How to Access:
AHA BLS Heartcode Online Part 1

1. You have received an email from the Life Support Learning Center.
   - To find your email:
     - If you are a UVA employee – UVA mailbox
     - If you are a New Hire – email that you provided Human Resources
       - *Sender will reflect as: R BLS Mailbox*
       - *Subject: IMPORTANT: (Month) BLS expiration – BLS Access in HERE*

2. If you have not received an email, please complete a request by clicking on the hyperlink below.
   - [AHA BLS Heartcode Online Part 1 Request](#)

3. Email Content will be as follow:

   **From:** R BLS Mailbox  
   **Sent:** Tuesday, November 13, 2018 1:22 PM  
   **To:**  
   **Subject:** IMPORTANT: February BLS Expiration --BLS Access in HERE
   
   First Name Last Name  
   Employee ID #  
   BLS Expiration Date

   Due to the NetLearning/Workday LMS System transition that is projected to take place in 2019, we are taking preemptive measures to ensure that your BLS re-certification will be completed during this transition phase with ease.

   To prevent there from being any issues with the completion of your **AHA BLS Heartcode Part 1** course, the Life Support Learning Center has provided you with a personalized URL below. This URL will allow you to access the course directly through the American Heart Association for completion of the **AHA BLS Heartcode Part 1**. You will not work through NetLearning as you have in the past.

   To successfully launch the course, you will need to complete the steps to set-up an account on the American Heart Association website. If you already have an account, please use the same account or walk through the steps to retrieve your password.

   Step-by-Step instructions to activate the URL below.
   - When prompted please use the URL below:
     - Personalized URL
   - Complete the course
     - Print your Certificate of Completion immediately following the completion of the course.  
       You MUST bring your Certificate of Completion with you to the skills check off. If you do not bring the certificate with you, you will not be able to complete your skills.
   - Go to the Life Support Learning Center’s website to schedule a skills check off.

Please contact the Life Support Learning Center with any further questions.
4. Included in the email are the below steps for accessing your course directly through the American Heart Association.

**Activating Your eLearning Course**

**Step 1:** Click on the URL or paste the URL in the web browser (this is provided to you in the email)

**Step 2:** Click on the “Activate Course” button

**Step 3:** “Sign In” with your username and password OR “Create a New Account”

- If you are a returning user, simply login to your existing account.
- If you have forgotten your password, use the Forgot Password link to have your password reset instructions emailed to you.
- If you are a new user, click the Register link and complete the registration form

**Step 4:** Once logged in, click on the “Launch” button to access the course.

*Be sure to save your progress and log out before closing the browser window. Not doing so may result in the allotted time to run out and the course to expire.*