ACTIVATING A COURSE URL

1. The student must click on the URL link provided in the email or copy and paste into their browser.

   Dear amelia,

   You have been assigned a course on elearning.heart.org by AHA ECC Programs - aha.staff@heart.org

   Course: HeartCode ® BLS

   Assigned to: amelia.clark - amelia.clark@heart.org

   Click the link below to automatically enroll in your course. If you do not already have an account set up on elearning.heart.org, you will be asked to register prior to beginning your course.

   Click here to enroll in this course HeartCode ® BLS

   [Note: If the above link is not working for you, please copy the URL below and paste it in your browser]

   https://elearning.heart.org/course_enrolment?course=21&code=7C9EA995U&rand=M1c=

   To access your course anytime, login at elearning.heart.org and go to the My elearning section.

   Thank you,

2. The student will be taken to the Course Details page and will click on the Activate Course button.

   ![Course Details](image)
3. If the student already has an instance of this course in their account, they will receive the below confirmation message. They should click Activate to start a new instance of the course from the beginning. They should click Go to My Courses to not activate and continue to their existing Courses.

4. The student must accept Terms and Conditions for the course.

5. The student will click on Launch next to the new course in their My Courses page. The student can log in to their account and return to this page at any time to continue their course.
Please note: if a student receives a message that the course key has already been activated they should first log in and check their My Courses page to see if they already have the course in their account.

ACTIVATING A COURSE KEY

1. Click on Activate Course Key from the homepage, or go to https://elearning.heart.org/activate_key
2. Log in or create new account (see instructions below)
3. Enter the course key and click Activate
4. If the student already has an instance of this course in their account, they will receive the below confirmation message. They should click Activate to start a new instance of the course from the beginning. They should click Go to My Courses to not activate and continue to their existing Courses.

5. The student must accept Terms and Conditions for the course.

6. The student then should click on Launch next to the new course in their My Courses page. The student can log in to their account and return to this page at any time to continue their course.
Please note: If a student receives a message that the course key has already been activated, they should first check their My Courses page to see if they already have the course in their account.

LOGGING IN

1. Go to https://eLearning.heart.org
2. Click ‘LOGIN/REGISTER’
3. Enter email address and password
   - If they had an existing account on OnlineAHA.org, this will be the same email address and password used on OnlineAHA.org or any other AHA website.
   - The email address should match the email address the course is assigned to.
4. If the user cannot log in, they should attempt to reset their password by clicking Forgot Password?

5. When resetting their password, if the user receives a message that the email address does not exist, they should try entering the email again. If still unsuccessful, they should click the Cancel button and then click the ‘Create an account’ button and complete all the required fields to create a new account.
6. If the user finds themselves on the page pictured below, they should click on the eLearning logo or go to https://elearning.heart.org