

ashp[®] Navigator

USER GUIDE

Updated 9.26.24



Welcome to ASHP Navigator!

Optimize your membership with ASHP Navigator, an exclusive online portal for ASHP members. Manage your account details, track your educational progress with ASHP, and oversee your professional development conveniently in one place.

Four Key Benefits of ASHP Navigator



Simplified Membership Profile: Manage your membership details from a single location.



Career Tracking: Your ASHP education activities and achievements are automatically populated and updated.



Custom News and ASHP Connect Feed: Curated based on your interests.



On-the-Go Access: Use Navigator on any device.

**ASHP Navigator is an exclusive benefit for ASHP members.
Not an ASHP Member? [JOIN ASHP TODAY!](#)**

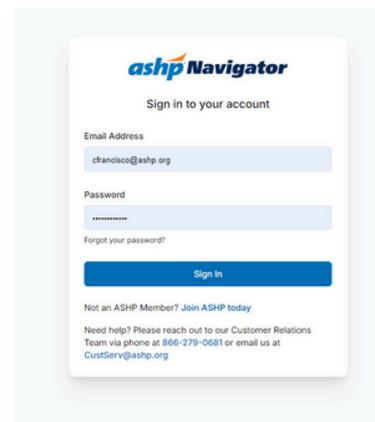
GETTING STARTED: Logging in to Navigator

1

Go to: <https://navigator.ashp.org/signin>

2

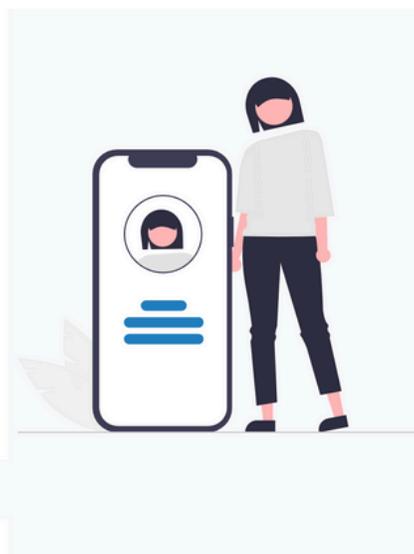
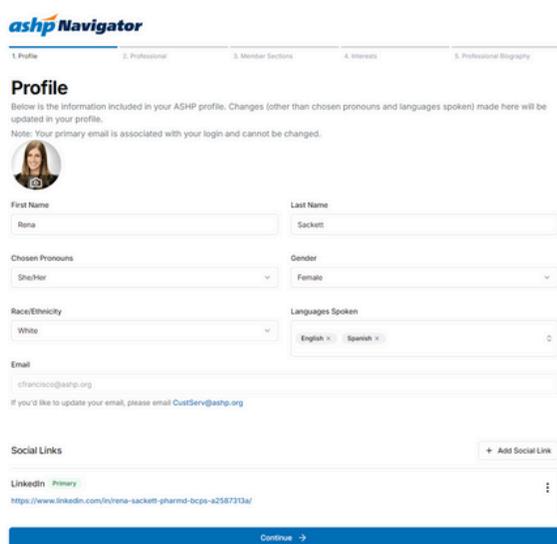
Use your ASHP username and password to sign in.



**Need help logging in? Contact ASHP Customer Relations for assistance:
Call: 866-279-0681 | E-mail: CustServ@ashp.org**

Setting Up Your Profile with the Onboarding Wizard

When you first visit ASHP Navigator, you will be invited to review your information with ASHP through an onboarding wizard. You will see your profile's biographical details including things like name and email address. Please review, edit, and add information you would like to see in your profile.



If you wish to change your name and/or email with ASHP, please reach out to our Customer Relations Team.

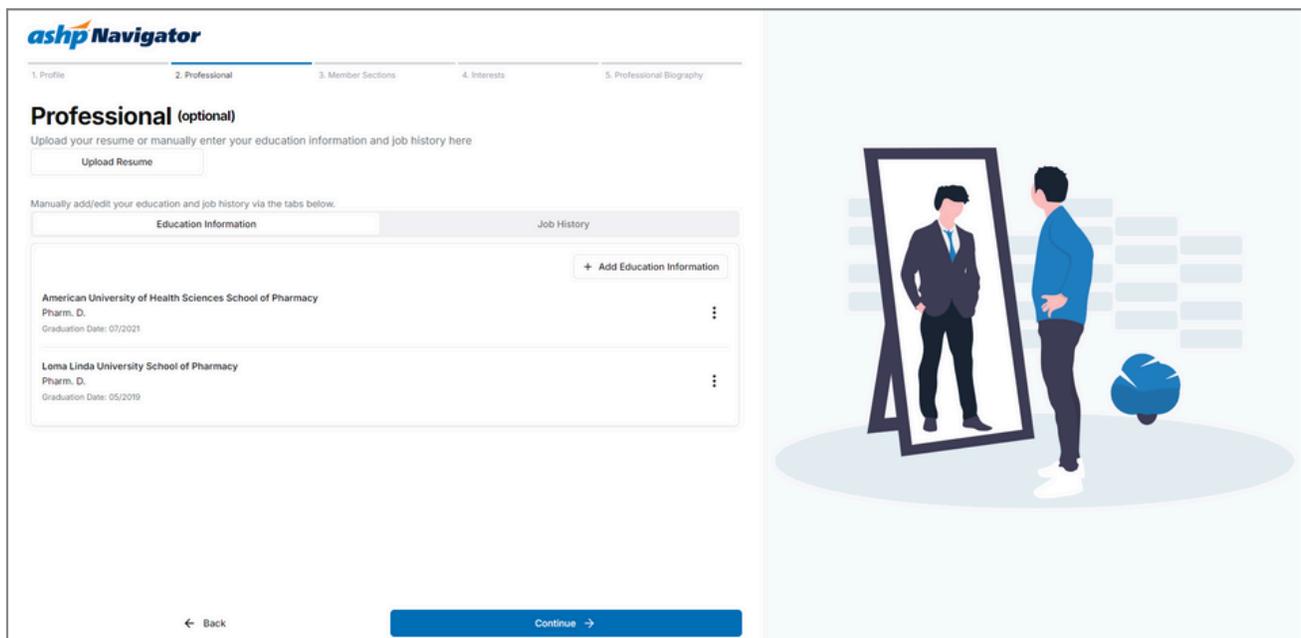
Click “Continue” when you are ready to move to the next screen.

