de Souza
INSTITUTE

My Account

Enroll in courses

View your course certificates and transcript

Manage your profile

de Souza INSTITUTE

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About My Account

My Account helps you manage your profile information, your courses and your transcript. **My Account** also tracks your progress while you work toward your de Souza Designation.

About This Document

The following is a short tutorial that will help you discover key features of **My Account**.

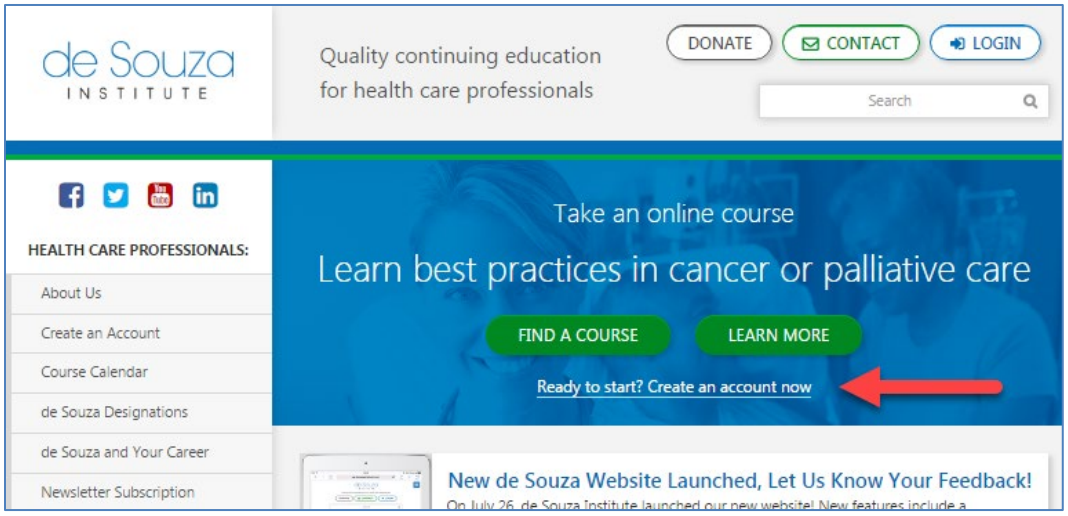
Contact Us

If you encounter any difficulties while completing any of the steps in this tutorial please contact us at support@desouzainstitute.com.

