

Hello Instructors,

As many of you know we have changed our operating data base to a new learning management system called SABA.

Your current instructor numbers will remain the same no matter where you teach your courses.

Here is a “Snap Shot” of how to access your transcripts. **Please read all directions first.**

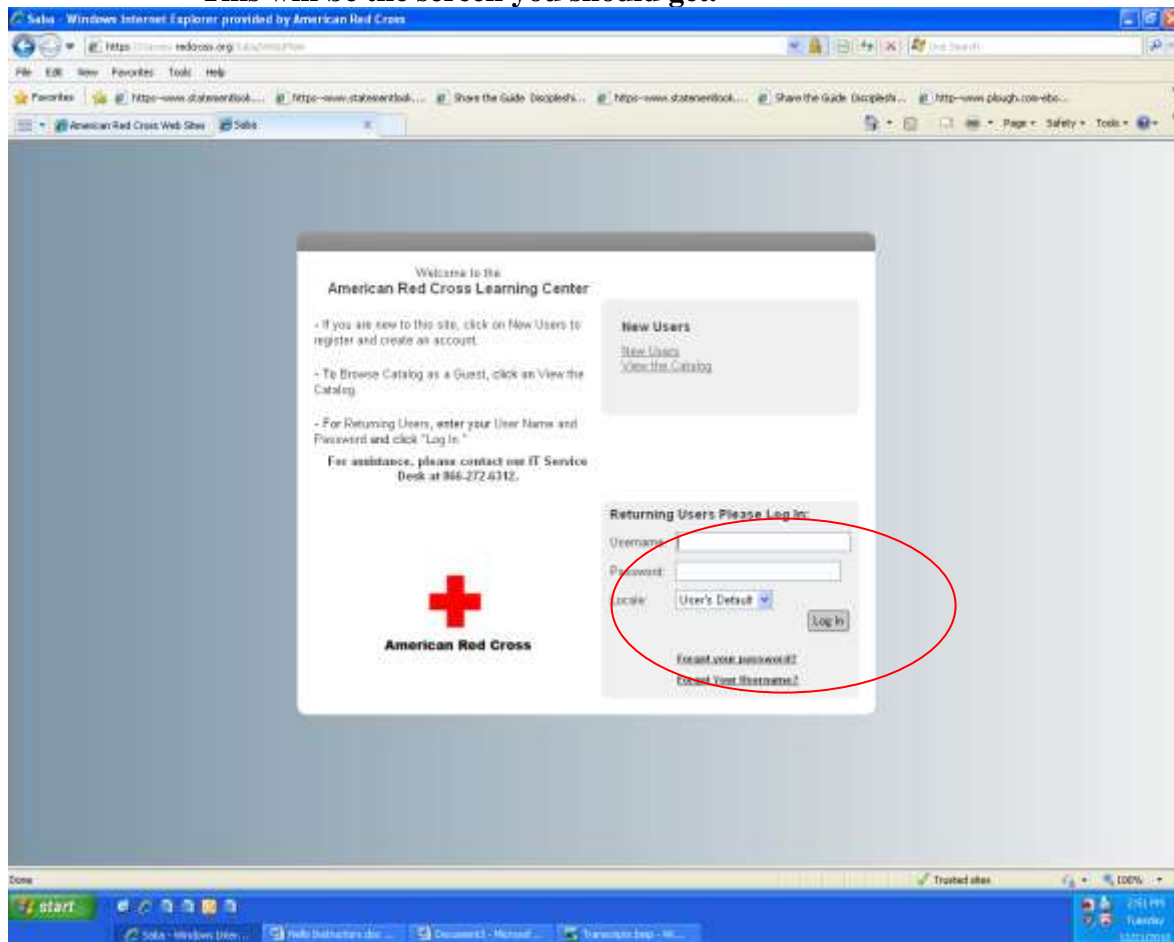
1. Log into SABA.

