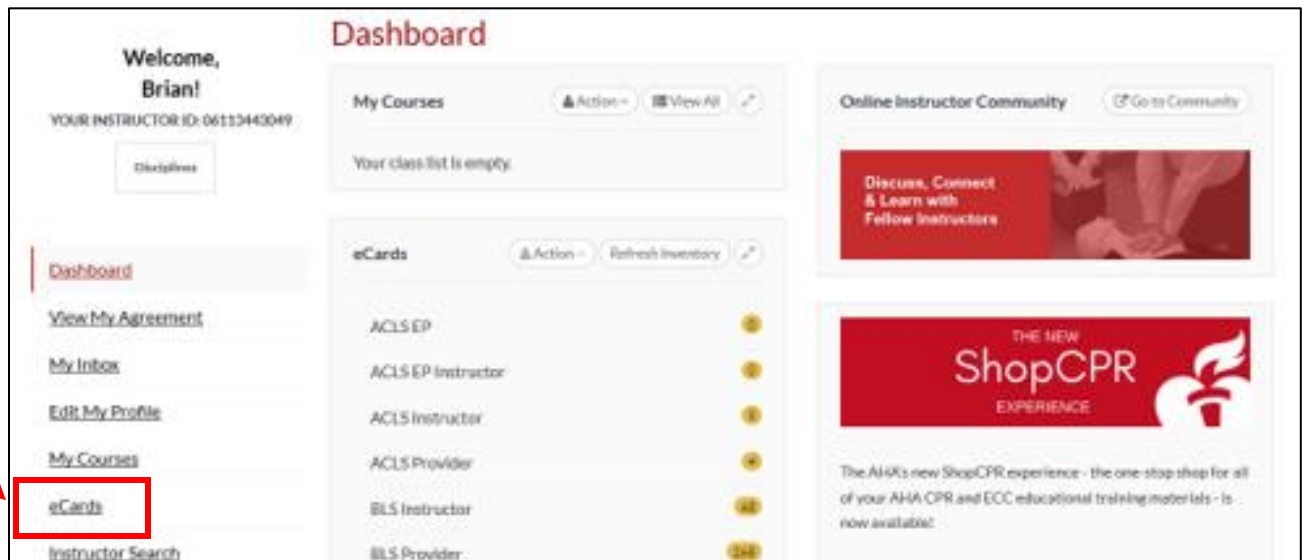


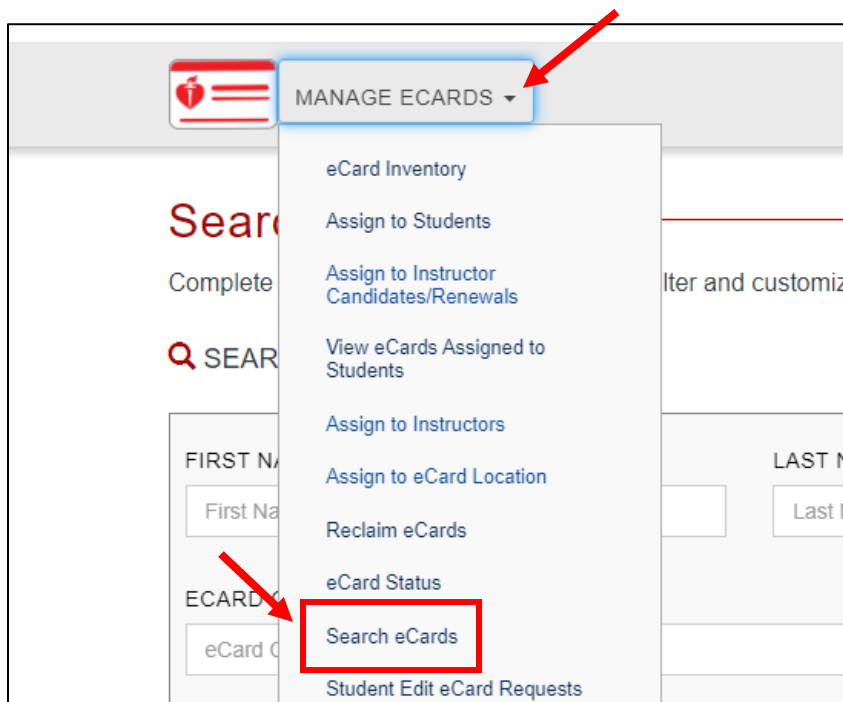
# Instructor eCard Verification Instructions

## Finding Student Records

- 1) Log in to the instructor network, [www.ahainstructornetwork.com](http://www.ahainstructornetwork.com)
- 2) On the left hand side click on "eCards".