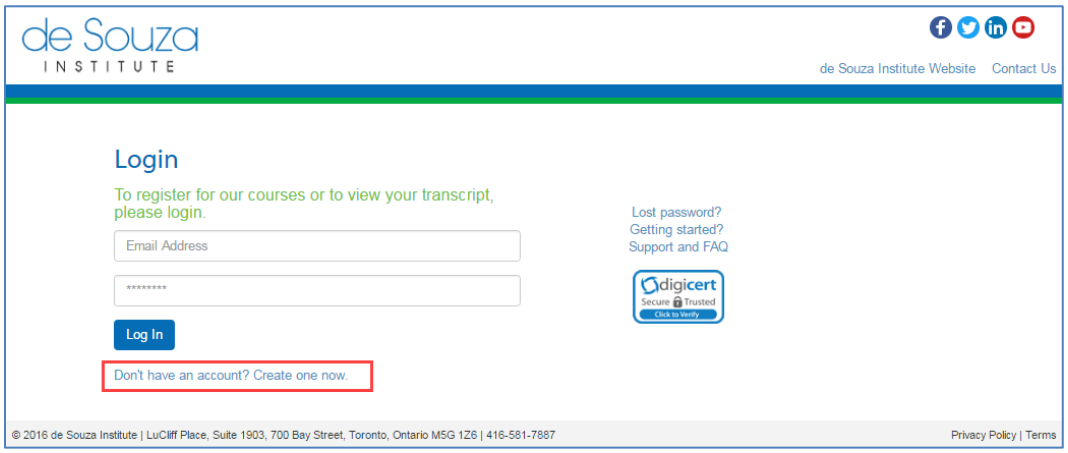
GETTING STARTED

CREATING A NEW ACCOUNT

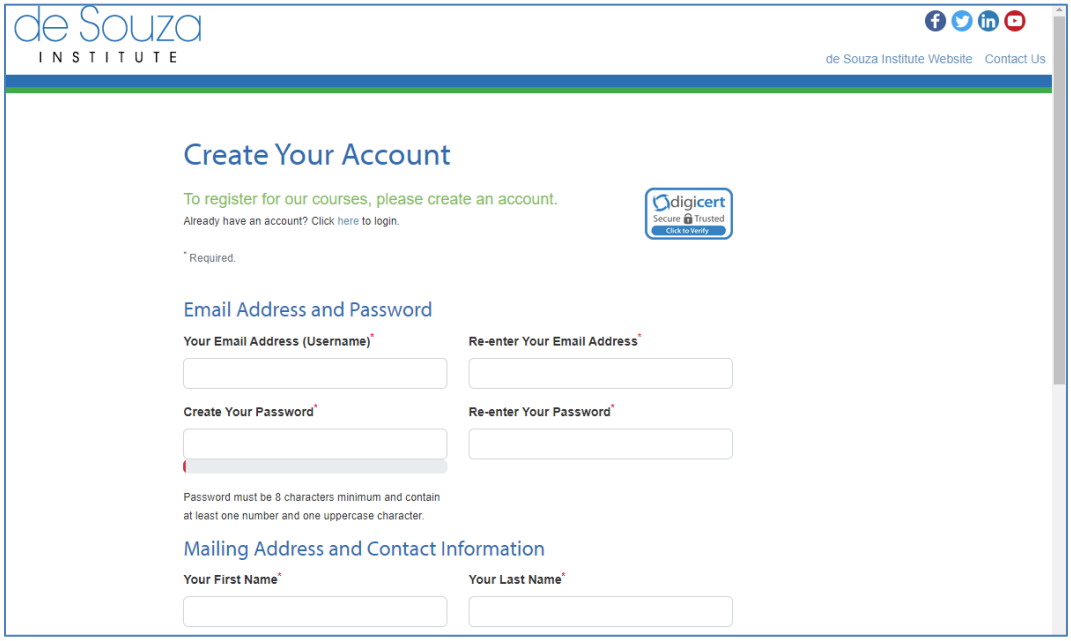
1) Visit the de Souza Institute website at www.desouzainstitute.com then click on the link **Ready to start? Create an account now** as indicated below:

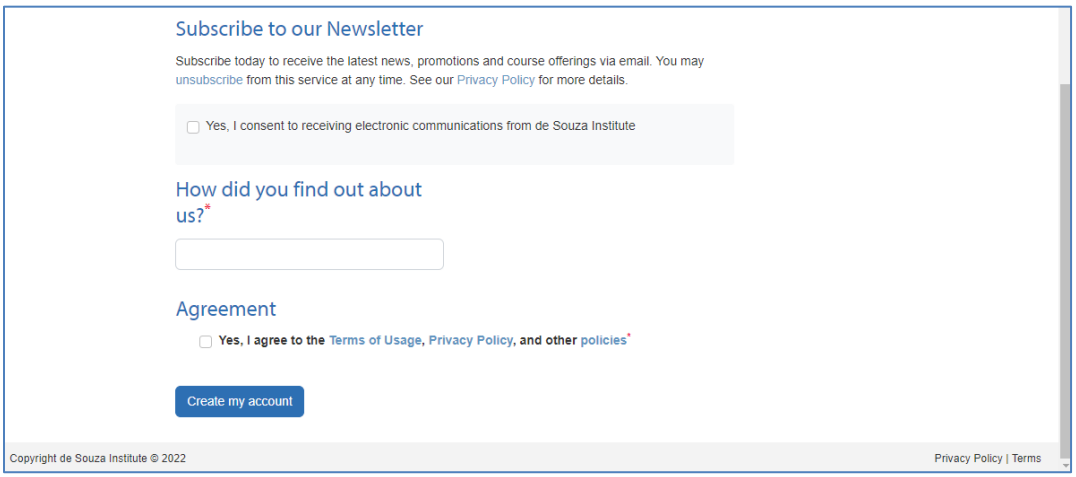


2) You can also go directly to **My Account** at my.desouzainstitute.com and click **Don't have an account? Create one now.**



3) Fill out and submit all of the necessary information and click the **Create my account** button.





