



# PHARMACY TECHNICIANS UNIVERSITY

## EASY-TO-USE TRAINING FOR PHARMACY TECHNICIANS

### 10 TIPS & TRICKS FOR USING PHARMACY TECHNICIANS UNIVERSITY

*Pharmacy Technicians University (PTU)* is a comprehensive online pharmacy technician training program, designed for technicians of all levels that includes high quality training resources and exam prep for the PTCE® and ExCPT exams, as well as the CSPT™ exam. Check out these helpful tips:

1. **Get to know the dashboard.**

The progress wheel will track your program progress and there are quick links to jump from place to place. Click “Home” to view your dashboard.

2. **Pick up where you left off.**

Need a break? Log off or step away mid-module as needed. Next time you log in, click the “Pick up where you left off” link on your dashboard.

3. **Review a completed course.**

After completing a course, revisit the course materials. Go to the Completed Courses tab, and click a course title to review its activities.

4. **View the full program.**

See your progress through the program and preview upcoming subjects by clicking on the My Programs tab.

5. **Complete the Certificate and Evaluation course.**

After passing the final exam, finish the program by taking the “Certificate and Evaluation” course, which allows you to get your Proof of Completion document.

6. **Enable closed captioning.**

Click the “CC” button in a learning module to turn on closed captioning text as needed.

7. **Check your program progress rating.**

Your current progress rating is based on your due date and progress toward program completion:

<b>Ahead</b>	At or beyond expected progress
<b>Lagging</b>	Within 10% of expected progress
<b>Off Track</b>	More than 10% behind expected progress

Check the dashboard to review your progress.

8. **Refresh to update PDF activity completion.**

When a module activity requires you to view a PDF, it may open the document in a new browser tab. After reviewing the PDF, close the tab and resume the module. If the activity doesn’t immediately show as completed, simply refresh the page.

9. **Failed a quiz after three attempts?**

Each *PTU* quiz requires a passing grade within three attempts. If you don’t pass after three attempts, ask your supervisor for more information.

10. **Quiz attempt interrupted?**

If you’re not able to complete all quiz questions and submit the quiz for grading, just try again later. The unfinished attempt won’t count against your limit of three attempts.