



American
Heart
Association.

ATLAS USER MANUAL

My Account

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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 Training Center Coordinators (TCCs), Training Center Administrators (TCAs), Training Site Coordinators (TSCs), Training Site Administrators (TSAs), Training Faculty, instructors, and students.

4 Abbreviations and Descriptions

Abbreviation	Description
AHA	American Heart Association
SSO	Single Sign-on
TCA	Training Center Administrator
TCC	Training Center Coordinator
TSA	Training Site Administrator
TSC	Training Site Coordinator

5 My Account

Atlas will use the AHA's Single Sign-on (SSO), and users will need to create their SSO profile if they do not already have one.

Note: Users with both an Instructor Network and CPRverify account must ensure that their login email is the same on both platforms.

What does this mean for instructors and TCCs?

- Information and data will be transferred over from CPRverify.org and the Instructor Network.
- eCard inventory will be available on the AHA eCard portal after the Atlas launch.
- All new users should navigate to the Atlas application at <https://atlas.heart.org> to register.

What does this mean for students?

- Basic student features of claiming an eCard will continue to be in the AHA eCard Portal.
- Students who access the Instructor Network or CPRverify will be redirected to the Atlas platform to create their profile.
- Students will be able to search for public classes in Atlas.

What do you need to do?

If you have both an Instructor Network and CPRverify account, please ensure that the login email is the same for both.

5.1 Sign in/Sign up

All new users should navigate to the Atlas application at <https://atlas.heart.org> to sign in or create an account.

- Begin by selecting the **Sign in/Sign up** link located in the top right corner of the homepage (Figure 1).

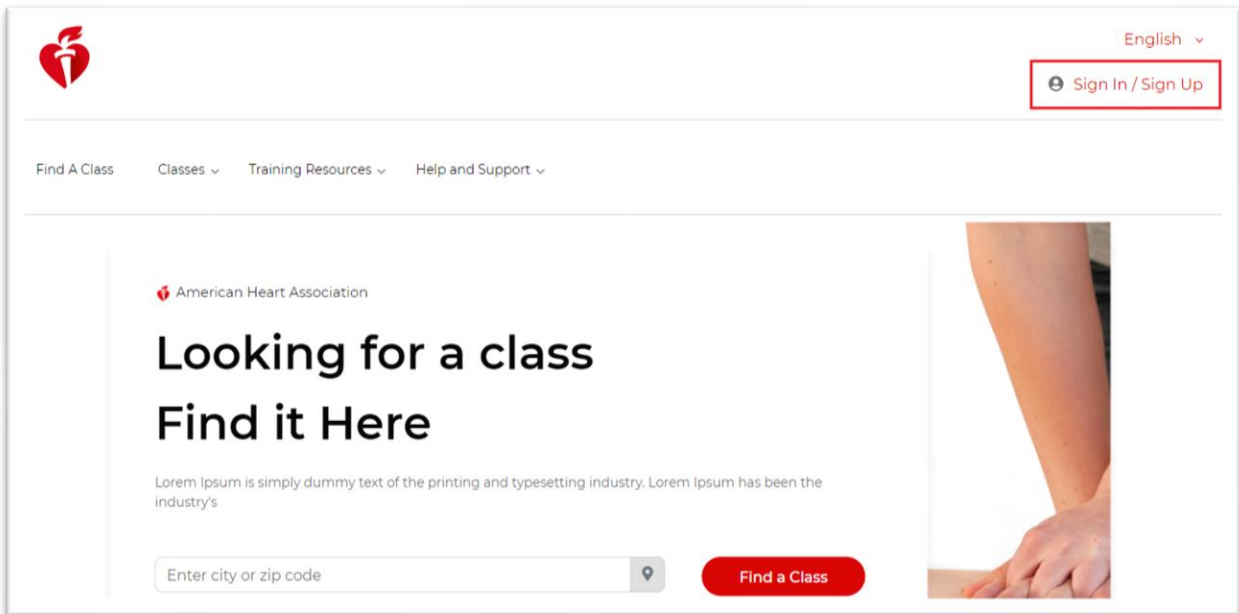


Figure 1. Sign in/Sign up link.

- Users will be redirected to the **Sign in** or **Create an Account** page (Figure 2).

Figure 2. Sign in or Create an Account page.

EXISTING USER: SIGN IN

- Users with an existing AHA SSO account may use their login information to **sign in**.
- Users should complete the **Username/Email** and **Password** fields and then select the **Sign in** button (Figure 3).

Figure 3. Sign in page.

Note: If users enter an invalid username/email or password, an error message will display on the page (Figure 4).

The screenshot shows the 'Sign In or Create an Account' page. A red box highlights an error message at the top: 'Invalid login or password.' and 'After 5 unsuccessful login attempts, your account will be locked for 5 minutes.' Below the error message, there is a note: '* indicates a required field'. The 'Sign In' section contains a 'Username / Email:' field with the value 'ksujesh54@gmail.com' and a 'Password:' field with masked characters. There is a 'Forgot Password ?' link and a 'Remember me' checkbox. A red 'Sign In' button is at the bottom. To the right, under 'Or sign in with your social accounts:', there are buttons for Google, Facebook Log in, LinkedIn, Twitter, Microsoft, Yahoo, and ORCID.

Figure 4. Sign in error display.

- An existing user may also sign in with their social accounts like Google, Facebook, LinkedIn, Twitter, and others (Figure 5).

The screenshot shows the 'Sign In or Create an Account' page. A red box highlights the 'Or sign in with your social accounts:' section, which contains buttons for Google, Facebook Log in, LinkedIn, Twitter, Microsoft, Yahoo, and ORCID. The 'Sign In' section on the left has empty 'Username / Email:' and 'Password:' fields, a 'Forgot Password ?' link, and a 'Remember me' checkbox. A red 'Sign In' button is at the bottom.

Figure 5. Sign in with social account links.

- Existing SSO users may also be prompted to provide **additional information** with pop-ups after successfully logging in if they have not previously provided those details. Those pop-ups may include
 - Choose your country of lawful residence
 - Complete your registration

Choose Your Country of Lawful Residence

- The **Choose your country of lawful residence** pop-up requires that users select the country where they currently live from the options provided in the drop-down menu (Figure 6). This is a mandatory field.

Figure 6. Choose your country of lawful residence pop-up.

- Users have the option of checking the box next to the statement “**Remember the country where I am located next time I log in**” or selecting **Continue** without checking the box.
 - Not checking the box results in users having to manually select their country of lawful residence at each subsequent log-in.
- Once done, select **Continue** to close the pop-up.

Complete Your Registration

- The **Complete Your Registration** pop-up asks that users provide their mobile number to help verify their account and keep it safe. This is optional and may be skipped.
- If users would like to provide their mobile number, they may type it into the text box and select **Save Changes** to close the pop-up (Figure 7).
- If users do not wish to provide their mobile number, they may select **Skip**.

Figure 7. Mobile number input screen.

- If users choose **Skip**, the system will display an additional **Confirm Skip** pop-up with 3 options (Figure 8):

- Close
- Don't Ask Again
- Skip for Now

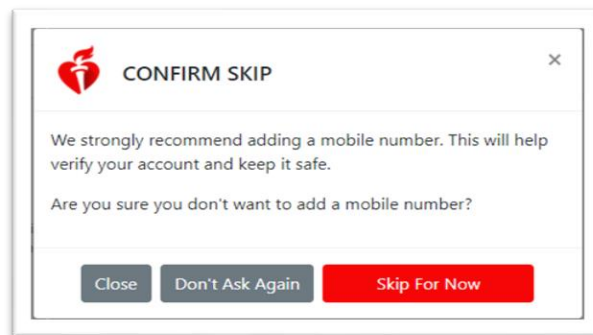


Figure 8. Confirm Skip screen.

- Users may close the pop-up by selecting one of the 3 options or the X in the top right corner of the screen.

NEW USER: CREATE AN ACCOUNT

- New users without an existing AHA SSO account may navigate to the **New User** section and select the **Create an account** button (Figure 9).

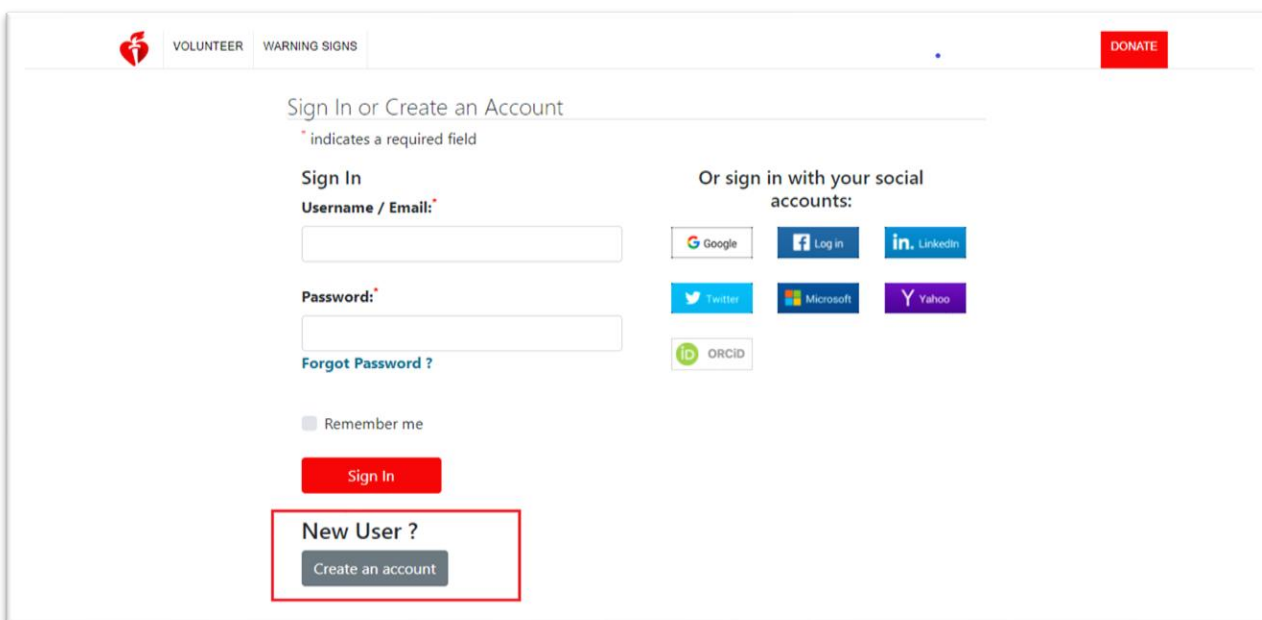


Figure 9. Create an account button.