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

Choose the **Returning Users Please Log In.**

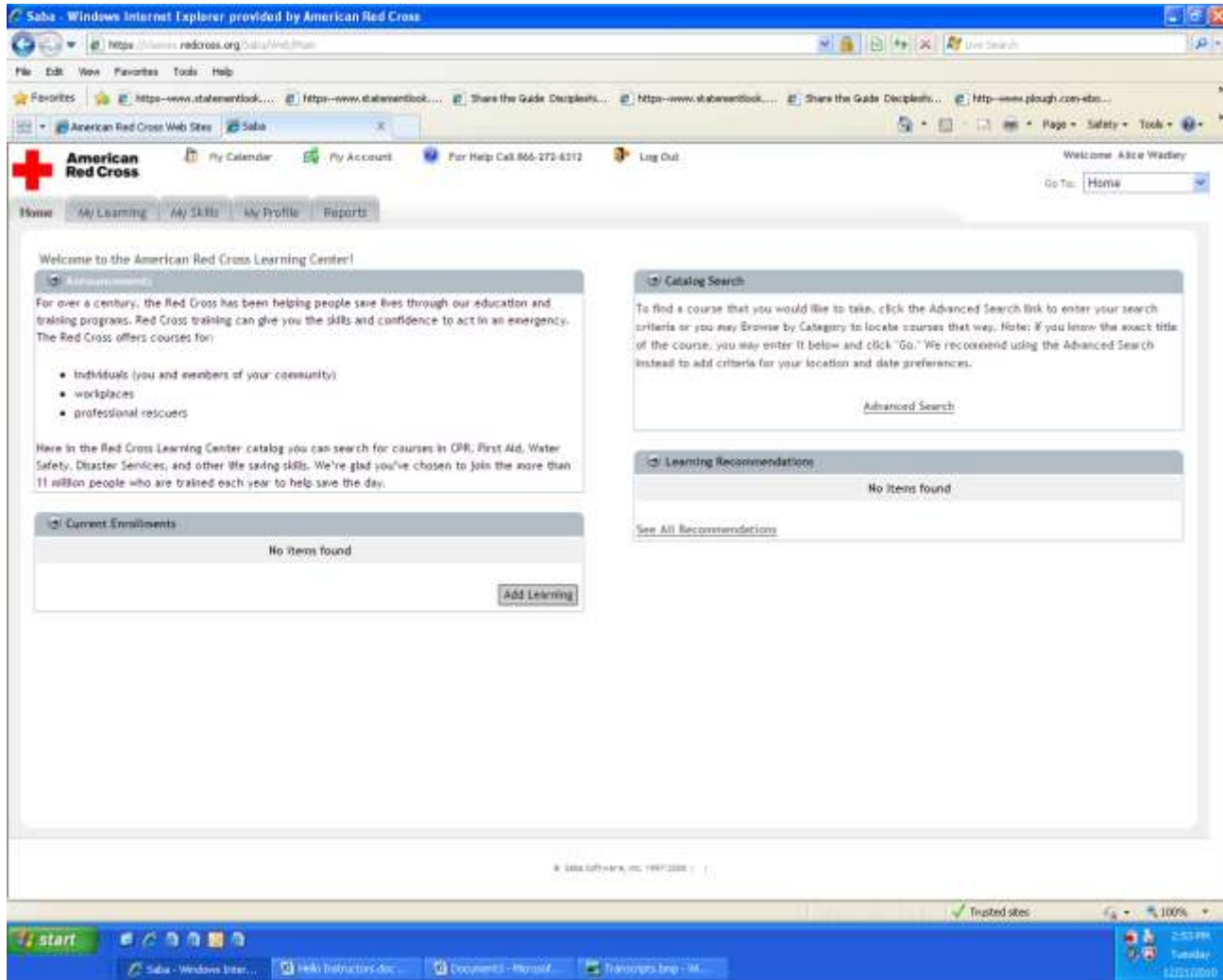
DO NOT CREATE A NEW USER!!!!!!!!!!!!!! You must have your current Instructor Number. By creating a new user you will lose all your current information and certifications.

This will be the screen you should get.



