



Trainee Guide

The Trainee Guide provides an explanation of how to use the Learning Management System (LMS)/Platform for the Anatomic Pathology and Histo-Cytotechnology (APHC) virtual platform, allowing trainees to make the most of all the available features on the platform. The guide includes instructions for accessing the LMS/training platform, steps for registering in the training program, how to start the training process, how to navigate the core components of the program, an explanation of the platform's features, viewing and interacting with content, and more.

- **How to Register/Login to the Platform and change your password:**

1. Click on "Register Now" in the top right corner.





2. Complete the required information, making sure to enter your registration number with the Saudi Commission for Health Specialties. If you do not have one (international participant or not registered with the commission), please enter "0".

Welcome To The APHC Virtual Academy

We are Happy to Have You at Saudi Society of Cytotechnology and Histotechnology

[Login](#)

[Signup](#)

If you need any help, Please contact us

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APHC Virtual Academy

Full Name

Profession

profile Number

for CME hours (type 0 if not applicable)
profile Number cannot be blank.

Full mobile with code

Full mobile with code cannot be blank.

Email

Email cannot be blank.

Create Password

Confirm Password

Create Password cannot be blank.

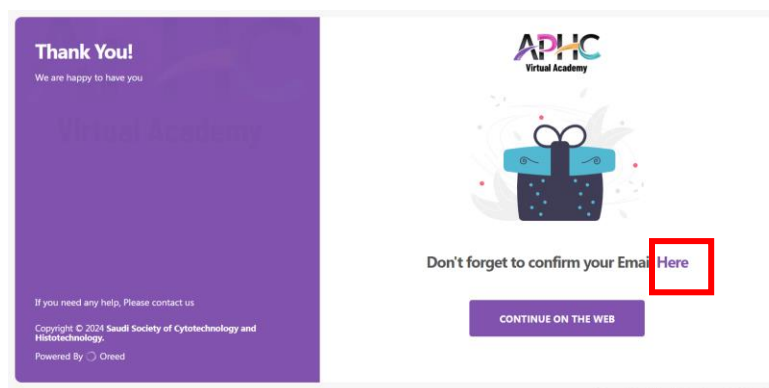
Strong passwords include numbers, letters, and punctuation marks [Learn More](#)

I agree to the [License Terms](#) and [User Terms](#)

CREATE ACCOUNT

[Term and Condition](#) | [عن الجمعية](#) | [Contact Us](#)

3. Confirm your email, by clicking "Here"





4. Write the code that was sent to you email and click on “Verify now”

Verify Your Account
We are happy to have you

If you need any help, Please contact us

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APHC Virtual Academy

Check the confirmation code in the SMS we sent to:
Enter the code below to verify your Email

Resend Email After 00:58

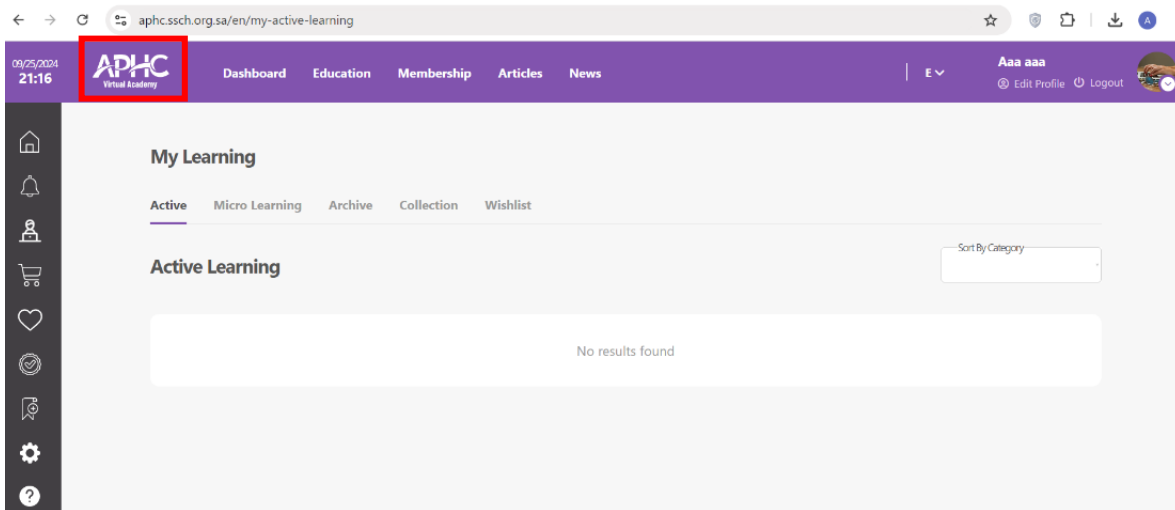
Note: If you don't see the Email, check other places it might be, like your junk, spam, social, or other folders

Check out what you can do

VERIFY

Term and Condition | عن الجمعية | Contact Us

5. Congratulations! Your account now is verified. You may click on the APHC logo to see all available courses.





6. To reset your password, click on "Forgot Password."

7. You can reset your password via the registered email or mobile number. Simply complete the required information and click on "Continue"



8. Enter the code sent to your email or mobile number, then click on “Go to reset Password page”

Reset Code
We've sent an Email to andjany86@gmail.com with a confirmation code Check your Email

APHC Virtual Academy

We've sent an Email to an*****6@gm**l.com with a confirmation code
Enter the code below to reset your password

Enter The Code

If you don't see the Email, check other places it might be like your junk, spam, social, or other folders. I didn't receive the Email

GO TO RESET PASSWORD PAGE

Back to Login Page

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9. Type your new password and then click on “Change”

Reset Your Password
You Can Change Your Passwords Now

APHC Virtual Academy

Strong passwords include numbers, letters, and punctuation marks [Learn More](#)

Password

Password Repeat

Note: Resetting your password will log you out of all your active sessions.

CHANGE

Back to Login Page

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10. Sign in with your new password