- Once selected, users will be navigated to the **Let's get started** page (Figure 10).

Let's get started

Create an account to access great heart and brain health content with one username and password.

NOTE: If you already have an account with us, please call 1-800-242-8721 to access your info. [Learn More](#)

* indicates a required field

Tell us about yourself

Country of Lawful Residence (Where you currently live):*

Select Country

Mobile Number:

By entering your mobile number, you agree to receive a text message from the American Heart Association to reset your AHA password. Standard call, messaging or data rates may apply.

000 000 0000

First Name:*


Last Name:*

Email:*

AHA_Preprod@mailinator.com

Confirm Email:*

Upload Profile Image:



Choose File

No file chosen

Password:*

Make it at least seven characters with the following: An uppercase letter, a lowercase letter and a number.

Re-enter Password:*

☐ I have read and understood the [Terms of Use](#) and [Privacy Policy](#) *

Continue

Already have an account?

Sign In

Figure 10. New User account page.

- New users must complete all mandatory fields (indicated with an asterisk) as follows:
 - **First name**
 - **Last name**
 - **Email/Confirmation**
 - **Password/Confirmation**
 - **Acknowledgement of the Terms of Use and Privacy Policy**
- Optional fields include
 - Mobile Number
 - Profile Image

Next, users must acknowledge the terms of use and privacy policy by checking the box next to the “I have read and understood the Terms of Use and Privacy Policy” statement and then selecting **Continue**.

- Once users have successfully signed in or created an AHA SSO account, they will automatically be redirected to their Atlas Dashboard (or whatever Atlas page the user was attempting to access), as shown in Figure 11.

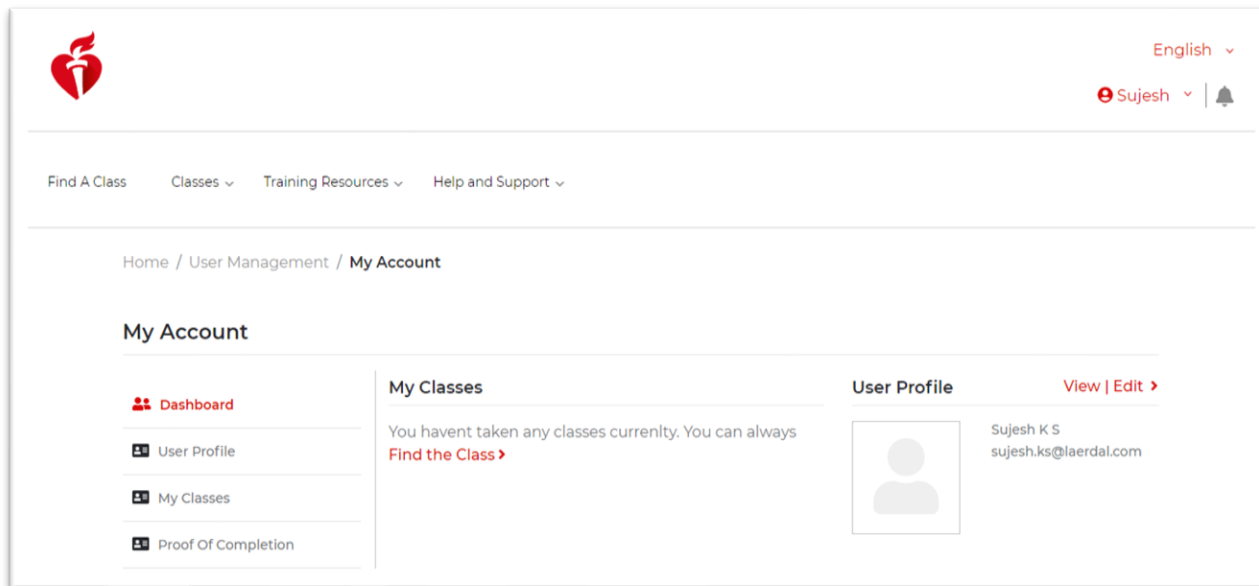


Figure 11. User dashboard.

5.2 Additional Information

Because Atlas is a new application, the system will need to capture a few additional pieces of information to fully function as designed.

- All users accessing the Atlas application for the first time will be shown an **Additional Information** pop-up (Figure 12). The mandatory **Additional Information** fields are
 - Preferred Language
 - Country
 - Time Zone
 - Notification Preferences selection
 - Subscription selection
 - Acceptance of Terms and Conditions

Figure 12. Additional Information pop-up.

- Users must also acknowledge the **Terms and Conditions** by checking the box next to the “I have read and understood the Terms and Conditions” statement and then selecting **Continue** (Figure 13).

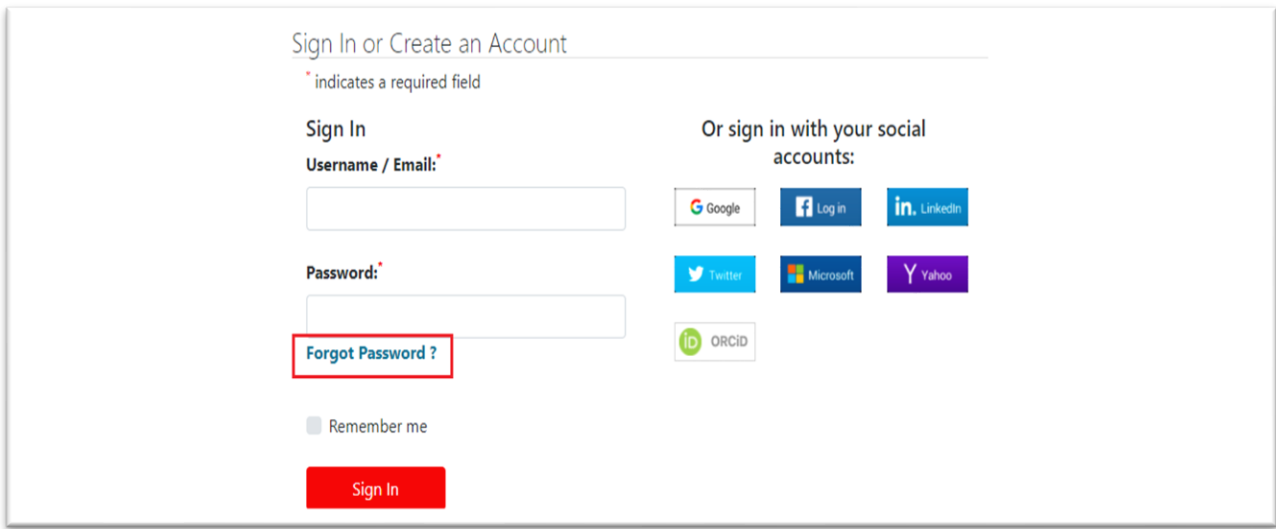
Figure 13. Sign In: Terms and Conditions Acceptance Screen.

- This process successfully completes the Atlas registration process.

5.3 Password Reset

Users with an existing AHA SSO account may use the **Forgot Password** link on the **Sign in or Create an Account** page to reset their password.

- First, users should select the **Forgot Password?** link, located in the **Sign in** section (Figure 14).



Sign In or Create an Account

* indicates a required field

Sign In

Username / Email:*

Password:*

Forgot Password ?

☐ Remember me

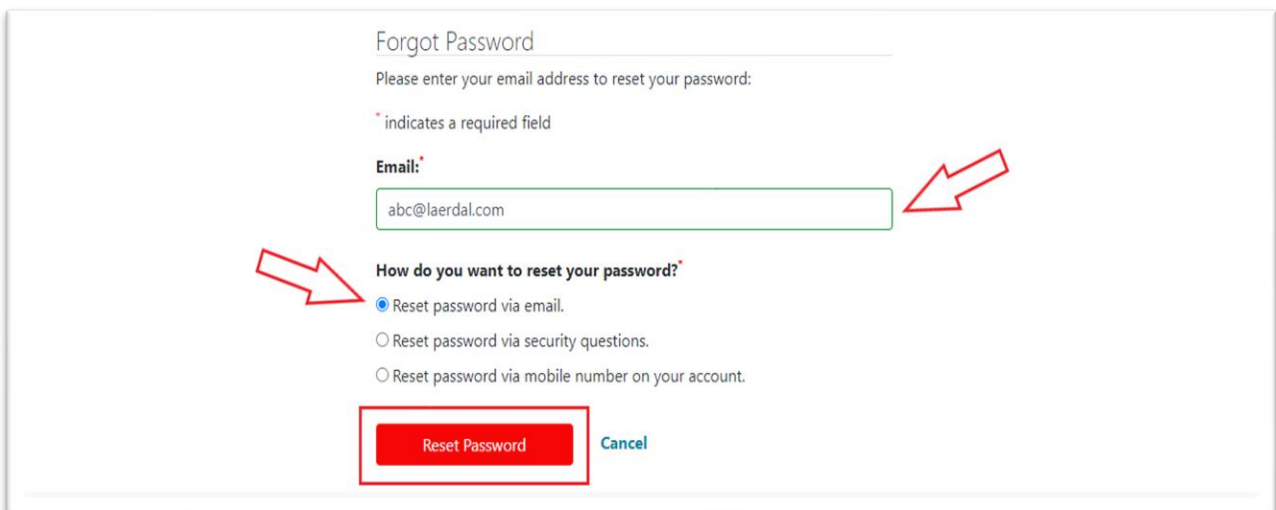
Sign In

Or sign in with your social accounts:

Google Facebook Log in LinkedIn Twitter Microsoft Yahoo ORCID

Figure 14. Forgot Password? link.

