How to issue AHA BLS Provider CPR eCards

Completion cards are issued using data collected on course rosters.

Employee, or instructors we are paying, do NOT have to order, or issue, student eCards.
We will do this on your behalf.

The process of issuing cards is simple.

Any Instructors, we are not paying, must issue student eCards.

Step One – log into your Atlas.Heart.org account

Bold Hearts

Sign In or Create an Account

* indicates a required field

Sign In

Username / Email:*

Password:*

[   ] Show

Forgot Password ?

One-Time Code To Login
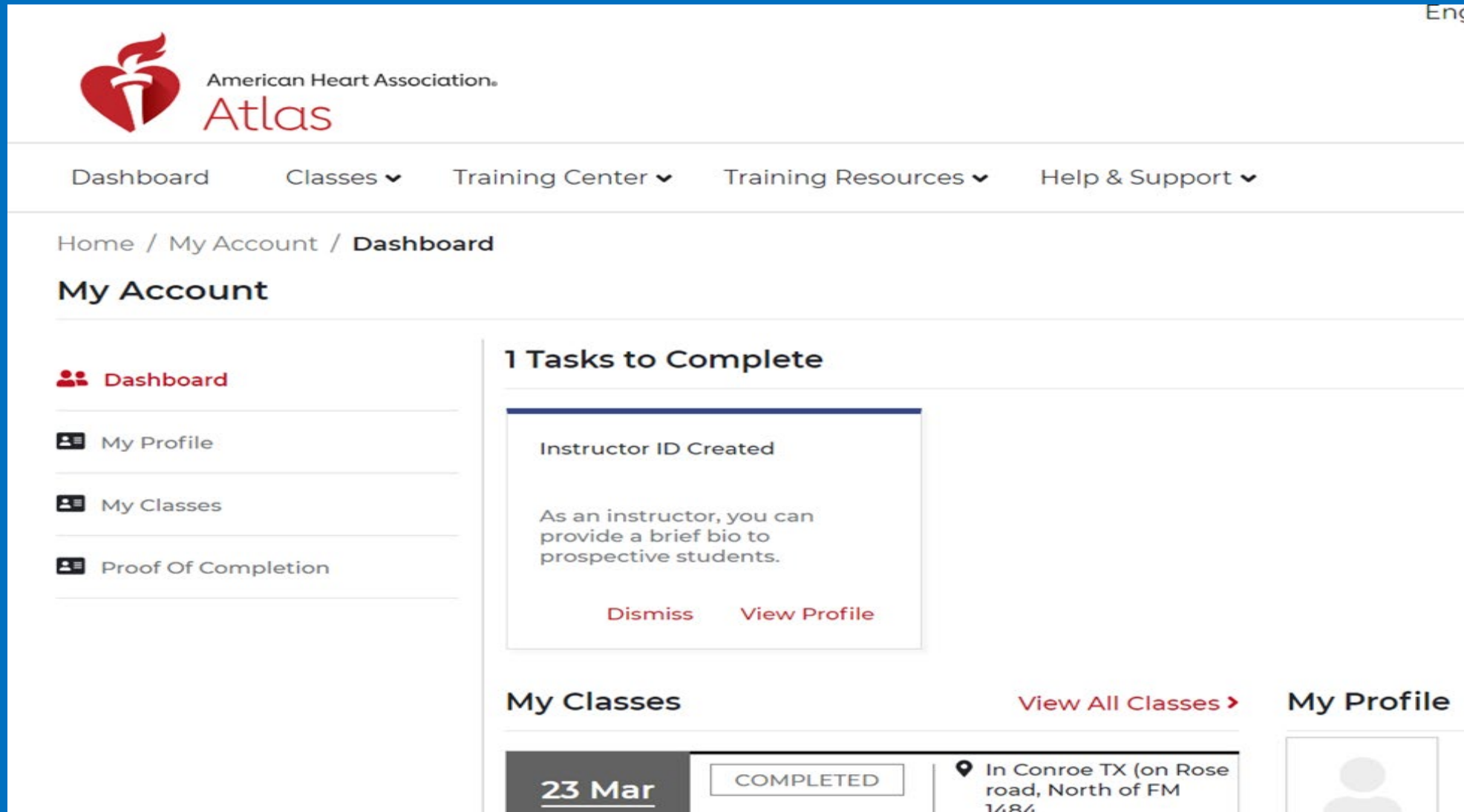
☑ Remember me

Or sign in with your social accounts:

