

Setting-up your Allscripts PAS eLearning

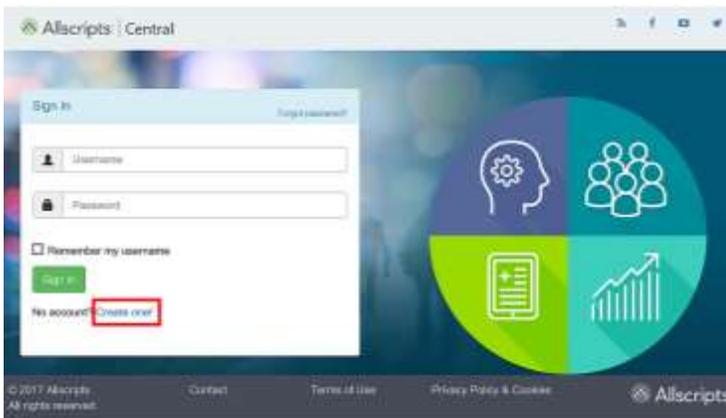
Register for eLearning

1. Click the desktop icon



or go to Allscripts Central at

<https://central.allscripts.com/AC/MyApps>



2. To create your account, click: **Create one!** The Welcome to new user registration screen will appear.



3. Start completion of the Registration form:

- Enter your corporate email account details which is your NHS email account name and domain
- Press **[TAB]** key on keyboard - the following screen will



appear

4. Complete the form with your registration details

- Enter your **First Name** and **Last Name**
- Prefix telephone numbers with a **+44** and remove the 0 at the beginning of the number, no spaces or punctuation is permitted. (See example below).
- Select the options for **Language**, **Timezone**, **Local** and **Country**, as below.

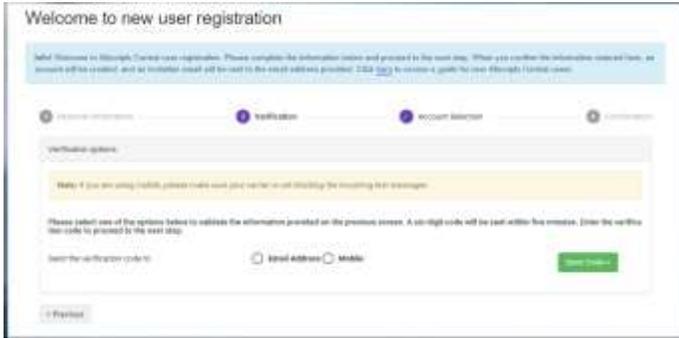


- Accept the Terms and Conditions
- I agree to Allscripts Terms and Data Use Policy

Next >

- Click **Next >**
- The following screen will appear:
- Choose the method you wish to receive your validation code
- Click **Send Code**

The following screen will appear displaying a list of accounts:



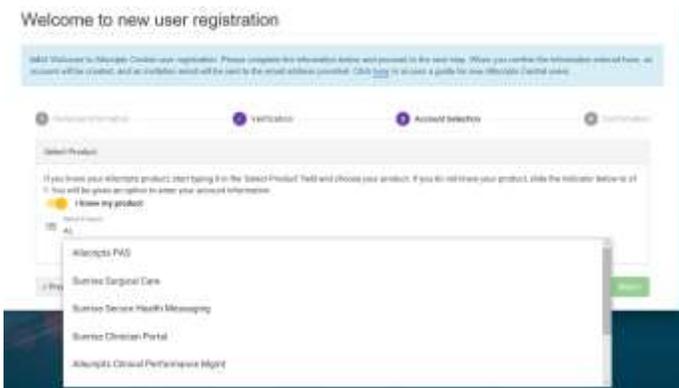
Note: You can only select the option to receive the code via your mobile if you added the number in the Registration screen above.

- 5. You will receive an email containing your six-digit code which you will need to proceed with to continue the registration process.

