

myCHU HealthStream: Add Resuscitation Credential to Profile (Admin)

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Purpose

These directions are for manually entering resuscitation credential information into myCHU HealthStream when resuscitation has been completed outside of Catholic Health.

Students can enter their resuscitation credential information into their student profile. The student or the admin (with myCHU Administrator rights) can attach the document.

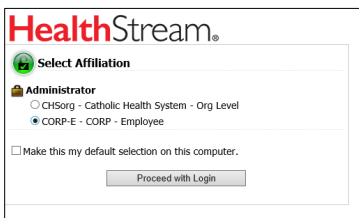
NOTE: If someone has successfully completed the American Red Cross Resuscitation course within myCHU, their credential expiration date will automatically be updated in HealthStream.

Admin Login

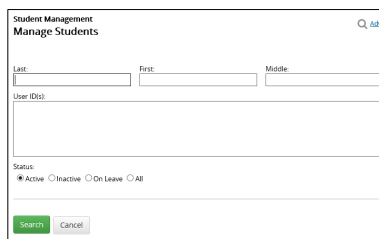
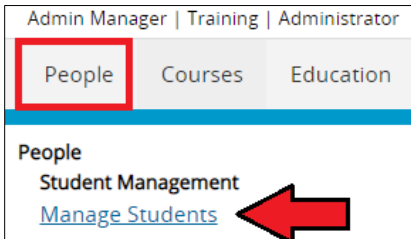
Admin (with myCHU Administrator rights)

NOTE: Admins can enter resuscitation credential information for students and attach documents.

Login to Administrator account.

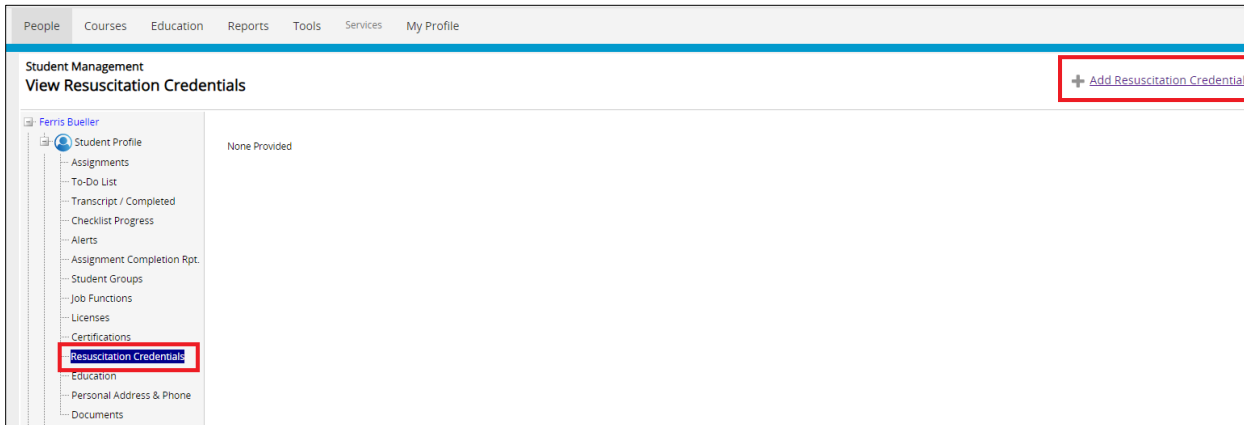


Search for the student.



Add Resuscitation Credentials

Click Resuscitation Credentials under the student's name then click Add Resuscitation Credential.



Enter the pertinent information in the Resuscitation Credential form.

Click Choose File and browse to upload a copy of the certification.

Select Verified box.

Click Save.

The screenshot shows the 'Add Resuscitation Credential' form for Ferris Bueller. The form fields are highlighted with a red box. The fields include: Organization (American Heart Association (AHA)), Credential (BLS - Basic Life Support), Country (United States), Credential Period (2 Years), System Managed (Yes), Resuscitation Credential Number, Issue Date (1/25/2023), Expiration Date (1/31/2025), Credential Image (Choose File), Verified (checked), and Verified Date (1/25/2023). The 'Save' button is visible at the bottom left, and the 'Delete' button is visible at the bottom right.

Resuscitation Credential saved successfully will display on top.

The screenshot shows the 'Edit Resuscitation Credential' page for Ferris Bueller. A green success message at the top reads 'Resuscitation Credential saved successfully.' The form fields are visible below the message, including Organization (American Heart Association (AHA)), Credential (BLS - Basic Life Support), Country (United States), Credential Period (2 Years), System Managed (Yes), Resuscitation Credential Number, Issue Date (1/25/2023), Expiration Date (1/31/2025), Credential Image (Choose File), Verified (checked), and Verified Date (1/25/2023).

