

How to issue AHA BLS Provider CPR eCards

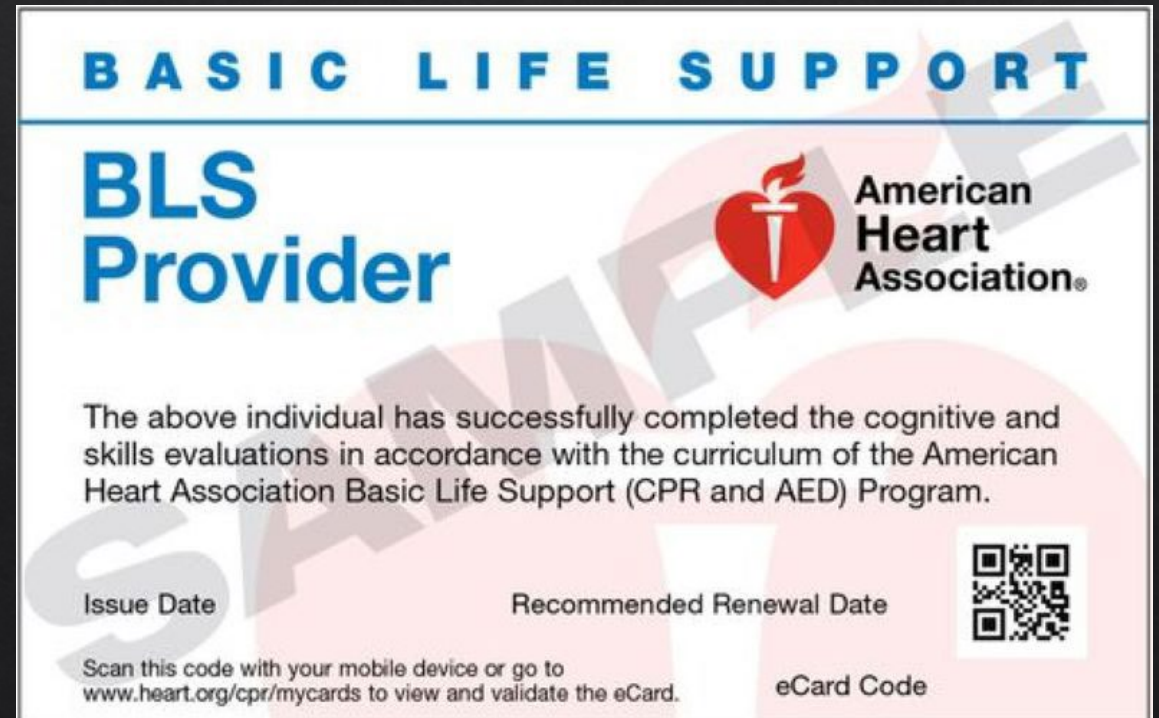
B A S I C L I F E S U P P O R T		
BLS Provider		 American Heart Association®
The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.		
Issue Date	Recommended Renewal Date	
Scan this code with your mobile device or go to www.heart.org/cpr/mycards to view and validate the eCard.		
		eCard Code



Completion cards are issued
using data collected on
course rosters.

