

Creating a Profile on the Red Cross Website and Accessing your First Aid/CPR Certificate

Once you have successfully completed the **First Aid/CPR** course, your **Community Living Essex County e-mail address** will be submitted to Red Cross by Human Resources.

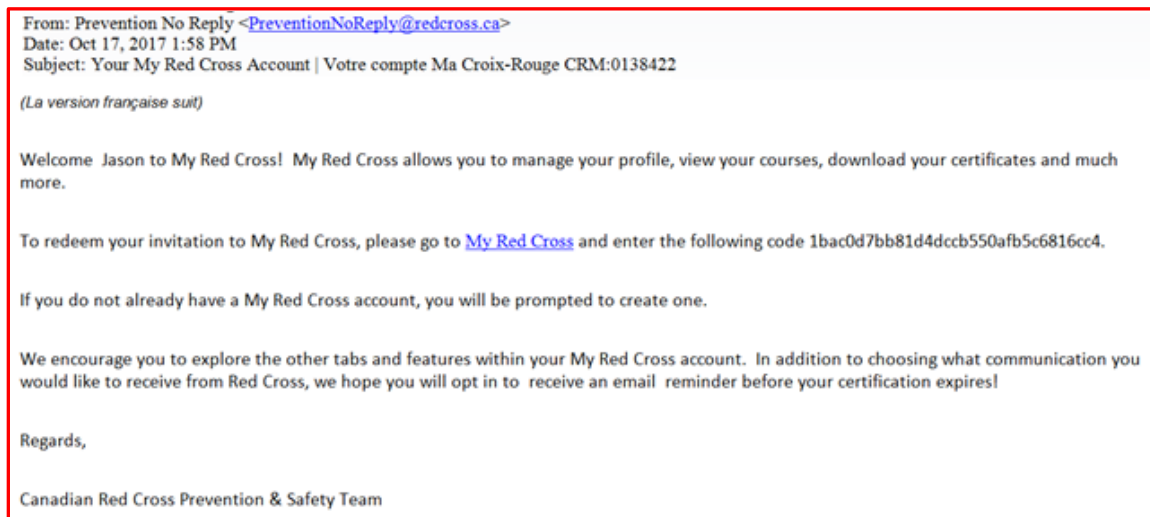
****PLEASE NOTE:**

You will only ever have to create ONE profile, so the *next* time you take a Red Cross First Aid Course with the Agency, your certificate will appear under *this* profile using your CLEC E-Mail Address.

In order to redeem your invitation from Red Cross to create a profile, follow these steps:

1. Check your Community Living Essex County e-mail. One or two days after the course, you will receive an e-mail **From: Prevention No Reply** with the **Subject: Your Red Cross Account**

This e-mail will welcome you to Red Cross, and prompt you to **create a profile** on the Red Cross Website. See below for a screenshot of what the e-mail looks like.



2. Click on the **“My Red Cross”** hyperlink in the e-mail.

To redeem your invitation to My Red Cross, please go to [My Red Cross](#) and enter the following code 1bac0d7bb81d4dcc550afb5c6816cc4.

3. Your **Invitation Code** will automatically appear in the box below, if you clicked on the Hyperlink from the e-mail. Click **Validate and Register**.

The screenshot shows the Canadian Red Cross website registration page. At the top left is the Canadian Red Cross logo. Below it is a search bar. A blue banner says "Stay connected with the Canadian Red Cross" with social media icons for Twitter, Facebook, and Instagram. The main section is titled "Sign up with an invitation code". There is a text input field for the "Invitation Code" containing the code "1bac0d7bb81d4dcc550afb5c6816cc4". Below the input field is a checkbox labeled "I have an existing account". A red button labeled "VALIDATE AND REGISTER" is positioned to the right of the input field. At the bottom of the page, there is a footer with the text "All content copyright © 1999 - 2017 Canadian Red Cross. All rights reserved." and links for "Privacy Policy" and "Contact Us".

4. Confirm that you are registering using your Community Living Essex County account (external account) by clicking on **Sign In/Register**.

