Creating an account on myGPhC

If you are a new or returning registrant who is using myGPhC for the first time, you will need to create an account.

To sign in to myGPhC for the first time and create your account, you will need:

- a valid personal email address (this should be an address which only you have access to)
- your activation code which we recently sent you in a letter

Please contact us if you do not have your activation code.

Signing in for the first time

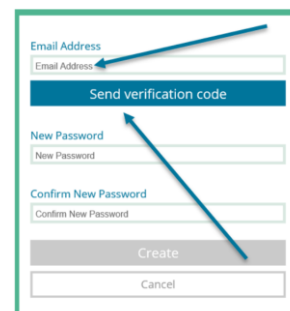**Step 1:** Click on the link to myGPhC on the GPhC website.

Step 2: You will see a sign in screen. Click on 'sign in' button in the centre of the screen.

Step 3: A pop-up window will appear. Click 'Sign up now'.

**Step 4:** Type the email address that you want to use to login to myGPhC.


Click the 'Send verification code' button.

Step 5: Check your personal email inbox for a verification email from Microsoft on behalf of The General Pharmaceutical Council.

You may need to check your 'junk' or 'spam' folder if you can't see it in your main inbox.

Note the verification code in the email and navigate back to the myGphC sign in page.
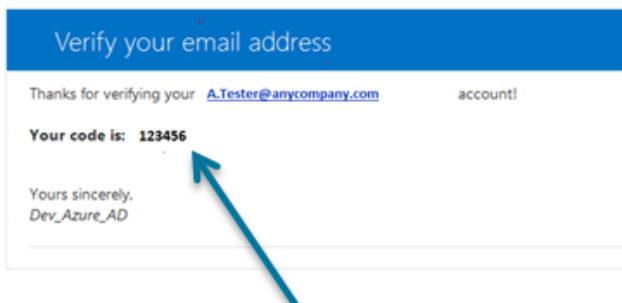
**Step 6:** Type the code into the 'Verification code' field and click on 'Verify code'.
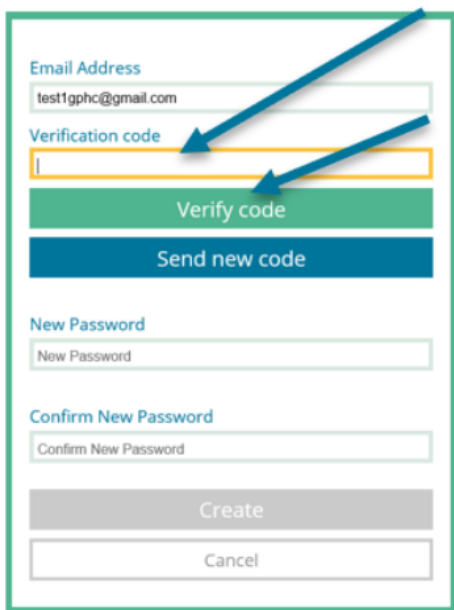
Step 7: Create a password and type it into both the 'New Password' and 'Confirm New Password' fields.

The characters you enter into the two fields must match. If your password too simple, a prompt will tell you what types of characters your password must contain to meet the site security requirements.
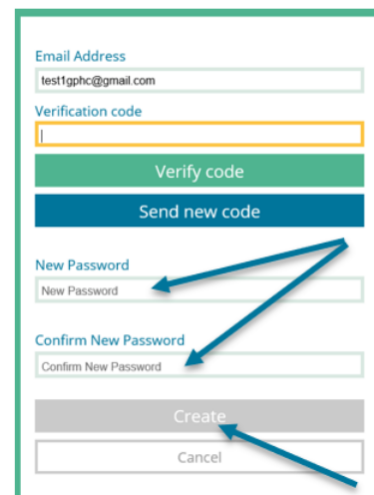
When you have completed the password and name fields, click 'Create'. You will see an 'Activate your account' screen.
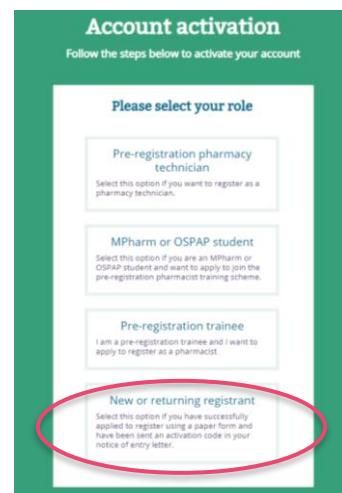
Select the 'New or returning registrant' option.

Step 8: Enter your GPhC registration number into the 'Registration number' field and click on 'Verify'.

Step 9: Check the name displayed is your name as registered with the GPhC.

If it is, click 'Yes – this is correct' to confirm.

