

ADVANCE CARE PLANNING & GOALS OF CARE E-LEARNING MODULES

USER GUIDE – REGISTRATION, LOGIN, & COURSE PURCHASE

For comments, feedback, questions or technical support please contact pcdmsupport@hpco.ca

This user guide is intended to assist you in completing the registration process. It will also take you through the login and course purchasing process using the promo code given to you.

For further assistance on navigating and completing the course, please see [the User Guide – Completing the Course](#) document

You are expected to complete the course within 4 months of enrollment (purchase)

STEP 1: REGISTRATION, LOGGING IN & PURCHASE OF COURSE

1. Open the website link: <https://pcdm.ca/>
2. Click on Register at the top right of the page.



SAVE THE DATE

Annual Conference

Leading by Example
in a Team Based World

April 26 - 28, 2020
Richmond Hill, ON



3. Fill in your details on the registration page.

Note: Password must be between 8 and 15 characters long, contain at least one number, contain at least one uppercase letter and contain at least one lowercase letter.

Register

First Name*

Last Name*

Username

Email*

Email confirmation*

Password*

Confirm Password*

Position / Title / Role

Organization

Affiliation*

Discipline* Physician (please specify speciality)
 Nurse
 Social Worker
 Occupational Therapist
 Physical Therapist
 Other (please specify)

Please Specify

Region*

Register

Existing U

Login



Once you register, you will get this message.



Email Confirmation

A confirmation email has been sent to your registered email. Please follow the link in the email to activate your account.

This message indicates your registration is successful.

But you may NOT get a confirmation email (even if the dialog box says so). So, don't worry, proceed to login using your credentials).

4. After registration, click on login at the top right of the page, fill in your credentials, and hit submit.



Register Login

Welcome to your online learning.



Login

Email Address

Password

[Forgot Password?](#)

Remember Password

Create An Account

Create an HPCO Online Learning account to access our training materials, news, events and more. It's quick and easy - Get started now!

