



Update a Skills Check

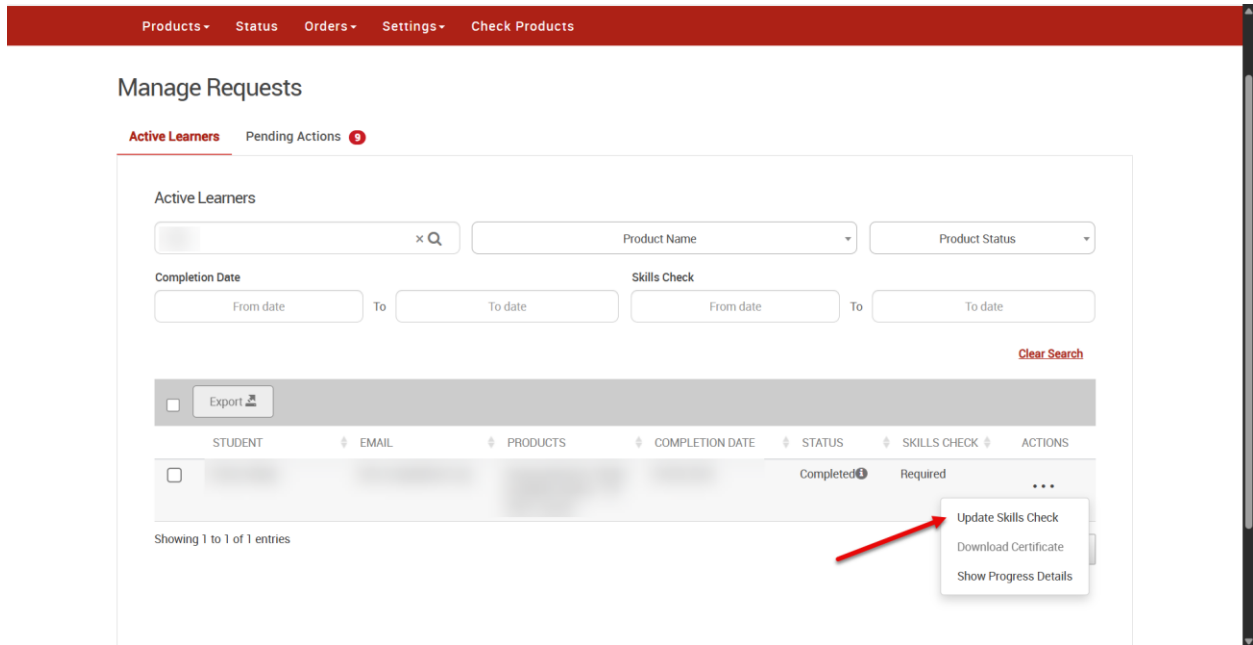
Step 1: Navigate to <https://eLearning.Heart.org/trainingcentral> and select **Sign In**

The screenshot shows the eLearning Training Central website. At the top left, there is a dark header with the eLearning logo and the text "Certificate Validator". Below this, a red "Sign In" button is highlighted with a red arrow. The main content area features a "Welcome to Training Central™" message, a sub-header "Your new home for managing and assigning AHA eLearning and eBooks!", and the tagline "Easy. Convenient. Secure." Below this, a section titled "Designed for You:" lists several bullet points: "Easy-to-navigate view of available, in-progress, and completed products", "Straightforward course assignment process", "Customizable email templates for assignments, reminders to students, and more", "Flexible student management with groups, filters, and ability to archive records", "Important and relevant AHA news & updates in the Message Center", "Centralized listing of student course & skills session completions for easy reporting", and "Training resources, videos, and bi-weekly webinars to help you get the most out of Training Central".

Step 2: Navigate to **Settings** and select **Manage Requests**

The screenshot shows the Training Central Settings menu. The top navigation bar includes "Products -", "Status", "Orders -", "Settings -", and "Check Products". The "Settings -" dropdown menu is open, showing options: "Manage Organization", "Manage Email Templates", "Manage Groups", and "Manage Requests". A red arrow points to the "Manage Requests" option. Below the menu, the "Products - Courses" section is visible, featuring a search bar for "Product, Name or Email" and an "Import" button. A table lists courses with columns for "COURSE", "INVENTORY", "ASSIGNED", "IN PROGRESS", "COMPLETE", and "FAILED". The first course is "HeartCode® BLS Online for India, Nepal, and Bangladesh" (ID: 25-2928) with 4 inventory items and 1 assigned. The second course is "HeartCode® BLS Online for MENA (Office)" (ID: 25-2929-custom) with 5 inventory items. A pagination bar at the bottom indicates "Showing 1 to 2 of 2 entries" and a page number "1".

Step 3: Under the Active Learners section, find the student you need, select the ellipsis (...), and choose **Update Skills Check**.



The screenshot displays the 'Manage Requests' interface. At the top, there is a navigation bar with links for 'Products', 'Status', 'Orders', 'Settings', and 'Check Products'. Below this, the 'Manage Requests' section is titled, with 'Active Learners' selected and 'Pending Actions' indicated by a red circle with the number 3. The 'Active Learners' section includes a search bar with a magnifying glass icon and a search button. Below the search bar are filters for 'Product Name' and 'Product Status'. There are also date range filters for 'Completion Date' and 'Skills Check', each with 'From date' and 'To date' input fields. A 'Clear Search' button is located to the right of the date filters. Below the filters is an 'Export' button with a download icon. The main content is a table with columns: 'STUDENT', 'EMAIL', 'PRODUCTS', 'COMPLETION DATE', 'STATUS', 'SKILLS CHECK', and 'ACTIONS'. The 'STATUS' column has sub-columns for 'Completed' (with a count of 1) and 'Required'. The 'ACTIONS' column contains an ellipsis menu. A red arrow points to the 'Update Skills Check' option in this menu. Other options in the menu are 'Download Certificate' and 'Show Progress Details'. At the bottom left of the table, it says 'Showing 1 to 1 of 1 entries'.



Step 4: Select the status, skill update date, eCard language, and instructor and choose **Submit**.

Training Central™ English(Default US)
Randi Gordon RG
IHC International TC - 755194

Products - Status Orders - Settings - Check Products

Update Skills Check

NAME	EMAIL	GROUP	PRODUCT NAME

1

Status: Select

Skill Update Date: Skills Check Date

eCard Language: Spanish International

Instructor: Select Instructor

Notes:

Submit Cancel

You will be navigated back to the **Active Learners** tab. At this stage, the skills check has a date, and the student can get access to their eCard.

Products - Status Orders - Settings - Check Products

Manage Requests

Active Learners Pending Actions 3

Skill has been saved successfully

Active Learners

Search: [] x Q Product Name Product Status

Completion Date: From date To To date Skills Check: From date To To date

Clear Search

Export

STUDENT	EMAIL	PRODUCTS	COMPLETION DATE	STATUS	SKILLS CHECK	ACTIONS
				Completed	05/11/2026	...

Showing 1 to 1 of 1 entries

1