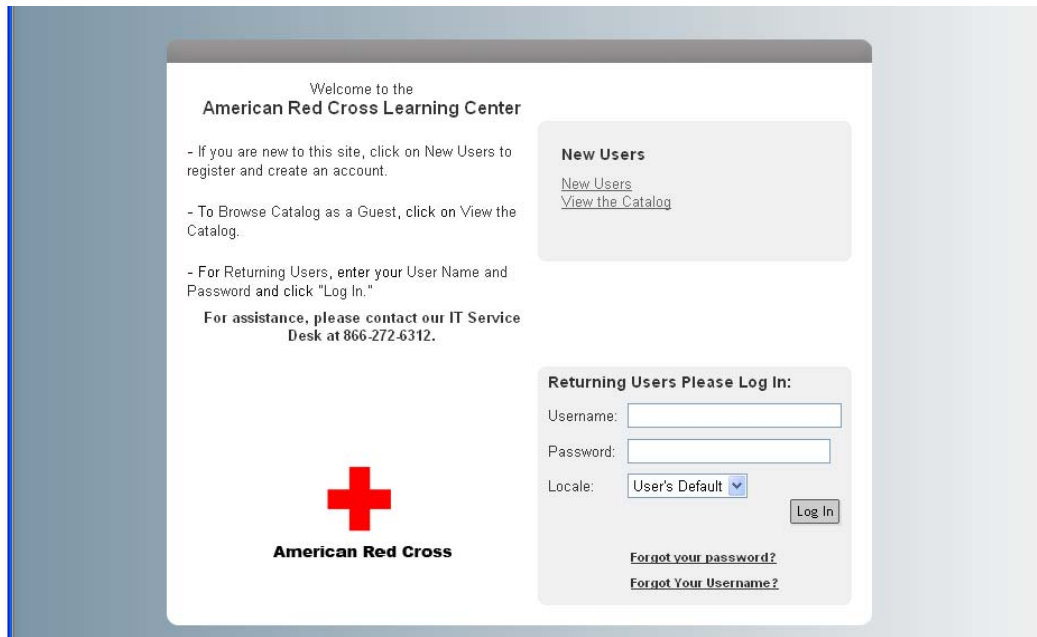


1) Navigate to <https://classes.redcross.org>


2) Login using your personal Username and Password (Welcome1 is the default password.) After logging in you will be directed to your homepage.



Welcome to the  
**American Red Cross Learning Center**

- If you are new to this site, click on New Users to register and create an account.
- To Browse Catalog as a Guest, click on View the Catalog.
- For Returning Users, enter your User Name and Password and click "Log In."

For assistance, please contact our IT Service Desk at 866-272-6312.

  
**American Red Cross**

**New Users**  
[New Users](#)  
[View the Catalog](#)

**Returning Users Please Log In:**

Username:

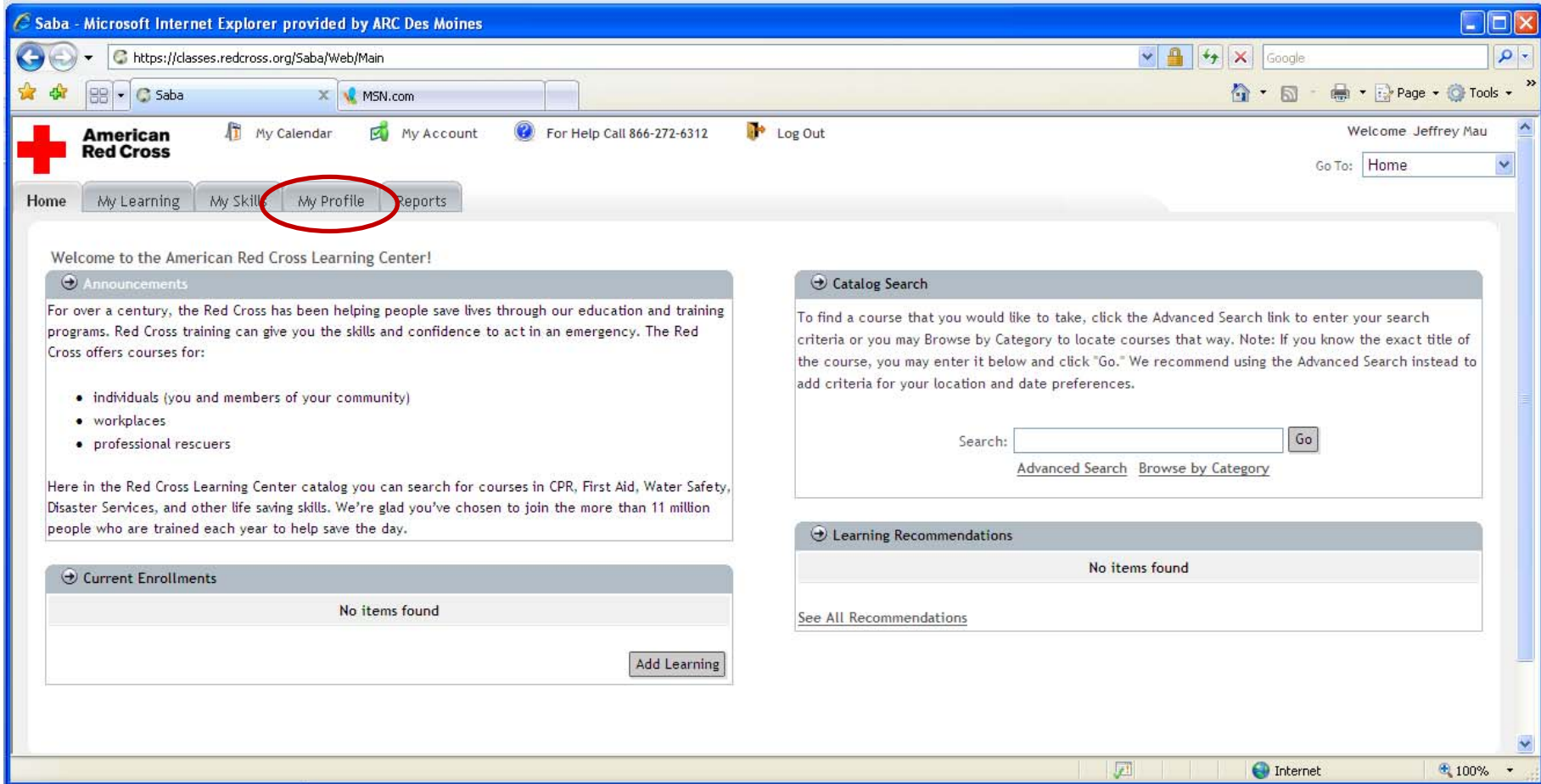
Password:

Locale:

[Forgot your password?](#)  
[Forgot Your Username?](#)

**NOTE:** If you are accessing the new American Red Cross Learning Management System (LMS) for the first time, you may need to call your chapter to get your current Username. Typically, it will be numeric. You will be able to alter your Username to your email address (preferred) after you access your LMS Home Page.

Your LMS Home Page will look like this. **Alter your Username** by accessing “My Profile”.



Saba - Microsoft Internet Explorer provided by ARC Des Moines

https://classes.redcross.org/Saba/Web/Main

My Calendar My Account For Help Call 866-272-6312 Log Out

Welcome Jeffrey Mau

Go To: Home

Home My Learning My Skills **My Profile** Reports

Welcome to the American Red Cross Learning Center!

Announcements

For over a century, the Red Cross has been helping people save lives through our education and training programs. Red Cross training can give you the skills and confidence to act in an emergency. The Red Cross offers courses for:

- individuals (you and members of your community)
- workplaces
- professional rescuers

Here in the Red Cross Learning Center catalog you can search for courses in CPR, First Aid, Water Safety, Disaster Services, and other life saving skills. We're glad you've chosen to join the more than 11 million people who are trained each year to help save the day.

Current Enrollments

No items found

Add Learning

Catalog Search

To find a course that you would like to take, click the Advanced Search link to enter your search criteria or you may Browse by Category to locate courses that way. Note: If you know the exact title of the course, you may enter it below and click "Go." We recommend using the Advanced Search instead to add criteria for your location and date preferences.

Search:  Go

[Advanced Search](#) [Browse by Category](#)

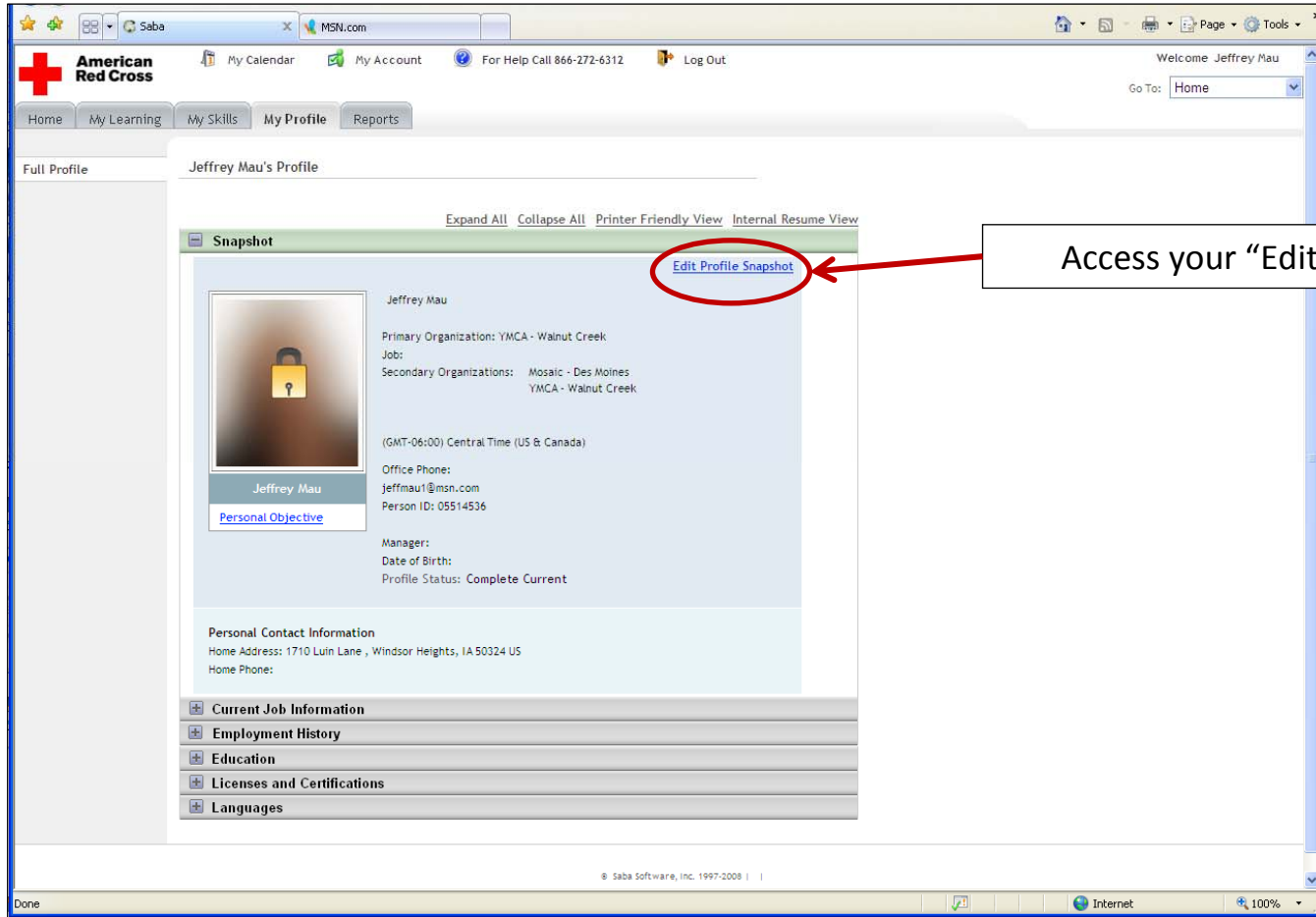
Learning Recommendations

No items found

[See All Recommendations](#)