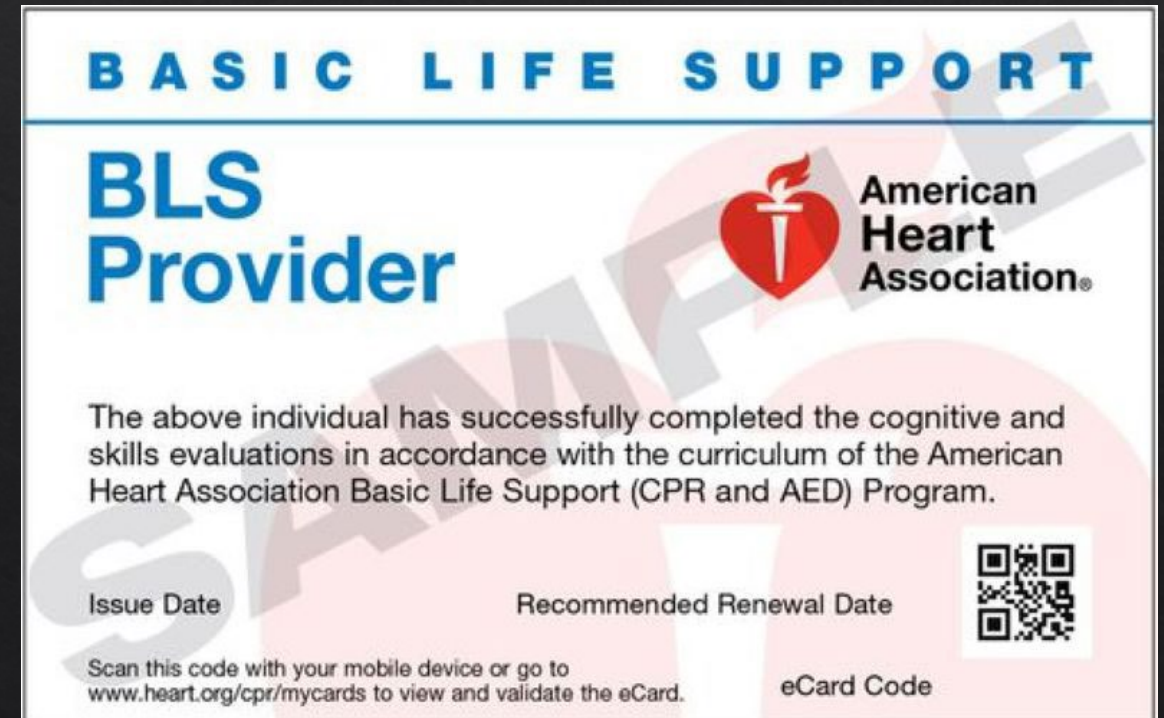


Employee, or instructors we are paying, do
NOT have to order, or issue, student eCards.
We will do this on your behalf.



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

PEARLS
Bold Hearts

Sign In or Create an Account

* indicates a required field

Sign In

Username / Email: *

Password: *

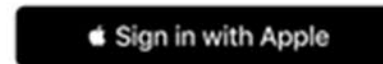
Show

[Forgot Password ?](#)

[One-Time Code To Login](#)

☒ Remember me

Or sign in with your social accounts:



