




# How to issue AHA BLS Provider CPR eCards

**B A S I C   L I F E   S U P P O R T**

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**BLS  
Provider**

 **American  
Heart  
Association®**

The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date \_\_\_\_\_ Recommended Renewal Date \_\_\_\_\_

Scan this code with your mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards) to view and validate the eCard. **eCard Code** \_\_\_\_\_





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.


**BASIC LIFE SUPPORT**

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**BLS Provider**

 **American Heart Association®**

The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date	Recommended Renewal Date	
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eCard Code




The process of issuing cards is simple.

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

**BASIC LIFE SUPPORT**


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**BLS  
Provider**

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Heart  
Association®**

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Scan this code with your mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards) to view and validate the eCard.  eCard Code \_\_\_\_\_

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

## Sign In or Create an Account

\* indicates a required field

### Sign In

Username / Email:\*

Password:\*

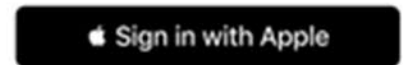
 Show

[Forgot Password ?](#)

[One-Time Code To Login](#)

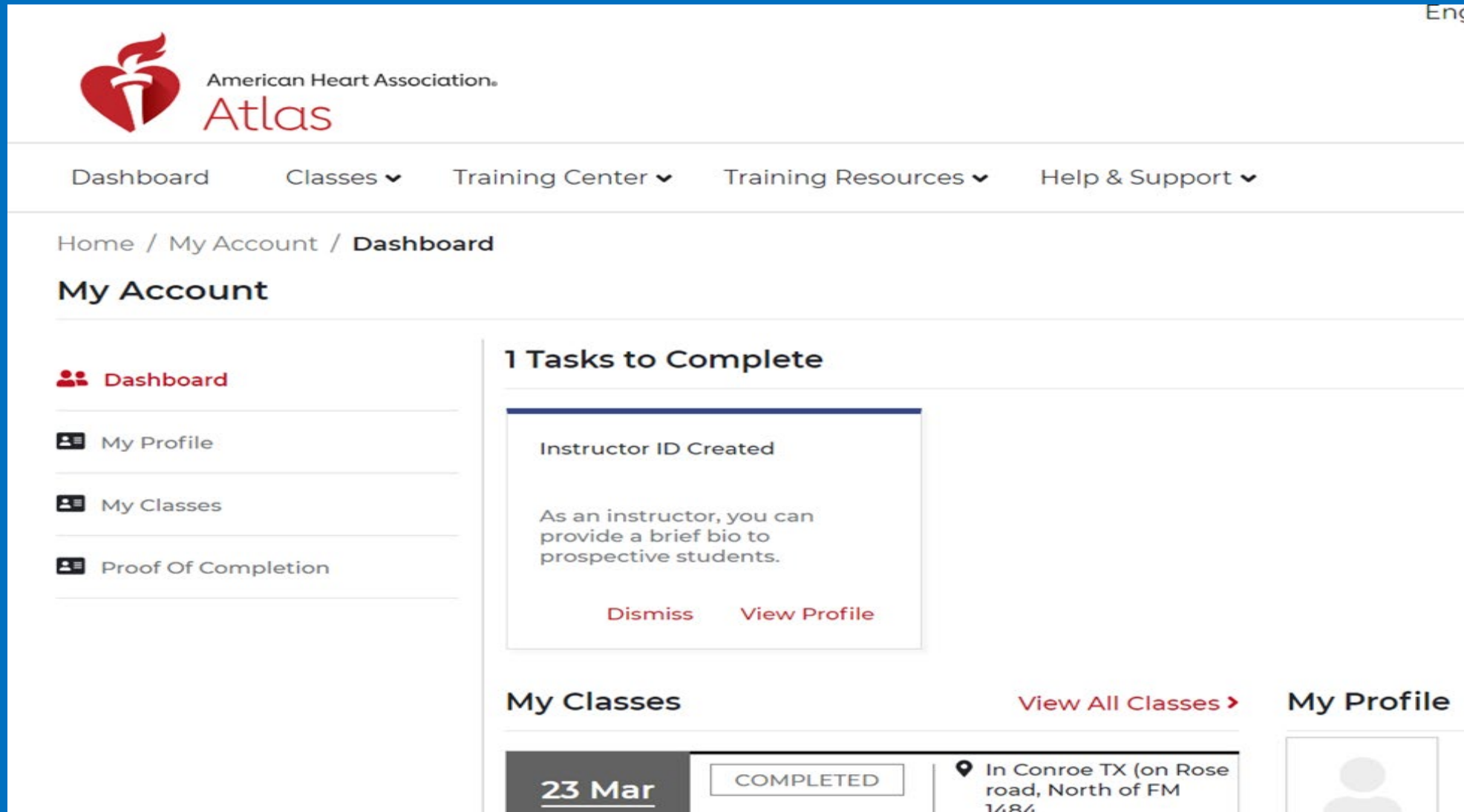
Remember me

Or sign in with your social accounts:






