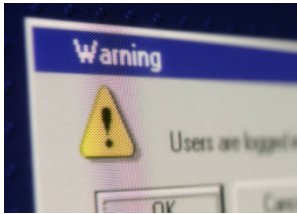


Instructions for Accessing Course Materials and Self-Study Exam

100 Rock Street
 Little Rock, AR 72202
 September 24, 2018
 Arkansas Pharmacist Association
 John Vinson, john@arrx.org, 501-372-5250
 Technical Support: 1-877-399-4925

(Technical Support is provided by APhA, and is staffed by APhA's online vendor, LearnSomething – please use this number with questions downloading materials, computer error messages, etc. They cannot give out codes or answer policy questions.)



READ FIRST before Beginning - Warning - If you create an additional account, this can impact your future access to your course materials and access to your certificate of achievement.

*****Importance of Your Account:** Your account holds the completions of your APhA Learning Activities. Creating multiple accounts could affect the verification of the completion, claiming of credit for these Learning Activities, or printing of certificate.

You have an account if:

- you have attempted or completed any APhA CPE in the past, such as the APhA MTM or Diabetes certificate training programs, no matter how far back
- OR you have been an APhA member in the past or present, including as a student, you purchased a book, or had a magazine subscription to any of APhA's journals
- If the above does not apply, please create an online account
- APhA does not “delete” any accounts, nor can APhA take off any legitimately completed Education on any account

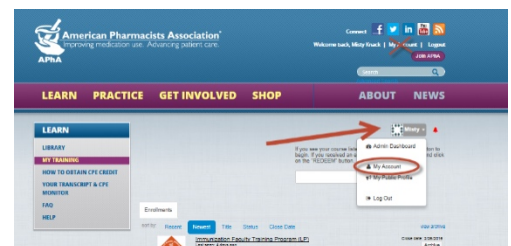
1. Log In on APhA's website www.pharmacist.com

*****Accessing your Account:** As of February 5, 2014, your username is your email address. If it has been some time since you have accessed or completed your previous APhA CPE, type your **Email address in the Username field**, and click **Forgot Password**. If your email is attached to your account, you will receive an email with a link to change your password.

- If you do not receive an email, try other valid email addresses; if you still need help with your username/password, call APhA's Membership, (800) 237-2742 ext 2 during normal business hours Eastern Standard Time.
- **Tip:** If you need to leave a message, provide your name (including shortened versions and former names), former APhA ID # if known, city/state in which you live(d), and a valid email address. This will expedite the resolution.

2. Answer questions, such as your designation (“I am a...”) on “Your Account” page and **Press Save**

- **Students** – if you *do not* have a pharmacist license, it is required to check **Student Pharmacist**
- If you are not prompted to answer the question “I am a...” or if you need to check your designation, please:
 1. Click through **Learn, My Training**,
 2. Left click on the box with your name (right hand corner)
 3. Click **My Account**
 4. Select **Info**
 5. Change “I am a” to the correct designation



Please fill out for your future reference:

Username ***your email address

Password _____

3. Click Learn, then My Training

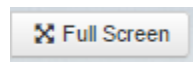
4. Enter Enrollment Code and Click Redeem: **FTMLTG37**

- *Please Note: If at any time in the process, you create another profile and redeem the enrollment code again, you could be charged an additional fee for the course materials.*
- DO NOT give out this enrollment code – the coordinator of the program will give to those registered

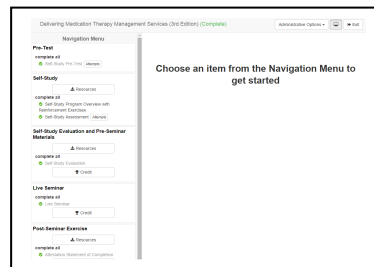
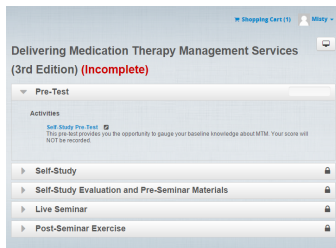
5. Locate the program listed under Learn -> My Training ->Enrollments and click Go to access course materials.



Different web browsers such as Google Chrome, Internet Explorer, or Firefox, can give you a slightly different user experience. If one is not working for you, please try another.



Once you click Go, you may see one of two different views of the product. You can click **Full Screen** in the upper right hand corner to change to the other view. Screen shots of the two views are below



Clicking the red X in any open window will close the activity. You will be able to come back at any time and access course materials.

6. Complete the Pre-Assessment, Self-Study Examination, Evaluation and Seminar Slides. Print the Seminar Worksheets and Slides if you would like to refer to them at the seminar.

- Pre-Assessment (15 questions) though required, does not have a “passing” grade.
- For the Live Seminar Slide link, you must click on the link and close the window to show the activity as complete

7. Claim credit (Important - If credit is not claimed, then your APhA profile will not show completion. This will impact future verification of completion to employers)



NABP e-profile ID #: If you do not have one, please go to www.nabp.net and register for the **CPE Monitor** (Students are NOT exempt from this requirement; Do not sign up for Naplex unless instructed by your school). NOTE: You may need to allow up to 24 hours for NABP to activate your number before you are able to **Claim** your credit.

8. Next Steps - Attend Live Seminar; Print and Bring to Seminar:

- Seminar Worksheets and Slides if you would like to refer to them at the seminar – none will be provided onsite
- Transcript of CPE at www.nabp.net from your CPE Monitor profile – CPE Monitor uploads all “Claimed” credit three times a day. It may take 12 hours before your claimed credit is reflected on your CPE Monitor profile
- You will receive your Attendance Code at the Live Seminar which will have a short deadline to redeem