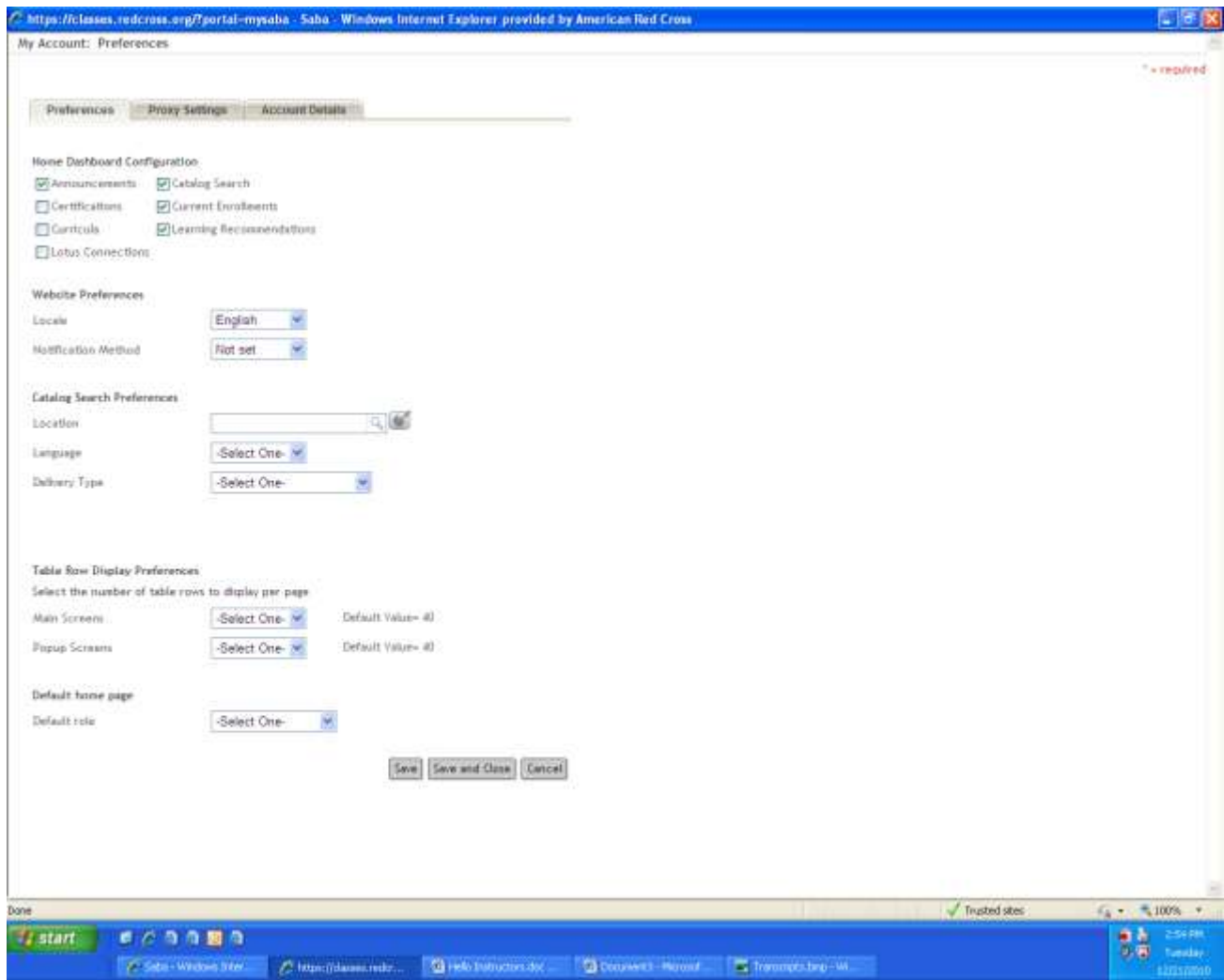
Enter your Instructor Number for your “User Name” and use the password “Welcome1”

Your next screen will look like this:



Please check the upper right hand corner for the Welcome.... Your Name should appear.

The next step is to find, at the top of the page “My Account” Click on this and the next page will look like this.