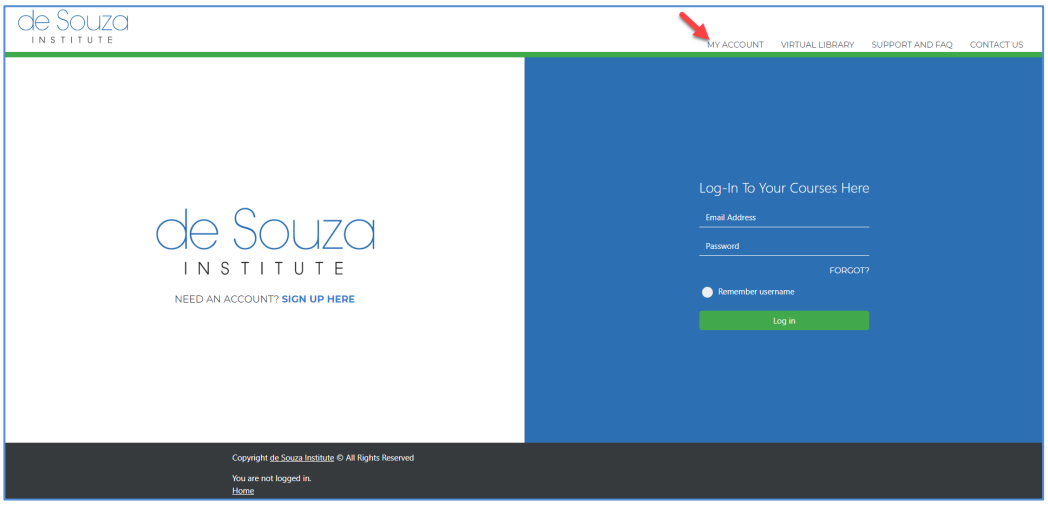
4) You will see a confirmation screen and an email will be sent to you shortly to confirm your email address.

5) Click the link in the email you receive (check your junk mail or spam folder if you have trouble finding it) to confirm your email address.

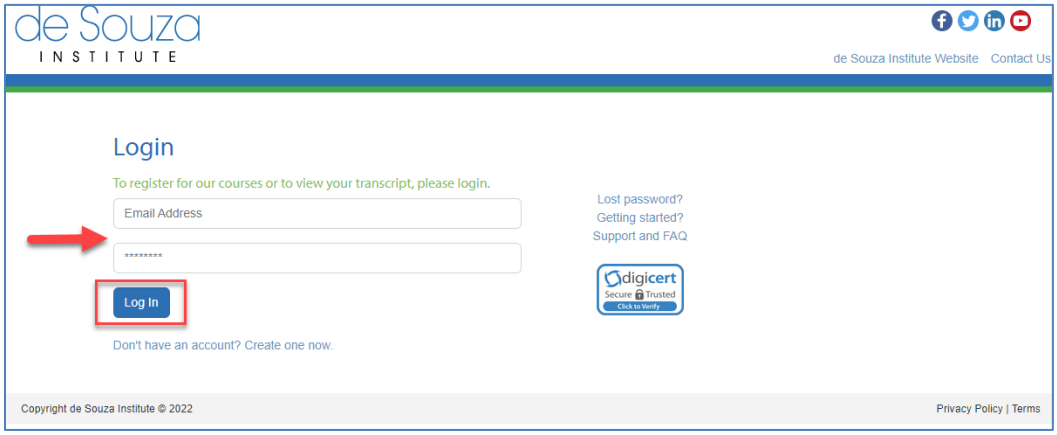
6) Your account will be reviewed and approved within one to two business days. Once it is approved, you will receive an email with login information that will give you access to the de Souza Institute sites including My Account, eLearning Centre and the Virtual Library.

LOGGING INTO MY ACCOUNT

1) You can access **My Account** directly at my.desouzainstitute.com.
2) You can also access **My Account** by going to www.desouzainstitute.com.
   a. Click **LOGIN** (button, top right)
   b. Then click on **My Account** (first button on the top right)



3) Enter your username (email address) and password then click **Log In**.



4) You are now logged into **My Account**.

YOUR MY ACCOUNT HOME SCREEN

1) After you have logged into **My Account** you will be taken to your *Home* screen. There are five main parts within your home screen:

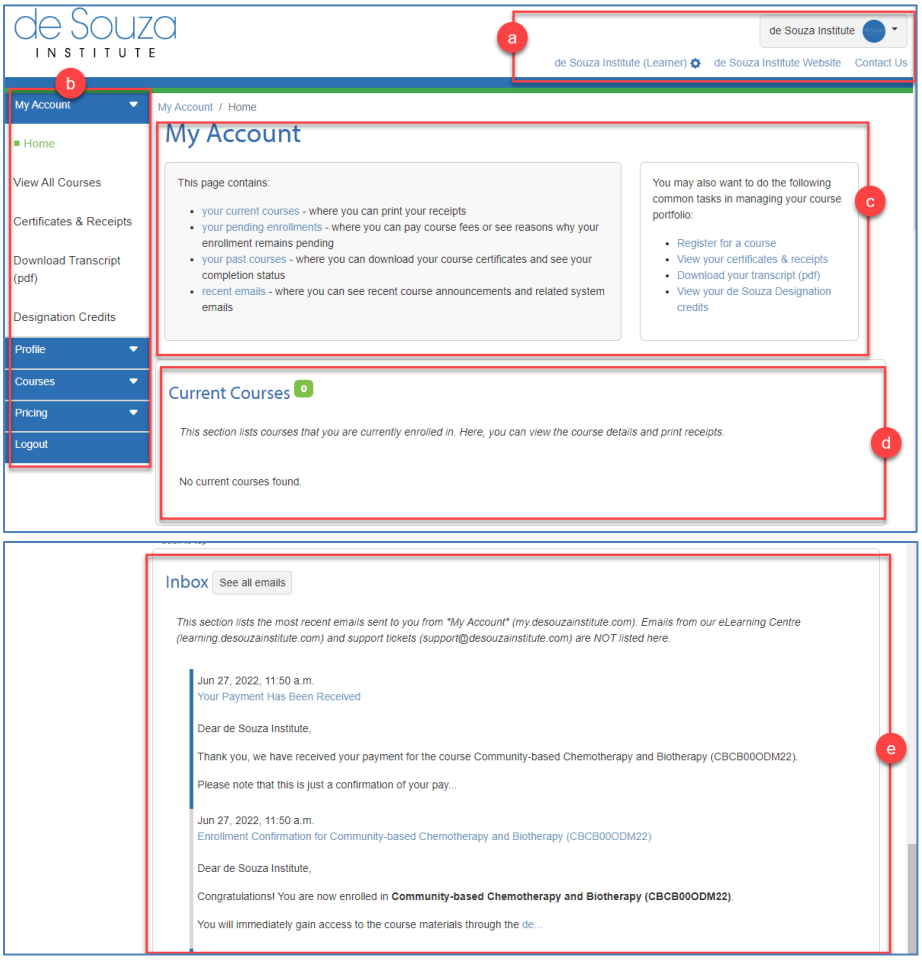
   a. The **Top Navigation Menu** contains a dropdown menu of links to other pages within My Account while you are logged in and a link to logout. It also contains links to the de Souza Institute main website and to the Contact Us page.

   b. The **Left Navigation Menu** contains links to other pages within My Account while you are logged in and a link to logout.

   c. The **Welcome Message** details what you can do while logged into My Account along with some common tasks such as registering for a course or downloading your transcript.

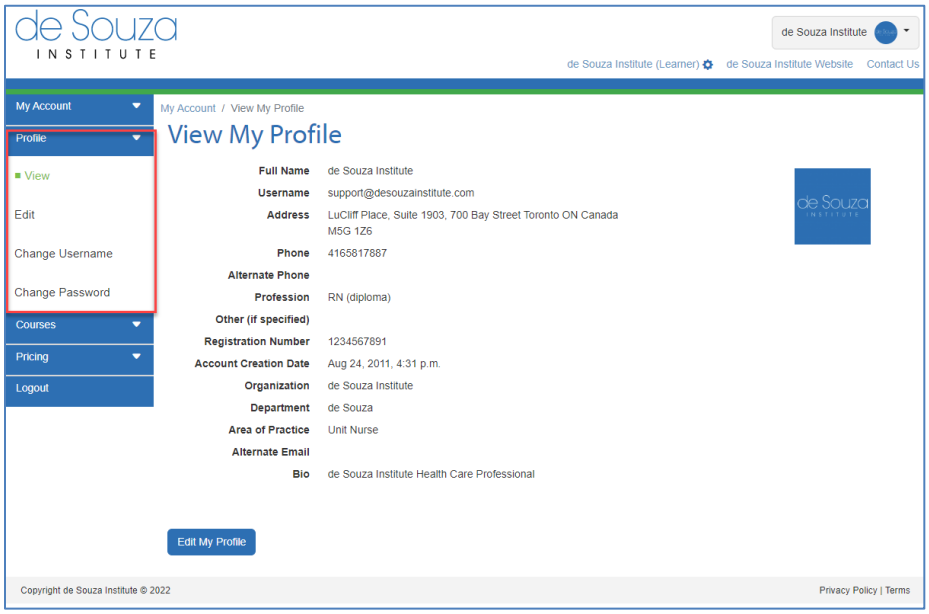
   d. In the **Courses Block**, you will be able to see all of the current courses you are enrolled in and any enrollment that is pending approval from the course administrator. You will also be able to see your past courses and be able to print receipts or print course certificates you have earned.

   e. In the **Inbox Block**, you can view emails sent from MyAccount.