Setting Up Your Profile: Professional Tab

Option 1: Manually Enter Education Information and Job History:

Add Education Information: Click on “add education information” and a pop up window will appear. Please type your college/university into the text bar and either select it from the menu or click “Add” once you’ve completed typing it.

Add Job History: To add a past job or work history, click on “add job history” and a pop up window will appear. Please enter in your Job Title, Company Name, Start Date and End Date. If you are currently working in the role, please check “I am currently working in the role.” Click Save to save the information.

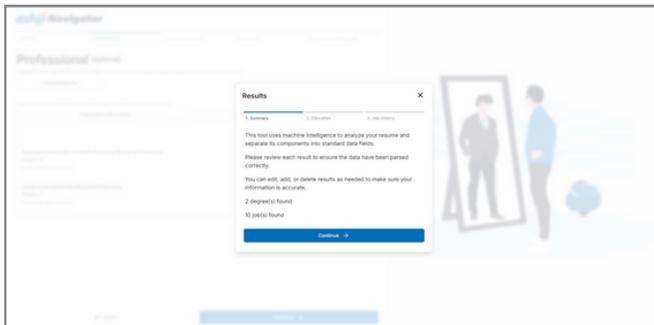


Option 2: Resume Uploader

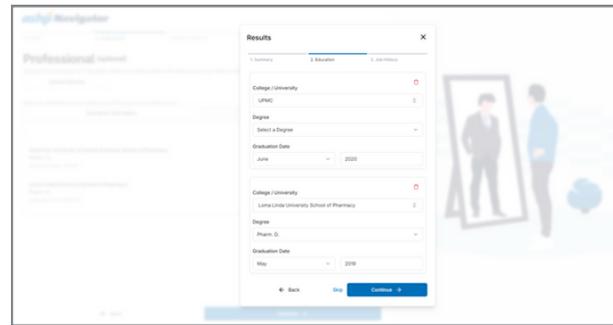
Save time and upload your resume: If you have a resume or CV, you can upload your document via the resume uploader, which will scan your resume or CV and automatically update your information in Navigator.

Setting Up Your Profile: Professional Tab (continued)

Option 2: Resume Uploader



Screen 1:
Confirmation of a successful document upload, with prompt to review and edit information



Screen 2:
Editable results to review and edit

Once you are satisfied with the information in the resume uploader window, click “continue” to move on to the next section.

Setting Up Your Profile: Residency Tab

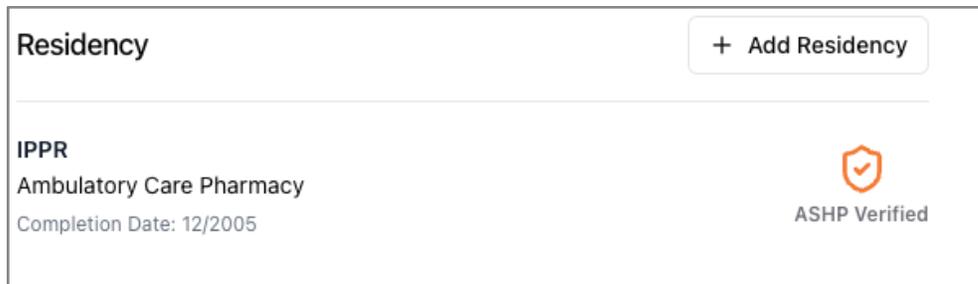
The next step of the onboarding wizard is to enter in residency information, if applicable. You can also review and update your residency information in the account preferences section of ASHP Navigator.

Follow these steps to add your residency information:

1. Click on “Add Residency”
2. Select your residency level – IPPR, PGY1 Resident, PGY1/2 Resident, PGY2 Resident
3. Identify your Program Type. If you are a PGY1 Resident for example, you may select “Pharmacy”
4. Type in your Residency Site
5. Choose the completion date of your residency
6. Enter in the email address that is linked to your residency information

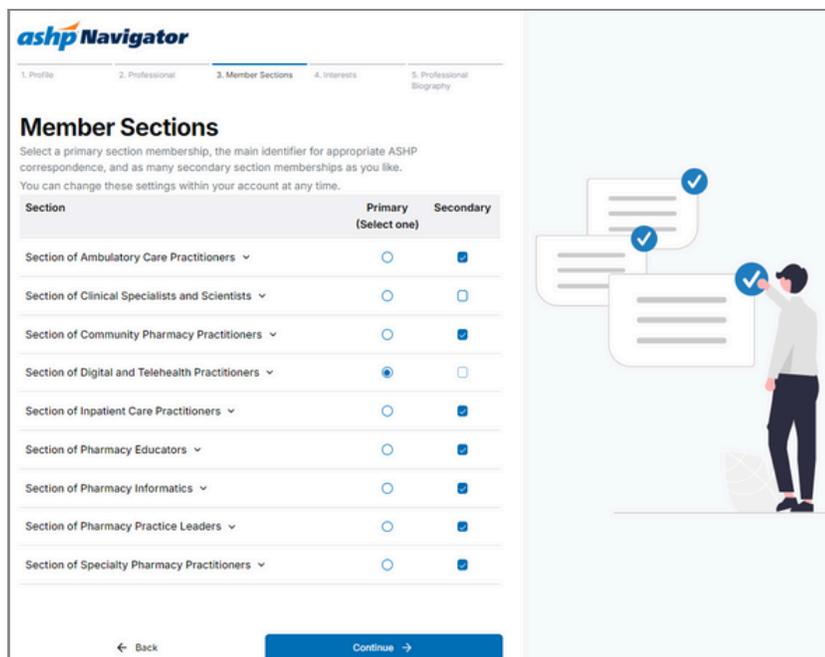
Setting Up Your Profile: Residency Tab (continued)

If the email address linked to your residency information is the same as the email address linked to your ASHP membership, your residency information should be automatically verified. If not, the information will be verified manually, after which, the verified check mark will appear in your profile.



