



نقابة صيادلة لبنان  
ORDER OF PHARMACISTS OF LEBANON

## OPL E-LIBRARY

# WEB GUIDE 2020

- FIRST EDITION -

*PREPARED BY:*

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# E-LIBRARY Web Guide

## STEP 1: CREATE AND ACTIVATE YOUR ACCOUNT ON E-LIBRARY

Go to [www.opl.org.lb](http://www.opl.org.lb)

Click on [E-LIBRARY](#)



Click on “Register a new account”



Enter your info (no need for keywords; don't forget to put your OPL ID)

Create your OWN password

Click on “Submit”

## Register New Account

**A valid institutional email is required to register. After completing the form, please check your mailbox to activate your account.**

First Name:

Middle Name:

Last Name:

Title:

E-mail (username):

Confirm Email:

Alternate Email:

Your specialty:

Profession:

Phone Number:

Department:

OPL ID/Student ID:

Keywords:

Password:

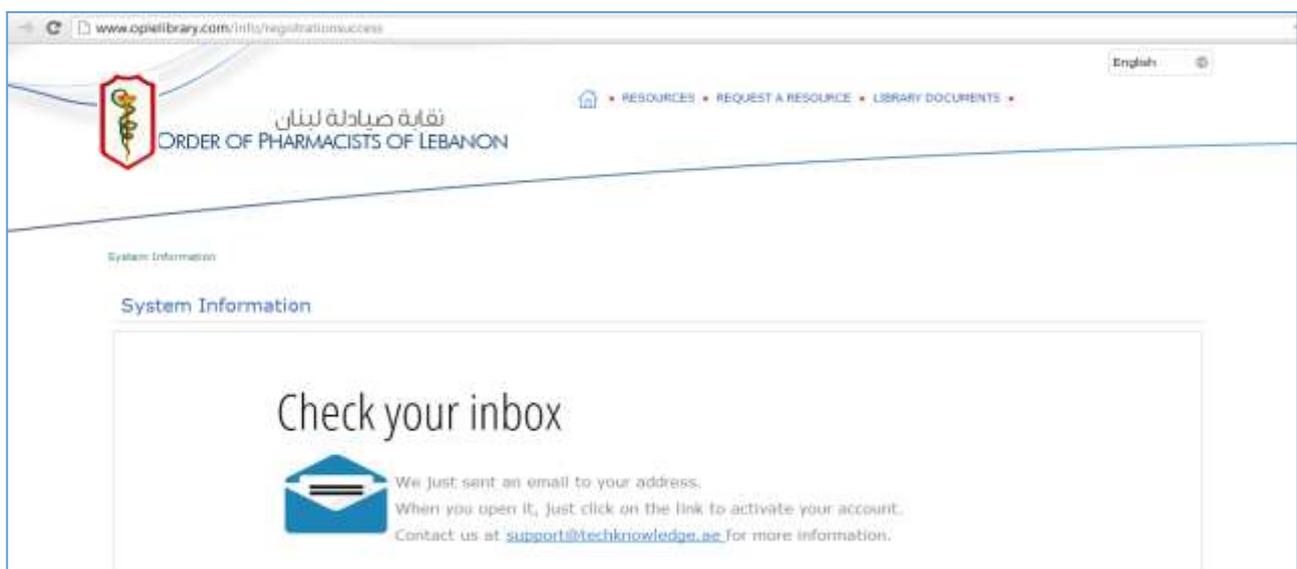
Confirm Password:

By clicking on 'Submit' below, you accept the DeepKnowledge™ [General terms of use](#)