Welcome Back!
We are happy to have you again

APHC Virtual Academy

Virtual Academy

Login

Signup

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Email/Mobile mail.com

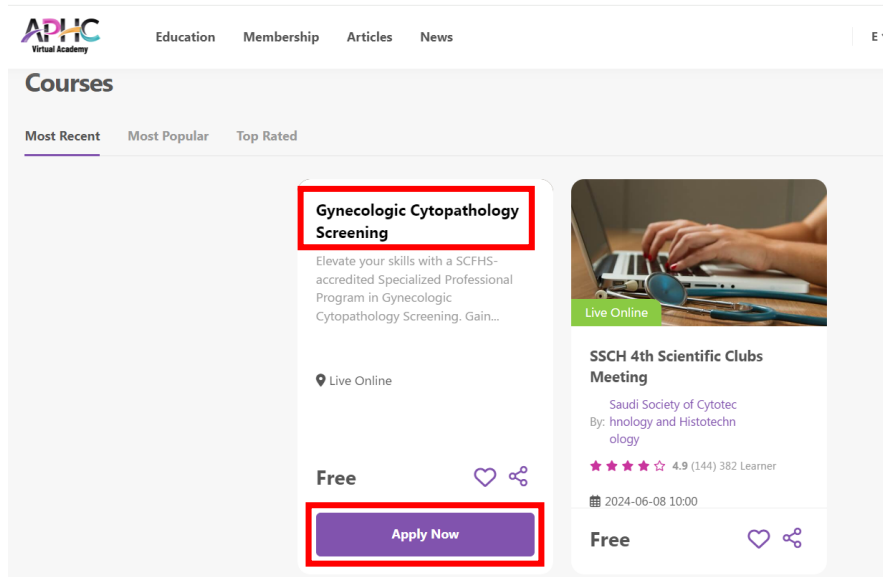
Password

Forgot Password

LOGIN

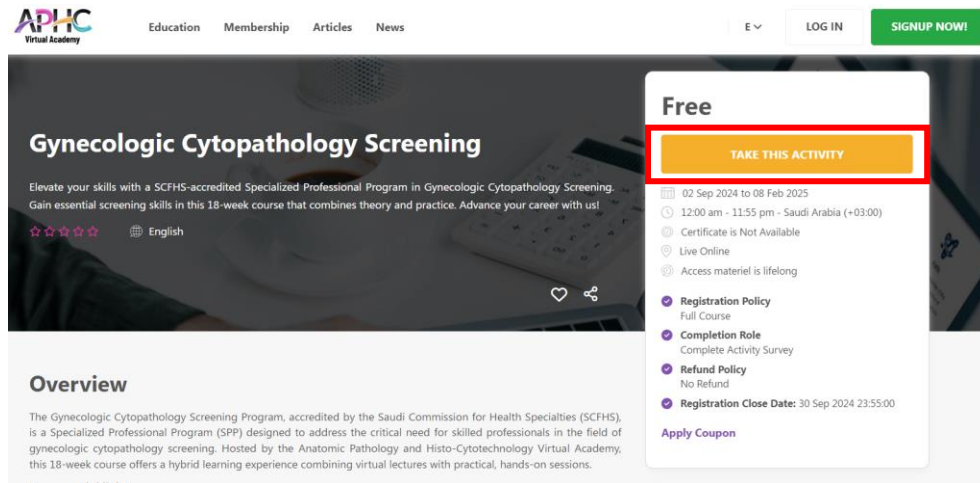
- **How to choose the training program:**

From the platform's homepage, you can click on the program name to access the free version, or click "Apply Now" to register for the course. As soon as you hover over the program with your mouse, the appearance will automatically change to show the option to apply or click on the program name.

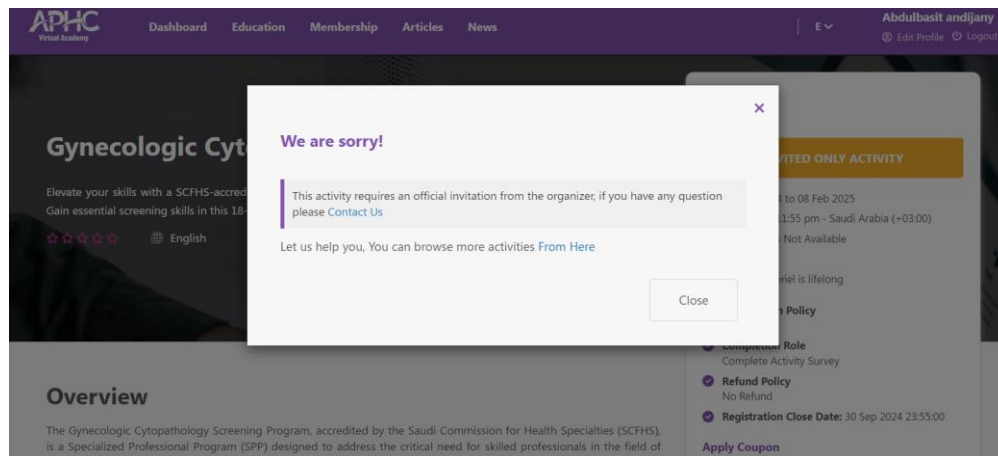


- **How to register for the selected program:**

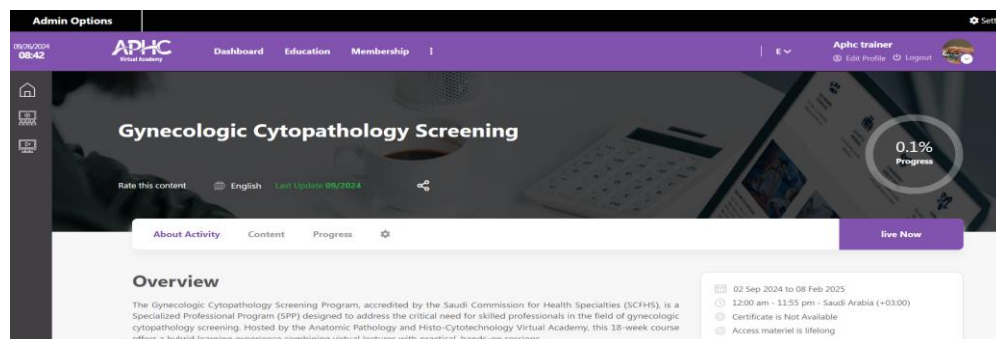
After accessing the program, you can review the free content and then click on "Take this activity"



The program might be set for "by invitation only", once the administrator approves your request, you can access the program. Other than that, you should access the program easily.



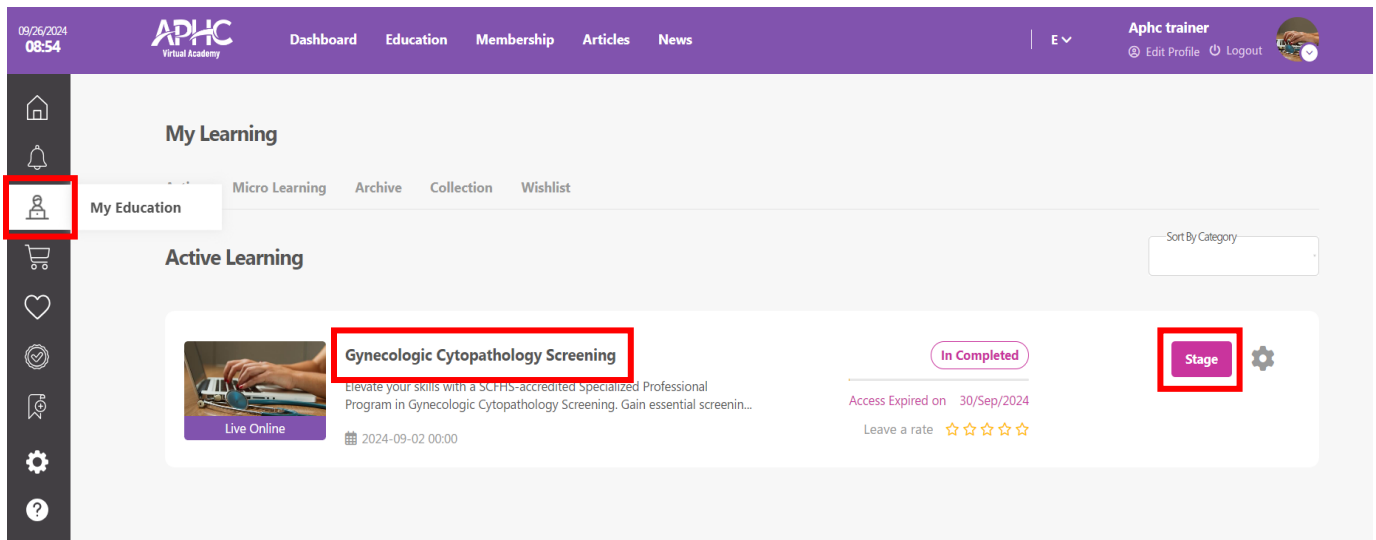
Once approved, or the program is not set as "by invitation only", you can see the program page





