How to Register for eDossier Access (Students and Advisors)

1. Go directly to this registration page on the FormularyDecisions website.

The URL is https://www.formularydecisions.com/individual-registration

2. You should be taken to this screen:

≡ ⊗ FormularyDecisions'	Contact Us
Hi there! Let's get you registered.	
If you participated in last year's AMCP Foundation National Student Pharmacist P&T Competition, then you are a registered user and we need to update your pro Did you participate in last year's competition? Yes No	ofile.
If you have any concerns or questions, please contact us at registration@FormularyDecisions.com	

A. **If you participated in last year's P&T Competition**, select "Yes." As a pop-up screen will indicate, you will be redirected to a page that asks you to update your account for the current competition, using your existing login credentials.



B. If you did *not* participate in last year's P&T Competition, select "No" to begin the registration process. You will be taken to this screen, asking whether you are registering as a judge:



You will be taken to the screen shown below.



When you select "Next," you are taken to a data entry screen.

3. Most of the information requested on the data entry screen is selfexplanatory. However, *please pay special attention* to these fields.

- A. As indicated, you **must** register using a school-provided email address (i.e., a ".edu" address). The email address must be a specific, verifiable address tied to a single person (i.e., not something like <u>studentAMCP@college.edu</u>).
- B. You **must** select a pharmacy school/college from a drop-down list.

If your school does not appear on this list, your school has not visited the P&T Competition online portal to register its intention to compete (or it registered after the early access deadline). **Schools must register their intention to compete** before anyone associated with the school will be granted access to the eDossier site.



C. You must specify your role in the P&T Competition.

Select "Student" if you are competing on a P&T Competition team, serving as the Competition Coordinator, or have another official student role. **Be prepared to enter your AMCP Student Member # in the field that will appear.**

Role*:	Student v
AMCP Membership #*:	

Other options are "P&T Competition Advisor" and "Other" (e.g., mentor). Advisors are **not** required to enter an AMCP member #. Anyone who selects the "Other" option must provide some explanatory text regarding their role.

D. If you make any errors or do anything the system doesn't like, you will get an error message (likely at the top of the page):

Re-entered password cannot contain the following characters: & Password cannot contain the following characters: &

4. When you have entered all information successfully and hit "Next," you should see this screen:

E S FormularyDecisions Contact Us
Dear Cynthia Knapp Dlugosz, Thank you for registering with the Academia version of FormularyDecisions!
Dear Cynthia Knapp Dlugosz,
Thank you for registering with the Academia version of FormularyDecisions! We welcome your participation and use of this site for training purposes.
Your credentials need to be verified by our team; please expect that process to take 1-3 business days. Once the verification process is complete, a confirmation email will be sent to your registered email address (PT@amcpfoundation.org), asking that you activate your account. This account activation will ensure that you have immediate access to the drug dossier and other materials when they are available.
IMPORTANT NOTE: To avoid any delay in receiving emails from FormularyDecisions, please confirm with your network administrator that you can receive emails originating from the @FormularyDecisions domain. (e.g. registration@FormularyDecisions.com)
We look forward to serving you soon!
FormularyDecisions Team
Questions? Send a note to registration@FormularyDecisions.com

Note that every person's credentials must be verified to ensure appropriate access to confidential information. Expect that process to take 1-3 *business* days.

5. After your credentials have been verified, you should receive the confirmation email message that looks like this:

FormularyDecisions - Email Verification							€v
FormularyDecisions < registration@FormularyDecisions.com> To: PT Competition	÷	8	4	« Thu	→ 11/3/2	88 022 3:5	••• 66 PM
External Message: Please do not click on links, open attachments, or reply unless you know th	e con	tent is	s safe.				
Dear Cynthia Knapp Dlugosz,							
Your credentials have been verified. Please click on the following link to activate your account							
https://legacy.formularydecisions.com/global/activate.aspx?id=17651&code=2ea8894b-cda7	-4296	- <u>b8c6</u>	-3f19e	ec783	<u>513</u>		
You must activate your account before you can access the System. If you are unable to click the entire link into your web browser.	ne link	abov	e, plea	ase co	opy ar	nd pa	ste
We look forward to serving you!							
Thank you							
FormularyDecisions Team							
Questions? Contact us at support@formularydecisions.com							

The message asks you to click on a link to activate your account.



When you click on the link, you will be taken to a screen that looks like this:

≡ ⊗ FormularyDecisions [*]	
Activation	
Thank you for activating your account! Click <u>here</u> to login.	
in you have any questions, piedse don't hesitate to contact us.	

6. After you click on the "Click here to login" link and enter your user name and password, you should be taken to the FormularyDecisions home page for the P&T Competition, with immediate access to the eDossier.

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eDossier AMCP Foundation and an attional Student Pharmacist Pharmacy & Therapeutics (P&T) Competitut assier ADBRY ^{**} Resources	My Products Recents ADBR/* Vrew my eDossiers FDA Updates Product Type

You also should receive an email message from "support@FormularyDecisions.com" that looks like this:

ADBRY™ eDossier available in FormularyDecisions now (Cynthia Knap Foundation)	op D	lug	osz,	ZZ /	AMC	CP	€, ~
support@FormularyDecisions.com To: PT Competition Cc: support@FormularyDecisions.com		6	4	≪ Thu	→ 11/3/2	88 022 3:5	 56 PM
External Message: Please do not click on links, open attachments, or reply unless you know the Dear Cynthia, Thank you for using FormularyDecisions®! You now have access to the study drug eDossier for Competition. <u>Click here</u> to view it.	r the	ent is AMCF	safe. P Four	ndatio	on P&	T	
We look forward to serving you and welcome any feedback you may have so that we can conti and support informed, evidence-based decision making. Good luck in the P&T Competition!	nue t	o evo	olve Fo	ormula	ary De	cisior	าร
FormularyDecisions Team							
Questions? Email us at support@FormularyDecisions.com .							

Questions about account creation or activation? Contact the FormularyDecisions team at

registration@FormularyDecisions.com