

# Welcome New Instructors!

- x Program Administration Manual (PAM) This is where you can go and find the majority of questions you have about teaching AHA courses, materials needed to teach, what is expected of you and resources you have available. This can be found on the AHA Instructor Network at <http://www.ahainstructornetwork.org> or at <http://minnstate.edu/system/asa/workforce/mrtc/index.html> under your discipline
- x What happens if I forget my AHA password?
  - o create another account! Just click on forgot my password and follow the prompts. Creating another account gives you a second AHA number which leads to your eCards and current status to be lost or incorrect.
- x How do I get Provider cards to my students?
  - o Provider cards can be ordered through our website at [http://www.minnstate.edu/aha/provider-cards](#). Starting in 2018 eCards are now being offered instead of hard copy cards. eCards can be printed as many times as needed and can be easily emailed. This helps with lost cards or any corrections needed on the cards.
- x How to find out more information on eCards go to:  
<http://minnstate.edu/system/asa/workforce/mrtc/ordering/documents/mycarduserguide2017.pdf>