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.

Admin Mana	Student Management Manage Students		
People	Courses	Education	Last: User ID(s):
People Student M <u>Manage S</u>	lanagement Students	-	Satus: * Active On Let Seaton Cance

Student Management Manage Students			Q Adva
Last: User ID(s):	First:	Middle:	
Status: @Active Olnactive OOn Leave O	All		
Search Cancel			

Add Resuscitation Credentials

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

People Courses Education	Reports Tools Services My Profile	
Student Management View Resuscitation Crede	entials	+ Add Resuscitation Credential
	None Provided	

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.

Student Management Add Resuscitation Creder	ntial		Keturn To Resuscitation Credentials	Q New Search	Return to Search Results
Ferris Bueller Student Profile Assignments - To-Do Uix - Transcript / Completed - Checklist Progress - Alerts - Assignment Completion Rpt. - Student Groups - Job Functions - Usenses - Certifications - Beducation Credentative - Education - Personal Address & Phone - Documents	Resuscitation Credential Organization:* American Heart Association (AHA) Credential:* [BLS-Basic Life Support Country:* United States Credential Period: 2 Years System Managed:* Verso No Resuscitation Credential Number Super Sono Resuscitation Credential Number Super Sono Resuscitation Credential Number Super Sono Resuscitation Credential Number Credential Number Credential Inage: Choose File Addhesuscit_IStudent pdf Verified Date: 1/25/2023	Requi ed Fields are marked with a *.			
	Save Cancel			Dele	ete

Resuscitation Credential saved successfully will display on top.

Student Management Edit Resuscitation Crede	ntial		View History	Q New Search	Return to Search Results	Return To Resuscitation Credentials
Ferris Bueller	Resuscitation Credential saved successfully.					
- Assignments - To-Do List	Resuscitation Credential	Required F	ields are marked with a	ŧ.		
- Transcript / Completed	Organization:*					
Checklist Progress	American Heart Association (AHA)	~				
- Alerts - Assignment Completion Rpt. - Student Groups	Credential:* BLS - Basic Life Support	~				
- Job Functions	Country:*					
Licenses	United States 👻					
Certifications Resuscitation Credentials	Credential Period: 2 Years					
Education Personal Address & Phone Documents	System Managed: ∗ ®Yes ○No					
	Resuscitation Credential Number					

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



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 Creder	ntials						🕂 Add Resuscitat	on Credential	Q New Search	Keturn to Search Result
- Ferris Bueller - Student Profile	Resuscitation Credential	State/Province Country	Resuscitation Credential Numb	ber System Manag	ed Expiration Date	Last Updated By	Verified Verified By	Card Image		
Asignments To-Do List Transcript / Completed Checklist Progress Alerts Akerts Akerts Akerts Lident Groups Job Functions Ucentes Certifications Education Education Education	BLS: Basic Life Support American Hear Association (AHA) List updated: 01/26/2023 12:31 PM 6y Admin Manager	Not Provided United States	Not Provided	Yes	Jan 31 2025	Admin Manager	Admin Manager	Upload		

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:	٦
BLS 2023 image added.	
<i>li</i>	
Credential Image:	
Choose File	
AddDocument 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.

Student Management View Resuscitation Crede	ntials								Add Resuscitat	tion Credential
Ferris Bueller	Resuscitation Credential	State/Province	Country	Resuscitation Cred	ential Number System Manage	d Expiration Date	Last Updated By	Verified	d Verified By	Card Image
Assignments To-Do List Transcript / Completed Checklist Progress Alerts Assignment Completion Rpt. Student Groups Job Functions Licenses Certifications Resuscitation Credentials eutration Personal Address & Phone Documents	BLS : Basic Life Support American Heart Association (ArA) Lest Updated: 01/26/2023 10:17 AM by Admin Manager	Not Provided	United States	Not Provided	Yes	Jan 31 2025	Admin Manager	Y	Admin Manager	<u>Update View</u>

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.

🖶 Ferris Rueller		
. Student Profile	Resuscitation Credential	Requi <mark>r</mark> ed Fields are marked with a x .
- Assignments	Organization:*	
- To-Do List	American Heart Association (AHA)	
Transcript / Completed	Credential:*	
- Checklist Progress	BLS - Basic Life Support	
Alerts	Country:	
- Assignment Completion Rpt.	United States	
- Student Groups		
Licenses	2 Vears	
Certifications	Custom Managed	
Resuscitation Credentials	® Yas ⊖ No	
Education	Resuscitation Cradential Number	
Personal Address & Phone		
- Documents		
	Issue Date:	
	1/23/2023	
	Expiration Date:*	
	1/31/2025 Overwrite Existing Expiration Date?	
	Checking this box will cause all existing history	
	to be overwritten	
	Comments:	
	Chever File No file shares	
	CHOOSE LINE INC HIE CHOSED	
	Verified: 🖾 Admin Manager	
	Verified Date: 1/26/2023	
	Save Cancel	Delete

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.