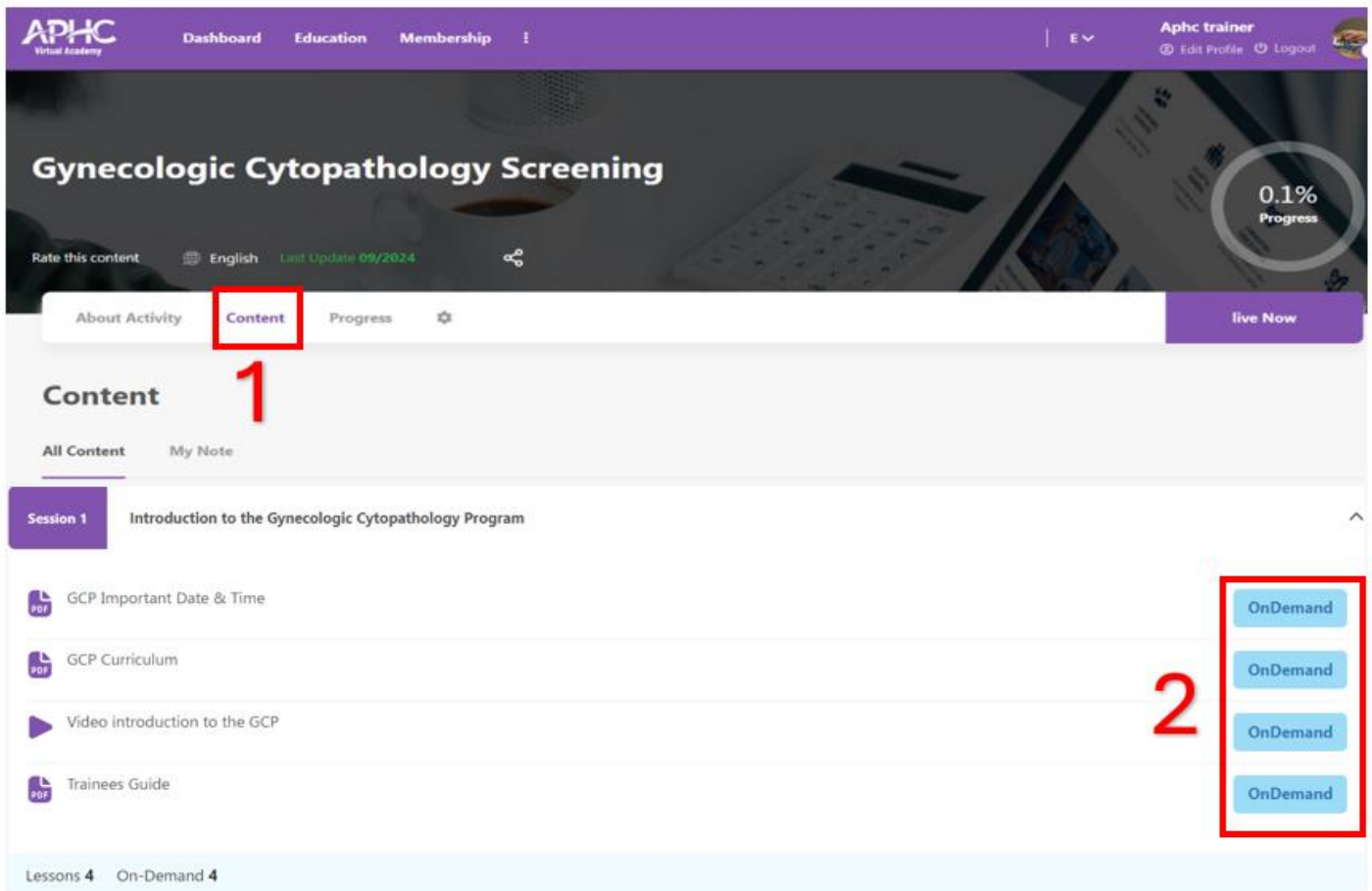
- **How to access the registered program:**

From the platform's homepage, you can click on the program, or through your dashboard, you can click on "My Learning Journey" and then access the program. You may enter live-session by clicking on "stage".



• How to start the training process:

1. Click on "Content" and then review the essential program files, which include the curriculum and the "Important Dates" file. This file will inform you about when the program session files will become available, as each file has a specific release time (pre-lecture, lecture, pre- and post-questions, and live broadcast date). There will also be a video providing a brief explanation of the program.
2. By clicking on the word "on demand," you will be able to view and download the file if it's available. However, if the file is not yet released, you will not be able to access it. Therefore, it's essential to review the "Important Dates" file. Your email will also be added to the program's calendar, and all you need to do is accept the request to view all the dates on your mobile calendar.



The screenshot displays the APHC Virtual Academy interface for the 'Gynecologic Cytopathology Screening' course. The top navigation bar includes 'Dashboard', 'Education', and 'Membership'. The user is logged in as 'Aphc trainer'. The course title is prominently displayed, along with a progress indicator showing '0.1% Progress'. Below the title, there are tabs for 'About Activity', 'Content', and 'Progress'. The 'Content' tab is highlighted with a red box and a red '1'. Underneath, there are two sub-tabs: 'All Content' and 'My Note'. The main content area shows 'Session 1: Introduction to the Gynecologic Cytopathology Program'. A list of content items is provided, including 'GCP Important Date & Time', 'GCP Curriculum', 'Video introduction to the GCP', and 'Trainees Guide'. To the right of this list, there are four blue 'OnDemand' buttons, which are highlighted with a red box and a red '2'. At the bottom, it indicates 'Lessons 4 On-Demand 4'.

- **How to review the program content:**

The **program starts from the second session**, titled "Week One," and when the time comes:

1. Complete the pre-lecture questions, which start every Sunday and are due by Tuesday midnight.
2. Watch at least 50% of the pre-lecture content, which is available every Wednesday.
3. Attend the live broadcast, scheduled every Saturday from 1:00 PM to 4:00 PM.
4. Download the lecture file, which will be available every Saturday.
5. Complete the post-lecture questions, which start every Saturday after 4:00 PM and are due by Tuesday midnight.
6. Complete the Home-work, when applicable.

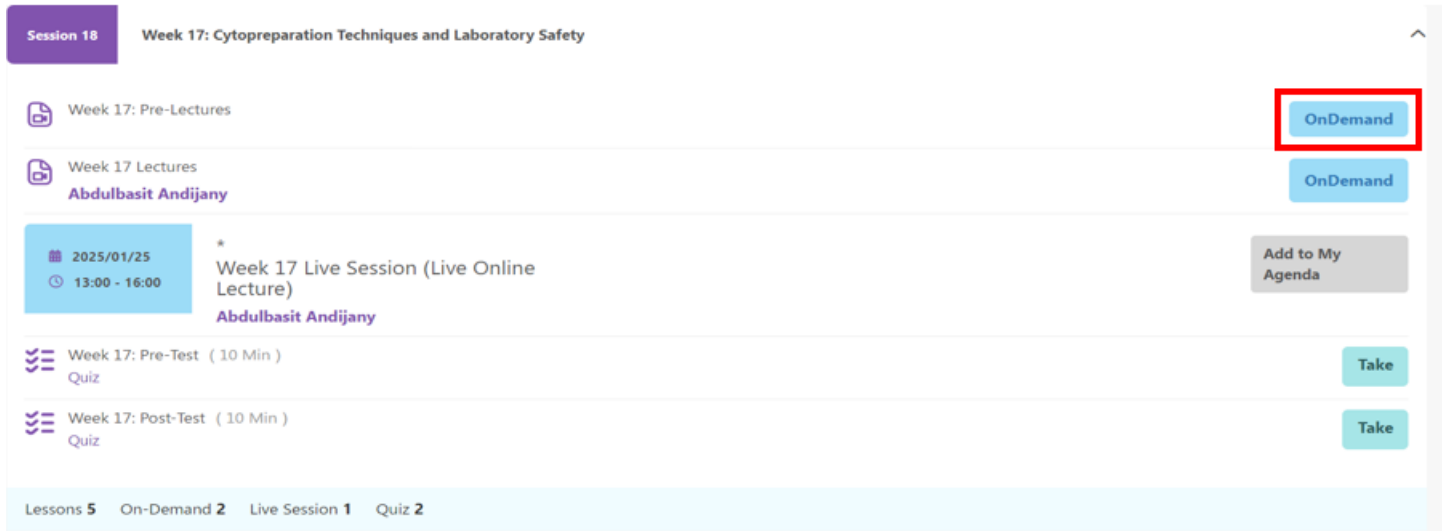
The screenshot shows the APHC Virtual Academy dashboard for the course "Gynecologic Cytopathology Screening". The user is logged in as "Aphc trainer". The dashboard includes a progress indicator showing 0.1% completion. A red box highlights the "Live Now" button, with a red number "3" next to it. Below the "Content" section, the following items are listed:

- Session 1: Introduction to the Gynecologic Cytopathology Program
- Session 2: Week 1: Methods of Analyzing Cells & Cytologic Features of Basic Cell Types
- Week 1: Pre-Test (10 Min) Quiz (Take button)
- Week 1: Pre-Lectures (OnDemand button)
- Week 1 Lectures by Abdulbasit Andijany (OnDemand button)
- Week 1 Live Session (Live Online Lecture) on 2024/10/05 from 13:00 - 16:00 by Abdulbasit Andijany
- Week 1: Post-Test (10 Min) Quiz (Take button)
- Week 1: Home work (OnDemand button)

Red numbers 1, 2, 4, 5, and 6 are placed next to the corresponding items in the list. A summary bar at the bottom indicates: Lessons 6, On-Demand 3, Live Session 1, Quiz 2.

- Navigating through the components and sections of the training content:

1. Click on "On Demand"



Session 18 Week 17: Cytopreparation Techniques and Laboratory Safety

- Week 17: Pre-Lectures **OnDemand**
- Week 17 Lectures **Abdulbasit Andijany** **OnDemand**
- 2025/01/25 13:00 - 16:00 * Week 17 Live Session (Live Online Lecture) **Abdulbasit Andijany** **Add to My Agenda**
- Week 17: Pre-Test (10 Min) Quiz **Take**
- Week 17: Post-Test (10 Min) Quiz **Take**

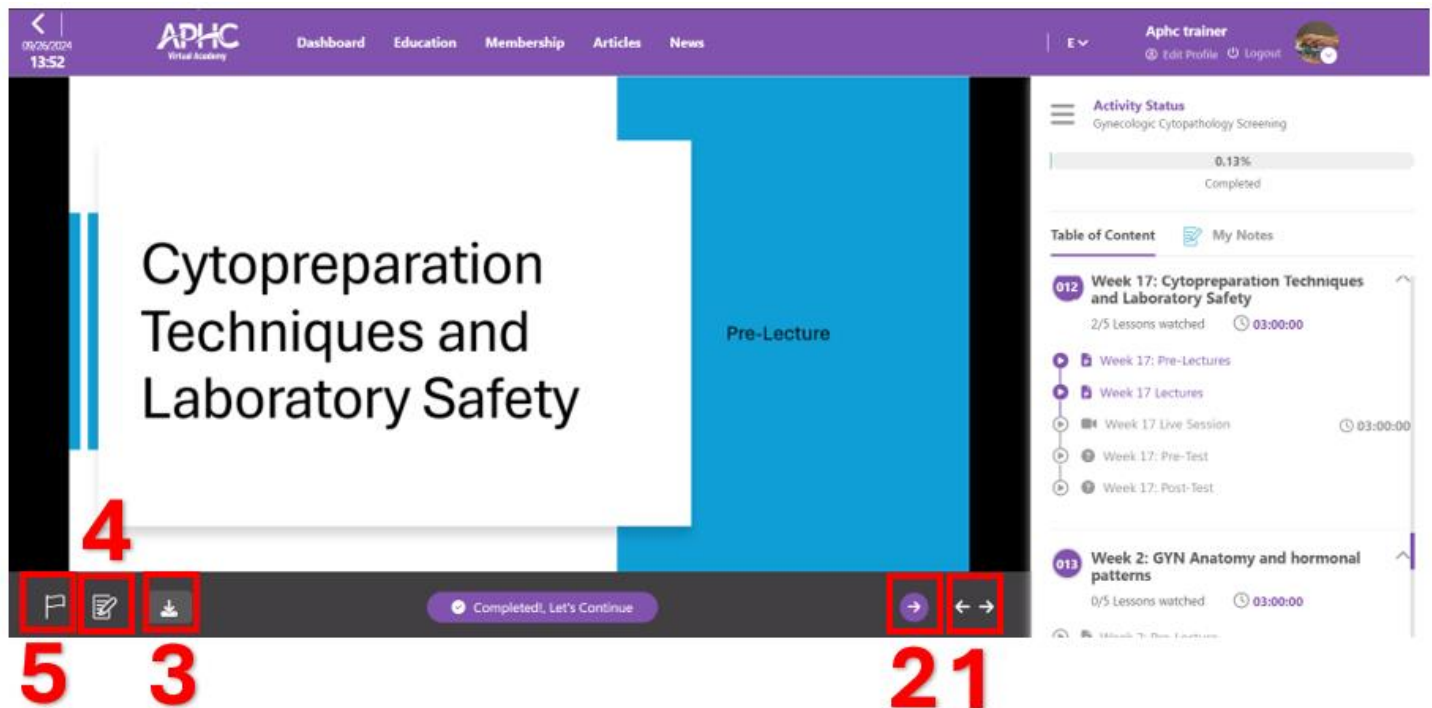
Lessons 5 On-Demand 2 Live Session 1 Quiz 2

2. The content will now appear as follows: On the right side of the screen, you will notice a table of contents.

Number 1 indicates zooming in or out of the page (← → / → ←), and when you enlarge the screen, the table of contents will disappear.

Number 2 is for moving to the next file, Number 3 is for downloading the file.

Number 4 is for taking notes, Number 5 is for reporting the content.



