



American Heart Association®

CPR & First Aid

Emergency Cardiovascular Care



ACCESSING YOUR AMERICAN HEART ASSOCIATION INSTRUCTOR NETWORK ACCOUNT

AND

INSTRUCTIONS FOR ASSIGNING STUDENT CARDS

The following process is used to Assign and Send student ecards.

Please visit the
American Heart Association Instructor Network
at

<https://ahainstructornetwork.americanheart.org>



Find a Class ShopCPR Get Involved

If you already have an account on the AHA Instructor Network or if this is your first time logging in and you do not know your username and password, click **ECARDS LOGIN**, then proceed to the next slide.

ECARDS LOGIN

ECARDS LOGIN

INSTRUCTOR NETWORK LOGIN

REGISTER NOW

[Forgot Password](#) | [Troubleshooting Tips for Accessing this Site](#)

Are you an AHA Instructor? Register with the AHA Instructor Network today! Once you complete registration, your Training Center Coordinator must confirm you for access to all the latest tools and information for AHA Instructors.



AHA Training Network Course Resources

Proceed to login to the AHA Instructor Network for the most current AHA Instructor and Training Center resources and course information



AHA Guidelines for CPR & ECC

Access the latest CPR and emergency cardiovascular care guidelines from the leader in resuscitation



AHA Course Completion Card Information

Have you already completed your AHA course? Are you looking for your eCard or a replacement course completion card?



For first time users, your username will be the email where you received your Instructor card. For the password, click the Forgot Password link to reset your password. Once completed, insert your new password and click **Sign In**.

For current users, enter your username and password, then click **Sign In**.

Proceed to the next slide.

Sign In or Create an Account

* indicates a required field

Sign In

Username / Email:*

Password:*

The Password field is required.

[Forgot Password ?](#)

☐ Remember me

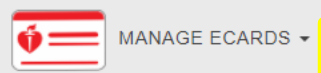
Sign In

New User ?

Create an account

Or sign in with your social accounts:

Password/Login Help 1-877-AHA-4CPR (1-877-242-4277)
Available 8 a.m. - 5 p.m.
Central Time,
Monday - Friday



Please note that your session will

eCard Inventory

Click on the Course below to view

INVENTORY SOURCE
My eCard Location Inventory

NOTE: If you do not have any cards in your inventory, you will need to send Bobby an email to admissions.trinity@outlook.com and request the number and type of cards you need. You may only receive cards for the disciplines you are authorized to teach. Once Bobby receives your email request, a Quickbooks invoice will be sent to you for the purchase amount of the cards. After the invoice is paid, the purchased cards will be loaded to your AHA Instructor Network account inventory.

Once logged in, choose the appropriate type of card you want to send.

	Course	Available Quantity	Product Number
▶	ACLS Provider	15	20-3000
▶	BLS Provider	7	20-3001
▶	Heartsaver First Aid CPR AED	10	20-3002
▶	PALS Provider	10	20-3006

Showing 1 to 4 of 4 entries



Find a Class

ShopCPR

Get Involved

Robert Funderburk



Dashboard News & Events Course Materials Tools & Resources PAM Help & Support

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 eCard Location Inventory

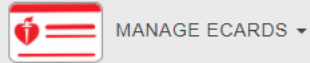
	Course	Available Quantity	Product Number
	ACLS Provider	15	20-3000
	BLS Provider	7	20-3001

eCard Location	Available Quantity
Trinity EMS Academy (GA15518-052)	7

ASSIGN TO INSTRUCTOR

ASSIGN TO STUDENTS

Click the ASSIGN TO STUDENTS button.



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.](#)

COURSE *

BLS Provider

INVENTORY SOURCE * ?

My eCard Location Inventory

TRAINING CENTER *

Sanders Enterprises, d/b/a N Georgia CPR & Executive CPR & First Aid, LLC

ECARD LOCATION *

Trinity EMS Academy (GA15518-052)

INSTRUCTOR *

Select Instructor

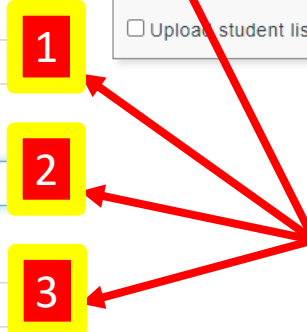
AVAILABLE ECARDS QUANTITY

7

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

☐ Upload student list in xls or xlsx format



Complete these 3 fields and input the number of students you are sending cards too.

