

# ERTSS INSTRUCTOR AREA


## User Guide Version 1.4


### LOGIN PROCESS

To Login to the ERTSS Instructor Area Portal, you will need to have a Username and Password. Your User name will be the Email Address you have on file with ERTSS. You will need to select a Password (web access code).

To Register your Username (email address) & Password (web access code), please complete the Registration Form on the ERTSS Website located on the ERTSS Instructor Area Page

Once you have registered your username & password, it must be approved by ERTSS before you have access. Here is a screen shot of the Instructor Portal Login Page.

 ERTSS  
1040 Hwy 54 East  
Fayetteville, Ga 30214  
770-716-1404  
[www.ertss.com](http://www.ertss.com)

 American Heart Association®

**AUTHORIZED TRAINING CENTER**

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### Login

To enter the instructor portal, you must enter your email address and web access code,

Your Email Address:  Your Web Access Code:

[Forgot Your Password?](#)

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Website created by: [Zaphyr Technologies](#)

Once you login successfully, you will see the page below. This is the Submit Rosters Page. Notice the tabs at the Top of the page. Click on these Tabs for other function options.

Submit Rosters	Credentials	Courses	Your Information	Staff Signup	Instructor Apps
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### Enter Course Information for Processing:

#### COURSE INFORMATION

Course Group :  Course Location :

Course Type :

Course Date :  Start Time :  Comments :

#### INSTRUCTORS ASSIGNED

Instructor 1

First Name :  Last Name :

Email :

#### STUDENT INFORMATION

Student 1

First Name :  Last Name :

Email :  License Number :

Phone # :

Address :

City :  State :  Zip :

Test Score :  Status :  Misc :

#### Payment Summary

Current Total :	\$0.00
Shipping :	\$1.00
Discount :	\$0.00
Net Total :	\$1.00

Do not ship - I will pick the cards up


#### Payment Mode

Payee First Name :  Payee Last Name :

Email :  Phone Number :

Address :

City :  State :  Zip :



Payment Type :

Card Number :

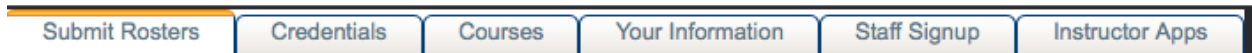
Name on Card :

Expiration Date :

CVV :

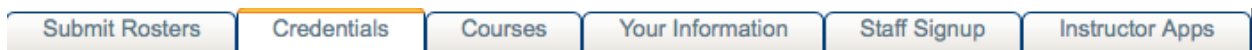
Discount Code :

Here is a larger view of the navigation tabs at the top of the page.



## Enter Course Information for Processing:

The Credentials Page:



## Your Instructor Certifications

Expiration	Instructor Certification	Comments
06/30/2017	ACLS Instructor	
06/30/2017	BLS Instructor	
06/30/2017	PALS Instructor	
06/30/2017	ACLS TCF	
06/30/2017	BLS TCF	
06/30/2017	PALS TCF	

The Credentials Page allows you to view your Current Instructor Status.

## The "Courses" Page


Submit Rosters | Credentials | **Courses** | Your Information | Staff Signup | Instructor Apps

### Your Courses

**Future Courses :** Course Start-Date From: 7/2/2015 To: 8/31/2015 Search

Date	Type	Location	Students	Action
No record found				

**Past Courses :** Course Start-Date From: 7/2/2013 To: 7/1/2015 Search

Date	Type	Location	Students	Action
06/26/2015	BLS for Healthcare Providers Renewal	ABC Pediatrics	3	

The Courses Page allows you to see the courses you have taught in the past as well as any Courses you may have scheduled for the future.

## Your Information Page:

Submit Rosters | Credentials | Courses | **Your Information** | Staff Signup | Instructor Apps

### Your Information

First Name :  \*      Last Name :  \*

Address :

City :       State :       Zip :

Telephone :       Email :

Cellphone :

The Your Information Page is an important part of the Instructor Portal. When you login for the First Time, you must go to this page and update all your information. You will see your Name and email address, but the other info, if any, must be completed. This updates your information throughout the software system.

### Staff Signup Page.

This function will be available in the future. If approved by ERTSS as a Staff Instructor, you would be able to view upcoming courses that ERTSS has booked, but needs an Instructor to teach for us. You would then be able to schedule/assign yourself to teach the class for ERTSS as a sub-contractor.

### Instructor Apps Page:

The page will have some useful apps that you may find beneficial in teaching your courses. There currently is an Online AED Trainer that you can use in your classes. You will need to have a set of AED pads to complete the simulation. More Apps will be available at a later date.

## Online Course Roster Instructions:

The Online Roster is the default page you will see after you login to the Instructor Portal.

### Section 1: Course Information

**Enter Course Information for Processing:**

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**COURSE INFORMATION**

Course Group :	<input type="text"/>	Course Location :	<input type="text"/>
Course Type :	<input type="text"/>		
Course Date :	<input type="text"/>	Start Time :	<input type="text"/>
Comments :	<input type="text"/>		

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**INSTRUCTORS ASSIGNED**

Complete the Course Information section. “The Course Group” could be something like “Open Enrollment” if you are taking individual students from the community.