Once your residency information has been entered, click continue to move to the next section.

Setting Up Your Profile: Membership Sections

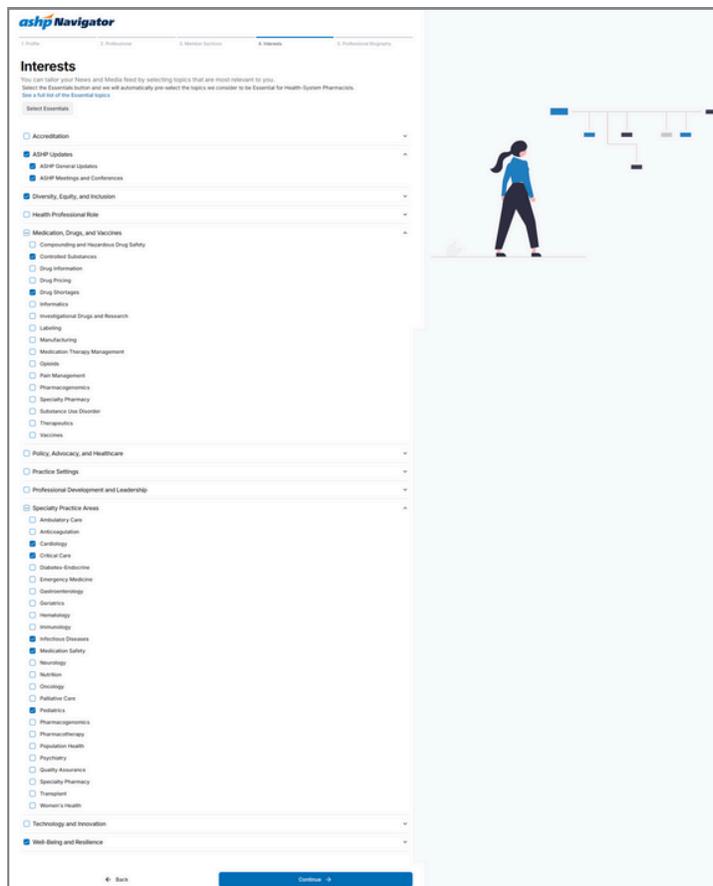


Select one primary section and as many secondary section memberships as you like. You can update or change your primary section and secondary sections at any time.

Click “continue” to move to the next section.

Setting Up Your Profile: Topics & Interests

You can tailor your information feed with ASHP Navigator by selecting topics most relevant to you. The topics you choose here will influence content you see in the News & Media section of ASHP Navigator. You can edit and update your chosen interests at any time. Click on next to continue.

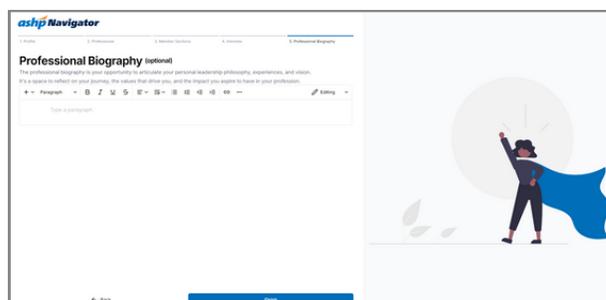


ASHP has curated a list of “essential topics” Click “Select Essentials” to choose this list:

- Advocacy
- ASHP Meetings and Conferences
- ASHP National Surveys
- Cardiology
- Compounding
- Controlled Substances
- Critical Care
- Drug Shortages
- Infectious Diseases
- Medication Safety
- Pediatrics
- Pharmacy Finance and Strategy
- Pharmacy Management

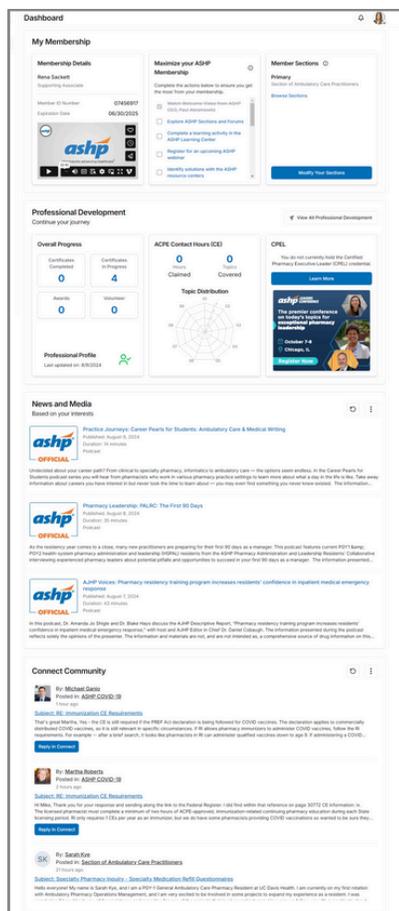
Setting Up Your Profile: Professional Biography

The professional biography is your opportunity to articulate your personal leadership philosophy, experiences, and vision. It’s a space to reflect on your journey, the values that drive you, and the impact you aspire to have in your profession. Click “next” to continue.



You are now finished with the onboarding experience. If you need to update or edit your information at any time, you can navigate to your profile by clicking on your avatar in the upper right hand corner of your screen and selecting Account Preferences.

ASHP NAVIGATOR DASHBOARD

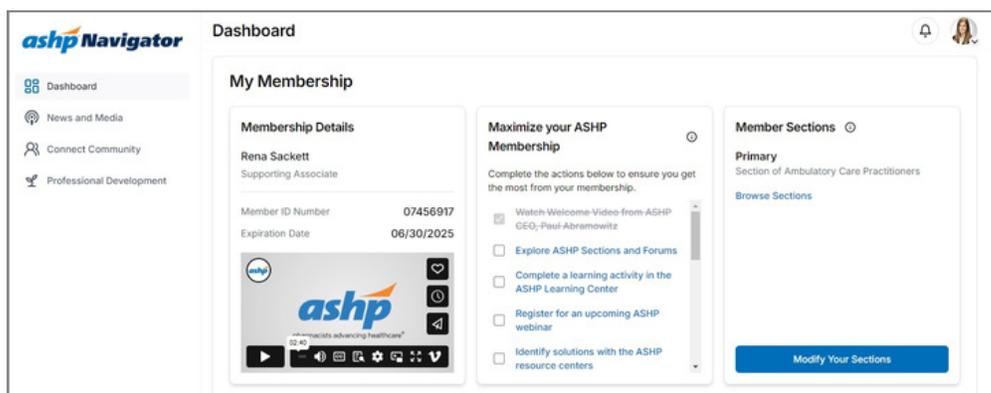


Welcome to the Navigator Dashboard. Within the dashboard you can see your Membership details, Professional Development information, relevant News and Media, and a link to your Connect Communities.