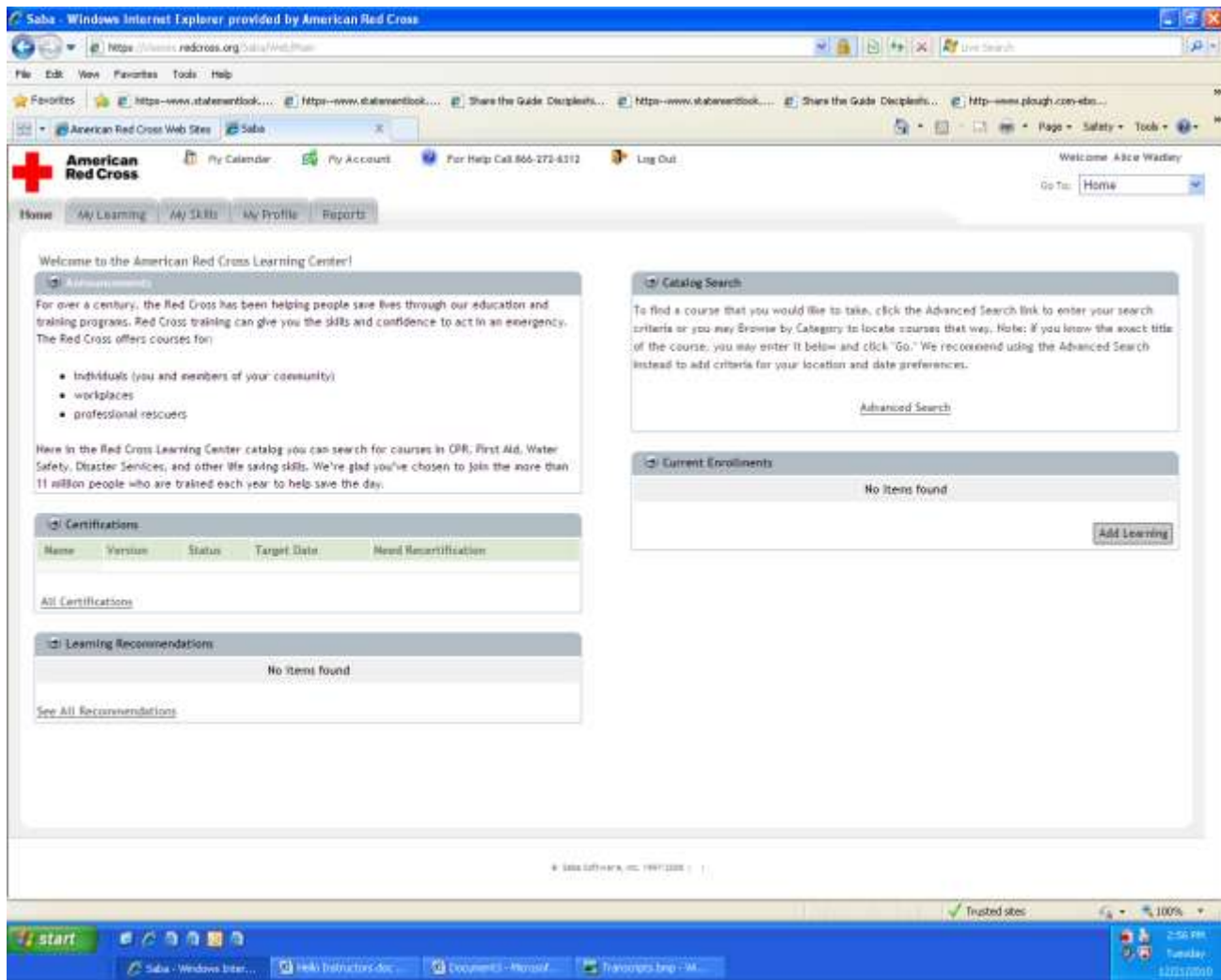
Check the box that said “Certifications” Then “Save and Close”

Under the “account details” tab, you change your password.

To change your username, click the “my profile” tab. Then click “edit profile snapshot”. Here you can change your personal information and your username. Please use your e-mail address as your username and a unique password (*must contain 1 capital letter, 1 number and at least 7 characters in total*)

Write down your username and password.