To view the credential, click Resuscitation Credentials under the student's name.

Student Management
View Resuscitation Credentials

+ Add Resuscitation Credential 🔍 New Search ⬅️ Return to Search Results

Ferris Bueller

- Student Profile
- Assignments
- To-Do List
- Transcript / Completed
- Checklist Progress
- Alerts
- Assignment Completion Rpt.
- Student Groups
- Job Functions
- Licenses
- Certifications
- Resuscitation Credentials**
- Education
- Personal Address & Phone
- Documents

Resuscitation Credential	State/Province	Country	Resuscitation Credential Number	System Managed	Expiration Date	Last Updated By	Verified	Verified By	Card Image	
BLS - Basic Life Support	American Heart Association (AHA)	Not Provided	United States	Not Provided	Yes	Jan 31 2025	Admin Manager	<input checked="" type="checkbox"/>	Admin Manager	Update View

Last updated: 01/26/2023 12:17 PM by Admin Manager

Edit Resuscitation Credentials

Click Resuscitation Credentials under the student's name then click the credential listed under Resuscitation Credential or Upload (if an image was not previously attached).

Student Management
View Resuscitation Credentials

+ Add Resuscitation Credential 🔍 New Search ⬅️ Return to Search Results

Ferris Bueller

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Resuscitation Credential	State/Province	Country	Resuscitation Credential Number	System Managed	Expiration Date	Last Updated By	Verified	Verified By	Card Image	
BLS - Basic Life Support	American Heart Association (AHA)	Not Provided	United States	Not Provided	Yes	Jan 31 2025	Admin Manager	<input checked="" type="checkbox"/>	Admin Manager	Upload

Last updated: 01/26/2023 12:31 PM by Admin Manager

Upload an image

To upload an image, scroll down. Enter a comment.

Click Choose File. Browse for the file, verify it is attached, and click Save.

Comments:
BLS 2023 image added.

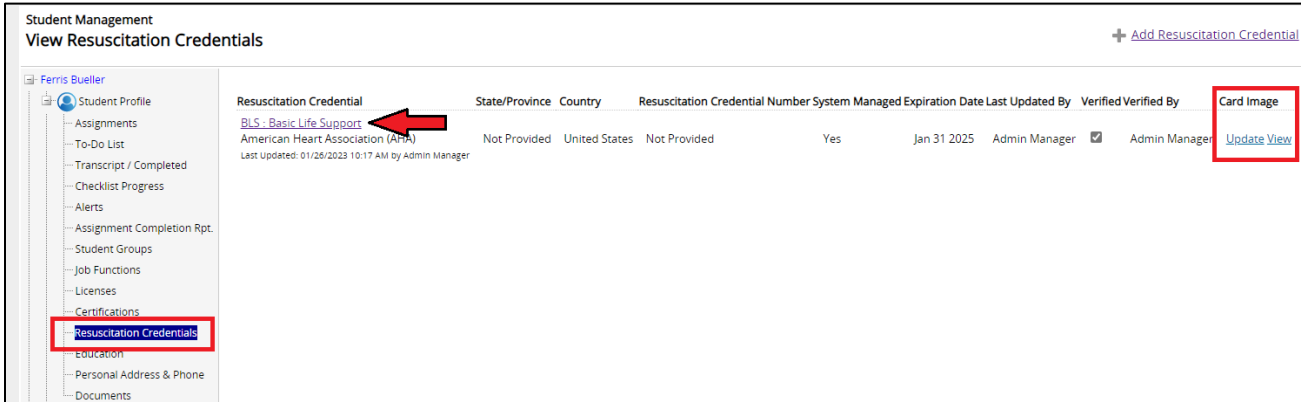
Credential Image:
[Choose File](#)

Add Document.PNG

Verified: Admin Manager
Verified Date: 1/26/2023

[Save](#) [Cancel](#)

If you have previously attached a credential image you will see the option to View the image or Update the certification information. Click if you want to view the image. Click Update to modify the information.



Update Credential Information

When updating information, verify that you are viewing the correct Resuscitation Credential.

Review the information for Organization, Credential, and Country.

Update the Issue and Expiration Date (do NOT select Overwrite Existing Expiration Date. This will erase previous history. NOT selecting this will still update the Expiration Date).

Enter in Comments. Choose File and browse to attach the file.

Select Verified box. Click Save.

Resuscitation Credential saved successfully will display on top.

If you receive an error that you need to enter Comments, you will need to do that AND re-attach the file since it will have been removed.

If an associate has an expired certification that is no longer needed for their job, you can click Delete to remove.

NOTE: This will remove all historical records of this certification. Use Delete sparingly and make sure you have downloaded/saved a copy of the certification for record-keeping purposes.