



## American Red Cross Instructor Get Started Guide

### What's Next?

**Get affiliated with an organization.** To gain access to the instructor view of the Red Cross Learning Center, you must first be affiliated with a training provider that has a signed agreement with the Red Cross to offer training. The provider must submit a request to the Red Cross to affiliate you as an instructor to their provider agreement (add to their list of instructors). Note: This does not apply to Red Cross paid or volunteer staff teaching directly for the Red Cross.

If you teach for multiple organizations, you must be added to each organization's Training Provider agreement to be able to set up and report classes for that organization.

**Get access to the Red Cross Learning Center Instructor Portal view.** Once affiliated, login to the Red Cross Learning Center. You should see the Instructor Portal view.

- **Review your profile information** - At the top, right of the page, click the drop-down arrow next to your name. Click 'My Profile.' Here you can edit your contact information. Next, click the drop-down arrow next to your name and click 'My Account.' Review the information. If any information is incorrect, go to the 'Questions' page and use the 'Click to Chat' or 'Submit a Case' buttons to request the information be corrected.
- **Review your affiliation(s).** Go to the 'Resources' tab on the top navigation bar and click 'Account Affiliation.' If there is an account listed in error, click on the account, then 'Remove Affiliation' and complete the form. If you should be affiliated with an account that is not listed, contact the Training Provider and ask to be added to their account.
- **Check your certification(s).** You can view your certifications from the home page and also by clicking on 'My Certification' on the top navigation bar. If there is a certification missing, go to the Questions tab and click 'Click to Chat' or 'Create a Support Case' to get assistance.

**Review the How-To Information and Videos to learn more about how to navigate the Learning Center, how to set up, manage and report classes, and much more.** Here you can:

- Access specific How-To documents.
- View How-To Videos.
- Take a short class for a guided tour of how to use the system.

### Start Teaching!

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