



**Pharmacy Programs  
Administrator**

# PORTAL USER GUIDE - RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME

July 2020

## PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME

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## INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for mentors wishing to participate in the Rural Pharmacy Scholarship Mentor Scheme (RPSMS). It describes the following processes:

- How to set up your user account for the Portal
- Registering for a Role as a Mentor
- Registering for the RPSMS Program
- Submitting the RPSMS Mentor Report.

For best performance, we recommend the most recent version of the following browsers; **Chrome, Firefox and Safari**. Whilst you can successfully submit your registration and reports using other browsers, they may not have all the features required to provide you with the best user experience.

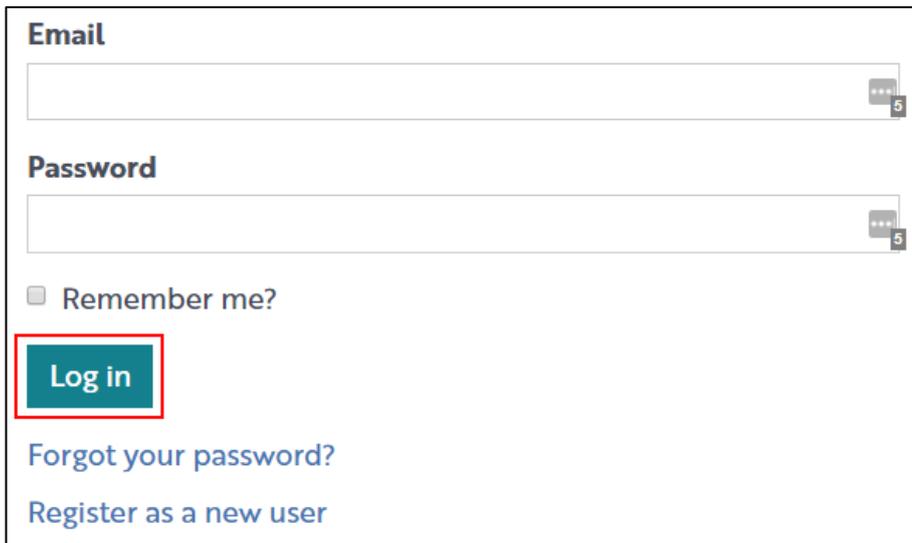
If you require further assistance with setting up your user account or using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre on 1800 951 285 or by email [support@ppaonline.com.au](mailto:support@ppaonline.com.au)



## REGISTER FOR A ROLE

This section details how to register for your role of a Mentor on the Pharmacy Programs Administrator Portal.

1) Navigate to the Portal via the website <https://ppaonline.com.au>. The login page will display. Enter your account details and click on the **Log In** button



Email

Password

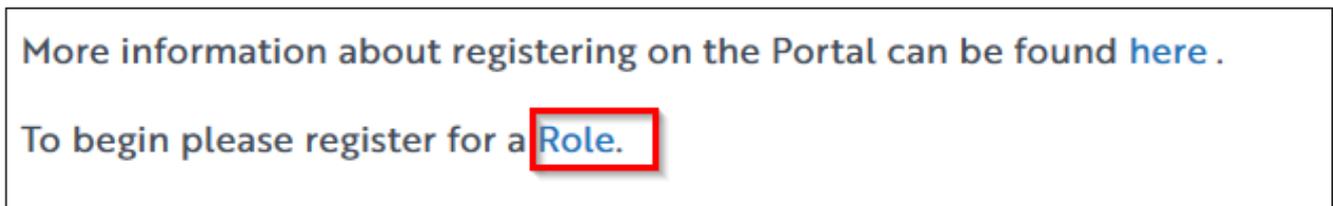
Remember me?

**Log in**

[Forgot your password?](#)

[Register as a new user](#)

2) A welcome message will display. At the bottom of the page click on the **register for a role** link



More information about registering on the Portal can be found [here](#).

To begin please register for a **Role**.

