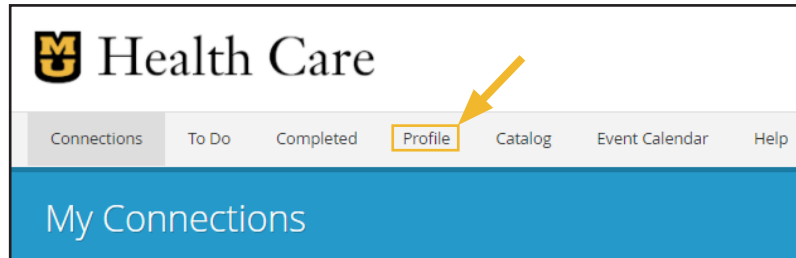


**START
HERE**

Go to <https://www.healthstream.com/hlc/umhc>

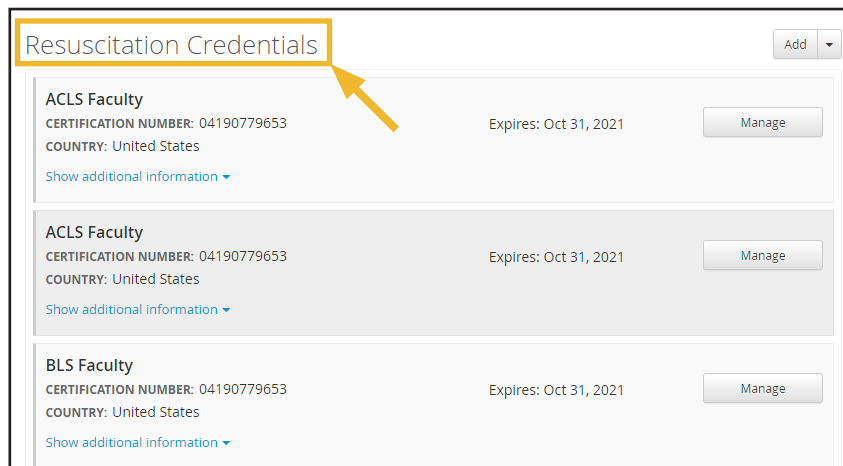
1

a. Click on **Profile**.



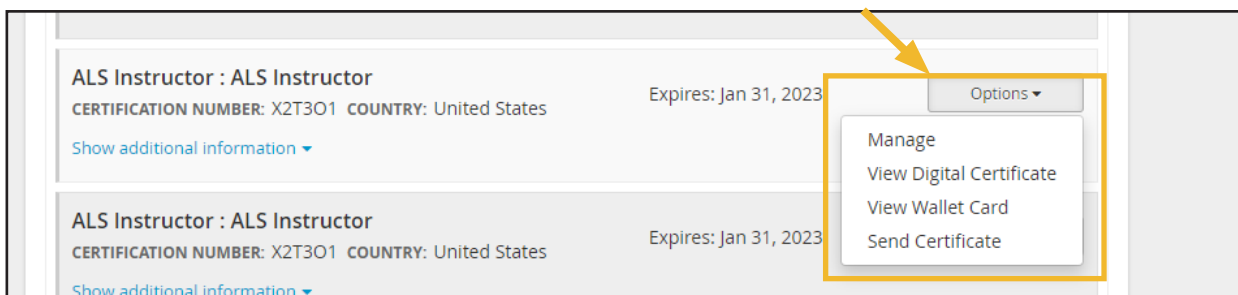
2

a. Scroll down until you see **Resuscitation Credentials**.



