

# Welcome New Instructors!

- Program Administration Manual (PAM) This is where you can go and find the majority of questions you have about teaching AHA courses, materials needed to teach, what is expected of you and resources you have available. This can be found on the AHA Instructor Network at <http://www.ahainstructornetwork.org> or at <http://minnstate.edu/system/asa/workforce/mrtc/index.html> under your discipline
- What happens if I forget my AHA password?
  - **Do NOT** create another account! Just click on forgot my password and follow the prompts. Creating another account gives you a second AHA number which leads to your e-cards and current status to be lost or incorrect.
- How do I get Provider cards to my students?
  - Provider cards can be ordered through our website at <http://minnstate.edu/system/asa/workforce/mrtc/index.html>. Starting in 2018 **E-Cards** are now being offered instead of hard copy cards. E-Cards can be printed as many times as needed and can be easily emailed. This helps with lost cards or any corrections needed on the cards.
- How to find out more information on E-Cards go to:  
<http://minnstate.edu/system/asa/workforce/mrtc/ordering/documents/mycarduserguide2017.pdf> or <http://minnstate.edu/system/asa/workforce/mrtc/ordering/index.html>
- Where do I find my information through Multi Regional Training Center (MRTC)?
  - Go to <http://minnstate.edu/system/asa/workforce/mrtc/index.html> this will take you the MRTC website. Go to the Instructor Database and login. Make sure all your classes are entered, personal information is correct and that your disciplines are up to date.
- What if I have more questions?
  - Go to <http://minnstate.edu/system/asa/workforce/mrtc/index.html> or <http://www.ahainstructornetwork.org>. These sites will provide almost all answers to your questions.
  - You can always call us, MRTC, at **651-201-1795**

