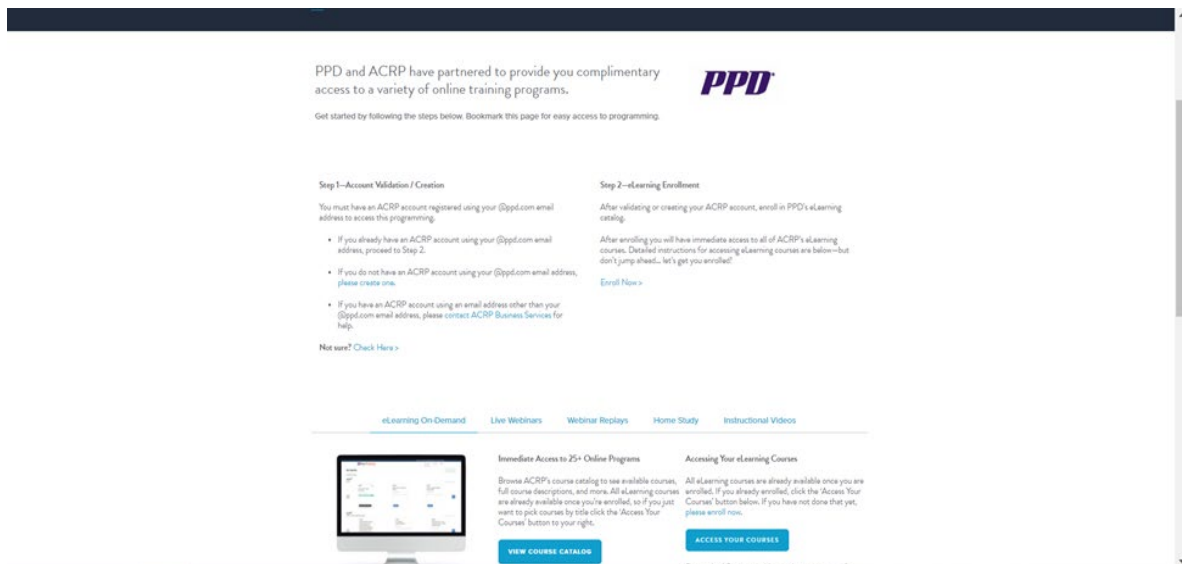




## Shortcut to PPD Landing Page and Portal Users Accessibility and Course Navigation:

General Information and Reminders before getting started:

- PPD has a specific account at ACRP, which requires you to **use only your PPD landing page** to access training. If you are, or become, an ACRP member, you will still follow this flow as well.
- Please ensure you are using **Google Chrome** as the preferred search engine.
- It is **recommended you frequently refresh** each time you go back to your PPD landing page as logging in may be required due to timeout of session however.
- Note: you will go through a cart purchase process so you can access your training, but balance will be at **zero (\$0)** at checkout.
- ACRP support contact at: <https://acrpnet.org/contact/>

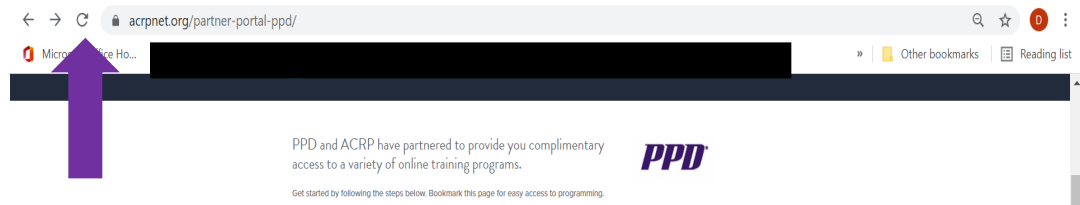


First things first:

- Step #1: Account Validation and Creation with ACRP – using PPD email only
  - Click **Please Create One**
  - Enter email
  - Click **Register With Organization** – HQ address already pre-populated
  - Enter name
  - Check box for organization benefits
  - Enter title
  - Enter phone number
  - Demographic drop downs – choose:
    - Clinical research focus – study conduct
    - Role – select your respective option; hint: monitor or CRA is listed alphabetically
    - Setting – CRO
    - Years experience – select your respective option
    - Optional fields further below if you wish to complete for your ACRP profile only
    - Click **Continue**



- Set password, reenter password
- Click **Continue**
- Registration now complete, Click **Done**
- Full profile screen will pop up when finished, you can close this out
- Return to open, bookmarked tab for PPD landing page and refresh at top (see arrow)



- **Step #2: eLearning Enrollment - Bundle Purchase for PPD package**
  - Click **Enroll Now**
  - PPD eLearning catalog enrollment pops up, Click **Add To Cart**
  - Online store shopping cart shows bundle purchased at no cost to you, Click **Checkout**
  - Add to donation cart option will appear on behalf of ACRP, Click **No Thanks** or enter personal donation if you like (Note: this is not reimbursable or required for PPD.)
  - Online store shopping cart appears again, Check box for terms of service and code of ethics at bottom of screen, Click **Continue**
  - Online store shopping cart appears final time, Click **Submit Order** (Do not click edit payment)
  - Purchase details, confirmation number pops up for you records
  - You are now done, return to the PPD landing page and refresh at the top (Do not click continue at this point)

Refresh page and scroll down to the bottom of the PPD landing page, now you're ready to choose your options by course type.