G Google

f Log in

in. LinkedIn

Twitter

Microsoft

Y Yahoo

iD ORCiD

 Sign in with Apple
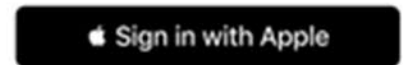
You should see your dashboard
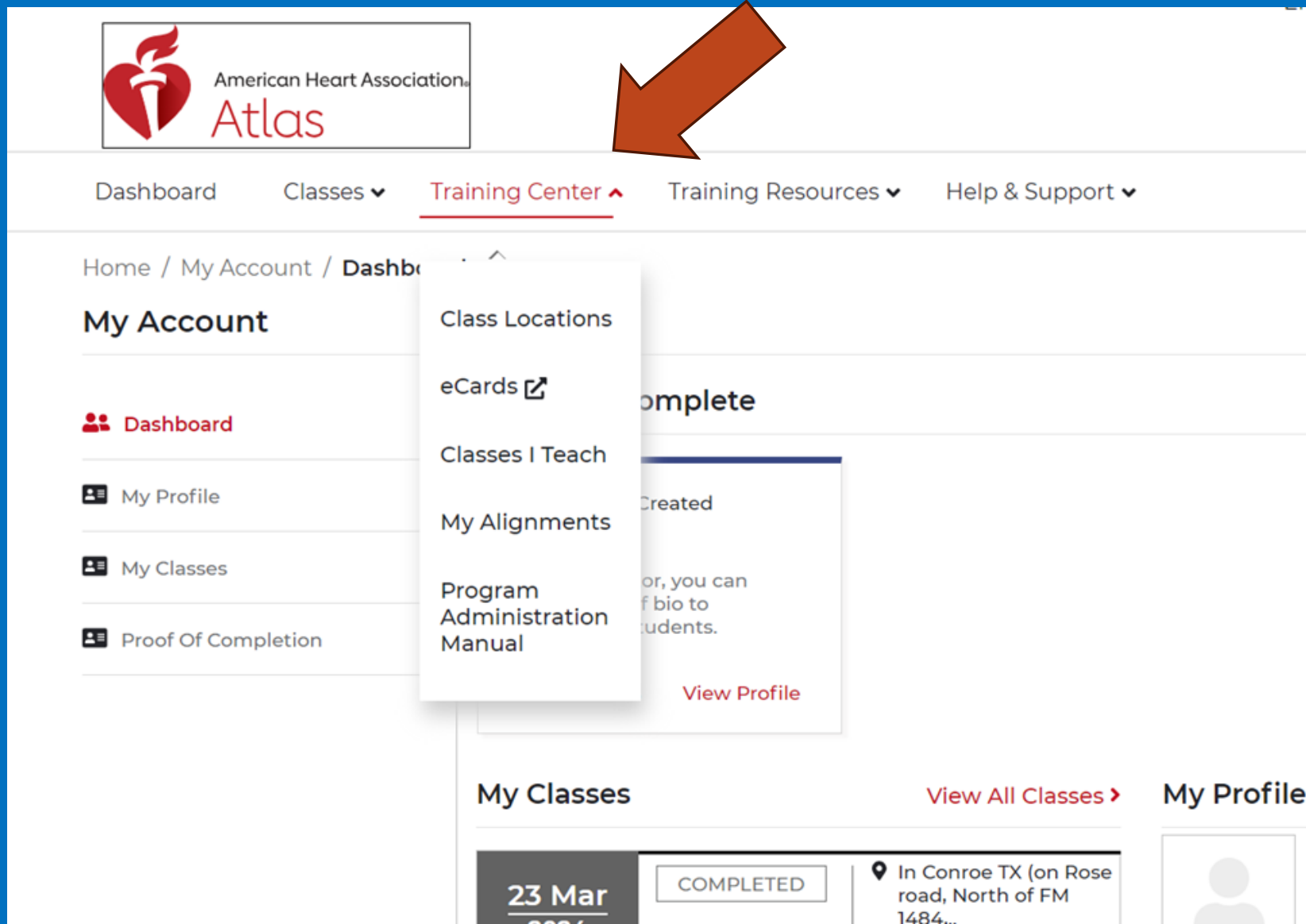
Click on the Training Center link