You should see your dashboard



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 Task to Complete

Instructor ID Created

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

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

My Classes

23 Mar

COMPLETED

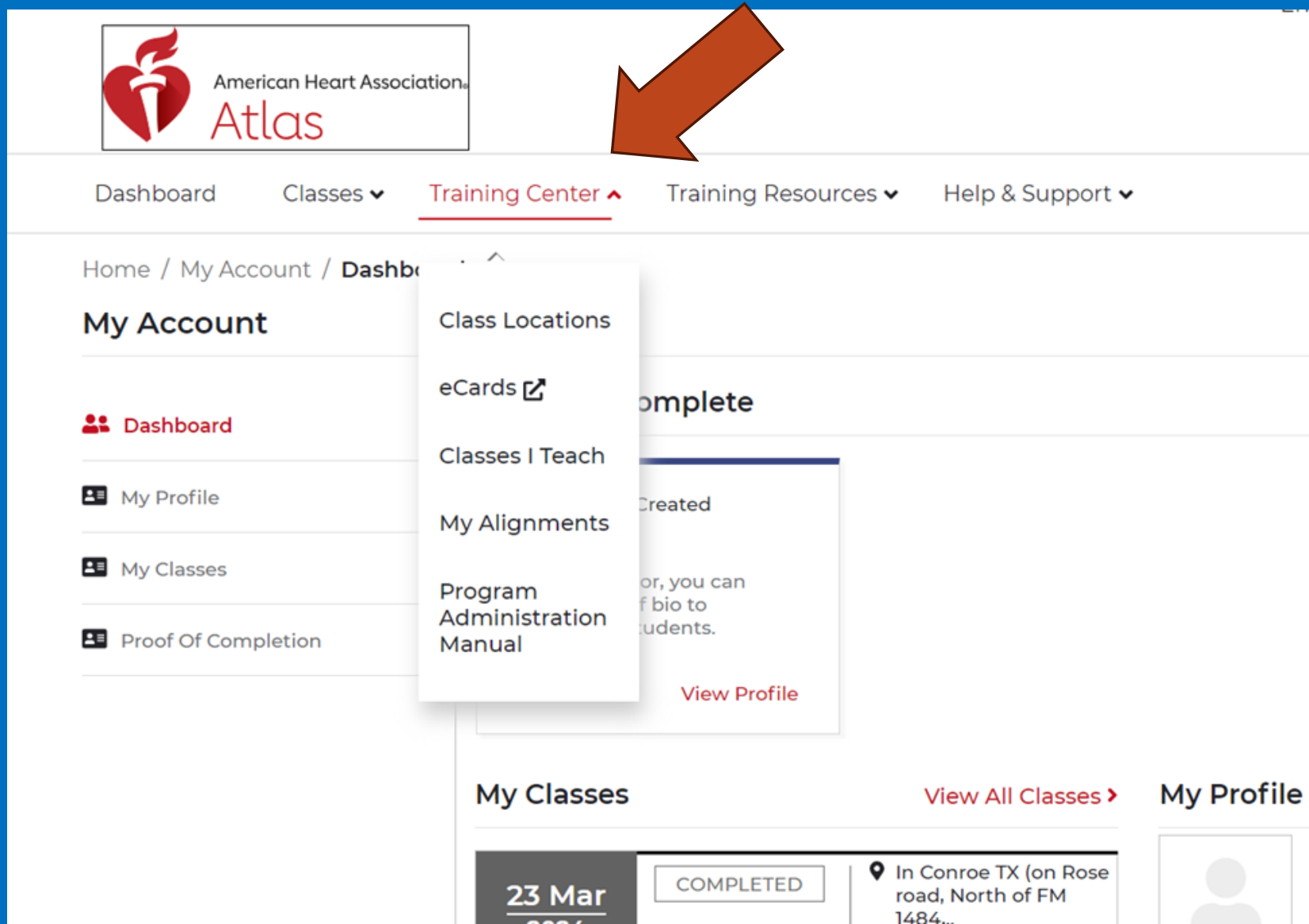
 In Conroe TX (on Rose road, North of FM 1484

[View All Classes >](#)

