

## Update Instructor Profile on the Instructor Network (IN)

**\*\*CAUTION\*\*** As TCC NEVER update your information using My Profile. ALWAYS submit a TC Update Form to [TCCSupport@heart.org](mailto:TCCSupport@heart.org). You may request the form by contacting your Account Lead/Specialist.

### Update Instructor Profile

All of the information displayed for the TC(s) you are aligned with as either a Primary or Secondary alignment comes from your Profile. To update your Instructor Profile:

1. Go to Edit my Profile from the Dashboard (Figure 1)

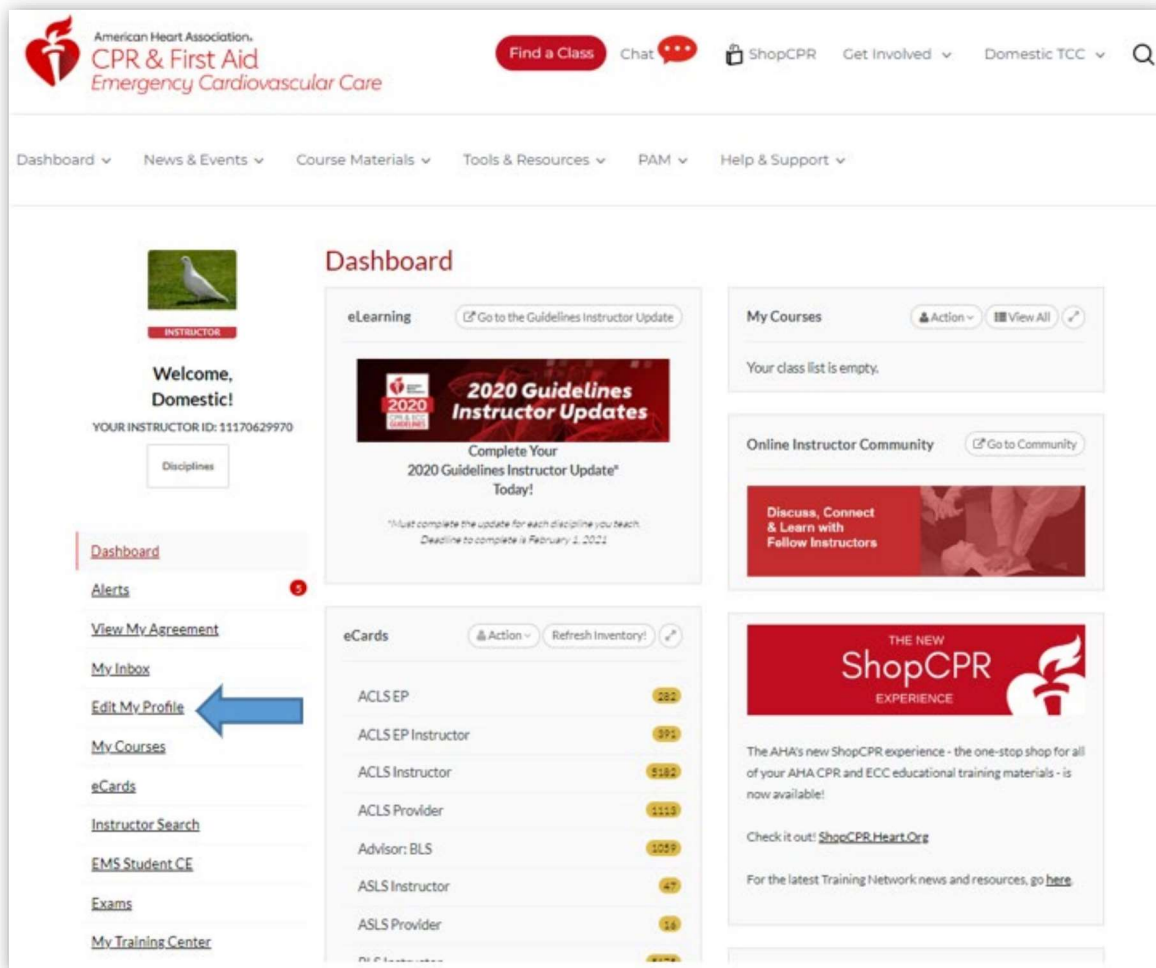


Figure 1

- a. On the Profile page, select Personal Info (Figure 2)

