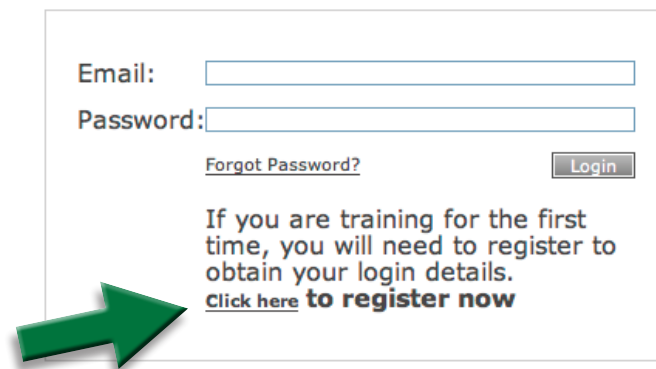




This is a user guide only. There are no active links in this document. Go to Module 1 to register.

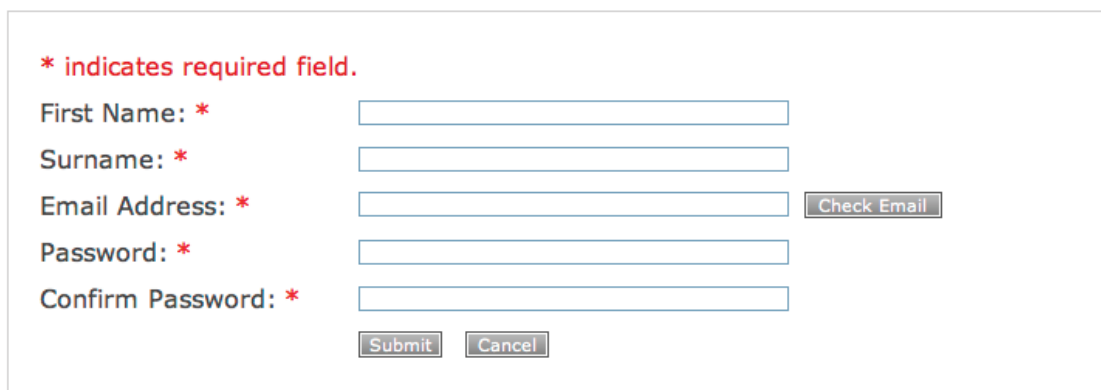
## Registration

Chances are you are training for the first time so press the “click here” link indicated below which will take you to the registration page:

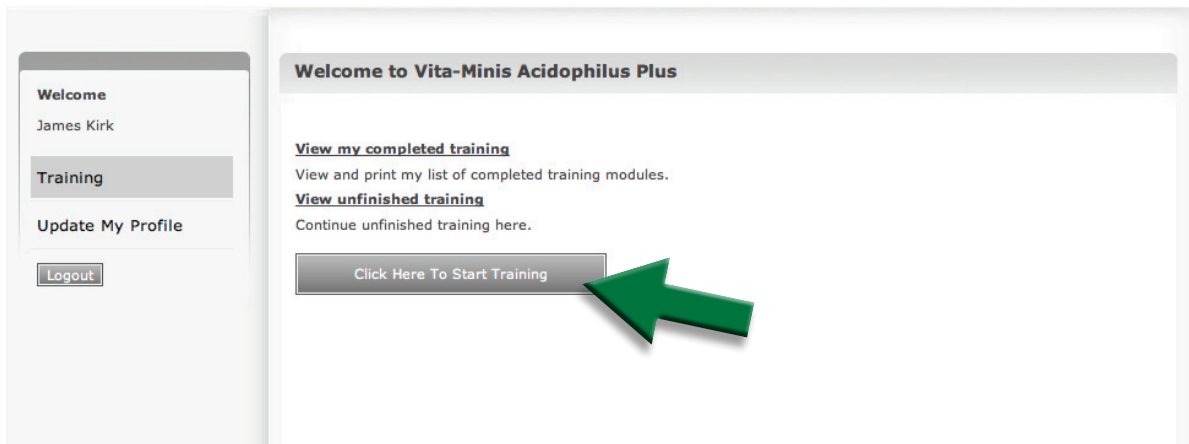
A screenshot of a registration form. It includes fields for "Email:" and "Password:". Below the password field is a "Forgot Password?" link and a "Login" button. A green arrow points to the text: "If you are training for the first time, you will need to register to obtain your login details. Click here to register now".