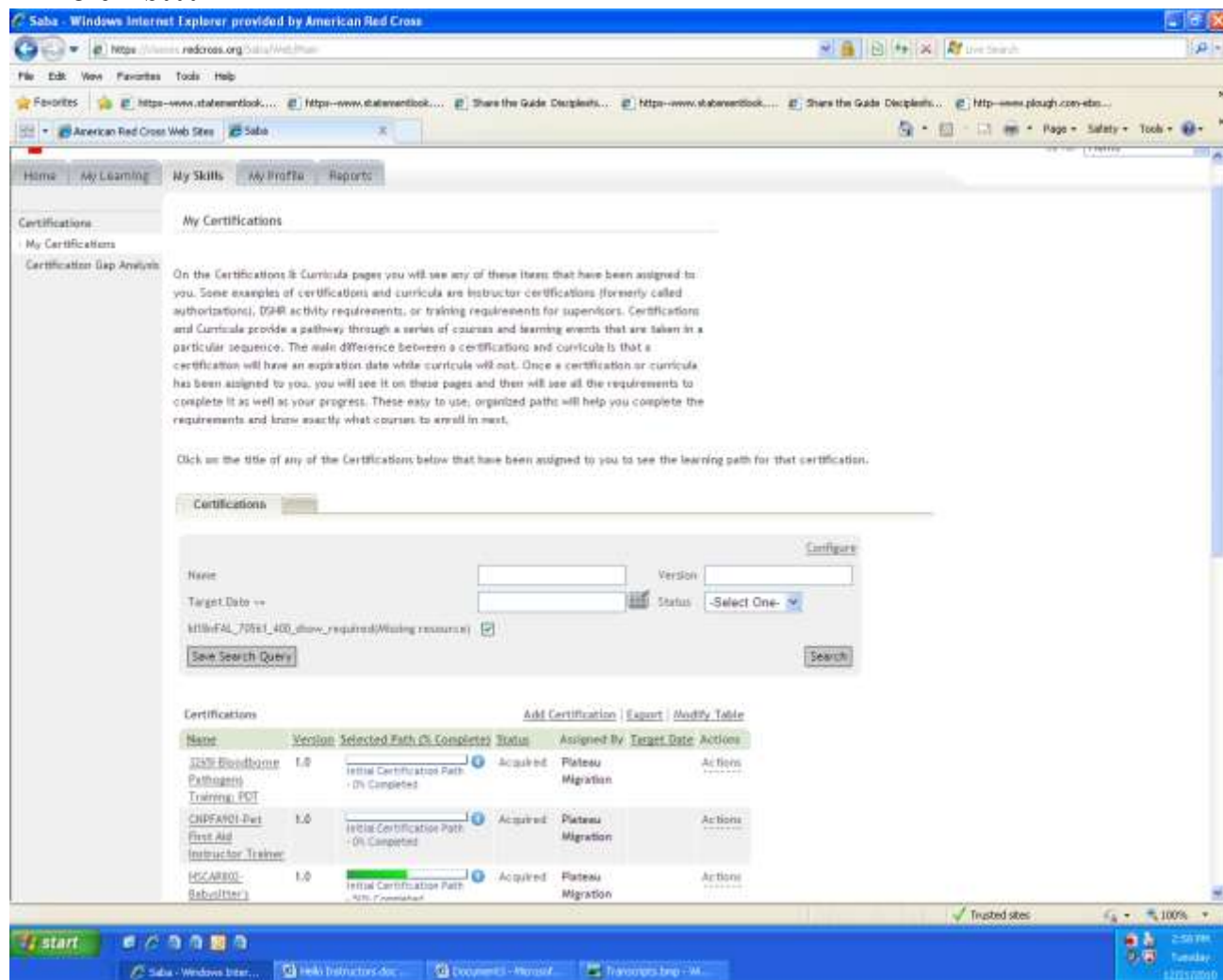
Your screen will now look like this: You will see a box named “Certification”



Click on the heading called “All Certifications”

And a screen like this will appear, listing all your instructor certifications. To see if your certifications are active look under the heading “Status,” This will state “Acquired.”

Like this...