If you are teach a group of employee's from a worksite, the course group may be something like “ Dr Jones Office Staff”

The “Course Location” is where you are teaching the class.

The “Course Type” is a drop down box. Select the Course you are teaching.

The Course Date & Start Time

The “Comments” Box allows you to provide notes about the class as needed.

**USE the Comments Box to provide the Correct CPR Options for the Heartsaver level courses.** An example would be, Adult Only CPR or Adult, child and infant CPR taught

### Instructors Assigned Section:

**INSTRUCTORS ASSIGNED**

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Instructor 1

First Name :	<input type="text"/>	Last Name :	<input type="text"/>
Email :	<input type="text"/>		

Type your First Name and Last Name and email address.

If you have other Instructors helping, click on “Add Instructor” to include their information. You may also “Remove “an Instructor as needed.

Student Information Section:

STUDENT INFORMATION		
Student 1		
First Name :	<input type="text"/>	Last Name : <input type="text"/>
Email :	<input type="text"/>	License Number : <input type="text"/>
Phone # :	<input type="text"/>	
Address :	<input type="text"/>	
City :	State : <input type="text"/>	Zip : <input type="text"/>
Test Score :	Status : <input type="text" value="Pass"/>	Misc : <input type="text"/>
<input type="button" value="Add Student"/>		<input type="button" value="Remove Student"/>

Complete the Student Information.

Required fields are First Name, Last Name, email address and any Test Score. Remember Test Scores are required for BLS, ACLS, PALS, PEARS Courses.

**\*eCards require Student email address for each student.**

The "Status" box default setting is Pass. If a student does not successfully Pass the Course, this must be changed. Only students who Pass will receive Certification Cards

To add another student, click on the "Add Student" button and complete the student info. Each time you click on "Add Student" the system display another student section for you to complete. Be sure that all students have been added.


Each time you click "Add Student" the system will add another card price to the Total. If you accidentally click on "Add Student" and there is no more student names to add, click on "Remove Student" to delete.

## Payment Section:

Payment Summary	
<b>Current Total :</b>	<b>\$0.00</b>
Shipping :	\$1.00
<b>Discount :</b>	<b>\$0.00</b>
<b>Net Total :</b>	<b>\$1.00</b>

Do not ship - I will pick the cards up

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Payment Mode	
Payee First Name :	<input type="text"/>
Payee Last Name :	<input type="text"/>
Email :	<input type="text"/>
Phone Number :	<input type="text"/>
Address :	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text"/>
Zip :	<input type="text"/>
	
Payment Type :	<input type="text" value="American Express"/>
Card Number :	<input type="text"/>
Name on Card :	<input type="text"/>
Expiration Date :	<input type="text" value="Jan"/>
CVV :	<input type="text"/>
Discount Code :	<input type="text"/>
<input type="button" value="Apply"/> <input type="button" value="Remove"/>	
<input type="button" value="SUBMIT"/>	

Complete the Payment Section.

You will notice the Payment Summary Section that lets you know how much your Student eCards will be. **Review the Payment Summary Box for accuracy.**

Complete the Payment Mode Section to process your Course Roster payment.



Payment Type:  American Express

Card Number:

Name on Card:

Expiration Date:

CVW:

Discount Code:

Once you have

completed and reviewed, click on “SUBMIT” and the Online Roster and payment will be processed. **ONLY Click on SUBMIT 1 time and allow it to process. This may take several seconds to complete.**

**WARNING: Clicking on the SUBMIT button multiple times will result in MULTIPLE CHARGES to your Credit Card!**

#### ATTACH FILES PAGE:

The next page will give you the opportunity to attach files to your Online Roster. This may be a picture/scan of the Course Roster / sign in sheet completed at the course site. It may be the Part 1 Certificate for Online Program Skills Check-offs ( Part 1 Certificates are Required for Skills Checks) It could also be a list of students who were issued “eCards”.

Do Not attach, skills check sheets, written exams, or course summary sheets unless requested by ERTSS.

You will receive an email confirmation that your online roster has been sent to ERTSS for eCard processing.

## **Important Notes:**

**Do Not submit an online roster until you have completed the course!**

**Heartsaver Courses have options for the CPR section. Please let ERTSS know in the Comments area if you have taught Child and Infant CPR so we can assign the correct certification options on the ecard.**

**ERTSS will issue ecards to your students for you once you complete and submit the online roster with these 3 requirements.**

- 1. Include Student First Name**
- 2. Include Student Last Name**
- 3. Include Student's email address.**

There is an **additional .25 cent per eCard fee** to use the Online Roster and have ERTSS issue eCards directly to your students.

You can also Issue the eCards yourself from your AHA Instructor Network account. To do this, complete the ecard Order Form on the ERTSS website and pay for your eCards. You may purchase eCards prior to the course. You can then issue them directly & immediately to your students who have successfully completed the course. There is no need to complete the ERTSS Online Roster if you issue ecards to your students by this method.