- Note: If described processes differ from PPD procedural documents and policies, PPD's procedural documents and policies must be followed when applicable.
- Note: the entire ACRP course catalog can be found under the **View Course Catalog** button.
  - Catalog allows you to preview the content per course - you don't get your courses here however (Do not click add to cart during review).
- Between each button click per course type, recommend you refresh your landing page.



- Below are the steps to follow per type of course:

Quick access to eLearning – Refresh PPD landing page first:

- Note: this pathflow is different than the other three
- Click **eLearning On-Demand** (Note: the default page always opens on eLearning however)
- Click **Access Your Courses**
- Pro-Ficiency page pops up with 25 eLearning courses listed for your training
- You can select 'Begin' for Module Overview to see description, learning objectives, audience before actually launching course. Then choose either 'Start Module' or follow thread at top to get back to 'My Agenda' with full list of courses.
- You can watch courses through, or stop and come back to where you left off
- Top right corner shows your completion progress
- Note: some courses are specific to sites and your direct experience level

Quick access to Live Webinars – Refresh PPD landing page first:

- Click **Live Webinars**
- Click **Browse Upcoming Webinars**
- Recommend adding them all to your cart upfront to have them available to you in the future
- Select one-by-one each webinar and follow:
  - Click **Add to Cart**
  - Click **Individual Registration**
  - Click **Add to Cart**
  - Click **Checkout**
  - Add to donation cart option will appear on behalf of ACRP, Click **No Thanks** or enter personal donation if you like (Note: this is not reimbursable or required for PPD.)
  - Online store shopping cart appears again, Check box for terms of service and code of ethics, Click **Continue**
  - Online store shopping cart appears final time, Click **Submit Order** (Do not click edit payment)
  - Purchase details, confirmation number pops up for your records
  - Do not click continue shopping to add more here
  - You are now done, return to the PPD landing page and refresh at the top
  - Follow same process above to add more webinars into your cart for future access
  - Your cart amount will total zero as long as you're still logged in via top hyperlink
  - Click **Access Webinars**, My Account will appear
  - Down left side select **Webinars and Live Conferences**
  - All of your carted items will appear here, Click **Attend Event** on respective date



Quick access to Webinar Replays – Refresh PPD landing page first:

- Click **Webinar Replays**
- Click **Browse Webinar Replays**
- Recommend adding them all to your cart upfront to have them available to you in the future
- Select one-by-one each replay and follow:
  - Click **Add to Cart**
  - Click **Checkout**
  - Add to donation cart option will appear on behalf of ACRP, Click **No Thanks** or enter personal donation if you like (Note: this is not reimbursable or required for PPD.)
  - Online store shopping cart appears again, Check box for terms of service and code of ethics, Click **Continue**
  - Online store shopping cart appears final time, Click **Submit Order** (Do not click edit payment)
  - Purchase details, confirmation number pops up for your records
  - Do not click continue shopping to add more here
  - You are now done, return to the PPD landing page and refresh at the top
  - Follow same process above to add more replays into your cart for future access
  - Your cart amount will total zero as long as you're still logged in via top hyperlink
  - Click **Access Replays**, new window with My Account will appear
  - Down left side select **Webinar Replays**
  - All of your carted items will appear here, Click **View Product** when ready

Quick access to Home Studies – Refresh PPD landing page first:

- Click **Home Study**
- Click **Browse Home Study Tests**
- Recommend adding them all to your cart upfront to have them available to you in the future
- Select one-by-one each home study by selecting '**Purchase**' and follow:
  - Click **Add to Cart**
  - Click **Checkout**
  - Add to donation cart option will appear on behalf of ACRP, Click **No Thanks** or enter personal donation if you like (Note: this is not reimbursable or required for PPD.)
  - Online store shopping cart appears again, Check box for terms of service and code of ethics, Click **Continue**
  - Online store shopping cart appears final time, Click **Submit Order** (Do not click edit payment)
  - Purchase details, confirmation number pops up for your records
  - Do not click continue shopping to add more here
  - You are now done, return to the PPD landing page and refresh at the top



- Follow same process above to add more home studies into your cart for future access
- Your cart amount will total zero as long as you're still logged in via top hyperlink
- Click **Access Your Home Studies\***, My Account will appear
- Down left side select **Home Studies**
- All of your carted items will appear here, Click **View Product** when ready  
(\*Note, if you do not immediately see your home studies, at this point, you may need to log out of, then back into, your ACRP account for optimization since different platform, and then refresh PPD landing page)