

How to Register on the HEE e-LfH website

The website is not very well designed. Each individual member of staff will need to register individually on the website (so they can get a certificate showing their name). It's quite complicated, so I have written step by step instructions below.

The 1st time you go to <https://portal.e-lfh.org.uk/Component/Details/459777> you need to register it will take you to this page. Click 'Log in'



You will then be taken to this page. You will need to register:



The registration page looks like this:



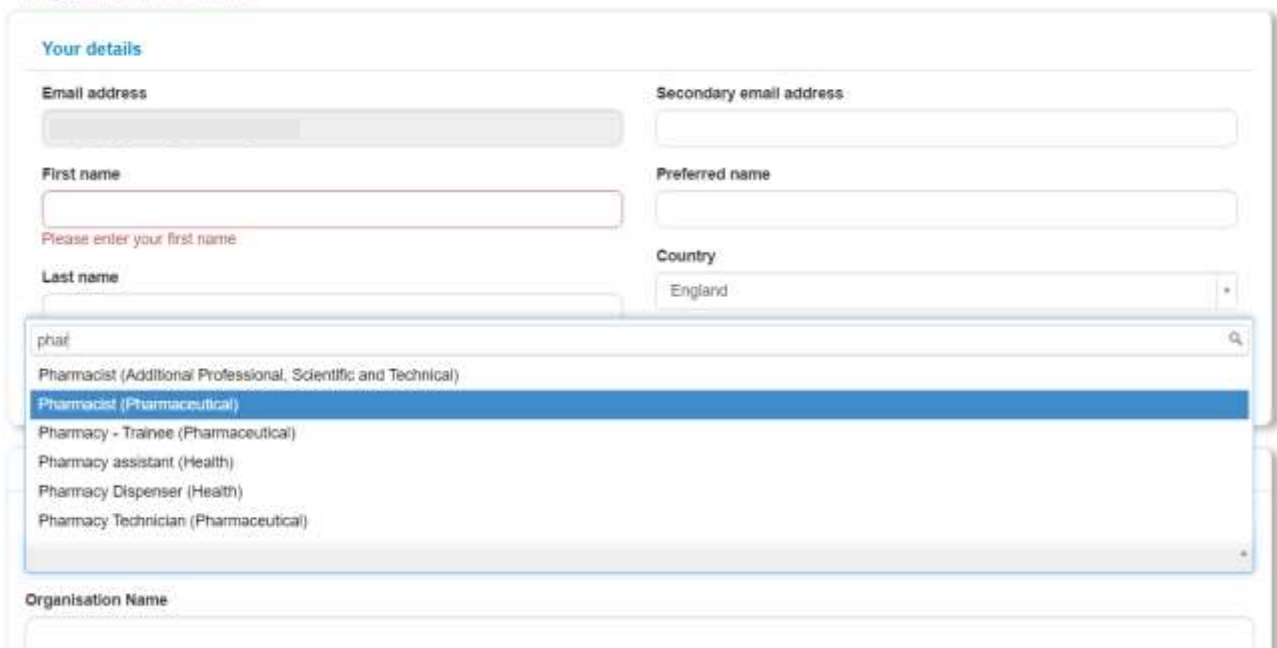
It then takes you to the following page, click the top item (I am registering for access to COVID-19 resources & then click continue)



This then takes you to this page. Under 'job role' type in 'pha' & the drop-down options below appear. As you can see its not very extensive.

- Pre-reg's please enter 'Pharmacy – Trainee (Pharmaceutical)'
- MCAs & Delivery drivers please enter 'Pharmacy Assistant Health'
- Under organisation enter 'Green Light Pharmacy'

Registration Details



The form is titled 'Your details' and contains several input fields: 'Email address', 'Secondary email address', 'First name', 'Preferred name', 'Last name', and 'Country'. A dropdown menu is open for the 'job role' field, showing a search bar with 'pha' entered and a list of options: 'Pharmacist (Additional Professional, Scientific and Technical)', 'Pharmacist (Pharmaceutical)', 'Pharmacy - Trainee (Pharmaceutical)', 'Pharmacy assistant (Health)', 'Pharmacy Dispenser (Health)', and 'Pharmacy Technician (Pharmaceutical)'. The 'Pharmacy - Trainee (Pharmaceutical)' option is highlighted. Below the dropdown is an 'Organisation Name' field.

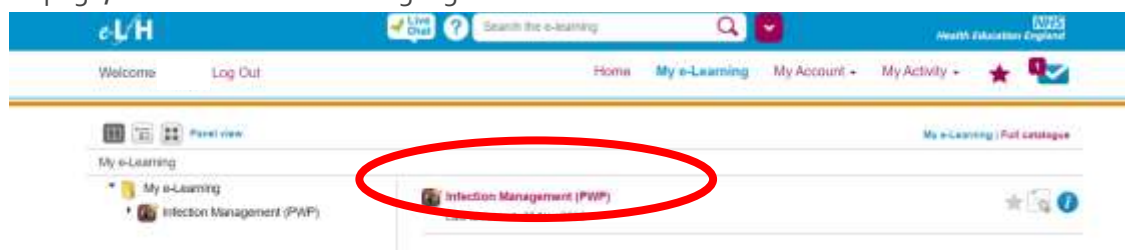
You then get an email notifying you of your username and a temporary password with a link to register a new password – but note the link has a time limit of 4 hours

Once you have completed the registration you can then go to the link <https://portal.e-lfh.org.uk/Component/Details/459777> to do the e-learning course, you will be taken to this page & you need to click on enrol



It's then quite complicated to find the course.

