

20th Annual National Student Pharmacist P&T COMPETITION | 2020

HELD DURING AMCP2020 • APRIL 21-24, 2020
GEORGE R. BROWN CONVENTION CENTER • HOUSTON, TX



How to Register for eDossier Access as a Judge

P&T Competition judges must create an individual account in the FormularyDecisions AMCP eDossier system (student version) to gain access to the manufacturer dossier for the study drug.

Judges use the same registration page as students do. Step-by-step instructions with screenshots are provided on the following pages. These instructions were created primarily for student competitors; the information below explains what to do at certain steps in the registration process where the instructions may not be explicit.

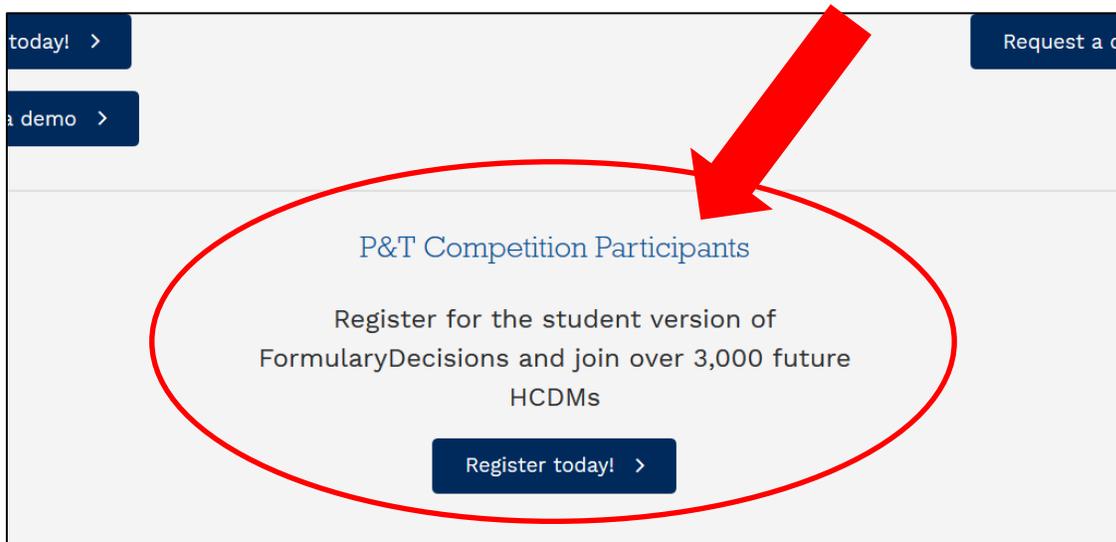
We regret that due to confidentiality considerations regarding the competition drug dossier, judges employed by a pharmaceutical manufacturer will not be granted access to the dossier.

- Access this website: <https://www.formularydecisions.com/global/dynamic.aspx>.
 - On the screen that asks “Did you participate in last year’s competition?”, answer Yes or No based on whether you served as a judge for a previous P&T Competition. If yes, you likely are registered on the system already and will be directed to update your profile.
- If you answer “No” (i.e., if this is your first time registering as a judge), follow these steps:
 - Enter your preferred email address (ignore the “school-provided” instructions). **If you already have a Healthcare Decision Makers account, you will need to create a new account with a different email address** to access the P&T Competition dossier in the student version of the site.
 - For the “Pharmacy School/College” drop down, select the school for which you will serve as a judge. If you are judging the national semi-finals or finals, select “Z AMCP Foundation.”
 - Select “Local or National Judge” for your Role.
- Watch for a confirmation email from FormularyDecisions within 3 business days.
 - Each registration is evaluated individually to ensure that only individuals affiliated with the P&T Competition are able to access the dossier.
 - Activate your individual account by clicking on the link in the email to complete the registration process.