3) If you are already registered for a different role on the Portal you will need to click on the **Registrations** link in the top right corner of the browser

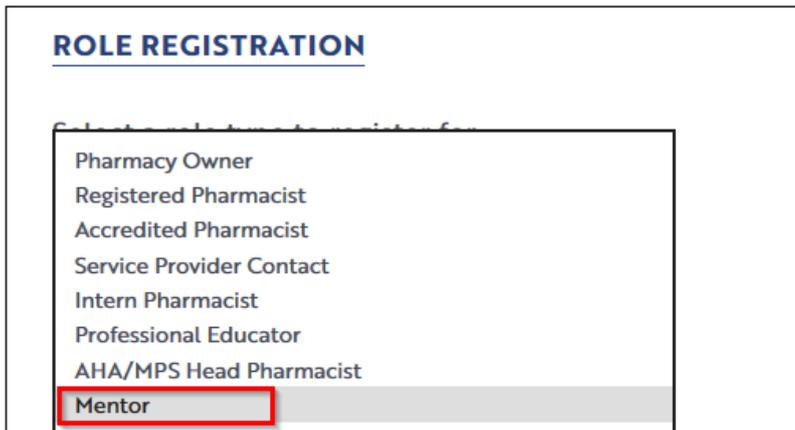


Pharmacy Programs  
Administrator

Home Registrations

## Pharmacy Programs Administrator Portal User Guide – RPSMS

4) You will be prompted to select a role type. For the purposes of this user guide, the role type **Mentor** will be selected

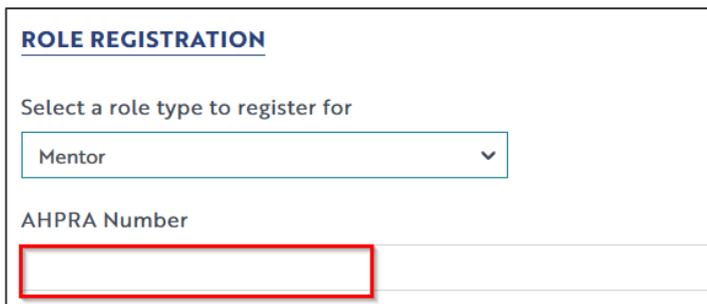


**ROLE REGISTRATION**

Select a role type to register for

- Pharmacy Owner
- Registered Pharmacist
- Accredited Pharmacist
- Service Provider Contact
- Intern Pharmacist
- Professional Educator
- AHA/MPS Head Pharmacist
- Mentor**

5) You will be asked to provide your **AHPRA Number**



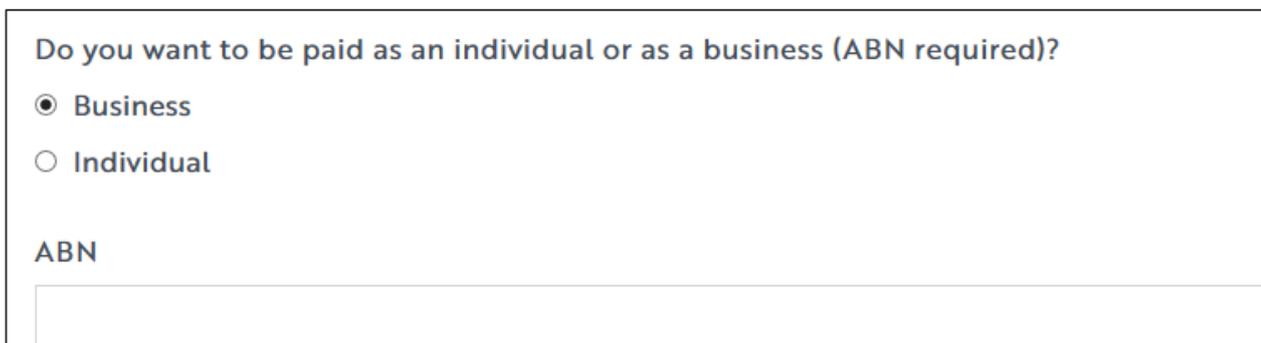
**ROLE REGISTRATION**

Select a role type to register for

Mentor

AHPRA Number

6) You will also be asked if you wish to be paid as a business or as an individual. Please note that if you choose to be paid as a **Business** you will need to type in a valid ABN



Do you want to be paid as an individual or as a business (ABN required)?

Business

Individual

ABN

## Pharmacy Programs Administrator Portal User Guide – RPSMS

7) You can now enter your Bank Details and Contact Details and click the **Submit** button.

