

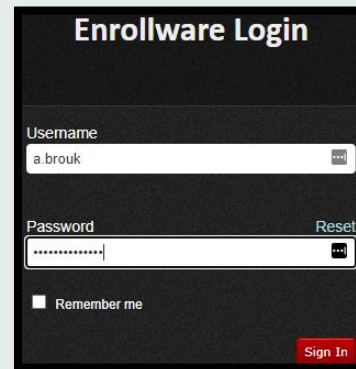
Enrollware for Submitting AHA Rosters to BJC Training Center

- Instructors are responsible for ordering eCards from the BJC Training Center.
- The BJC Training Center **WILL NOT** issue eCards, this is the instructor's responsibility.
- Rosters will be submitted via Enrollware (BJC Training Center will not accept paper rosters or Excel documents).

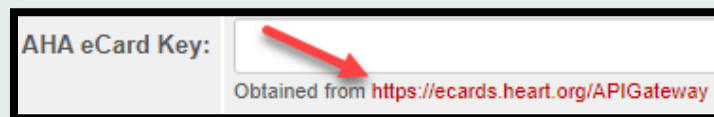
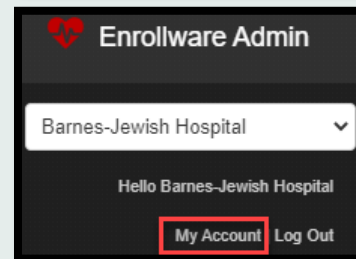
For additional help, refer to **Getting Started Video**: <https://www.enrollware.com/videos/roster-demo.aspx>

STEPS FOR SETTING UP AN ENROLLWARE ACCOUNT (FOR FIRST TIME LOGIN):

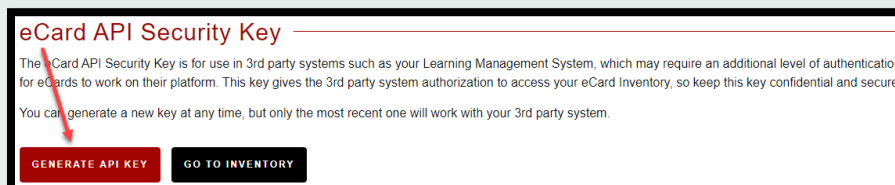
- 1 • Go to <https://enrollware.com> and select Client Login:
 - Username: **firstinitial.lastname** (lowercase) ex. j.smith
 - Password: **AHA instructor ID number**
 - For Username reset:
 - Call Jonquel Brothers-Mason at 314-454-2222 or email BJC_Training_Center@bjc.org



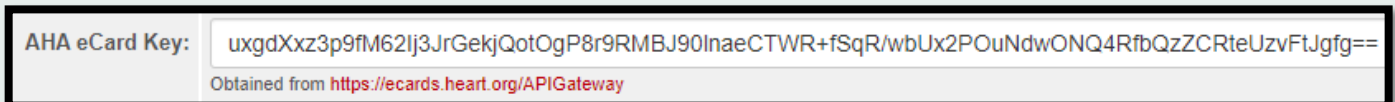
- 2 • Access **My Account** to verify and/or update information below:
 - Name
 - Address, City, State, Zip
 - Mobile Phone Number
 - Email Address
 - Name to print on Card, if different than above
 - AHA Instructor ID (auto entered)
 - AHA eCard Key by selecting Hyperlink (**must complete this step to issue eCards**):
 - Will need AHA Instructor Network Username/Password.



- Select, **Generate API Key** and press **COPY**.



- Return to Enrollware screen and **paste the link** into AHA eCard Key.



- Password change is optional.
- Select **Update Account** and this prompt will appear at the bottom of the screen: Your account has been updated

AFTER CLASS IS COMPLETED, SUBMIT AN ENROLLWARE ROSTER

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ADDING A CLASS:

- Under Classes and Students, choose **Schedule a Class**.
- Complete the Class Details below and **Update Class**:

Course:	BLS, ACLS, or PALS course taught
Location:	If location is not listed, enter it in the Internal Notes box at the bottom of the screen
Instructor:	Find your name
Class Times:	Enter Date and Start/End Times
Price:	Enter 0
Total Hours:	How many hours it took to teach the class
Max Students:	How many students took the class
Student/Manikin Ratio:	Abide by AHA Guidelines
Listing:	Leave unchecked
Assistants:	List all AHA Instructors who assisted in your class (this is how they receive credit for teaching). If instructor is not listed, input name in Internal Notes box
Public Notes:	ALWAYS leave blank
Internal Notes:	Optional to list any communication regarding class