- Users will then be redirected to the Forgot Password page (Figure 15), where they must complete the required fields, as follows:
 - Type the applicable email address into the Email text box
 - Select an option from the list, in answer to the How do you want to reset your password? question. Those options are
 - Reset password via email
 - Reset password via security questions
 - Reset password via mobile number on your account
 - Select the **Reset Password** button (Figure 15).



Forgot Password

Please enter your email address to reset your password:

* indicates a required field

Email:*

abc@laerdal.com

How do you want to reset your password?*

☒ Reset password via email.

☐ Reset password via security questions.

☐ Reset password via mobile number on your account.

Reset Password Cancel

Figure 15. Password reset options.

- After selecting the **Reset Password** button, a pop-up will appear confirming the reset password request and selected method for doing so. To close the pop-up and navigate **Back to Sign in**, select the button as shown in Figure 16.

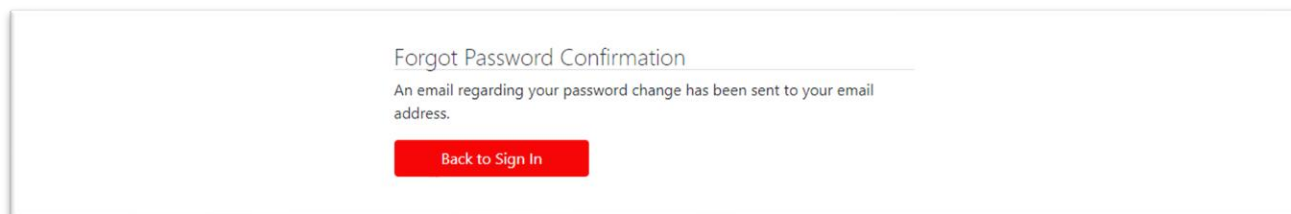


Figure 16. Forgot Password Confirmation page.

- If the user has previously completed security questions or provided their mobile number through the **Security Settings** link (available on the **Profile Information** edit page), then—during password reset—the user may select the **Reset Password via security questions** or **Reset password via mobile number on your account** options successfully.
- If the user has not previously completed security questions, then selecting **Reset password via security questions** displays an error message as shown in Figure 17.

Figure 17. Reset password via security questions error message.

- If the user has not previously provided a mobile number, then selecting **Reset password via mobile number on your account** will display an error message (Figure 18).

Forgot Password

• Your mobile number isn't part of your account. Please add it to your account in case you need help recovering your password.

Please enter your email address to reset your password:

* indicates a required field

Email:

sujesh.ks@laerdal.com

How do you want to reset your password?*

☐ Reset password via email.

☐ Reset password via security questions.

☒ Reset password via mobile number on your account.

Reset Password Cancel

Figure 18. Reset password via mobile number error message.

- If the user successfully chose the **Reset password via email** method, they should receive an email containing a Reset Password link, at the email address provided (Figure 19).

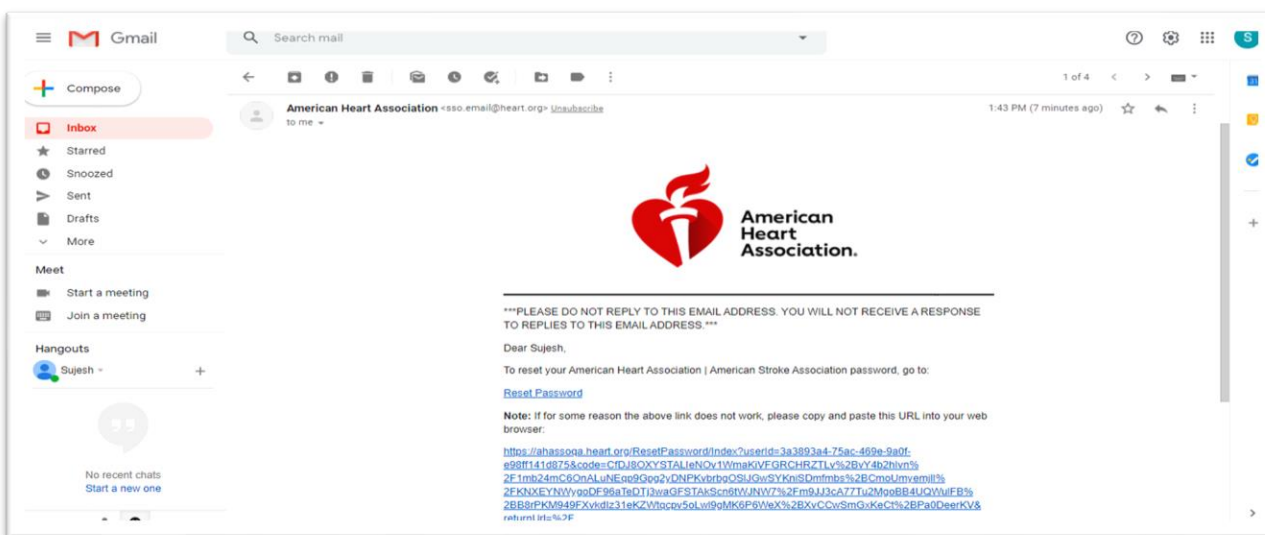
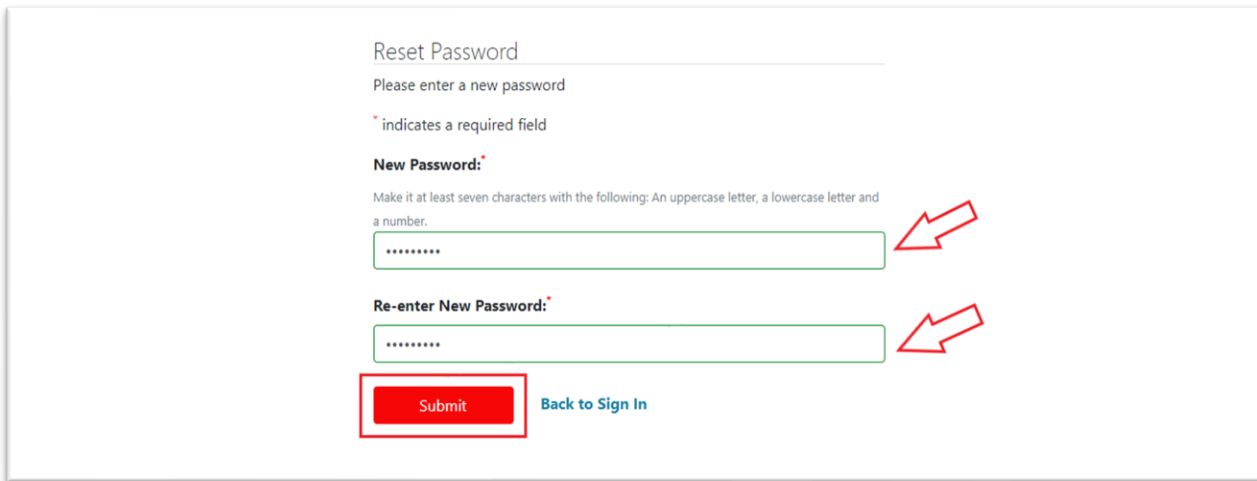


Figure 19. Sample email link to reset password.

- When users select the **Reset Password** link, they will be directed to the **Reset Password** page.
- Users should then complete the **New Password** and **Reenter New Password** fields and select the **Submit** button (Figure 20).
 - Care should be taken to follow the password guidelines, which are as follows:
 - At least seven characters, including
 - An uppercase letter
 - A lowercase letter
 - A number



Reset Password

Please enter a new password

* indicates a required field

New Password:*

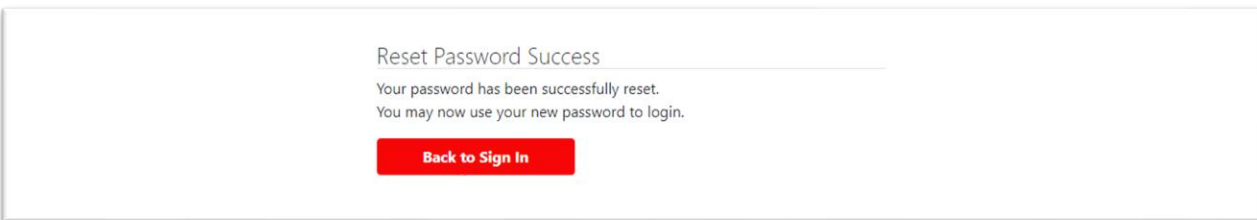
Make it at least seven characters with the following: An uppercase letter, a lowercase letter and a number.

Re-enter New Password:*

Submit [Back to Sign In](#)

Figure 20. Reset Password screen.

- After users select the **Submit** button, a pop-up will appear confirming that the **Reset Password** request was successful. To close the pop-up, users should select the **Back to Sign in** button (Figure 21).