Internet 100%

## Altering your Username...

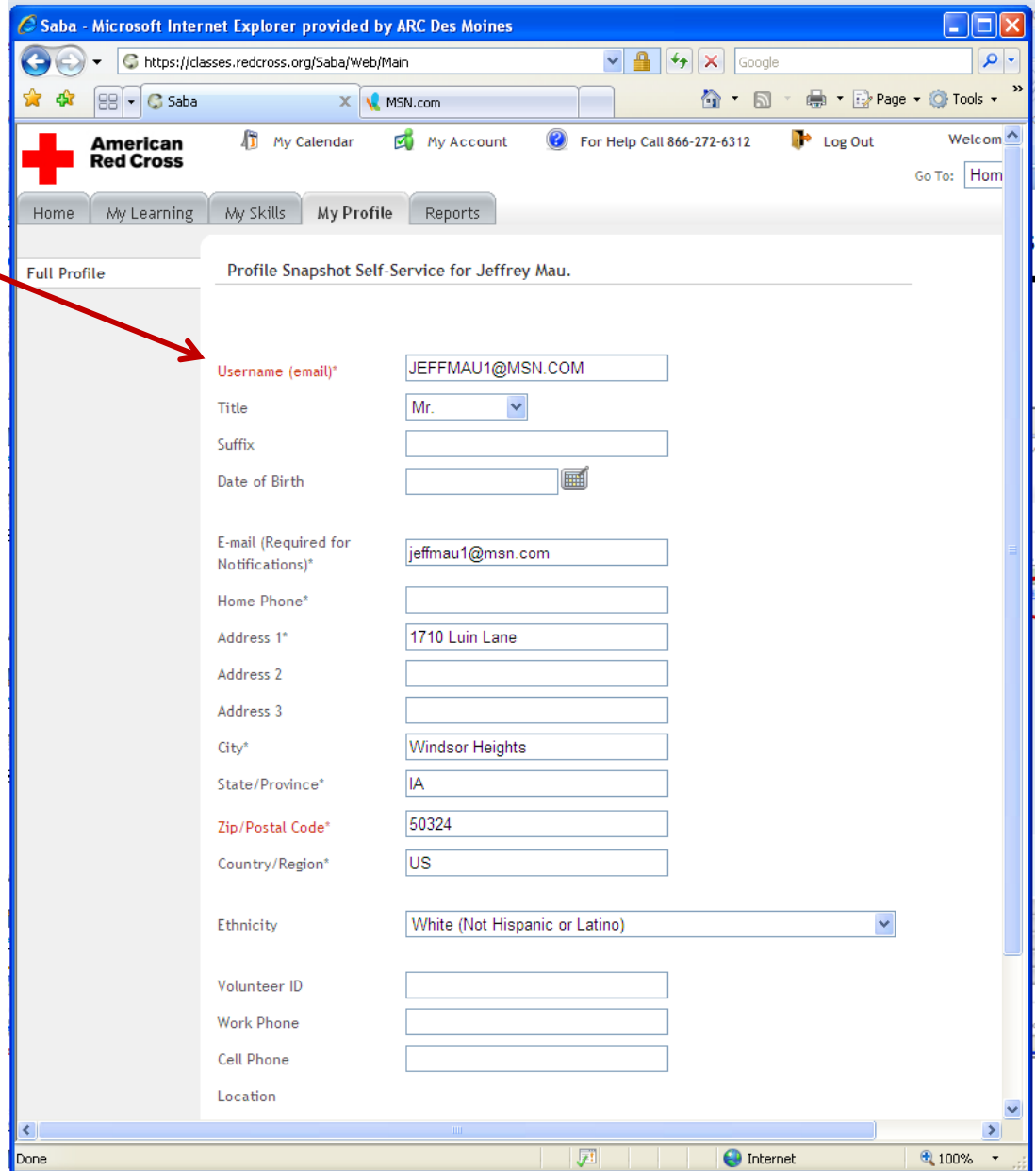


The screenshot shows a web browser window displaying the American Red Cross user profile for Jeffrey Mau. The page includes a navigation menu with options like 'Home', 'My Learning', 'My Skills', 'My Profile', and 'Reports'. The main content area is titled 'Jeffrey Mau's Profile' and features a 'Snapshot' section. Within this section, the 'Edit Profile Snapshot' link is highlighted with a red circle. A red arrow points from a callout box containing the text 'Access your "Edit Profile Snapshot".' to this link. The profile details include a profile picture (a padlock icon), name, primary and secondary organizations, job title, contact information, and a list of tabs for 'Current Job Information', 'Employment History', 'Education', 'Licenses and Certifications', and 'Languages'. The browser's address bar shows 'MSN.com' and the system tray at the bottom indicates 'Internet' and '100%' zoom.

**Alter your Username** in this screen. Please use your email address. This allows for easier searching for your record, *if you forget an alternate Username*.

Please update any other data you see fit at this time.

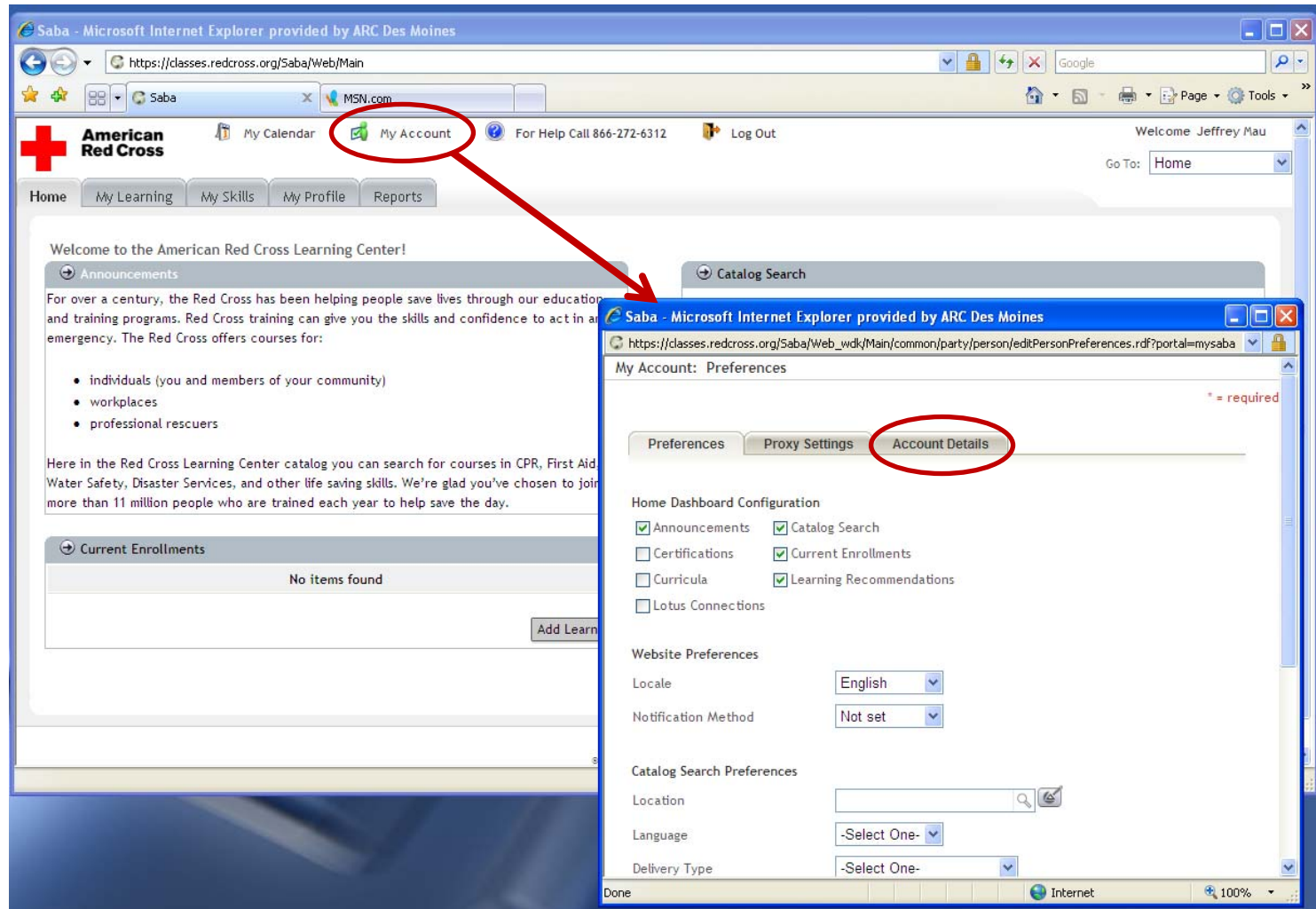
Fields with **RED labels** are required.