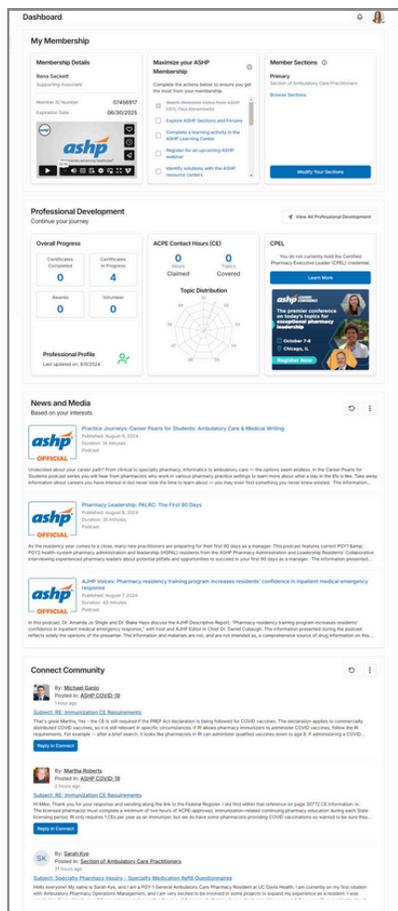
My Membership

The membership tile (shown below) displays your current membership details and a check-list of actions you can take to get involved and take advantage of your membership with ASHP.

- **Membership Details:** Includes your member type, member ID number, expiration date, and an introductory video.
- **Maximize your ASHP Membership:** Includes actions you can take with your membership. As you complete a step, use this section to cross the action item off your list.
- **Member Sections:** Displays your current primary and secondary sections. You can modify your selections here by clicking on “Modify Your Selections.”



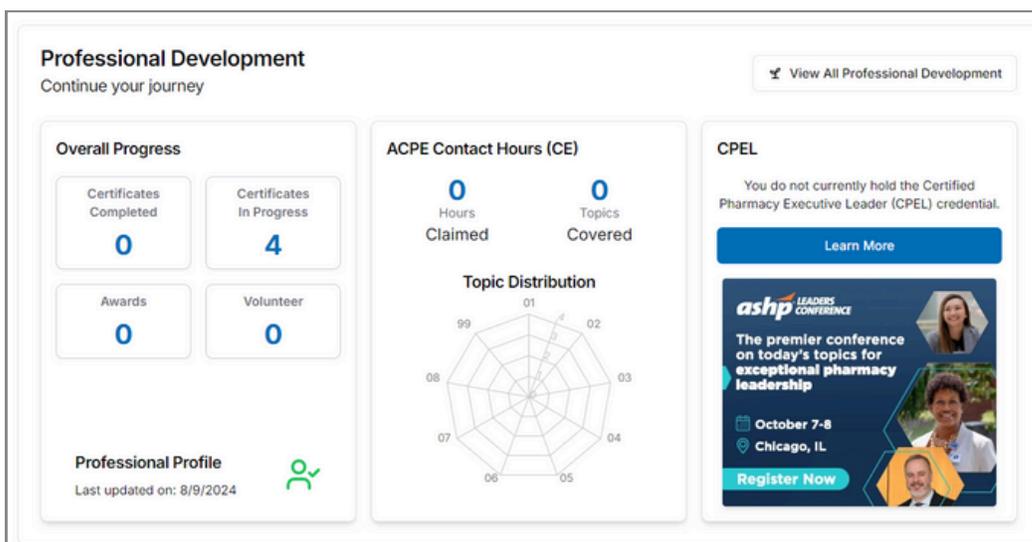
ASHP NAVIGATOR DASHBOARD (continued)



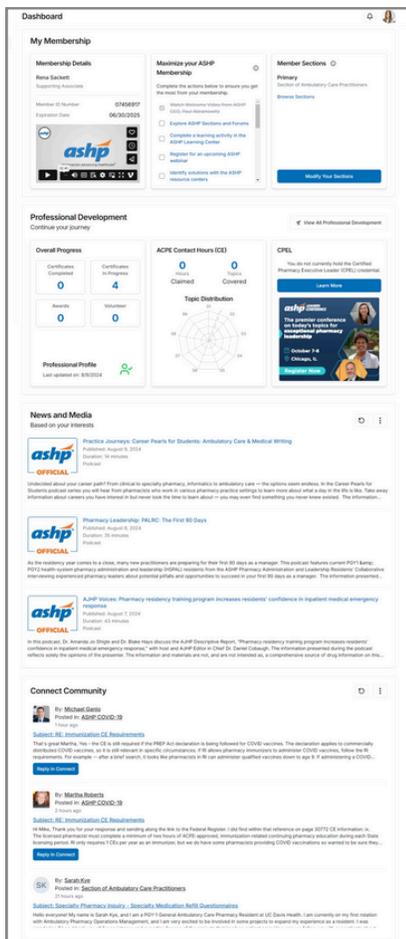
Professional Development

In the professional development section (image below), you will see an overall progress dashboard that includes ACPE Contact Hours and credits related to the Certified Pharmacy Executive LeaderSM (CPEL) credential (if applicable).

- Overall Progress: Presents an overview of all certificates completed or in progress, awards, and volunteer activities. This section also displays the last time you updated your membership profile.
- ACPE Contact Hours (CE): Includes hours claimed and topics covered (all time) as well as a graphic illustration of the topic distribution of hours claimed.
- CPEL (if applicable): Includes hours claimed for CPEL certification.