Fill out all the fields as indicated below and then click submit.

Your email address and your password will allow you access to the training modules

A registration form with the following fields: "First Name: \*", "Surname: \*", "Email Address: \*", "Password: \*", and "Confirm Password: \*". There is a "Check Email" button next to the email field, and "Submit" and "Cancel" buttons at the bottom.

Click on the "Click Here To Start Training" button to begin.



Initially you may be asked to provide additional personal information. If this is the case simply complete the form, click the "submit Answers" button and you're ready to start training.

\* Mandatory Field

\* Gender

- Male
- Female

\* Pharmacy Name

\* Pharmacy Address

\* Pharmacy Suburb

\* Pharmacy State

\* Pharmacy Postcode

Mobile Phone Number

Age Group

- 15-18 years
- 19-24 years
- 25-30 years
- 31-35 years
- 36-40 years
- 40+ years

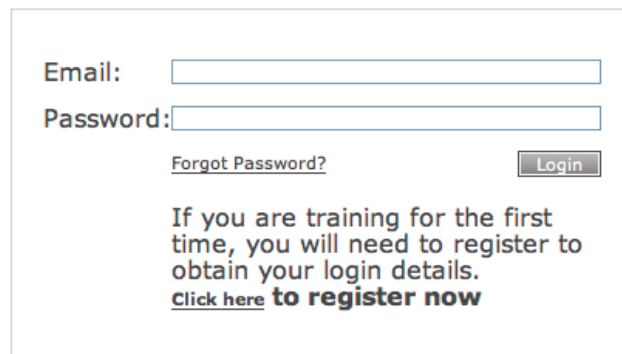
Employment Status

- Full-time
- Part-time
- Casual

Submit Answers

## Accessing a module

Click on the relevant button or link of the module you would like to commence and you will be taken to the login page



Email:

Password:

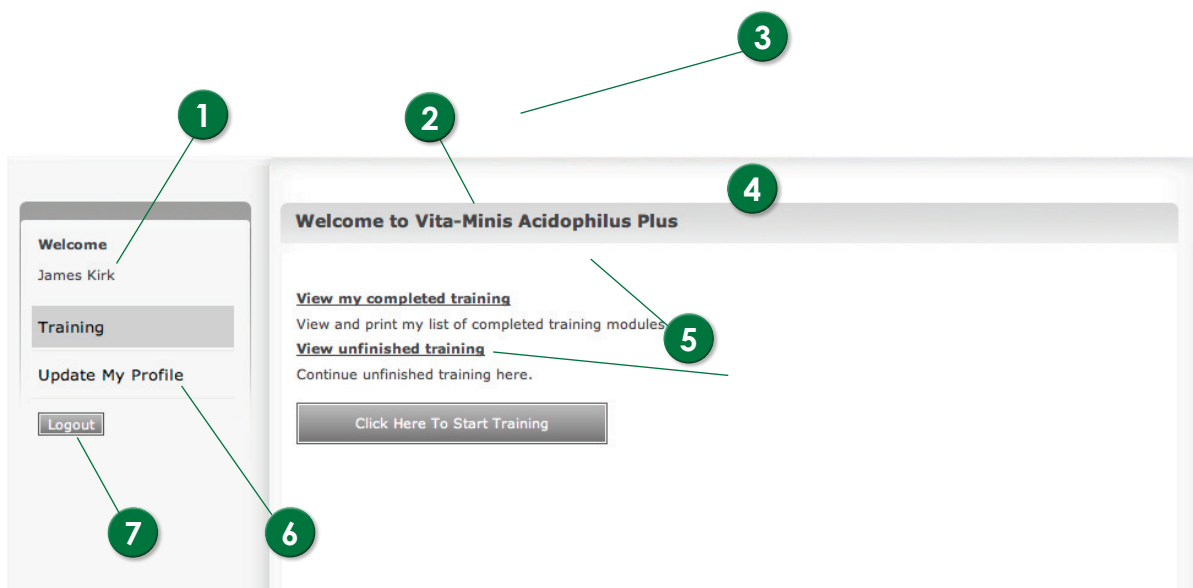
[Forgot Password?](#)

If you are training for the first time, you will need to register to obtain your login details.  
[Click here](#) to register now

Enter your email address and password and you simply follow the prompts.

