American Heart Association.

ATLAS USER MANUAL

My Alignments

A navigation guide for the Atlas application

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1   Introduction

The American Heart Association (AHA) is dedicated to saving more lives through research, training, and education designed and owned by the AHA. CPRverify is a web-based application designed specifically to support AHA training internationally. The Instructor Network serves the same purpose within the United States.

These applications make it possible for Training Centers and instructors to monitor and track their AHA training, including publishing classes for students to sign up for, managing student rosters, and many other functions. They also provide the ability for managing Training Center alignments and permission.

Currently, the 2 applications are separate to cater to different geographies, either within USA or outside of USA. Atlas is a reimagined solution that caters to the global market. This digital platform is available to the AHA Training Network, including Training Centers, Sites, Instructors, and students who are located anywhere in the world, working together to make a difference and save more lives.

2   Purpose

The purpose of Atlas is to provide a single application for all audiences across the world. This document has been created to help ensure a smooth onboarding journey, focusing on the different capabilities within the Atlas application, and will serve as an instructional guide for users to successfully navigate and perform various application functions within the system.

3   Intended Audience

The intended audience includes instructors.

4   Abbreviations and Descriptions

Abbreviation	Description
AHA	American Heart Association
TC	Training Center
TS	Training Site

5 My Alignments

5.1 Instructor Login

- Log in as an **Instructor**, as shown in Figure 1.
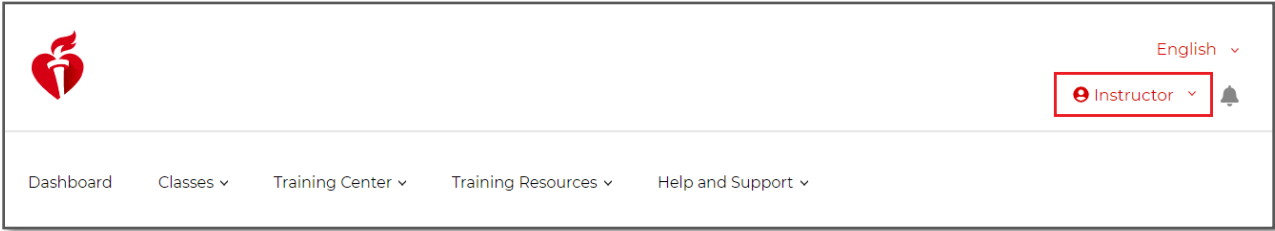

Figure 1. Instructor login.

- To view pending alignment requests and role assignment notifications, refer to the **Tasks to Complete** section on the **Dashboard** (Figure 2).
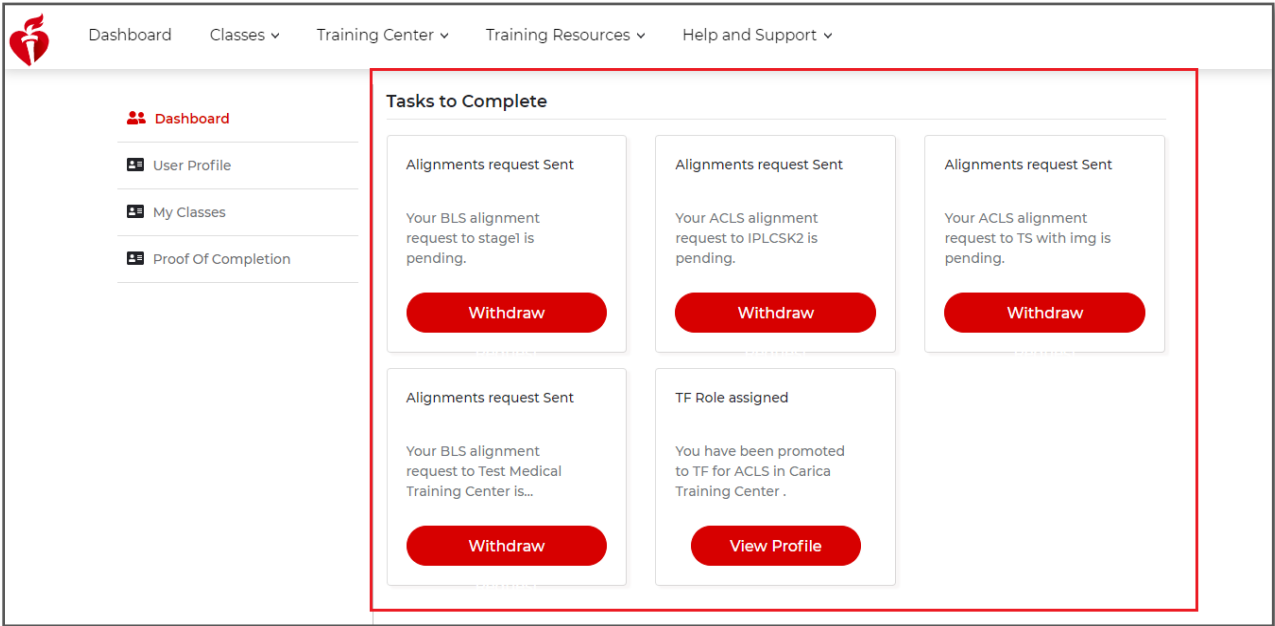

