**To verify online Certificates:**

<https://www.onlineaha.org/verify_certificate>

**To verify completion cards**

<https://ecards.heart.org/student/myecards>

**AHA Instructor Network to issue cards to your students**

<https://ahainstructornetwork.americanheart.org/AHAECC/ecc.jsp?pid=ahaecc.signin&DPSLogout=true>

**Roxell EMT online Roster website- To submit Roster for card**

<https://www.enrollware.com/admin/login.aspx?ReturnUrl=/>

Username: your email

Temp Password: your phone number (please change asap)

**Follow these steps**

Once you log-in follow these instructions.

1. Click on **Add a Class**
2. Select the appropriate course from the drop menu
3. Fill in all the requested information: start time, Finish time, total hours and student to manikin ratio, then click “add a class.”
4. On the next screen begin to add each of your students and their demographic (**address Email and Phone number**) information. Please, leave score and status blank for now.

**After your Class**
5. Click on “edit score.”
6. Change status to complete and enter **pass /the score**. If the Heartsaver Course or first aid course type **pass**only,
7. Then click “save changes.”
8. click **back** to go to the previous screen
9. on this screen **click finalize roster**, you might get a prompt to sign your name at the bottom of the page – inside the signature box.