- 6. Enter the six-digit code and click [Verify >](#)



- 7. The Select Product screen will appear:



- 8. In the Select Product field start typing "Allscripts" and a drop-down list will appear, select **Allscripts PAS**

- 9. Click [Next >](#)



- 10. Select **East Kent Hospitals University Trust (10082134)** from the available options

- 11. Click [Next >](#)

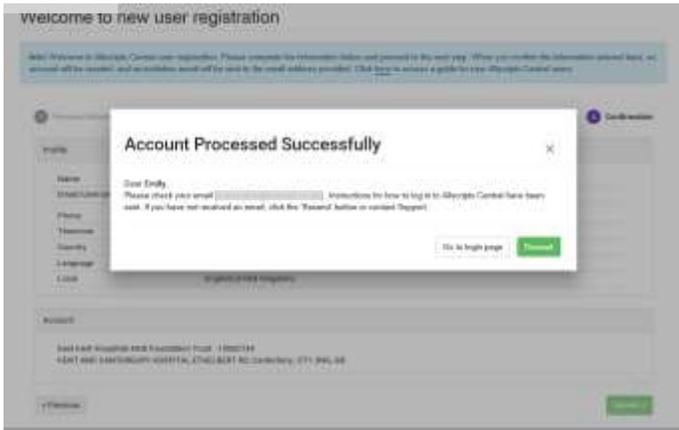


The confirmation screen will appear (see above) read the information carefully to make sure it is correct.

- 12. Click [Submit >](#)

- 13. You will receive a message that your account is being processed. This process can take up to two minutes. When it has completed, you will receive a message that your account was processed successfully.

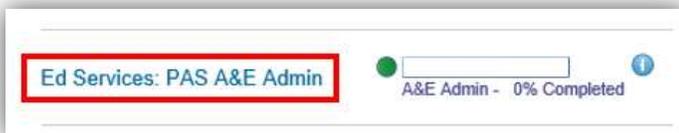
- 14. An email with instructions for how to log in to Allscripts Central will be sent to the email address you provided. If you do not receive an email, click Resend. When you do receive the email, click Go to login page from the message above or from the link in your email.



15. Log in to Allscripts Central with the Username and Password in the email. This is a temporary password. Enter and confirm a **new password**, then create the 3 required security questions. Your new password should:
 - be at least 8 characters long
 - be a combination of uppercase, lowercase and number characters
 - not contain your Trust's name or part of your full name
16. Click Submit >
17. Logging in will take you to the Allscripts Learning Center

Registering for your Education Program

1. Click [My Education Programs](#) at the top - left of the Home Screen
 2. Click [Add Education Program](#) - this is near the middle of the page.
 3. In the **Name** field type: **Ed Services: PAS** (make sure you type in exactly what you see here)
 4. Click **Search** (you need to maximize the window to find the "search" button)
1. Click the **Tick box** next to your required program.
 2. Click **Select and Close**
 3. Click on your assigned program name e.g.:



4. Click on **Begin Registration**, on the right of the screen
5. Click **Complete Registration**, on the right of the screen
6. Next, on the **Create Order Screen**, you will see your registration details with a price of 0.00 USD.

7. Click Place Order
8. Your registration is complete - you may now start your learning.

Finding your Program

1. In the Allscripts Learning Center, locate the area headed "**Education Programs**", then click your Program name.
 - Do **not** use the "My Learning" link as courses will not be shown in the order you need.

Launch a Course within a Program

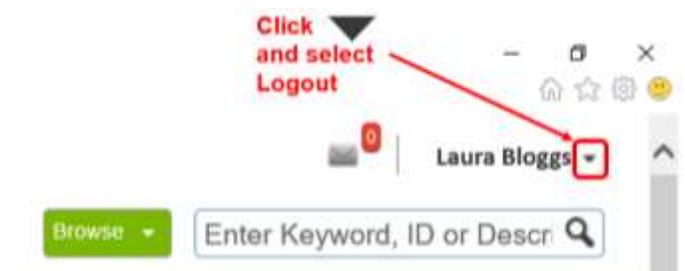
1. There are several courses in each program. Click **Launch** for the **first** course
2. Click Launch
3. Follow the instructions in the course until you are ready to take a break in your learning.

Leaving a course

1. To leave a course at any time close the Internet window e.g.



2. To Logout of the Learning Center, locate your name near the top right hand of the screen, then use the down arrow to reveal the logout option:



Resuming a course

To resume a course, login to the Learning Center and re-launch

Revisiting a completed Course

1. Completed courses have a status of “successful”.
2. Selecting the Learning Program shows all the courses, including those that are complete. Click [View Completed Course](#) for the option to **Launch** your completed course again.
3. Revisiting a course does not change the original completion status.

Completing your Program

1. Work through the courses within your “**Education Program**” in the order listed. When all the courses are completed, the Trust will arrange for you to have access to the live PAS system.



Do not use the “My Learning” link as courses will not be shown in the order you need.



You will continue to have access to this training system and should return and review it as required.

Getting Support

For assistance with issues related to the Allscripts Learning Center, please email; education@allscripts.com.