



Student Request to Edit eCards– TCC Guide

This guide walks TCCs through the steps to accept student requests to change their eCard information. *Note: The TCC will only be notified of changes to the student name or email. Phone number changes do not need TCC approval.*

Approving the Change - Email Notification

1. TCC will receive an email if any their students have requested to edit their eCards.



PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS. YOU WILL NOT RECEIVE A RESPONSE TO REPLIES TO THIS EMAIL ADDRESS.

Dear Baylor Health Care System,

The following student(s) have requested your approval for an eCard change to their personal information.

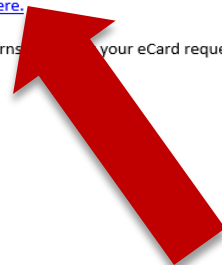
Card Number	Current Name	New Name	Current Email	New Email	Reason
197003752488	Joey Galindo	Daniel Chan	joey.galindo@heart.org	joeygalindo88@gmail.com	Correction

Approve changes by [clicking here](#).

If you have questions or concerns about your eCard requests, please contact the AHA at 877-242-4277, option 2, or ahainstructornetwork@heart.org

Thank you for your business!

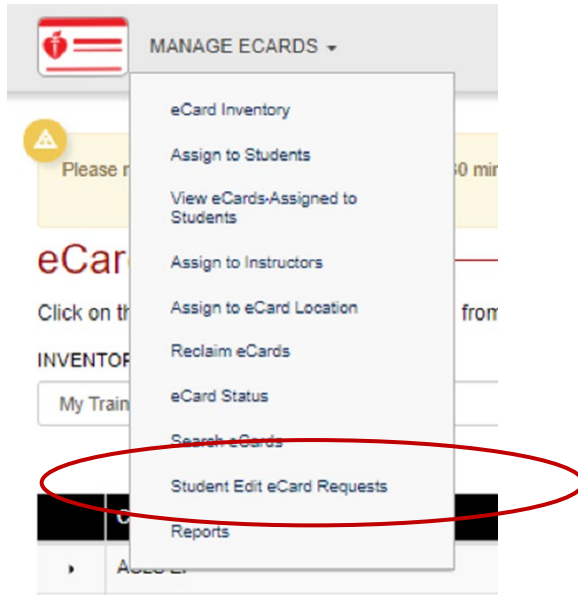
American Heart Association



2. TCC may select the “clicking here” link to initiate the approval process or navigate to the approval screen from eCards.

Approving the Change – From eCard Navigation

3. Users may navigate to the approval screen by either clicking the link in the email or by selecting the “Student Edit eCard Requests” link in the Manage eCards dropdown.



Review of Request

4. The Student Edit eCard Requests screen displays any pending changes needing approval.

A screenshot of the 'Student Edit eCard Requests' screen. At the top, there is a header with the logo and 'MANAGE ECARDS'. Below the header, the title 'Student Edit eCard Requests' is displayed in red. Underneath the title, there is a message: 'Please review and approve or deny the student-initiated eCard changes listed on this page.' Below the message, there is a 'Show' dropdown set to '25' and a 'Search:' input field. The main content is a table with the following columns: 'Request Date', 'Current Name', 'Requested Name', 'Current Email', 'Requested Email', 'eCard Code', 'Course Date', 'Course', 'Instructor', and 'Reason'. There is one row of data: '8/14/2019', 'Test Student', 'Test Students', 'test@heart.org', an empty cell, '195503752669', '8/14/2019', 'BLS Provider', 'Test Instructor', and 'Test'. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. At the bottom, there are two buttons: 'APPROVE' (red) and 'DENY' (black).

- The table displays the requested changes in the “Requested Name” or “Requested Email” columns.
- The reason for the requests will be shown in the “Reason” column.

- The user may pick an individual student by selecting the box in the first column of that row or multiple by clicking the box in the first column of the header line.

MANAGE ECARDS

Student Edit eCard Requests

Please review and approve or deny the student-initiated eCard changes listed on this page.

Show 25 entries Search:

<input type="checkbox"/>	Request Date	Current Name	Requested Name	Current Email	Requested Email	eCard Code	Course Date	Course	Instructor	Reason
<input type="checkbox"/>	8/14/2019	Test Student	Test Students	test@heart.org		195503752669	8/14/2019	BLS Provider	Test Instructor	Test

Showing 1 to 1 of 1 entries Previous 1 Next

APPROVE **DENY**

- The user may the select either "Approve" or "Deny" to approve or deny the change(s).

MANAGE ECARDS

Student Edit eCard Requests

Please review and approve or deny the student-initiated eCard changes listed on this page.

Show 25 entries Search:

<input type="checkbox"/>	Request Date	Current Name	Requested Name	Current Email	Requested Email	eCard Code	Course Date	Course	Instructor	Reason
<input type="checkbox"/>	8/14/2019	Test Student	Test Students	test@heart.org		195503752669	8/14/2019	BLS Provider	Test Instructor	Test

Showing 1 to 1 of 1 entries Previous 1 Next

APPROVE **DENY**

- The student will receive an email notification of the approval or denial.