The screenshot shows a web browser window titled "Saba - Microsoft Internet Explorer provided by ARC Des Moines". The address bar shows "https://classes.redcross.org/Saba/Web/Main". The page header includes the American Red Cross logo and navigation links like "My Calendar", "My Account", "For Help Call 866-272-6312", "Log Out", and "Welcome". Below the header are tabs for "Home", "My Learning", "My Skills", "My Profile", and "Reports". The main content area is titled "Full Profile" and "Profile Snapshot Self-Service for Jeffrey Mau". The form contains the following fields:

Username (email)*	JEFFMAU1@MSN.COM
Title	Mr.
Suffix	
Date of Birth	
E-mail (Required for Notifications)*	jeffmau1@msn.com
Home Phone*	
Address 1*	1710 Luin Lane
Address 2	
Address 3	
City*	Windsor Heights
State/Province*	IA
Zip/Postal Code*	50324
Country/Region*	US
Ethnicity	White (Not Hispanic or Latino)
Volunteer ID	
Work Phone	
Cell Phone	
Location	

**Alter your Password** by accessing “My Account”. You can change your password under “Account Details”.



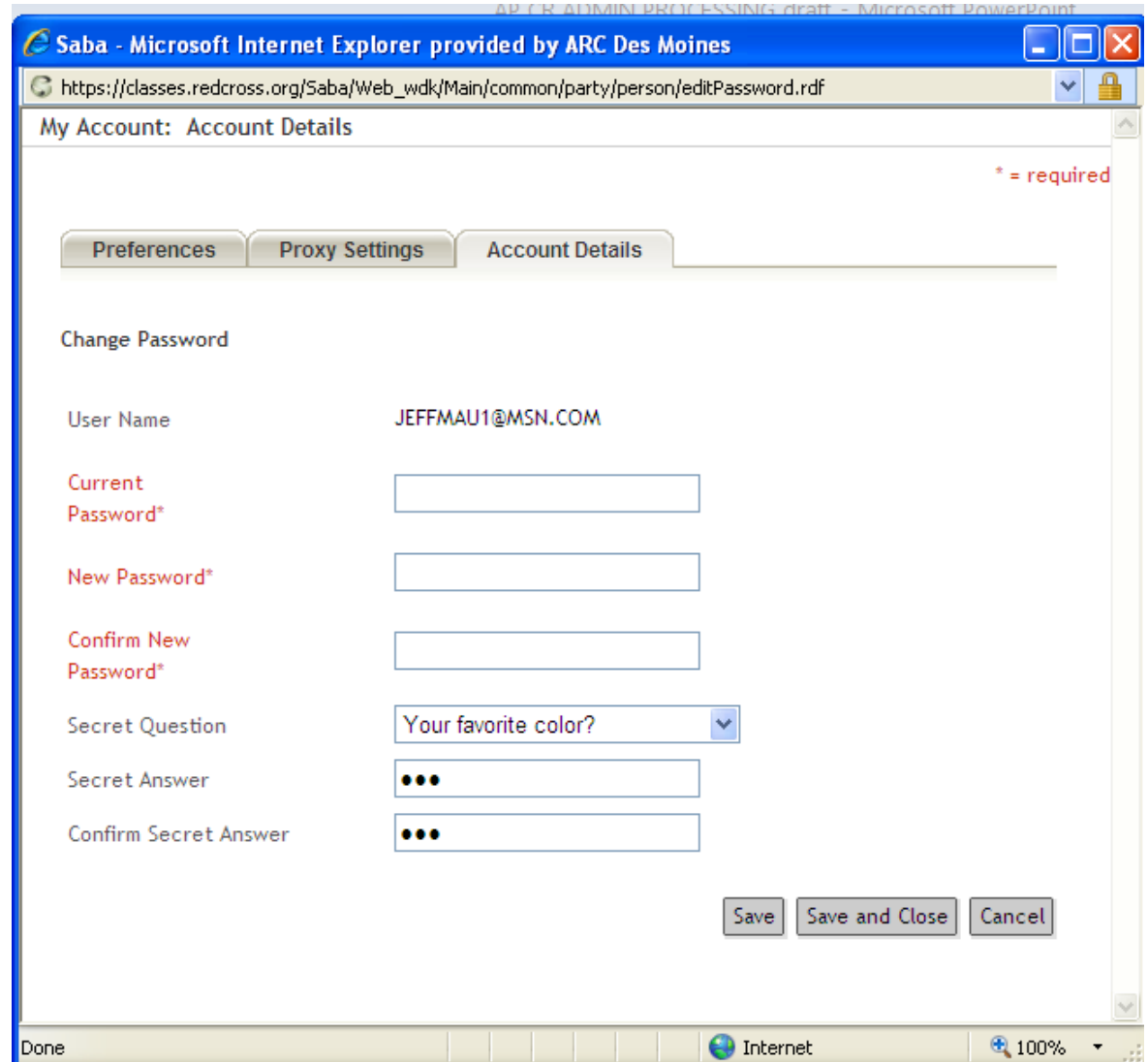
If accessing LMS for the first time, your default password is “Welcome1”.

LMS uses “smart passwords”. Your new password must contain 1 capitalized letter and 1 number.

After you make the password change, save and close. The changes are immediate.

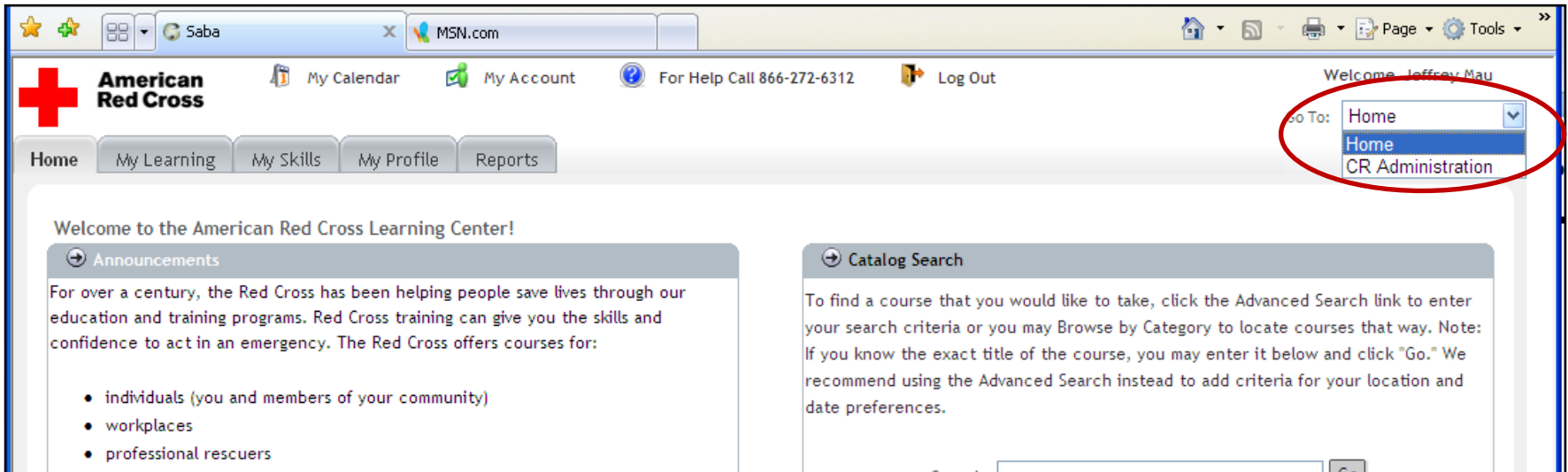
Feel free to use the “Secret Question”.

In the event that you forget your password, you can call your local chapter to have it reset.



The screenshot shows a Microsoft Internet Explorer browser window titled "Saba - Microsoft Internet Explorer provided by ARC Des Moines". The address bar shows the URL: [https://classes.redcross.org/Saba/Web\\_wdk/Main/common/party/person/editPassword.rdf](https://classes.redcross.org/Saba/Web_wdk/Main/common/party/person/editPassword.rdf). The page content is titled "My Account: Account Details" and includes a red asterisk legend: "\* = required". There are three tabs: "Preferences", "Proxy Settings", and "Account Details". The "Account Details" tab is active, showing a "Change Password" section. The "User Name" is "JEFFMAU1@MSN.COM". The "Current Password\*" field is empty. The "New Password\*" field is empty. The "Confirm New Password\*" field is empty. The "Secret Question" is "Your favorite color?". The "Secret Answer" field contains three black dots. The "Confirm Secret Answer" field contains three black dots. At the bottom right, there are three buttons: "Save", "Save and Close", and "Cancel". The browser status bar at the bottom shows "Done", "Internet", and "100%".

**ENTERING A NEW COURSE RECORD** – Assuming you have been identified as an instructor (Resource) for your organization, you will have access to the “CR Administration” security role. This role grants you the ability to enter records on the behalf of the organizations you are a “Resource” for.