Note: You may not enter a number greater than what you have in your inventory.



COURSE *

BLS Provider

INVENTORY SOURCE * ?

My eCard Location Inventory

TRAINING CENTER *

Sanders Enterprises, d/b/a N Georgia CPR & Executive CPR & First Aid, LLC

ECARD LOCATION *

Trinity EMS Academy (GA15518-052)

INSTRUCTOR *

Robert Funderburk - 04112405116

SUBMIT

Click SUBMIT.

AVAILABLE ECARDS QUANTITY

7

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

1

OR

☐ Upload student list in xls or xlsx format

AHA Instructor Network Customer Support :

1-877-AHA-4CPR (1-877-242-4277)

ahainstructornetwork@heart.org

Available 8 a.m. - 5 p.m. Central Time

Monday - Friday

International Inquiries

Global Web Support (email)



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About the AHA/ASA

[Annual Report \(PDF\)](#)

AHA Financial Information

>

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Ways to Give

✓

✓

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Our Sites

American Stroke Association

CPR & ECC











Professional Heart Daily

Course	BLS Provider
Training Center	Sanders Enterprises, d/b/a N Georgia CPR & Executive CPR & First Aid, LLC
eCard Location	Trinity EMS Academy (GA15518-052)
Instructor	Robert Funderburk - 04112405116
Available eCards Quantity	7
Assign Quantity	5

SELECT COURSE DATE

Course date 

Select the Course Date and complete the First Name, Last Name, Email, and Phone Number for each student.

Course Date	First Name	Last Name	Email	Mobile Phone (optional) ?	Delete
Course Date 	First Name	Last Name	Email	xxx-xxx-xxxx	
Course Date 	First Name	Last Name	Email	xxx-xxx-xxxx	
Course Date 	First Name	Last Name	Email	xxx-xxx-xxxx	
Course Date 	First Name	Last Name	Email	xxx-xxx-xxxx	
Course Date 	First Name	Last Name	Email	xxx-xxx-xxxx	

CONTINUE

GO BACK

Course	BLS Provider
Training Center	Sanders Enterprises, d/b/a N Georgia CPR & Executive CPR & First Aid, LLC
eCard Location	Trinity EMS Academy (GA15518-052)
Instructor	Robert Funderburk - 04112405116
Available eCards Quantity	7
Assign Quantity	5

SELECT COURSE DATE

Course date

Course Date	First Name	Last Name	Email	Mobile Phone (optional) ?	Delete
Course Date	First Name	Last Name	Email	XXX-XXX-XXXX	
Co				XXX-XXX-XXXX	
Co				XXX-XXX-XXXX	
Co				XXX-XXX-XXXX	
Course Date	First Name	Last Name	Email	XXX-XXX-XXXX	

After the Course Date, First Name, Last Name, Email, and Phone Number are entered for each student, click the CONTINUE.

CONTINUE

GO BACK

Confirm

Confirm the information below is correct to finish assigning your eCards.

Course	BLS Provider
Training Center	Sanders Enterprises, d/b/a N Georgia CPR & Executive CPR & First Aid, LLC
eCard Location	Trinity EMS Academy (GA15518-052)
Instructor	Robert Funderburk - 04112405116
Available eCards Quantity	7
Assign Quantity	1

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:

Course Date	First Name	Last Name	Email	Mobile Phone	Delete
3/9/2022	Robert	Funderburk	cindy.trinity@outlook.com	7064055135	

Showing 1 to 1 of 1 entries

Previous 1 Next

FINISH **GO BACK**

Confirm that the information you entered is correct, then click FINISH.

Assign eCards to Students - Complete

Hide Info

Complete

Course	BLS Provider
Training Center	Sanders Enterprises, d/b/a N Georgia CPR & Executive CPR & First Aid, LLC
eCard Location	Trinity EMS Academy (GA15518-052)
Instructor	Robert Funderburk - 04112405116
New Available eCards Quantity	6
Assigned Quantity	1

Show 25

Search:

eCard Co	Mobile Phone
22541339	7069400186

Showing 1 to 1 of 1 entries

Previous 1 Next

DOWNLOAD GO TO INVENTORY

The process is now complete. Click DOWNLOAD to generate an Excel Spreadsheet of your students, to keep for your records, or GO TO INVENTORY to send out more cards.