ASHP NAVIGATOR DASHBOARD (continued)



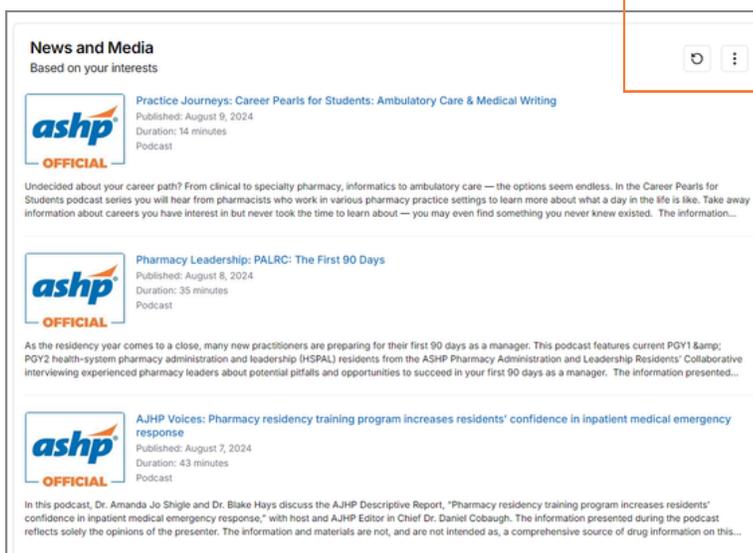
News & Media

The news and media section (image below) provides you with a curated selection of news tailored to your interests chosen within ASHP Navigator.

- You can view news from ASHP, AJHP articles, and podcasts. Media and content are displayed by topic, with the newest content first, limited to a rolling 12-month period.
- If you wish to view an article, click on the link and it will open in a new tab.
- Each media article will display the title, publication date, and first lines of text to provide a summary.
- If you are looking to load more articles than the initial amount displayed, please click on the “Load More” button.

Edit your interests:

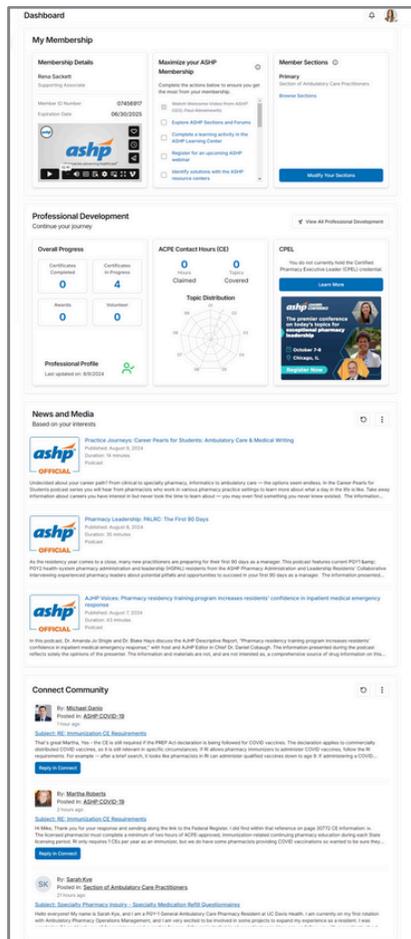
- Click on the ellipsis menu in the upper right corner of the News and Media tile, choose “edit interests.”
- Select or deselect the topics according to your preference. Click “Save” and navigate back by selecting News and Media in the left-hand menu.



Refresh your feed:

- You can find the refresh feed button in the upper right corner next to the ellipsis within the News and Media tab.
- The News and Media section automatically refreshes every hour and displays media by your chosen topics with the newest content first. Note that the media displayed is limited to a rolling 12-month period.

ASHP NAVIGATOR DASHBOARD (continued)



Connect Community

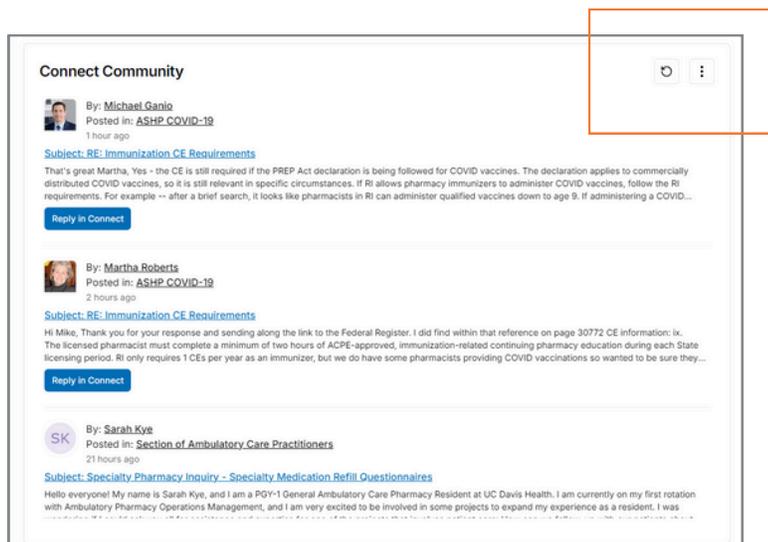
As a member, you can view the latest posts in the communities in which you are enrolled. The Connect Community tile (image below) displays the most recent posts from Connect. Each post includes a link to the author profile in Connect along with an image, if available, as well as a display of the first few lines of the post.

With each post you can:

- Reply in Connect: Click on the button under the post and you will be automatically directed and logged into the ASHP Connect Community.
- Load More Posts: You can load additional posts by clicking the “Load More” button.

Edit your Connect Communities:

- Click on the ellipsis menu in the upper right corner of the Connect Community tile, choose “Edit Communities.”
- Once selected, you will be brought to the Connect Community in a separate tab. From here, you can select additional communities within the Connect Community platform.



