PharmGrad
Pharmacy Graduate Application Service

Program Directory Training Manual

American Association of Colleges of Pharmacy AACP

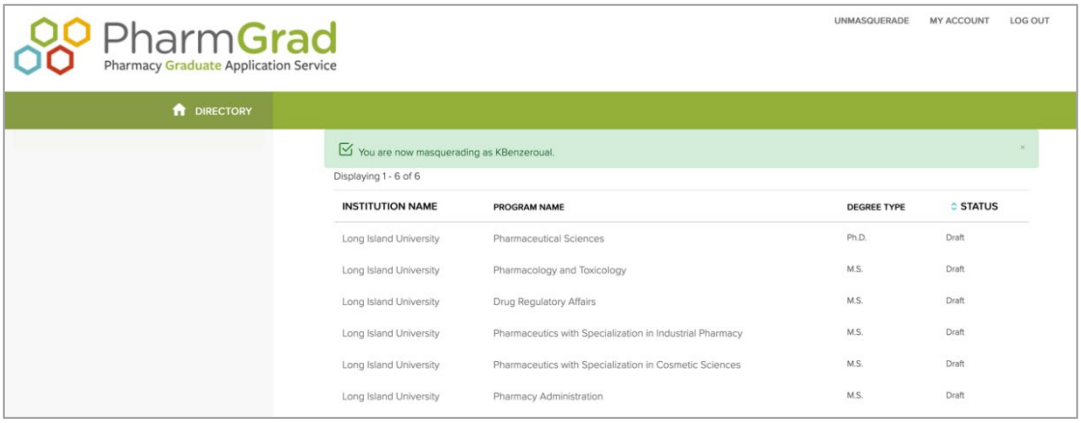
Access

- **Browsers**: Chrome and Firefox are the recommended browsers for the new program directory. Do not use Internet Explorer.
- **URL**: https://directory.pharmgrad.org/



- **Username**: Initially assigned to you by AACP. Contact CAS@aacp.org for assistance.
- **Password**: Initially assigned to you by AACP. Contact CAS@aacp.org for assistance.
- **Reset Your Password**: Enter your username or email. Password reset instructions will be sent to your registered email address.

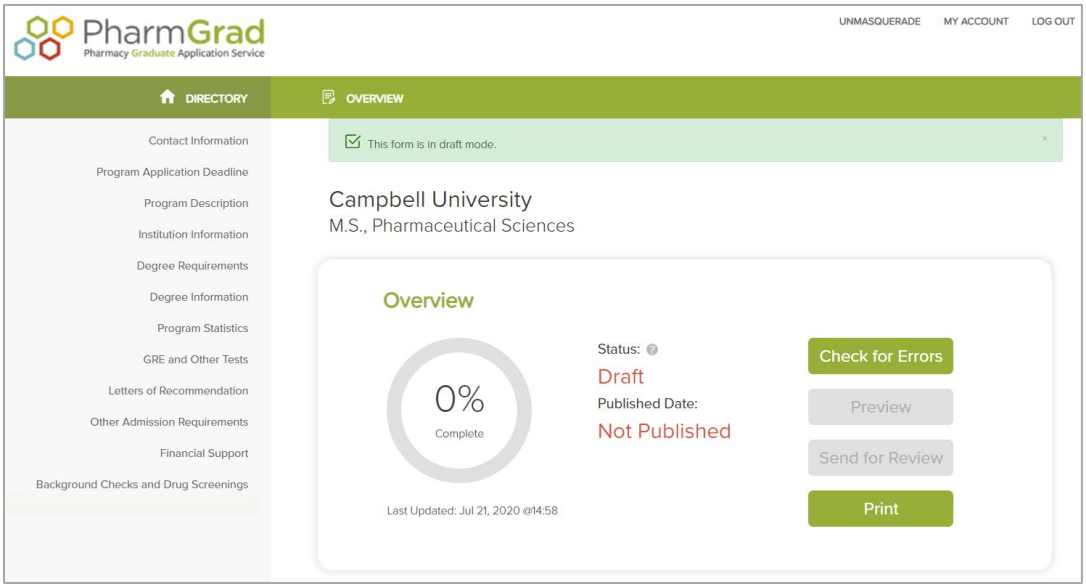
Directory Home Page



- Click on “Directory” (or the home icon) to return to the home page at any time.
- The Directory home page will display all programs associated with a user’s account (only one program may be listed).
- If an expected program is missing from the Directory home page, please contact AACP staff (CAS@aacp.org).
- Click on a program to view the Overview page.