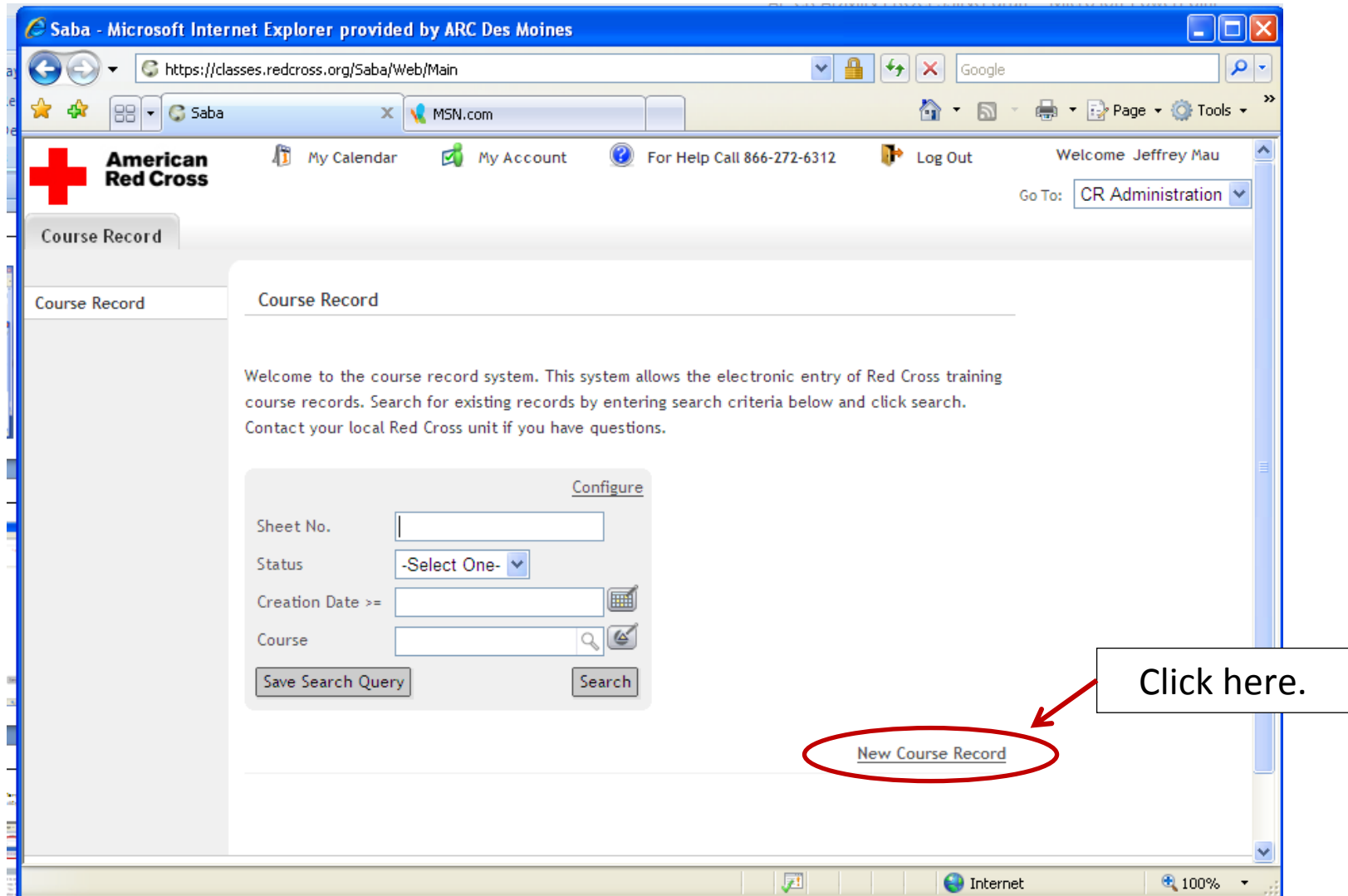


The screenshot shows a web browser window displaying the American Red Cross Learning Center. The browser's address bar shows 'MSN.com'. The website header includes the American Red Cross logo, navigation links for 'My Calendar', 'My Account', and 'Log Out', and a 'Welcome Jeffrey Mau' message. A 'Go To' dropdown menu is open, showing three options: 'Home', 'Home', and 'CR Administration'. The 'CR Administration' option is highlighted in blue and circled in red. Below the header, there are navigation tabs for 'Home', 'My Learning', 'My Skills', 'My Profile', and 'Reports'. The main content area features a 'Welcome to the American Red Cross Learning Center!' message, an 'Announcements' section with a list of course categories (individuals, workplaces, professional rescuers), and a 'Catalog Search' section with instructions on how to search for courses.

If the “CR Administration” choice DOES NOT appear, you must contact your chapter to be assigned as a Resource to your organization.

**This task can only be performed by the American Red Cross.**

The CR Administration screen appears and you are ready to enter a **“New Course Record”**.



Saba - Microsoft Internet Explorer provided by ARC Des Moines

https://classes.redcross.org/Saba/Web/Main

American Red Cross

My Calendar My Account For Help Call 866-272-6312 Log Out Welcome Jeffrey Mau

Go To: CR Administration

Course Record


Course Record



Welcome to the course record system. This system allows the electronic entry of Red Cross training course records. Search for existing records by entering search criteria below and click search. Contact your local Red Cross unit if you have questions.

Configure

Sheet No.

Status

Creation Date >=  

Course   

Save Search Query Search

[New Course Record](#)

Click here.

- From the Organization\* drop-down menu select the name of the organization that you taught the class for. (Remember: *Organizations are added and removed by the American Red Cross.*)

- Course Selection.** Click on the gray picker icon to open a new window. Type the name of the course you taught in the Title field and then click on search.

- Select the name of your course from the list that appears.

- Type or use the calendar function to input the end date of your course.

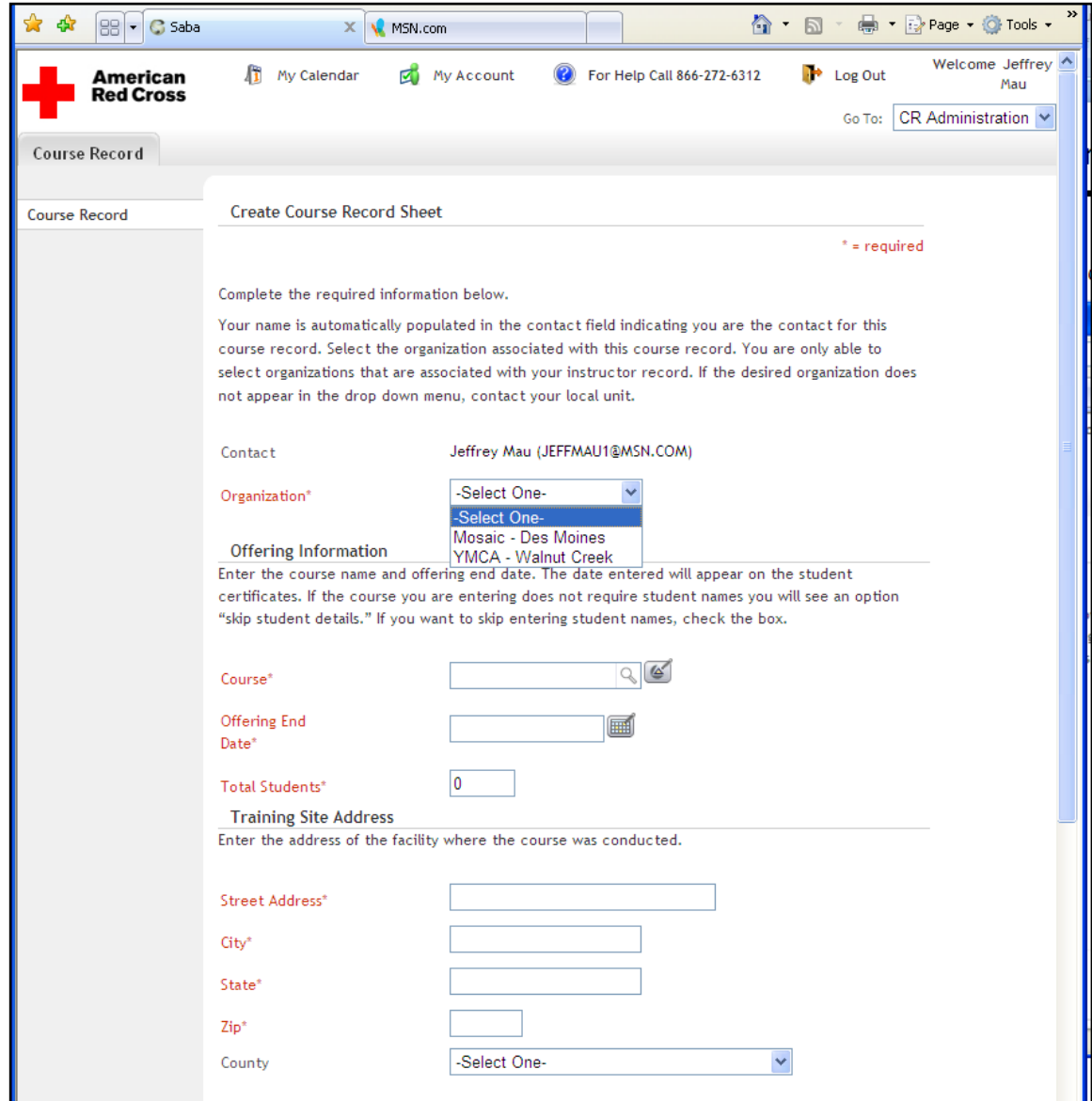
- Type the total number of students in your class.

- Type the street address of the facility where the course was taught. Including City, State, Zip Code & County

- From the Certificates drop-down menu select/indicate how you would like to receive the certificates for your course. (not shown here)

- Selecting/indicating “Certificates will be printed by customer” will allow the instructor to print the 8.5 X 11 certificates from your PC.

- Click, Save located on the bottom of the page.



**American Red Cross**

My Calendar My Account For Help Call 866-272-6312 Log Out Welcome Jeffrey Mau

Go To: CR Administration

Course Record

Course Record Create Course Record Sheet

\* = required

Complete the required information below.

Your name is automatically populated in the contact field indicating you are the contact for this course record. Select the organization associated with this course record. You are only able to select organizations that are associated with your instructor record. If the desired organization does not appear in the drop down menu, contact your local unit.

Contact Jeffrey Mau (JEFFMAU1@MSN.COM)

Organization\* 

- Select One-
- Mosaic - Des Moines
- YMCA - Walnut Creek

Offering Information

Enter the course name and offering end date. The date entered will appear on the student certificates. If the course you are entering does not require student names you will see an option "skip student details." If you want to skip entering student names, check the box.

Course\*

Offering End Date\*

Total Students\*

Training Site Address

Enter the address of the facility where the course was conducted.

Street Address\*

City\*

State\*

Zip\*

County

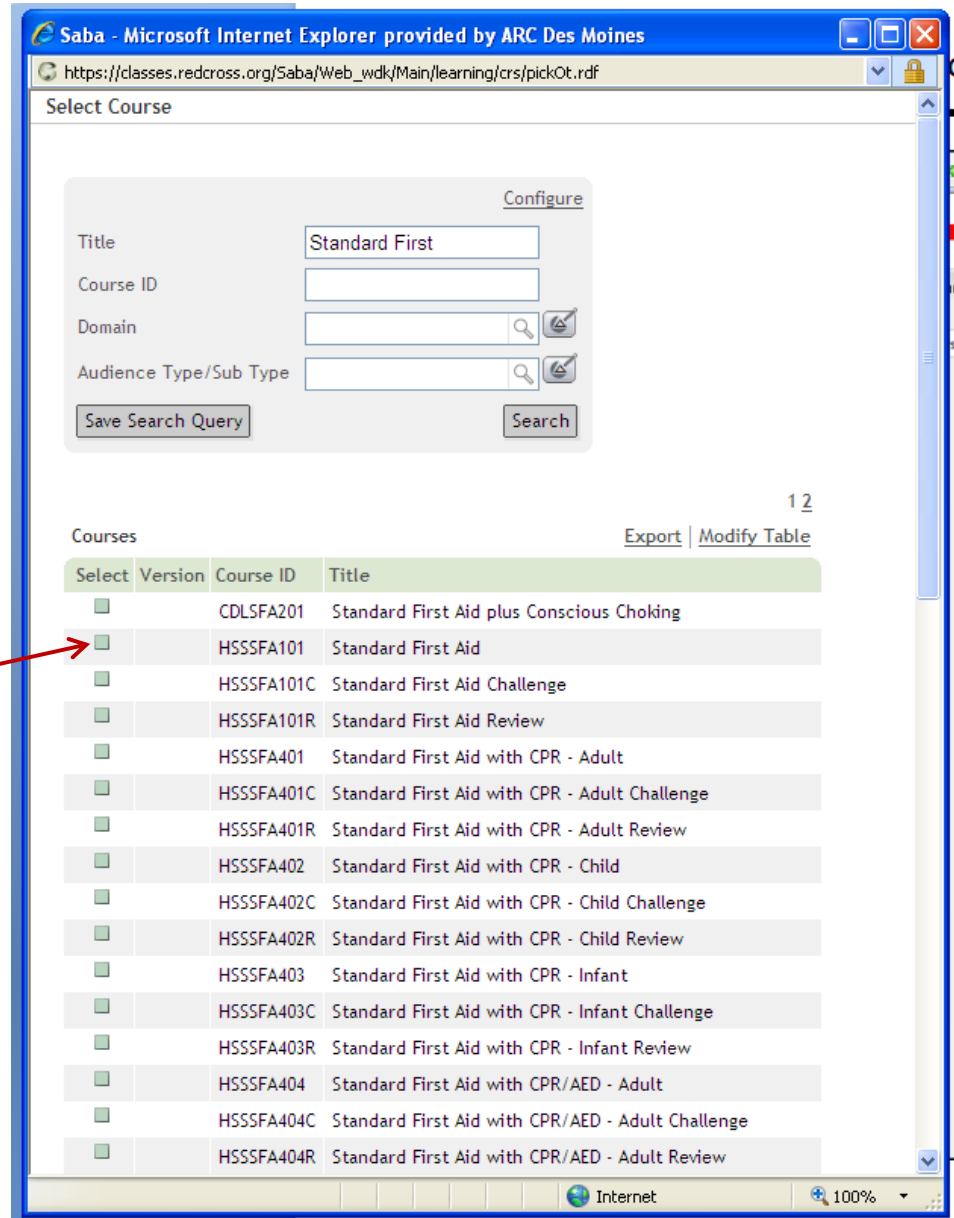
## SEARCHING FOR THE CLASS YOU TAUGHT...