5. You will now enter this page.

1-800-349-3111 | pcdm@pcdm.ca

HPCO
Hospice Palliative Care Ontario

Dashboard Course Events News User Profile Billing Logout

SAVE THE DATE

Annual Conference

Leading by Example
in a Team Based World

April 26 - 28, 2020
Richmond Hill, ON

15,000+ Members
3,600+ Volunteers
50,000+ Hours of Learning

6. Click on course tab.

1-800-349-3111 | pcdm@pcdm.ca

HPCO
Hospice Palliative Care Ontario

Dashboard **Course** Events News User Profile Billing Logout

SAVE THE DATE

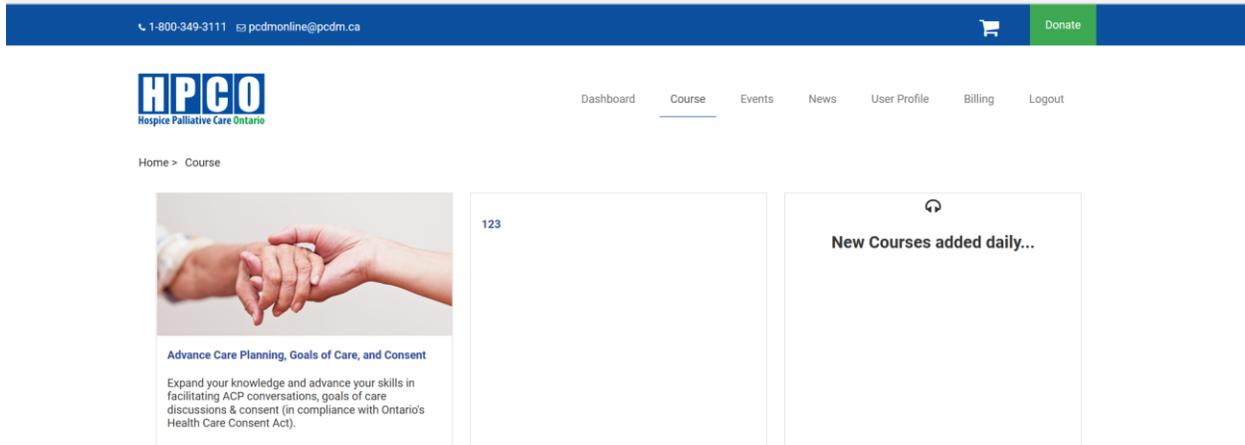
Annual Conference

Leading by Example
in a Team Based World

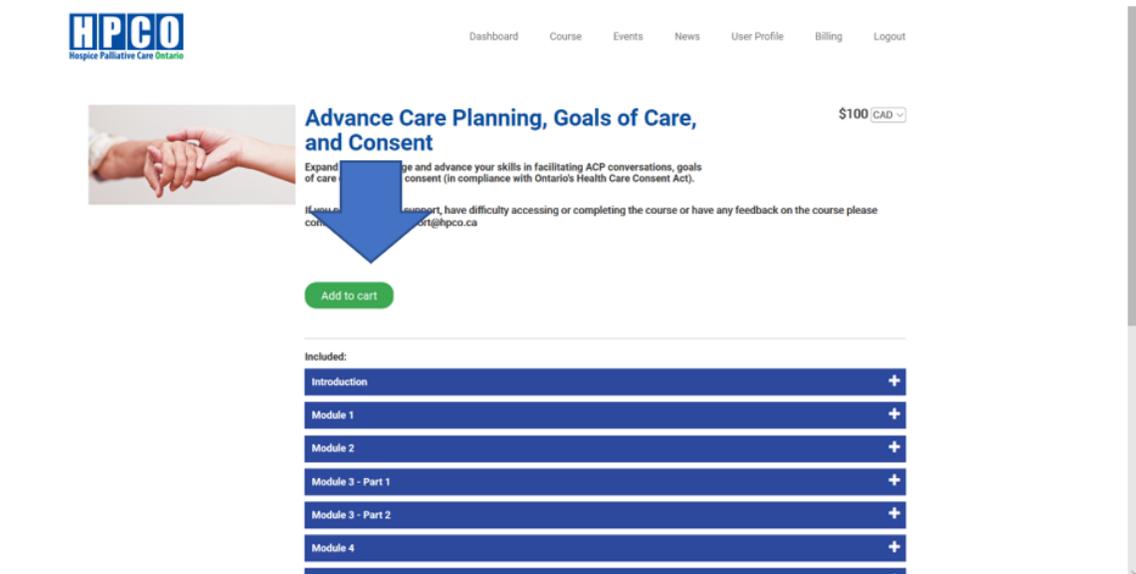
April 26 - 28, 2020
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15,000+ Members
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50,000+ Hours of Learning

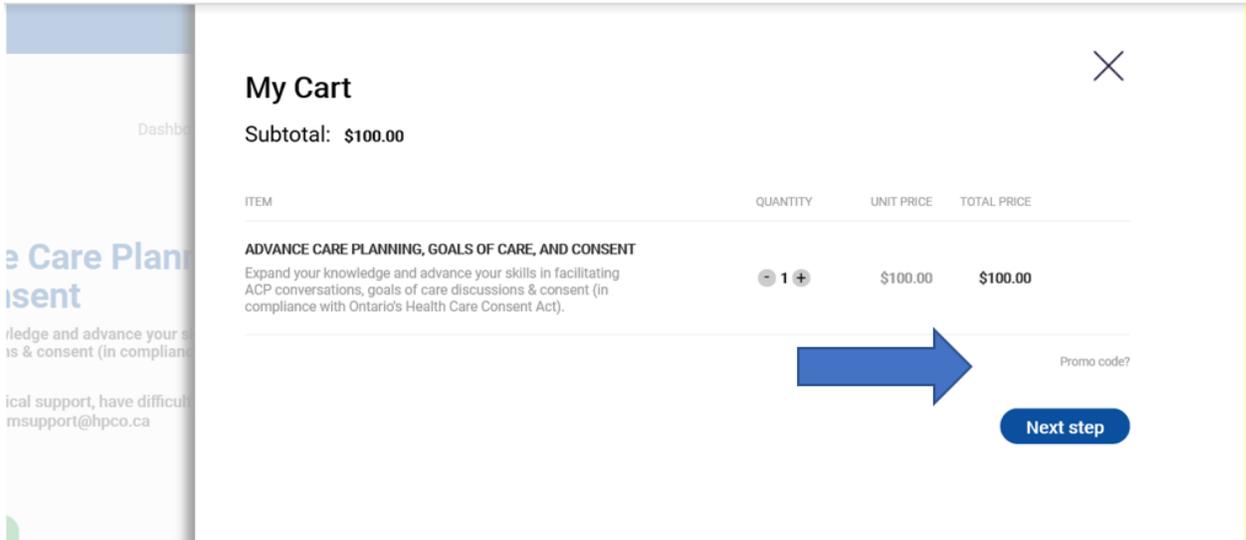
7. You will enter this page. Click on the first course “Advance Care Planning, Goals of Care and Consent”