# Instructor Job Aid: Update Profile on Instructor Network

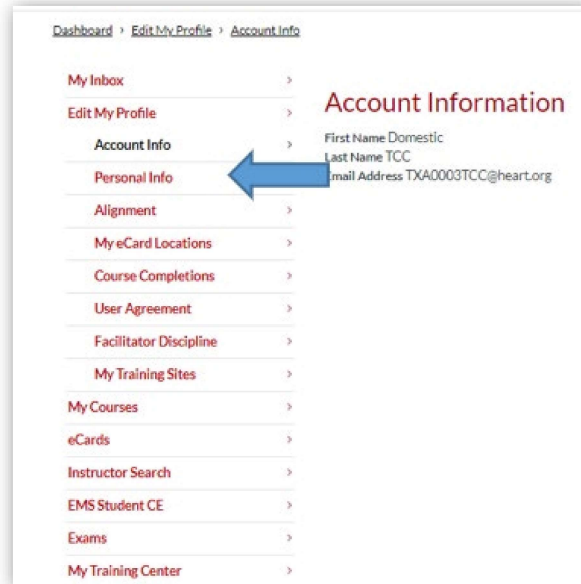


Figure 2

- i. In the Edit Personal Info section, under the Personal Info heading verify all the information is correct(Figure 3).

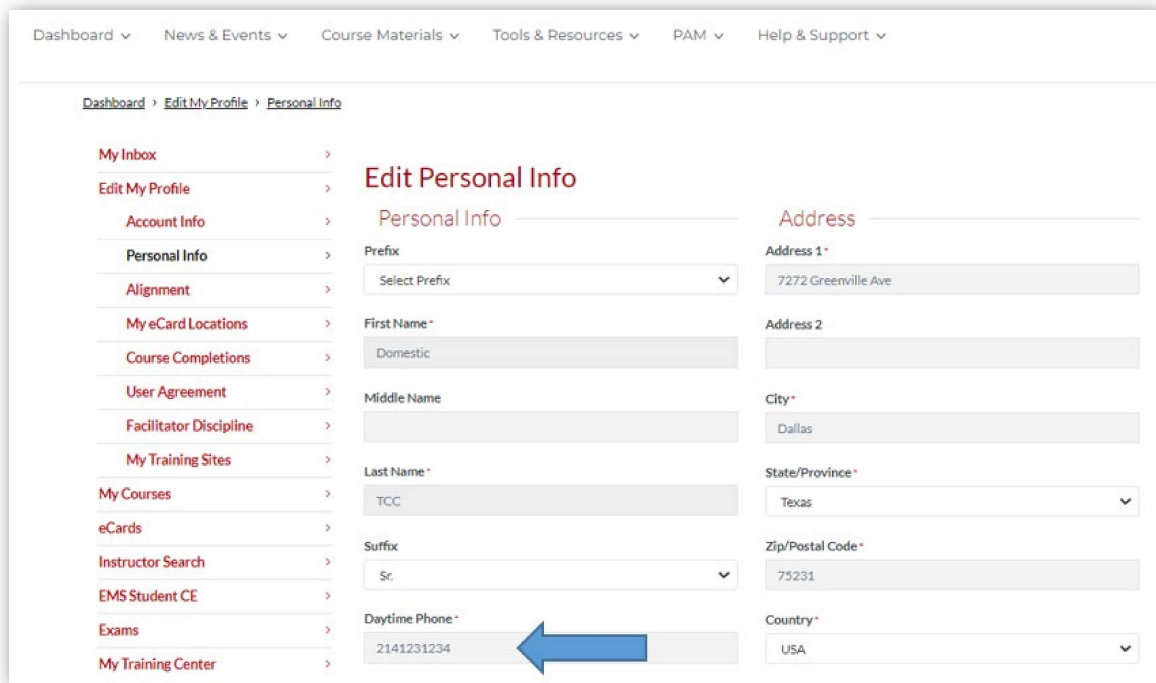


Figure 3

- ii. Then click UPDATE at the bottom of the screen (Figure 4)

