How To: Register For Events And E-Learning Packages

Once you have registered on the HEIW Pharmacy website https://www.wcppe.org.uk, and are logged in to your account you can then register for an event or e-learning

SEARCH FOR LEARNING & EVENTS

package via the Home Page (as below) clicking on the 'search for learning and events' tab Learning page. you will be taken to the Access New



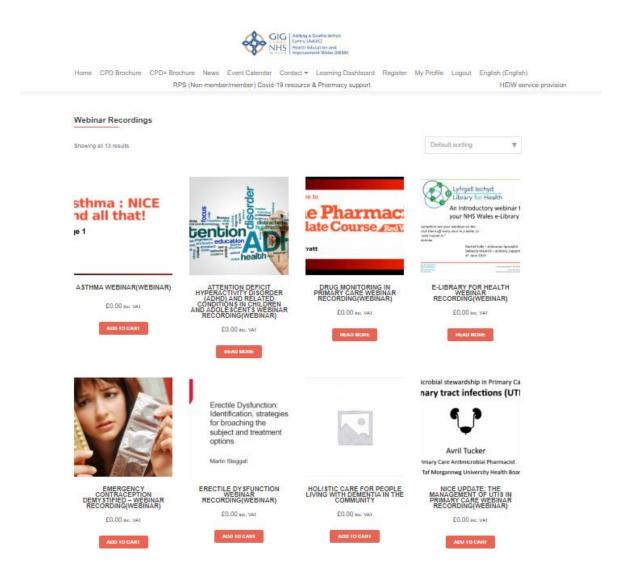
You will then see the Access New Learning page (as below), this is where you will be able to navigate the menu to locate the event or e-learning package you are interested in.

If you are unsure what subject your course or e-learning would come under, use the search function at the top of the page using key words from the course or e-learning title.





Once you click on the relevant subject heading e.g. 'Webinar Recordings' and look for the event or e-learning you are interested in. This view will change, depending on the courses or e-learning packages available to you and or topics being covered at that time. Each image will give you an Event Number (where applicable), Title and the area that the training is to be held in (where applicable) e.g. 20E07: ADHD: Attention Deficit Hyperactivity Disorder Focal Point (Cardiff).



Once you have chosen the topic, click on the 'read more' tab at the bottom of the topic image and you will be taken through to that course or e-learning page where you will see a description of the course or e-learning and any pre-course materials you may be required to access prior to attending a course, or before you are able to join a webinar etc.



Click on the 'Add to Cart' tab

ADD TO CART

which will then add your event or e-learning package to your basket.

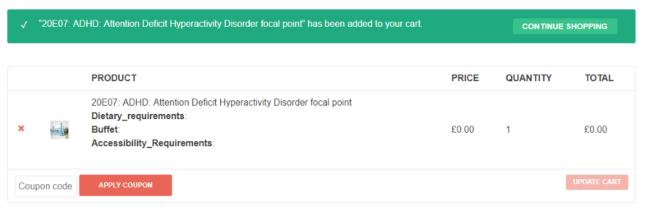


CONTINUE SHOPPING

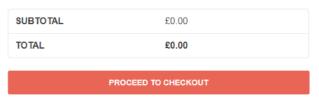
PROCEED TO CHECKOUT

as per the image below.

Basket



Cart totals



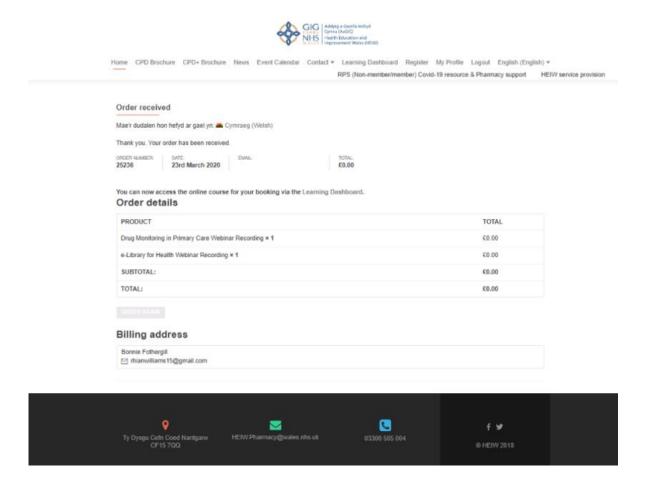
If you 'proceed to checkout' you will see the checkout page (as below), where you need to enter your firs name, last name, company name and email address before you are able to place your order and continue.

Addys a Gwella Ichyd Cymru (Addi) Cymru (Addi) N A List Improvement Walts (HEW)			
		Learning Dashboard Register My Profile Logout	
អ) Covid-19 resource & Pharmacy support HEIW service provision	All CPD/CPD+ events postponed	Latest information on Coronavirus COVID-19 CPD Pro	ogramme of Events April – September 2020
Checkout			
Mae'r dudalen hon hefyd ar gael yn: ▲ Cymraeg (Welsh)			
Billing details		Your order	
First name *	Last name *	PRODUCT	SUBTOTAL
Company name (optional)		Drug Monitoring in Primary Care Webinar Recording ×1	€0.00
Email address *		e-Library for Health Webinar Recording × 1	£0.00
		SUBTOTAL	€0.00
		TOTAL	€0.00
		Your personal data will be used to proce support your experience throughout this w other purposes described in our privacy poli	ebsite, and for
		PLACE ORDER	

If you are attending a focal point course in person then you will be asked to provide dietary requirements for the buffet that is provided on this page also.

Click on the

and you will be presented with the screen below.



Once on this page, navigate to the menu bar running across the top of your page and click on learning resources, highlighted below.



Home CPD Brochure CPD+ Brochure News Event Calendar Contact ▼

Learning Dashboard Register My Profile Logout English (English) ▼

iformation on Coronavirus COVID-19

CPD Programme of Events April - September 2020

Order received

Mae'r dudalen hon hefyd ar gael yn: 2 Cymraeg (Welsh)

Thank you. Your order has been received.

ORDER NUMBER: DATE: FMAIL: TOTAL: 25236 23rd March 2020 £0.00

Clicking on this tab will take you to your learner dashboard, here you will be able access all courses or e-learning that you have added to your cart, it can take a few minutes for the course/ e-learning resource to appear in your dashboard and looks like the below image. Your name will appear where the red arrows are located, and you will be able to customize this page by clicking on the tab labeled 'customize this page'. If you wish to learn more about your learner dashboard including how to navigate the various tabs and add personal details, then please look at our How To: Access and Navigate Your Learner Dashboard guide.