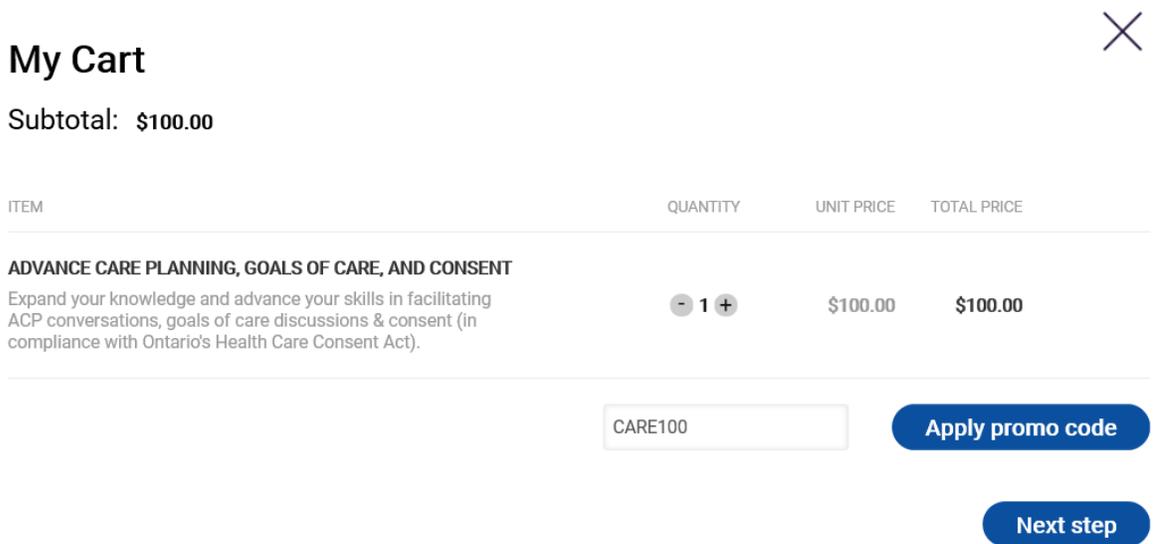
8. You will enter this page. Click “Add to cart”



9. You will see this window open up. Click on Promo Code?



10. Enter the promo code given to you via email. For example, code: CARE100



11. Click on “Apply promo code” and you will see a -\$100 in green discount applied.

My Cart



Subtotal: \$0.00

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
ADVANCE CARE PLANNING, GOALS OF CARE, AND CONSENT			
Expand your knowledge and advance your skills in facilitating ACP conversations, goals of care discussions & consent (in compliance with Ontario's Health Care Consent Act).	- 1 +	\$100.00	\$100.00
CARE PROMO			-\$100.00

Apply promo code

Next step

12. Click on ‘Next Step’ and fill in your details.

My Cart

Subtotal: \$0.00

 MY CART'S CONTENT

 BILLING ADDRESS

 PAYMENT METHOD

 CONFIRM ORDER

<p>NAME</p> <input type="text" value="Joe Devito"/>	<p>CITY</p> <input type="text" value="Toronto"/>	<p>PHONE</p> <input type="text" value="123456789"/>
<p>COMPANY NAME</p> <input type="text" value="Toronto General Hospital"/>	<p>COUNTRY</p> <input type="text" value="Canada"/>	<p>EMAIL</p> <input type="text" value="joe.devito@gmail.com"/>
<p>STREET ADDRESS</p> <input type="text" value="2 carlton street"/>	<p>STATE / PROVINCE</p> <input type="text" value="Ontario"/>	
<p>STREET ADDRESS 2</p> <input type="text"/>	<p>ZIP / POSTAL CODE</p> <input type="text" value="M2J3X8"/>	

Previous step

Next step

13. You will see this screen. Click on “Place Order”

My Cart

MY CART'S CONTENT
BILLING ADDRESS
PAYMENT METHOD
CONFIRM ORDER

BILLING ADDRESS

Joe Devito
joe.devito@gmail.com
Toronto General Hospital
2 carlton street
Toronto, ON, CA
M2J3X8
123456789

PAYMENT INFORMATION

No payment required

ADVANCE CARE PLANNING, GOALS OF CARE, AND CONSENT
Expand your knowledge and advance your skills in facilitating ACP conversations, goals of care discussions & consent (in compliance with Ontario's Health Care Consent Act).

	1	\$100.00	\$100.00
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CARE PROMO -\$100.00

SUBTOTAL \$0.00

TOTAL \$0.00

Previous step

➔

Place Order

Promo code?

14. To access the course, click on Dashboard and you will see it listed in the left-hand side of the page.

1-800-349-3111 | pcdmonline@pcdm.ca

[Cart](#)
[Donate](#)

➔

Dashboard
Course
Events
News
User Profile
Billing
Logout

Home > Dashboard

Welcome back, Joe Devito

My Dashboard

to do

1

completed

0

last log in

NA

Show Notifications

Contact: If you have any questions or comments or feedback on the course or need technical support please contact pcdm-support@hpc-o.ca

My Courses My Certificates News

In progress Completed All

Search for a course

NAME	LAST UPDATE	STATUS	DUE
Advance Care Planning, Goals of Care, and Consent	03/09/2020	NotStarted	NA