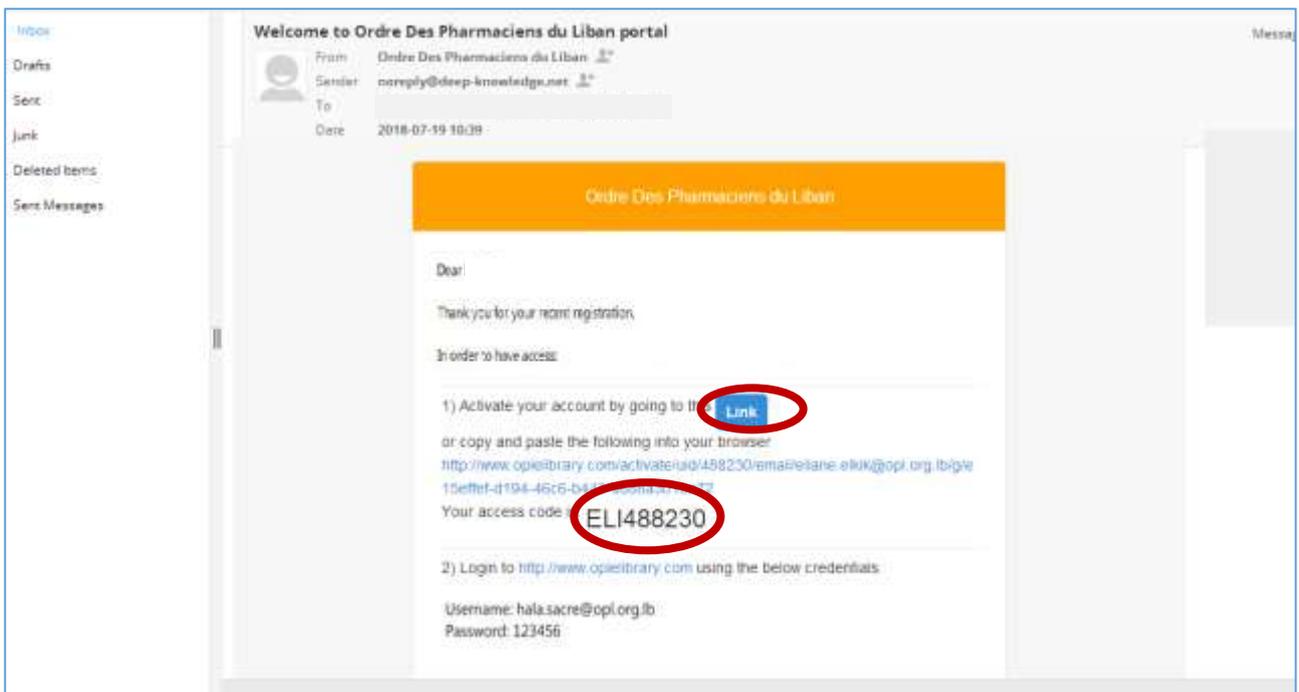
**Submit**

Help Center | Media Gallery | Download on the App Store | GET IT ON Google Play | FIND US ON: f | t

**This window will appear**



Go to your E-mail inbox (Webmail) and click on the **“link”** to activate your account