My Profile



Click on the Training Center link



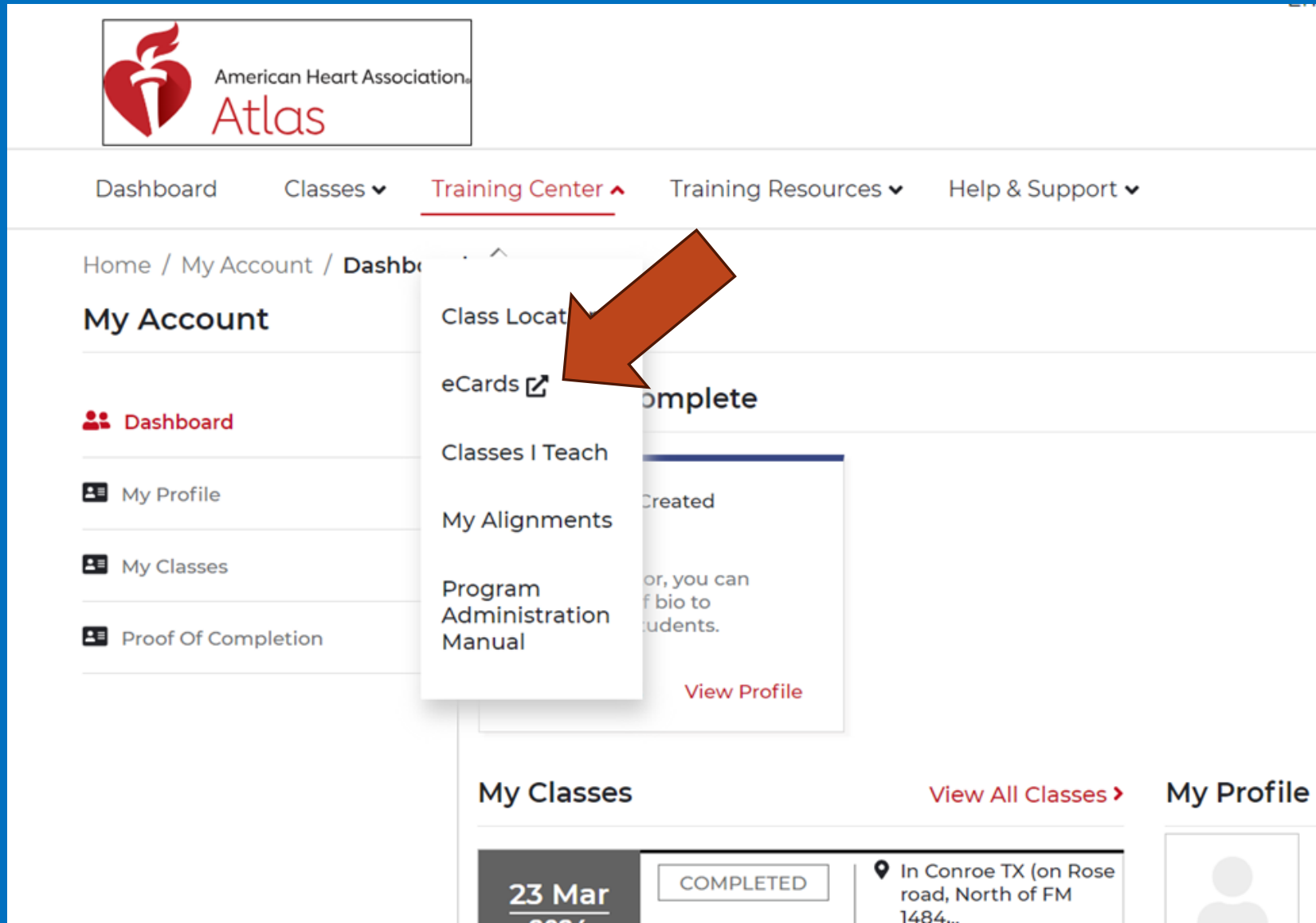
The screenshot shows the American Heart Association Atlas website. At the top, the logo features a red heart with a white torch and the text "American Heart Association" and "Atlas". Below the logo is a navigation bar with links: "Dashboard", "Classes", "Training Center" (highlighted with a red underline and a red arrow pointing to it), "Training Resources", and "Help & Support".

Below the navigation bar, the breadcrumb trail reads "Home / My Account / Dashboard". The "My Account" section is on the left, with links: "Dashboard" (with a red icon), "My Profile", "My Classes", and "Proof Of Completion".

A dropdown menu is open from the "Training Center" link, showing the following options: "Class Locations", "eCards" (with an external link icon), "Classes I Teach", "My Alignments", "Program Administration Manual", and "View Profile" (in red text).

Below the dropdown, the "My Classes" section is visible, showing a table with columns for date, status, and location. The first row shows "23 Mar", "COMPLETED", and "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. The top navigation bar includes 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 to Dashboard, My Profile, My Classes, and Proof Of Completion. A dropdown menu is open from the "Classes" link, showing options: Class Location, eCards (highlighted with a red arrow), Classes I Teach, My Alignments, Program Administration Manual, and a View Profile link. The bottom section displays "My Classes" with a "View All Classes" link and a "My Profile" link. A class entry is visible with the date "23 Mar" and the status "COMPLETED".