Figure 2. Instructor Dashboard: Tasks to Complete section.

- For additional information, the user may select **My Alignments** from the profile drop-down menu to access all alignment information, including **Pending Request** and **Existing Alignment** (Figure 3).
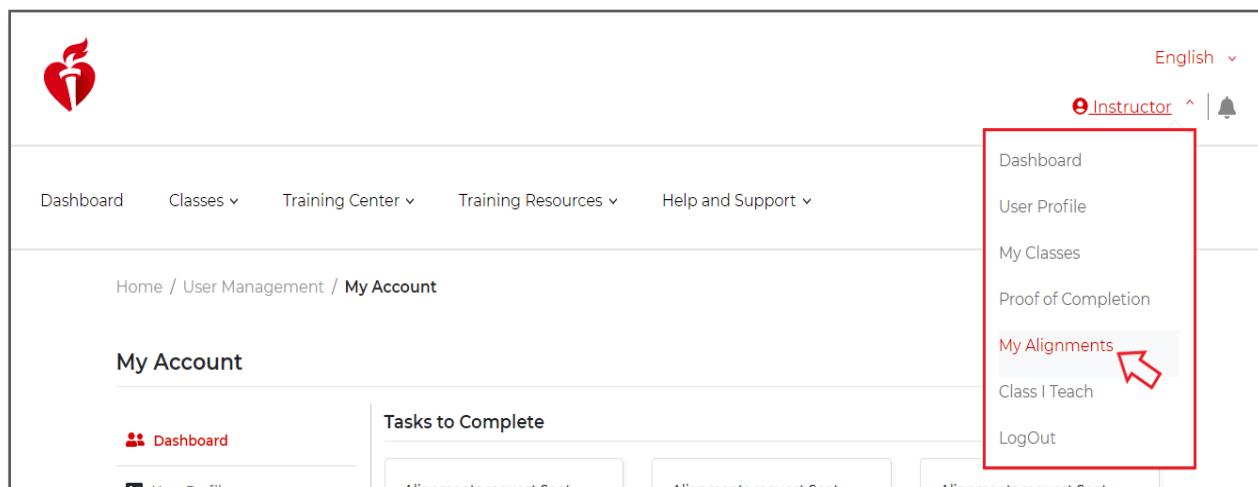
Figure 3. Instructor Account: profile drop-down menu showing My Alignments option.

