

[Review content of this help guide in full detail. This will guide you through the steps to complete your ACLS, BLS, and/or PALS Provider course.](#)

NOTE: myLearning may be accessed from any computer (*internal or external*) by visiting:
<https://ascension.sumtotal.host>

Thank you for registering for HeartCode (ACLS, BLS, *and/or* PALS) Online and Self-Guided Hands-On Portions course. Review the details below, as they will guide you in completing the course.

COMPLETE ONLINE PORTION:

- Prior to completion of the hands-on portion, you will need to complete the HeartCode online portion.
- To begin the online portion: Locate the “HeartCode (ACLS, BLS, *and/or* PALS) – Online and Self-Guided Hands-On Portions” course on the [myLearning](#) to do list and select “Start”: (*Example below*)
 - **Helpful Tip:** Utilize the PAUSE button before and after each intervention



The screenshot displays a user interface for web-based training. It features two main sections, each with a circular icon on the left. The top section is for 'WEB-BASED TRAINING ACLS HeartCode Complete 2019', which is marked as 'REQUIRED' and has a status of 'Registered'. A blue 'START' button is visible on the right. The bottom section is for 'WEB-BASED TRAINING BLS HeartCode Complete 2019', also marked as 'REQUIRED', with a status of 'In Progress' and a blue 'START' button on the right.

- NOTE: Do **NOT** use the Microsoft Edge Internet browser to access or complete the online content.
 - For additional information on the technical requirements to complete the online content ([Click here](#))

COMPLETE HANDS-ON PORTION:

Upon completion of the online portion, visit any Skill Station to complete the hands-on portion of the HeartCode course.

NOTE: **You MUST use the Google Chrome Internet browser** to access or complete the skills portion of the content.

Skill Station Locations:

- Skill Stations are 24/7 access and do not require an appointment to utilize.

Kansas Station Locations:

St. Francis Campus	Education Department (<i>Mezzanine Level</i>) Rm. 4062 (<i>Door Code 4062 – 24hr access</i>)
St. Joseph	Room 7030
St. Teresa	3rd floor
Rehab on Rock Road	Room: 1045
Manhattan	2nd Floor Radiology Hallway
Pittsburg	Education Office

Complete Evaluation Portion:

NOTE: **YOU MUST COMPLETE** the course evaluation and the CE demographic form, in order for the course to be marked as completed. (*Example Below*)



CARD DELIVERY AND MSC UPLOAD:

Click on the “View eCard” icon to see your new eCard.



HeartCode ACLS, BLS, and PALS eCards are **NOT** automatically uploaded to the Ministry Service Center (MSC).

(*See MSC upload reference guide below*)

Ministry Service Center (MSC):

- The MSC processes course cards as they are submitted. Please check your [Ascension Health Portal](#) for updates to your personal profile. For specific concerns regarding your course completion card upload, contact the MSC directly at 1-855-992-4672 (7:30am – 7:00pm EST).
- For assistance in updating your profile with the MSC please follow the steps below.
- To update your [Ascension Health Portal](#) Profile with your current course completion card:
 - **To upload your course completion card to the Ministry Service Center (MSC)**
 - **How to Upload your course completion card:** Personal Action Request – (PAR)
 - Log in to the [Ascension Health Portal](#)
 - Select “myHR”
 - Under “My Info” select “Update License & Certification”
 - Create Request
 - Under “Requires Documentation/Review & Approval” select “License/Certification”
 - The select “Continue to PAR Page”
 - Locate the section labeled “License”
 - Click Continue to PAR Page
 - Click the magnifying glass next to “Profession” and select the option for the card being submitted:
 - Advanced Cardiac Life Support (ACLS): “[ADVLIFSUP](#)”
 - Basic Life Support (BLS): “[BLSPROV](#)”
 - Emergency Nursing Pediatric Course (ENPC): “CERT”
 - Neonatal Resuscitation Program (NRP): “CERT”
 - Pediatric Advanced Life Support (PALS): “[PEDLIFSU](#)”
 - S.T.A.B.L.E.: “CERT”
 - Under “Specialty” dropdown select the type of certification being uploaded:
 - Advanced Cardiac Life Support (ACLS): “[Advanced Cardio Life Support](#)”
 - Basic Life Support (BLS): “[Basic Life Support](#)”
 - Emergency Nursing Pediatric Course (ENPC): “[Emergency Nursing Pediatrics](#)”
 - Neonatal Resuscitation Program (NRP): “[Neonatal Resuscitation](#)”
 - Pediatric Advanced Life Support (PALS): “[Pediatric Adv Life Support](#)”
 - S.T.A.B.L.E.: “[The S.T.A.B.L.E Program](#)”
 - Enter “Expiration Date”
 - Upload a scanned image or photo of your card.
 - Make sure the image is clear enough to read the information on the card. Accepted formats include PDF, JPEG, GIF.
 - Click SUBMIT

▪ Verifying Submission

- Log in to the [Ascension Health Portal](#)
- Select “myHR”
- Under “My Info” select “Update License & Certification”
- Review the “Personnel Action Request Detail” box under the create request button for current submission status.

▪ View Current License and Certifications

- Log in to the [Ascension Health Portal](#)
- Select “myHR”
- Under the “My Info” section, select “My Personal Infor”
- Select the “Licenses” tab

Questions or concerns:

- Email: LifeSupport4@ascension.org

Thank you,

Region 4 Life Support Training Team

Kansas, Oklahoma and Texas