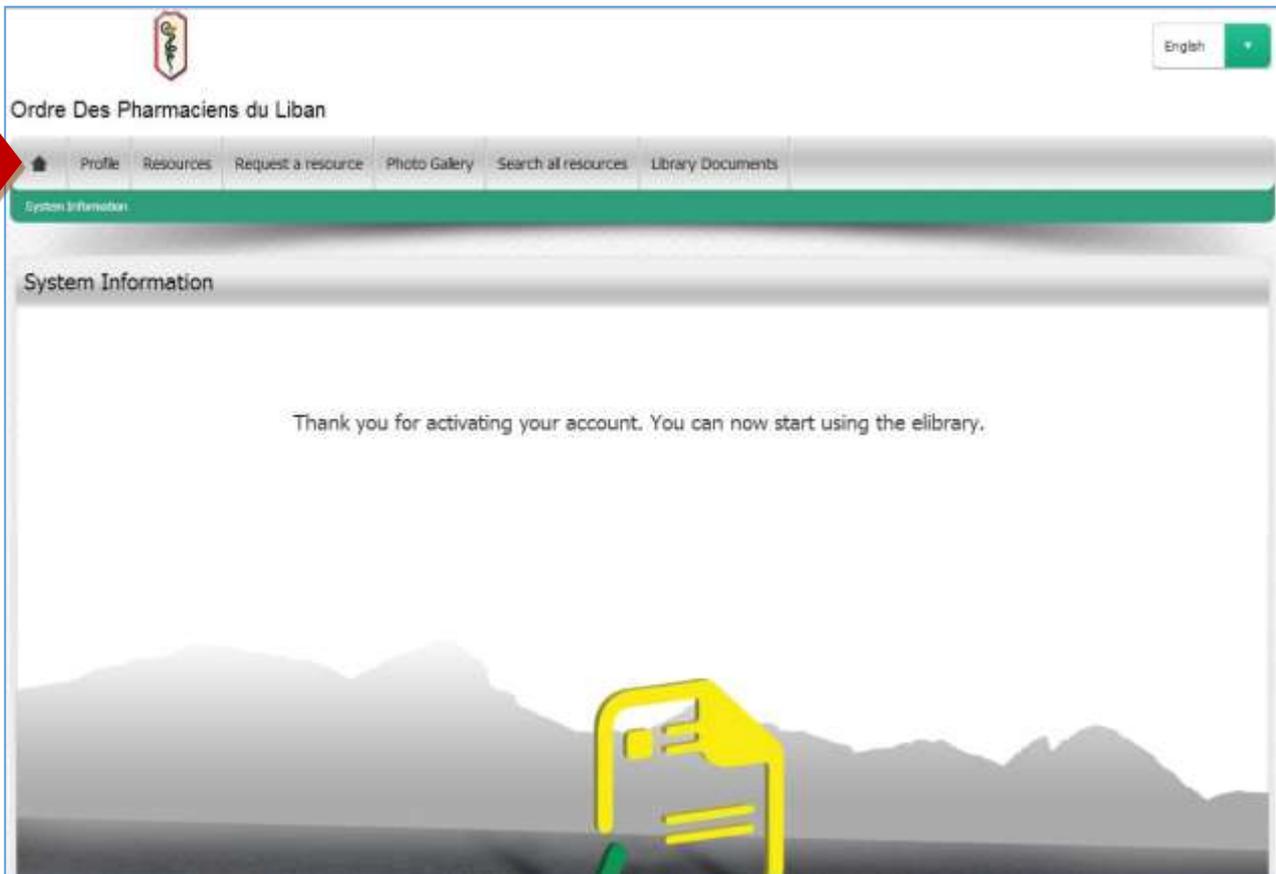


You will be directed to window below

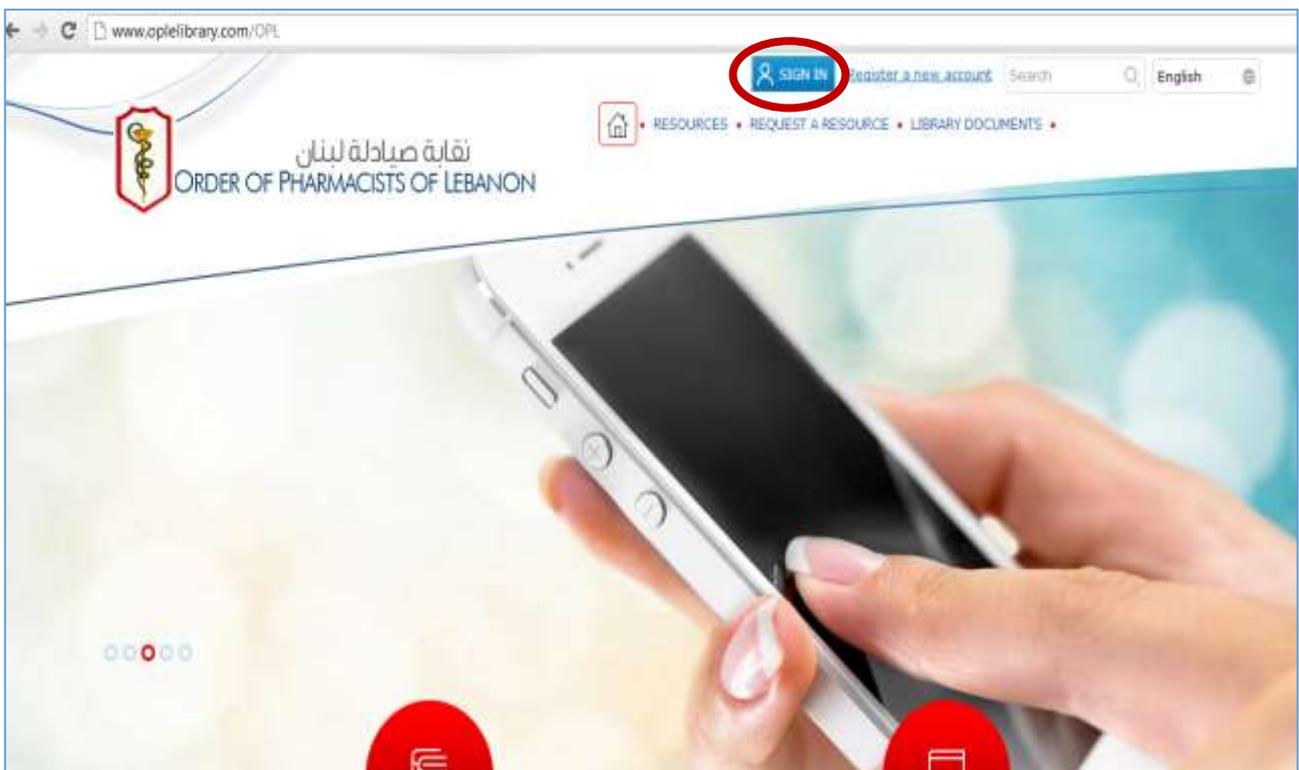
Insert the access code as shown in the above window in the tab, then click on “**Activate**”



Click on the home icon to log on to the E-library



Enter your OPL e-mail and the password you created  
Click on “Sign in”



