VirtualOutcomes Pharmacy Online Training Easy Guide
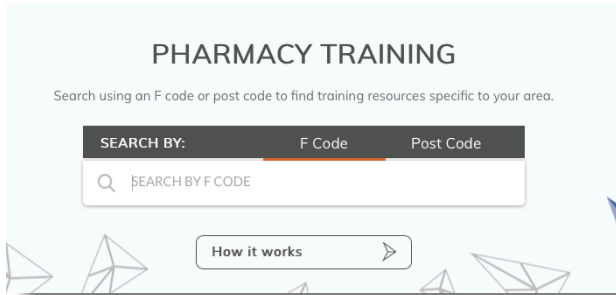
Visit https://www.virtualoutcomes.co.uk/pharmacy-training/ and **enter your pharmacy F Code** to access courses assigned to you.

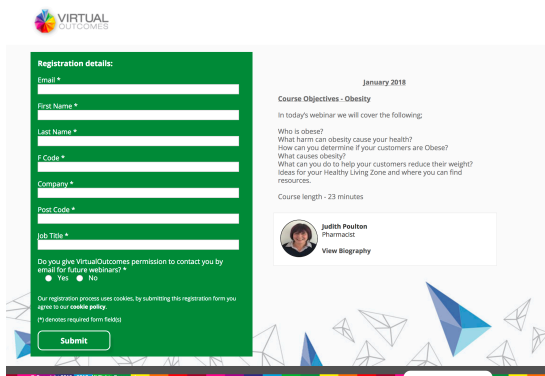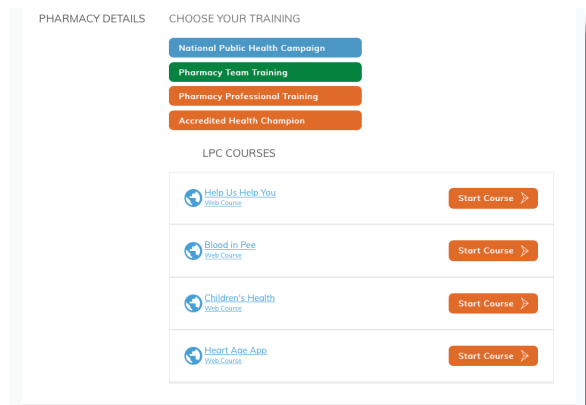Click on the Training Menu for the courses you wish to view.

To register for an event, click "**Start Course**" or click the title of the event.

You will then be re-directed to the registration page.
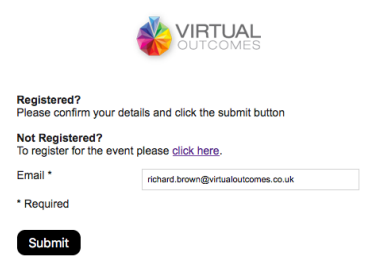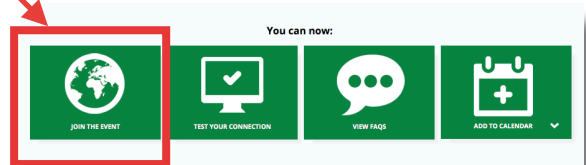
Course Registration Pages - Step 1

Please note, you will need to register separately for every course you wish to view. This is to ensure you can obtain your certificate at the end of the course.

As part of registration you will need to enter all the details to enable us to validate your pharmacy. If you give us permission, we will use your email to notify you about future training course, but be assured, we will never share your email address with any other Company.

Step 2
Once complete, you then need to click "Join the Event".

Step 3
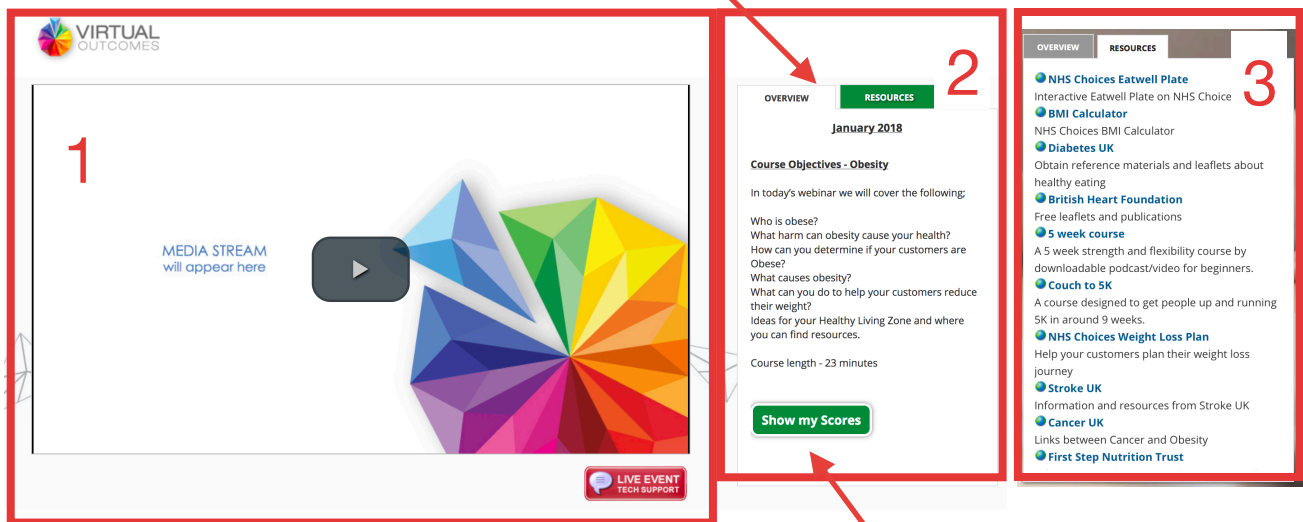Enter your email, click "submit" and your online training will load.

Once logged in you will be presented with the online training viewing screen (see below).

Online Course
The following sections are highlighted.

- Webinar viewing pane (1)
    - Press the play button in the middle and the webinar will begin
    - You can play, pause or rewind any course at any point
- Course overview information (2)
- Resources tab - needs to be selected (3)
    - Click the tab and you will see another section which will list resources relevant to the course.

Certificate
Once you have completed the online training, you will be asked a series of questions. Once you have successfully completed these, click "Show my Scores" and you will be able to see your certificate.

Printing your certificate
There are a number of options available to you:

- You can **print** directly from your browser
- You can **save** the certificate by entering your print function for your web browser
    - The latest versions of Windows and all Mac browsers allow you to print your screen to a PDF.
- If you are watching on a **mobile device**, with no access to a printer,
    - Log back in using a PC and if you use the same email, you can click "Show my Scores" and it will remember your result.