

## How To Check The Status of Your Students Cards

### Instructors can go online to see if their rosters have been downloaded.

- a. Sign-in on the AHA Instructor Network with your ID and password
- b. Click on the “***Dashboard***”, then Click on “***Ecards***”
- c. Select “***Manage eCards***”
- d. Select “***Search eCards***”
- e. To search for the complete roster Skip First and Last Name & eCard Code.  
Go to “***Course***” and select the course you taught.(i.e. HS FA CPR AED)  
Next select ***Start Date*** from the calendar (i.e. May 1, 2019).  
Next go to ***Finish Date*** and choose an end date (i.e. May 31, 2019).
- f. Click “***Search***”. All rosters you submitted between those dates will be displayed. To narrow the search down type the exact course date for the Start and Finish Date.
- g. To search for **a single student**: Type in their First and Last Name and Click “***Search***” (Less is more.) That student’s information will be displayed.