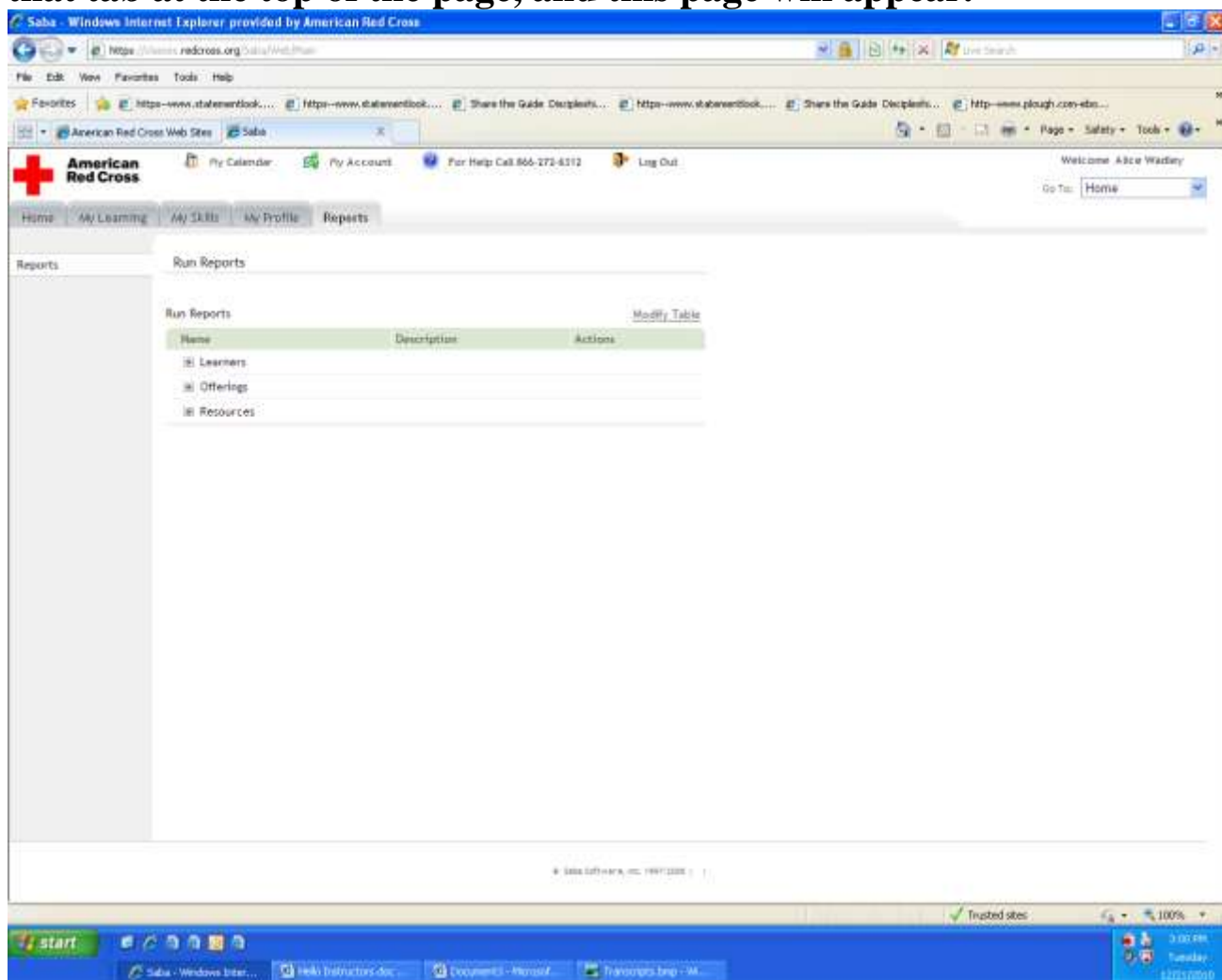
Take a minute to click through the various tabs & menus to see all the features available to you in Saba.