## STEP 2: ACCESSING RELIAS ON E-LIBRARY

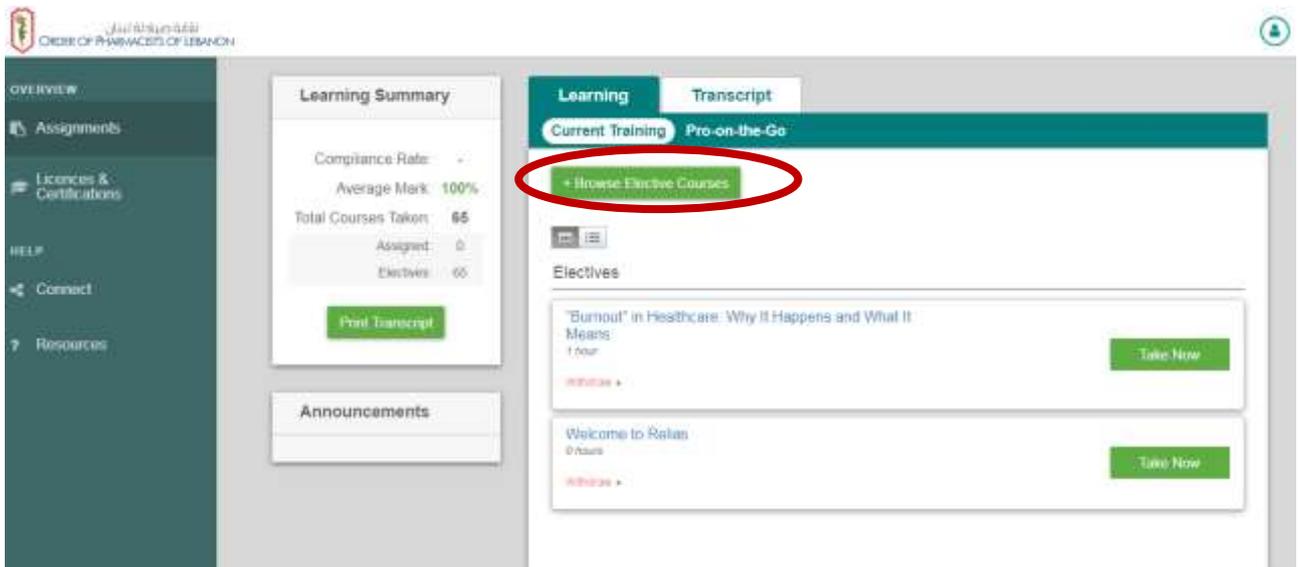
In “Resources” click on “Relias Healthcare”

The screenshot displays a web interface for e-library resources. At the top, there is a search bar labeled "Filter Resource" and a "Favorite Resources only" checkbox. Below the search bar is a navigation menu with tabs for "ALL RESOURCES", "CME & LEARNING", "DATABASES", "EBOOKS", "REVIEWS", and "VIDEOS". A alphabetical index (A-Z) is also present. The main content area features a grid of resource cards, each with a heart icon for favoriting, a star rating, total votes, overall rating, and buttons for "Description" and "Training Request". The "Relias Healthcare" card is circled in red. Other visible cards include American Society of He..., Books@Ovid, Drug Information Fullte..., Joint Commission Reso..., Pharmaceutical Press, PharmacyLibrary, and UpToDate.

Resource Name	Rating	Total Votes	Overall Rating
American Society of He...	★★★★★	288	2
Books@Ovid	★★★★★	246	2
Drug Information Fullte...	★★★★★	228	3
Joint Commission Reso...	★★★★★	211	2
Pharmaceutical Press	★★★★★	145	2
PharmacyLibrary	★★★★★	239	3
Relias Healthcare	★★★★★	714	3
UpToDate	★★★★★	283	3

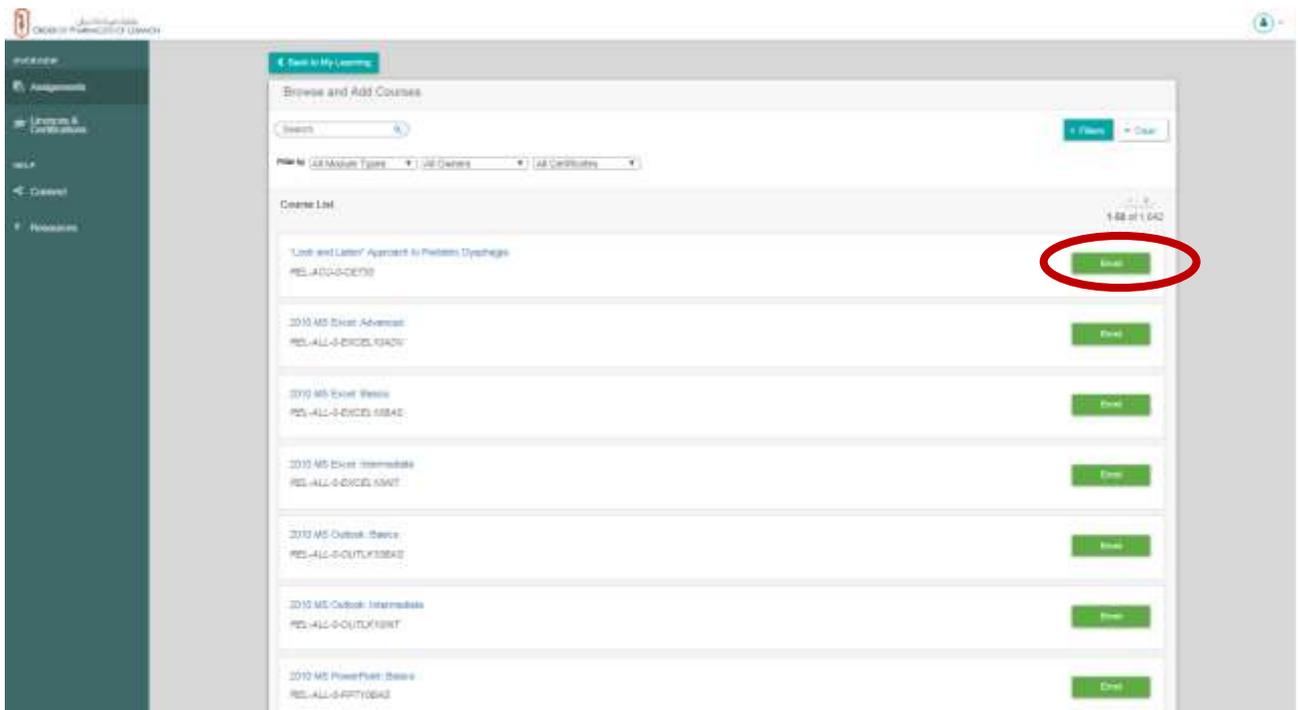
You will be directed to the [Relias Healthcare](#) Page