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:



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 *

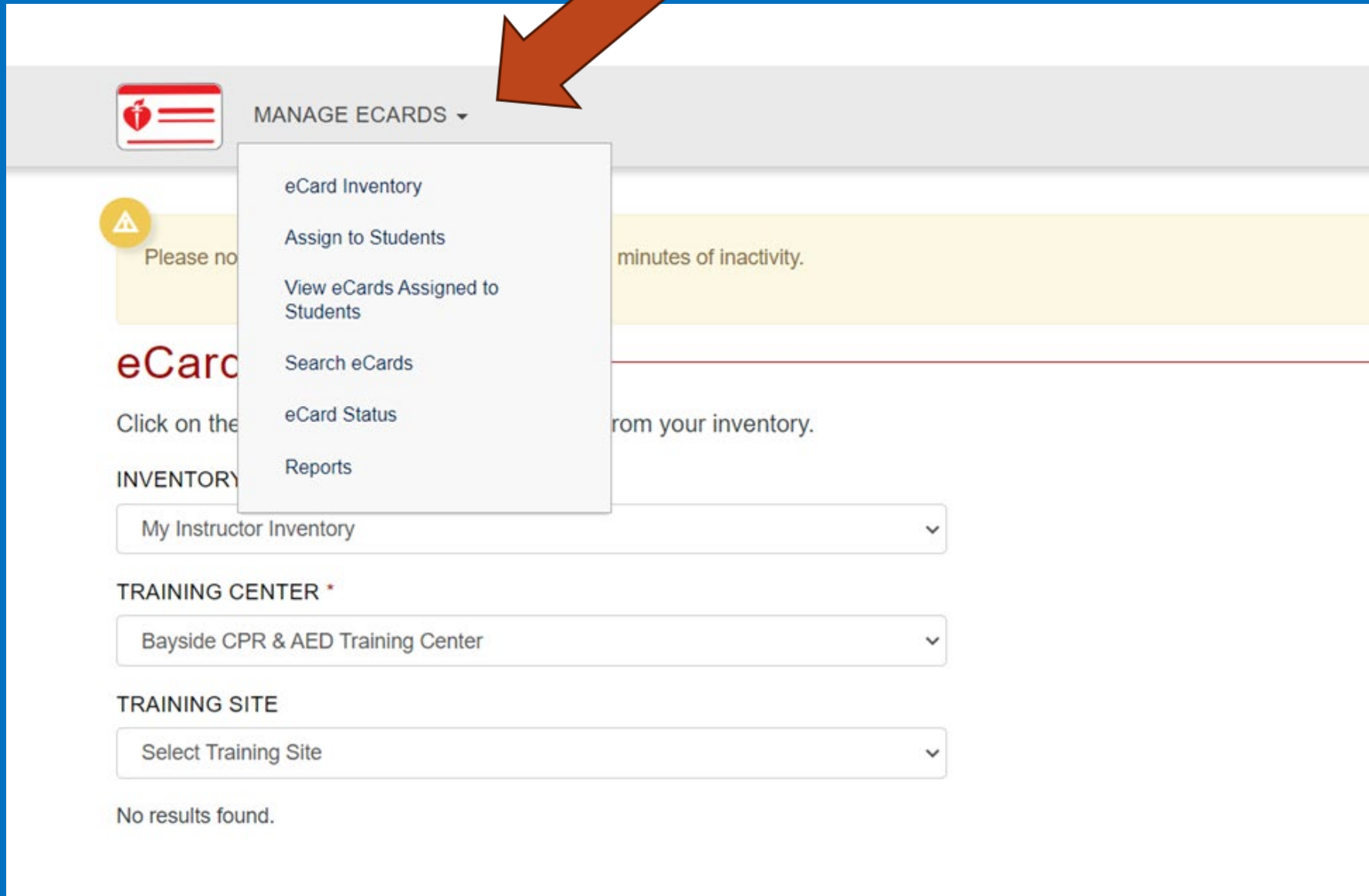
Bayside CPR & AED Training Center ▾

TRAINING SITE

Select Training Site ▾

No results found.

