

# Rutgers Employee Guide to Registering for Courses and Accessing Heartcodes

## Registering for BLS Provider or NRP courses

- Step 1:** Visit our website and navigate to **ACLS, PALS, BLS CPR for Rutgers Employees**.
- Step 2:** Select the registration link on the bottom of the page.
- Step 3:** Find the course you wish to enroll in. (Courses can be filtered by type and location at the top of the page)
- Step 4:** Select enroll.
- Step 5:** Fill out the registration form. Please pay close attention to answering the questionnaire completely (Those who do not supply any part of the questionnaire will have a hold put on their account and card issuance will be delayed)
- Step 6:** Select payment type and choose **Rutgers Employee**. This will allow you to continue the registration without needing additional payment. No credit card information is necessary. **DO NOT input credit card information or it will charge your credit card.**
- Step 7:** Review our terms and conditions. After reviewed select the I agree box and select signup. You will receive a confirmation email with your registration and classroom details.

**\*\*Once your course is completed and payment has been received you will be issued your ecard.\*\***

## Registering for the Heartcode Online Course

- Step 1:** Visit our website and navigate to **ACLS, PALS, BLS CPR for Rutgers Employees**.
- Step 2:** Select the registration link on bottom of page.
- Step 3:** Select the **Heartcode Online Portion** Course.
- Step 4:** Fill out the registration form. Please pay close attention to filling out the form. The email you register is where your HeartCode will be sent. *If you already have an elearning.heart.org account, make sure you are using the same email as your AHA account or you will have issues accessing the course. Those who do not supply any part of the questionnaire will have a hold put on their account and card issuance will be delayed.*
- Step 5:** Select payment type and choose **Rutgers Employee**. This will allow you to continue the registration without needing additional payment. No credit card information is necessary. **DO NOT input credit card information or it will charge your credit card.**
- Step 6:** Review our terms and conditions. After reviewed, select the I agree box and select signup. You will receive a confirmation email. Your online access will be emailed in a separate email within 48 hours of registration. For registration on the weekend the HeartCode access will be sent the next business day. **DO NOT COMPLETE THE SELF ASSESSMENT** this is the wrong course and will not be accepted in your skills session.
- Step 7:** Once your Heartcode online access has been emailed complete your Heartcode course. **DO NOT COMPLETE THE SELF ASSESSMENT** this is the wrong course and will not be accepted in your skills session.
- Step 8:** Save your Heartcode online certificate as you will need to upload this for skill session registration.

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**RWJ**Barnabas  
HEALTH

Mobile Health

## Registering for ACLS or PALS courses

- Step 1:** Visit our website and navigate to **ACLS, PALS, BLS CPR for Rutgers Employees**.
- Step 2:** Select the registration link on the bottom of the page.
- Step 3:** Find the course you wish to enroll in. (Courses can be filtered by type and location at the top of the page)
- Step 4:** Select enroll.
- Step 5:** Fill out the registration form. Please pay close attention to answering the questionnaire completely. (Those who do not supply any part of the questionnaire will have a hold put on their account and card issuance will be delayed)
- Step 6:** Select payment type and choose **Rutgers Employee**. This will allow you to continue the registration without needing additional payment. No credit card information is necessary. **DO NOT input credit card information or it will charge your credit card.**
- Step 7:** Review our terms and conditions. After reviewed, select the I agree box and select signup. You will receive a confirmation email with your registration and classroom details.
- Step 8:** Upload your completion certificate to your registration. There is also a link to upload your certificate in your confirmation email. **If your completion certificate has not been uploaded 3 days prior to your skills session you will be emailed, and your registration cancelled.**

***\*\*Once your skills session is completed and payment has been received you will be issued your ecard.\*\****