Notes:

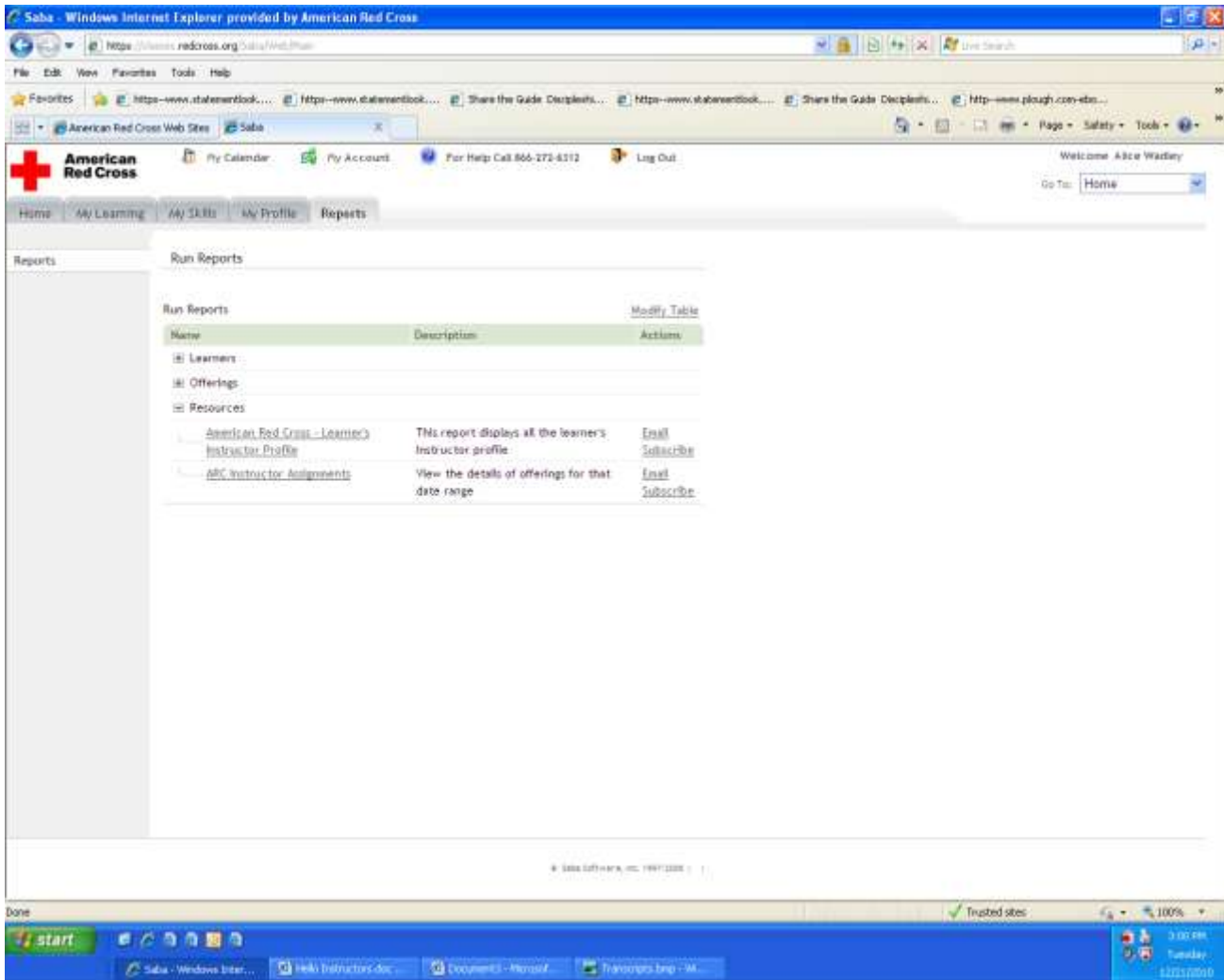
Instructor authorizations are now called “certifications”
Instructor cards are now called “instructor transcripts”
Instructors are now known as “resources”

When searching for your learning history (my learning) check the date range. For a complete history of what is in Saba for you, leave the earliest date box blank when you search.

To print your instructor transcript, click on the “REPORTS” click on that tab at the top of the page, and this page will appear.