LMS is very specific in it's search function. The more information you can provide for the search, the better the results will be.

As you can see, "Standard First" yields all combinations that include this phrase.

Take your time when searching. You'll get the hang of it pretty quick.

Click the radio button of the class you taught to select the offering.



The screenshot shows a web browser window titled "Saba - Microsoft Internet Explorer provided by ARC Des Moines". The address bar shows the URL: [https://classes.redcross.org/Saba/Web\\_wdk/Main/learning/crs/pickOt.rdf](https://classes.redcross.org/Saba/Web_wdk/Main/learning/crs/pickOt.rdf). The page content is titled "Select Course" and features a search form with the following fields:

- Title: Standard First
- Course ID: (empty)
- Domain: (empty)
- Audience Type/Sub Type: (empty)

Buttons include "Save Search Query", "Search", and "Configure". Below the search form is a table of search results:

Select	Version	Course ID	Title
<input type="checkbox"/>		CDLSFA201	Standard First Aid plus Conscious Choking
<input type="checkbox"/>		HSSSFA101	Standard First Aid
<input type="checkbox"/>		HSSSFA101C	Standard First Aid Challenge
<input type="checkbox"/>		HSSSFA101R	Standard First Aid Review
<input type="checkbox"/>		HSSSFA401	Standard First Aid with CPR - Adult
<input type="checkbox"/>		HSSSFA401C	Standard First Aid with CPR - Adult Challenge
<input type="checkbox"/>		HSSSFA401R	Standard First Aid with CPR - Adult Review
<input type="checkbox"/>		HSSSFA402	Standard First Aid with CPR - Child
<input type="checkbox"/>		HSSSFA402C	Standard First Aid with CPR - Child Challenge
<input type="checkbox"/>		HSSSFA402R	Standard First Aid with CPR - Child Review
<input type="checkbox"/>		HSSSFA403	Standard First Aid with CPR - Infant
<input type="checkbox"/>		HSSSFA403C	Standard First Aid with CPR - Infant Challenge
<input type="checkbox"/>		HSSSFA403R	Standard First Aid with CPR - Infant Review
<input type="checkbox"/>		HSSSFA404	Standard First Aid with CPR/AED - Adult
<input type="checkbox"/>		HSSSFA404C	Standard First Aid with CPR/AED - Adult Challenge
<input type="checkbox"/>		HSSSFA404R	Standard First Aid with CPR/AED - Adult Review

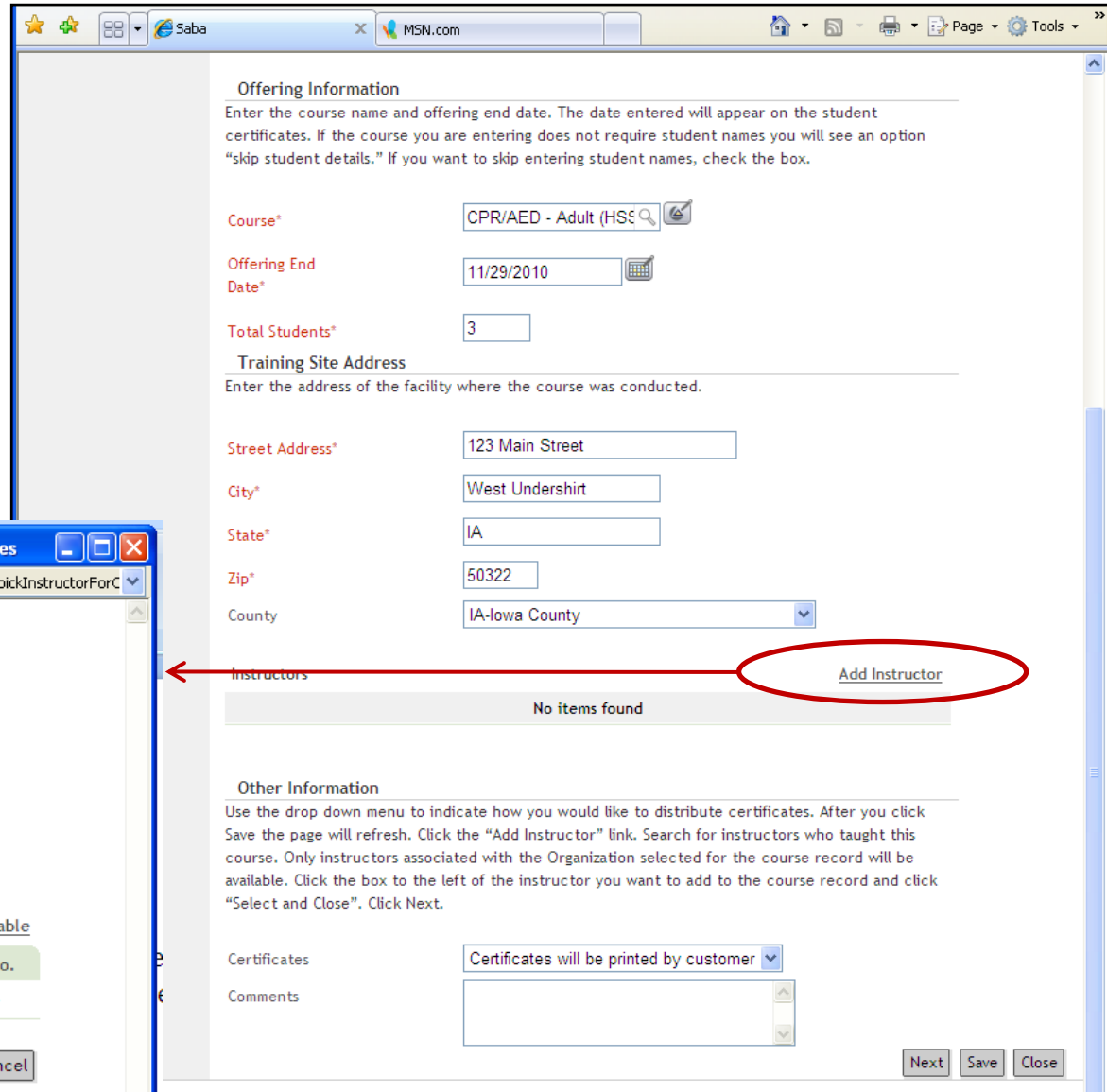
A red arrow points from the text "Click the radio button of the class you taught to select the offering." to the radio button in the second row of the table (Course ID: HSSSFA101).

## Add your Instructor...

Your only choices will be the instructors that are identified as “Resources” for your organization.

Select your instructor in the check box. Click “Select and Close”. Instructor will be added to the record.

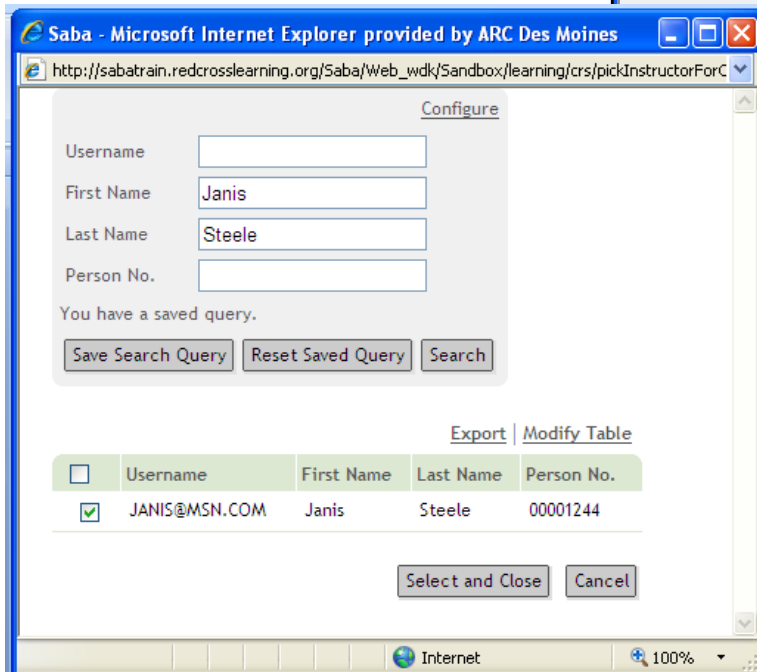
Select “Next” at the bottom of the page.



The screenshot shows a web browser window with the URL [http://sabatrain.redcrosslearning.org/Saba/Web\\_wdk/Sandbox/learning/crs/pickInstructorForC](http://sabatrain.redcrosslearning.org/Saba/Web_wdk/Sandbox/learning/crs/pickInstructorForC). The page displays the following information:

- Offering Information**
  - Course\*: CPR/AED - Adult (HSE)
  - Offering End Date\*: 11/29/2010
  - Total Students\*: 3
- Training Site Address**
  - Street Address\*: 123 Main Street
  - City\*: West Undershirt
  - State\*: IA
  - Zip\*: 50322
  - County: IA-Iowa County
- Instructors**
  - No items found
  - [Add Instructor](#) (circled in red)
- Other Information**
  - Certificates: Certificates will be printed by customer
  - Comments: [Text area]

Buttons at the bottom: Next, Save, Close.