Canadian Red Cross

Stay connected with the Canadian Red Cross

Sign In Register Redeem Invitation

Redeeming code: 1bac0d7bb81d4dccb550afb5c6816cc4

Register using an external account

SIGN IN / REGISTER STAFF SIGN IN

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5. You will be brought to this screen. From here, you will need to click on **“Don’t have an account? Sign up now.”**

Sign in with your social account

Microsoft Google

Facebook LinkedIn

OR

Sign in with your existing account

Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

6. Enter your **Community Living Essex County** e-mail address in **E-Mail Address** box. Click **Send Verification Code**.

Canadian Red Cross

Email Address

amastronardi@communitylivingessex.org

Send verification code

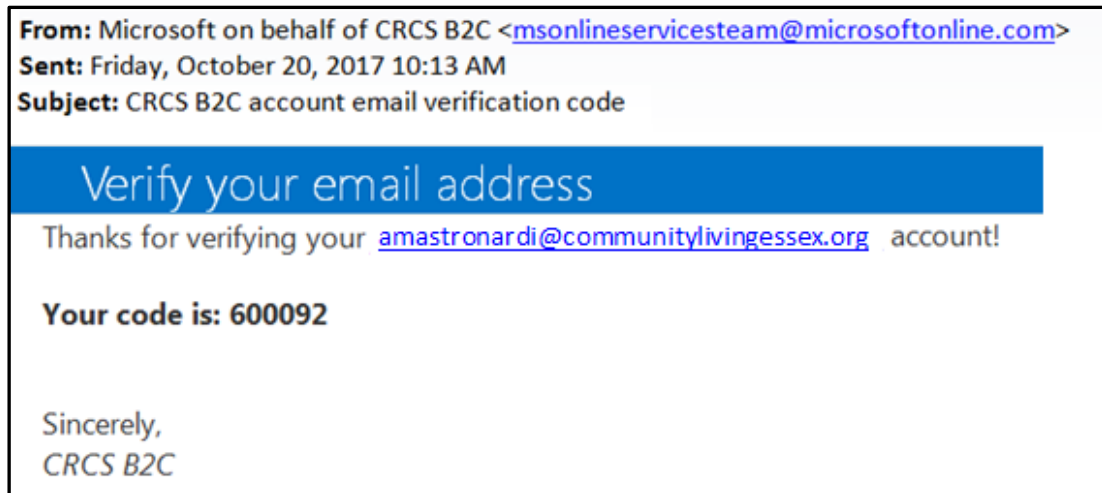
New Password

Confirm New Password

Create Cancel

- You will receive a **Verification Code** by E-Mail. Check your **Community Living Essex County e-mail** for an e-mail **From: Microsoft on behalf of CRCS B2C** with the **Subject: CRCS B2C Account Email Verification Code**

See below for a screenshot of what the e-mail looks like:



- All Verification Codes are different.** Be sure to enter the **Verification Code** that you received by e-mail in the box below and click, **Verify Code**.

The screenshot shows a form for account verification. On the left is the Canadian Red Cross logo. The form fields are:

- Email Address:** amastronardi@communitylivingessex.org
- Verification code:** 600092
- Buttons:** Verify code (highlighted with a red arrow), Send new code
- New Password:** (empty)
- Confirm New Password:** (empty)
- Buttons:** Create, Cancel

- Choose a password and enter it in the **New Password** box. Enter your password again in the **Confirm New Password** box. Click **Create**.

The screenshot shows the same form as above, but with the password fields filled and the 'Create' button highlighted:

- Email Address:** amastronardi@communitylivingessex.org
- Buttons:** Change e-mail
- New Password:** (filled with dots, highlighted with a red arrow)
- Confirm New Password:** (filled with dots, highlighted with a red arrow)
- Buttons:** Create (highlighted with a red arrow), Cancel

10. You are now ready to enter your profile information. Once completed, click **Update**.



Search

MY PROFILE

Stay connected with the Canadian Red Cross



[Home](#) / [My Profile](#)

My Profile



Amanda Mastronardi

Please provide some information about yourself.

You must complete your profile before using the features of this website.

Profile

Security

Change account information

Your info

Title

Mrs.

First Name *

Amanda

Middle Initial

Last Name *

Mastronardi

Date of Birth *

1986-03-09

Language *

English

Phone/Email

Main Phone

(519) 776-6483

E-mail *

amastronardi@communitylivingessex.org

Mobile Phone

Business Phone

Address

Street 1 *

372 Talbot Street

Street 2

City *

Essex

Province *

ON

Postal Code *

N8M 2W4

Share my Information?