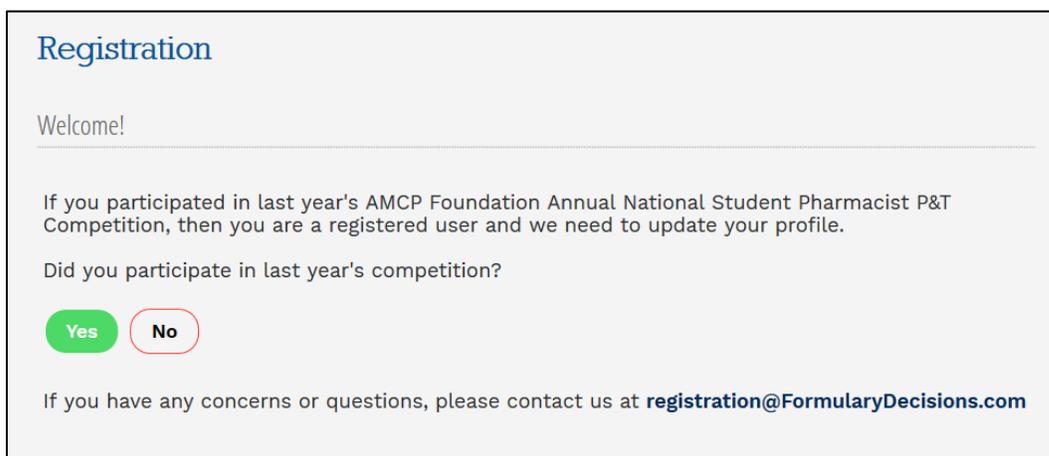
**Concerns or questions about account creation
should be directed to registration@FormularyDecisions.com.**

How to Register for eDossier Access

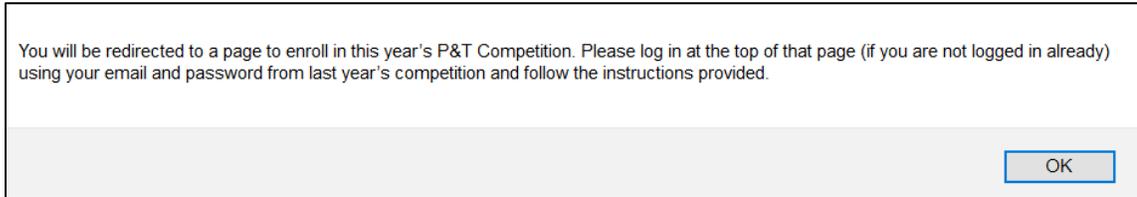
1. Go to the FormularyDecisions website at <https://www.formularydecisions.com/global/dynamic.aspx>.
2. Scroll to the bottom of the page to find this option for “P&T Competition Participants”:



3. After you click on the “Register today!” button, you will be taken to this screen:

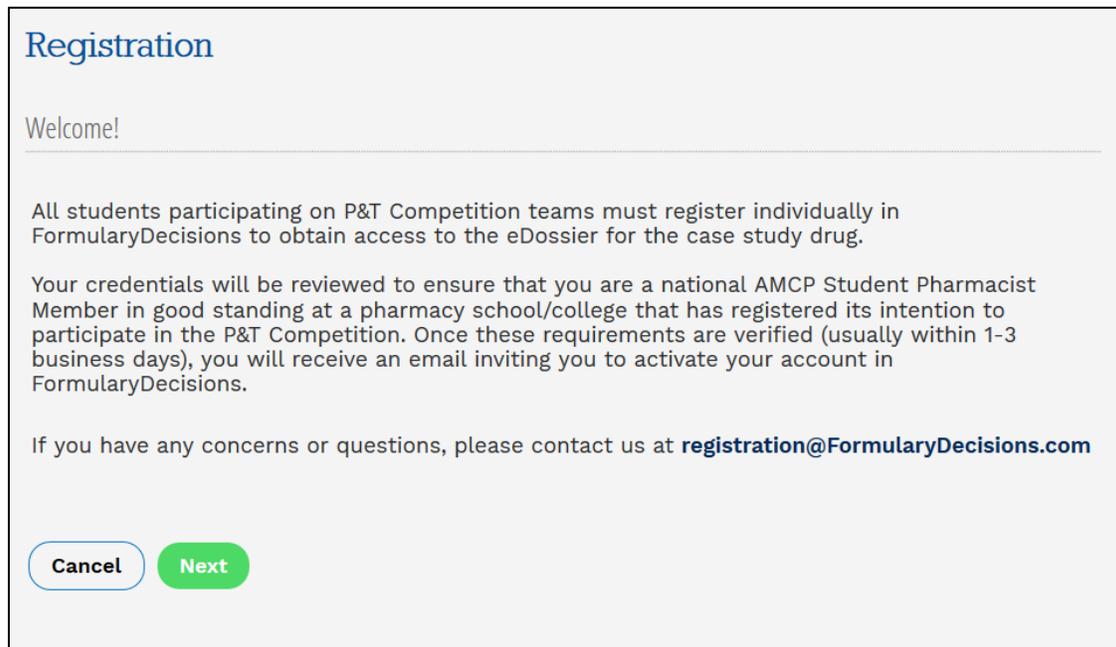
A screenshot of the registration screen. The page has a light gray background. At the top left, the word 'Registration' is written in blue. Below it, the text 'Welcome!' is displayed. A horizontal line separates the header from the main content. The main content consists of a paragraph: 'If you participated in last year's AMCP Foundation Annual National Student Pharmacist P&T Competition, then you are a registered user and we need to update your profile.' Below this is a question: 'Did you participate in last year's competition?'. There are two buttons: a green button with the text 'Yes' and a white button with a red border and the text 'No'. At the bottom, there is a line of text: '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 enables 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.

