

Signing up to myGPhC to apply for foundation training

If you are using the myGPhC system for the first time, you will need to create a new account.

To sign in to myGPhC for the first time and create your account, you will need a valid personal email address (this should be an address which only you have access to).

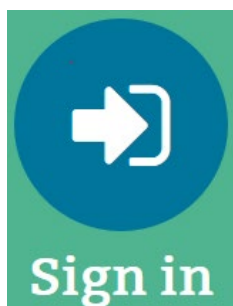
If you have any issues with the sign up process, send an email to info@pharmacyregulation.org.

Signing in for the first time

Step 1: Click on the link to myGPhC on the GPhC website.



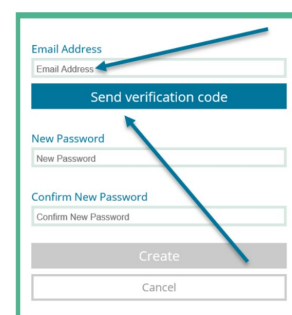
Step 2: You will see a sign in screen. Click on 'sign in' button in the centre of the screen.



A pop-up window will appear. Click 'Sign up now'.



Step 3: Type the email address that you want to use to login to myGPhC.

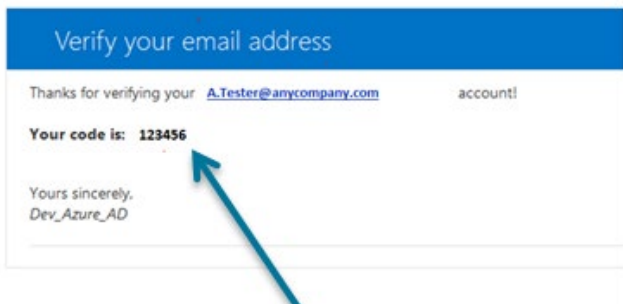


Click the 'Send verification code' button.

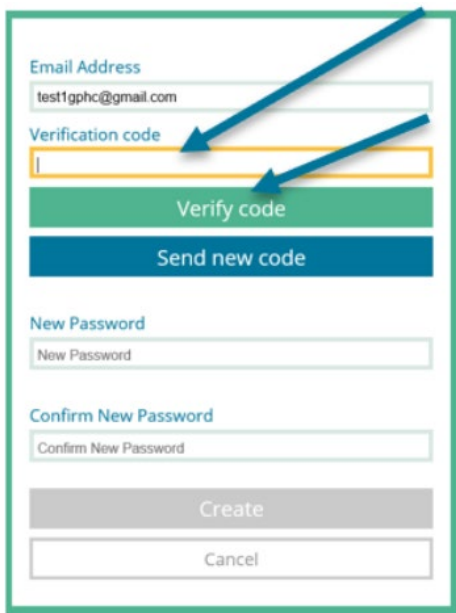
Step 4: Check your personal email inbox for a verification email from Microsoft on behalf of The General Pharmaceutical Council.

You may need to check your 'junk' or 'spam' folder if you can't see it in your main inbox.

Note the verification code in the email and navigate back to the myGphC sign in page.

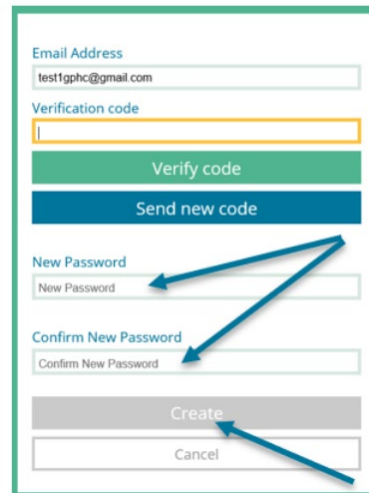


Step 5: Type the code into the 'Verification code' field and click on 'Verify code'.

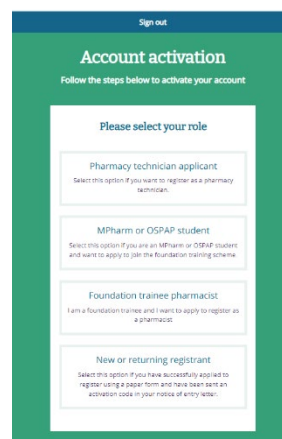


Step 6: Create a password and type it into both the 'New Password' and 'Confirm New Password' fields.

The characters you enter into the two fields must match. If your password too simple, a prompt will tell you what types of characters your password must contain to meet the site security requirements.