Reset Password Success

Your password has been successfully reset.
You may now use your new password to login.

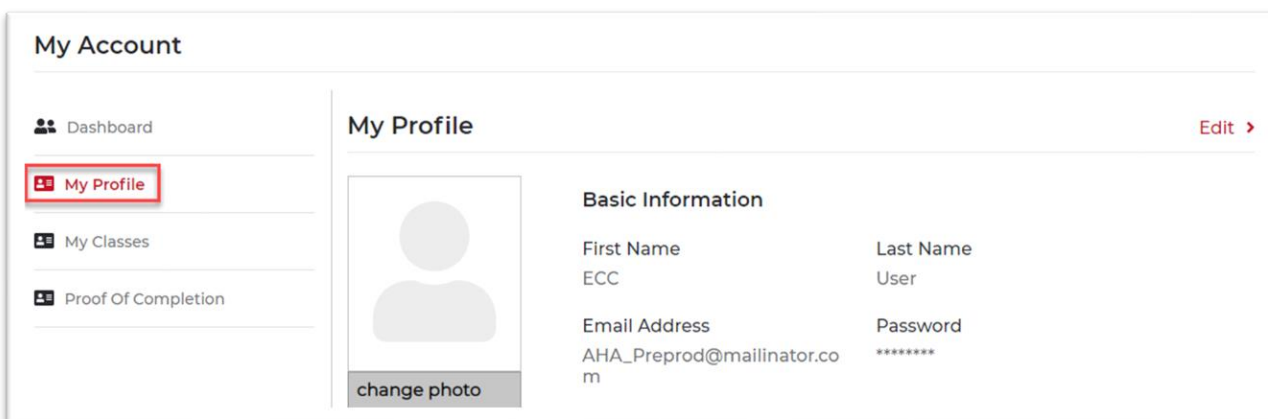
Back to Sign In

Figure 21. Reset Password Success message.

6 Dashboard Configurations

6.1 User Profile

- From the **Dashboard**, users may select the **My Profile** link to view their My Profile information (Figure 22).



My Account

- Dashboard
- My Profile**
- My Classes
- Proof Of Completion

My Profile [Edit >](#)

Basic Information


 change photo	First Name	Last Name
	ECC	User
	Email Address	Password
	AHA_Preprod@mailinator.com	*****

Figure 22. My Profile link.

- The **My Profile** section displays a user's **Basic Information** (Figure 23) and **Additional Information** (Figures 24 and 25).

My Account

- Dashboard
- My Profile**
- My Classes
- Proof Of Completion

My Profile Edit >

Basic Information

First Name	Last Name
ECC	User
Email Address	Password
AHA_Preprod@mailinator.com	*****

[change photo](#)

Figure 23. My Profile: Basic Information.

Additional Information Edit >

Communication Preference

Preferred Language
English

Location Preference

Country
India

Time Zone
Asia/Kolkata

Notification Preference

Email

Figure 24. My Account: Additional Information view 1.

Subscription

Subscribed for AHA Training Communication

Terms and Conditions

You have accepted the **Terms and Conditions**

Figure 25. My Account: Additional Information view 2.

- Alternatively, users may also select **User Profile** from the profile drop-down menu on the **Dashboard** to view their profile information (Figure 26).

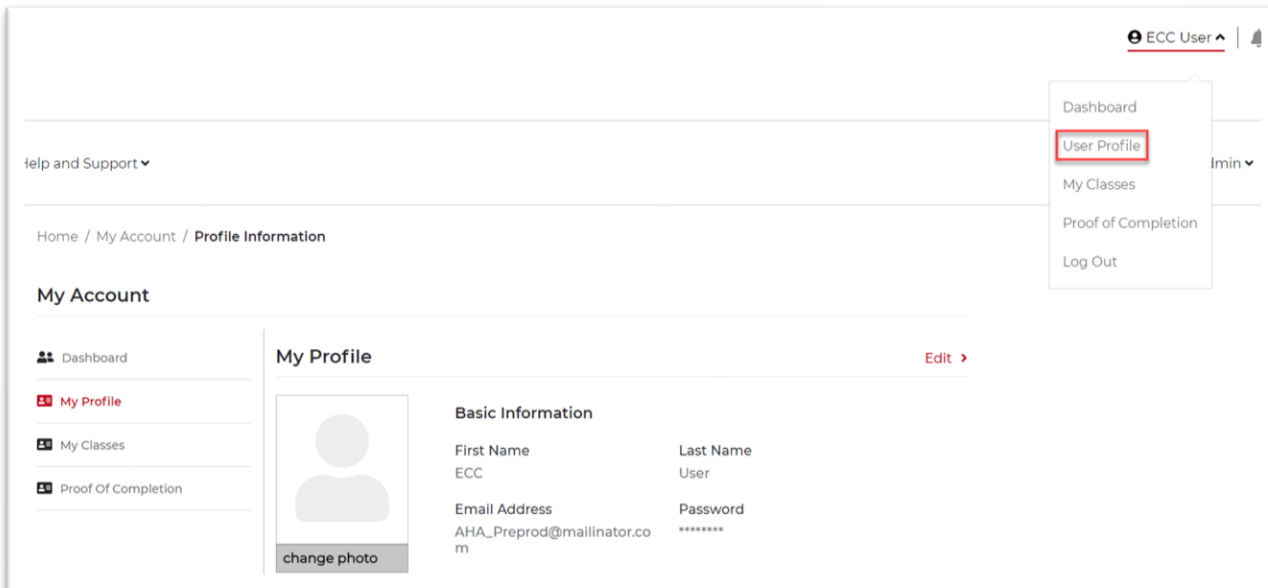


Figure 26. User Profile link.

6.1.1 Edit Profile Information

- From the **Dashboard**, users may select the **Edit Profile** link to view or edit their My Profile information (Figure 27).

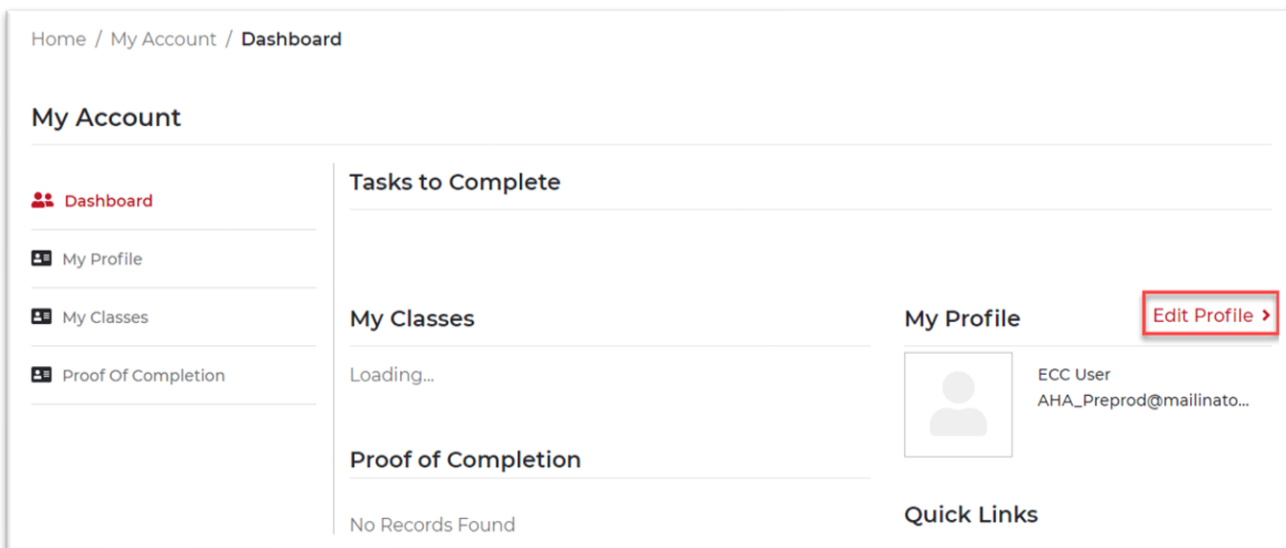


Figure 27. Dashboard: Edit Profile link.

- From the **My Profile** section, users must then select **Edit** (Figure 28).
 - The details within the **Basic Information** section are provided by the user's SSO Profile.

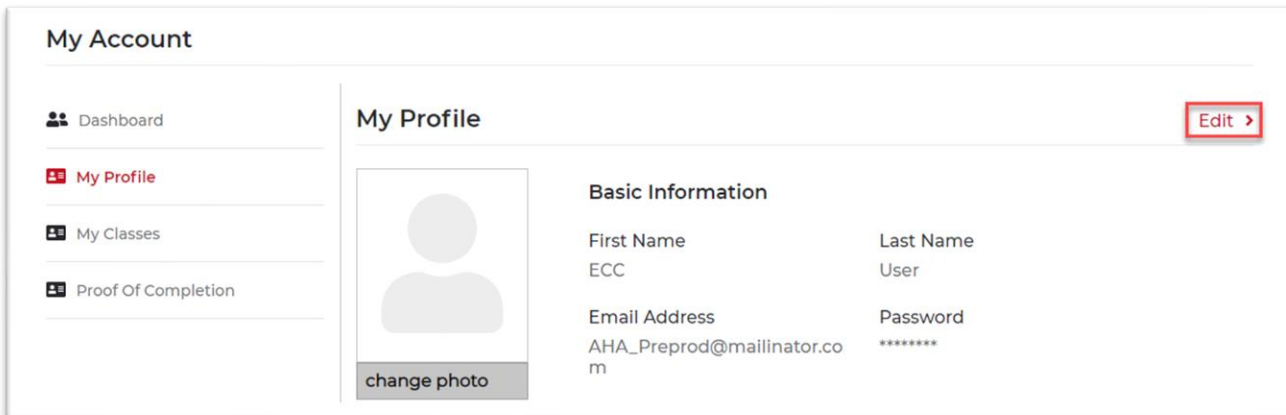


Figure 28. My Profile: Edit link.