Click on Manage eCards



The screenshot shows a web application interface for managing eCards. At the top, there is a navigation bar with a red icon of a heart and a hand, and a dropdown menu labeled "MANAGE ECARDS". A large orange arrow points to this dropdown menu. 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". Below the navigation bar, there is a yellow warning banner with a triangle icon and the text "Please no... minutes of inactivity.". Below the banner, there is a section titled "eCard" with the text "Click on the" and "INVENTORY". Below this, there is a dropdown menu labeled "My Instructor Inventory". Below that, there is a section titled "TRAINING CENTER *" with a dropdown menu labeled "Bayside CPR & AED Training Center". Below that, there is a section titled "TRAINING SITE" with a dropdown menu labeled "Select Training Site". At the bottom, there is a message "No results found."

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 *

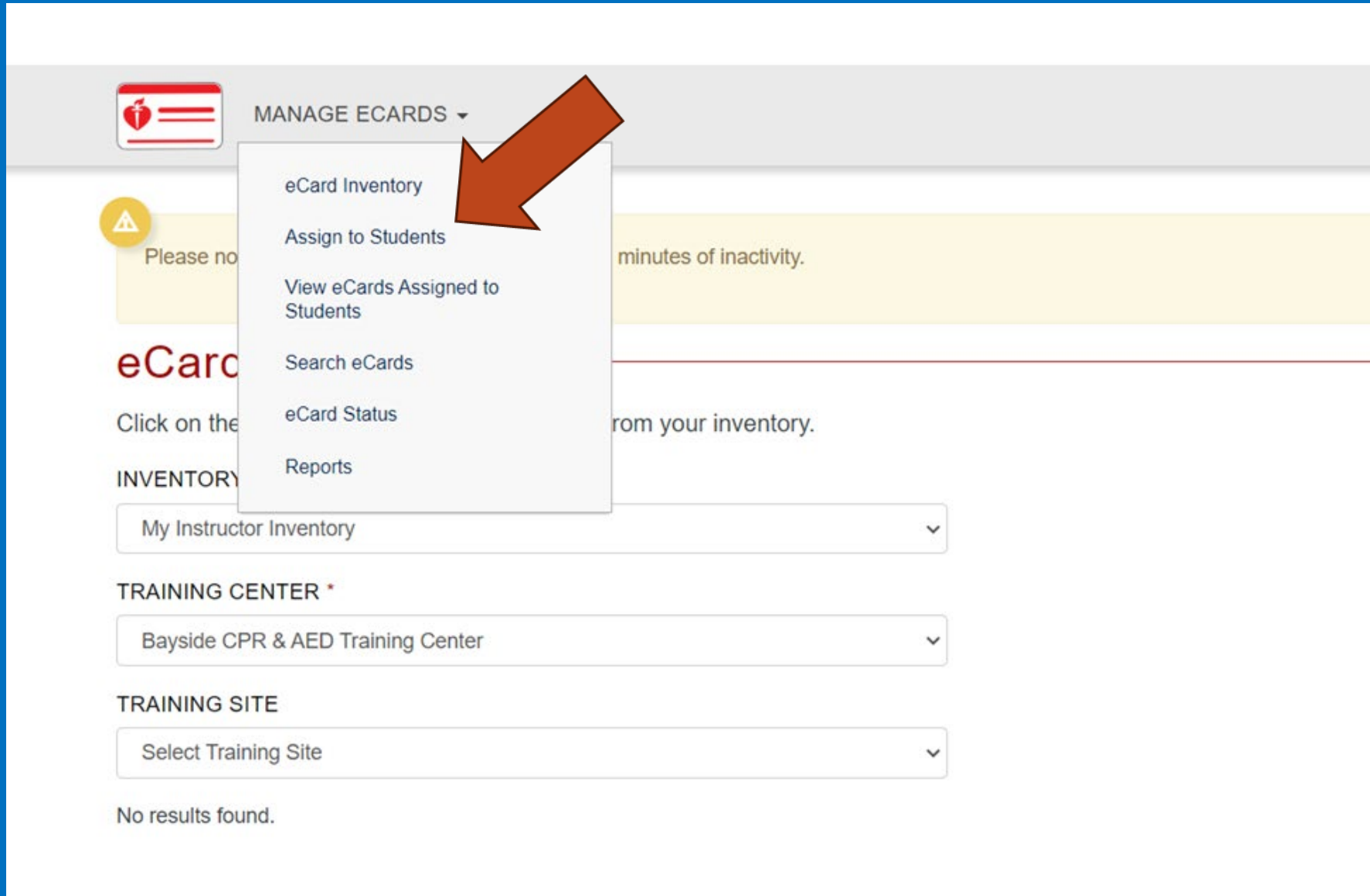
Bayside CPR & AED Training Center ▾

TRAINING SITE

Select Training Site ▾

No results found.

Click on Assign to students



The screenshot shows a web interface for managing eCards. At the top, there is a red icon of a card with a heart and a dropdown menu labeled 'MANAGE ECARDS'. A red arrow points to the 'Assign to Students' option in the dropdown menu. The dropdown menu also includes 'eCard Inventory', 'View eCards Assigned to Students', 'Search eCards', 'eCard Status', and 'Reports'. Below the dropdown menu, there is a section titled 'eCard' with a warning icon and the text 'Please no...'