Click on the eCards link

◈A new tab/window should have appeared.

◈Let's first see how many eCards you have available to issue.

You should see this:

Make sure the Training Center and Site are correct

You should see how many eCards you have.

Please note that your session will time out after 30 minutes of inactivity.

eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Instructor Inventory

TRAINING CENTER *

Bayside CPR & AED Training Center

TRAINING SITE

Big Texas CPR, LLC

Course	Available Quantity	Product Number
▸ BLS Provider	2	20-3001

Showing 1 to 1 of 1 entries

eCards can only be ordered from your TS location (Big Texas CPR LLC). This is because we get them from the AHA TC and then we add them to your Instructor Network, for you to issue to your students. There is no other way to do this.

You may order as many eCards as you want – they will stay in your Instructor Network until you issue them.

Use the Big Texas CPR LLC PDF, we sent you, to order certification cards for your students.

Submit information after class –

order books and eCards BEFORE class

Now let's talk about how to issue eCards
Find this page:

MANAGE ECARDS ▾

⚠ Please note that your session will time out after 30 minutes of inactivity.

eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Instructor Inventory ⌄

TRAINING CENTER *

Bayside CPR & AED Training Center ⌄
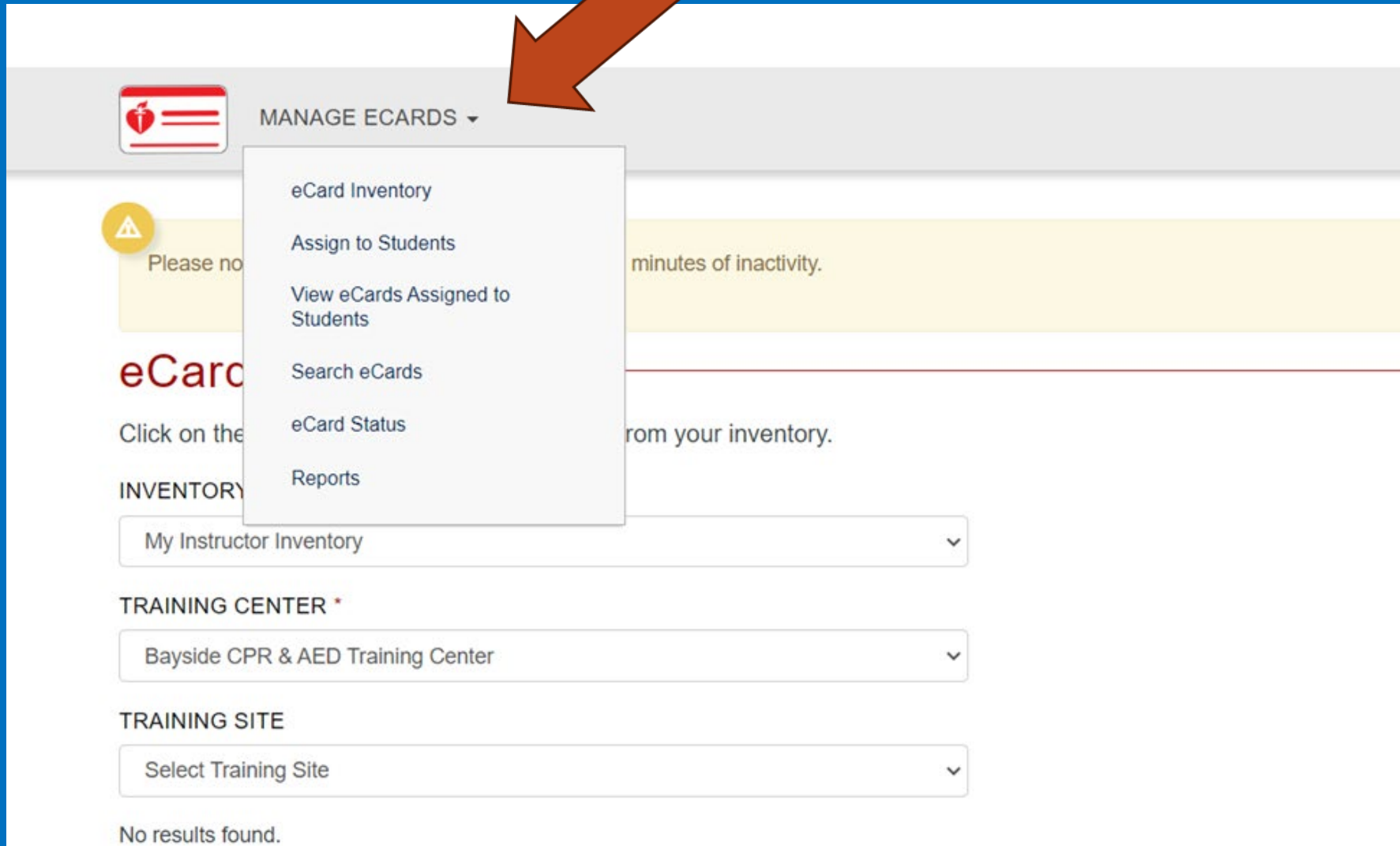
TRAINING SITE