# You should see your dashboard







Eng

 American Heart Association®  
**Atlas**

[Dashboard](#) [Classes ▾](#) [Training Center ▾](#) [Training Resources ▾](#) [Help & Support ▾](#)

[Home](#) / [My Account](#) / **Dashboard**

## My Account

-  **Dashboard**
-  My Profile
-  My Classes
-  Proof Of Completion


### 1 Tasks to Complete

**Instructor ID Created**


As an instructor, you can provide a brief bio to prospective students.

[Dismiss](#) [View Profile](#)

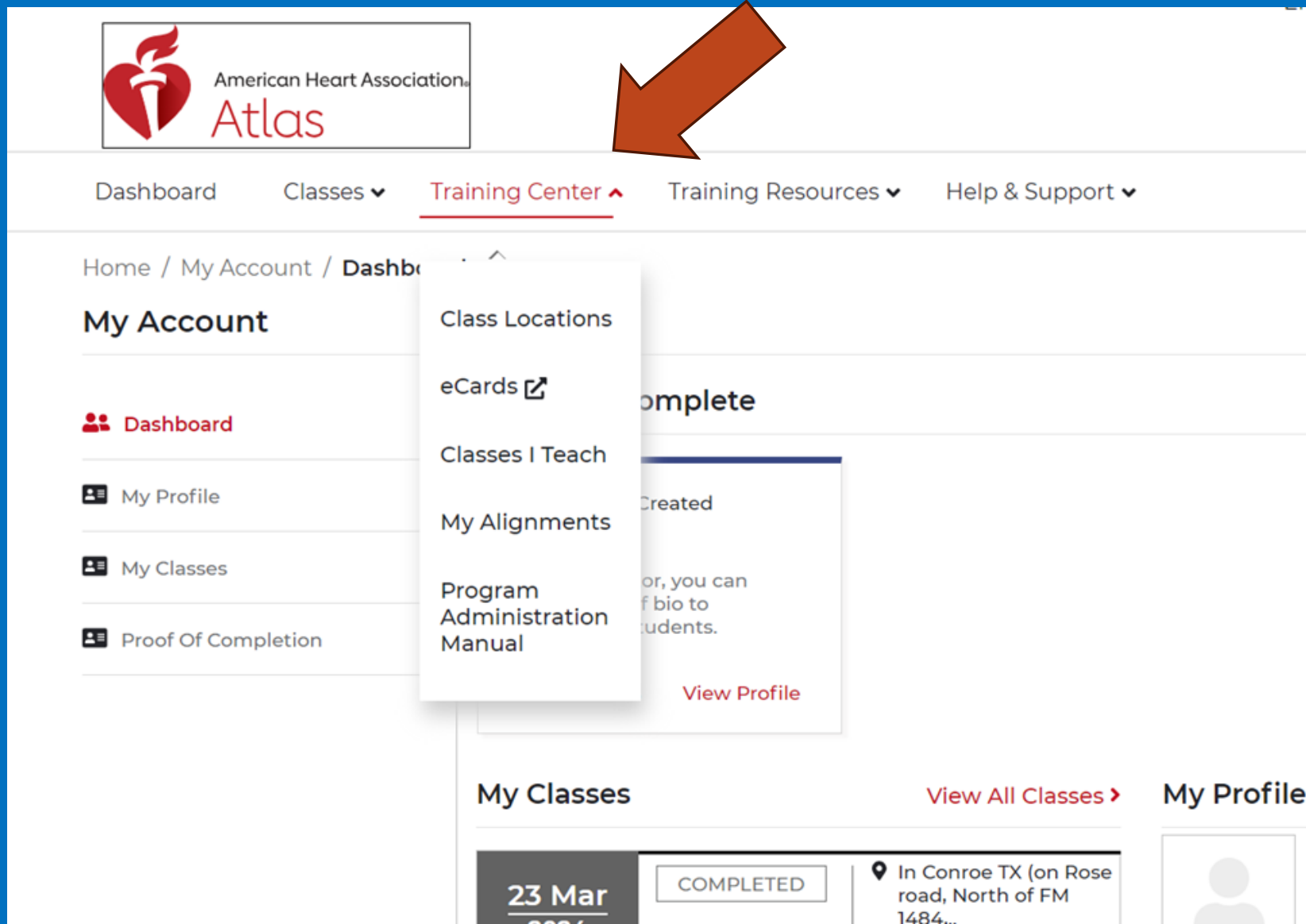
### My Classes [View All Classes >](#)