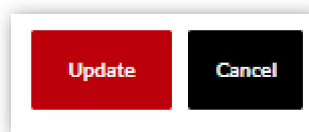


Figure 4

# Instructor Job Aid: Update Profile on Instructor Network

- b. Under Edit My Profile, click on Alignment (Figure 5) to review your Primary and Secondary alignments

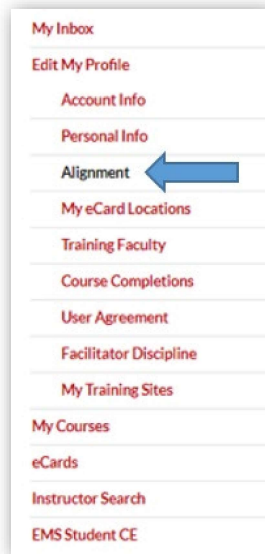


Figure 5

- i. You **must** have a Primary alignment for each discipline you have an Instructor eCard for (Figure 6). You may also have a secondary alignment for one or more disciplines. Verify all alignments.

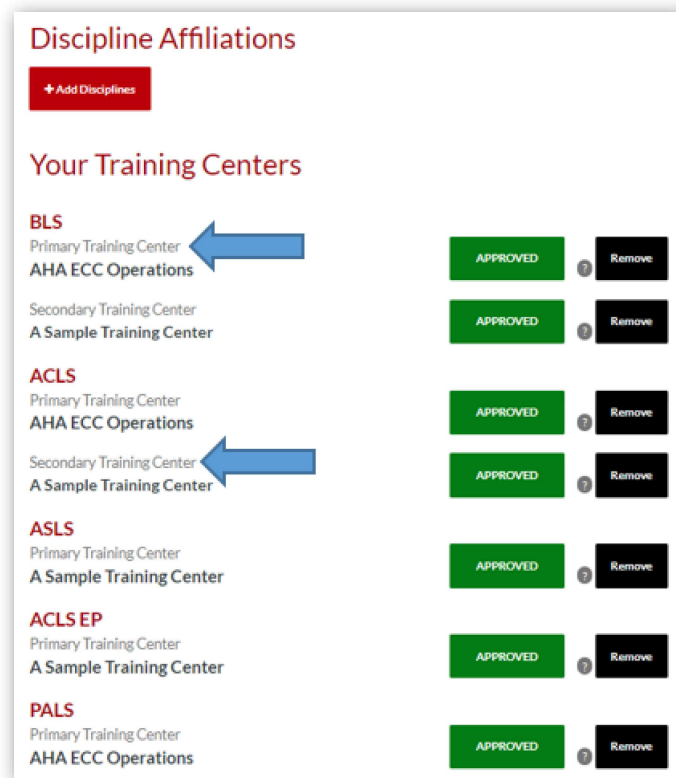


Figure 6

- ii. If you want to not be aligned with a TC in a specific discipline, click REMOVE and notify the TCC that you want to be removed from that alignment.
- iii. If you feel any of these alignments need to be corrected or updated, contact the appropriate TCC to help make the changes you think are appropriate.

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- c. Under Edit My Profile, click on the following sections to review your status, assignments and appointments for all of the roles you have with your TC:
  - i. Under Edit My Profile, click on Training Faculty to review your alignment as Faculty for this TC
  - ii. Under Edit My Profile, click on My Training Sites to review an assignment to an eCard Location, if any

When you have completed making all updates and you are satisfied, contact The TCC of all of your Primary and Secondary alignments to let them know that your Instructor Profile and information is updated and correct.