

## ACPHS Account Set-up

The Albany College of Pharmacy and Health Sciences Department of Continuing Education and Professional Development implemented the ACPHS Learning Management System in February 2015. The ACPHS Learning Management System (LMS) now manages all phases of each continuing education program - from registration through completion of evaluations - with secure, hosted software.

The ACPHS LMS provides program participants with the ability to create and manage their own accounts, complete activities, and print certificates of attendance.

All ACPHS program participants must now create a personal LMS account, which includes your NABP #, your MM/DD of birth, and the name and address of your practice site if you are a preceptor.

You will then be able to complete program evaluations and learning assessments all in one place. Once you have filled out the evaluation, I will submit your credits to CPE Monitor.

To establish your personal account, please go to the <https://pharmacyce.acphs.edu/>

### New CPE System Account Setup Instructions

To use the new ACPHS Continuing Pharmacy Education (CPE) system, all participants must first establish a personal account. Please go to <https://pharmacyce.acphs.edu/> and follow the instructions for **New Account Signup**.

- Insert your primary email address where you will want program information to be sent. Click on **SELECT YOUR PASSWORD**.
- Insert an account password which may use any set of numbers and/or letters but must be at least 8 characters in length.  
Click on **CREATE MY ACCOUNT**.
- The next display is a page where all the information we need to have on file is to be entered. You will only need to complete this profile once, however, you may update any information on an as-needed basis.
- All fields marked in red as **REQUIRED** must be completed before you will be able to submit and save this form or access any of the programs on the CPE site.
- Please double check your NABP ID number and make sure that your month and day of birth are correct. If any of this information doesn't match that contained in the CPE Monitor system, your CPE credits will be rejected.
- **Please include a home e-mail and work e-mail. We are having trouble with Firewalls, and want to ensure you receive the handouts. We will no longer be printing any handouts.**
- Your password selected during the initial account setup will remain in effect until you use the **CHANGE PASSWORD** fields at the bottom of the page.
- After all information has been entered and double checked, please click on the **SUBMIT PROFILE** button at the bottom of the page.