<b>23 Mar</b>	COMPLETED	 In Conroe TX (on Rose road, North of FM 1484
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### My Profile



# Click on the Training Center link



The image shows a screenshot of the American Heart Association Atlas website. The top navigation bar includes links for Dashboard, Classes, Training Center (highlighted with a red underline and a red arrow pointing to it), Training Resources, and Help & Support. Below the navigation bar, the page content is partially visible, showing a sidebar with 'My Account' options (Dashboard, My Profile, My Classes, Proof Of Completion) and a main content area with sections for 'My Classes' and 'My Profile'. A dropdown menu is open over the 'Training Center' link, listing options: Class Locations, eCards, Classes I Teach, My Alignments, and Program Administration Manual.

American Heart Association  
Atlas

Dashboard Classes **Training Center** Training Resources Help & Support

Home / My Account / Dashboard

### My Account

- Dashboard
- My Profile
- My Classes
- Proof Of Completion

Class Locations

eCards

Classes I Teach

My Alignments

Program Administration Manual

View Profile

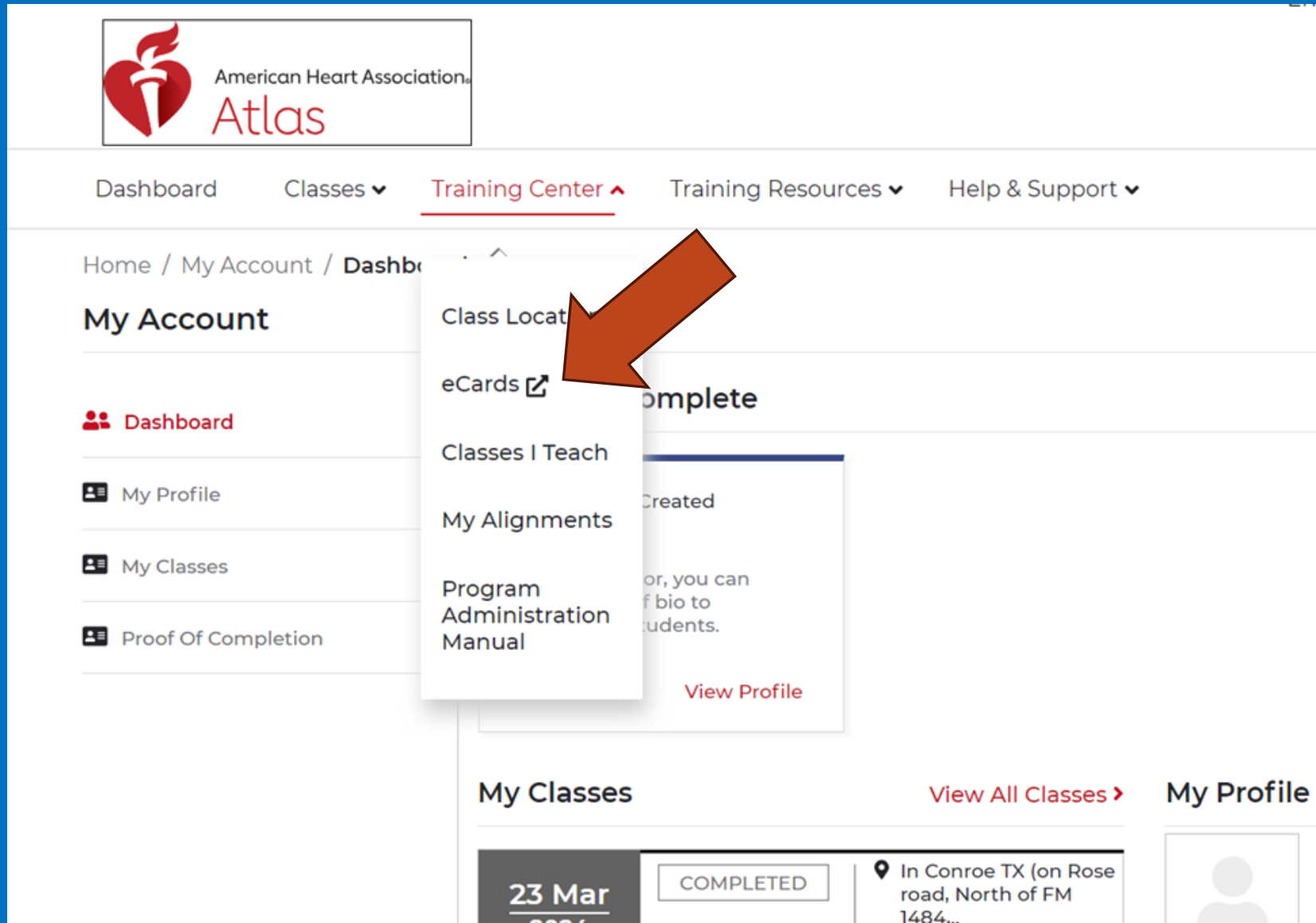
### My Classes

View All Classes

### My Profile

23 Mar COMPLETED In Conroe TX (on Rose road, North of FM 1484...

