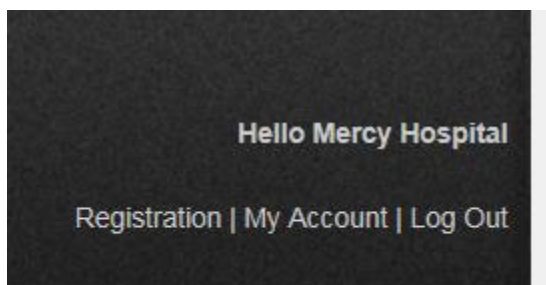


Enrollware for Instructors

1) Go to enrollware.com and log in. Your username is [firstname.lastname](#); password is [instructor](#). If you need to have your password reset, call Talent Development & Optimization at 417-820-3005.



2) Click on My Account.



Add or update the following information:

- a) Name
- b) Address, City, State, Zip
- c) Phone Number
- d) Email Address
- e) Name to Print on Card, if different
- f) AHA Instructor ID.

3) Select [Schedule a Class](#).

Enter:

- a) Course
- b) Options: Check all boxes that apply (Heartsaver only)
- c) Location – If you do not see the location that you need in the dropdown list, please put it in the Internal Notes section.
- d) Price = \$0
- e) Instructor (DO NOT CHECK “Open for bidding”)
- f) Class date and time
- g) Max Students field: Enter the number of students in the class
- h) DO NOT CHECK Listing

- i) Total Hours
- j) Assistants – if your assisting instructor is not in the dropdown, indicate the name in the Internal Notes field
- k) DO NOT ENTER Public Notes
- l) Internal Notes: **Please indicate the company/individual name to be invoiced for the cards.** If your roster has a mix of Mercy and non-Mercy participants, please indicate the number of non-Mercy cards to be invoiced.

Click [Update Class](#).

Course: --Choose--

Location: Mercy Fort Smith

Instructor: --Choose-- Open for Bidding

Class Times: 1: [] from [] [] [] to [] [] [] []

Max Students: []

Listing: Include in the online class catalog

Assistants: Click to Select

Student/Manikin Ratio: 1:1

Total Hours: []

Public Notes: []

Internal Notes: []

<< Back **Update Class**

4) Add Students.

Enrollware Admin

Basic Life Support
Wednesday, February 24, 2016 at 10:00 AM

Student List **Quick Add** **Add student** Registration

There are no students registered at this time

Class Details **Repeat this Class**

Course: Basic Life Support

Registration Link: <https://mercy.enrollware.com/enroll?id=1084441>

Bulk Reg. Link: <http://mercy.enrollware.com/bulk-register?7MIFqaMF0dt6d29+CKICg>

Location: Mercy Hospital Springfield

Price: \$60.00

Instructor: Ann Howell Open for bidding

Class Times: 1: 2/24/2016 from 10:00 AM to 12:30 PM

Max Students: 2

Student/Manikin Ratio: 2:1

100%

Enter:

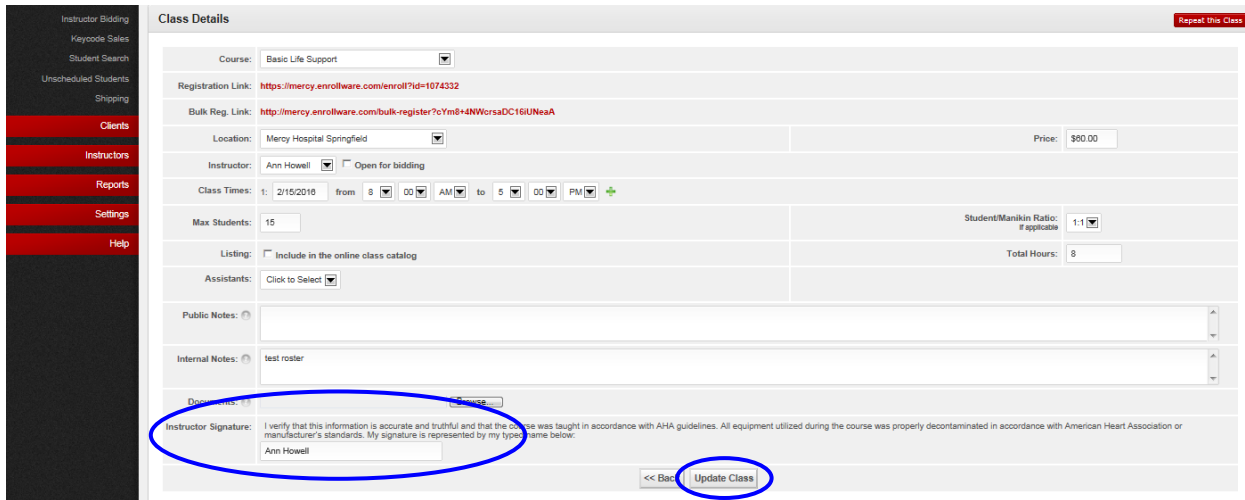
- a) First Name
- b) Last Name
- c) Email Address – **EACH STUDENT MUST HAVE THEIR OWN EMAIL ADDRESS. THE SAME EMAIL ADDRESS CANNOT BE USED FOR 2 OR MORE STUDENTS. WE CANNOT SEND ECARDS TO THE INSTRUCTOR.** Please check the email addresses for accuracy in order to avoid delay in issuing cards.
- d) Mercy Network ID (this is the computer login), if applicable
- e) Heartcode Completion Code (12-15 digits) for skills-only rosters/VAMS
- f) Change Status to Complete
- g) Enter Test Score, if applicable. **IF A TEST WAS NOT GIVEN, YOU MUST MAKE AN ENTRY—“N/A” IS ACCEPTABLE.** The roster will not finalize until all students have a test score entry, if there is a test option.
- h) Update Student
- i) Click Back on the webpage, not browser bar
- j) Repeat until all students have been added.