- As a navigation alternative to the one shown in Figure 4, the user may select **Training Center** from the main navigation menu and then **My Alignments** from the drop-down menu for the same result.
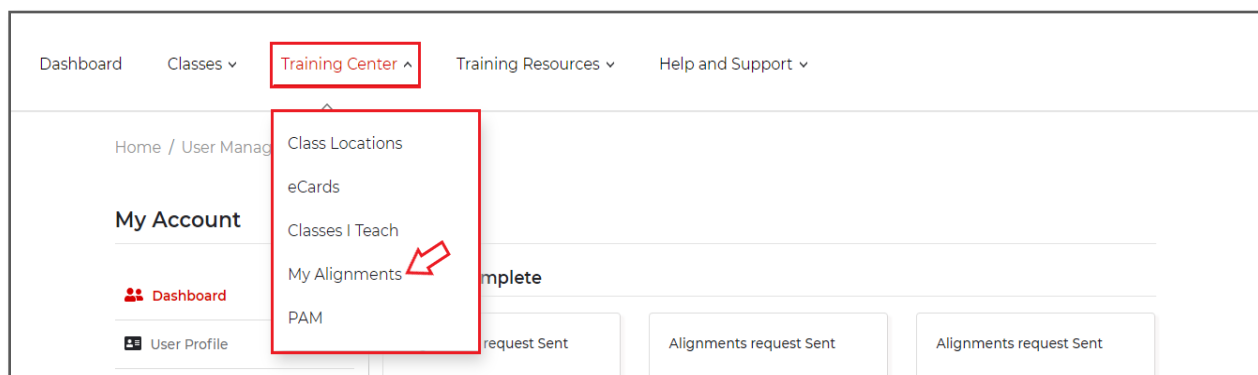

Figure 4. Instructor Account: Training Center drop-down menu showing My Alignments option.

- The **Alignment** page displays all of the user's alignment information, including **Pending Request** and **Existing Alignment.** Also displayed are the associated Training Centers and Training Sites for each alignment (Figure 5).

Figure 5. Instructor Account: Alignment page.

5.1.1 Request Alignment

- To request alignment, the user may select the **Training Center Search** link under the **Quick Links** menu from the Instructor Dashboard (Figure 6).
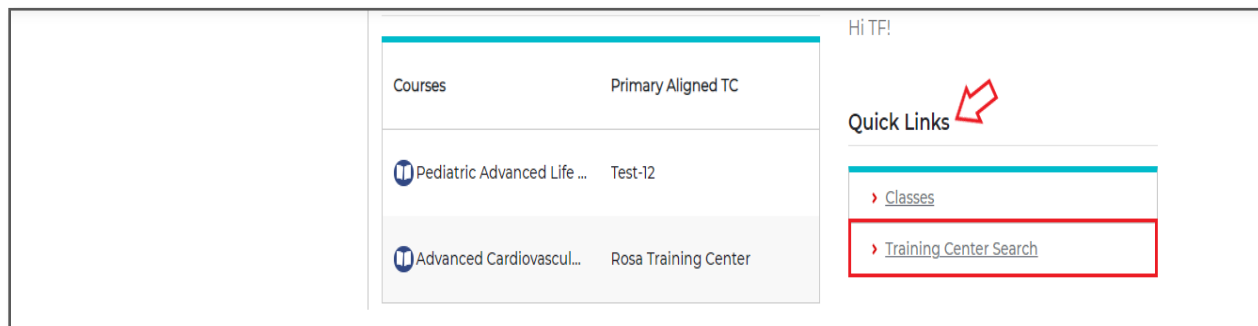

Figure **6.** Instructor Account: Instructor Dashboard showing the Training Center Search link.

- Alternatively, the user may select the **Find Training Centers** link on the **Alignment** page (Figure 7).
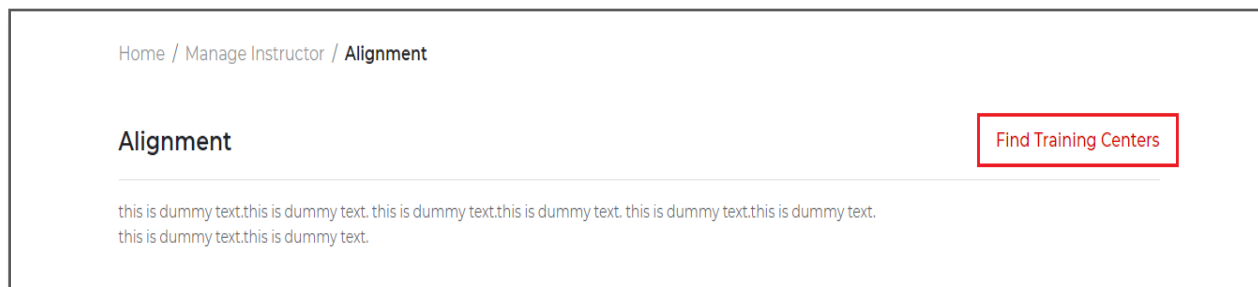

Figure 7. Instructor Account: Alignment page showing the Find Training Centers link.