# Click on the eCards link



The screenshot shows the American Heart Association Atlas Training Center interface. At the top, the logo for the American Heart Association Atlas is displayed. Below the logo, a navigation bar contains links for Dashboard, Classes, Training Center (highlighted with a red underline), Training Resources, and Help & Support. The main content area is titled "My Account" and features a sidebar with links for Dashboard, My Profile, My Classes, and Proof Of Completion. A dropdown menu is open under the "Training Center" link, listing options: Class Location, eCards (highlighted with a red arrow), Classes I Teach, My Alignments, Program Administration Manual, and View Profile. Below the dropdown, the "My Classes" section is visible, showing a class entry for "23 Mar" with a "COMPLETED" status and a location in Conroe TX.

American Heart Association  
Atlas

Dashboard Classes **Training Center** Training Resources Help & Support

Home / My Account / Dashboard

## My Account

- Dashboard
- My Profile
- My Classes
- Proof Of Completion

Class Location

eCards

Classes I Teach

My Alignments

Program Administration Manual

View Profile

## My Classes

View All Classes

My Profile

23 Mar

COMPLETED

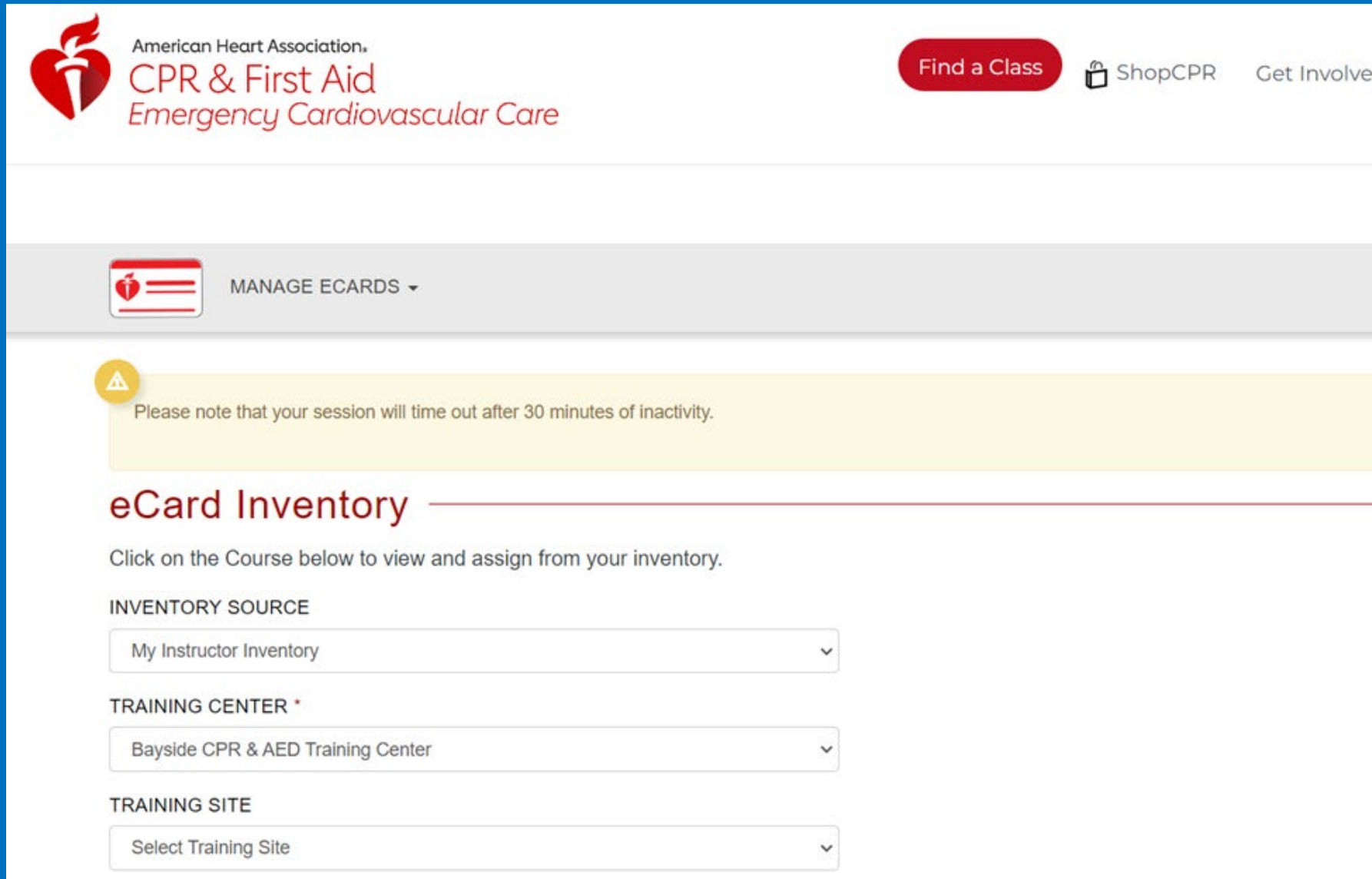
In Conroe TX (on Rose road, North of FM 1484...