If you do not see your name, click 'No - this is incorrect'.

Repeat the process and make sure you enter your registration details correctly.

If you still do not see your name displayed, send an email to **info@pharmacyregulation.org**.

Step 10: Complete the 'Date of birth' and 'Postcode' fields with your details. Enter the code you received in the letter we recently sent you.

When you have entered all the information into each field, click 'Activate'.

Step 11: When you click on the 'Activate' button, you will see the message below confirming that you have activated your account. Click on the button to sign out.

Your myGPhC account is now ready. To use it, sign on using the email address and password you set up. Click on 'Sign in'.
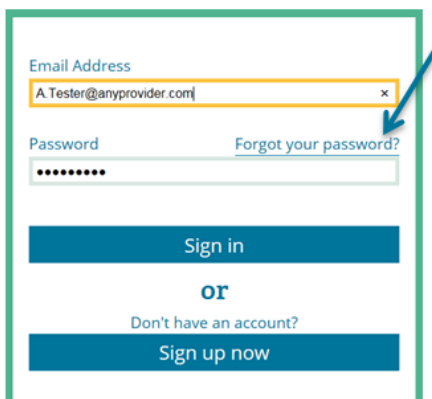
Troubleshooting

I haven't received the verification code sent to my email

Check the 'junk' or 'spam' folder in your personal inbox. If you still can't find the validation email, start the sign on process again to request a new verification code.

I've forgotten my password

Click on the 'myGPhC' link on the GPhC website. Enter the email address that you use to login to the site and then click on the 'Forgot your password' link.
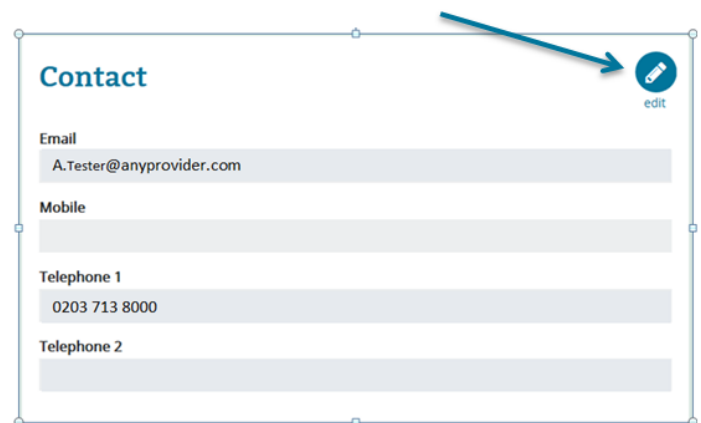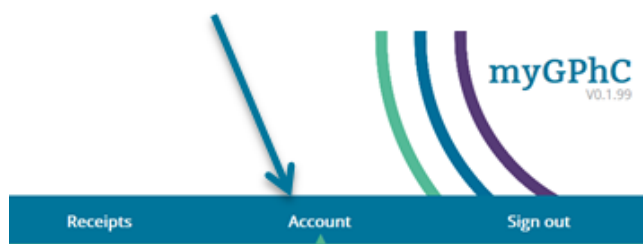

You will receive an email with instructions on how to reset your password.

I've changed my email account

If you have moved to a new email account, or you want to receive information from the GPhC at a different email address, you need to update your email details. Sign in to your MyGPhC account as normal and then click on the 'Account' tab on the home screen.
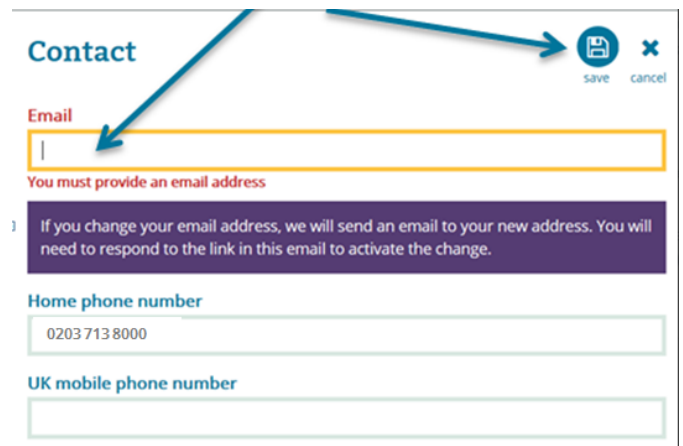

Navigate to the 'Email' field in the 'Contact' area of the screen and click on the edit button.

Enter your new email address into the highlighted field and click on 'save'.

The prompt explains that we will need to verify your new email address. We will do this by sending you a verification link to your new email address. Follow the instructions in this email to change the email address that you use for logging in to MyGPhC.