- The user will be navigated to the Training Center/Training Site Search Result page.
- The user may then use the **Search by the TC/TS Name** text box to type in the name of Training Center they are trying to find and select the **Search** button (Figure 8).
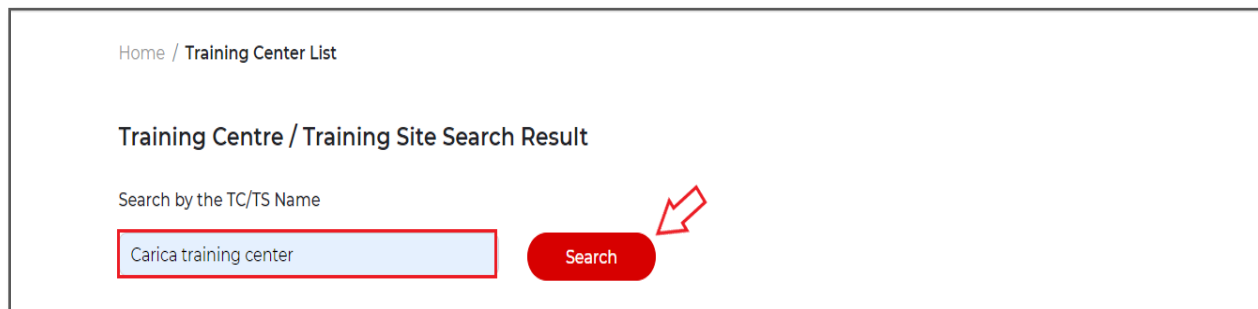

Figure 8. Training Center List: Training Center/Training Site Search Result.

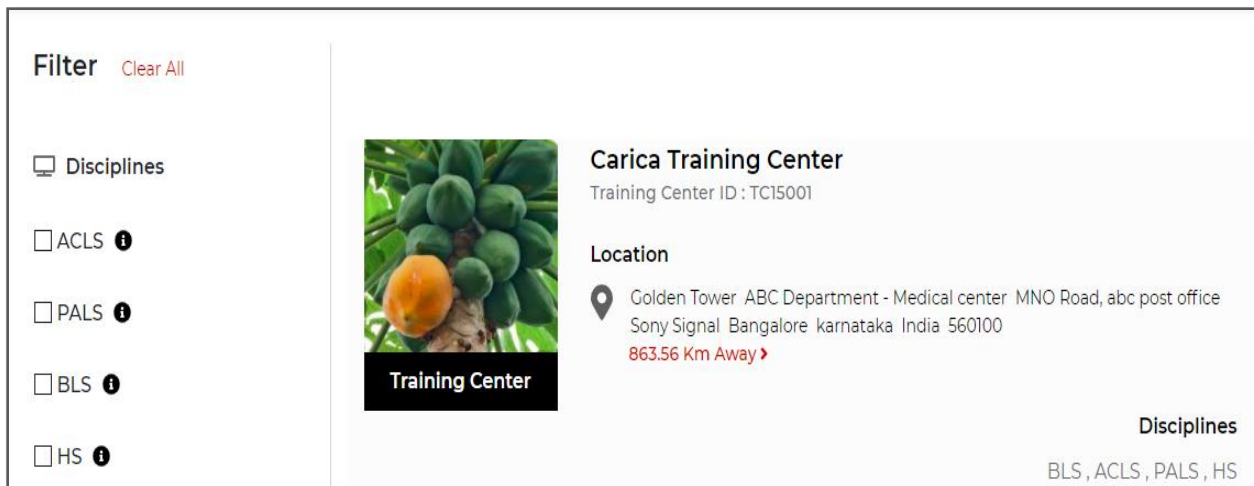- This results in a display of the search results, as shown in Figure 9.

