



AHAeCARDS

TRAINING. QUALITY. SECURITY.

Assigning eCards A Step-by-Step Guide



ASSIGN TO STUDENTS

For emailing eCards directly to students based on the course completed

Available to Training Center Coordinators, Training Center Admins, eCard Location Admins, and Instructors

1

Fill in the **Course**, **Inventory Source**, **Training Center**, and **Instructor name** from the drop-down menus.

2

Enter the number of eCards you'd like to assign in the "Assign Quantity" field and click

Submit

Note: You cannot assign more eCards than are available in your inventory.

3

Confirm that all information is correct before submitting your final request. If information is correct, click

Finish

and complete the transaction. If information is inaccurate, simply press

Go Back

to be redirected to the previous page.

4

After confirming the quantity of eCards you'd like to assign, you enter the **Course date**, **students' first name**, **last name**, and **email address**, then click

Submit

To save time, you can upload a student roster directly rather than manually inputting student information. To use this feature, download AHA's Student Roster Template directly from this web page. Be sure not to edit the column headings or order of the roster.

5

After clicking submit, you'll be asked to confirm that the information entered is correct before clicking

Finish

and completing the transaction. If information is inaccurate, simply press

Go Back

to be redirected to the previous page.