Select Training Site ⌄

No results found.

Click on Manage eCards
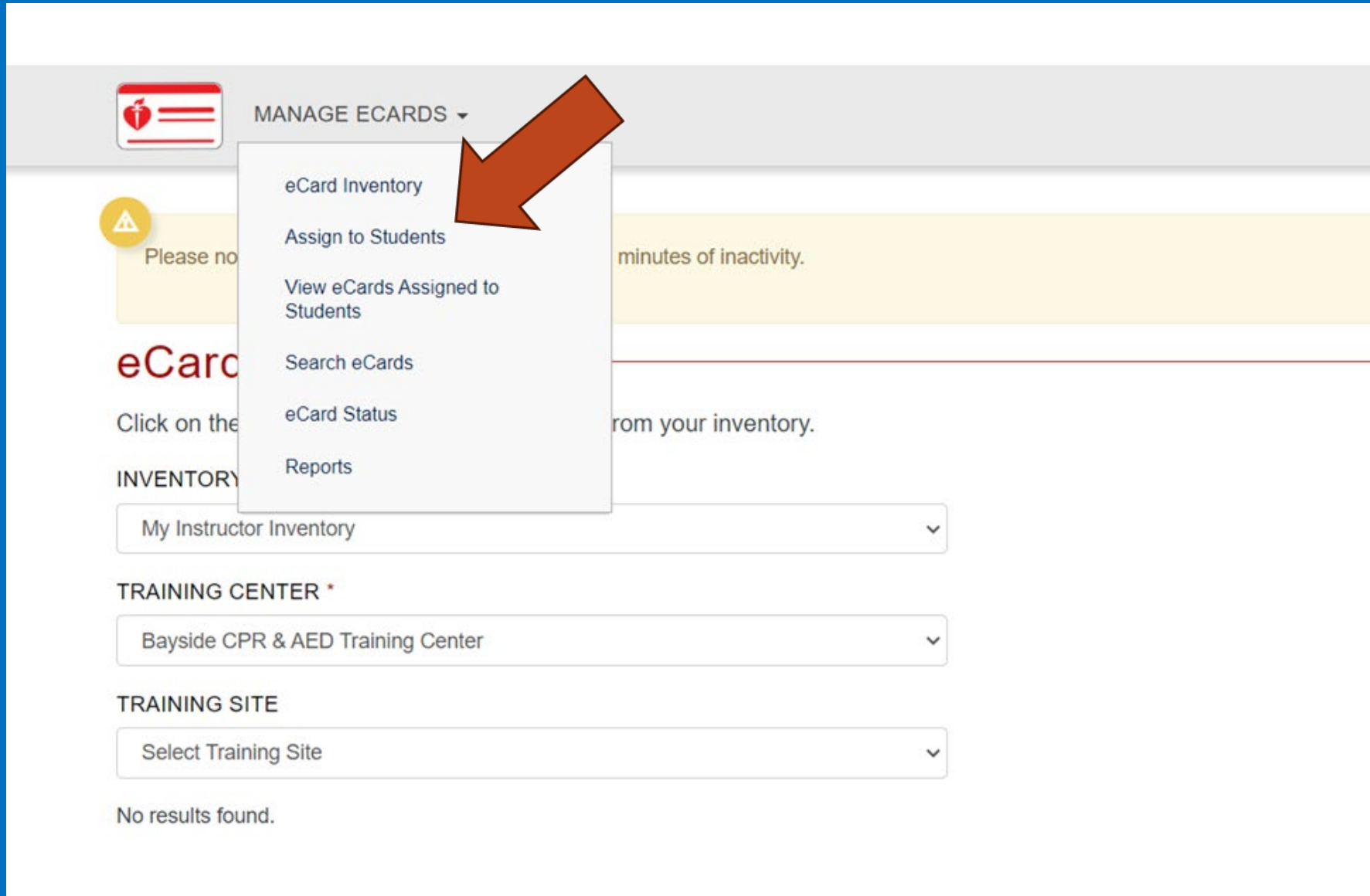
MANAGE ECARDS ▾

- eCard Inventory
- Assign to Students
- View eCards Assigned to Students
- Search eCards
