

# E-Card Location

Become a location if you want to issue cards to other instructors who will in turn issue to the students.

You can have up to 3 administrators on the account. That means, these are people who will have access to all of your card inventory. They do not have to be instructors either. So maybe we start with you and then you can think about who else you would like on the account.

This is the initial step to register "Your Company" as a Location and you as one of the administrators in the eCard system:

## eCard Location Invitation



### 1. Select Training Center

Training Center\*

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

### 2. Complete eCard Location Information

Name of eCard Location\*

#### Address

Address 1\*

Address 2

City\*

State/Province\*

Select an Option

Zip/Postal Code\*

Phone\*

#### Contact Info

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Please let me know this info and I will fill in for you on the registration site.  
Then you will receive an email asking you to accept the invitation to be a Location.  
You will click on accept in 2 different places, then you are good to go.

Other admins, I just need their name and email. If they are not instructors they will be asked to complete  
enough info to make a file in the AHA Instructor Network site (since they don't have one).