

OPL E-LIBRARY

WEB GUIDE 2020

- FIRST EDITION -

CE DEPARTMENT – ORDRE DES PHARMACIENS DU LIBAN Tel: 961-1611344 Ext (101,102,103) Email: cesupport@opl.org.lb



STEP 1: CREATE AND ACTIVATE YOUR ACCOUNT ON E-LIBRARY

Go to www.opl.org.lb

Click on **E-LIBRARY**



Click on "Register a new account"



Enter your info (no need for keywords; don't forget to put your OPL ID) Create your OWN password Click on **"Submit"**

| First Name: | | | |
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| Middle Name: | | | |
| Last Name: | | | |
| Title: | Mr | | |
| E-mail (username): | | | |
| Confirm Email: | · | • | |
| Alternate Email: | | | |
| Your specialty: | Select Specialty - | | |
| Profession: | - Select Profession - | | |
| Phone Number, | | | |
| Department: | | | |
| OPL ID/Student ID: | | | |
| Keywords: | | | |
| | | | |
| Passworth | | | |
| Confirm Password: | | | |
| | By clicking on 'Submit' below, you accept | the DeepKnowledge** General terms of use | |

This window will appear



Go to your E-mail inbox (Webmail) and click on the "link" to activate your account

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| | | | Dear | |
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| | | | or copy and paste the following into your browser | |
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| | | | 2) Login to http://www.opie/itrary.com using the below credentials | |
| | | | Username: hala.sacre@opl.org.ib Password: 123456 | |
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You will be directed to window below

Insert the access code as shown in the above window in the tab, then click on "Activate"

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Click on the home icon to log on to the E-library



Enter your OPL e-mail and the password you created Click on **"Sign in"**



STEP 2: ACCESSING RELIAS ON E-LIBRARY

In "Resources" click on "Relias Healthcare"



You will be directed to the <u>Relias Healthcare</u> Page You click on "**Browse Elective Courses**" to start reading an online course

| IRVIEW | Learning Summary | Learning Transcript | |
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| Assignments | | Current Training Pro-on-the-Go | |
| Licences & Certifications | Compilance Rate - Average Mark: 100% Total Courses Takon: 65 | + Hrowse Elective Courses | |
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| Connect | Electives 65 | Electives | |
| Resources | Post Transcript | "Burnout" in Hesthcare. Why It Happens and What It Nears I four | Take Now |
| | Announcements | Wekome to Relias | _ |
| | | With the state | Time Now |

Choose the course/courses you want to take and click on **"Enrol"** N.B. *You can choose more than one course that will be saved in your profile for later view.*

<u>Make sure to select the courses with a certain number of hours appearing below the title (0 hours courses don't provide you with any credit)</u>

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| E | Browse and Add Courses | |
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| | 2010 MS Prove Plant Steel a REL_ALL-6-FPTY0EM3 | Def |

Then click on "Back to my learning" on top of the page to view the course that you chose

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|----------------|--|-------------------|
| | Eack to My Learning | |
| No Assignments | Browse and Add Courses | |
| Certifications | (Search a) | + Filters - Close |
| ecce | Filter by [All Module Types •] [All Owners •] [All Certificates •] | _ |
| P Resources | You have been successfully registered for your chosen course(s) | |
| | Course List | 1.80 of 1.640 |
| | 2010 MS Excel Advanced REL-ALL-0-EXCELTOADV | Errot |

You will find the courses that you selected in the page below. Choose the course you want to take and click on **"Take now"**

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|--|---|--|
| overview | Learning Summary | Learning Transcript Current Training Pro-on-the-Go |
| Liconces & Conflications HELP Connect Resources | Comptance Rate - Average Mark 100% Total Courses Taken 65 Assgret 8 Electres 65 | Browset Electric Coorses Electrices Burnout' in Healthcare: Why It Happens and What II Moans Ital Take Now Take Now |
| | Announcements | |

Then click on "Start" as it appears in the below page



The course will open in a new window.

Once finished, the "Start" button next to Final test will be highlighted so you can click on it and submit the test.

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| OVERVIEW | < Rock | | |
| Assignments Liconces & | Abdominal Aortic Aneurysn | 1 1 hour + More Properties | |
| Certifications | REL ACU-0-CE228-60 | | |
| m.# | Lessons and Tests | My Licences & Certifications | |
| Connect | | | |
| Resources | Revew Abdominal April: Aneurysm - | You do not currently have any licence or certificate information stored. | |
| | Start nal Test - | If you would like to receive renewal reminders, please enter your licence or certificate information. | 90.) |
| | Evaluation and Certificates | | |
| | Complete Evaluation Print Ce | Available Certificates | |
| | | Rate | it Hours |
| | For technical questions on completion your test, taking | AARC () 130 | |

Fill the answers then click on "submit"

Once done, you will be directed to the Evaluation form of the course, fill it then click on **"submit"** as it is shown below.

| O Strongly Dawgree | |
|---|-------------|
| 10. This learning activity will change how I practice my chosen profession | |
| O Storagy Agree | |
| O Agree | |
| O Disagree | |
| O Strongly Disagree | |
| | |
| 11. What did you learn that was new or different? | |
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| | |
| 12. What other trends or current knowledge gaps are you noticing that would be beneficial for course development? | |
| | |
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| | |
| 13. Additional comments you may have related to this specific course | |
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| | |
| This evaluation is NOT anonymous. Your instructor will be able to see your individual responses. You will only be able to take this evaluation once. Thank you for participating. | |
| I affirm that my name is DIC1 0000 DIC1 and that I am the person who completed this course online. | |
| | Exit Submit |

You will be directed to a window where you can print your certificate of attendance. Click on **"Print certificate"**

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Choose the option "Certificate of Completion (no CPD credit)" as shown below then click on "Print certificate"

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|---|--------------------|
| There are one or more validation errors, please review messages below. | My Account |
| Chin | |
| Print Certificate | |
| Certificate information Manage Licence(x)Certification(x) You do not currently have any licence/certification information stored. Please click have to enter your licence/certification information | Print Carifficate |
| Certificative) * | Enter Darbitrate |
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| Note: The certificate will appear in a pap-up window. To typicals any blockers, prease disable any pop-up blockers before proceeding or hold down the C/TRL key while clocking the Print Certificate button. | Cancel |
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| County/Region | |
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Then you will get your certificate of attendance (as shown below)

| RELIAS | |
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| Certificate of Completion | |
| This certifies that | |
| DIC1 0000 DIC1 | |
| has successfully completed | |
| Abdominal Aortic Aneurysm | |
| | |
| 17/06/2020 | |
| Training Hours: 1.00 | |
| This certificate may not meet your organization or certification needs for continuing education. See your administrator or board for specific guidelines. | angenouna |
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To check the completed number of credits, please follow the steps below:



In "Resources" click on "Relias Healthcare"

You will be directed to the <u>**Relias Healthcare**</u> Page You click on "**Print Certificate**"

| ERVIEW | Learning Summary | Learning Transcript | |
|------------------------------|--|--|-----------|
| Assignments | | Current Training Pro-on-the-Go | |
| Licences & Certifications | Congitance Rate - Average Mark 100% Total Courses Takon 65 | + Howse Electric Courses | |
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A new page with the full number of credits will open (as shown below)

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| bdominal Aortic Aneurysm | 17/06/2020 | 1.00 | 80 | Relias Learning | Order of Pharmacists Lebanon | |
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