Share My Certificate Information

Do Not Allow

How may we contact you via Email? Select all that apply.

Certification Expiry Reminder

Volunteer Opportunities

General Red Cross Communication

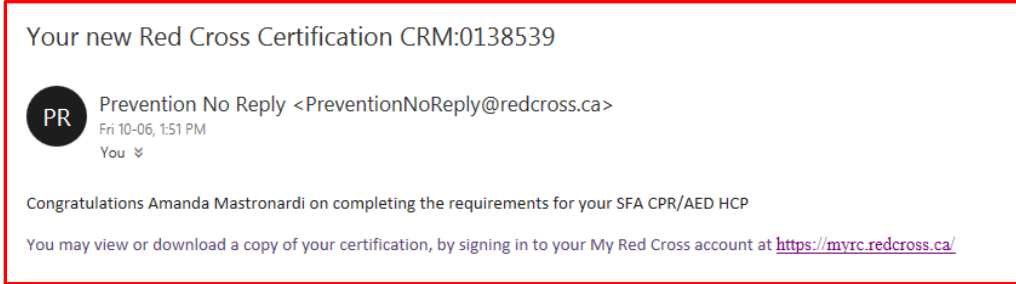
Program News & Bulletins

UPDATE

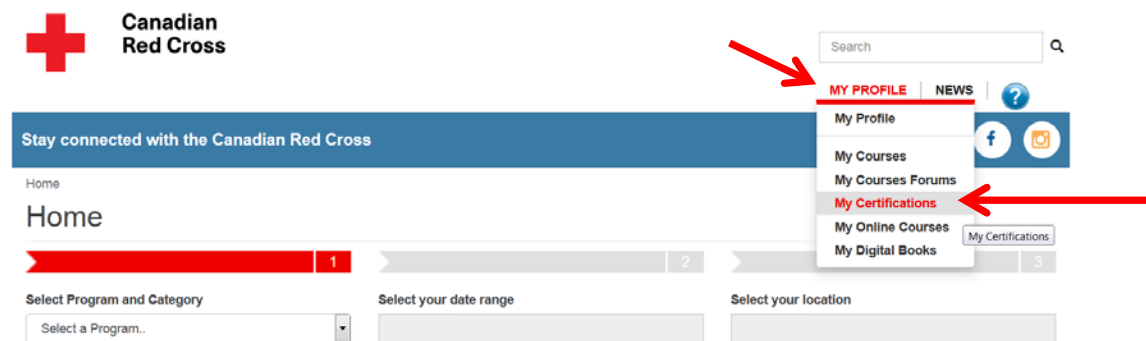


- A day or two later, Red Cross will e-mail you and let you know your certificate is ready to print. The e-mail will come **From: Prevention No Reply**, with the **Subject: Your New Red Cross Certification**.

Below is a screenshot of the e-mail.



- Log on to your Red Cross profile to access your certificate at <https://myrc.redcross.ca/>
- Click on **My Profile**, and from the drop down list, choose **My Certifications**.



- Click on **your name**. A **“View Details”** window will pop up.

My Certifications

Participant ↑	Certification Number	Certificate ↑	Date Issued	Date Expires	Status
Amanda Mastronardi	100000271	Standard First Aid CPR/AED-HCP	2017-10-06	2020-10-02	Valid

View Details

General

Certification Number *
100000271

Date Issued *
2017-10-06

Date Expires *
2020-10-02

Participant *
Amanda Mastronardi

Certificate *
Standard First Aid CPR/AED-HCP

Status *
Valid

Certificates

Name ↑	Modified
100000271_wall.pdf (196 KB)	14 days ago
100000271_wallet.pdf (114 KB)	14 days ago

- At the bottom of the **“View Details”** pop-up window, you will see two **PDF Documents**. One is a **wall certificate**, and the other is a **wallet certificate**.

- Click on the **wall certificate**, print it and send to Amanda Mastronardi, Human Resources via Inter-Office envelope. Alternatively, you can save the wall certificate PDF and e-mail it to amastronardi@communitylivingessex.org. Be sure to print off a copy of the wallet card to keep in your wallet.