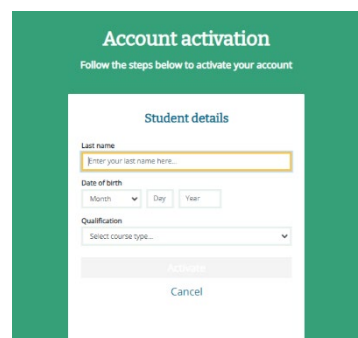


Step 7: When you have completed the password and name fields, click 'Create'. You will see an 'Activate your account' screen. **Select the 'MPharm or OSPAP student option.**



Step 8: Complete the fields with your details. Please **make sure the spelling of your last name matches exactly what is recorded by your university.**

If your university runs more than one course, **please make sure you select the course you so it matches the details we hold for you on our database.**



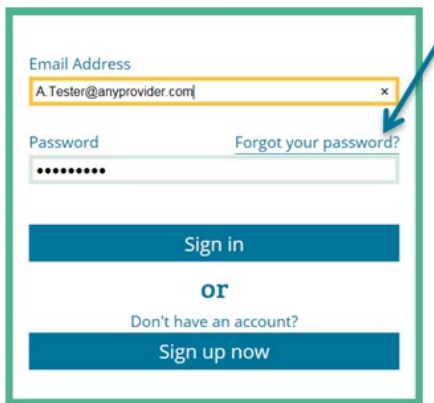
Troubleshooting

I haven't received the verification code sent to my email

Check the 'junk' or 'spam' folder in your personal inbox. If you still can't find the validation email, start the sign on process again to request a new verification code.

I've forgotten my password

Click on the 'myGPhC' link on the GPhC website. Enter the email address that you use to login to the system and then click on the 'Forgot your password' link.

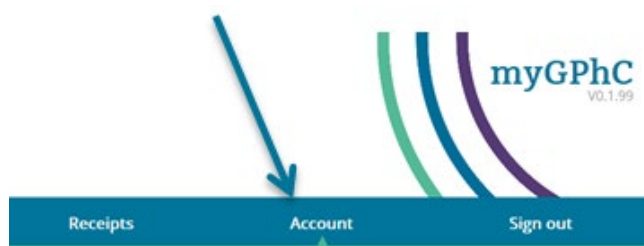


The screenshot shows a login form with the following elements: an 'Email Address' field containing 'A.Tester@anyprovider.com', a 'Password' field with masked characters, a 'Forgot your password?' link, a 'Sign in' button, an 'OR' separator, a 'Don't have an account?' link, and a 'Sign up now' button. A blue arrow points to the 'Forgot your password?' link.

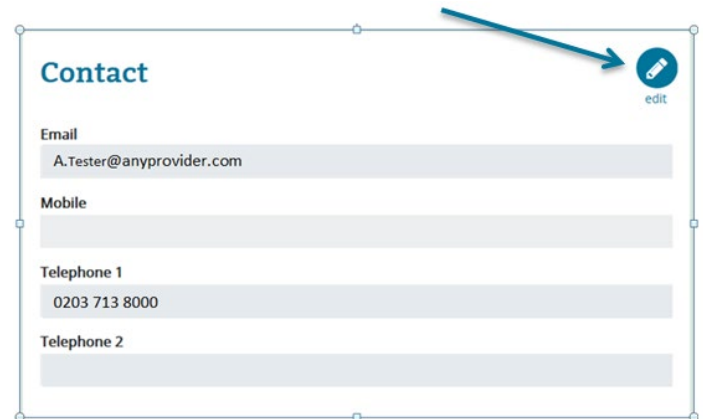
You will receive an email with instructions on how to reset your password.

I've changed my email account

If you have moved to a new email account, or you want to receive information from the GPhC at a different email address, you need to update your email details. Sign in to your MyGPhC account as normal and then click on the 'Account' tab on the home screen.

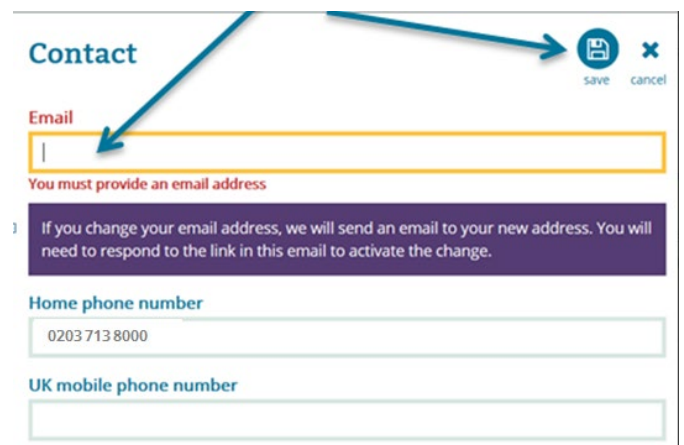


Navigate to the 'Email' field in the 'Contact' area of the screen and click on the edit button.



The screenshot shows the 'Contact' form with the following fields: 'Email' (containing 'A.Tester@anyprovider.com'), 'Mobile', 'Telephone 1' (containing '0203 713 8000'), and 'Telephone 2'. A blue arrow points to the 'edit' button in the top right corner.

Enter your new email address into the highlighted field and click on 'save'.



The screenshot shows the 'Contact' form with the 'Email' field highlighted. Below the field is a red error message: 'You must provide an email address'. A blue arrow points to the 'Email' field. Another blue arrow points to the 'save' button in the top right corner. A purple notification box contains the text: 'If you change your email address, we will send an email to your new address. You will need to respond to the link in this email to activate the change.' Below this are fields for 'Home phone number' (containing '0203 713 8000') and 'UK mobile phone number'.

The prompt explains that we will need to verify your new email address. We will do this by sending you a verification link to your new email address. Follow the instructions in this email to change the email address that you use for logging in to MyGPhC.