The screenshot shows a search results table with the following data:

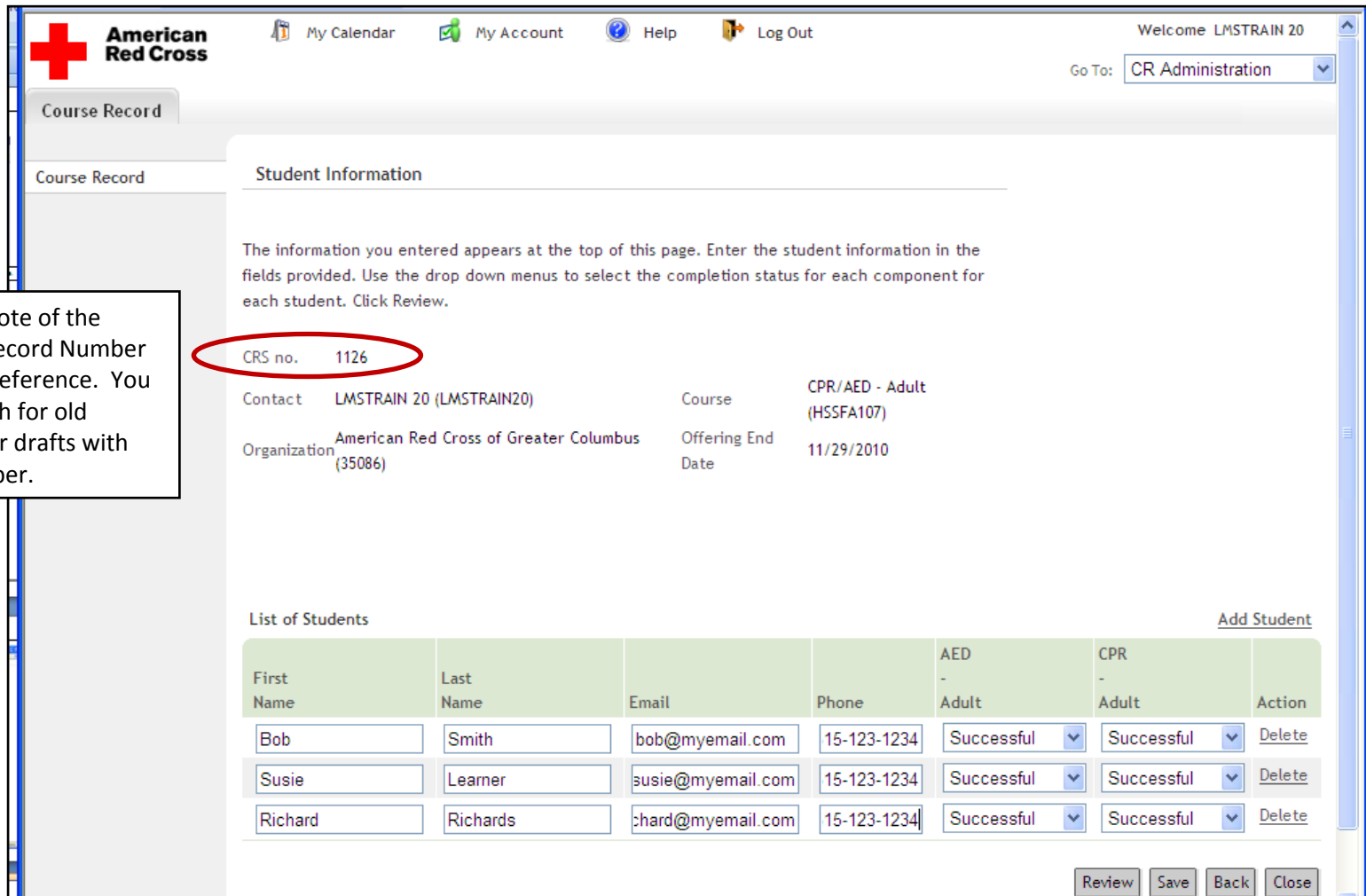
	Username	First Name	Last Name	Person No.
<input checked="" type="checkbox"/>	JANIS@MSN.COM	Janis	Steele	00001244

Buttons: Select and Close, Cancel.

## Add your student data...

- Type the student's first name, last name, email address and phone.
- Mark the student as Unsuccessful, Successful or not evaluated, for each component of the class.
- Click on Save, then Review and then Confirm.

Make a note of the Course Record Number for easy reference. You can search for old records or drafts with this number.



Course Record

Course Record

### Student Information

The information you entered appears at the top of this page. Enter the student information in the fields provided. Use the drop down menus to select the completion status for each component for each student. Click Review.

CRS no. 1126

Contact LMSTRAIN 20 (LMSTRAIN20) Course CPR/AED - Adult (HSSFA107)

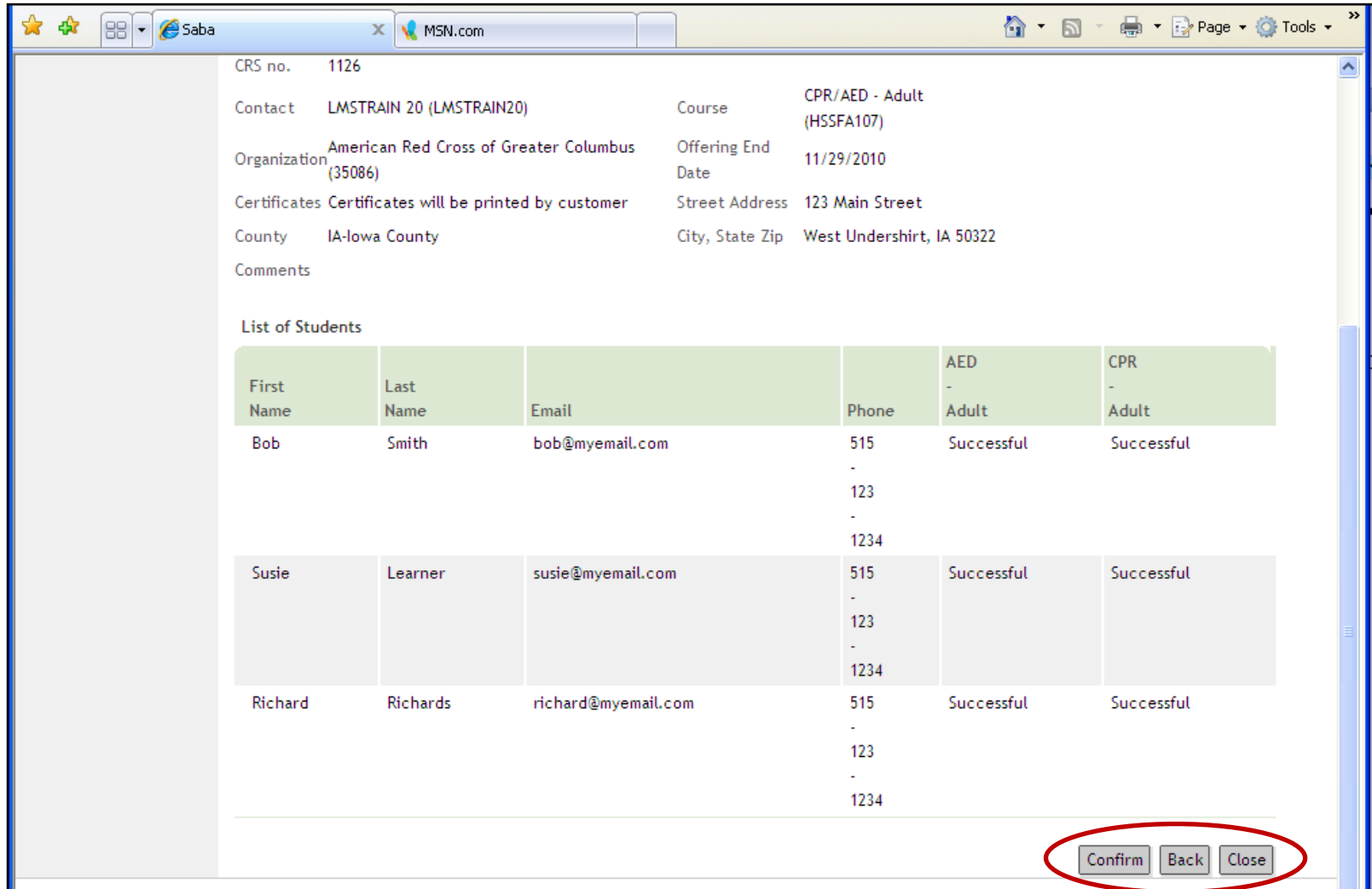
Organization American Red Cross of Greater Columbus (35086) Offering End Date 11/29/2010

### List of Students

First Name	Last Name	Email	Phone	AED - Adult	CPR - Adult	Action
Bob	Smith	bob@myemail.com	15-123-1234	Successful	Successful	Delete
Susie	Learner	susie@myemail.com	15-123-1234	Successful	Successful	Delete
Richard	Richards	chard@myemail.com	15-123-1234	Successful	Successful	Delete

Review Save Back Close

## Confirm your student data...



CRS no. 1126

Contact LMSTRAIN 20 (LMSTRAIN20) Course CPR/AED - Adult (HSSFA107)

Organization American Red Cross of Greater Columbus (35086) Offering End Date 11/29/2010

Certificates Certificates will be printed by customer Street Address 123 Main Street

County IA-Iowa County City, State Zip West Undershirt, IA 50322

Comments

List of Students

First Name	Last Name	Email	Phone	AED - Adult	CPR - Adult
Bob	Smith	bob@myemail.com	515-123-1234	Successful	Successful
Susie	Learner	susie@myemail.com	515-123-1234	Successful	Successful
Richard	Richards	richard@myemail.com	515-123-1234	Successful	Successful