APHC Virtual Academy Dashboard Education Membership Articles News

Aphc trainer Edit Profile Logout

Activity Status Gynecologic Cytopathology Screening 0.13% Completed

Table of Content My Notes

012 Week 17: Cytopreparation Techniques and Laboratory Safety 2/5 Lessons watched 03:00:00

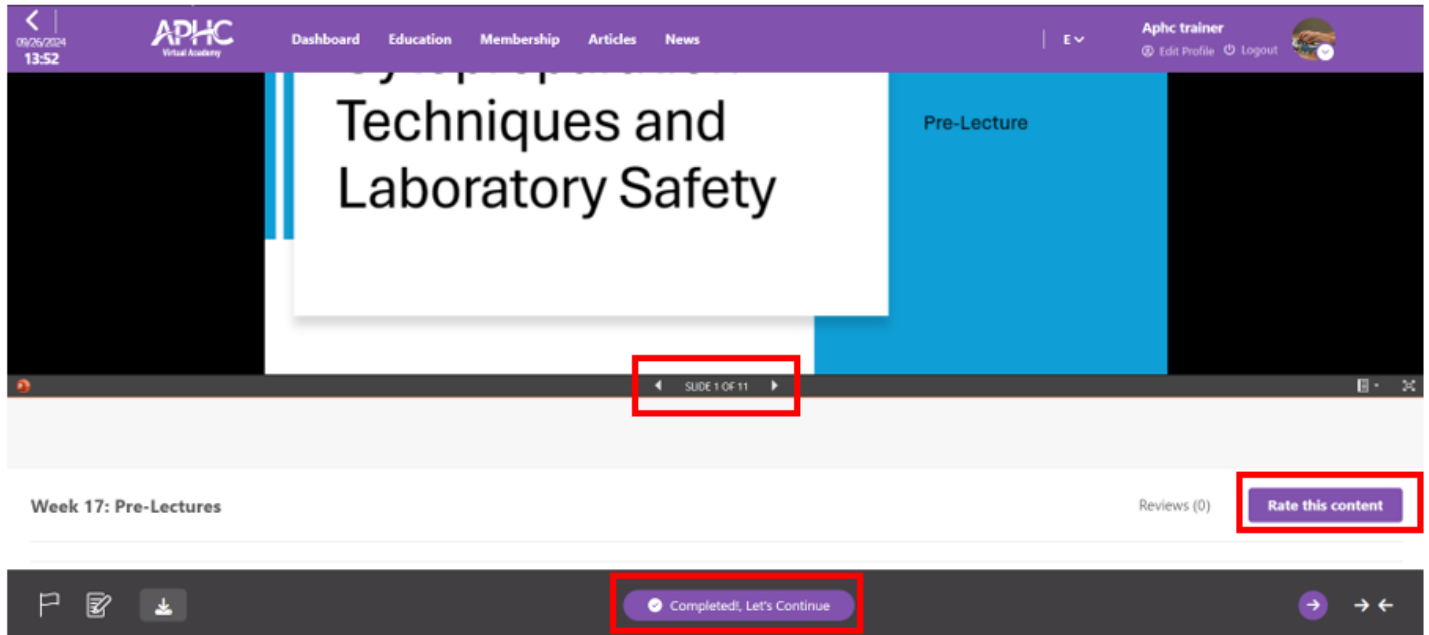
- Week 17: Pre-Lectures
- Week 17 Lectures
- Week 17 Live Session 03:00:00
- Week 17: Pre-Test
- Week 17: Post-Test

013 Week 2: GYN Anatomy and hormonal patterns 0/5 Lessons watched 03:00:00

Completed! Let's Continue

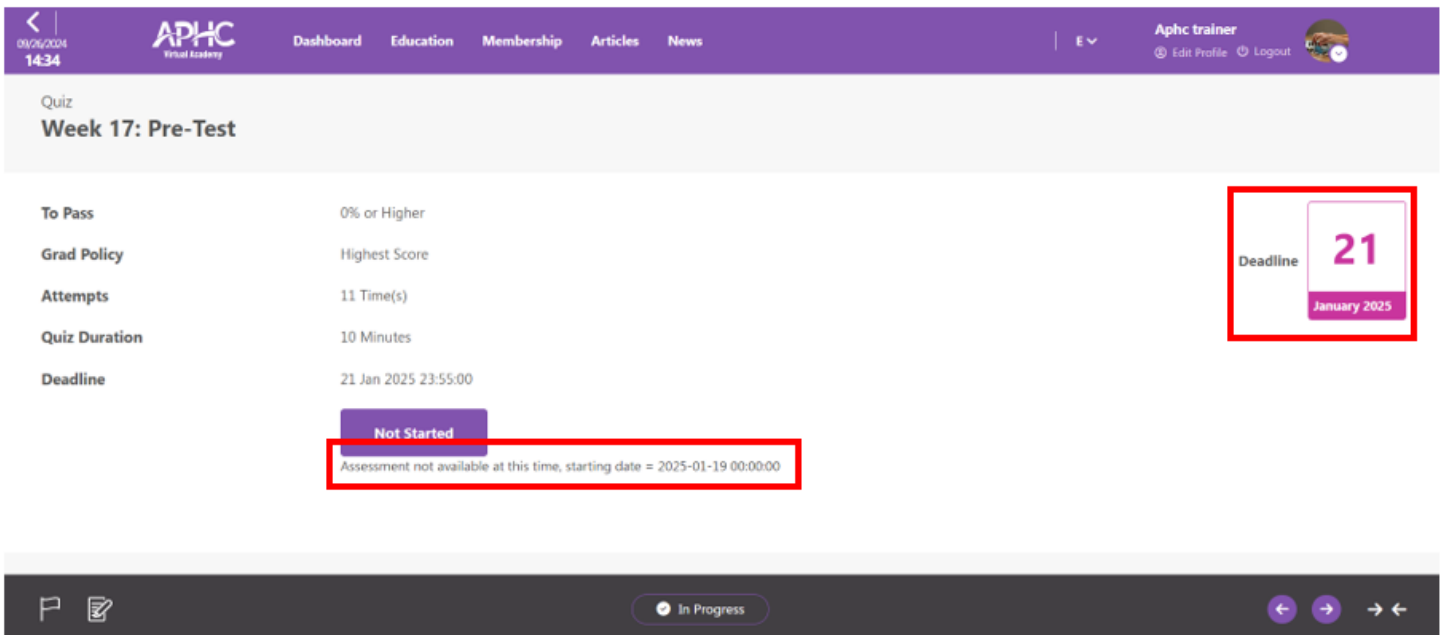
4 5 3 2 1

3. Please note the importance of scrolling down the page for the navigation icon to appear within the file. You will be required to watch at least 50% of the "Pre-Lectures" before clicking on the "Completed, Let's Continue" button.
4. After finishing reading the content, you can rate the content.



The screenshot shows the APHC Virtual Academy interface for a "Pre-Lecture" titled "Techniques and Laboratory Safety". The video player shows "SLIDE 1 OF 11". Below the video, there is a "Rate this content" button. At the bottom of the video player, there is a "Completed!, Let's Continue" button.

5. When accessing the pre-tests or post-tests page, the start date and submission date will appear. You have ten attempts for the post-test questions. Please note that the pre-test and post-test questions are not part of the final grades; their purpose is to help ensure your understanding of the lecture content according to its objectives.



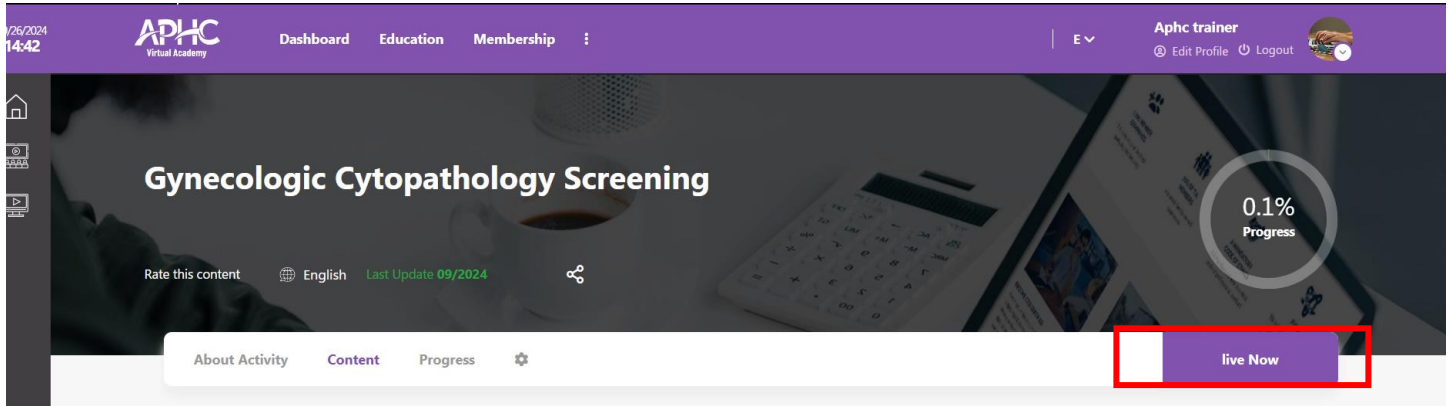
The screenshot shows the APHC Virtual Academy interface for a "Quiz" titled "Week 17: Pre-Test". The quiz details are as follows:

To Pass	0% or Higher
Grad Policy	Highest Score
Attempts	11 Time(s)
Quiz Duration	10 Minutes
Deadline	21 Jan 2025 23:55:00

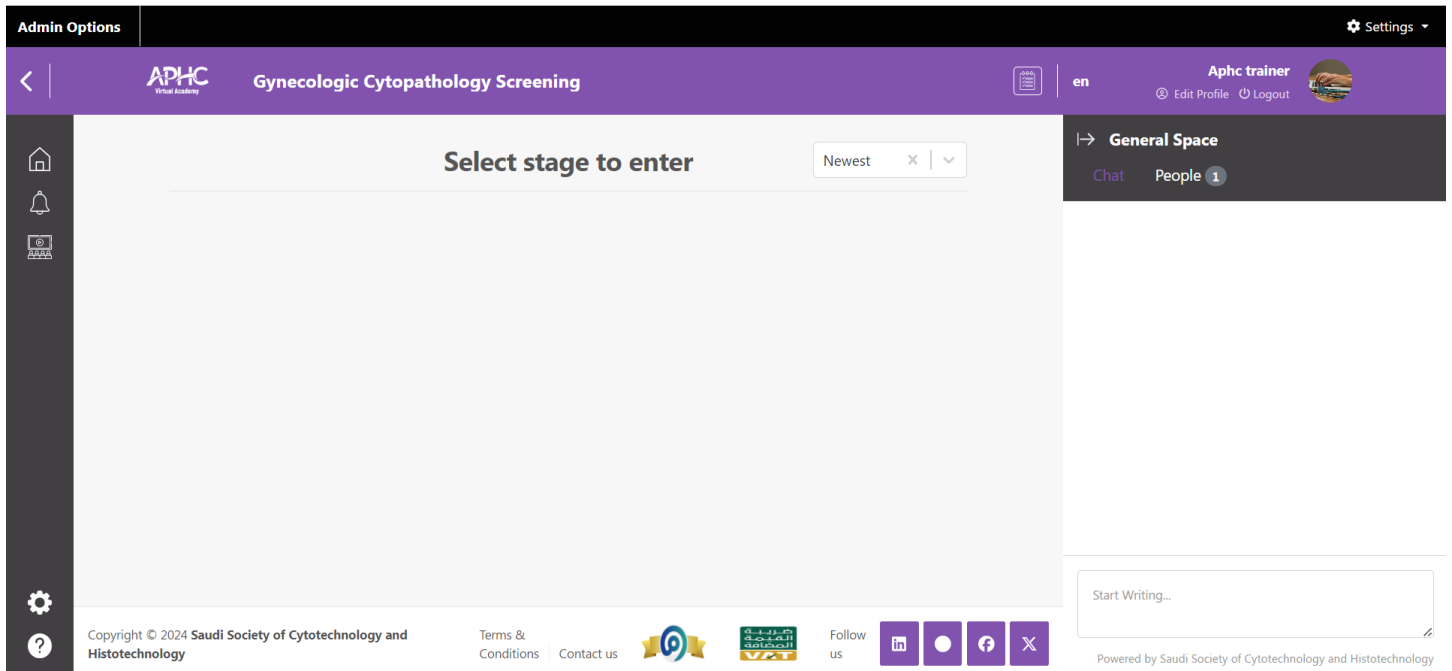
The "Deadline" is highlighted with a red box, showing "21 January 2025". Below the details, there is a "Not Started" button and a message: "Assessment not available at this time, starting date = 2025-01-19 00:00:00".

- **How to access the virtual classroom (live broadcast):**

By clicking on "Live now".



Then the scheduled live broadcast session for the day will appear.

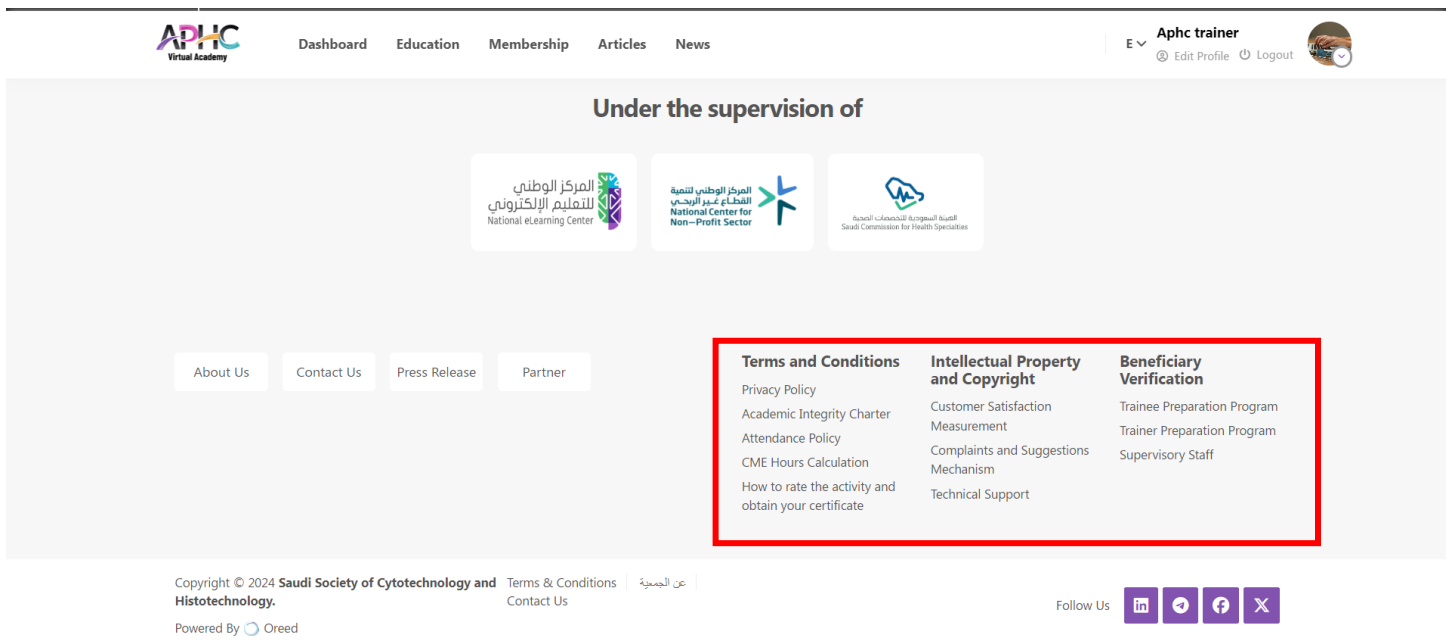


- **How to access the self-assessment:**

This refers to the pre-lecture questions (pre-tests) and post-lecture questions (post-tests), which are available within the content of each week.

- **How to access the policies, procedures, and guidelines of the training program:**

From the bottom menus on the platform's page.