3

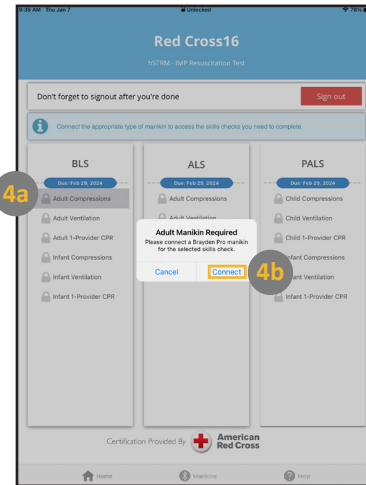
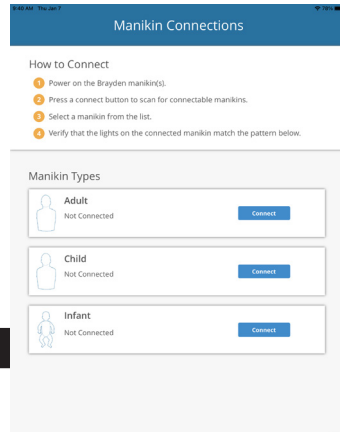
a. Click **Options** next to your credential and choose the option for viewing that works best for you.



JOB AID AMERICAN RED CROSS: Using the Manikins

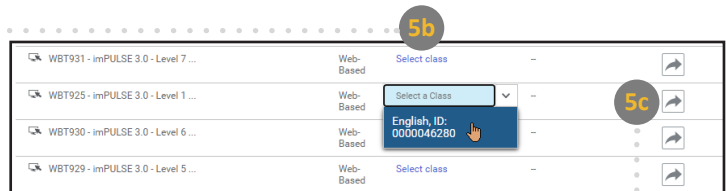
4

- On the Home screen, click on the task you wish to complete (i.e. Adult Compressions).
- Click **Connect** on the notification.



5

- In your search results, find the course you would like to assign. *Hint: Hover your cursor over a title to see the full title.*
- Once you have located the course you would like to assign, click on **Select Class** and choose the class you would like to assign. Some courses may only have one class option.
- After you have selected the class, **click the arrow** on the very right of the row.
- After clicking the arrow, you will see the course in the Selected Learning box on the right. Repeat steps until you have added all desired courses.



6

After you have added all courses to the Selected Learning box, click **Next** at the lower right of the screen.



JOB AID SABA: How to Assign a User to a Class

7

a. Next, you will choose the people you want to assign to the selected course(s). You can search for the name of each person by entering their name into the **Search for people** field and clicking the magnifying glass.

b. Optional: Click on **Show Filters** to see more options for searching. Click on **Apply Filters** to see results.

1 2 3 4 Select People

PEOPLE

Search for people: [input] Show filters [v] ADD ALL

NAME	MANAGER	MANDATORY	ACTION
Supervisor ZTest (TESTSUPER) Test for CED HCEDTEST	Owen Sekol	NO YES	

Search for people: [input] Hide filters [^] ADD ALL

Manager: [search manage...] Job title: [search job ...] Organization: [search organiz...]

Audience: [search audienc...] Job role: [search role...] Location: [Select location]

CLEAR FILTERS APPLY FILTERS

8

a. Locate the people you would like to assign to the course. Optional: Click **Yes** under the **Mandatory** column to make the class mandatory.

b. Click the **arrow** to the very right of the row to add the person to the Selected People box.

PEOPLE

Search for people: [input] Show filters [v] ADD ALL

NAME	MANAGER	MANDATORY	ACTION
Supervisor ZTest (TESTSUPER) Test for CED HCEDTEST	Owen Sekol	NO YES	
OrgManager ZTest (TESTORGMAN) Test for CED HCEDTEST	Owen Sekol	NO YES	

SELECTED PEOPLE

Supervisor ZTest (TESTSUPER)
Test for CED HCEDTEST
Mandatory

9

After you have added all learners to the Selected People box, click **Next** at the lower right of the screen.

BACK NEXT

10

a. The final step is to review your selections. Ensure that all information is correct.

b. Click **Register** to register learner(s) for the course(s).

1 2 3 4 Review Your Selections

TITLE	SELECTED PEOPLE	MANDATORY USERS	CLASS
WB7930-CY21 - impULSE 3.0 - Level 6 Advanced and S...	1 Edit	1	English, ID: 000046283

BACK REGISTER