◆ A new tab/window should have appeared.

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

# You should see this:



The screenshot shows the American Heart Association's CPR & First Aid Emergency Cardiovascular Care website. The header includes the organization's logo and name, a 'Find a Class' button, and links for 'ShopCPR' and 'Get Involved'. A 'MANAGE ECARDS' button is visible in a grey bar. A yellow warning banner states: 'Please note that your session will time out after 30 minutes of inactivity.' The main section is titled 'eCard Inventory' and includes instructions: 'Click on the Course below to view and assign from your inventory.' Below this are three dropdown menus: 'INVENTORY SOURCE' (set to 'My Instructor Inventory'), 'TRAINING CENTER \*' (set to 'Bayside CPR & AED Training Center'), and 'TRAINING SITE' (set to 'Select Training Site').

American Heart Association.  
CPR & First Aid  
Emergency Cardiovascular Care

Find a Class ShopCPR Get Involved

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 ▾

# Make sure the Training Center and Site are correct



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

# 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 ▾

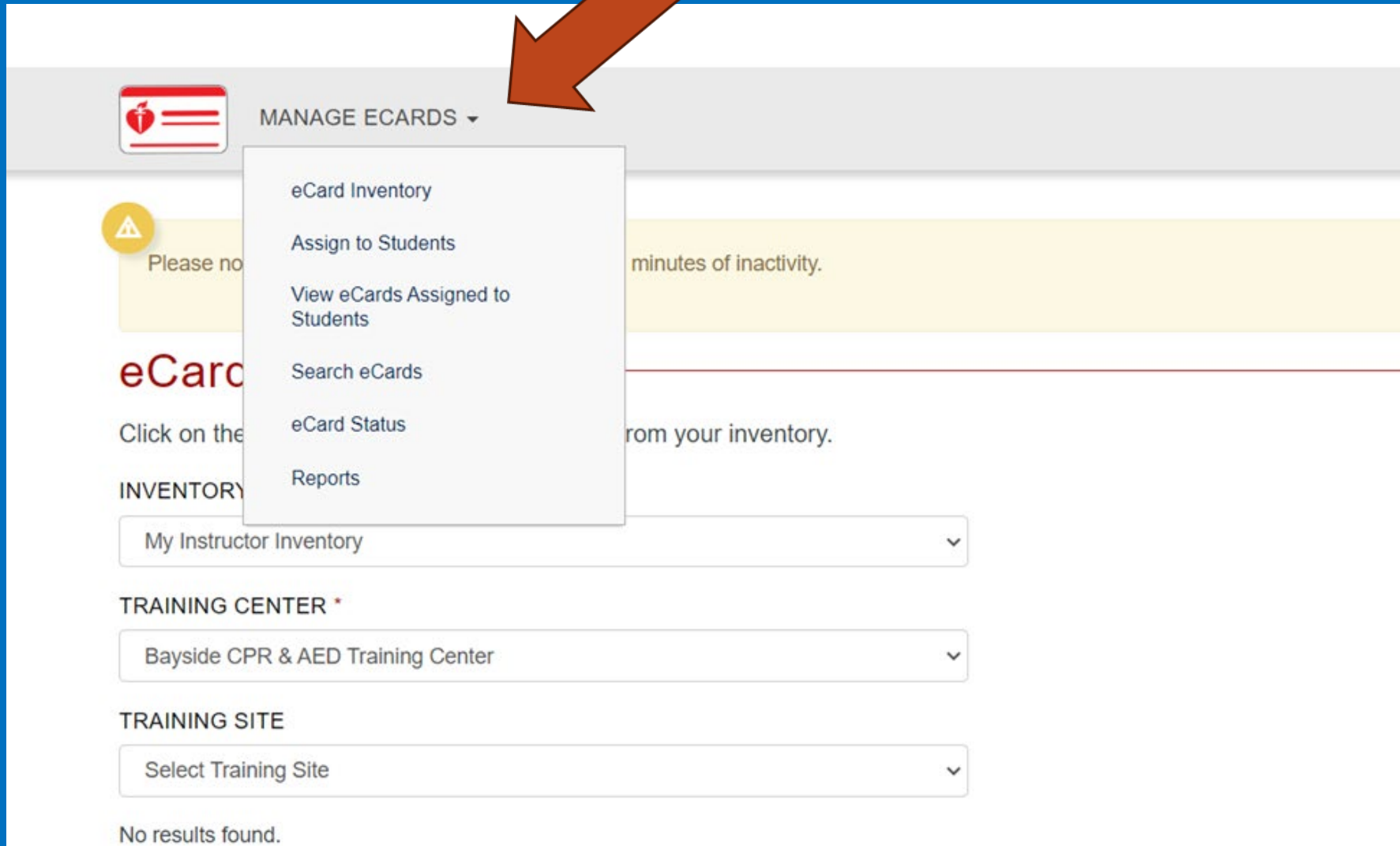
TRAINING SITE

Select Training Site ▾

No results found.



# Click on Manage eCards



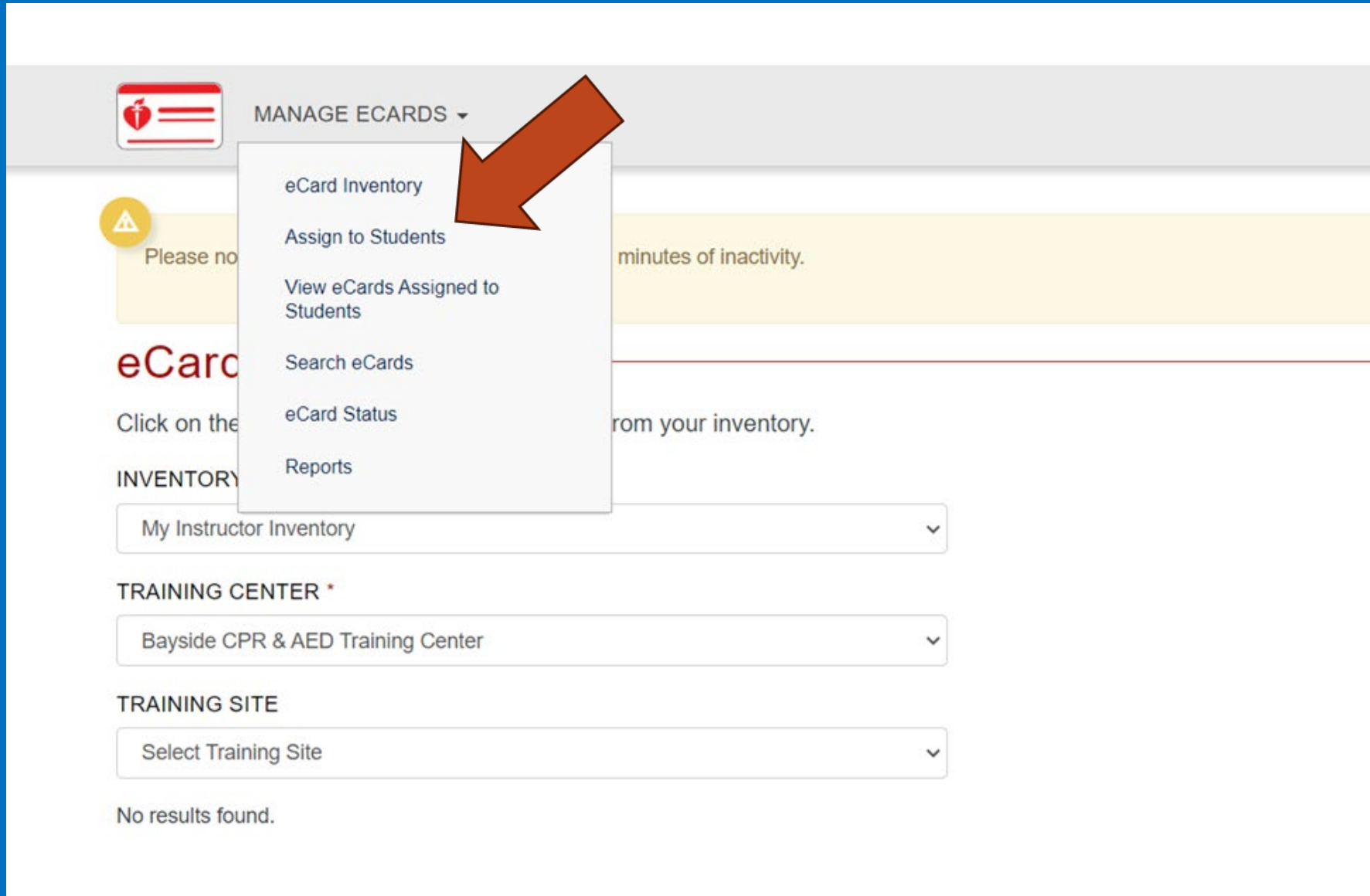
The screenshot displays a web application interface for managing eCards. At the top left, there is a red icon of an eCard. To its right is a dropdown menu labeled "MANAGE ECARDS" with a downward arrow. A large red arrow points to this dropdown menu. The dropdown menu is open, showing the following options:

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

Below the dropdown menu, there are several other elements:

- A yellow warning box with a triangle icon and the text "Please no... minutes of inactivity."
- The text "eCard" in a large, bold font.
- The text "Click on the" followed by a red line.
- The text "INVENTORY" followed by a dropdown menu with the text "My Instructor Inventory" and a downward arrow.
- The text "TRAINING CENTER \*" followed by a dropdown menu with the text "Bayside CPR & AED Training Center" and a downward arrow.
- The text "TRAINING SITE" followed by a dropdown menu with the text "Select Training Site" and a downward arrow.
- The text "No results found." at the bottom.

# Click on Assign to students



The screenshot shows a web interface for managing eCards. At the top left, there is a red and white icon of an eCard. To its right is a dropdown menu labeled "MANAGE ECARDS" with a downward arrow. The dropdown menu is open, showing a list of options: "eCard Inventory", "Assign to Students", "View eCards Assigned to Students", "Search eCards", "eCard Status", and "Reports". A large red arrow points to the "Assign to Students" option. Below the dropdown menu, there is a yellow warning banner with a triangle icon and the text "Please no... minutes of inactivity.". Below the banner, the text "eCard" is visible, followed by "Click on the" and "INVENTORY". There are three dropdown menus: "My Instructor Inventory", "TRAINING CENTER \* Bayside CPR & AED Training Center", and "TRAINING SITE Select Training Site". At the bottom, the text "No results found." is displayed.