. Below this, there is a section titled 'eCard' with the text 'Click on the' and 'INVENTORY'. Below this, there is a section titled 'My Instructor Inventory' with a dropdown menu. Below this, there is a section titled 'TRAINING CENTER *' with a dropdown menu showing 'Bayside CPR & AED Training Center'. Below this, there is a section titled 'TRAINING SITE' with a dropdown menu showing 'Select Training Site'. At the bottom, there is a message 'No results found.'

MANAGE ECARDS ▾

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

Please no...

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:

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 ASSIGNED BY

Training Center ☒ Training Site

TRAINING CENTER *

Coastal CPR & AED Training Center

TRAINING SITE *

Coastal CPR, LLC

COURSE *

CPR Provider

AVAILABLE ECARDS QUANTITY

2

ENTER THE QUANTITY 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



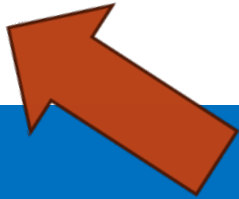
Scroll back down and hit the Submit button

INSTRUCTOR *

Michael Scaliatine - 01200845525



SUBMIT

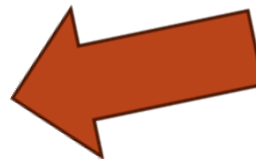


Enter class date and student information

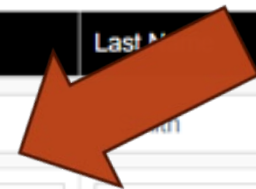
Available eCards Quantity	2
Assign Quantity	2

SELECT COURSE DATE

08/15/2023



Course Date	First Name	Last Name	Email	Mobile Phone (optional) ?	Delete
08/15/2023	Jane	Smith	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 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 25 ▾ entries

Search:

eCard Code ▾	Course Date ▾	First Name ▾	Last Name ▾	Email ▾	Mobile Phone ▾
245411573124	4/15/2014	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

[illegible]



◆ 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