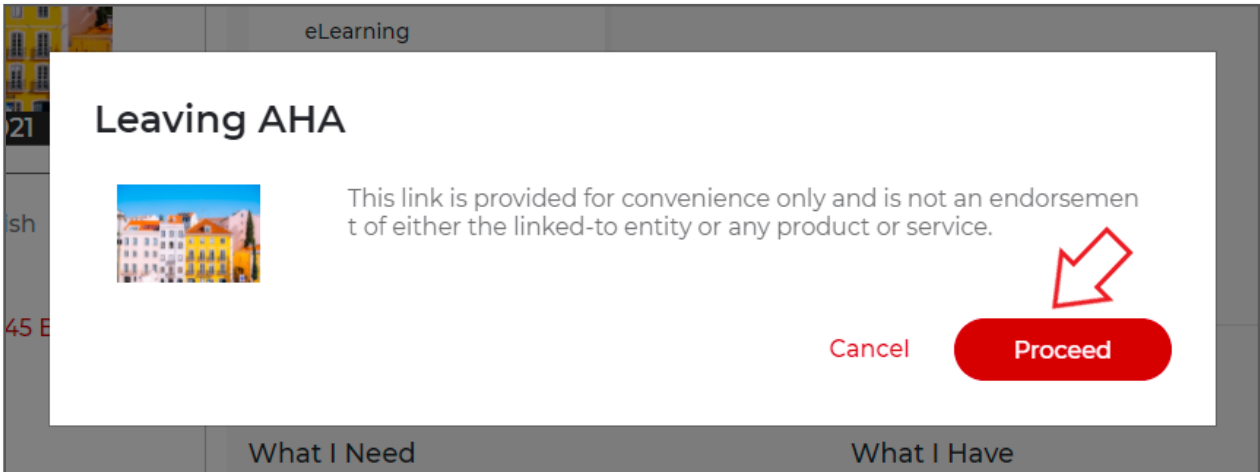


Figure 50. Leaving AHA site confirmation pop-up.

- Selecting **Proceed** directs users to the AHA eLearning page; users can **start** or **resume** courses accordingly, as indicated in Figure 51.

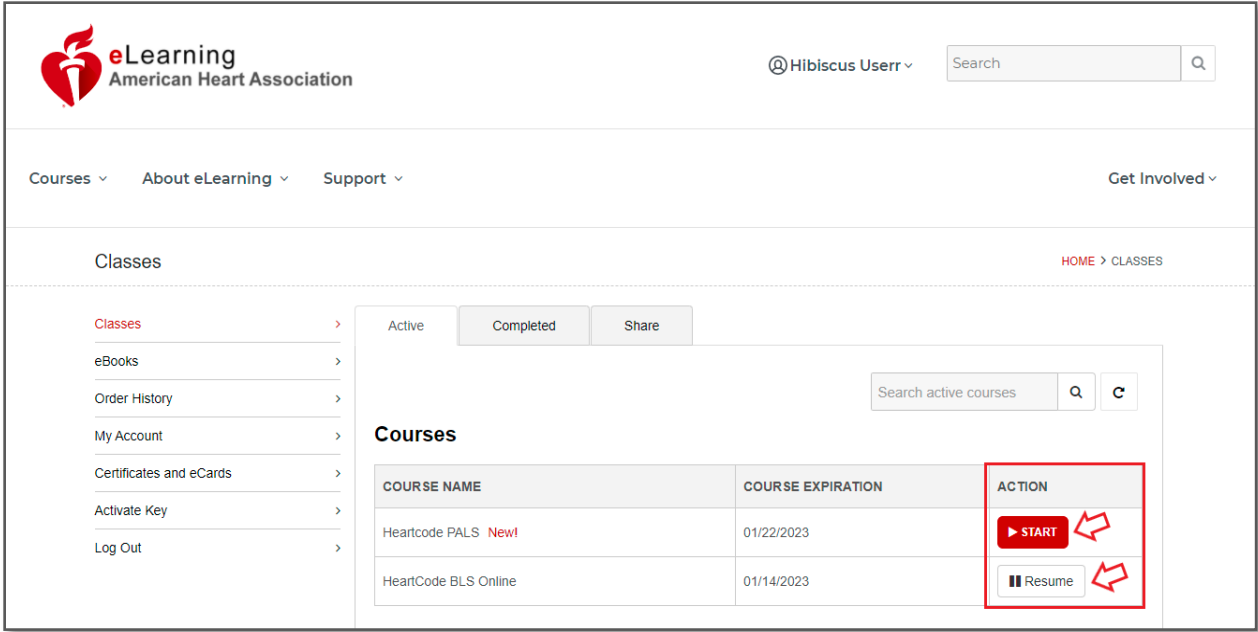


Figure 51. AHA eLearning website.

