



# PORTAL USER GUIDE - RURAL PHARMACY SCHOLARSHIP SCHEME

February 2020



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

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## INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for students who have been offered a conditional scholarship as part of the Rural Pharmacy Scholarship Scheme (RPSS). It describes the following processes:

- How to set up your user account for the Portal
- Registering for the RPSS Scholarship Program
- Submitting RPSS Annual Requirements.

For best performance, we recommend the most recent version of the **Chrome** browser is used. Whilst you can successfully submit your registration and make claims 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)

## SET UP YOUR USER ACCOUNT FOR THE PORTAL

- 1) Navigate to the Portal via the website <https://app.ppaonline.com.au>. A welcome page will display, hit enter to proceed to the log in page and log in with the email address and password you used to create your Scholarship application.

Email

Password

Remember me?

[Log in](#)

[Forgot your password?](#)

[Register as a new user](#)

- 2) Once logged into the Portal, click on the **Home** button to display your **My Programs** tab.

### SERVICE PROVIDERS

#### MY PROGRAMS

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

PROGRAM NAME	STATUS	ACTION
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- 3) To update your contact information and add in your bank details, click the **Update Details** link

### SERVICE PROVIDERS

#### MY PROGRAMS

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

PROGRAM NAME	STATUS	ACTION
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## Pharmacy Programs Administrator Portal User Guide – RPSS

- 4) You can now enter your Bank Details and Contact information and click the **Save** button. Please ensure you have entered the correct bank account information as this is the account that will receive your scholarship payments.

### BANK DETAILS

Account Name

Account Name is required.

BSB

BSB is required.

Account Number

Account Number is required.

### SERVICE PROVIDER CONTACT DETAILS

Phone Number

Mobile Number

Fax Number

Email

\*Note: This email address will be used for all finance notifications

Please enter either a landline or a mobile number

 Save

## PROGRAM REGISTRATION

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

- 1) Navigate to the Portal via the website <https://app.ppaonline.com.au>. A welcome page will display, hit enter to proceed to the log in page and log in with the email address and password you used to create your Scholarship application.

**Email**

**Password**

Remember me?

**Log in**

[Forgot your password?](#)

[Register as a new user](#)

- 2) Once logged into the Portal, click on the **Home** button to display your **My Programs** tab
- 3) To Register for a new Program, click the **Register for New Program** link

**MY PROGRAMS**

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

PROGRAM NAME	STATUS	ACTION
Show <input type="text" value="10"/> entries		

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

**MY PROGRAMS**

Program Registration

**Rural Pharmacy Scholarship Scheme**

Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme

Rural Pharmacy Scholarship Mentor Scheme

## Pharmacy Programs Administrator Portal User Guide – RPSS

5) The screen will display the following

**MY PROGRAMS**

Program Registration

Rural Pharmacy Scholarship Scheme ▼

Please upload copies of the following documents to support your Scholarship Application

**Certified copy of proof of enrolment**

**A signed Scholarship agreement which can be located [here](#).**

**A Statutory Declaration attesting that the information provided in your Application Form was accurate and complete which can be located [here](#).**

### Declaration

You acknowledge and agree that:

- a. You are a conditional scholarship holder
- b. You will make your best endeavour to ensure that all information provided is complete and correct at the time of submission
- c. You will upload your Beginning of Year and End of Year deliverables when required
- d. Documentation will be made available for audit by the Pharmacy Programs Administrator

By clicking Submit Registration you agree to abide by the terms and conditions detailed above. Providing false or misleading information is a serious offence and auditing of claims made under the Program may occur. All records should therefore be maintained in accordance with the Program Rules.

**Submit Registration**

6) **Browse** for the file on your computer, click **Upload File** and a **File Successfully Uploaded** notification will display in the right

✓ File Successfully Uploaded.

7) Once you have uploaded all the required documents please read the declaration and click **Submit**

## Pharmacy Programs Administrator Portal User Guide – RPSS

- 8) A confirmation message will display, and your RPSS Program Registration will be set to **Pending** status. A member of the Scholarships team will then review your submission and contact you if your Conditional Offer is approved and progressed to a Full Offer.

### SERVICE PROVIDERS

#### MY PROGRAMS

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

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

## SUBMITTING ANNUAL REQUIREMENTS

This section details how to submit RPSS **Annual Requirements** 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 Scheme Program

**SERVICE PROVIDERS**

**MY PROGRAMS**
Service Provider Status: **Granted** ▼

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

PROGRAM NAME	STATUS	ACTION
Rural Pharmacy Scholarship Scheme	Granted	<div style="display: flex; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px; margin-right: 10px;">View</div> </div>

- 2) Click on the **New Record** tab and upload the applicable documents for your **Beginning of Year Requirements**

**RURAL PHARMACY SCHOLARSHIP SCHEME - MY PROGRAMS**

Beginning Of Year Requirements
Monthly Claim
End Of Year Requirements

Show All
New Record

*All Scholarship Holders*  
Please upload the following documents

You can upload the Beginning of Year Report, Learning Plan and Scholarship Agreement templates at [www.ppaonline.com.au](http://www.ppaonline.com.au). Please complete and upload as part of the Beginning of the Year requirements.

**Beginning of Year Report**

**Learning Plan**

**Proof of membership in a Rural Health Club**

*Returning Scholarship Holders only*  
Please upload the following documents

First time scholarship holders have already supplied the following evidence as part of the Application process. Please note you will be required to submit this evidence at the

- 3) **Browse** for the file on your computer, click **Upload File** and a **File Successfully Uploaded** notification will display in the right



## Pharmacy Programs Administrator Portal User Guide – RPSS

- 4) You can choose the **Save** button if you wish to save your uploaded files and return to the submission at a later stage to complete. You can then continue the submission by clicking the **Show All** button and then the **Continue Submission** button
- 5) Once all files have been uploaded click on the **Submit** button
- 6) A confirmation message will display, and your RPSS Supporting Evidence submission 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**.
- 7) Once you have uploaded all the required documents and read the Declaration click on the **Submit** button. Your submission will be set to **Pending** and will be reviewed by an Operator

ID	DATE SUBMITTED	APPROVAL STATUS
239	24/01/2019	Pending

- 8) The same process applies for your **End Of Year Requirements**

**RURAL PHARMACY SCHOLARSHIP SCHEME - MY PROGRAMS**

Beginning Of Year Requirements

Monthly Claim

End Of Year Requirements

Show All

New Record

Please upload the following:

The End of Year Reporting template can be found at [www.ppaonline.com.au](http://www.ppaonline.com.au).

End of Year Report

Please be aware your mentor will need to upload the Mentor Report for you. This must be received before your final payment for the year can be

Declaration

By clicking Submit you acknowledge and agree that:

- a. You have used your best endeavours to ensure that all information provided is complete and correct at the time of submission
- b. You have attached all documentation required
- c. Documentation is available for audit by the Pharmacy Programs Administrator.

Submit

Save



**CONTACT THE SUPPORT CENTRE:** 1800 951 285 | [support@ppaonline.com.au](mailto:support@ppaonline.com.au)