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

INVENTORY

My Instructor Inventory ▾

TRAINING CENTER \*

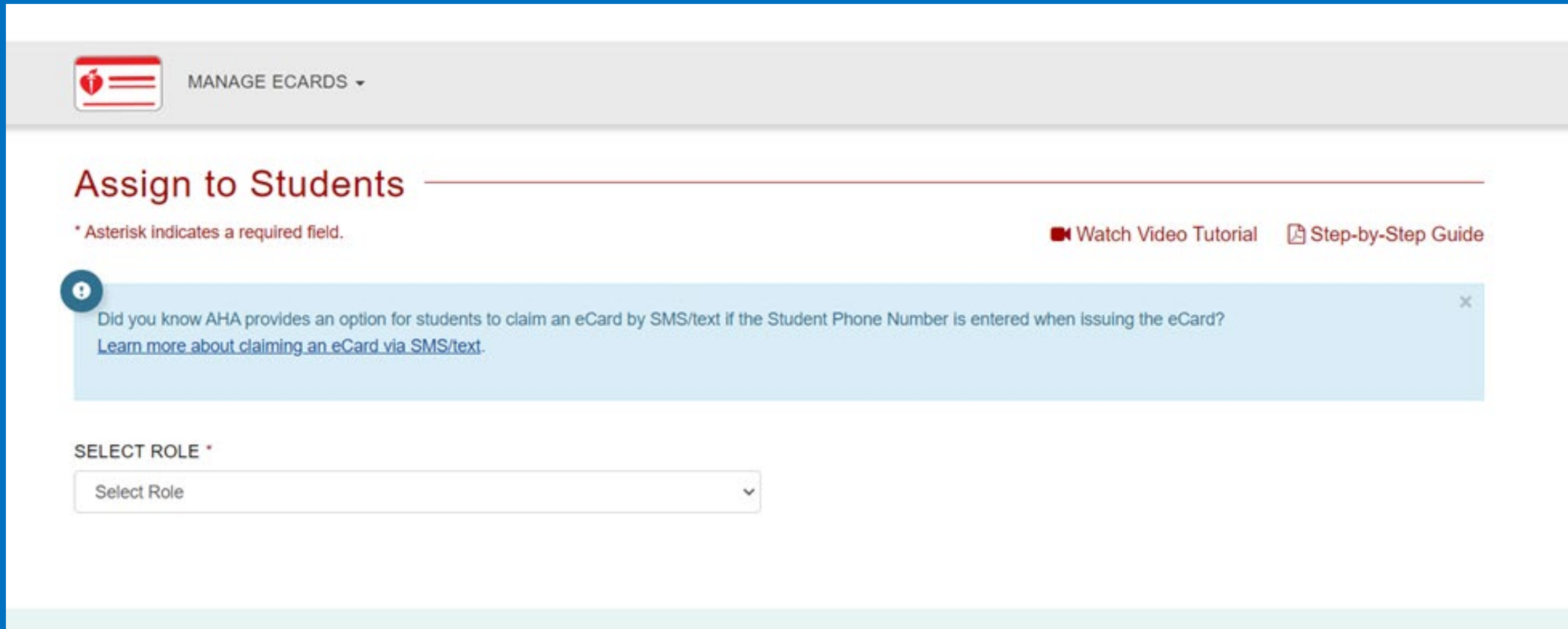
Bayside CPR & AED Training Center ▾

TRAINING SITE

Select Training Site ▾

No results found.

# You should see this:



The screenshot shows a web interface for managing eCards. At the top left, there is a red icon of a heart with a pulse line and the text 'MANAGE ECARDS' with a dropdown arrow. Below this is the main heading 'Assign to Students' with a horizontal line underneath. To the right of the heading are two links: 'Watch Video Tutorial' with a video camera icon and 'Step-by-Step Guide' with a document icon. Below the heading is a note: '\* Asterisk indicates a required field.' Below this is a light blue information box with a question mark icon on the left and a close 'x' icon on the right. The text inside the box says: '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?' followed by a blue link: '[Learn more about claiming an eCard via SMS/text.](#)'. Below the information box is a label 'SELECT ROLE \*' and a dropdown menu with the text 'Select Role' and a downward arrow.

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 \*

Select Role ▾

# 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 ASSIGNED

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



SUBMIT

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

**SELECT ROLE \***  
Instructor

**ENTRANT CATEGORY ASSIGNED BY**  
Training Center  Training Site

**TRAINING CENTER \***  
Wesleyan CPR & AED Training Center

**TRAINING SITE \***  
Wesleyan CPR, LLC

**COURSE \***  
CPR Provider

**AVAILABLE ECARDS QUANTITY**  
**2**

**ENTRANT CATEGORY 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

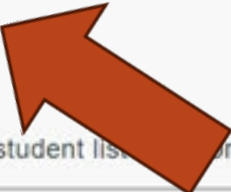
**COURSE \***  
BLS Provider

**INSTRUCTOR \***

**AVAILABLE ECARDS QUANTITY**  
**2**

**ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION**  
2

**OR**  
 Upload student list in xlsx format



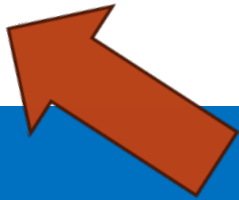
# Scroll back down and hit the Submit button

INSTRUCTOR \*

Michael Scaliatine - 01200845525



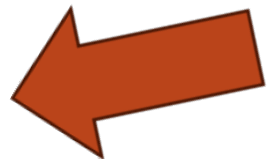

**SUBMIT**



# Enter class date and student information

Available eCards Quantity	2
Assign Quantity	2

## SELECT COURSE DATE

Course Date	First Name	Last Name	Email	Mobile Phone (optional) 	Delete
<input type="text" value="08/15/2023"/> 	<input type="text" value="Jane"/>	<input type="text" value="Smith"/>	<input type="text" value="jjsmith@aol.com"/>	<input type="text" value="866-248-9277"/>	
<input type="text" value="08/15/2023"/> 	<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="jsmith@aol.com"/>	<input type="text" value="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  entries

Search:

Col	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	

Show 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  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  entries

Search:

eCard Code	Course Date	First Name	Last Name	Email	Mobile Phone
245411573124	4/15	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**







◆ 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