- Once the link is selected, users will be automatically redirected to the **Edit Your Profile Information** page on their SSO profile (Figure 29). The basic information available for editing includes
 - Email
 - First Name
 - Last Name
 - Country of Lawful Residence
 - Profile Image

The screenshot shows the 'Edit Your Profile Information' page. At the top left is the American Heart Association logo. At the top right are links for 'Get Involved' and 'ECC User'. The page title is 'Edit Your Profile Information'. A note states: '* indicates a required field'. The form contains the following fields:

- Email:** AHA_Preprod@mailinator.com
- First Name:** ECC
- Confirm Email:** AHA_Preprod@mailinator.com
- Last Name:** User
- Country of Lawful Residence (Where you currently live):** India (selected from a dropdown menu)

Below the form is a section for 'Upload Profile Image' with a placeholder image and a 'Choose File' button. To the right of the form is a red 'Save Changes' button and three links: 'Change My Password', 'Security Settings', and 'Back'.

Figure 29. SSO Profile: Edit Your Profile Information page.

- Once changes have been made, users may select **Save Changes**.
 - Please note that no success message confirming the changes will appear; instead, users will be rerouted back to the Atlas **My Profile** page.
- Instructions for following the links shown on the **Edit Your Profile Information** page (for the user's SSO profile) are explained in Figure 30.

American Heart Association

Get Involved ▾ ECC User ▾

Edit Your Profile Information

* indicates a required field

Email:

First Name:

Confirm Email:

Last Name:

Country of Lawful Residence (Where you currently live):

Upload Profile Image:

No file chosen

Save Changes

[Change My Password](#)

[Security Settings](#)

[Back](#)

Figure 30. SSO Profile: Edit Your Profile Information page (with links highlighted).

Change My Password

- The **Change My Password** link opens the **Change Password** SSO profile page. Users must complete all applicable fields (shown with arrows), and then select **Save Changes** (Figure 31).
 - Please note that no success message confirming the changes will appear; instead, users will be rerouted back to the Atlas **My Profile** page.

Change Password

* indicates a required field

Enter Your Current Password:*

Choose a New Password:*

Make it at least seven characters with the following: An uppercase letter, a lowercase letter and a number.

Re-enter New Password:*

Save Changes Cancel

Figure 31. SSO Profile: Change Password page.

- If users enter an incorrect password in the **Reenter New Password** field, an error message will display (Figure 32), indicating that the confirmation password does not match the new password.

Change Password

* indicates a required field

Enter Your Current Password:*

Choose a New Password:*

Make it at least seven characters with the following: An uppercase letter, a lowercase letter and a number.

Re-enter New Password:*

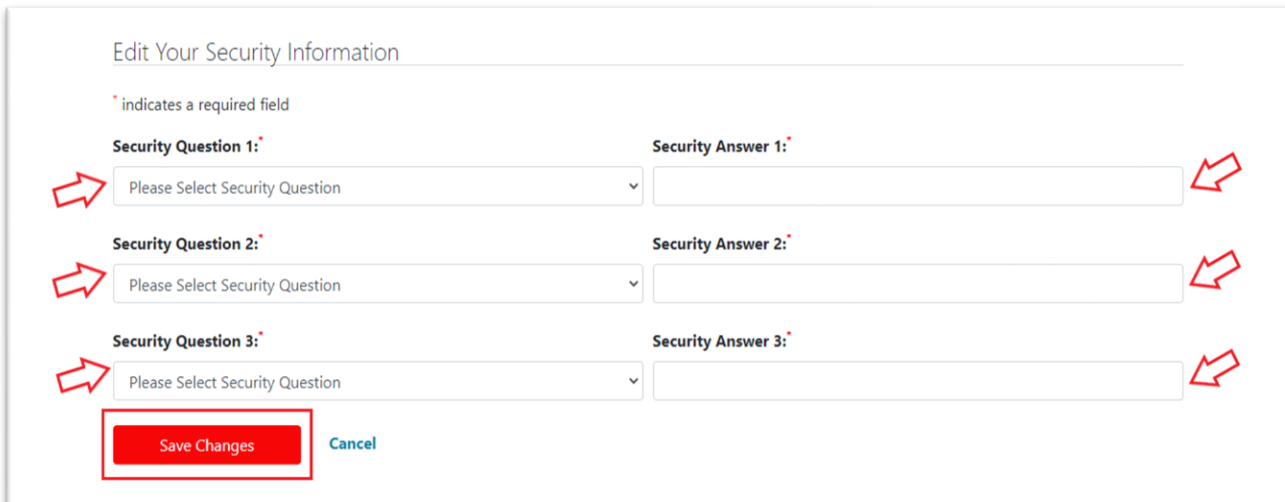
The password and confirmation password do not match.

Save Changes Cancel

Figure 32. SSO Profile: password/confirmation do not match error.

Security Settings

- The **Security Settings** link opens the **Edit Your Security Information** SSO profile page. Users must complete all applicable fields (shown with arrows in Figure 33) and then select **Save Changes**.
 - Please note that no success message confirming the changes will appear; instead, users will be rerouted back to the Atlas **My Profile** page.



Edit Your Security Information

* indicates a required field

Security Question 1: *

Please Select Security Question

Security Answer 1: *

Security Question 2: *

Please Select Security Question

Security Answer 2: *

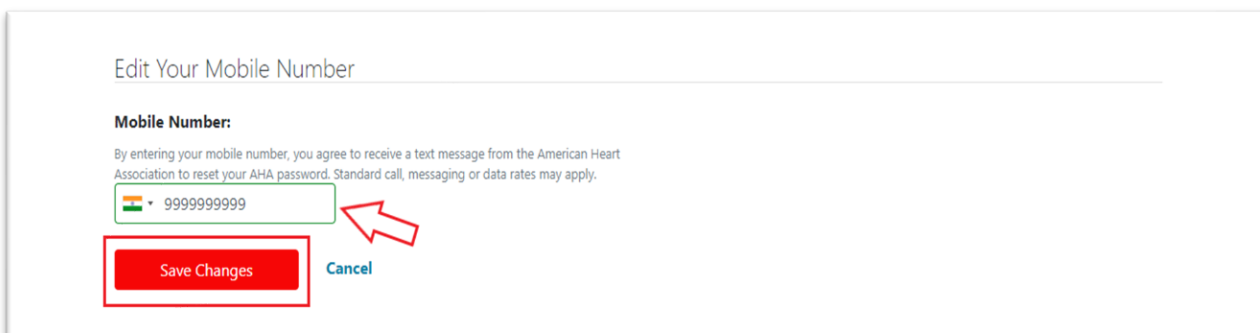
Security Question 3: *

Please Select Security Question

Save Changes **Cancel**

Figure 33. SSO Profile: Edit Your Security Information page.

- From the **Edit Your Security Information** SSO profile page, users may also update their **Mobile Number** and select **Save Changes** (Figure 34).
 - Please note that no success message confirming the changes will appear; instead, users will be rerouted back to the Atlas **My Profile** page.



Edit Your Mobile Number

Mobile Number:

By entering your mobile number, you agree to receive a text message from the American Heart Association to reset your AHA password. Standard call, messaging or data rates may apply.

India 9999999999

Save Changes **Cancel**

Figure 34. SSO Profile: Edit Your Mobile Number page.

6.1.2 Edit Additional Information

- From the **My Profile** section, users may edit **Additional Information** by selecting **Edit** (Figure 35).
 - The details within the **Additional Information** section are provided by the user's Atlas account.

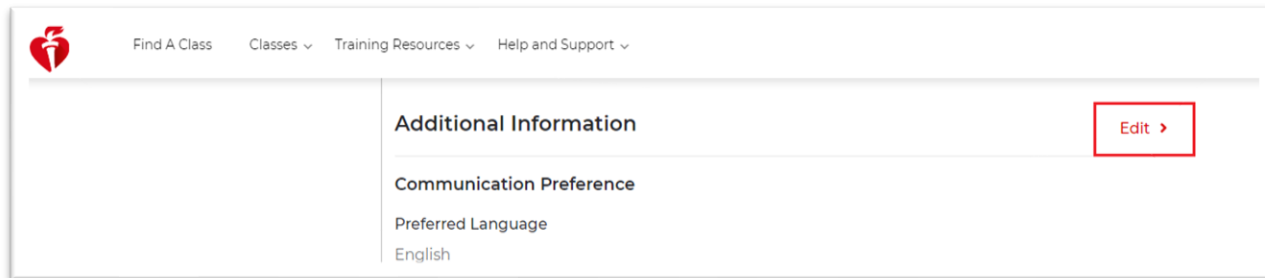


Figure 35. Additional Information Edit link.

- Once the link is selected, the following **Additional Information** details are available for users to update (Figures 36 and 37):
 - **Communication Preference**
 - Preferred Language
 - **Location Preference**
 - Country
 - Time Zone
 - **Notification Preference**
 - **Subscription** selection
 - **Terms and Conditions** selection

Figure 36. Additional Information Edit fields view 1.

Subscription

☐ Send me Communication about AHA training

Terms and Conditions

☒ I have read and understood the Terms and Conditions

Cancel Submit

Figure 37. Additional Information Edit fields view 2.

- Once complete, users should select **Submit** to apply the changes.
- To cancel the changes, users may select **Cancel** instead.