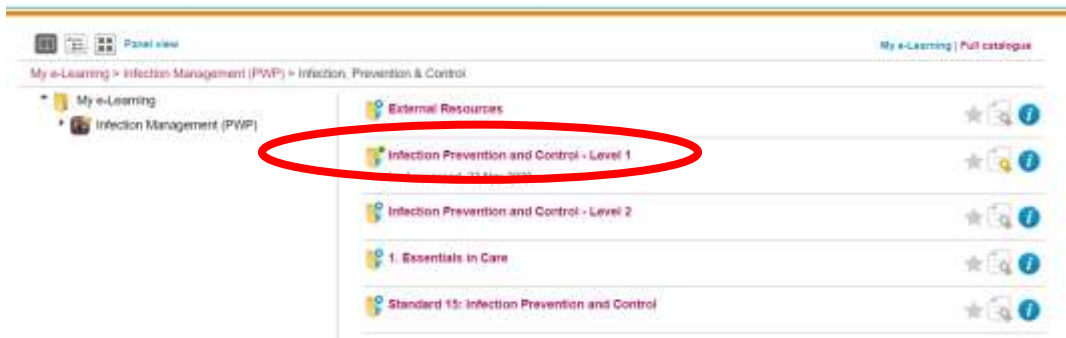
You'll see this page, click on the bit I have highlighted in the red circle



You'll then see this page, click on the bit I have highlighted in the red circle



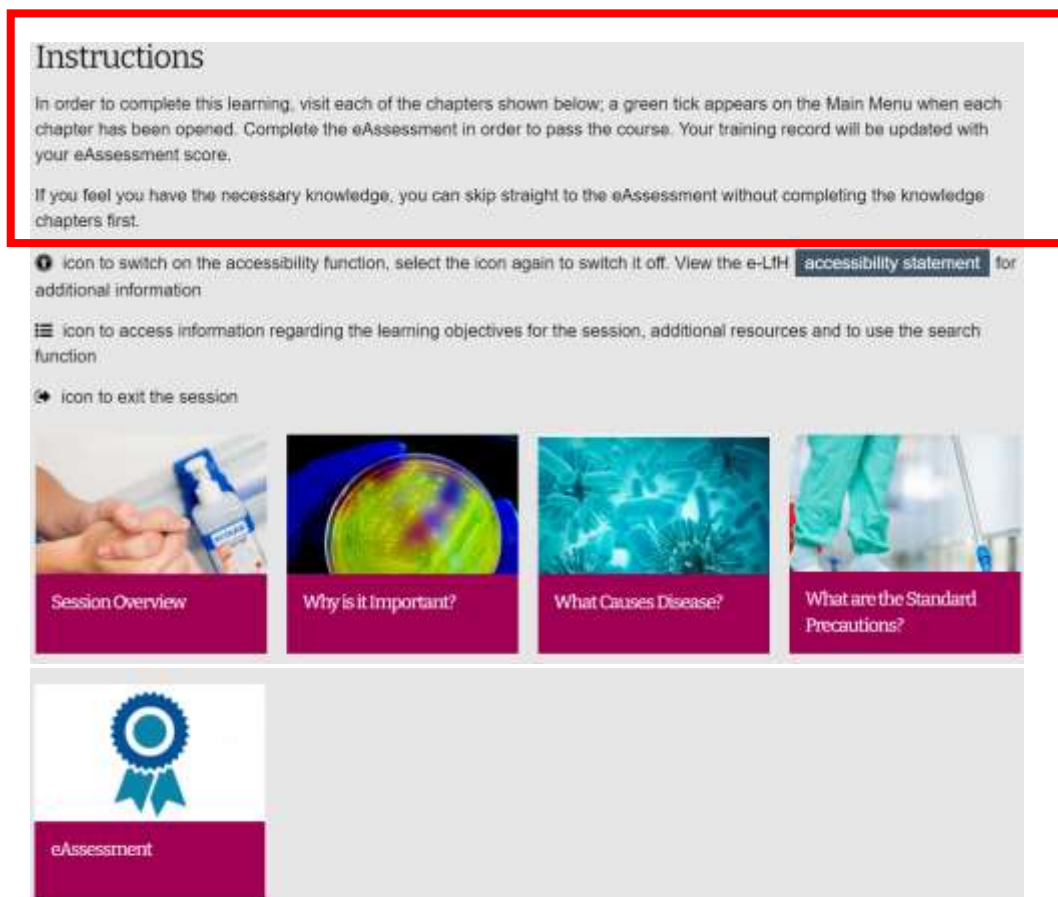
You'll then see this page, click on the bit I have highlighted in the red circle



You'll then see this page, click on the bit I have highlighted in the red circle



This then opens a new window:



Once you have done the assessment, find your certificate, to do this, from the home screen click on activity & then click on certificates. There are then ~40 folders that show under 'certificates', scroll down to 'Infection Prevention & Control – Level 1' (it will have a green dot on it) & click on it. This will download the certificate.

Then email this certificate to the pharmacist at your pharmacy, or if you're doing the course at work down load it onto the computer.

Then:

- file it in an appropriate folder on the computer
- print it & file it in you pharmacy's PQS folder