- The Class Details page includes an **Exams** section, as highlighted in Figure 52.

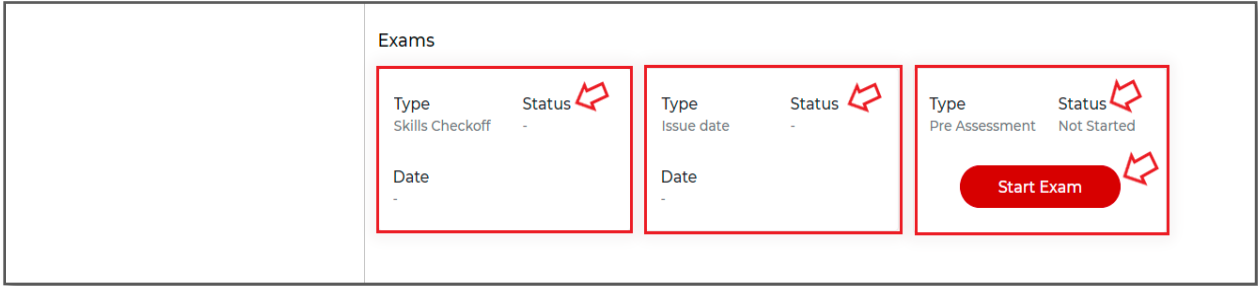


Figure 52. Class Details page—Exams.

- In the **Exams** section, the **Type** of exam, **Status**, and **Date** displays. When user selects **Start Exam** and completes the exam successfully, the **Status** changes to **Pass/Fail/Complete** accordingly.

- Navigating through the Exams section, the **Class Information** displays as highlighted in Figure 53.

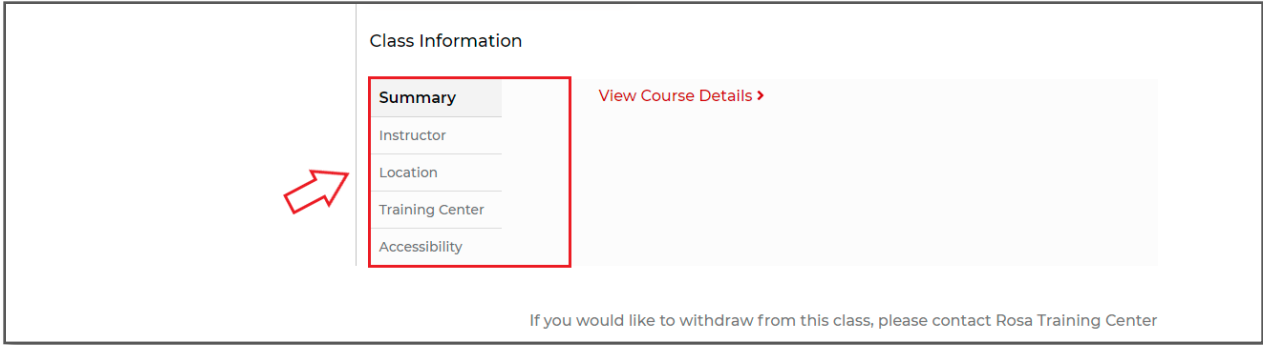


Figure 53. Class Details page—Class information.

- The screen in Figure 53 also displays information about how to withdraw from the class. Students can withdraw from a class before the **withdrawal cut-off** date.
- If the **withdrawal cut-off** date has passed, then the organization’s admin or Instructor must withdraw the student from the class at their discretion.

6.2.3 Attending Classes List Filters

- Users can select an option from the **Status** drop-down list and display the **Attending** classes list accordingly, as highlighted in Figure 54.