Figure 9. Request Alignment: sample Training Center/Training Site Search Result.

- The user may filter the Training Center and Training Site results list by selecting options from the **Disciplines** filter in the left-hand navigation (Figure 10).
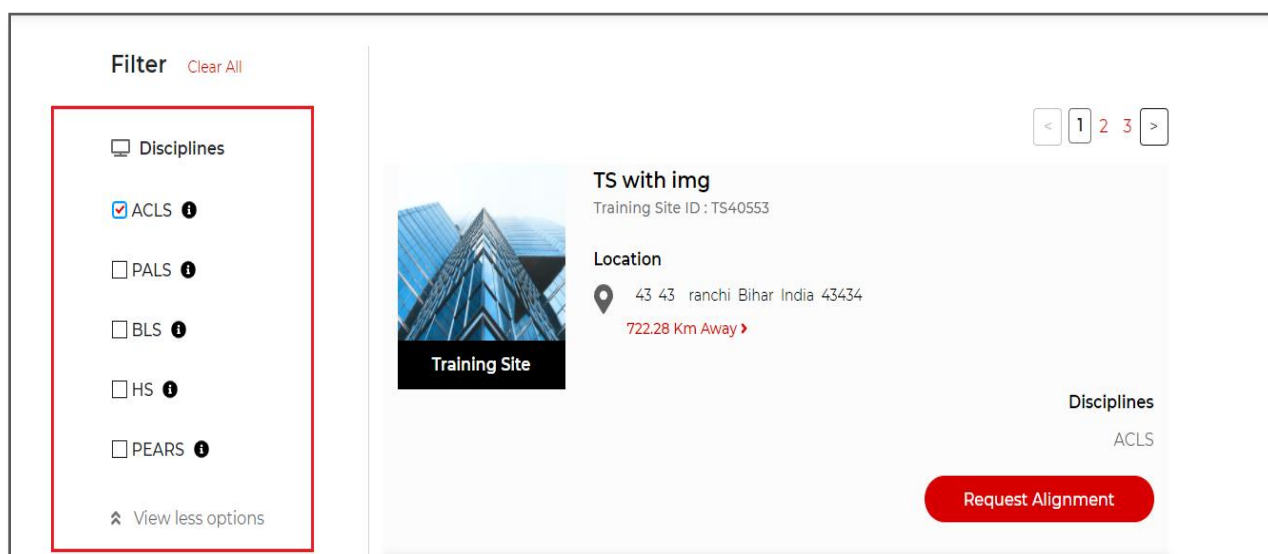

Figure 10. Request Alignment filter based on discipline.

- Once the user finds the Training Center they were searching for, they may select the **Request Alignment** button (Figure 11).
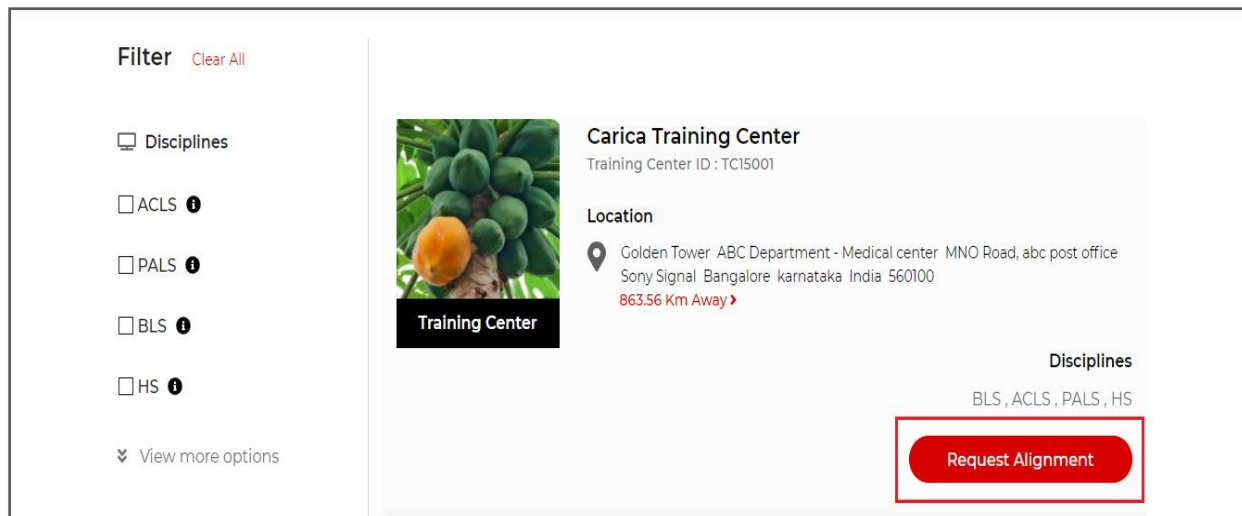
Figure 11. Request Alignment button.

