

NBCC Pharmacy User Manual  
2025 Programmer Analyst Team  
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CONTENTS

[INTRODUCTION 3](#_Toc192169403)

[PURPOSE OF THE WEBSITE 3](#_Toc192169404)

[CONNECTION GUIDE 4](#_Toc192169405)

[HOW TO SIGNUP 4](#_Toc192169406)

[HOW TO LOGIN 5](#_Toc192169407)

[HOW TO RESET PASSWORD 5](#_Toc192169408)

[HOW TO VIEW DRUGS - STUDENT 6](#_Toc192169409)

[INDEX 7](#_Toc192169410)

# INTRODUCTION

Welcome to **NBCC PharmaTech System!** This user manual is designed to help you navigate and utilize the features of the website efficiently. Whether you are a new or experienced user, this guide will provide step-by-step instructions to help you perform essential tasks. 

# PURPOSE OF THE WEBSITE

This website enables students to view patient records, drug information and physician details, as well as create and manage orders. Instructors have full administrative control, allowing them to add, delete and edit all aspects of the system. Designed for efficiency, the platform simplifies data management and streamlines operations.

# CONNECTION GUIDE

To connect to the website <https://pharmtech.nbcc.ca/login>, you must be on the NBCC Fredericton school campus network. Additionally, you will need a valid student or instructor email to gain access.

Examples of valid emails: John.Doe@mynbcc.ca, Mary.Jane@nbcc.ca  
  
**!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! Important !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**  
**Only accept emails from nbccpharmsystem@gmail.com  
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! Important !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

# HOW TO SIGNUP

1. From the main page of the website, click the Sign-Up button located prominently on the homepage.
2. You will be directed to the registration form, where you will need to provide the following information:
   1. First Name: Enter your first name
   2. Last Name: Enter your last name
   3. Campus: Select a campus from the drop-down list
   4. Email: Enter a valid email address. Make sure it’s a student or instructor email ([Joe.Bard@mynbcc.ca](mailto:Joe.Bard@mynbcc.ca)).
   5. Password: Choose a secure password (Password must contain at least 8 characters, one capital letter, one lower case, one number and a special character)
   6. Confirm Password: Re-enter the password to confirm it
3. After filling out the required fields, click on the Submit button to submit your information. You will be registered, and an email will be sent to you at your provided email address.
4. Once you receive the confirmation in the email, click the verification link inside to activate your account.
5. After verifying your email, return to the login page, enter your email and password, and click on Login to access your account

# HOW TO LOGIN

1. Navigate to the main page for the website. Refer to [Connection Guide](#ConnectionGuide).
2. You will need to enter your account information in the required fields with the following information:
   1. Email: The email address you signup an account with
   2. Password: The password you made when signing up
3. After the required fields have been entered, click on the Login button.

# HOW TO RESET PASSWORD

1. From the main page of the website, click the Reset Password button located prominently on the homepage.
2. A pop-up will appear, prompting you to enter your email associated with your account.
3. After filling out the required fields, click on the Send Reset Link. This will trigger an email to be sent to the address you provided.
4. Open your email inbox and find the email with the password reset link. Click on the link in the email.
5. You’ll be redirected to a page where you can enter your new password. Make sure to:
   1. Enter a new password: (Password must contain at least 8 characters, one capital letter, one lower case, one number and a special character).
   2. Confirm the new password: Re-enter the password to confirm it.
6. After entering and confirming your new password, click on the Change Password to complete the process.
7. After resetting your password, return to the login page, enter your email and your new password, and click on Login to access your account.

# HOW TO VIEW DRUGS - STUDENT

1. Refer to [Login](#HowToLogin) to access website information.

# INDEX