Note: If users uncheck the **Terms and Conditions** box, a warning message will display, saying “Accepting terms and conditions is mandatory. If unchecked, you will be logged out of the system” (Figure 38).

Terms and Conditions

☐ I have read and understood the Terms and Conditions

Accepting terms and conditions is mandatory. if unchecked you will be logged out of the system

Cancel Submit

Figure 38. Terms and Conditions acceptance warning message.

6.2 UI Language Preferences

- From the **Dashboard**, navigate to the top of the page and select the **English (default language)** language selector drop-down menu (Figure 39).

English (default language) ▼

TSC Stage | 4

Dashboard Classes Training Center Training Resources Help & Support

Figure 39. Language preference drop-down menu.

- A list of languages will appear. Users may select an option from the drop-down menu to display the website contents accordingly (Figure 40).

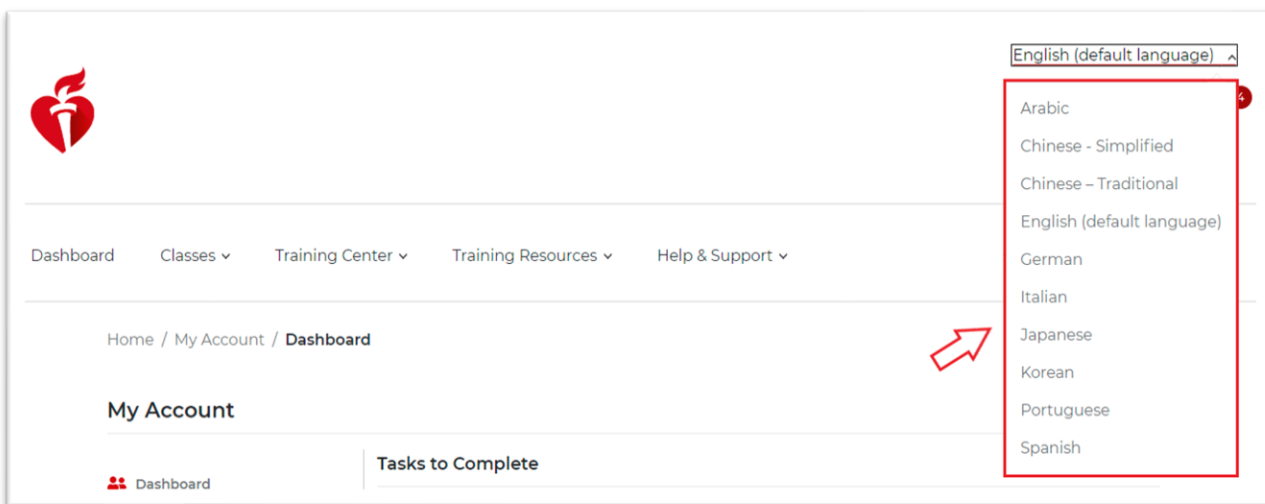


Figure 40. Language preference drop-down options.

6.3 Notifications

- From the **Dashboard**, users may select the **bell icon** for a highlight view of their **Inbox** and **Notifications** (Figure 41).

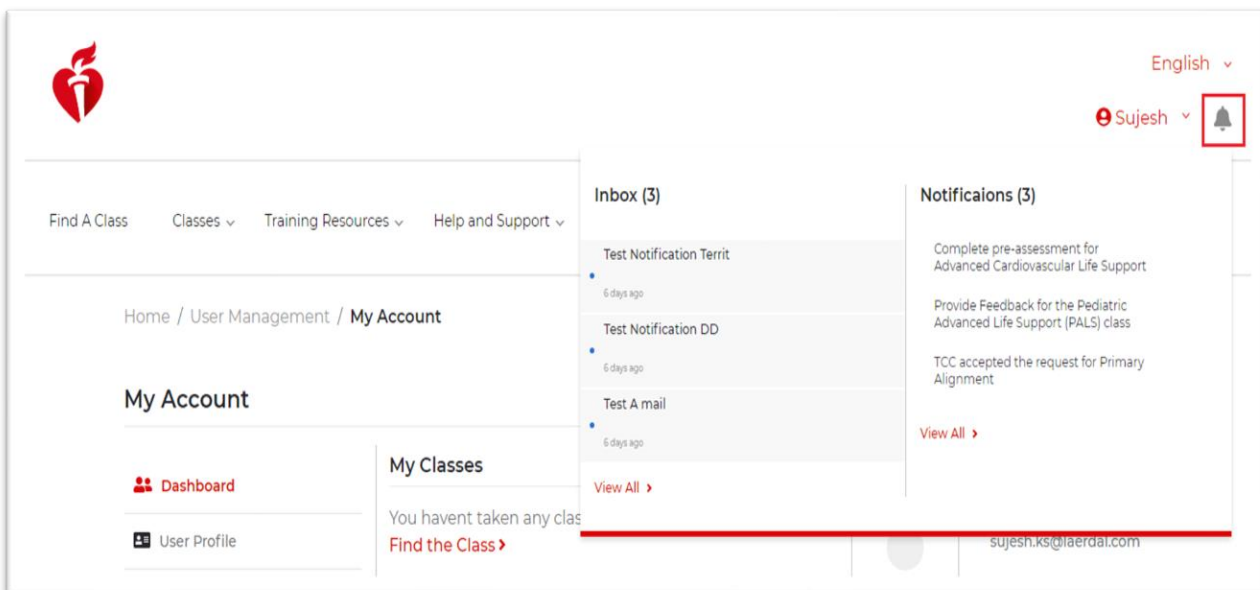


Figure 41 Bell icon.

- To get a complete view of their **Notifications**, users may select the **View All** link in the **Notifications** column (Figure 42).

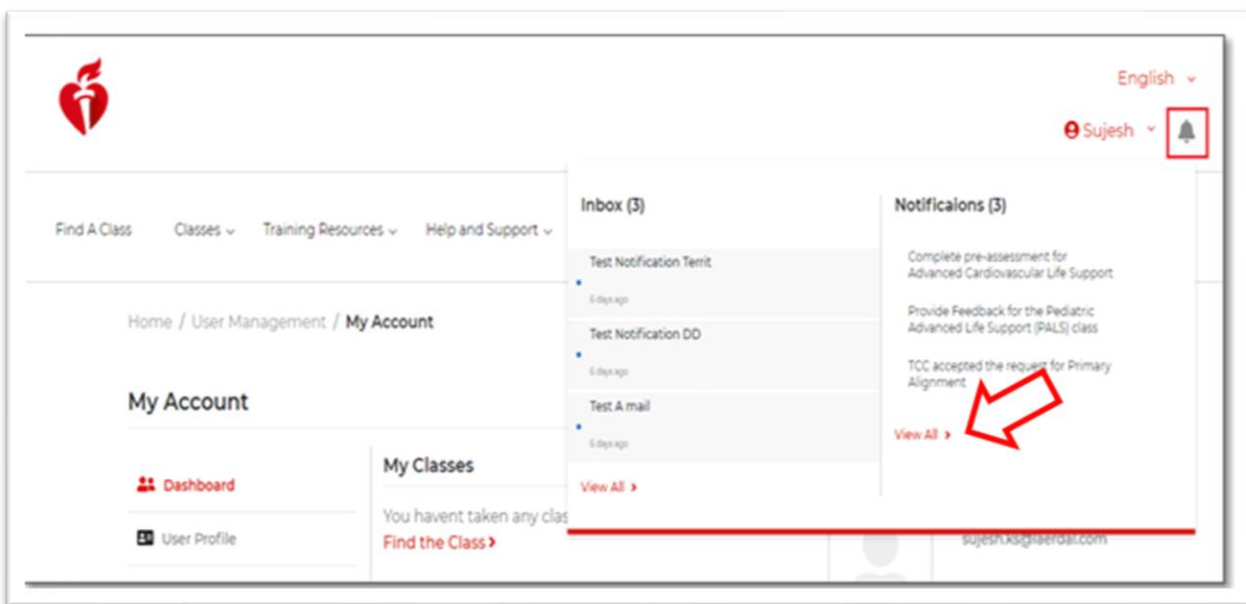


Figure 42. Inbox and Notifications view.

- Once the link is selected, users will be navigated to their **Dashboard**, where they may view all of their notifications under the **Tasks to Complete** header and address any call-to-action requests as needed (Figure 43).

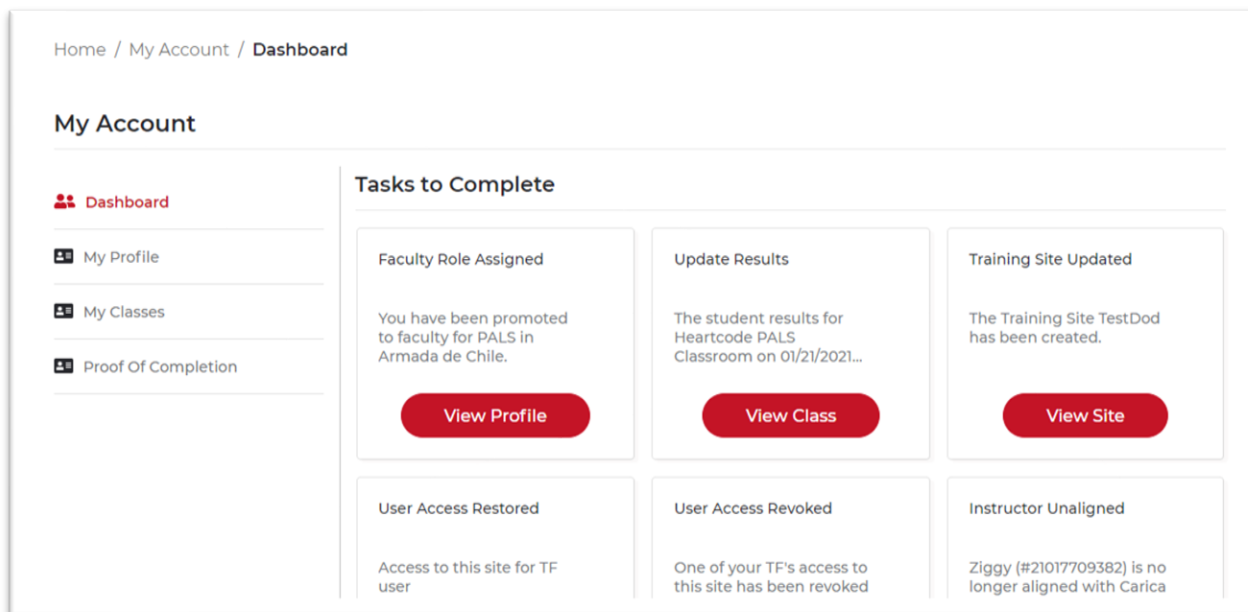


Figure 43. Tasks to Complete page.