You click on “**Browse Elective Courses**” to start reading an online course

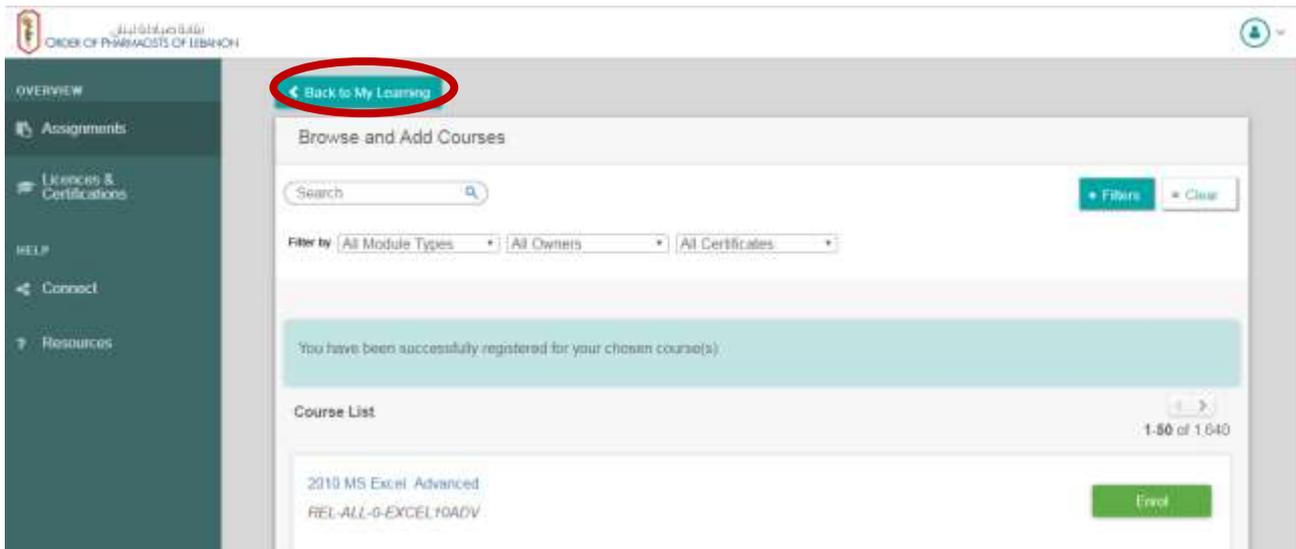


Choose the course/courses you want to take and click on **“Enrol”**  
 N.B. *You can choose more than one course that will be saved in your profile for later view.*