## Understanding the training module home page

Once you're logged into the training module's home page you can perform a number of tasks as outlined below.



1. Your registered name will always appear when you are logged in.
2. This is the name of the module you are about to commence.

3. This link will display all the modules you have completed. It will show you what you have passed and failed, the marks you achieved, the amount of time you have spent training and the dates you completed the training. This can be printed off to show your manager as proof of your dedication and commitment to the business.

**View My Completed Training**

#	Training Name	My Score	Result	Training Time	Completed Date	
1	Office Products 2U	70/70	Pass	00h:00m:30s	18/06/2009 06:36:17	Try Again
2	Herron Women's Health Module 2...	0/0	Pass	00h:02m:39s	29/09/2009 01:55:00	Try Again
3	Vita-Minis Acidophilus Plus	5/6	Pass	00h:00m:40s	03/10/2009 01:35:05	Try Again
4	Vita-Minis Acidophilus Plus	6/6	Pass	00h:00m:23s	03/10/2009 01:36:01	Try Again
Total Training Time				00h:27m:28s		

Back Print

4. This link will display all the modules you have commenced but may not have completed. You can access those modules from this section at any time as long as they are still current as modules generally have a commencement and expiry date, so don't leave them unfinished for too long.

**View My Unfinished Training**

#	Training Name	Questions Completed	Training Time	Attempt Date	
1	Herron Registration	0	00h:00m:17s	07/10/2009 09:03:10	Resume Training
2	Vita-Minis Acidophilus Plus	6	00h:00m:25s	07/10/2009 08:16:51	Resume Training
3	Vita-Minis Customer Scenarios	0	00h:00m:00s	07/10/2009 08:16:07	Resume Training
4	Vita-Minis Acidophilus Plus	6	00h:07m:11s	07/10/2009 08:06:29	Resume Training
5	Herron Registration	0	00h:00m:09s	07/10/2009 07:55:10	Resume Training
6	Herron Registration	0	00h:00m:24s	07/10/2009 07:53:59	Resume Training
7	Vita-Minis Customer Scenarios	0	00h:00m:34s	07/10/2009 06:45:51	Resume Training
8	Vita-Minis Cold & Flu	0	00h:00m:24s	07/10/2009 06:37:53	Resume Training
Total Training Time			00h:32m:31s		

Results 1 to 32 of 32, page 1 of 1

Back Print

5. This link will allow you to commence the training module mentioned in the title [Point 2].
6. This link will allow you to change any details in your profile such as your email address, password or name at any time.

The screenshot shows a web interface for updating a user profile. On the left is a sidebar with a 'Welcome' message to James Kirk, a 'Training' section, and a highlighted 'Update My Profile' button. The main content area is titled 'Update My Profile' and contains a form with the following fields: First Name (filled with 'James'), Surname (filled with 'Kirk'), Email Address (filled with 'felix\_ckat@hotmail.com'), Password (masked with dots), and Confirm Password (masked with dots). A red asterisk legend indicates that fields with an asterisk are required. There are 'Submit' and 'Cancel' buttons at the bottom of the form, and a 'Check Email' button next to the email field.

7. As the button says it is to log you out of the system.

The system will not allow you to be logged into more than one module per session, in other words you can't have two windows open doing two modules simultaneously.

## Points to remember while training

### Terms & conditions of use

You must acknowledge and accept the terms and conditions of the module before you can commence each module. The link to the terms and conditions and the accept check box will be located at the bottom of the introductory page of each module.

### Navigating through the module

Most modules will start with product information for you to read about the applicable product, then you will go to the questions page where you can select your multiple choice answers.

Look for the buttons at the bottom of the page within the actual window to go forward or if you're within the question section and are unsure about the answer and need to refer back to the production information simply click the "back to product information" and to go back to the questions press "continue questions" button.

Avoid clicking the back or refresh button as this may disrupt the collection of answers.

### Forgotten your password

Simply click the forgot password link, enter your email address [it must match the address you registered with] and your password will be emailed to you.