- To get a complete view of their **Inbox**, users may select the **View All** link in the **Inbox** column (Figure 44).

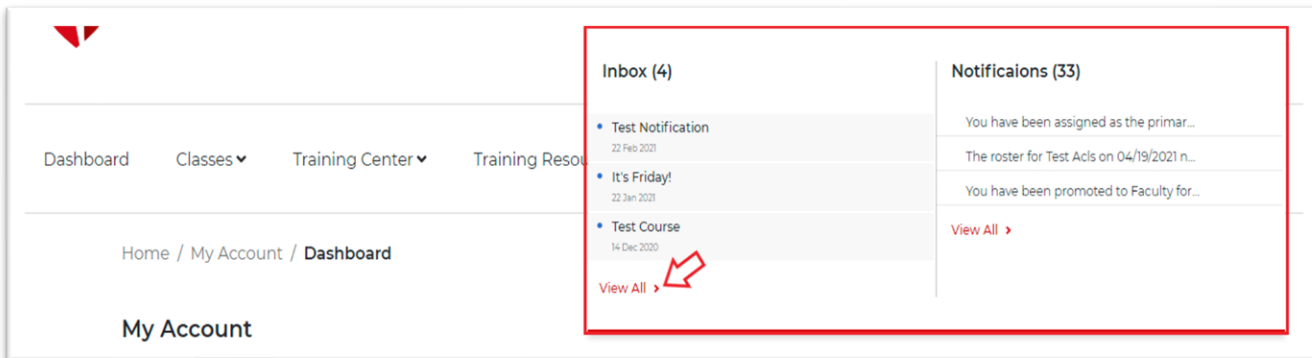


Figure 44. Inbox, showing View All link.

- Once View All is selected, users will be navigated to their **Inbox**, where they may view all of their emails in the list grid (Figure 45).

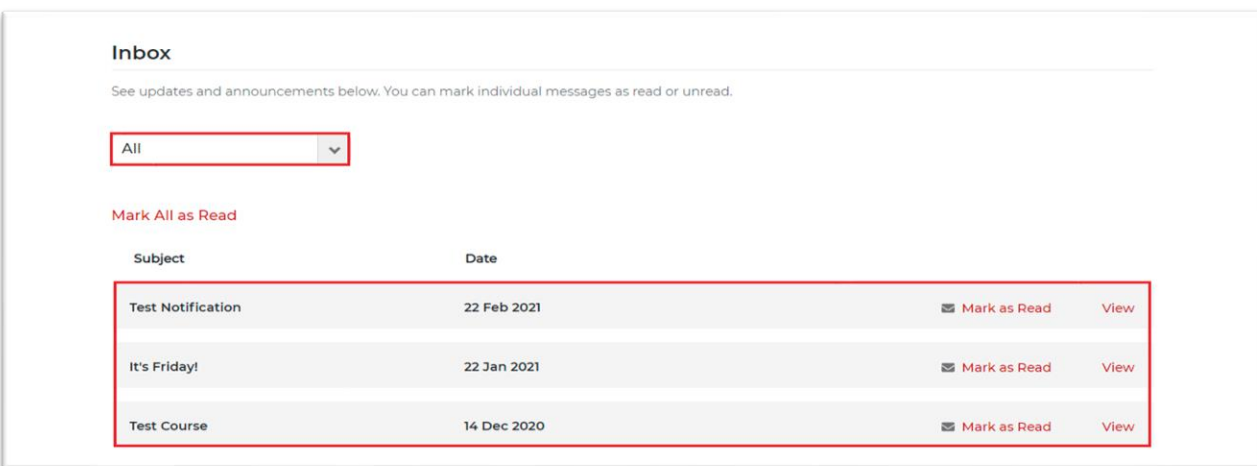


Figure 41. Inbox, with all emails displayed.

- Users may sort emails by selecting an option from the drop-down menu (Figure 46), including
 - All** (default)
 - Read**
 - Unread**

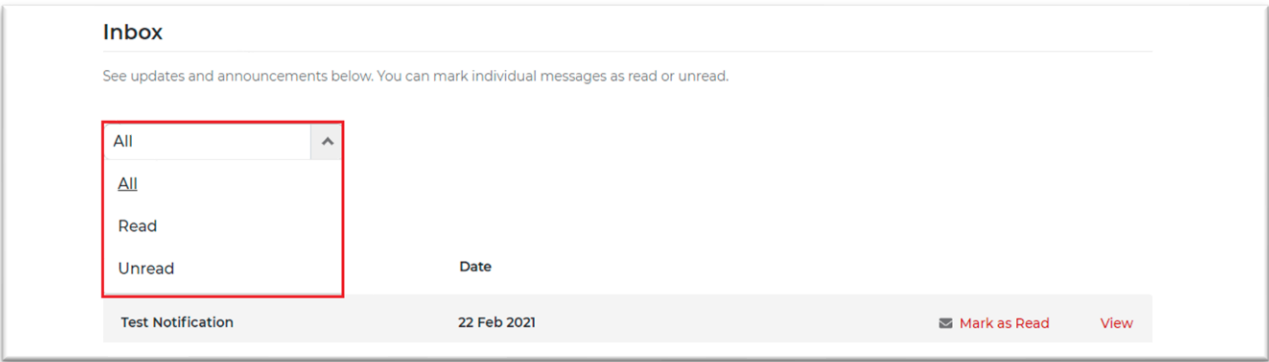


Figure 42. Inbox drop-down menu options.

Note: All actions that result in a status change to the record (**Mark All as Read**, **Mark as Read**, **Mark as Unread**, and **View**) result in the email record either appearing to be highlighted or not highlighted in the list grid (Figure 47).

- Records that appear highlighted indicate a status of **Unread**.
- Records that do not appear highlighted indicate a status of **Read**.

Additionally, all read/unread actions result in the opposite action immediately becoming available to users.

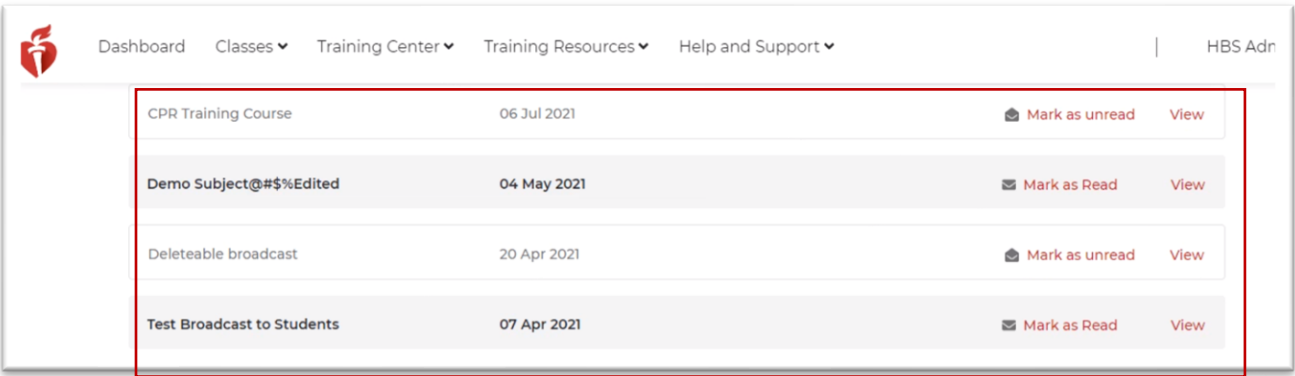


Figure 47. Inbox view.

- To mark all emails as read, users may select the **Mark All as Read** link (Figure 48).



Figure 48. Inbox screen: Mark All as Read link.

- After the **Mark All as Read** link has been selected, the system will automatically display a confirmation pop-up (Figure 49). To proceed with the action, users should click the **Mark All as Read** button. To cancel the action, users may select the **Cancel** link.