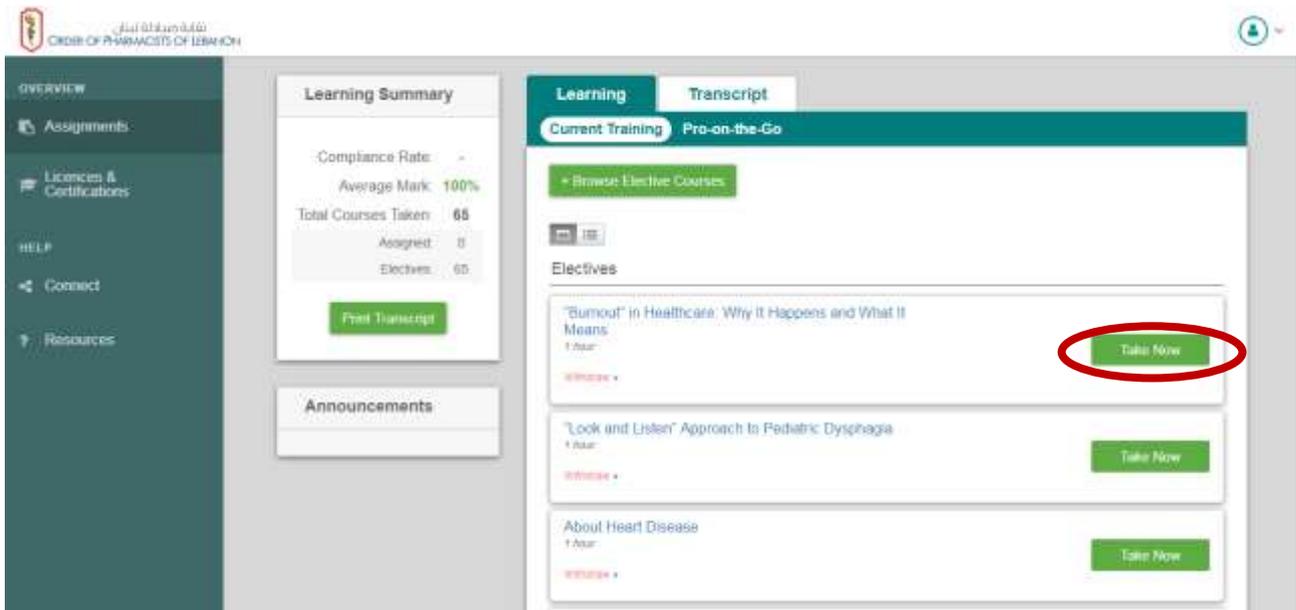
*Make sure to select the courses with a certain number of hours appearing below the title (0 hours courses don't provide you with any credit)*



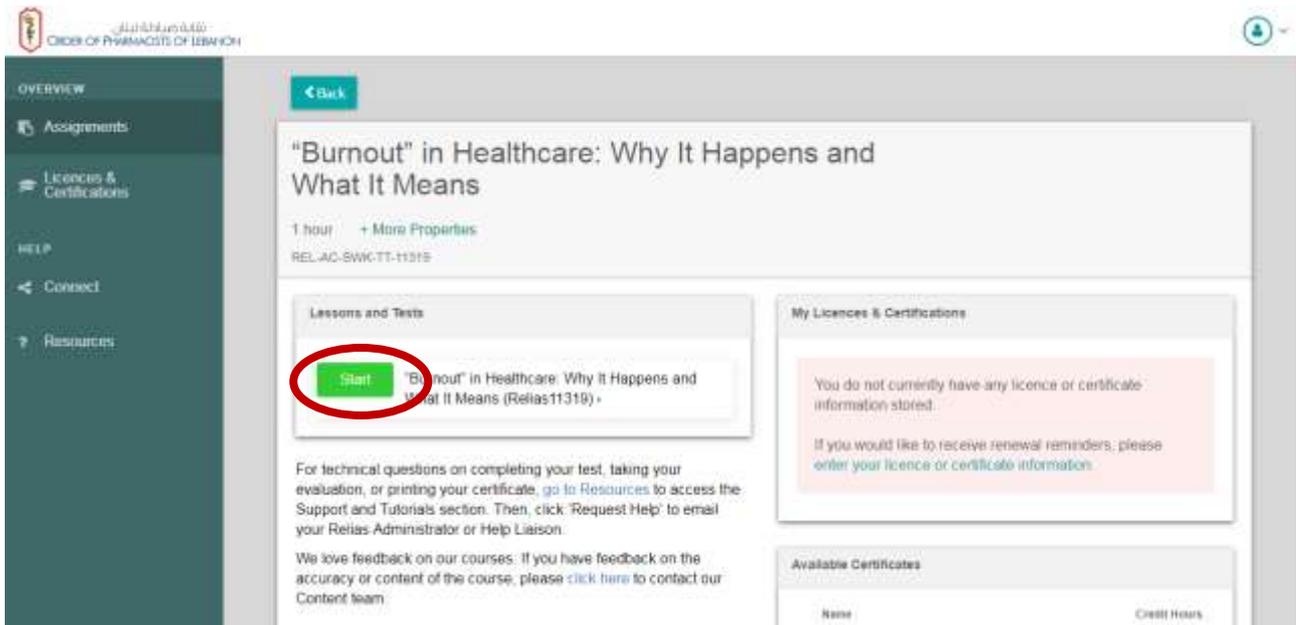
Then click on **“Back to my learning”** on top of the page to view the course that you chose



You will find the courses that you selected in the page below.  
Choose the course you want to take and click on **“Take now”**