### BANK DETAILS

Account Name

BSB

Account Number

### CONTACT DETAILS

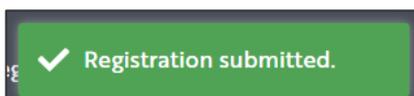
Phone Number

Mobile Number

Fax Number

Email

8) Once you click **Submit**, a **Registration Submitted** notification will display



9) A new screen will open with the following message

Register another role or provider

Registration Progress

Selected Role: Student Done!

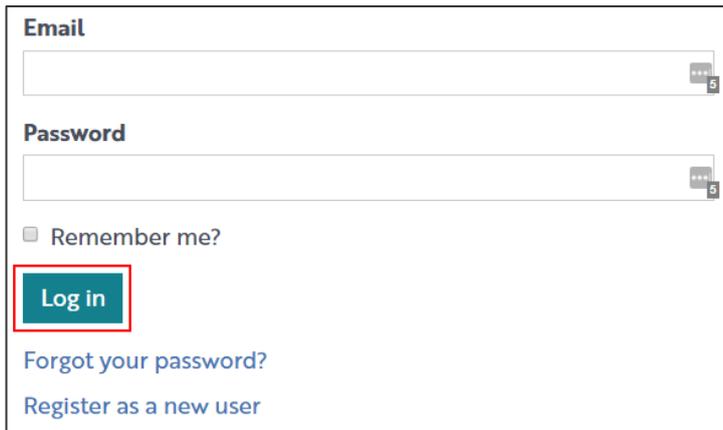
We have received your registration, please allow up to 24 hours for it to be processed. To register for another role or service provider [click here](#).

10) Please allow up to 24 hours for your registration to be processed. You can then log back into the Portal following Step 1 above to register for the Rural Pharmacy Scholarship Mentor Program.

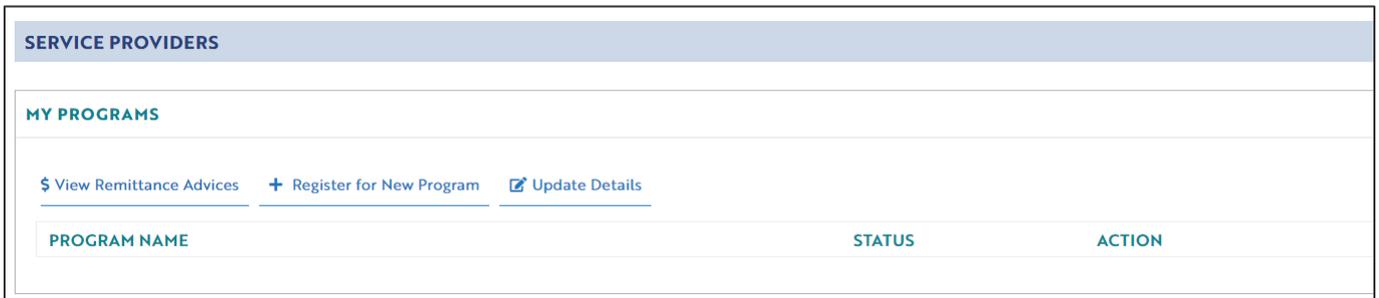
## PROGRAM REGISTRATION

This section details how to register for the Rural Pharmacy Scholarship Mentor Scheme through the Pharmacy Programs Administrator Portal.

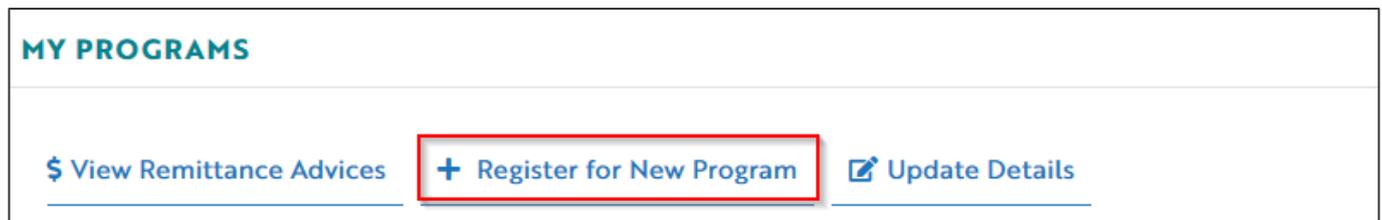
- 1) Navigate to the Portal via the website <https://ppaonline.com.au>. The Pharmacy Programs Administrator Portal Login page will display.