Overview Page

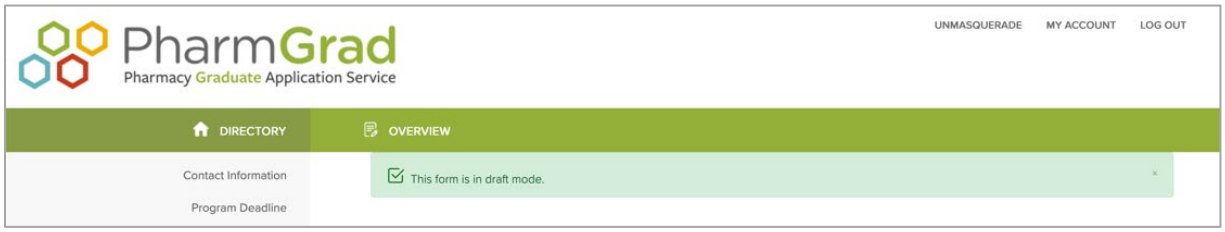
The Overview Page provides a dashboard to assist users in tracking status of the Directory page.



- **Percentage**: Feature displays the percentage of required elements that have been completed on the page to date. Percentage must equal 100% before the page can be submitted to AACP for review. Optional elements on the page are not included in the percentage and should also be reviewed by the institution before the final page is submitted.
- **Status**: All pages begin in Draft status. There are four statuses:
    - **Draft**: Page is in-progress and not yet completed or submitted by the institution.
    - **Pending Review**: Institution has submitted the completed page to AACP for review.
    - **Approved**: AACP approved the page but has not yet published it to the live PharmGrad website.
    - **Published**: Page is available to applicants on the live PharmGrad website.
- **Published Date**: Date will be populated after AACP approves the page and it appears on the live PharmGrad website.
- **Major Functions**: *See Overview Buttons under Completing the Page section.*
- **Lefthand Section List**: Section list on the left-hand side opens sections of the page.
- **Section Tiles**: Tiles under the Overview menu also open sections of the page.
- **Visual Alerts**: Each status block turns green with a checkmark if all required elements within that section have been completed.

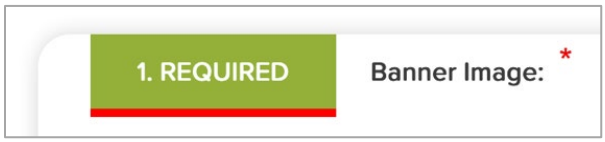
Completing the Page

The page begins in "Draft" mode. Entries are saved as users navigate to a new section, but the page does not automatically check for errors (e.g., missing required fields). Carefully review all sections of the page and complete all required questions. Sections can be completed in any order.

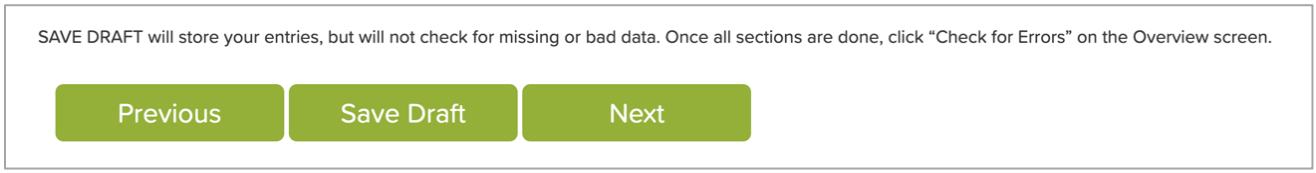


Editing a Section

Required questions are highlighted with a required flag, underlined in red. They also have a red asterisk (*) after the question.