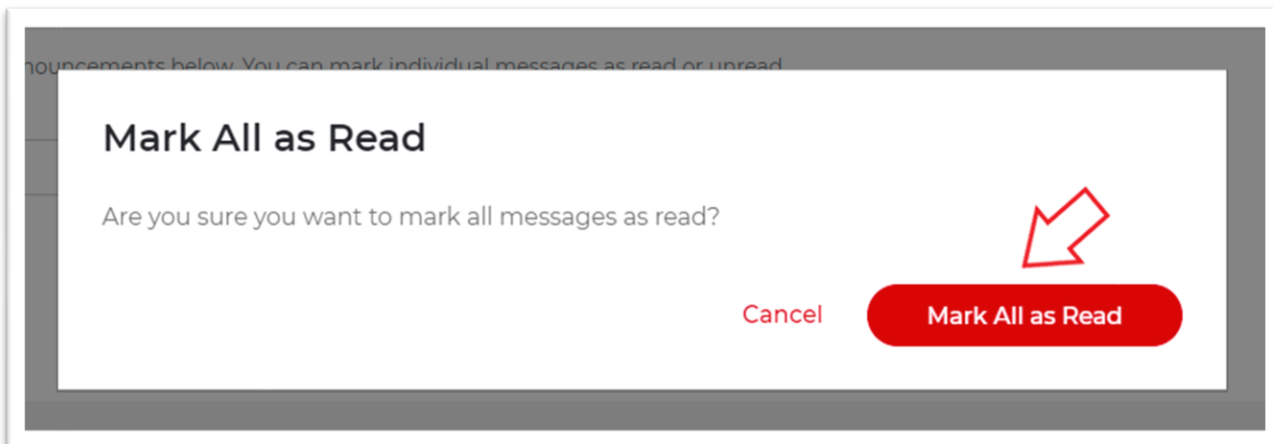


Figure 49. Mark All as Read confirmation pop-up.

- Once the action has been confirmed by the user, the system will display a success message on the **Inbox** page (Figure 50).

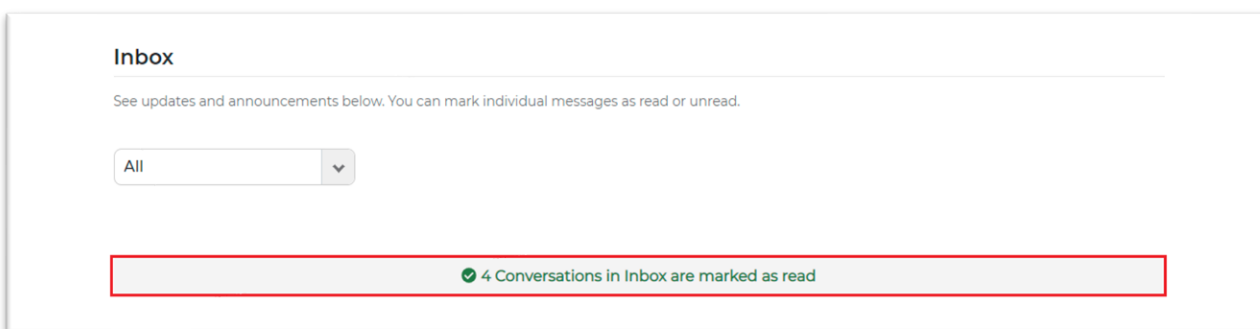


Figure 50. Marked as read message display.

- If the action was cancelled by the user, they will be navigated back to the **Inbox** page automatically.
- To mark a single email as read, users may click the **Mark as Read** link available directly from the list (Figure 51).

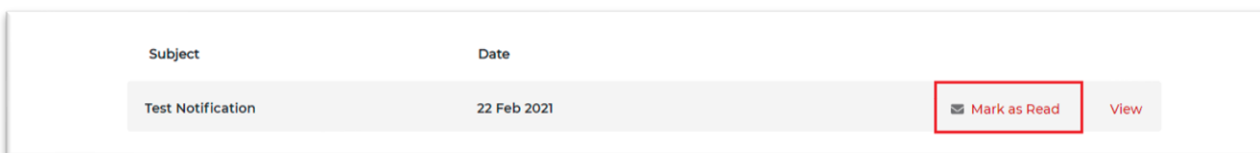


Figure 51. Mark as Read link.

- This action will result in the link title automatically updating to **Mark as Unread**, allowing users to undo the action at any time (Figure 52).

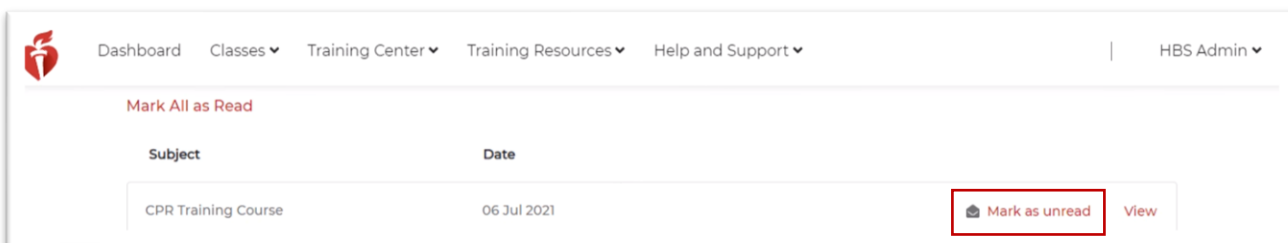


Figure 52. Mark as Unread link.

- To view the details of an email, users may select the **View** link available directly from the list (Figure 53).

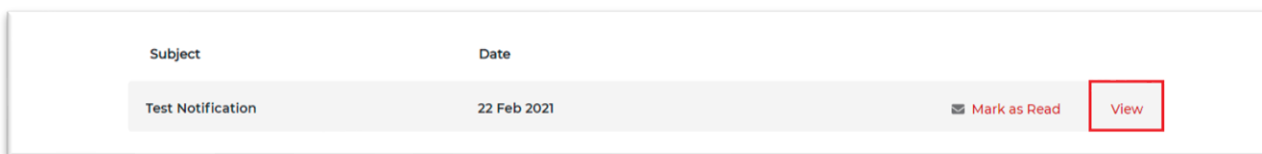


Figure 53. Email: View link.

- Once the link is selected, the system will display the email in full (Figure 54).

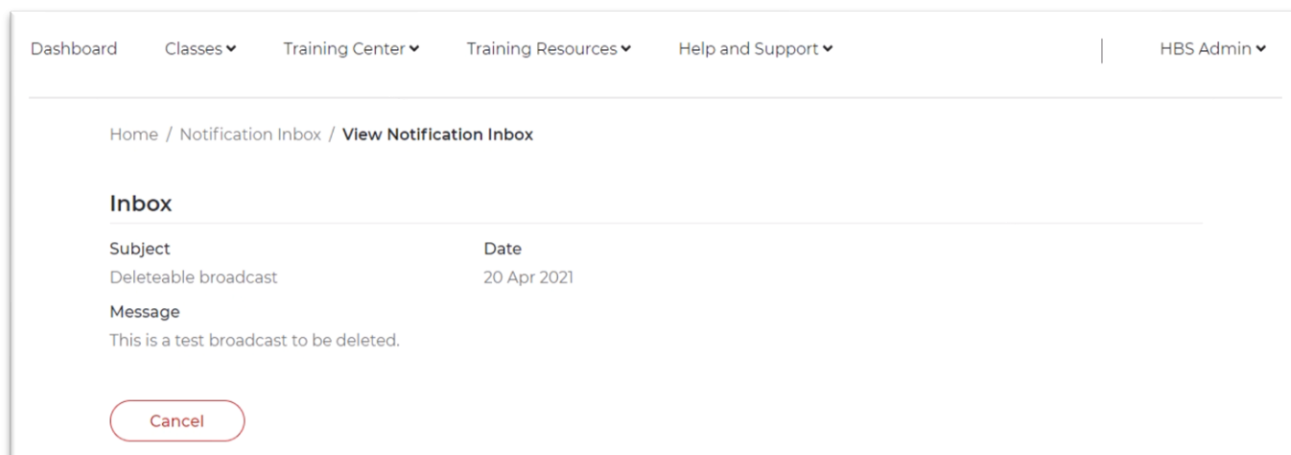


Figure 54. View email details.

- To cancel the **View** action, users may select **Cancel** (Figure 55). The system will navigate them back to their inbox automatically, and the status of the email record will remain as unread.

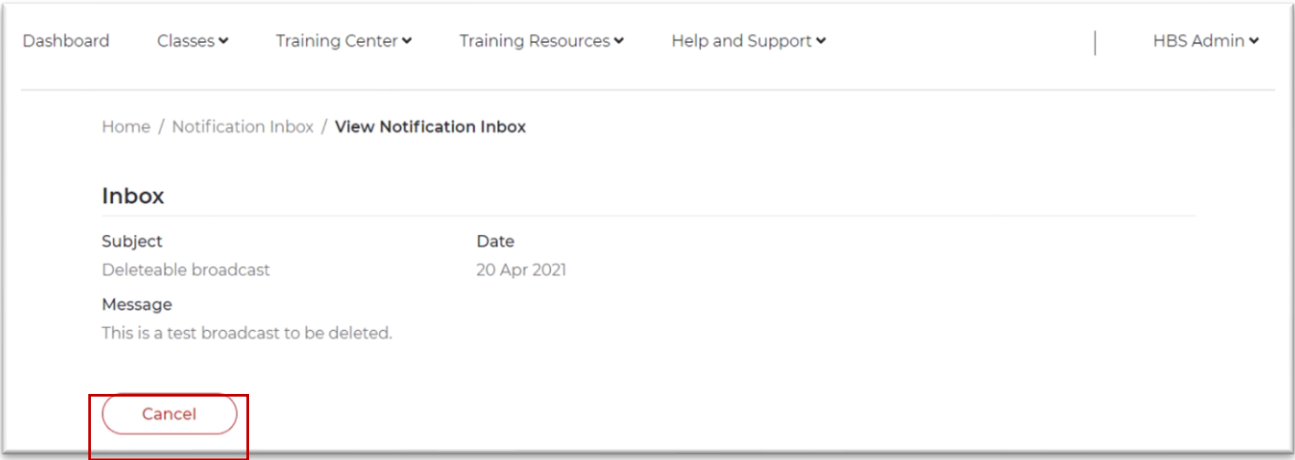


Figure 55. Cancel viewing email details button.