- 2) **My Programs** will be displayed on your **Home** page. If you are also linked to a number of other Service Providers you may need to scroll down to find it



- 3) To Register for a new Program, click the **Register for New Program** link underneath the My Programs heading



## Pharmacy Programs Administrator Portal User Guide – RPSMS

- 4) The Program Registration screen will display a list of all Programs a Mentor may register for. Use the drop-down list to select **Rural Pharmacy Scholarship Mentor Scheme**

**MY PROGRAMS**

Program Registration

Rural Pharmacy Scholarship Mentor Scheme

- 5) The screen will display the following

**MENTOR DETAILS**

Mentor Given Name(s)

Mentor Family Name

Are you an Australian Citizen or Permanent Resident

Yes

No

**WORKPLACE INFORMATION**

How many years have you practiced as a Pharmacist

Name of Pharmacy/Business

Pharmacy/Business Address

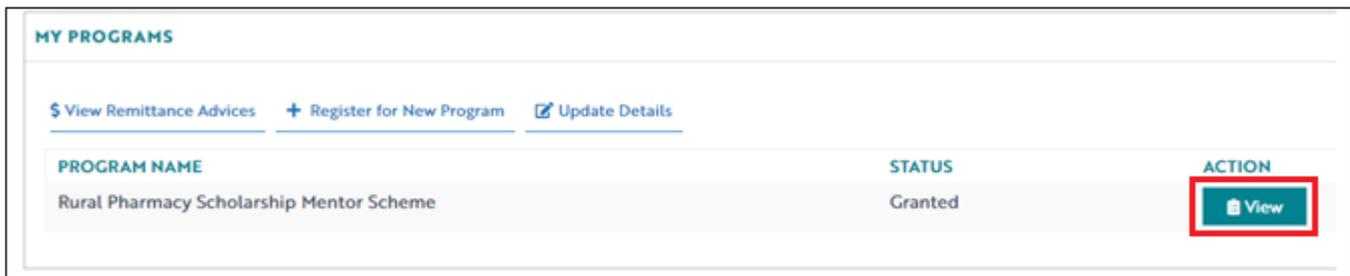
Suburb

- 6) Once the mandatory fields have been filled click on **Submit Registration**
- 7) A confirmation message will display, and your RPSMS Program Registration will be set to **Pending** status. The Pharmacy Programs Administrator will review your documentation and contact you via email with the outcome. Once approved, the **Pending** status shown below will update to **Granted**. You will now be ready to upload your **Mentor End of Year Report**.

## SUBMITTING YOUR MENTOR END OF YEAR REPORT

This section details how to submit a RPSMS **End of Year Report** through the Pharmacy Programs Administrator Portal.

- 1) Once logged into the Pharmacy Programs Administrator Portal, click on the **Home** button to display your **My Programs** tab. Click the **View** button next to the Rural Pharmacy Scholarship Mentor Scheme Program