Confirm Back Close

## Enter your payment detail...

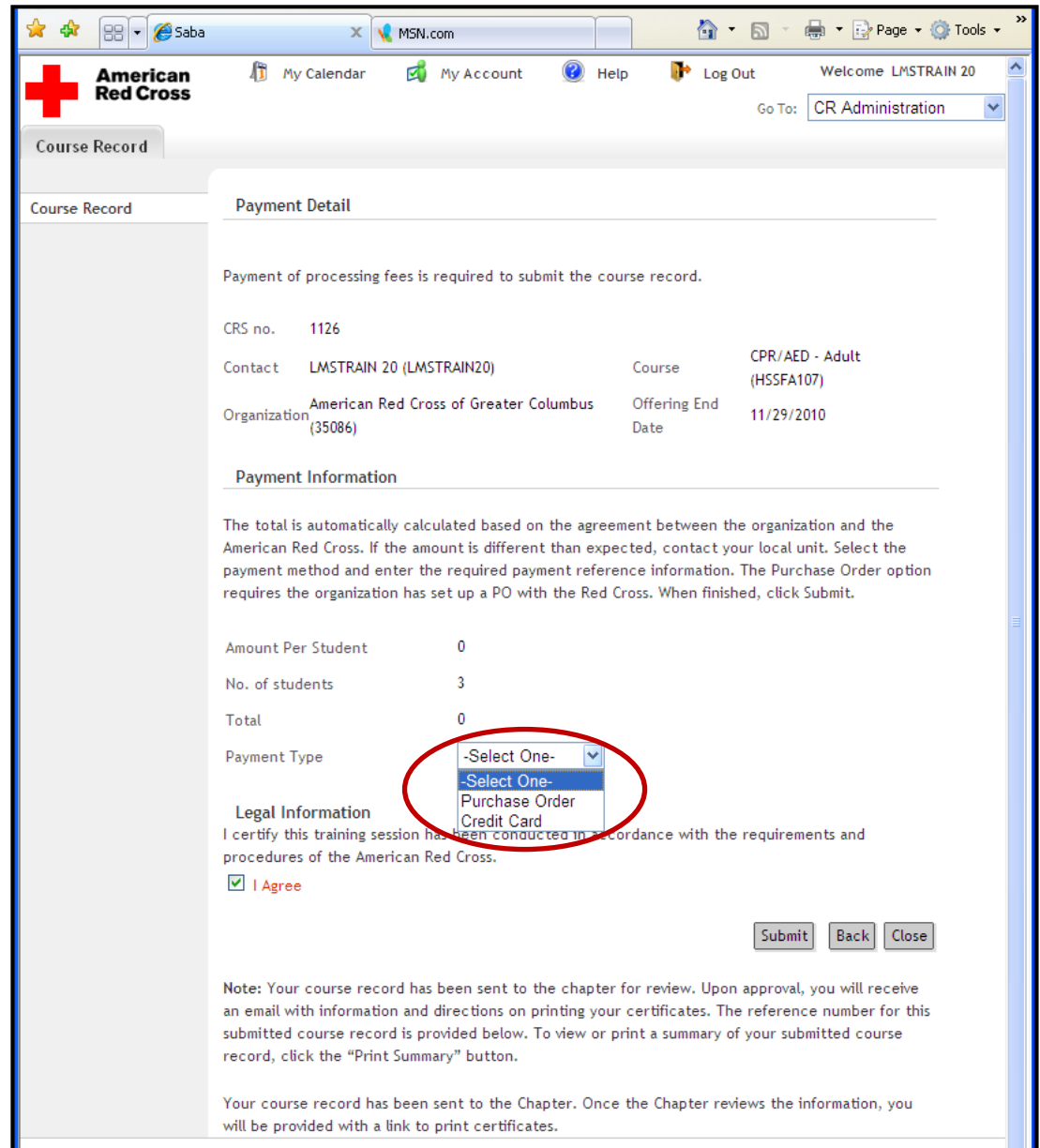
Using a credit / debit card is the easiest way to complete the transaction. *You also save time and money by avoiding handling an invoice and cutting a check.*

To receive an invoice, you must provide a **Purchase Order Number** for each and every class, prior to delivery. This number must be unique for each class.

Your local chapter can generate a PO number if need be.

Without a PO number in LMS for the class, your only payment choice will be "Credit Card".

When the payment detail is ready, click on "Submit".



The screenshot shows the 'Payment Detail' form in the LMS. The form includes the following sections:

- Payment Detail:** A message stating 'Payment of processing fees is required to submit the course record.'
- Course Information:**
  - CRS no.: 1126
  - Contact: LMSTRAIN 20 (LMSTRAIN20)
  - Organization: American Red Cross of Greater Columbus (35086)
  - Course: CPR/AED - Adult (HSSFA107)
  - Offering End Date: 11/29/2010
- Payment Information:**
  - Amount Per Student: 0
  - No. of students: 3
  - Total: 0
  - Payment Type: A dropdown menu with options: '-Select One-', '-Select One-', 'Purchase Order', and 'Credit Card'. The dropdown is circled in red.
- Legal Information:** A checkbox labeled 'I Agree' is checked.
- Buttons:** 'Submit', 'Back', and 'Close' buttons are located at the bottom right.
- Notes:** A note at the bottom states: 'Note: Your course record has been sent to the chapter for review. Upon approval, you will receive an email with information and directions on printing your certificates. The reference number for this submitted course record is provided below. To view or print a summary of your submitted course record, click the "Print Summary" button.'

### You have successfully submitted your course record!



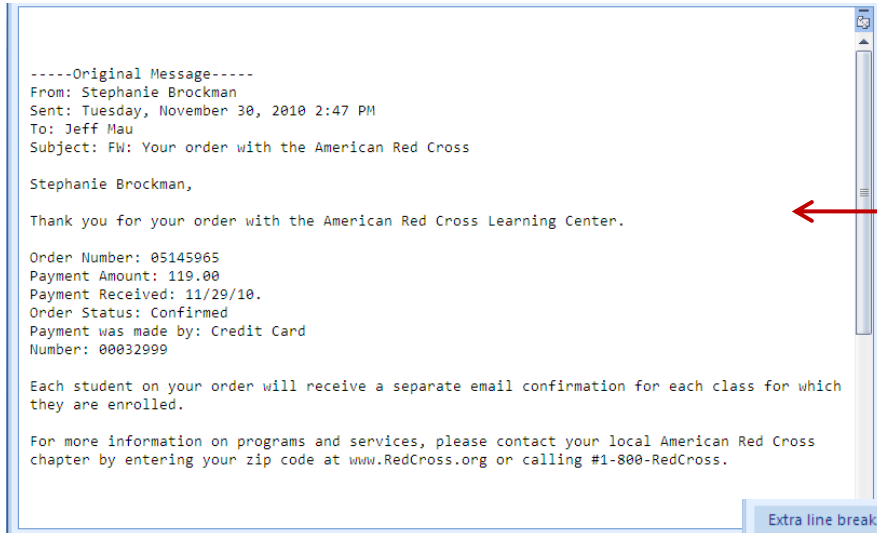
#### After a record is submitted...

Once submitted your course record will be electronically sent to American Red Cross Customer Service for approval.

If approved and with successful payment received, you will be able to print your certifications for distribution.  
*This process may take up to 48 hours.*

If denied, you will be instructed regarding the corrections that must be made in order to approve the submitted course record.

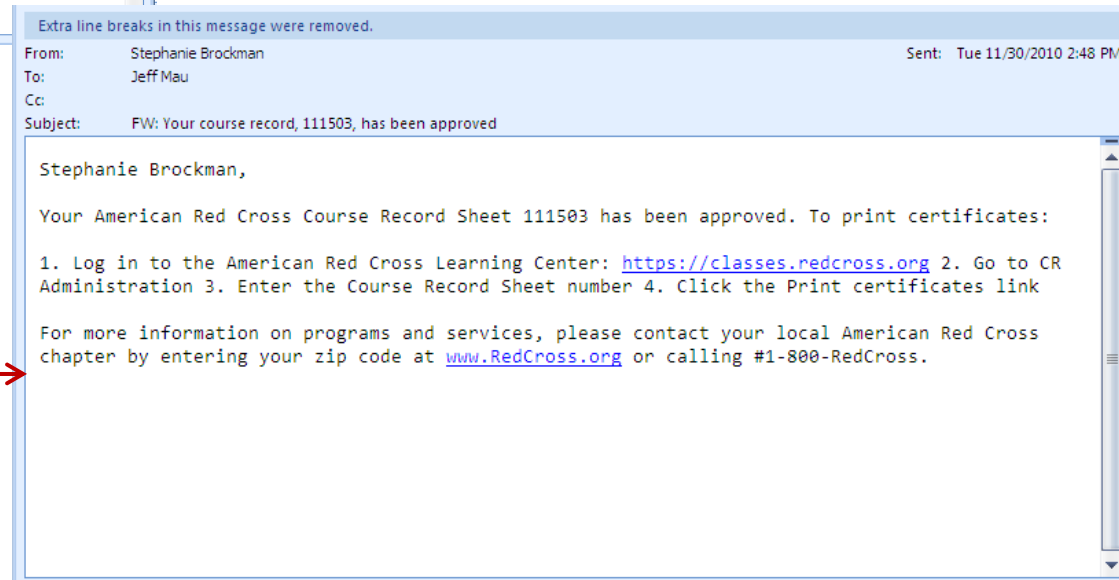
## Upon approval, you will receive the following emails...



This message confirms your order.



This message provides direction to print your certificates.



## To print the certificates follow the instructions provided in the emails.

1. Log in to the American Red Cross Learning Management System: <https://classes.redcross.org>
2. Go to CR Administration.
3. Enter the Course Record Sheet number or used the search tools.
4. Click the Print certificates link.

[New Course Record](#) | [Export](#) | [Modify Table](#)

Sheet No.	Organization	Course Code	End Date	Status	Actions
<a href="#">112097</a>	Mosaic - Des Moines	HSS5FA401	11/10/2010	Approved	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Print</a> <a href="#">Certificates</a>
<a href="#">112159</a>	Mosaic - Des Moines	HSS5FA401R	11/18/2010	Approved	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Print</a> <a href="#">Certificates</a>



## Print Certificates window...

You have the option of printing 8.5"x11" versions or wallet-sized certification cards.