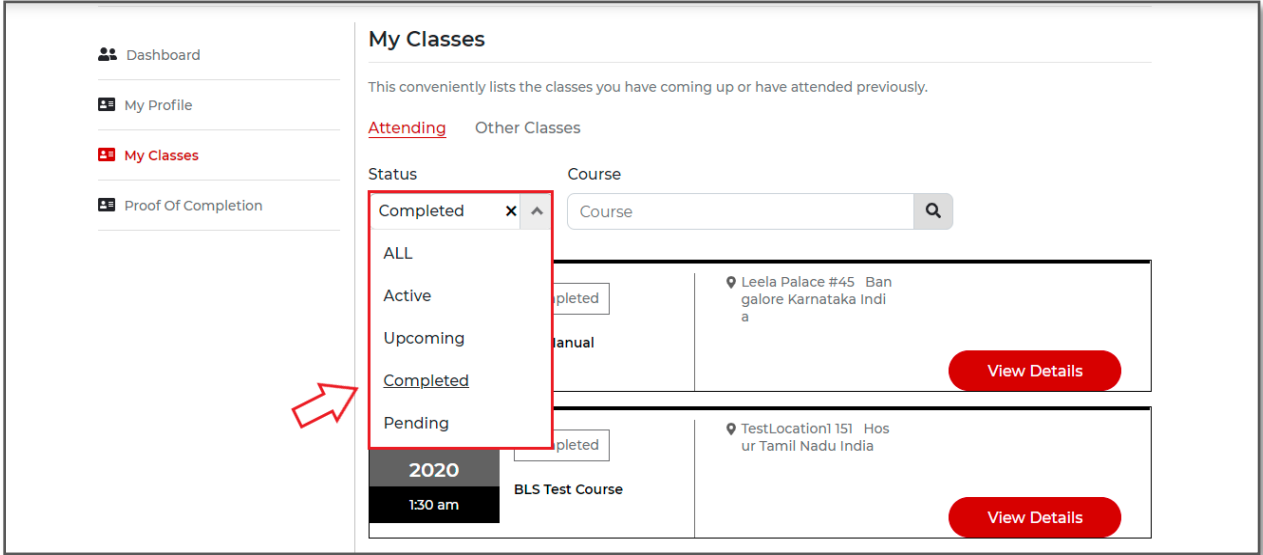


Figure 54. Attending classes list—Status drop-down list options.

- Users can key in a course name in the **Course** text box and display the **Attending** classes list accordingly, as highlighted in Figure 55.

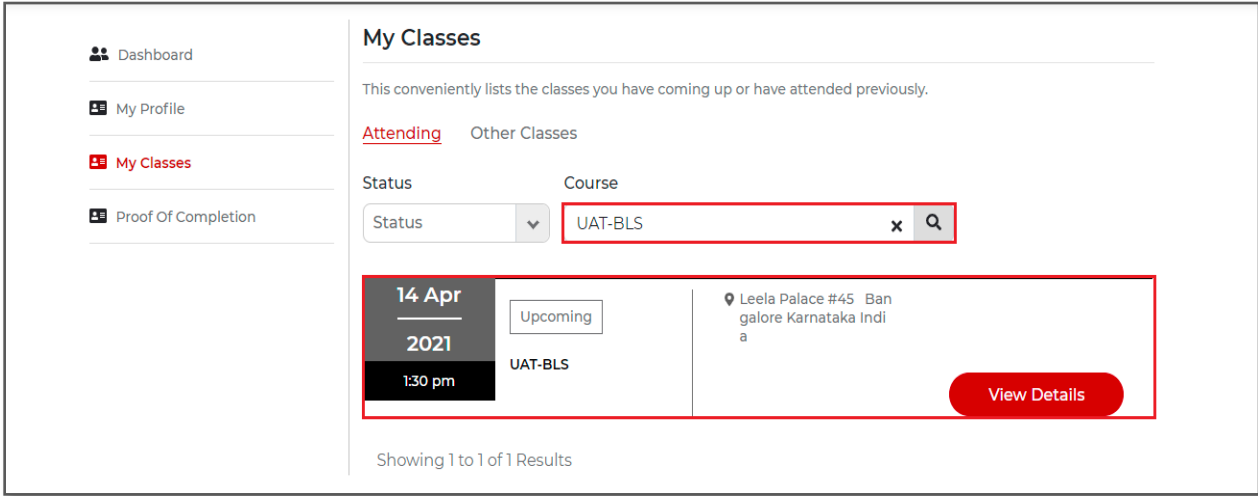


Figure 55. Attending classes list—Course text box.

