


Directions on how to change your Training Center on the AHA Instructor Network.

Log into the www.AHAInstructorNetwork.org

On the Dashboard Page see Edit My Profile then click on the link.

On the next two pages shown, click on each of the links the arrows are pointing at below.

- [Dashboard](#)
- [Alerts](#) 2
- [View My Agreement](#)
- [My Inbox](#)
- [Edit My Profile](#) 
- [My Courses](#)
- [eCards](#)
- [Instructor Search](#)
- [EMS Student CE](#)
- [Exams](#)
- [My Training Center](#)

[Dashboard](#) › [Edit My Profile](#) › [Account Info](#)

My Inbox	>	
Edit My Profile	>	
Account Info	>	Account Information
Personal Info	>	First Name Gayle Last Name Steiner Email Address gayle.steiner@minnstate.edu
Alignment	>	 Edit Account Information Change Password
My eCard Locations	>	

- My Inbox >

- Edit My Profile >

- Account Info >

- Personal Info >

- Alignment >

- My eCard Locations >

- Course Completions >

- User Agreement >

- Facilitator Disciplines >

- My Courses >

Discipline Affiliations

+ Add Disciplines

Your Training Centers

BLS

Primary Training Center

Minnesota State Colleges & Universities (MNSCU) Multi Regional Training Center

APPROVED

After removing the old training center, you will be prompted to “Look Up” and “Select” from a list of Training Centers.

Enter US in the top field, using the drop down list they provide and enter MN in the second field the same way. Leave any other fields you see blank and click on SEARCH.

Scroll down the list of training center until you get to Minnesota State Colleges and Universities...Gayle Steiner and click on our name and then SELECT.

(If you have multiple certifications you are transferring over, you will need to repeat this process for all disciplines).