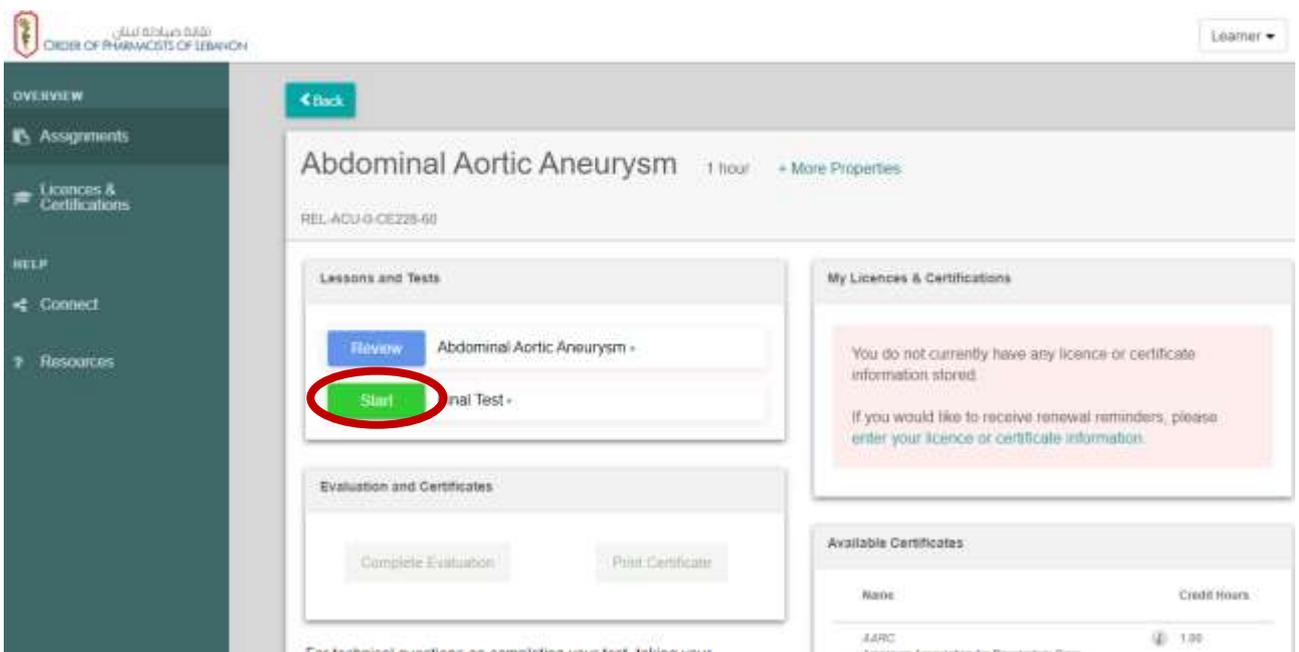


Then click on **“Start”** as it appears in the below page



The course will open in a new window.

Once finished, the **“Start”** button next to **Final test** will be highlighted so you can click on it and submit the test.



Fill the answers then click on **“submit”**

Once done, you will be directed to the Evaluation form of the course, fill it then click on **“submit”** as it is shown below.

Strongly Disagree

10. This learning activity will change how I practice my chosen profession

Strongly Agree

Agree

Disagree

Strongly Disagree

11. What did you learn that was new or different?

12. What other trends or current knowledge gaps are you noticing that would be beneficial for course development?

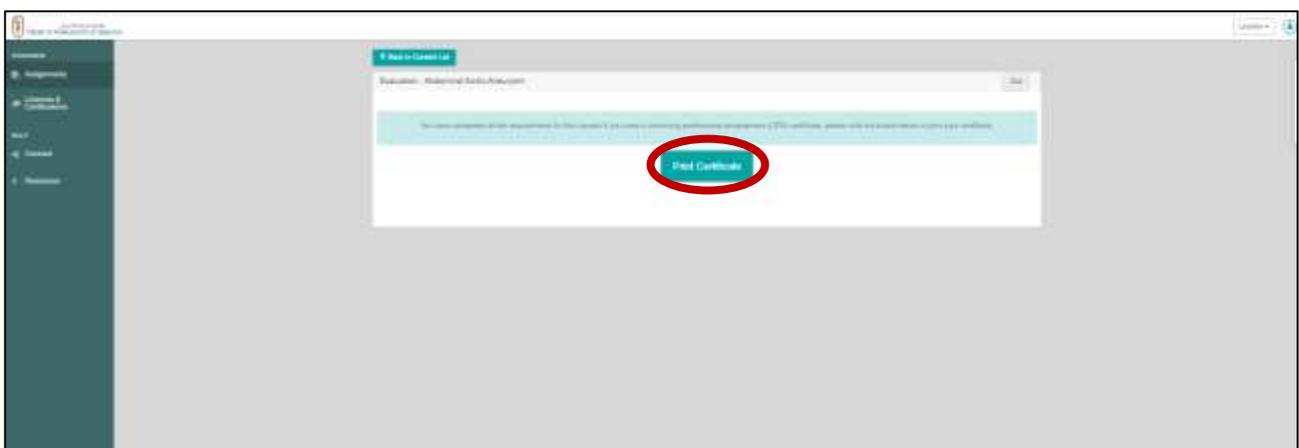
13. Additional comments you may have related to this specific course

This evaluation is NOT anonymous. Your instructor will be able to see your individual responses. You will only be able to take this evaluation once. Thank you for participating.