The screenshot shows the footer of the APHC Virtual Academy website. At the top left is the APHC logo. The navigation menu includes Dashboard, Education, Membership, Articles, and News. On the right, there is a user profile for 'Aphc trainer' with options to edit the profile or log out. Below the navigation is a section titled 'Under the supervision of' featuring logos for the National eLearning Center, the National Center for Non-Profit Sector, and the Saudi Commission for Health Specialties. A red box highlights a table of links:

Terms and Conditions	Intellectual Property and Copyright	Beneficiary Verification
Privacy Policy	Customer Satisfaction	Trainee Preparation Program
Academic Integrity Charter	Measurement	Trainer Preparation Program
Attendance Policy	Complaints and Suggestions Mechanism	Supervisory Staff
CME Hours Calculation	Technical Support	
How to rate the activity and obtain your certificate		

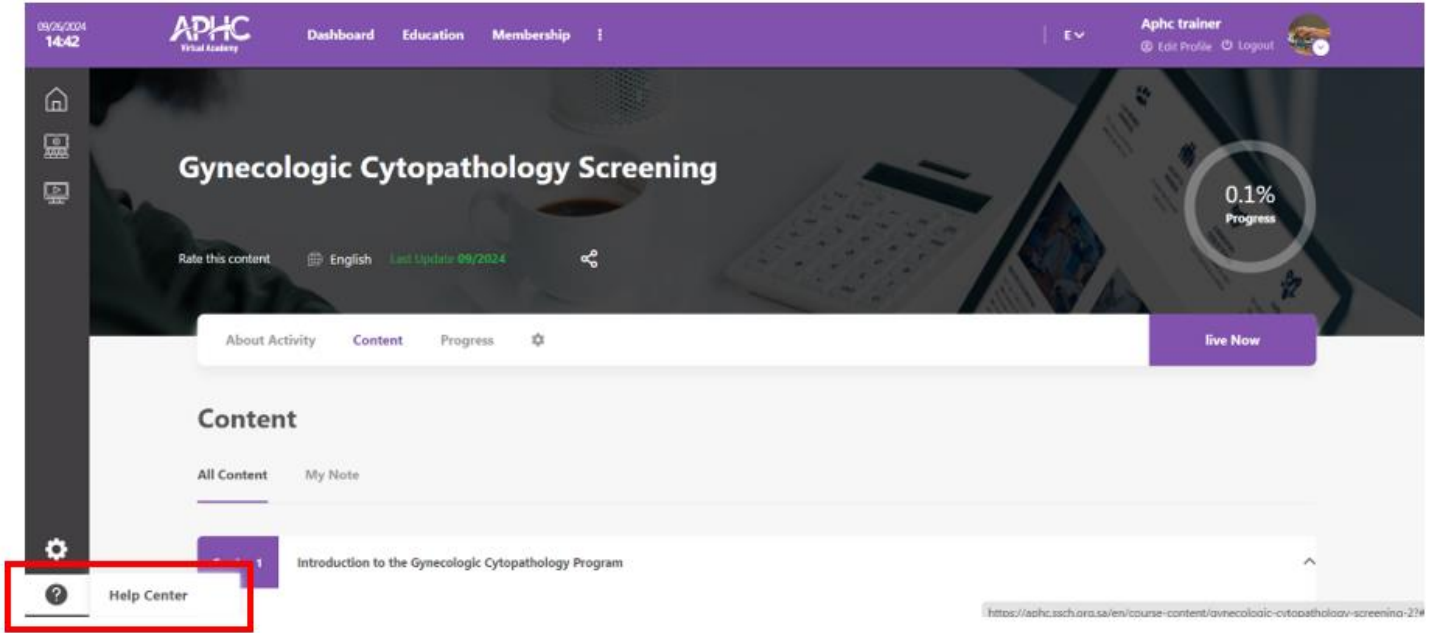
Below the table are links for 'About Us', 'Contact Us', 'Press Release', and 'Partner'. The footer also contains copyright information for 2024 Saudi Society of Cytotechnology and Histotechnology, a 'Terms & Conditions' link, and social media icons for LinkedIn, WhatsApp, Facebook, and X. It is powered by Oreed.

- **How to access assignments and tasks:**

They will be available within the content of each session (each educational week).

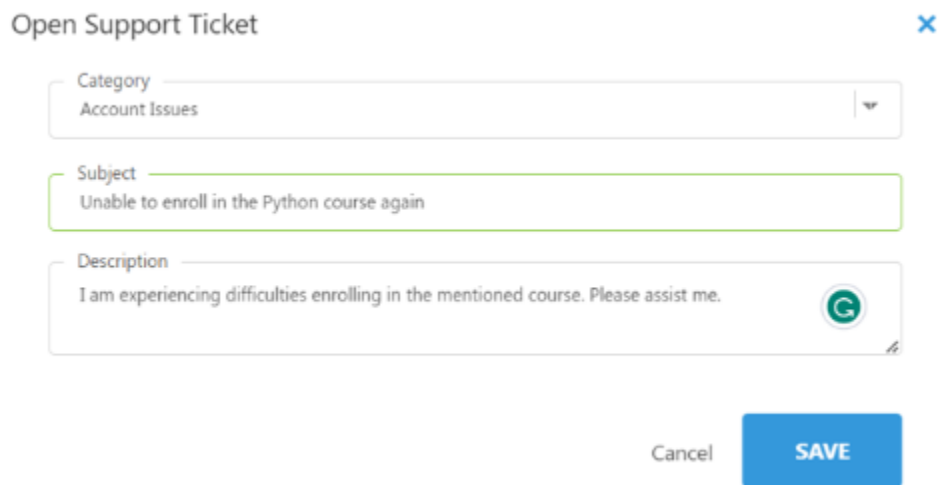
- **How to access technical support channels:**

Through the question mark icon on the program's page.



The screenshot shows the APHC Virtual Academy interface. At the top, there is a purple navigation bar with the APHC logo, 'Dashboard', 'Education', and 'Membership' links. The user is logged in as 'Aphc trainer'. The main content area is for the 'Gynecologic Cytopathology Screening' course, showing a progress indicator at 0.1%. A 'Help Center' button is highlighted with a red box in the bottom left corner. The URL at the bottom is <https://aphc.ssdh.ara.sa/en/course-content/gynecologic-cytopathology-screening-274>.

After that, request to open a new ticket.



The 'Open Support Ticket' form contains the following information:

- Category:** Account Issues
- Subject:** Unable to enroll in the Python course again
- Description:** I am experiencing difficulties enrolling in the mentioned course. Please assist me.