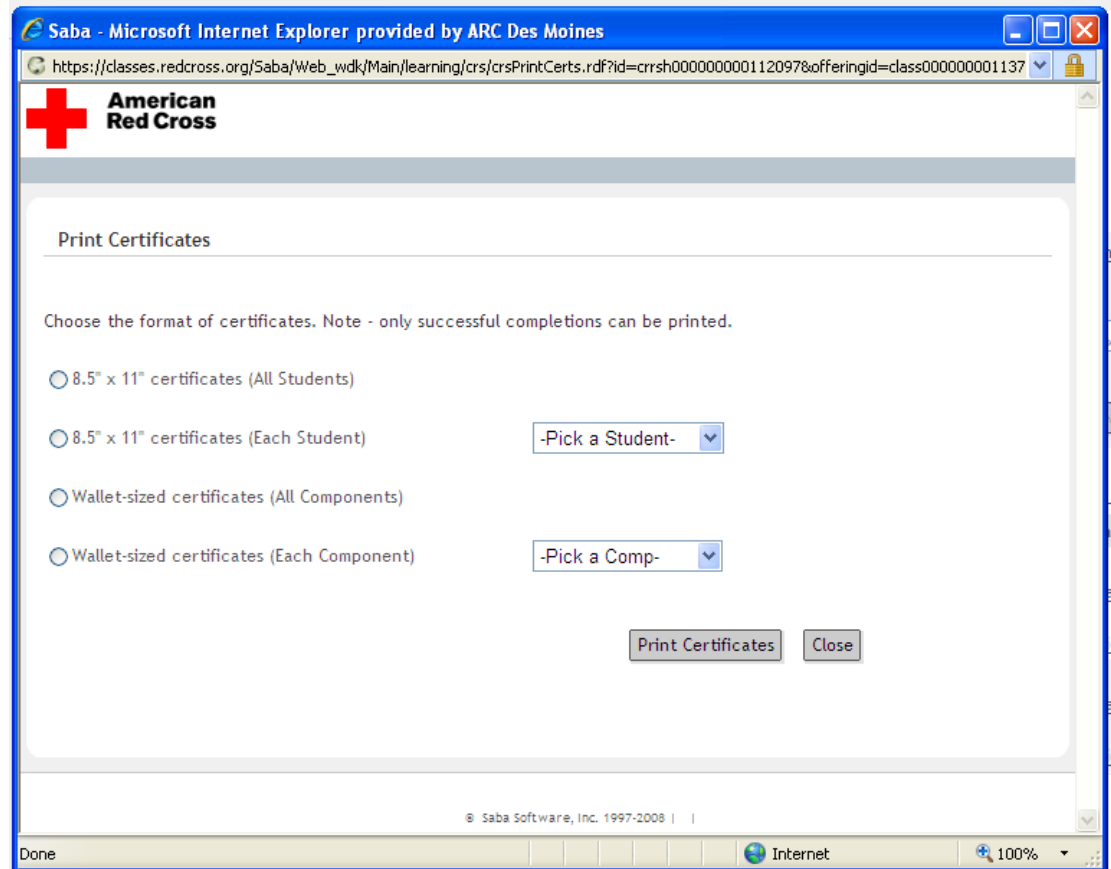
8.5"x 11" documents are just like printing a regular sheet.

Wallet-sized card stock can be purchased from your chapter in packs of 5000 cards.

If a student has lost their certificate, you can come back to this page and select the student to re-print the document.

You can also print by trained component.

**REMEMBER** – The record of merit is the electronic database, *not the piece of paper*. In the event that a student's credentials are in question, the American Red Cross will always defer to the LMS student records.



Saba - Microsoft Internet Explorer provided by ARC Des Moines

https://classes.redcross.org/Saba/Web\_wdk/Main/learning/crs/crsPrintCerts.rdf?id=crsh000000000112097&offeringid=class000000001137

**American Red Cross**

### Print Certificates

Choose the format of certificates. Note - only successful completions can be printed.

8.5" x 11" certificates (All Students)

8.5" x 11" certificates (Each Student)

Wallet-sized certificates (All Components)

Wallet-sized certificates (Each Component)

© Saba Software, Inc. 1997-2008 |

Done Internet 100%

## Printing Wallet-sized Certificates.

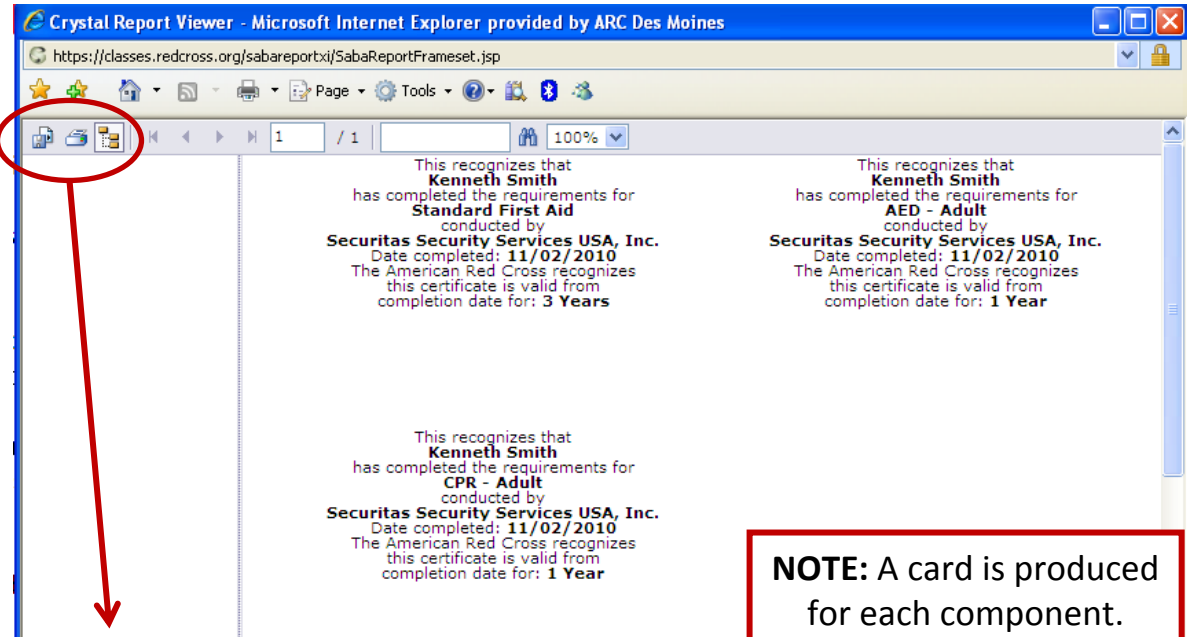
### PRINTING HELPFUL HINTS!

“Close the tree”. If you print from the Crystal Report Viewer, with the tree open, your data will not print correctly on the wallet-sized card stock.

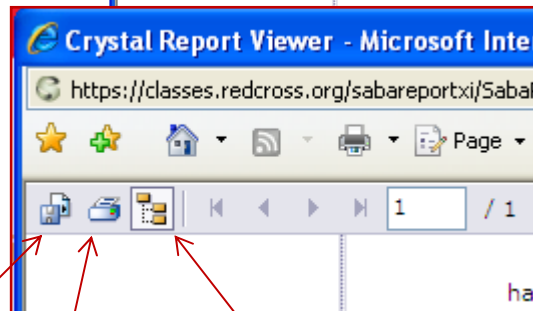
Always print from the Crystal Report Viewer print icon.

It has been found that exporting the data as a .pdf file allows for easier management and more successful printing.

You must use the card stock from your Red Cross to have the logos included. There is also info on the backs of the card to be manually completed.



**NOTE:** A card is produced for each component.



EXPORT    PRINT    CLOSE TREE

## Printing Certificates suitable for framing.

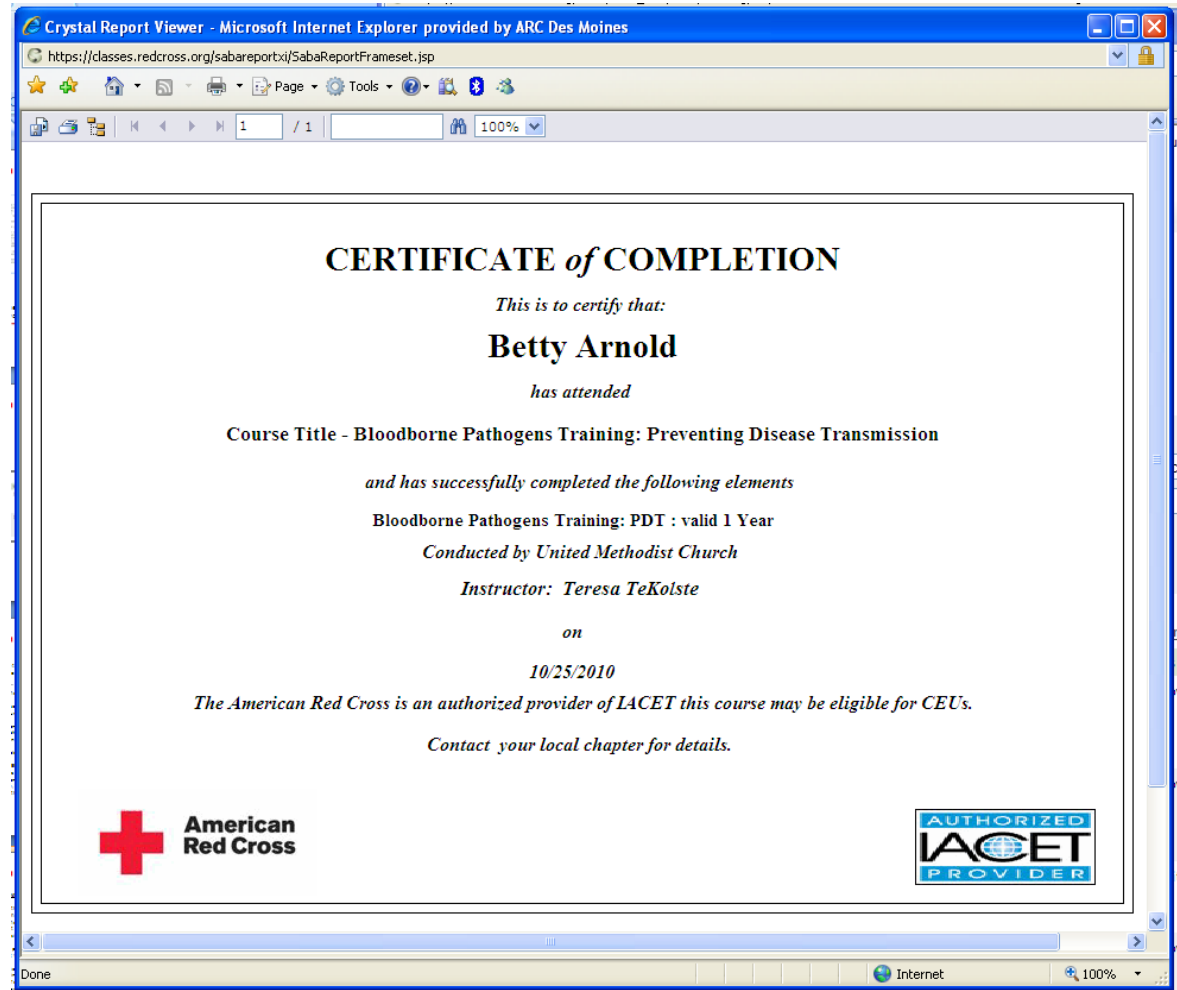
### PRINTING HELPFUL HINTS!

“Close the tree”. If you print from the Crystal Report Viewer, with the tree open, your data will not print correctly.

Always print from the Crystal Report Viewer print icon.

Exporting this document as a .pdf allows you the ability to send a soft copy to your student! Print management is known to be more successful as well.

8.5” x 11” documents will include all of the components that were taught and successful completed.





**You have successfully completed your course record entry and printed certificates as an American Red Cross Authorized Provider!**

