

NBCC Pharmacy User Manual  
2025 Programmer Analyst Team  
March 6, 2025

CONTENTS

[INTRODUCTION 3](#_Toc192185512)

[PURPOSE OF THE WEBSITE 3](#_Toc192185513)

[CONNECTION GUIDE 4](#_Toc192185514)

[HOW TO SIGNUP 4](#_Toc192185515)

[HOW TO LOGIN 5](#_Toc192185516)

[HOW TO RESET PASSWORD 5](#_Toc192185517)

[USING THE NAVIGATION BAR 6](#_Toc192185518)

[INDEX 8](#_Toc192185519)

# INTRODUCTION

Welcome to **NBCC PharmTech 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).
   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](#HowToLogin) button.

# HOW TO LOGOUT

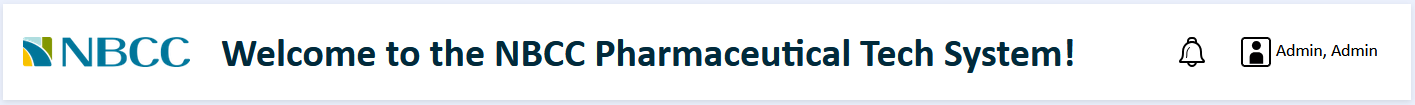
1. If needed, refer to [How to Login](#HowToLogin) to access website information.
2. Locate the user icon. It is in the top-right corner of the webpage.
3. Click on the user icon to reveal a dropdown menu.
4. Select the Logout button from the dropdown menu to securely log out.

# 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.

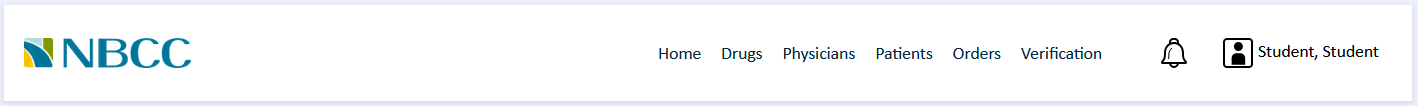
# USING THE NAVIGATION BAR

1. Refer to [How to Login](#HowToLogin) to access website information.
2. Once logged in, you will see a navigation bar at the top of the page containing important features.

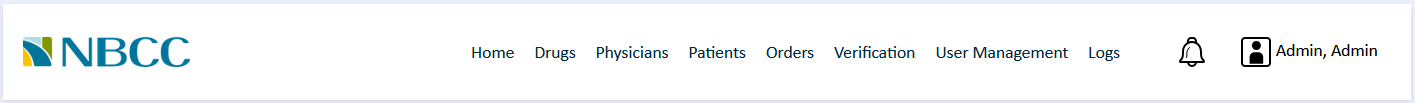


* 1. **NBCC Logo**: Clicking the logo will always return you to the home page, no matter where you are on the website.
  2. **Bell Icon** (Notifications): This icon displays notifications, including alerts for rejected orders.
  3. **User Icon**: This icon represents the currently logged-in user with first and last name displayed. Clicking it will open a dropdown menu with the option to log out.

1. The navigation bar at the top of the screen will adjust based on the type of user logged into the system. The two available options are:
   1. Student View
      * Home
      * Drugs
      * Physicians
      * Patients
      * Orders
      * Verification



* 1. Instructor View
     + Home
     + Drugs
     + Physicians
     + Patients
     + Orders
     + Verification
     + User Management
     + Logs



1. Clicking any of the above buttons will take you to the corresponding page.

# INDEX

**No index entries found.**