6.2.4 Other Classes

- Selecting the **Other Classes** tab displays the list as shown in Figure 56.

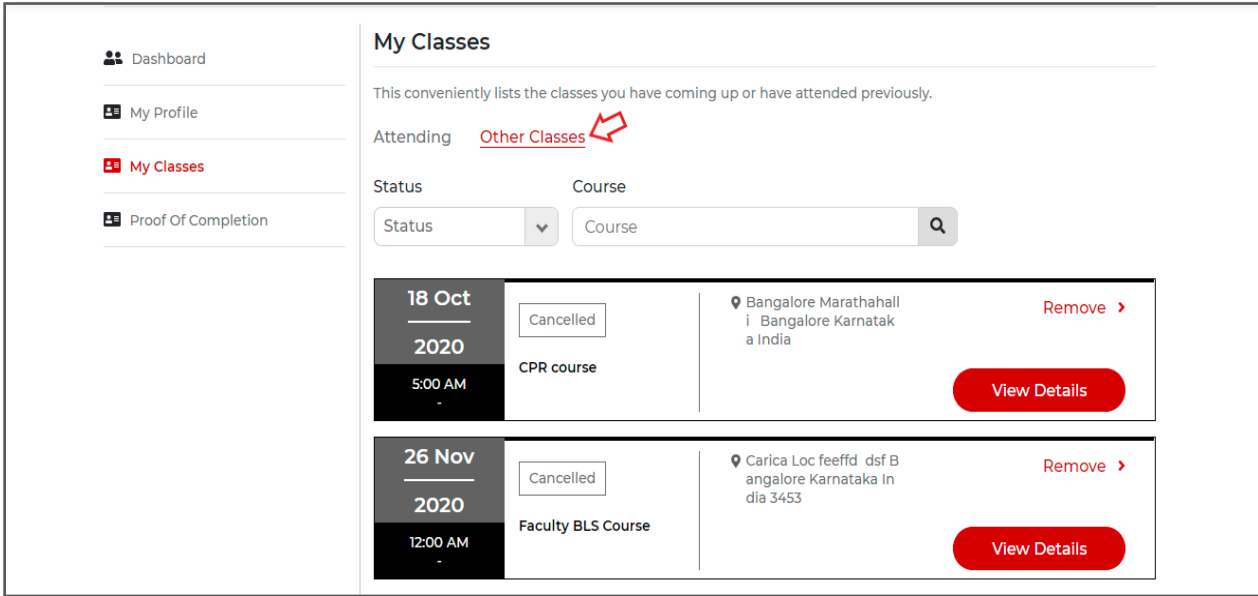


Figure 56. Other Classes list.

6.2.5 Other Classes List Filters

- Users can select an option from the **Status** drop-down list and display the **Other Classes** list accordingly, as highlighted in Figure 57.