- eCard Status
- Reports

⚠ Please no... minutes of inactivity.

eCard

Click on the ... rom your inventory.

INVENTORY

My Instructor Inventory ⌄
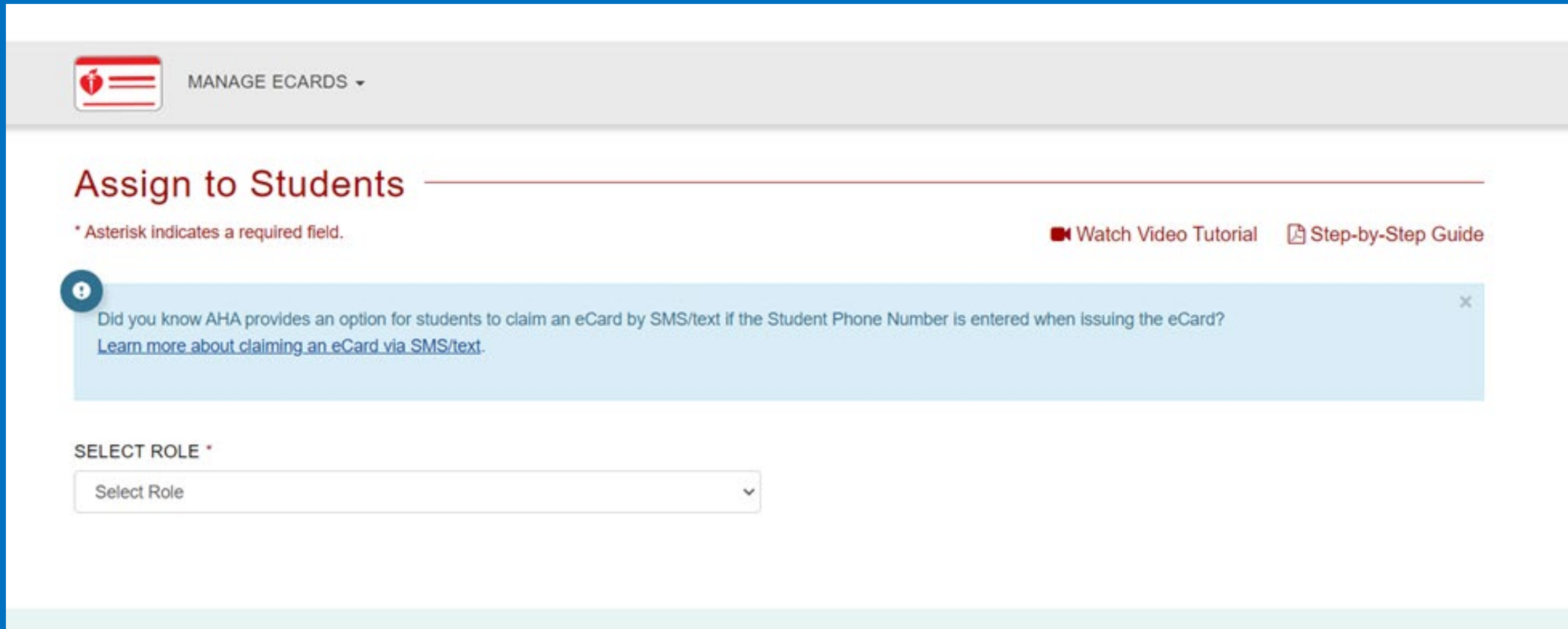
TRAINING CENTER *