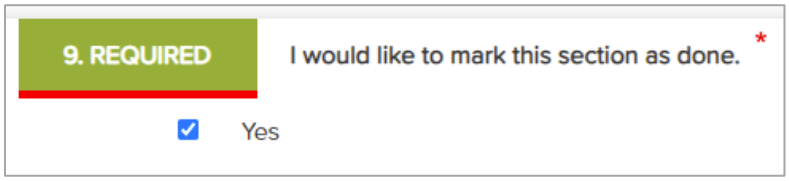
Section Navigation Buttons



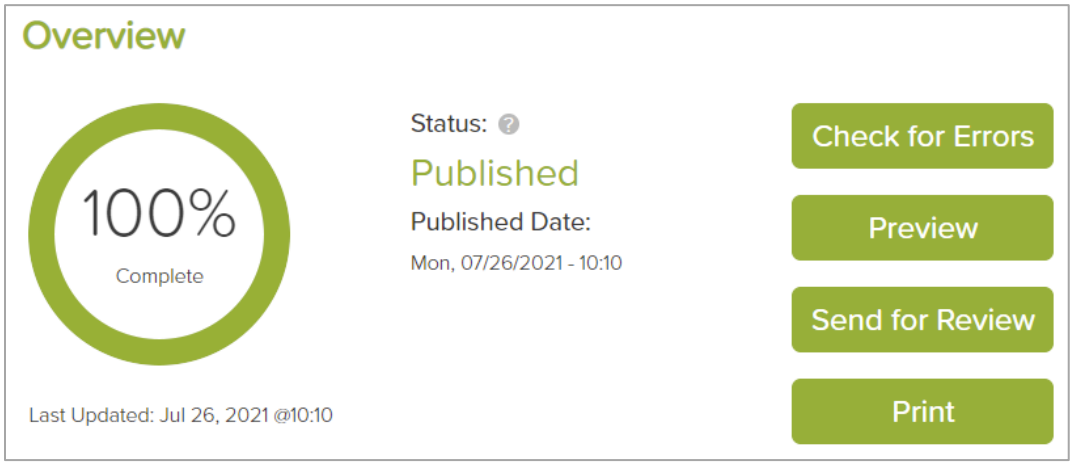
- **Previous**: Saves the entire page as a draft and goes to the previous section.
- **Next**: Saves entire page as a draft and goes to the next section.
- **Save Draft**: Saves entire page as a draft and returns to the Overview display.

Marking a Section as Done

While most school data is carried forward to the new cycle, all sections must be reviewed before the final page can be submitted for review. Carefully review your program information and then check the box at the bottom of the page to mark a section as done on the Overview Page (dashboard).



Overview Buttons



- **Check for Errors**: Users are encouraged to wait to check for errors until all sections are complete so they may avoid error messages for pending sections. Click the "Check for Errors" button on the Overview screen to view the first encountered error, if any. Any section with one or more errors or missing required fields will open with the response area highlighted. Sections with no errors will be closed. If any section block is missing the green checkmark, open and complete that section before rechecking for errors.

- **Preview**: When all required questions are complete (green) and the completion percentage is 100%, the Preview button will be enabled. Select Preview for a preliminary view of the Directory page as it will appear on the live PharmGrad website. Use the links on the right to "Collapse All" or "Expand All" sections. The formatting in Preview will differ slightly from the live site. Therefore, only use Preview feature to review content. While in Preview, check all hyperlinks entered to ensure they work, as intended. Click Overview at the bottom to return to the main screen.

- **Send for Review**: This button will direct users to a new confirmation screen. From here, select "Confirm Send for Review" to submit the completed page and alert AACP that the submission is ready for review. The page status on the Overview screen will then change to "Pending Review." If additional edits are needed before the page is submitted to AACP, select "Go Back to Page."