- 3) Select the "Manage eCards" dropdown, followed by "Search eCards".



- Under the course section, select the drop down arrow, then check the box "select all." Next click on "search".

MANAGE ECARDS -

## Search eCards

Complete one or more of the fields below to filter and customize your search results.

SEARCH Show / Hide -

FIRST NAME:

LAST NAME:

EMAIL:

ECARD CODE:

ECARD STATUS:

COURSE:

- Select all
- ACLS
- ACLS EP
- ACLS EP (2011)
- ACLS EP Instructor
- ACLS Instructor

COURSE DATE:  TO

**SEARCH** CLEAR

- You will now see a list of all the class you have taught and all the students who have attended.

MANAGE ECARDS -

RECORDS

Only the first 200 results of your search are displayed. Please use additional filters to narrow your search results.


Show 25 entries Search:

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
BLS Provider	8/16/2021	215415021781	Kirkwood Community College	Brenda Surom	Blake	Coffey	blakeedcoffey@gmail.com	Claimed	Full   Wallet		
BLS Provider	8/16/2021	215415021782	Kirkwood Community College	Brenda Surom	Christine	Housken	christine-housken@student.kirkwood.edu	Sent			EMA
BLS Provider	8/16/2021	215415021783	Kirkwood Community College	Brenda Surom	Rebecca	Kimm	bkimm27@gmail.com	Sent			EMA
BLS Provider	8/16/2021	215415021784	Kirkwood Community College	Brenda Surom	Katie	Madsen	ktanderson87@gmail.com	Claimed	Full   Wallet		

Now that the student records have been found, you can update a misspelling, check claimed cards, or resend a card:

## Updating A Misspelling

- 1) If a student's name is misspelled you can correct that by finding the student's name and select the pencil image, located under the Edit column.

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
Heartsaver First Aid CPR AED	7/23/2021	216014907682	Kirkwood Community College	Eugene Brink	Melissa	Jensen	melissa.jensen@kirkwood.edu	Claimed	Full   Waller		

- 2) Update the student's record. When complete select "Save Changes"

ECARD CODE  
**216014907682**

COURSE  
Heartsaver First Aid CPR AED

FIRST NAME \*  
Melissa

LAST NAME \*  
Jensen

EMAIL \*  
melissa.jensen@kirkwood.edu

PHONE  
319-530-5490

COURSE DATE \*  
07/23/2021

COURSE MODULES  
 Heartsaver Total  Child CPR AED  Infant CPR  Exam

TRAINING CENTER  
Kirkwood Community College

INSTRUCTOR \*  
Eugene Brink

**SAVE CHANGES** **GO BACK**

## Checking Card Status

- 1) If the student's card has been claimed previously, you will see the words "Full | wallet" under the View eCards column. This verifies that the card has been claimed previously.
  - a. To resend a claimed card to a student, select "wallet" under the View eCard column.

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
Heartsaver First Aid CPR AED	7/23/2021	216014907682	Kirkwood Community College	Eugene Brink	Melissa	Jensen	melissa.jensen@kirkwood.edu	Claimed	Full   Wallet		

- b. A copy of the student's card will now appear. You may now download the AHA card and send in an email to the student.
- 2) If the student's card has not been claimed previously, your search result will appear with nothing in the View eCard column. Instead, you will see the word email under the Resend column. Select "Email".

RESULTS

Show 25 entries Search:

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
BLS Instructor	6/1/2021	218933400625	Kirkwood Community College	Deanna Schnebbe	Brenda	Surom	b_surom@yahoo.com	Sent			EMAIL

- a. Enter the student's email and select "Resend eCard"

### RESEND

STUDENT'S EMAIL ADDRESS \*