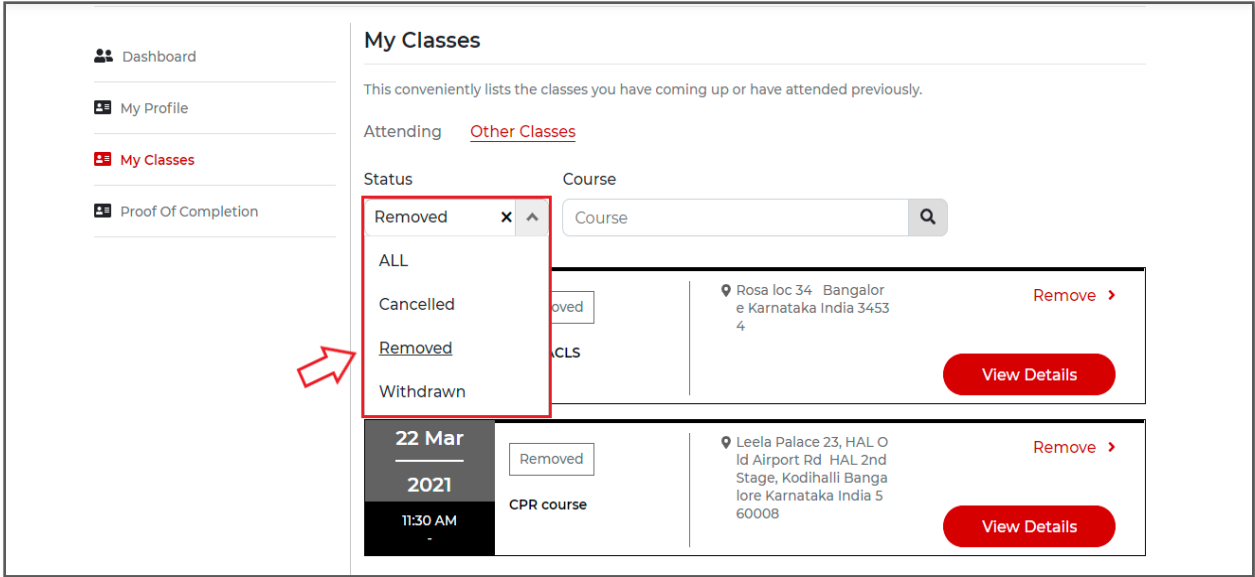


Figure 57. Other Classes list—Status drop-down list options.

- Users can key in a course name in the **Course** text box and display the **Other Classes** list accordingly, as highlighted in Figure 58.

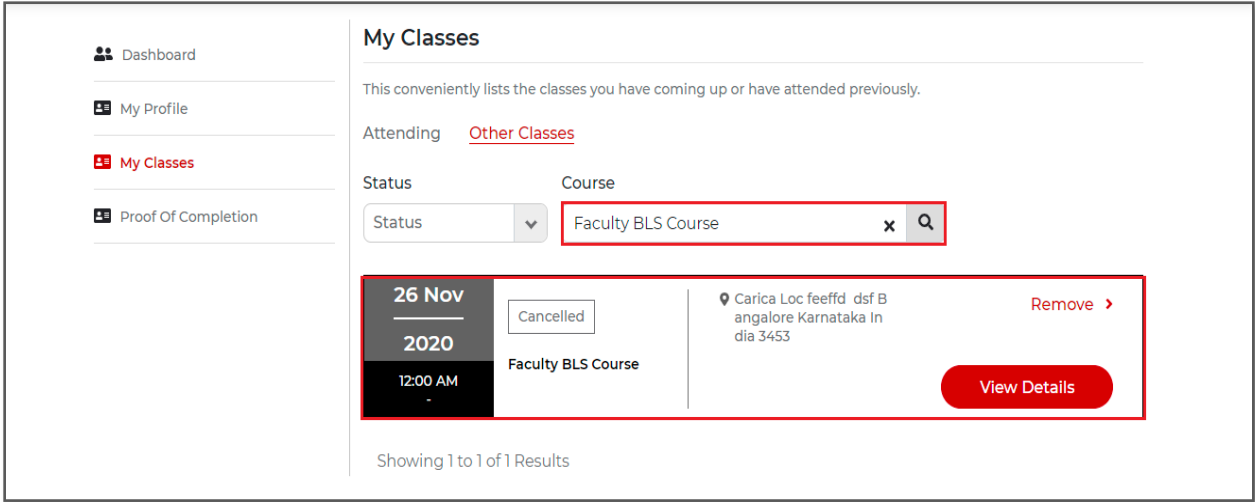


Figure 58. Other Classes list—Course text box.

6.2.6 Proof of Completion

The Proof of Completion section displays the course completion cards or certificates.

- Selecting **Proof of Completion** from the left navigation section of the dashboard displays the course completion cards or certificates, as highlighted in Figure 59.

