

# Instructions to Register

## ACPHS Learning Management System

1. Create a personal account.
2. Once you have created an account, go to <https://pharmacyce.acphs.edu/>
3. Click on the view all activities link:

The screenshot shows a web browser window with the URL <https://pharmacyce.acphs.edu/student>. The page header reads "Albany College of Pharmacy AND HEALTH SCIENCES". The main content area is titled "Participant - Home" and contains the following sections:

- Live Activities**
  - View All Programs
  - Take Evaluations
- Home Study Activities**
  - View All Programs
- User Information**
  - Update Profile
  - View History
- LOGOUT**
  - Update Profile: Change your name, address, contact and other information
  - View Account History: Review a list all your completed activities

A blue arrow points to the "View All Live Activities" link, which includes the subtext "Register for a live activity online".

4. You will be brought to a list of live programs to register for. Click on the Program you're interested in attending. Below is JUST as example of what you'll see.

The screenshot shows a web browser window with the URL <https://pharmacyce.acphs.edu/student/liveprogram>. The page header reads "Albany College of Pharmacy AND HEALTH SCIENCES". The main content area is titled "Register for a Live Activity" and is divided into several sections:

- Participant - Home**
- Live Activities**
  - View All Programs
  - Take Evaluations
- Home Study Activities**
  - View All Programs
- User Information**
  - Update Profile
  - View History
- LOGOUT**

The "Register for a Live Activity" section lists the following programs:

- Pharmacy Grand Rounds - FOR UVM PHARMACISTS AND TECHNICIANS ONLY  
- January 17, 2017 - University of Vermont Medical Center
- Infectious Diseases Symposium  
- January 12, 2017 - ACPHS - Albany, NY Campus - ACPHS - Colchester, VT Campus
- FOR ST. PETER'S ONLY / 12:00 pm Presentation: Managing Postoperative Pain for Patients Receiving Buprenorphine Therapy  
- January 11, 2017 - St. Peter's Hospital
- Clinical Pearls Collage / UVM PHARMACISTS AND TECHNICIANS  
- January 5, 2017 - University of Vermont Medical Center

The Windows taskbar at the bottom shows the time as 10:11 AM on 1/3/2017.

5. You will be brought to the registration page. Fill in all that applies to you. You will be asked to choose a location.

6. Where is asks if you are still a preceptor for Albany College of Pharmacy and Health Sciences, click no in the drop box.

The screenshot shows a web browser window with the URL <https://pharmacyce.acphs.edu/student/liveprogram/160>. The page is titled "Participant - Home" and "Infectious Diseases Symposium". It provides details for the ACPHS - Albany, NY Campus, including dates (January 12, 2017 - 8:00 a.m. to 3:00 p.m.), credit hours (5.00), and cost (\$100.00). The goals of the activity are listed, such as recognizing the place in therapy for polymyxins and describing adherence implications. A registration section asks for location selection (ACPHS - Albany, NY Campus or ACPHS - Colchester, VT Campus) and a question: "Are you still a preceptor at this site: Albany College of Pharmacy, 106 New Scotland Ave., Albany?" with a dropdown menu currently set to "Yes". A red "Continue Registration" button is visible below. Two blue arrows point to the "Yes" dropdown and the "Continue Registration" button.

7. Click on Continue Registration. You will be brought to the payment portal.
8. Once you have completed the payment information, click on the submit registration button.