Refresh your feed:

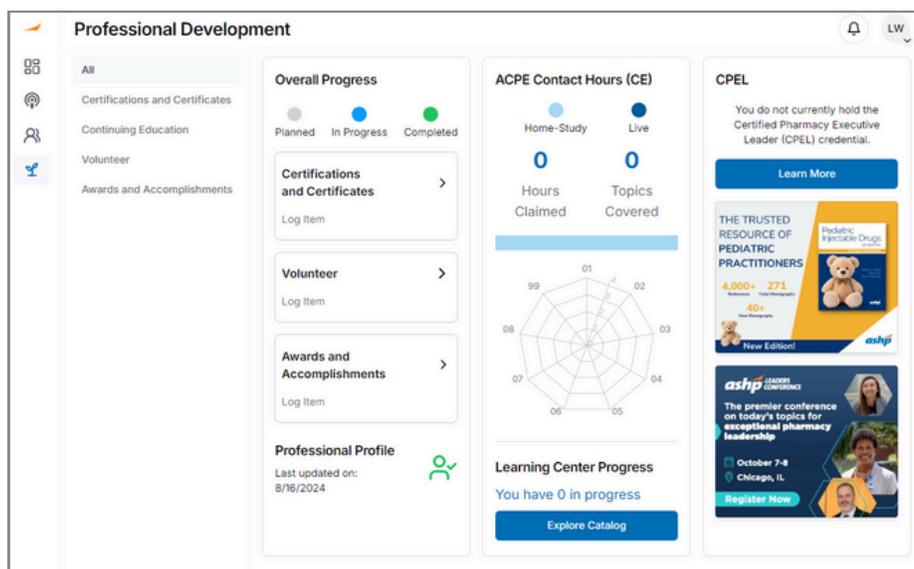
- You can find the refresh feed button in the upper right corner next to the ellipsis within the Connect tab.
- The Connect section automatically refreshes every hour and displays posts from your communities with the newest content first. Note that the posts displayed are limited to a rolling 12-month period.

PROFESSIONAL DEVELOPMENT

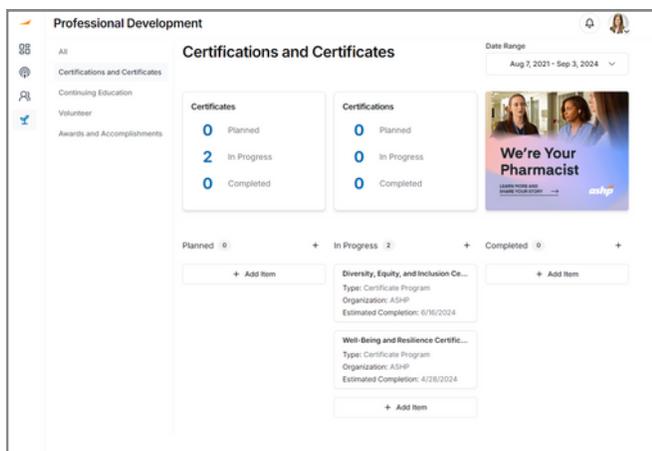
The Professional Development section of ASHP Navigator provides a centralized view of activities related to Board Certification, Professional Certificates, Continuing Education, Volunteer activities, Awards, and other accomplishments. An example of an accomplishment includes serving as a podcast host or guest, authoring a peer reviewed journal article or serving on a committee in your workplace.

The left-hand navigation allows you to easily access each area of the Professional Development dashboard:

- Certifications & Certificates
- Continuing Education
- Volunteer
- Awards & Accomplishments



CERTIFICATIONS & CERTIFICATES



The Certifications and Certificates section auto-populates learning activities completed with ASHP. If you have learning activities with other organizations, you can self-report them here. In this section, you can toggle the date ranges of the data that is displayed and self-report any planned activities, items you might have in progress with other organizations and completed activities.

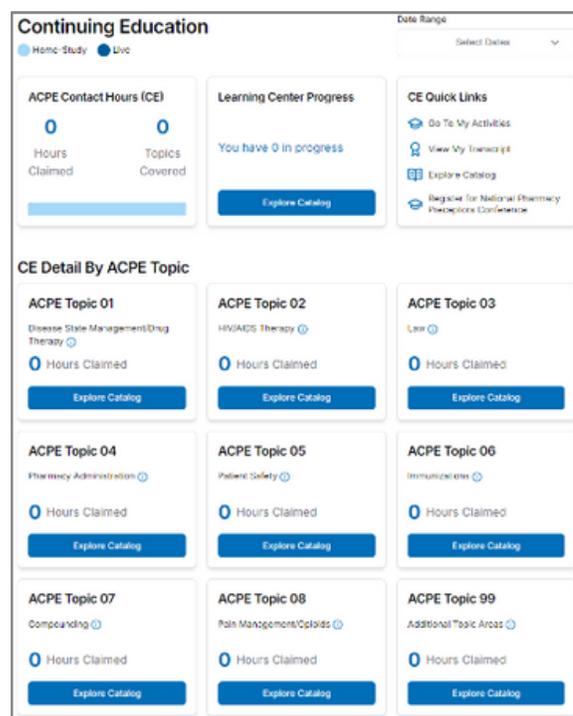
CERTIFICATIONS & CERTIFICATES

To add a learning activity

- Select the appropriate status – Planned, In-Progress or Complete
- Select “add item”
- A pop up will appear prompting you to identify the activity type, certificate name, organization where the activity was completed, the start and end date of the activity. Click “Save” to save the activity.
- You can add items that are “planned,” “in progress,” or “completed”.
- You will be able to save, edit, and delete items in “planned” or “in progress” at any time.
- Members can move items from “in progress” or “planned” to “completed.” Any item listed under “completed” cannot be removed in this version.

CONTINUING EDUCATION

The Continuing Education (CE) section displays ACPE contact hours and topics covered in a dashboard format to help you stay organized and on top of your continuing education. Here, you can choose a date range to view your data and explore the ASHP E-learning Catalog by ACPE topic to help identify courses to help fulfill your goals and requirements. You can also see your ACPE Contact Hours (CE) broken out by hours claimed and topics covered. You are also invited to view the ASHP E-Learning Center activity center, view your transcripts and explore the ASHP E-Learning Center catalog.