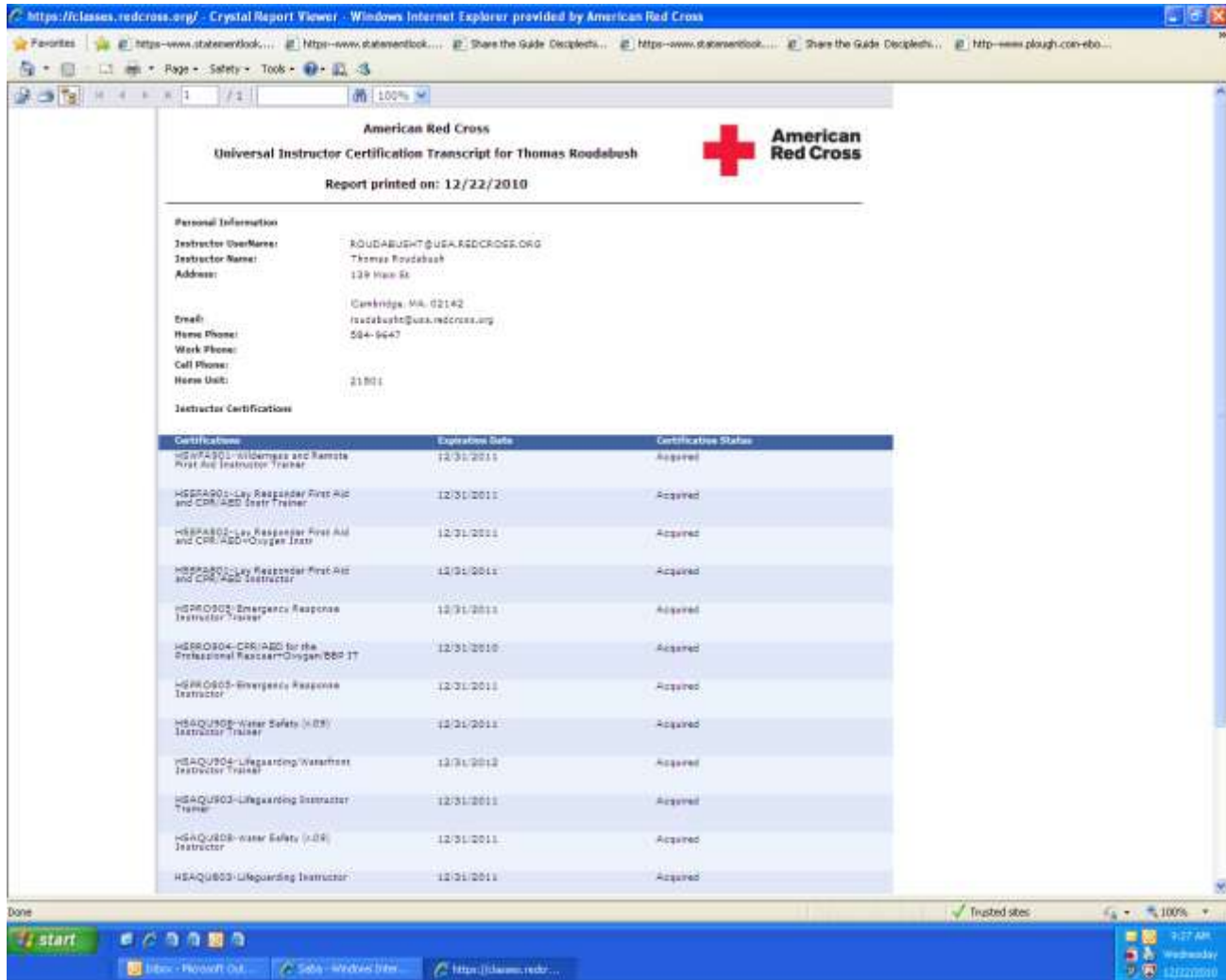


Click on “Resources” and a drop down tab menu will appear. Like this



The next step is to click on the Heading “American Red Cross - Learner's Instructor Profile”

Your Transcripts will then appear.....and look like this.



This now serves as your transcripts or instructor card.

Let me know if you have any questions.

Wendy Pierce
Health and Safety Coordinator
Red Cross of Northeast Massachusetts
Cape Cod and Islands Chapter