- Once **Request Alignment** has been selected, a pop-up will appear. The number of available disciplines that the Training Center or Training Site has available for alignment will determine the type of pop-up that the user will see.

- For those Training Centers or Training Sites with multiple disciplines available for alignment, the user will be prompted to select the **discipline** for which they are requesting an alignment for (from the available options) before they select **Request Alignment** (Figure 12).
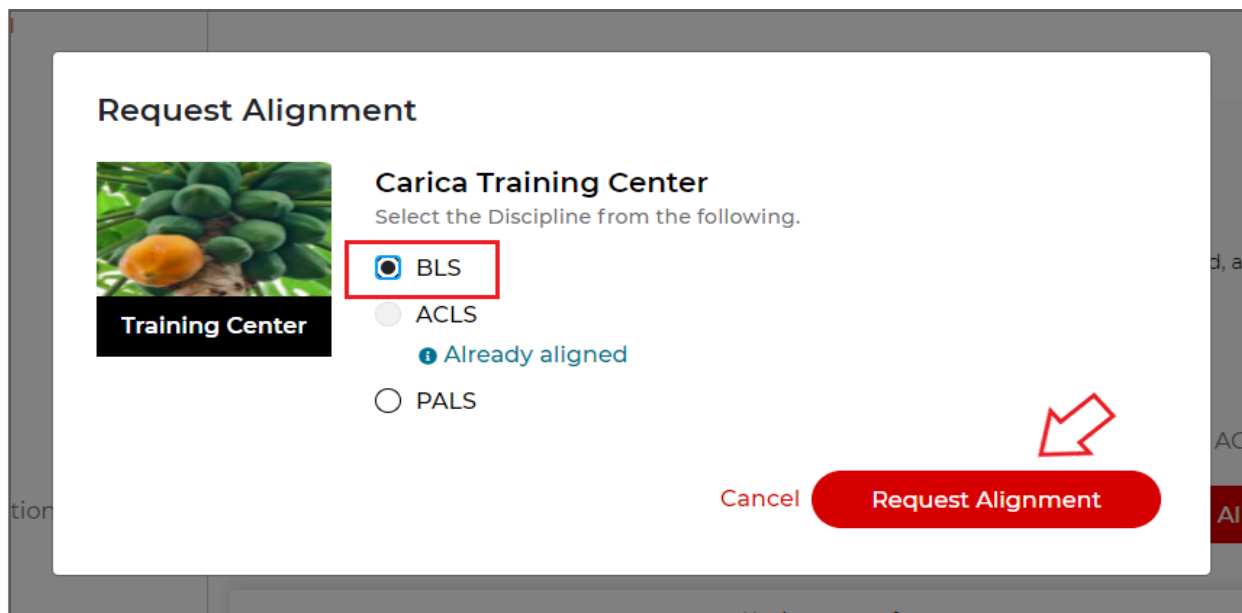

Figure 12. Request Alignment pop-up showing multiple disciplines available.

