



Instructions for Providing a Course URL (provided directly to users) – eLearning.Heart.org

ACTIVATING A COURSE URL

1. The student must click on the URL link provided in the email they received or copy and paste into their browser. Make note that the full URL is copied. For example: in the student's email below, the "=" did not become part of the hyperlink, but that is a part of the Course URL.

The screenshot shows an email interface with a blue header bar containing 'File', 'Message', 'Help', 'ADOBE PDF', and 'Tell me what you want to do'. Below the header is a ribbon with various actions like 'Delete', 'Archive', 'Reply', 'Forward', 'Respond', 'Quick Steps', 'Move', 'Assign Policy', 'Mark Unread', and 'Tags'. The email content shows a sender 'Randi Gordon' with initials 'RG' and a subject 'URL'. The recipient is 'Caroline Alhadef'. The email body contains the text: 'Here is your URL to access your Heartsaver CPR AED course.' followed by the URL: https://elearning.heart.org/course_enrolment?course=8&code=MTc1OTgxNDQ=&rand=MTc1OTgxNDQ=

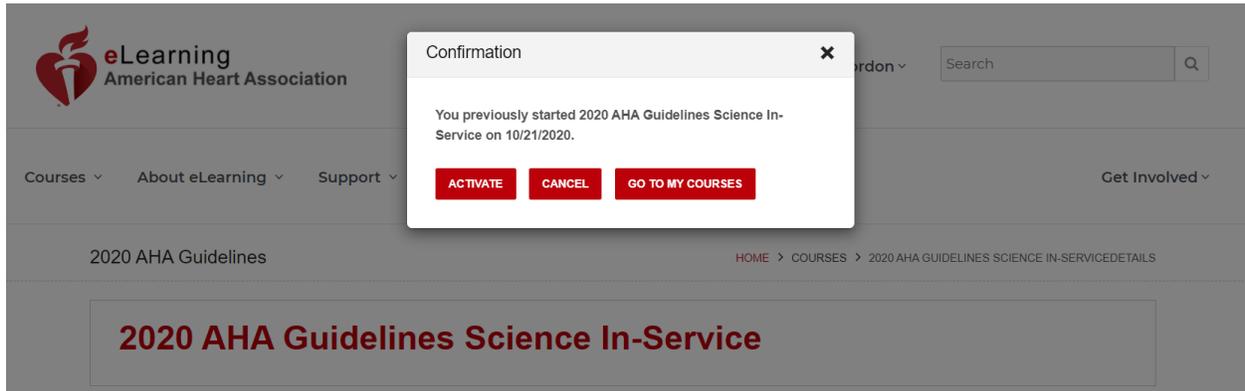
2. Once step #1 is complete, the student will be taken to the Course Details page (shown below) and will click on the Activate Course button. The student should not log in before clicking Activate Course.

The screenshot shows the course details page for '2020 AHA Guidelines Science In-Service'. The title is in red. Below the title is a 'Ready To Go?' section with a red 'ACTIVATE COURSE' button. A red arrow points to this button. To the right is a 'Quick Facts' section with three items: 'Online Instructions', '0.50 Hour Online Course Course Duration', and '20-1406 Course Code'. Below the 'Ready To Go?' section is a 'Summary' section with the text: 'Pre-order today - available October 21! What does this course teach? The 2020 AHA Guidelines SIS is an online course designed to provide healthcare providers information on new science and key changes published in the 2020 AHA Guidelines for CPR and ECC.'

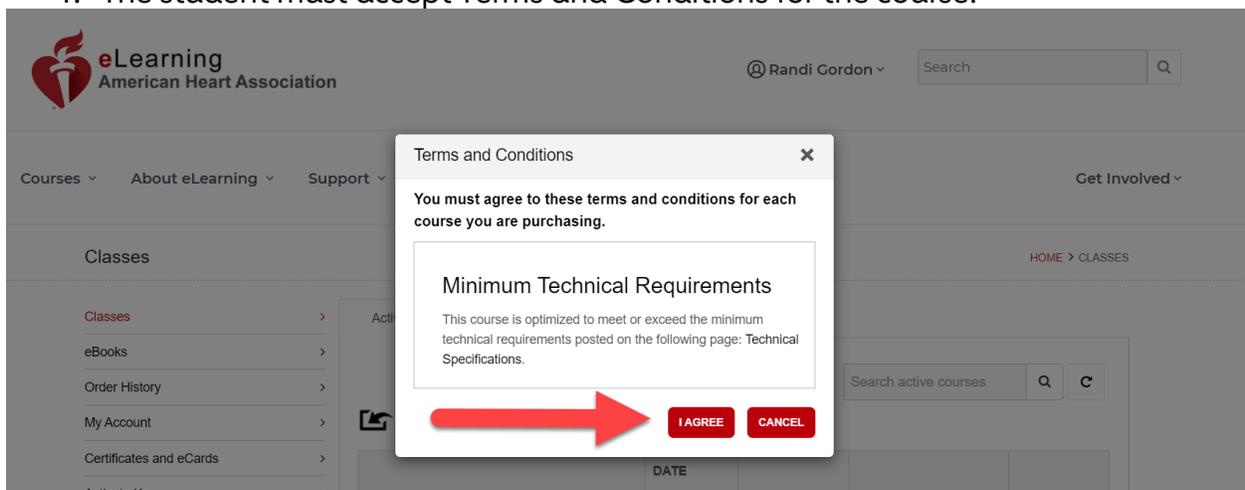


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3. If the student already has an instance of this course in their account, they will receive the below confirmation message.
 - a. Selecting 'Activate' will start a new instance of the course from the beginning.
 - b. Selecting 'Go to My Courses' will not activate the course and allow the user to continue to their existing Courses.



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





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5. The student will click on Start next to the new course in their Classes page. The student can log in to their account and return to this page at any time to continue their course.

Courses		
COURSE NAME	COURSE EXPIRATION	ACTION
2020 AHA Guidelines Science In-Service New!	10/20/2022	▶ START
Heartsaver © First Aid CPR AED Online	04/10/2022	 Resume
Opioid Education for Non-Clinical Staff and Lay Responders	12/20/2021	 Resume
HeartCode © BLS	12/02/2021	LAUNCH

Please note: if a student receives a message that the course URL has already been activated, they should first log in and check their 'Classes' page to see if they already have the course in their account.