- **Print:** Users may need to share Directory entries with others on their team for review or approval before submission, but those team members likely do not have a Directory account. The Print button allows users to download a PDF that contains both the question-and-answer options for all Directory sections to review before submission.

Helpful Hint: After previewing your page, click "Check for Errors" as a final step. This action will ensure that all required fields are answered or alert you to any questions that need attention. Once completed, the "Send for Review" button will become enabled.

Text Box Formatting

All open box items on the new form are plain text fields and, thus, do not allow for formatting (e.g., bolding). Insert plain text formatting, as needed, such line breaks, asterisks for bullets, and all caps for headers or emphasis. The counter at the bottom of the box indicates the character limit.

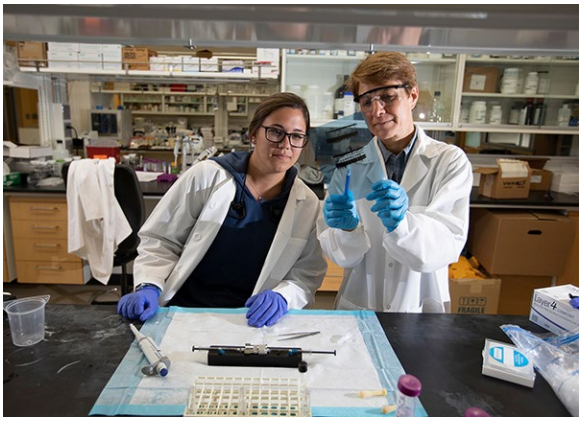
Banner Image

Users will upload a banner image in the Contact Information section that will appear at the top of the Program Directory page. Please consider the following:

- The image size must be **1920px by 576px**.
- The maximum file size is 64 MB.
- The supported file extensions are JPG, PNG, GIF.
- Your institution and program name will be displayed across the bottom of the banner image. As a result, the bottom portion of your image (e.g., 10-15%) will be hidden by the overlay.
- The banner image file name must only include regular characters (upper or lowercase), underscores, and/or hyphens. **Do not use spaces or odd characters in the banner image file name.**
- Since the PharmGrad website is mobile-responsive, parts of the banner image may appear cropped on the live site depending on the size of the browser window and device.
- Choose a banner that has a focal point in the center of the image and features your campus or students, as opposed to a school logo or text.
- To preview image, save section and return to section. You may need to refresh your browser.

Examples

- Original image to be cropped for banner



- Not 1920 x 576 (undesired and unpredictable crop area)



- 1920 x 576 (desired display and crop area)



After Submission

Page submissions will be reviewed by AACP staff. If there are any issues or incomplete sections, AACP staff will request that the program edit and re-submit the page. Otherwise, the status will be changed to "Approved."

Workflow

1. **AACP Admin Access Only**
   - At the start of each cycle, the directory will be unavailable for a brief time as AACP staff updates and changes questions.
   - If you need an entry changed during this time, please contact AACP staff (CAS@aacp.org).
2. **Open for Editing**
   - You will be contacted by AACP staff once the Directory pages are open for editing.
3. **Publishing**
   - When the editing period closes in the weeks leading up to a new admissions cycle, approved pages will be published to the live PharmGrad website and visible to the public.
4. **Normal Operations**
   - During the cycle, users may edit their responses to most entries at any time. Saving will publish the form to the PharmGrad website. The following questions will be locked (not available for editing by the program) and will require approval from AACP staff. Please contact CAS@aacp.org to make changes to any of the following questions after an application cycle has opened:
     - **Program Application Deadline section**:
       - What is your application deadline for the upcoming academic year?
     - **Background Checks and Drug Screenings section**:
       - Is your institution participating in the PharmGrad-facilitated Criminal Background Check (CBC) Service?
       - Is your institution participating in the PharmGrad-facilitated Drug Screening Service?