Bayside CPR & AED Training Center ⌄

TRAINING SITE

Select Training Site ⌄

No results found.

Click on Assign to students

You should see this:

Select your role as instructor

MANAGE ECARDS ▾

Assign to Students

* Asterisk indicates a required field.

📹 Watch Video Tutorial   📄 Step-by-Step Guide

Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?
Learn more about claiming an eCard via SMS/text.

SELECT ROLE *

Instructor

INVENTORY ASSIGNED BY
○ Training Center ○ Training Site

Select Training Site

SELECT ROLE *

Instructor

INVENTORY ASSIGNE[
○ Training Center ● Training Site

TRAINING CENTER *

Bayside CPR & AED Training Center

TRAINING SITE *

Big Texas CPR, LLC

COURSE *

Select Course

Make sure the Training Center and Site are correct

SELECT ROLE *

Instructor

INVENTORY ASSIGNED BY
○ Training Center ● Training Site

TRAINING CENTER *

Bayside CPR & AED Training Center

TRAINING SITE *

Big Texas CPR, LLC

COURSE *

Select Course

Pick the correct course
(for this training we will use BLS Provider)

SELECT ROLE *

Instructor

INVENTORY ASSIGNED BY
○ Training Center ● Training Site

TRAINING CENTER *

Bayside CPR & AED Training Center

TRAINING SITE *

Big Texas CPR, LLC

COURSE *

BLS Provider

INSTRUCTOR *

Select Instructor

AVAILABLE ECARDS QUANTITY

2

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

☐ Upload student list in xls or xlsx format

SUBMIT

Click you as the Instructor, it will be the only option available.

SELECT ROLE *

Instructor

INVENTORY ASSIGNED BY
○ Training Center ● Training Site

TRAINING CENTER *

Bayside CPR & AED Training Center

TRAINING SITE *

Big Texas CPR, LLC

COURSE *

BLS Provider

INSTRUCTOR *

Select Instructor

AVAILABLE ECARDS QUANTITY

2

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

☐ Upload student list in xls or xlsx format

Scroll to the top and you should see the number of eCards available for you to issue.