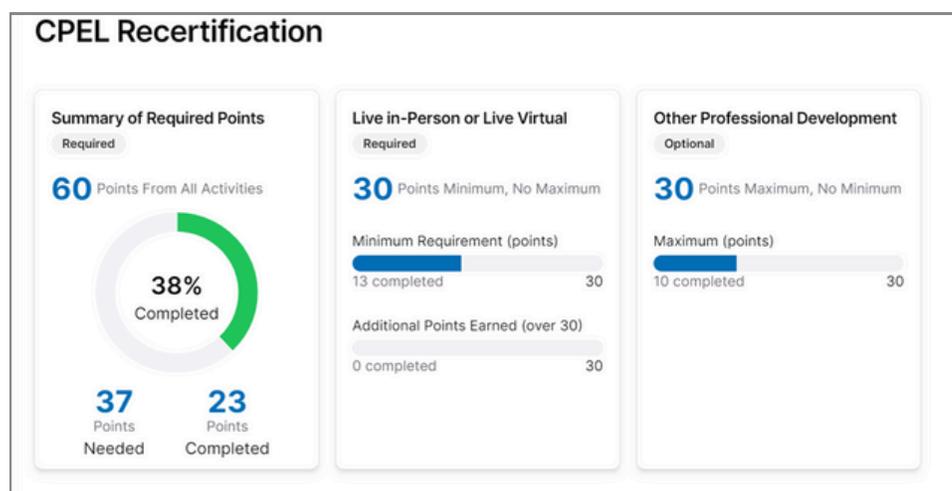


CONTINUING EDUCATION (Continued)

View your CE Detail by ACPE Topic:

- Pick a date range: Set your desired date range in the date range picker found in the upper right-hand corner. You can choose a custom date range or from a series of preset date ranges (last 30 days, last 60 days, last 90 days, last year and last two years). Once you have selected your desired date range, click on “update.” The date range chosen will manipulate the data you see within the CE Detail by ACPE Topic section.
- View your hours claimed by ACPE Topic Area: You can view your hours claimed by ACPE topic area in the CE Detail by ACPE Topic section.
- Find learning opportunities: Each ACPE topic area not only displays your hours claimed but also allows you to view the ASHP learning catalog by ACPE topic area. Click on “Explore Catalog” to view ASHP’s current offerings.

CERTIFIED PHARMACY EXECUTIVE LEADER (CPEL)



The Certified Pharmacy Executive Leader (CPEL) credential validates your professional and leadership competencies and commitment to excellence in pharmacy leadership. ASHP’s CPEL credential communicates your leadership acumen to colleagues, current and future employers, healthcare administrators, and others. Once certified, CPELs join an engaged and supportive community of highly accomplished leaders who can support your future growth and professional development.

CPEL (Continued)

If you hold a CPEL credential you will be able to view your recertification requirements within the CPEL section of Navigator:

Summary of Required Points (required):

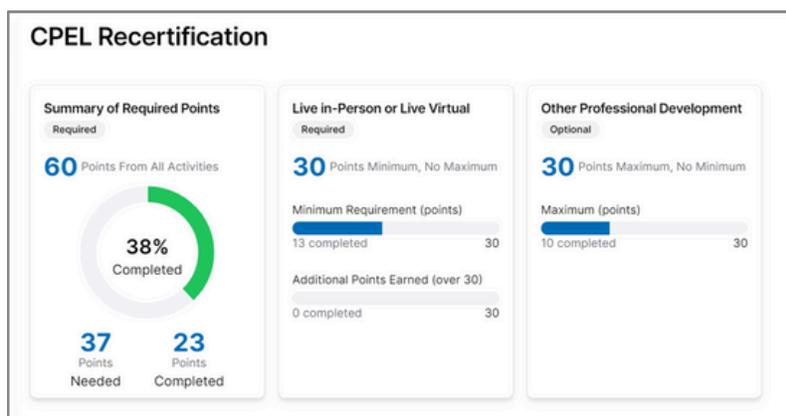
- This section displays the required 60 points for CPEL recertification. The points from all activities are broken down into points completed and points needed to satisfy the 60 point requirement and provides a snapshot of your progress.

Live in-Person or Live Virtual (required):

- You can view your tracked progress of Live in-Person or Live Virtual points earned to the minimum required 30 points as well as points earned above the minimum.

Other Professional Development:

- The other professional development section allows you to view your additional points earned outside of the required Live in-Person or Live Virtual points.
- If your activities claimed are from ASHP, these will auto populate in the totals.
- At this time, members are unable to self-report points. Please email Martha Russell at mrussell@ashp.org for more information.



Not a Certified Pharmacy Executive Leader? Scan the QR code to learn more and apply.

VOLUNTEER ACTIVITIES

Track your volunteer activities along your professional journey in the Volunteer section of ASHP navigator. Your ASHP volunteer activities will display in this section and you will have the opportunity to self-report non-ASHP activities like volunteering at a clinic or serving on a committee at your workplace. ASHP committees are automatically viewable in the volunteer section. Committees will continue to be updated on a rolling basis.

- Members can self-report volunteer activities that are “planned” or “in progress.” Self-reporting a new volunteer activity includes fields for organization, volunteer description, target completion date and status (planned, in progress, completed).
- To add a volunteer item:
 - Click on “add item”
 - Identify the organization, add a volunteer description, date and status. Click “Save” once completed.

The screenshot shows the 'Volunteer' section of the ASHP Navigator. At the top, there is a 'Date Range' dropdown menu set to 'Aug 7, 2021 - Sep 3, 2024'. Below this, a message states: 'Your ASHP volunteer activities will automatically display below. You can also add additional services manually.' The main content area is divided into two columns. The left column, titled 'Volunteer Activities', shows a summary: 1 Planned, 0 In Progress, and 0 Completed. The right column features a promotional banner for the 'ashp NATIONAL PHARMACY PHARMACEUTICALS CONFERENCE' titled 'Educating Tomorrow's Pharmacists' on October 2-3, 2024, with a 'Register Today' button. Below the banner, there are three tabs: 'Planned 1', 'In Progress 0', and 'Completed 0'. Under the 'Planned' tab, there is a 'Volunteer Lead' card for 'Maryland State' with a start date of 8/10/2020 and an estimated completion of 10/31/2025, and an '+ Add Item' button. To the right of this card are two '+ Add Item' buttons.