I affirm that my name is DIC1 0000 DIC1 and that I am the person who completed this course online.

Exit

You will be directed to a window where you can print your certificate of attendance. Click on **“Print certificate”**



Choose the option **“Certificate of Completion (no CPD credit)”** as shown below then click on **“Print certificate”**

There are one or more validation errors; please review messages below.

DIC1 0000 DIC

My Account  
Log out

← Back

### Print Certificate

Certificate Information Manage Licence(s)/Certification(s)  
You do not currently have any licence/certification information stored. Please click [here](#) to enter your licence/certification information.

Certificate(s)

Note: The certificate will appear in a pop-up window. To bypass any blockers, please disable any pop-up blockers before proceeding or hold down the CTRL key while clicking the Print Certificate button.

Learner Information  
Please verify that all information is correct.

Name \*

Mailing Address

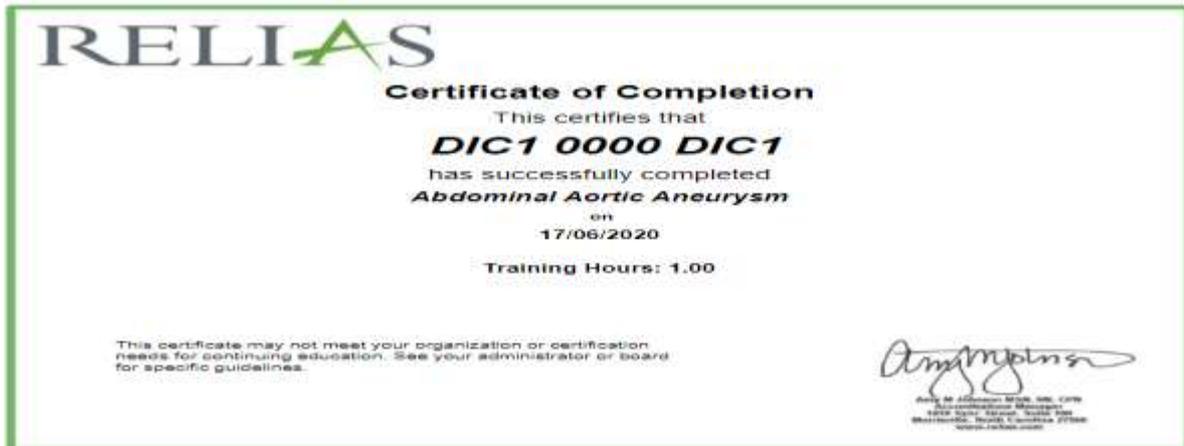
City

County/Region

Postcode

**Print Certificate**  
**Email Certificate**  
**Download Certificate**  
Cancel

Then you will get your certificate of attendance (as shown below)



**To check the completed number of credits, please follow the steps below:**

In “Resources” click on “**Relias Healthcare**”

The screenshot shows a web interface for 'Resources'. At the top, there is a search bar labeled 'Filter Resource' and a 'Favorite Resources only' checkbox. Below this are navigation tabs for 'ALL RESOURCES', 'CME & LEARNING', 'DATABASES', 'EBOOKS', 'REVIEWS', and 'VIDEOS'. A letter index 'All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' is also present. The main content area displays a grid of resource cards. Each card includes a title, a star rating, total votes, overall rating, a description button, and a training request button. The 'Relias Healthcare' card is circled in red. Other visible cards include 'American Society of He...', 'Books@Ovid', 'Drug Information Fullte...', 'Joint Commission Reso...', 'Pharmaceutical Press', 'PharmacyLibrary', and 'UpToDate'.

You will be directed to the **Relias Healthcare** Page  
You click on “**Print Certificate**”

The screenshot shows the 'Learning Summary' section of a user's profile. The 'Print Transcript' button is highlighted with a red circle. The summary includes the following data:

Compliance Rate:	-
Average Mark:	100%
Total Courses Taken:	65
Assigned:	0
Electives:	65

Below the summary is an 'Announcements' section. To the right, the 'Transcript' tab is active, showing a list of elective courses with 'Take Now' buttons.

A new page with the full number of credits will open (as shown below)

The screenshot shows the 'Transcript For DIC1, DIC1 0000' page. It features the Relias logo and a table with the following data:

Course Name	Completed	Hours	Final Test Score	Instructor Name	Organisation
Abdominal Aortic Aneurysm	17/06/2020	1.00	80	Relias Learning	Order of Pharmacists Lebanon

**Total Hours: 1.00**

**I certify that the training courses listed above were completed by me.**

Staff Name \_\_\_\_\_

Staff Signature \_\_\_\_\_

Job Title \_\_\_\_\_

If you require assistance that is related to this transcript, please contact Relias Support by calling 0800 975 2941 or emailing support@relias.co.uk.