4. If you select "No" in Step 3, you will be taken to this screen:



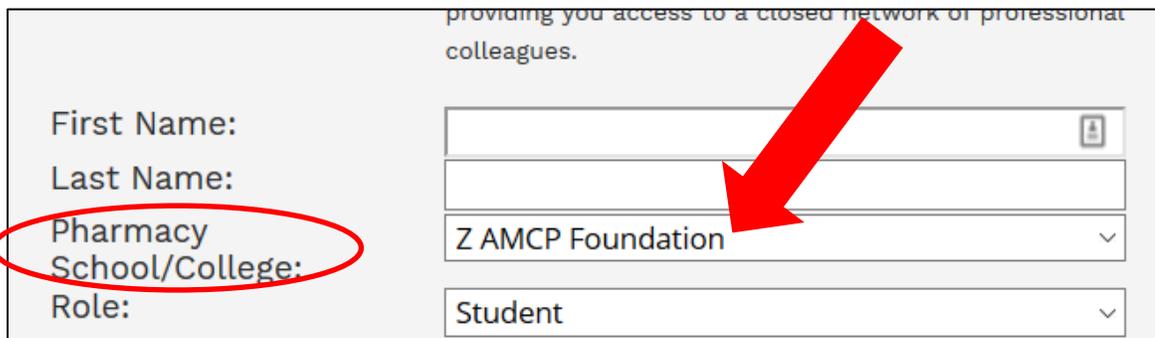
When you select "Next," you are taken to a data entry screen.

5. Most of the information requested on the data entry screen is self-explanatory. However, please pay special attention to these fields.
- A. You **must** select a pharmacy school/college from a drop-down list. (Judges should select the school for which they will serve as a judge.)

If your school does not appear on this list, your school has not created an account in the P&T Competition portal and registered its intention to compete. **These steps must be completed** before individuals will be granted access to the eDossier site.

providing you access to a closed network of professional colleagues.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Pharmacy School/College:	Z AMCP Foundation
Role:	Student



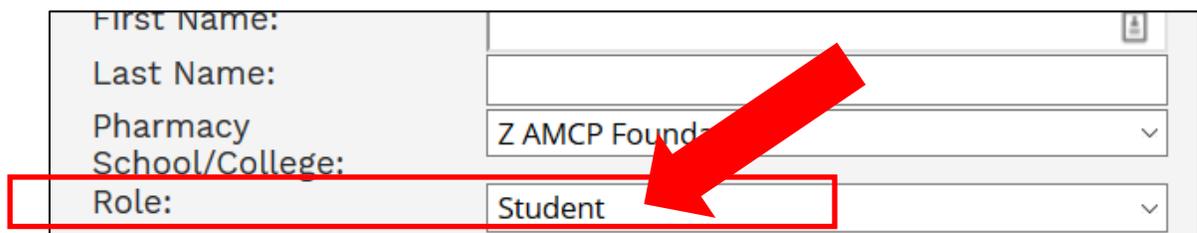
- B. You must specify your role in the P&T Competition.

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 member # in the indicated field.**

Other options are “P&T Competition Advisor” and “Local or National Judge.”

If none of these options is applicable, select “Other” and provide some explanatory text.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Pharmacy School/College:	Z AMCP Founda
Role:	Student



6. When you have entered all information successfully and hit “Next,” you should see this screen:

Registration

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 [REDACTED], 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 credentials must be verified to ensure appropriate access to confidential information. As the text in this box indicates, **watch for a confirmation email** inviting you to activate your account. This message may not arrive immediately and may take a few days.

**Questions about account creation?
Contact the FormularyDecisions team at
registration@FormularyDecisions.com**