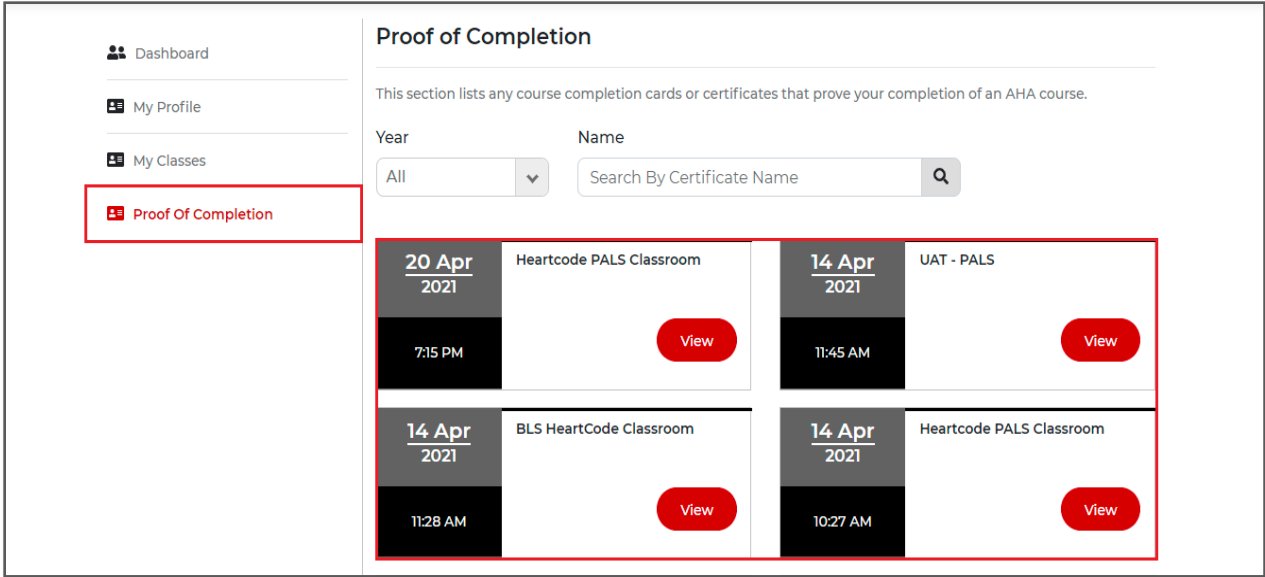


Figure 59. Proof of Completion screen—Course Completion Certificates list.

- Users can display the course completion certificate by entering the certificate name in the **Name** search text box, as highlighted in Figure 60.

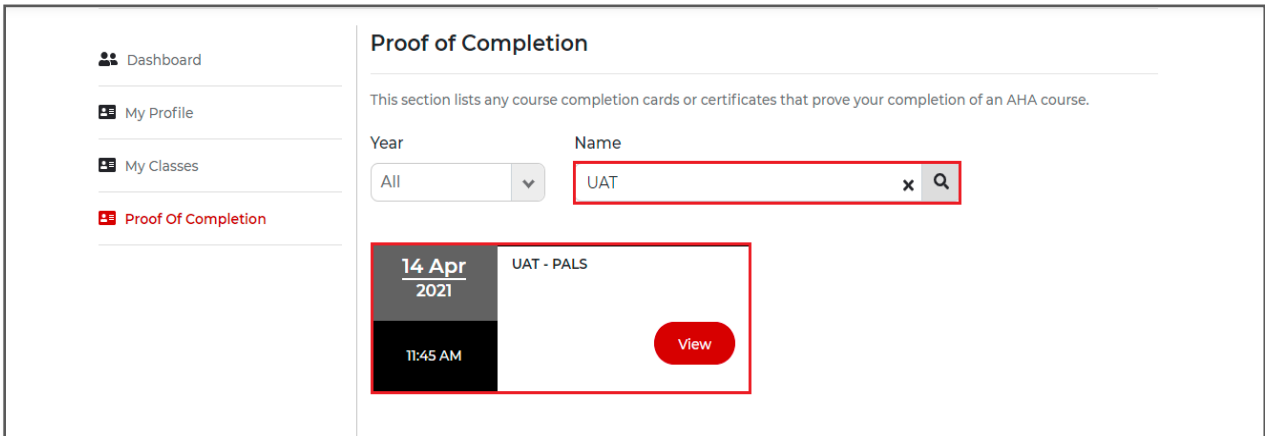


Figure 60. Proof of Completion screen—Name text box.

- Users can filter their course completion certificates list by selecting an option from the **Year** drop-down list, as highlighted in Figure 61.

