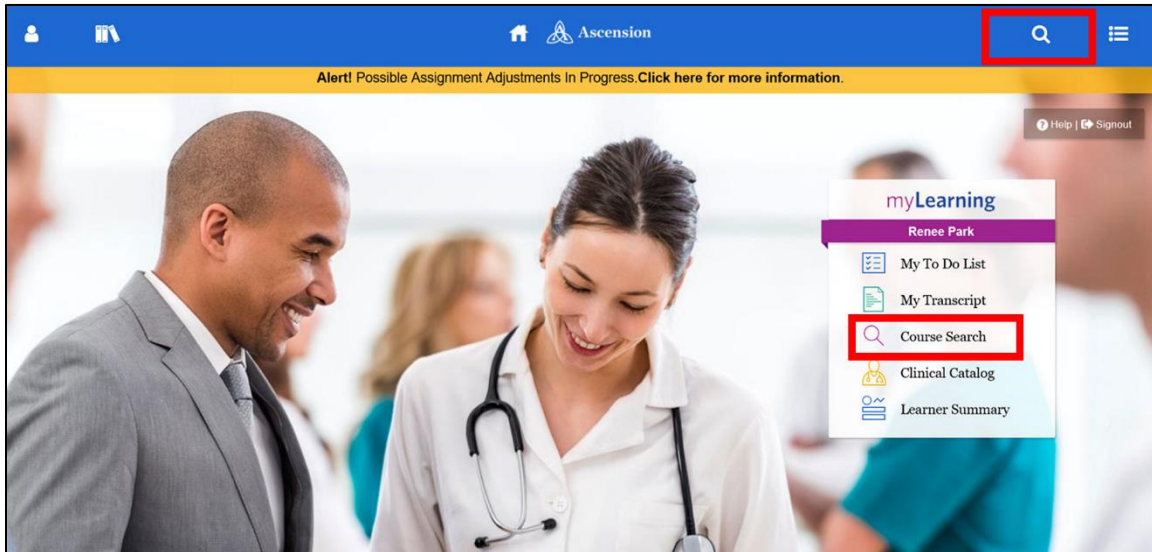
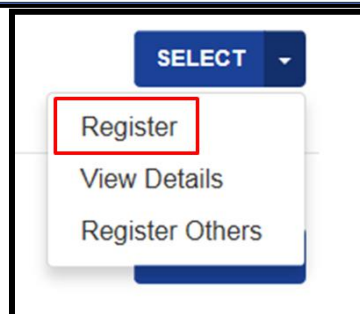
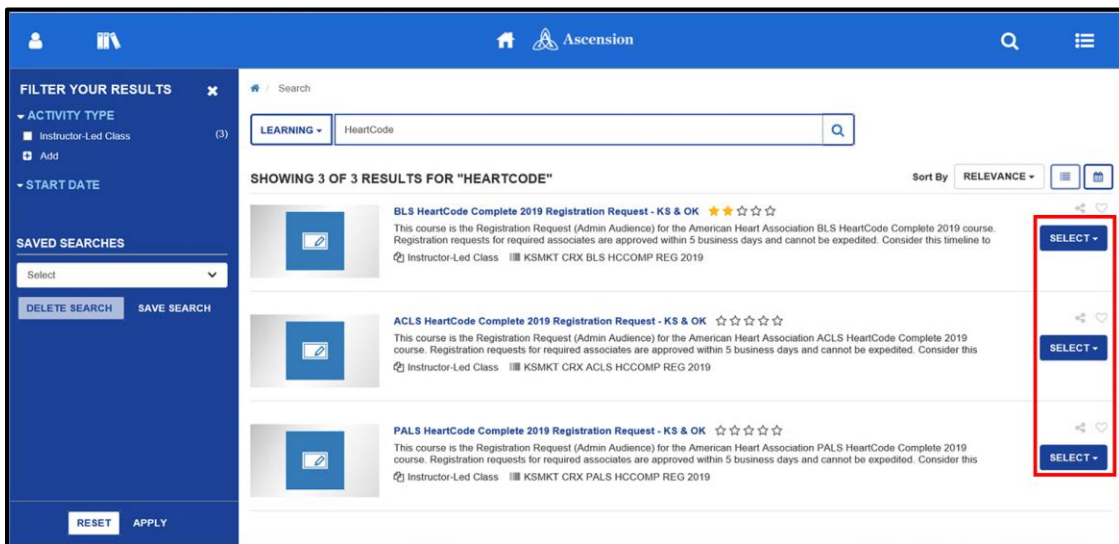


Quick Reference Guide – HeartCode Complete ACLS, BLS, and PALS Registration

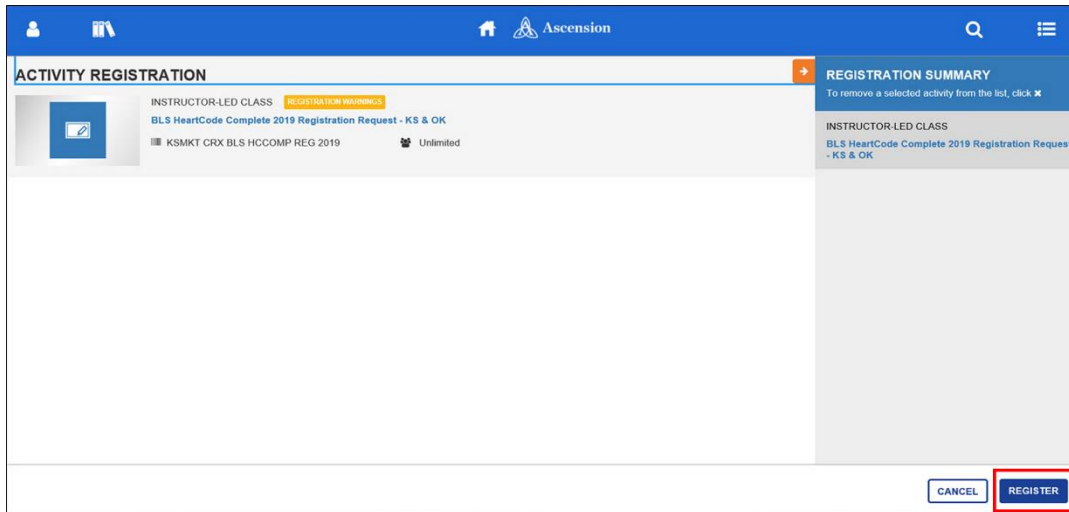
1. Log in to myLearning: <https://ascension.sumtotal.host>
2. Select either the “**Course Search**” or “**Magnifying Glass Icon**”
 - On the following screen type “**HeartCode**”



3. Locate the desired course and click drop down arrow next to “**Select**”
 - Then click “**Register**”



4. Confirm your choice and select **“REGISTER”**



5. HeartCode ACLS, BLS, and PALS Complete courses require approval.

- Registration requests for required associates are approved within 5 business days and cannot be expedited. Consider this timeline to ensure course availability prior to current expiration date or based on individual needs. Upon approval, the course will be available on your To-Do list.
 - i. *Access of this course without prior approval may incur a registration fee payable by the learner.*
- Upon approval you will receive an email confirmation and directions on how to complete the course.