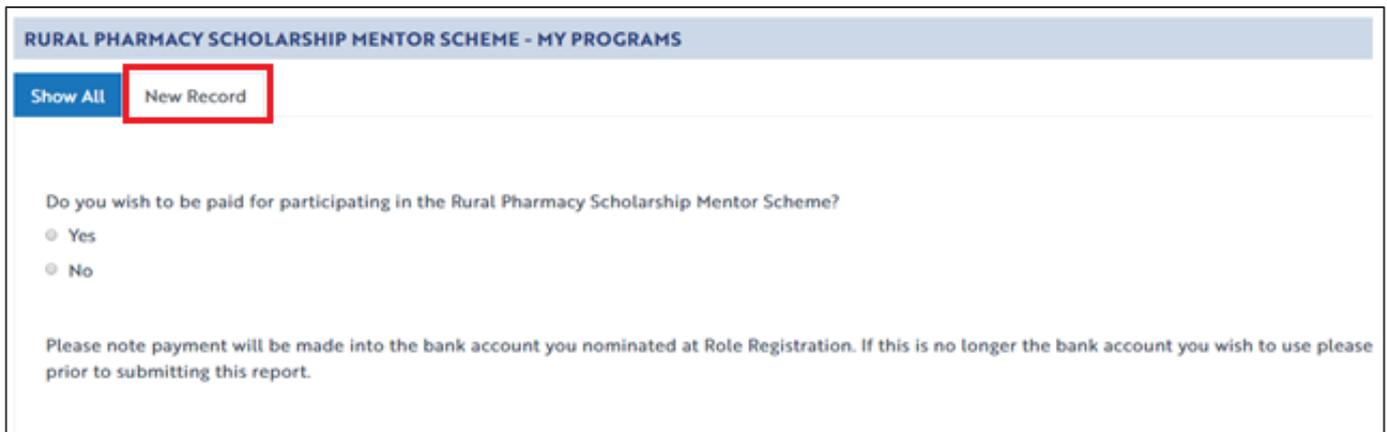


**MY PROGRAMS**

[View Remittance Advices](#)
[+ Register for New Program](#)
[Update Details](#)

PROGRAM NAME	STATUS	ACTION
Rural Pharmacy Scholarship Mentor Scheme	Granted	<a href="#">View</a>

- 2) The following screen will display. Click on the **New Record** button to display the form to complete



**RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME - MY PROGRAMS**

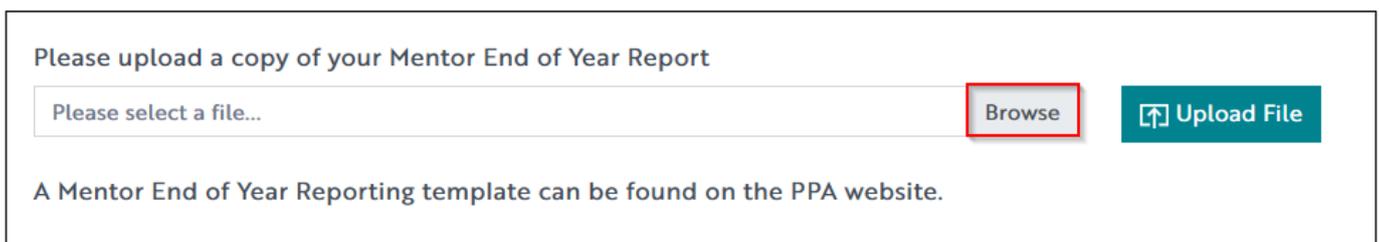
[Show All](#)
[New Record](#)

Do you wish to be paid for participating in the Rural Pharmacy Scholarship Mentor Scheme?

Yes  
 No

Please note payment will be made into the bank account you nominated at Role Registration. If this is no longer the bank account you wish to use please prior to submitting this report.

- 3) Complete the details of the student you are submitting the report for
- 4) Click on the **Browse** button to find the Mentor End of Year Report you wish to upload



Please upload a copy of your Mentor End of Year Report

Please select a file... [Browse](#) [Upload File](#)

A Mentor End of Year Reporting template can be found on the PPA website.

- 5) Once the correct file is selected make sure you click on the **Upload File** button. If you do not click this button the file will not upload to the Portal

## Pharmacy Programs Administrator Portal User Guide – RPSMS

Please upload a copy of your Mentor End of Year Report

Mentor Report for Student A.docx Browse Upload File

A Mentor End of Year Reporting template can be found on the PPA website.

6) If you need to return to the submission at another time, scroll down and click the **Save** button

Declaration

By clicking Submit you acknowledge and agree that:

a. You have used your best endeavours to ensure that all information provided in the Mentor End of Year Report are complete and correct.

Submit Save

7) You can then continue the submission by clicking the **Show All** button and then the **Continue Submission** button

RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME - MY PROGRAMS

Show All New Record

ENTRIES		
ID	DATE SUBMITTED	APPROVAL STATUS
6327	-	PreSubmission

Continue Submission

8) Once you have finished filling out all the information and uploading the report, click on the **Submit** button to submit the report the Pharmacy Programs Administrator for review.

9) Your submission will be set to **Pending** until it has been reviewed and approved by the Pharmacy Programs Administrator. If approved, the approval status will be changed to **Granted** and payment will be made to your bank account if you have requested to be paid for mentoring this student.