The screenshot shows a web application interface for adding a student. The left sidebar contains navigation links: Registration | My Account | Log Out, Classes and Students, Upcoming Classes, Schedule a Class, Past Classes, Instructor Bidding, Keycode Sales, Student Search, Unscheduled Students, Shipping, Clients, Instructors, Reports, Settings, and Help. The main content area displays a form for a student named 'Basic Life Support'. The form includes the following fields and options:

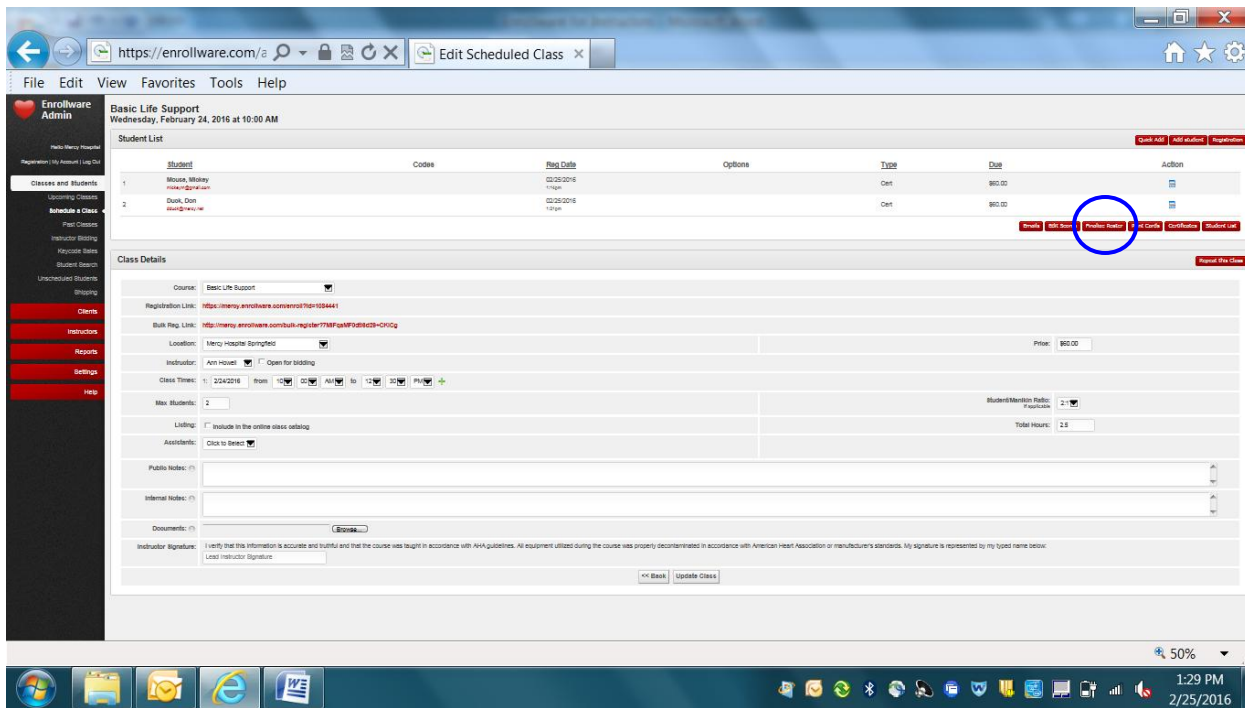
- Course: Basic Life Support
- Date/Time: Wednesday, February 24, 2016 at 10:00 AM
- Charges: Class: \$60.00
- Type: Supplemental Recertification
- First Name:
- Last Name:
- Email Address:
- Primary Phone:
- Alternate Phone:
- Mailing Address 1:
- Mailing Address 2:
- Mailing City:
- Mailing State:
- Mailing Zip:
- Promo Code:
- Delivery:
- Mercy Network ID:
- Heartcode Completion Code (12-15 digit):
- Comments or special requests:
- Codes:
- Status: Checked In
- Test Score:

At the bottom of the form, there are two buttons: '<< Back' and 'Update Student'. The 'Update Student' button is circled in blue.

6) Enter **Instructor Signature** at bottom of class page by typing in your name. Click **Update Class**.



7) Finalize Roster. You are not done until you complete this step!



When the Finalize Roster button changes to View Roster, you know you have completed uploading the roster. You will not be printing cards. Talent Development & Optimization at Mercy will issue ecards or paper cards as necessary.