How A Student Can Claim An eCard

1. Students who have been assigned an eCard will first receive an email inviting them to claim their eCard. From the email, the student will click on the hyperlink "*Click here to view your online eCard"*
   The student profile webpage will display:
   > eCard Code
   > Instructor info
   > Training Center Info

2. Students may edit the information on the right-hand side of the Student Profile by typing over the fields. The edible information includes:
   > First Name
   > Last Name
   > Email Address
   > Phone (optional)
   Any edited information will not change the information submitted by the instructor when assigning the eCards. **Only the Training Center Coordinator can edit an eCard <u>after it is claimed by the student.</u>**

3. Student must then set up a security question and answer that they will use to access the eCard Profile in the future.

4. Finally from this page, <u>the student must agree</u> to the "Terms of Use" for the website. To view the "Terms of Use", the student can click the hyperlink "Terms of Use".

5. Once the student agrees to the "Terms of Use" and clicks "Submit", the system will display the "Rate Your Class" page. The student answers all six questions and clicks "Submit". Once this is completed the student's eCard will be displayed on the webpage. From the eCard page, the student can also click the "View My eCards" button to view his or her eCard Profile page.

6. After claiming an eCard online, the student will also receive a follow-up email from the AHA thanking the student for claiming the eCard. ***THE STUDENT SHOULD CLAIM THE E-CARD AS SOON AS POSSIBLE.***

7. This email also includes the URL that the student may visit in the future to log into his or her eCard Profile: www.heart.org/cpr/mycards   Also, from this page, an employer may verify the authenticity of an eCard by entering the eCard Code found on the eCard.

8. The eCard can be printed, stored or forwarded as the student needs.