ECT ROLE *

structor

NTORY ASSIGNED BY
aining Center ● Training Site

NING CENTER *

yside CPR & AED Training Center

NING SITE *

g Texas CPR, LLC

RSE *

S Provider

AVAILABLE ECARDS QUANTITY

2

ENT͟͟͟͟͟ITY TO MANUALLY INPUT STUDENT INFORMATION

OR

☐ Upload student list in xls or xlsx format

Enter the number of eCards you want to issue

SELECT ROLE *

Instructor

INVENTORY ASSIGNED BY
○ Training Center ● Training Site

TRAINING CENTER *

Bayside CPR & AED Training Center

TRAINING SITE *

Big Texas CPR, LLC
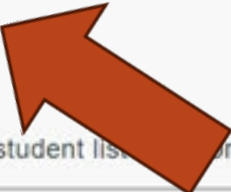
COURSE *

BLS Provider

INSTRUCTOR *

AVAILABLE ECARDS QUANTITY

2

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

2

OR

□ Upload student lis___ ___r xlsx format

Scroll back down and hit the Submit button

INSTRUCTOR *

Michael Scaliatine - 01200845525

SUBMIT
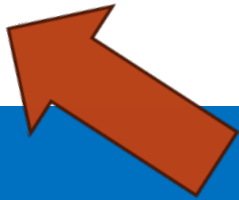
Enter class date and student information

Available eCards Quantity	2
Assign Quantity	2

SELECT COURSE DATE

08/15/2023
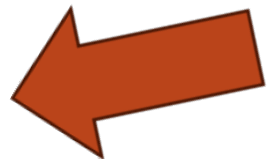
Course Date		First Name	Last N...	Email	Mobile Phone (optional) ❓	Delete
08/15/2023		Jane	...ith	jjsmith@aol.com	866-248-9277	🗑
08/15/2023		John	Smith	jsmith@aol.com	832-930-0277	🗑

CONTINUE **GO BACK**

Make sure all information is correct – then push the finish button

Clicking the **FINISH** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **FINISH** button.

Show [25 ⌄] entries   Search: [   ]

Co...		First Name	Last Name	Email	Mobile Phone	Delete	
4/1		Jane	Smith	jjsmith@aol.com	866-248-9277	🗑	
4/1		John	Smith	jsmith@aol.com	832-930-0277	🗑	

Sh...   ...2 of 2 entries   Previous **1** Next

FINISH   **GO BACK**

⚠ **Note:** If you receive an error on this page after clicking FINISH, please do not click the FINISH button again. This can cause duplicate assignments. Please go to **eCard Status** Page to verify if eCards were issued.

You should now see this.
Record the Ecard codes for input into Enrollware later.

Show [25 ▾] entries

Search: [   ]

eCard Code ▾	Course Date ▾	First Name ▾	Last Name ▾	Email ▾	Mobile Phone ▾
245411573124		Jane	Smith	jjsmith@aol.com	866-248-9277
245411573123		John	Smith	jsmith@aol.com	832-930-0277

Showing 1 to 2 of 2 entries

Previous **1** Next

DOWNLOAD **GO TO INVENTORY**

You can also download an XL Spreadsheet

Show [25 ▾] entries

Search: [   ]

eCard Code	Course Date	First Name	Last Name	Email	Mobile Phone
245411573124	4/1...	Jane	Smith	jjsmith@aol.com	866-248-9277
245411573123		John	Smith	jsmith@aol.com	832-930-0277

Showing 1 to 2 of 2

Previous **1** Next

DOWNLOAD   **GO TO INVENTORY**

This spreadsheet can be saved for later reference

eCard Code	Course Date	First Name	Last Name	Email	Mobile Phone
245411573124	4/15/2024	Jane	Smith	jjsmith@aol.com	866-248-9277
245411573123	4/15/2024	John	Smith	jsmith@aol.com	832-930-0277

◇After you issue each student eCard, you must record the eCard number issued… you will need to provide that number later.

You are done, you can sign out.

◈After you issue a card, the student will get an email telling them to claim it.

◈Students must complete a review (survey) before they can access their eCards. This is mandatory for AHA and eCards will not be seen until the student finishes the review. Let your student know this !!

Remember that being associated with Big Texas CPR LLC means that you will receive free support.

Our hours of operation are Monday thru Friday from 9am to 6pm. Saturdays are appointment only and we are closed on Sundays.

We are excited for you and look forward to having you teach!!

Michael@BigTexasCPR.com   (832) 930-0277