Class Details

Course:	<input type="text" value="BLS Provider"/>
Location:	<input type="text" value="MCC 3102"/>
Instructor:	<input type="text" value=""/>
Class Times:	1: <input type="text" value="1/13/2021"/> from <input type="text" value="9"/> <input type="text" value="00"/> <input type="text" value="AM"/> to <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="--"/>
Price:	<input type="text" value="\$0.00"/>
Total Hours:	<input type="text" value="1"/>
Max Students:	<input type="text" value="1"/>
Student/Manikin Ratio: <small>if applicable</small>	<input type="text" value="3:1"/>
Listing:	<input type="checkbox"/> Include in the online class catalog
Assistants:	<input type="text" value="Click to Select"/> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Angela Brouk remove </div>
Public Notes: ?	<input type="text" value="PLEASE DO NOT USE THIS BOX"/>
Internal Notes: ?	<input type="text" value="Remediation needed for Baby Shark. "/>

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ADDING STUDENTS TO THE CLASS:

- At the top of the screen, use **Quick Add** to enter the student's information:
- Complete below fields and **Add Student** . Repeat process until all students have been added.

First Name:	Student's First Name
Last Name:	Student's Last Name
Email Address:	Please check the email addresses for accuracy in order to avoid delay in issuing eCards
Status:	Choose Complete, No Show, or etc.
Test Score:	If written test was not given, enter "N/A". The roster will not finalize until all students have a test score entry.

Student List

Yosemite

Sam

yosemite.sam@bjc.org

Mobile Phone

Address 1

Address 2

City

-- ▾

Zip

100

Status ▾

Add Student

Student	Student	Labels	Codes	Reg Date
1	Mouse, Mickey <small>mickey.mouse@bjc.org</small>			01/13/2021 <small>10:52am</small>
2	Duck, Donald <small>donald.duck@bjc.org</small>			01/13/2021 <small>10:53am</small>

Showing 1 to 2 of 2 entries

- Once all students are added, enter your name in **Instructor Signature** at the bottom of the screen and **Update Class**.

Instructor Signature: I verify that this information is accurate and truthful and that the course was taught in accordance with AHA guidelines. All equipment utilized during the course was properly decontaminated in accordance with American Heart Association or manufacturer's standards. My signature is represented by my typed name below:

Angie Brouk

Enter Your Name

<< Back

Update Class

- Then, select **<< Back**

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ASSIGNING AND ISSUING eCARDS:

- After all the students are added to the roster and Instructor Signature is signed:
 - Scroll to the top of the screen and select **Print Cards**

- On the **AHA Direct Connect** tab, check all **Assign** boxes for each student and select **Issue eCards**.

AHA Direct eCard assignment

This page can be used automatically issue ecards to students.
Select students for eCard assignment below. Students who have not yet checked in will not have their "Assign" box pre-checked.

Assign	Name	Email	Phone	eCard
<input checked="" type="checkbox"/>	Donald Duck	donald.duck@bjc.org		
<input checked="" type="checkbox"/>	Mickey Mouse	mickey.mouse@bjc.org		
<input checked="" type="checkbox"/>	Yosemite Sam	yosemite.sam@bjc.org		

Use Inventory From: Instructor

Course Name: BLS Provider

Card Version: 2020 2015

Card Type: AHA BLS Provider (15-3001)

Course Date: 01/13/2021

Instructor: Kelly Small (ID 02170541900)

Current Inventory: 0

Results:

<< Back **Issue eCards**

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FINALIZING THE ROSTER:

- Finaling roster submits class information to BJC Training Center.
- Select **Finalize Roster**. This tab will be renamed to **View Roster**. Select View Roster to: view, print, or email class roster.

Student List

Excel Import Quick Add

Student	Labels	Codes	Reg Date	Options	Type	Due
1 Mouse, Mickey mickey.mouse@bjc.org			01/13/2021 10:52am		Cert	
2 Duck, Donald donald.duck@bjc.org			01/13/2021 10:53am		Cert	
3 Sam, Yosemite yosemite.sam@bjc.org			01/13/2021 10:58am		Cert	

Showing 1 to 3 of 3 entries

Text Msg Export Edit Scores **Finalize Roster**

- At the bottom of the screen, **Update Class** and select **<< Back** to view Past Classes.

Documents: ?

Drop files here

Select File Please select file(s) to upload.

Instructor Signature: I verify that this information is accurate and truthful and that the course was taught in accordance with AHA guidelines. All equipment utilized during the course was properly decontaminated in accordance with American Heart Association or manufacturer's standards. My signature is represented by my typed name below:

Angie Brouk

<< Back **Update Class**