- For those Training Centers or Training Sites with only a single discipline available for alignment, the user need only select **Request Alignment** (Figure 13).
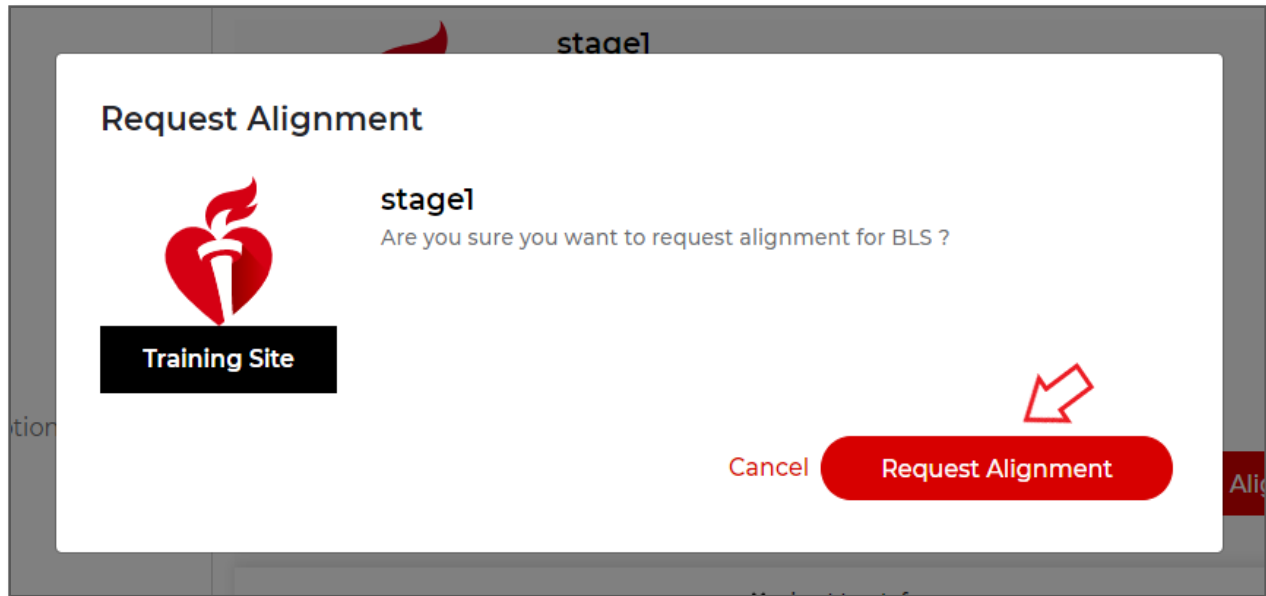
Figure 13. Request Alignment pop-up showing single discipline available.

- Selecting the **Request Alignment** button, for both pop-up types, will result in a confirmation message appearing on the **Training Center/Training Site Search Result** page that says, "**Request sent successfully**" (Figure 14).
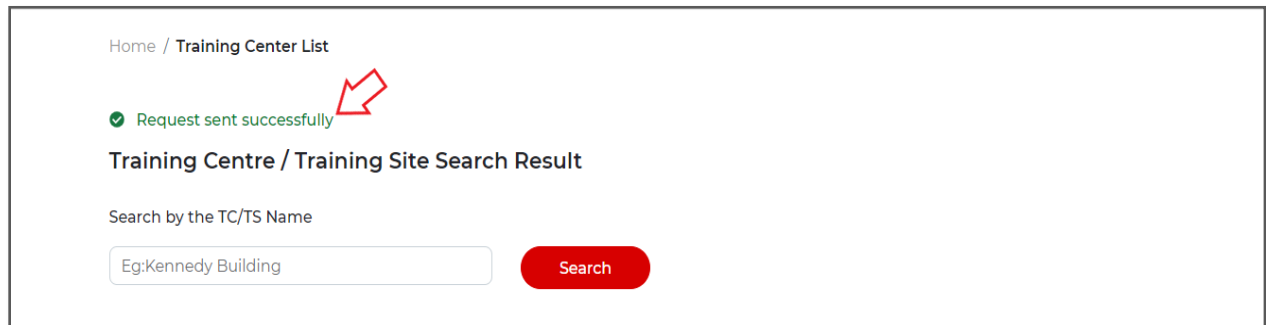

Figure 14. Request Alignment confirmation message.