



American Red Cross Instructor Get Started Guide

Congratulations on successfully completing your Red Cross instructor course! Here are the next steps to start teaching! Within 10 business days, you will receive two emails--one email to verify that your instructor certification has been added to your profile and another to provide you a link to access Instructor's Corner, the official resource center for Red Cross Instructors.

“What should I do now?”

In order to teach Red Cross courses and issue certificates, **you must also be affiliated with an Authorized Provider (AP) or Licensed Training Provider (LTP) that has an agreement with the Red Cross. This does not pertain to instructors that will be working directly for the Red Cross.**

- If you are affiliated with an existing AP or LTP, confirm with your AP/LTP organization contact that you have been added to the organization's AP or LTP agreement. Water Safety Instructors (WSIs) and Basic Swim Instructors (BSIs) must also confirm with your AP or LTP administrator that their AP or LTP organization is an American Red Cross Learn-to-Swim Provider.
- If you teach for multiple organizations, you must be added to **each organization's agreement**.
- If you are not affiliated with an existing AP or LTP, please contact the Training Support Center at 800-733-2767 or support@redcrostraining.org for assistance in becoming an AP or LTP.
- *Note: If you are not covered under an AP or LTP agreement, you are not permitted to teach, course records that you submit will be rejected; class participants you taught will not receive their certifications; and you will not receive credit for teaching the course(s).*

“How do I start teaching?”

Once you receive verification of your instructor certification, the link to Instructor's Corner and have confirmed your addition to the AP or LTP agreement, complete the following to get started:

1. Check your profile on the Red Cross Learning Center.

The Red Cross Learning Center (<https://classes.redcross.org>) is where your instructor certifications can be accessed and where you can verify/update your contact information. It is your responsibility to maintain a current profile in the Learning Center that includes a valid and current email in order for you to receive important communications related to your instructor certification, program changes and to gain access to Instructor's Corner. You are responsible for maintaining your profile and instructor certifications. *Note: Your Learning Center username and email address fields must contain a valid email address in order to receive communications and gain access to Instructor's Corner.*

- **Find your certifications.** Once logged in to the Learning Center, click on the “My Learning” tab at the top of the screen. From the “My Learning” page, click on “My Certifications” in the side-bar on the left hand side of the page. Toward the bottom of the page, you will see all of your instructor certifications and their status. A status of “Acquired” means that the certificate is complete and valid.

- **Update your profile.** Once logged in to the Learning Center, click “My Profile” at the top of the page, then click “Edit Profile Snapshot.” Add or change your email address and other contact information, then click “Save.”

2. Access Instructor’s Corner using the link sent to you by email.

Instructor’s Corner is the secure portal for Red Cross instructors. When you are logging into Instructors Corner for the first time, you must use the link that was sent to you in an email from instructorscorner@redcross.org. (If you did not receive the email, verify this email address has been whitelisted allowing emails from this address). Upon initial log in, you will be asked to agree to the Terms and Conditions for the site and then be able to set your password. We recommend you use the same password that you are using to access the Learning Center. After your initial log in, you can access Instructors Corner directly at www.instructorscorner2.org.

- Familiarize yourself with the Instructor’s Corner site by completing the following:
 - ✓ Go to the **Onboarding** page for new instructors and review the site orientation and overview, and view documents to help you get started setting up and reporting courses.
 - ✓ Go to the **Materials** tab to find all course materials needed to teach courses.
 - ✓ Go to the **Administration** tab for detailed information on administering courses.
 - ✓ Go to the **Forum** tab to join any of our Groups allowing you to network with other Red Cross instructors and get answers for program-related questions.
 - ✓ Use the **Click to Chat** or **Create a Support Case** buttons on the home page to get assistance from a Red Cross Training Support Center representative.

3. Visit the Red Cross Store.

The Red Cross Store (www.redcrossstore.org) includes program materials, equipment and supplies you need to teach Red Cross courses. This site also provides a variety of preparedness supplies such as first aid kits.

Important Resources:

Note: All links are also available from the home page of Instructor’s Corner.

Red Cross Store For all your training supplies	www.redcrossstore.org
Instructor’s Corner Secure resource site for Red Cross Instructors	www.instructorscorner2.org
Course Record Entry Portal Secure resource for submitting course records	www.redcross.org/courserecords
Red Cross Learning Center Learning Management System to view your teaching history, instructor certifications, and course registrations	https://classes.redcross.org
Red Cross.org Public website for the Red Cross	www.redcross.org

If you need assistance, you can create a case or chat with a live agent directly from Instructor’s Corner. If you do not have access to Instructor’s Corner yet or are having an issue with access, email support@redcrosstraining.org or call 1-800-RED-CROSS (733-2767) and follow the prompts for instructors.