

## ePMA Nurse Administrator e-learning

You will need to request for a Ward Manager to authorise your access for ePMA. Your account becomes active on completion of your training.

### To complete the e-learning course:

**Important: Make sure you have Microsoft Outlook open on your computer**

You will need to send the auto-email at the end of the training as proof of your learning

[If you don't use Microsoft Outlook, please follow the instructions on the following page](#)

1. Complete the training using the link shown: [ePMA e-learning](#)
2. Click on complete at the end of the training
3. Send your e-mail using the icon
4. We will make a record that you have completed ePMA e-learning and arrange activation of your account

## ePMA Nurse Administrator e-learning for users with home email



You will need to email us with a screenshot at the end of the training as proof of your learning

1. Prior to starting the e-learning, access your email account in the usual way
2. Complete the training using the link shown: [ePMA e-learning](#)
3. At the end of the training

Click on the Print Screen key on your keyboard:



4. Return to your email account and create a new email:
  - Addressed the email to [it.training@berkshire.nhs.uk](mailto:it.training@berkshire.nhs.uk)
  - **Subject line:**  
include your name and the words **ePMA e-learning**
  - **For the main email body:**

On your keyboard, press the **Ctrl** key  and the letter **V**   
**This should paste a copy of the elearning page into your email**

5. Send your e-mail
6. We will make a record that you have completed ePMA e-learning and arrange activation of your account\*

\*You will need to request for a Ward Manager to authorise your access for ePMA so your account can be built