



## Assigning eCards A Step-by-Step Guide

### Login to your AHA Instructor Network Account

[www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)



Go to eCards, then click on the "Action" button  
Click on "ASSIGN TO STUDENTS"

Follow the steps below

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.