

How to log your Learning Records

1. Login into the APTUK website with your membership details. This will be the email address you registered as an APTUK members with, and your unique password.

Select the *'Forgotten Password'* if you need to reset your password. This will send a timed link to the email address on record. **Please note:** this email may go into your Junk/Spam folder. Please check there for it.

Any problems accessing the website please contact membership@aptuk.org in the first instance with your full name, membership number and the email address you are using to access the website.

2. Once logged in, click on the arrow at the side of your name in the top right of the website and select *'settings'* – see below.



3. Here you can update your profile with a picture and information about you in the boxes in the *'My Details'* tab.

Please note: the description of *'non-pharmacist'* to describe yourself is a temporary issue and will be updated to Pharmacy Technician in the new website.

4. In the *'My Login Details'* tab you can update your email address and password as required.
5. In the *'My Learning Preferences'* you can select your specialist/interest areas. This covers a range of topics across Professional Development, Beauty, Cosmetics and Sundries, Business and Management.
6. You can also update your *'My Learning Log Settings'* here as well. If you check the *'Display my profile in the learning leaderboard'* this will show your details in the league tables for learning through the website.

This will become a more prominent feature in the new website through digital awards and should encourage some learning competition!

7. To receive notifications from the website of learning that may interest you or your position in the league table (when launched) please select how you would like to be contacted and who can contact you in the *'My Notifications'* tab.

Choosing *'Yes-Site administrators and other members'* will support the forum functions that will be included in the new website. Otherwise, administration only will send you notifications on learning and website updates.

8. Your settings are now up to date!

Selecting your Learning

1. You can complete learning through either the Training tab, or from the arrow at the side of your name and choosing 'suggested learning'. As shown in the image below

The screenshot shows the APTUK website interface. At the top, there is a navigation bar with 'Training' highlighted. A dropdown menu is open, listing categories: Learning Videos, CPD Modules, Clinical, Practice, Self Care, People & Team Training, and Population Health. Below the navigation, a user profile for 'Gail Hall' is visible, showing '0 learning activities'. To the right, there are statistics for '00:00 learning hours' and '0% average test score'. Below these are four video thumbnails with titles: 'Dry eye consultations', 'Supporting customers to sleep better', 'The person behind the patient', and 'Heartburn and Indigestion'.

2. When you are completing some of the learning through reading articles etc. you will see an icon on the bottom left of the screen when you have reached the end of that learning

The screenshot shows a completion message: 'See TMs learning module on [tiredness and fatigue](#) for more information.' Below this is a button labeled 'Add to learning log' with a plus icon. To the right, it says 'Originally Published by Training Matters' and includes social media icons for YouTube, Twitter, Facebook, and LinkedIn.

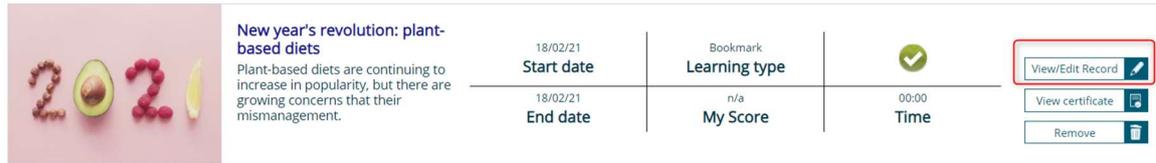
This enables you to add that learning to your learning log.

Click on the + at the side of the icon and you will add this record to your learning log.

3. Your learning log can then be viewed by either;
 - Clicking on your name at the top right of the website. This will open your individual profile. Here you will see any completed learning and can continue with any learning you have saved.
 - You will also see the latest updates to the website pages and popular training sessions on that page.

Or,

- Click into the arrow at the side of your name and select **'My Learning Log'**
4. In the **'My Learning Log'** section you will see an overview of your learning at the top of the page and further down you can view your learning record.
 5. If you select to **'View/edit Record'** you can then add your learning from this activity.



New year's revolution: plant-based diets
 Plant-based diets are continuing to increase in popularity, but there are growing concerns that their mismanagement.

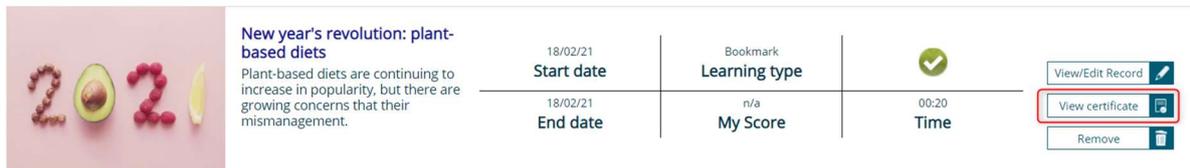
18/02/21 Start date	Bookmark Learning type	✓ Time	View/Edit Record
18/02/21 End date	n/a My Score	00:00 Time	View certificate
			Remove

- Click on the pen icon at the side and here you can add a record on the type of learning (planned or unplanned).

At the moment you cannot add the record to a revalidation plan but future website developments will enable this function to allow you to directly add this record into your MyGPhC.

You can then update the record with your information to the questions (just as with a MyGPhC revalidation record) and add the time spent on the activity. Then **Save and Submit the Record**.

- If you wish you can download a certificate of your achievements as well. By clicking on the **'View Certificate'** from your **'My Learning Log'** Learning Record.



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			Remove

- These certificates can be downloaded as a pdf and saved or printed.

Future developments

- Recommended learning will be announced at the start of each month. This commenced in February 2021 so check your Junk/Spam files if you did not receive this email from APTUK.

Future developments planned for the new website from May 2021 are:

- Digital awards and a league table!
- Direct input of your APTUK Learning Record into your MyGPhC account.