Buttons: Cancel, SAVE



- **How to contact the instructor:**

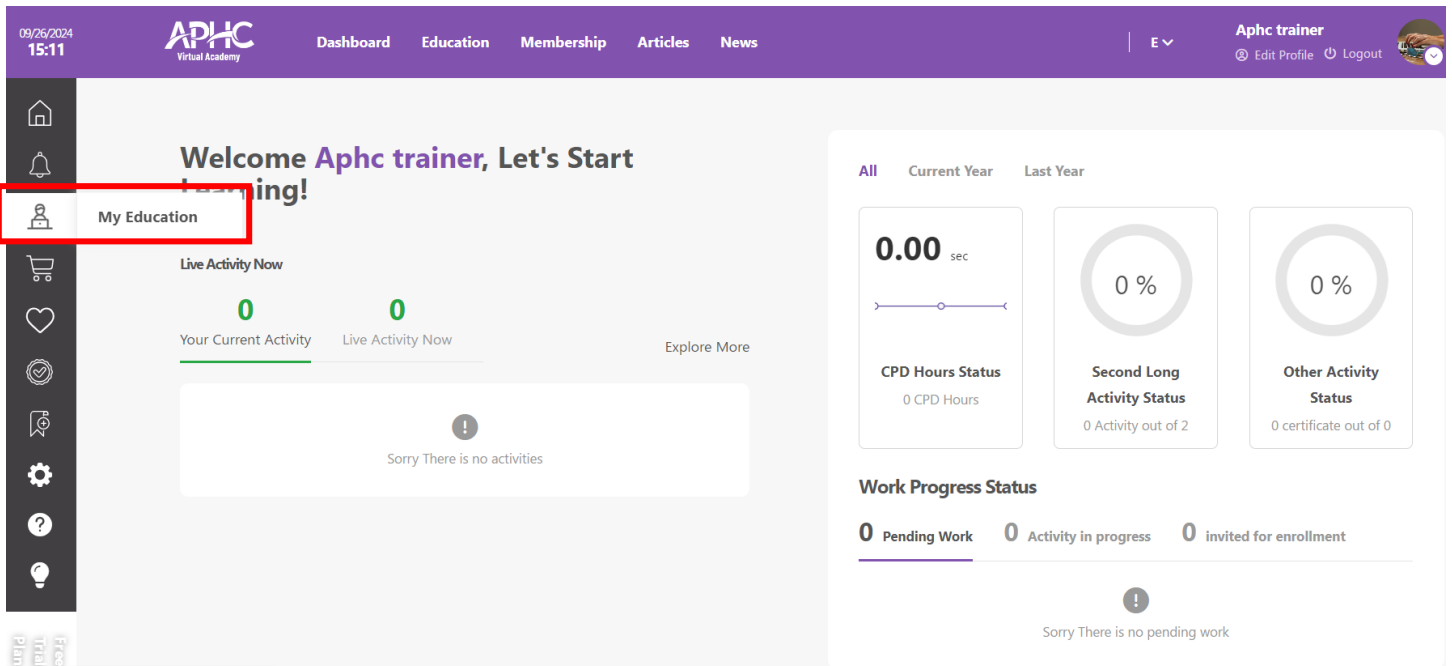
You can view the instructor's email through the program's homepage, under the "Instructors" section.

- **How to access the search tool:**

You can access the search tool by clicking on the magnifying glass icon on the platform's page.

- **How to access incoming notifications:**

You can access the incoming notifications by clicking on the bell icon on the dash board.





- **How to track progress in the program:**

From the program's page, you can click on the "Progress" icon to monitor your progress in the program.

The screenshot shows the APHC Virtual Academy interface. At the top, there is a navigation bar with 'Dashboard', 'Education', and 'Membership' options. The 'Progress' tab is highlighted with a red box. Below the navigation bar, there are tabs for 'About Activity', 'Content', 'Progress', and 'live Now'. The 'Progress' section is active, showing an 'Attendance Report' with a progress bar at 0%. Below the progress bar is a table with the following data:

Item	Attendance Duration	Status	Review Status	Action
GCP Important Date & Time *	5 Second / 1 Second	Attended recorded	Not Rated	
GCP Curriculum *	5 Second / 1 Second	Attended recorded	Not Rated	
Video introduction to the GCP *	0 Second / 1 Second	Not Attended	Not Rated	You can rate it after watching the lecture

- **Submitting a technical support request:**

By clicking on "Contact us".



Under the supervision of



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[Attendance Policy](#)
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[How to rate the activity and obtain your certificate](#)

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Beneficiary Verification

[Trainee Preparation Program](#)
[Trainer Preparation Program](#)
[Supervisory Staff](#)

Then fill out the form, and you will be contacted shortly.

Name

Email


Mobile

Subject

Body

This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

I'm not a robot

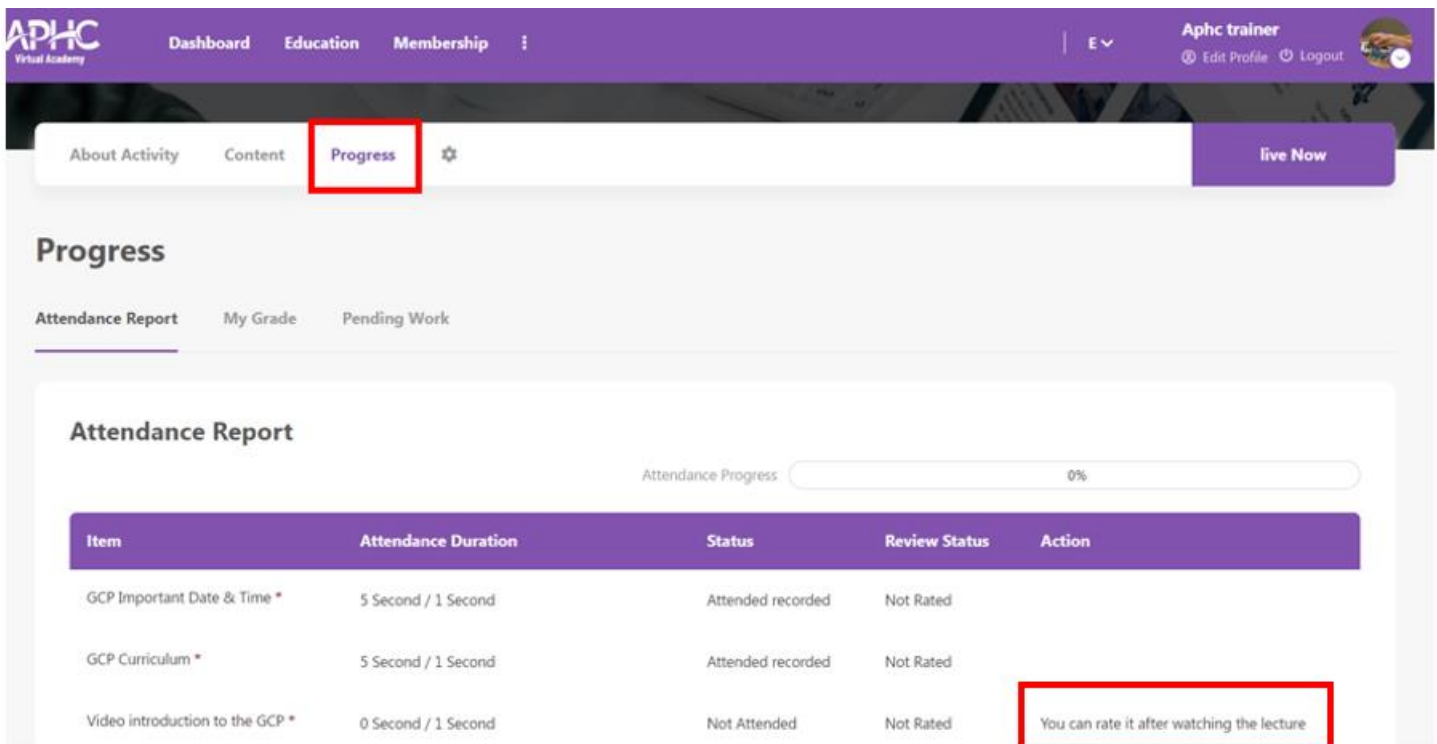

reCAPTCHA
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SUBMIT

- **How to fill out the satisfaction survey for evaluating the training program (Satisfaction Survey for Program Evaluation):**

Trainees will be directed to the program evaluation link on the Saudi Commission for Health Specialties platform to assess the program.

Trainees can also evaluate the program directly on the platform after its completion by clicking on the “Progress” icon.



APHC Virtual Academy

Dashboard Education Membership

Aphe trainer
Edit Profile Logout

About Activity Content **Progress** ⚙️ Live Now

Progress

Attendance Report My Grade Pending Work

Attendance Report

Attendance Progress 0%

Item	Attendance Duration	Status	Review Status	Action
GCP Important Date & Time *	5 Second / 1 Second	Attended recorded	Not Rated	
GCP Curriculum *	5 Second / 1 Second	Attended recorded	Not Rated	
Video introduction to the GCP *	0 Second / 1 Second	Not Attended	Not Rated	You can rate it after watching the lecture