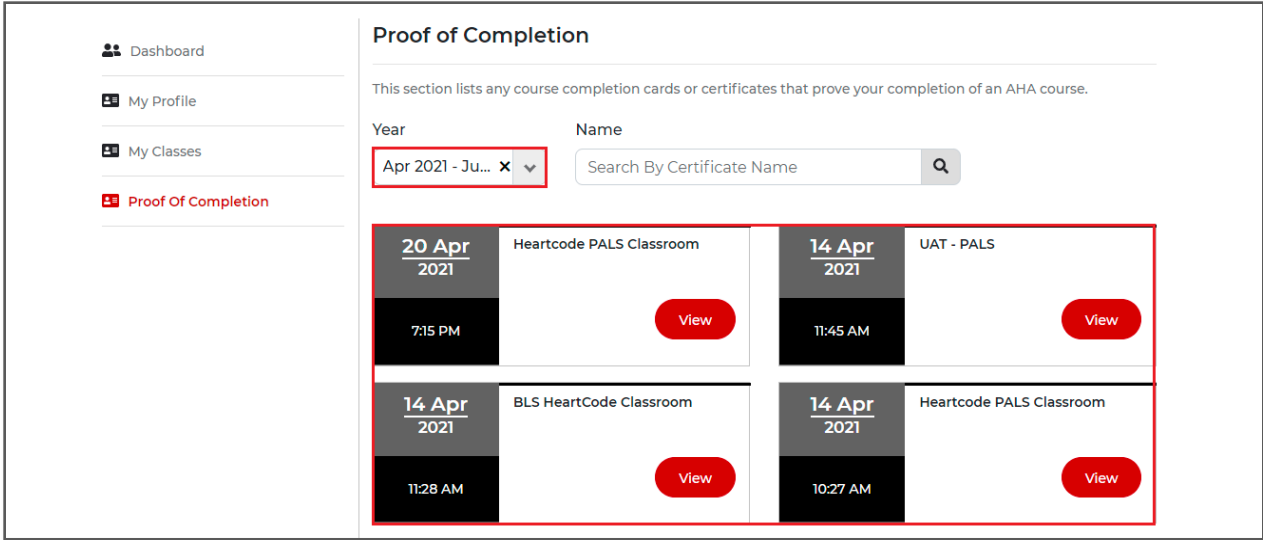


Figure 61. Course Completion Cards—filter by Year.

- Select **View** from the course completion certificate, as shown in Figure 62.

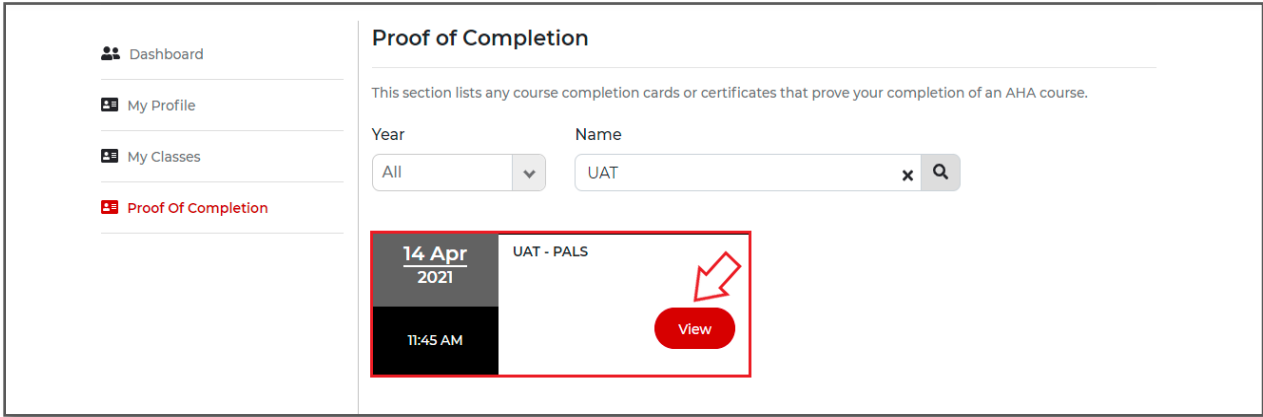


Figure 62. Course Completion Certificate—select View.

- Selecting **View** from the screen in Figure 62 directs users to the eCard system, where users can manage their eCard inventory.