A list of committees currently included can be found by clicking the Information icon next to “Volunteer” towards the top of the page.

AWARDS & ACCOMPLISHMENTS

The Awards and Accomplishment section highlights awards earned and additional professional development accomplishments.

- ASHP awards earned will be pre-populated in the Awards and Accomplishments section. Additional Awards will continue to be added on a rolling basis.
- You can view your ASHP Awards in the “Completed” column.
- Self-reporting an award or accomplishment includes type of activity (award, conference presenter, podcast presenter, webinar presenter, journal author, other), Organization, Award Name, completion date and status.
- To add an award and accomplishment
 - Click on “add item”
 - Identify the type of activity, organization, award name, date and status. Click “Save” once completed.

The screenshot shows the 'Awards and Accomplishments' section. At the top, there is a title 'Awards and Accomplishments' with an information icon, and a 'Date Range' dropdown set to 'Aug 7, 2021 - Sep 3, 2024'. Below the title, a message states: 'Your ASHP awards and accomplishments will automatically display below. You can also add additional recognitions manually.' On the left, there is a summary box for 'Activities' showing: 0 Planned, 0 In Progress, and 1 Completed. To the right of this box is a promotional banner for 'We're Your Pharmacist' with the ASHP logo. Below the summary box, there are three columns: 'Planned 0', 'In Progress 0', and 'Completed 1'. Each column has a '+ Add Item' button. On the right side, there is a card for an 'Authored article' with details: Type: Journal Author, Organization: JAMA, Estimated Completion: 8/9/2024, and Completed: 8/9/2024. Below this card is another '+ Add Item' button.



A list of awards can be found by clicking the Information icon next to “Awards and Accomplishments” towards the top of the page.

ADDITIONAL FEATURES

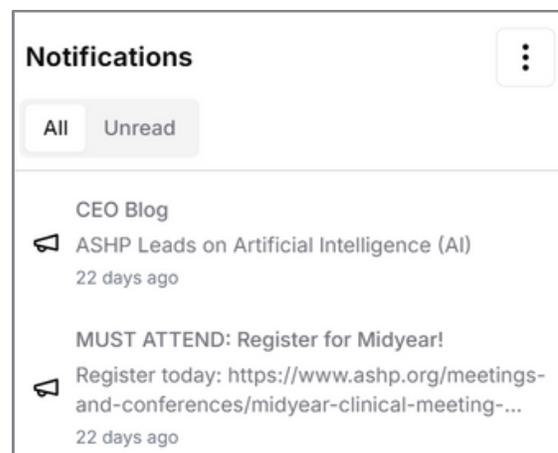
Notifications

Notifications enable ASHP to notify members about important communications, upcoming conferences, new products and services, and other time-sensitive information.



View your notifications:

- Click on the bell icon in the upper right corner by your profile picture. The bell icon will change color and blink to signal a new notification.
- Select either “All” or “Unread” to filter your notifications.
- By selecting the ellipsis bar, you can elect to mark all notifications as read or open notifications in a larger viewing pane.



Account Preferences

Members can update personal information by clicking on the profile picture (or initials) in the top right corner, next to the notifications icon.

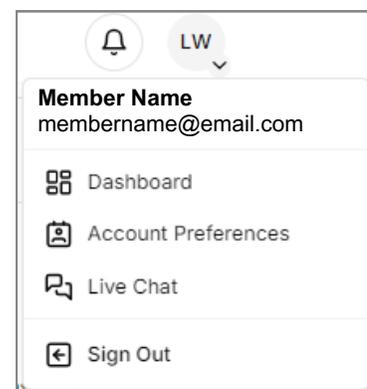


You can view your Profile, Professional, Member Sections, Interests, and Professional Biography under “Account Preferences”.



QUICK TIPS

Refer to pages 3 - 6 of this User’s Guide for instructions on how to edit or update your member profile and account preferences.



MEMBER SUPPORT

Need Help?

If at any point you need assistance with your experience with ASHP Navigator, please reach out to us. We are here to help.



Live Chat:

Use the live chat feature to connect with ASHP Customer Relations. To start a live chat, click on the profile avatar and choose “live chat” from the drop-down menu. This will launch a live chat in a separate window.



Phone:

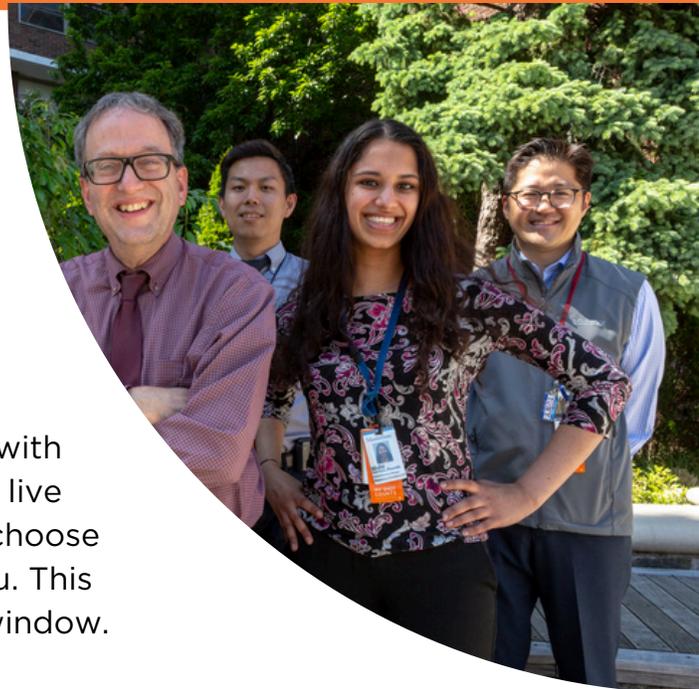
Call us at 866-279-0681



Email:

Email us at custserv@ashp.org.

Live Chat & Phone Availability: 8:30 a.m. - 5:00 p.m. Eastern Time, Monday through Friday



We value your feedback!

Please email navigator@ashp.org with any questions or feedback related to your experience with ASHP Navigator.