MANAGING YOUR PROFILE

The *Profile* section on the left navigation menu lists actions you could take in managing your profile.

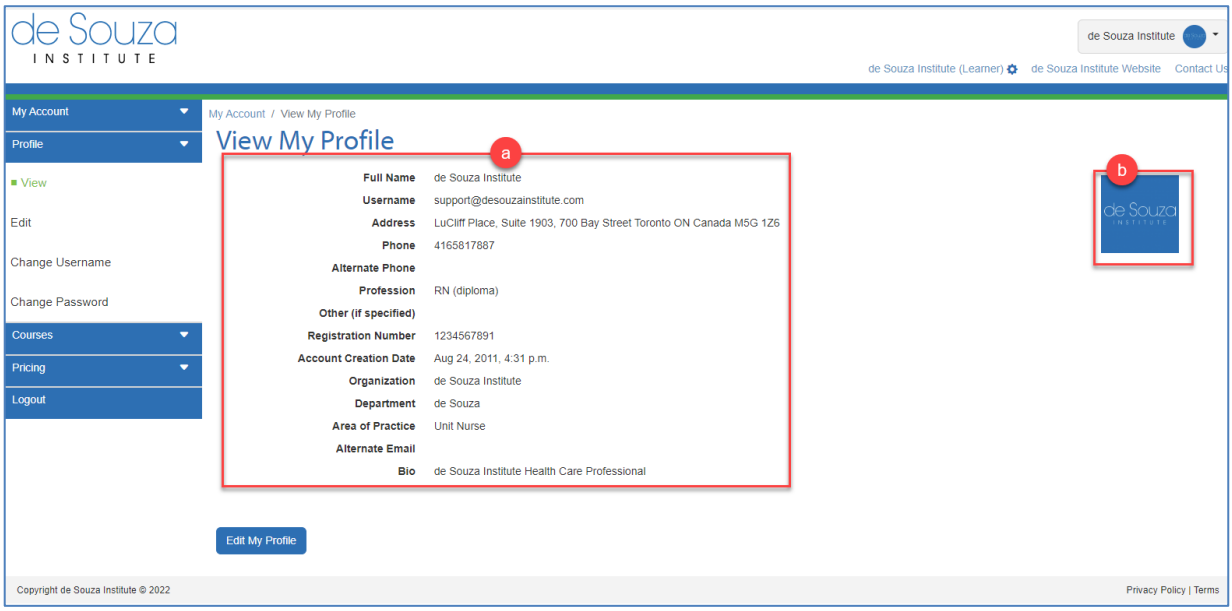


VIEWING YOUR PROFILE

1) Your Profile screen contains the following sections:

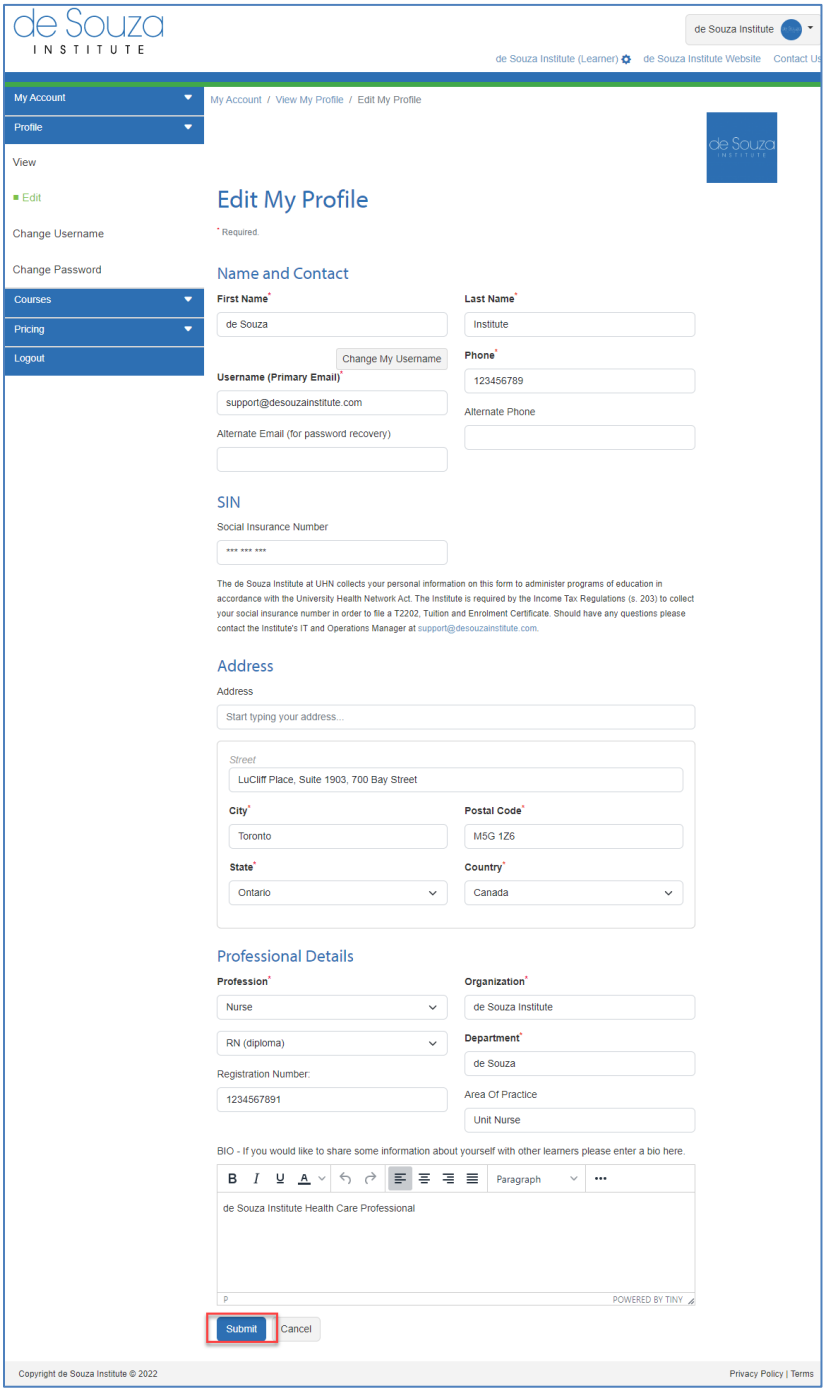
   a. This area shows all the information that is required to complete your profile such as your name and address.

   b. *Profile Picture* - This area displays your profile picture, if you have added one.



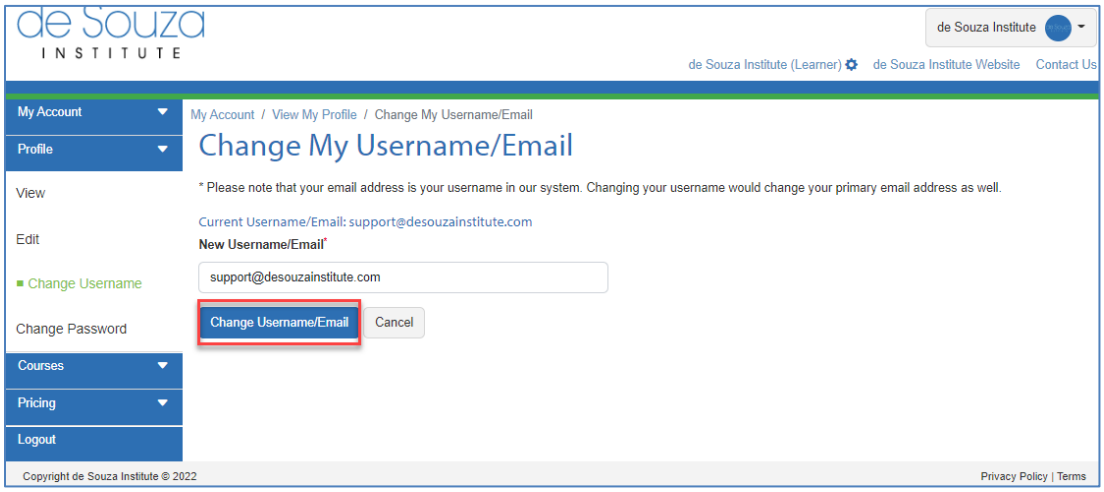
EDITING YOUR PROFILE

From the left navigation menu, under *Profile*, click **Edit**. Enter any changes you would like to make and click **Submit**.



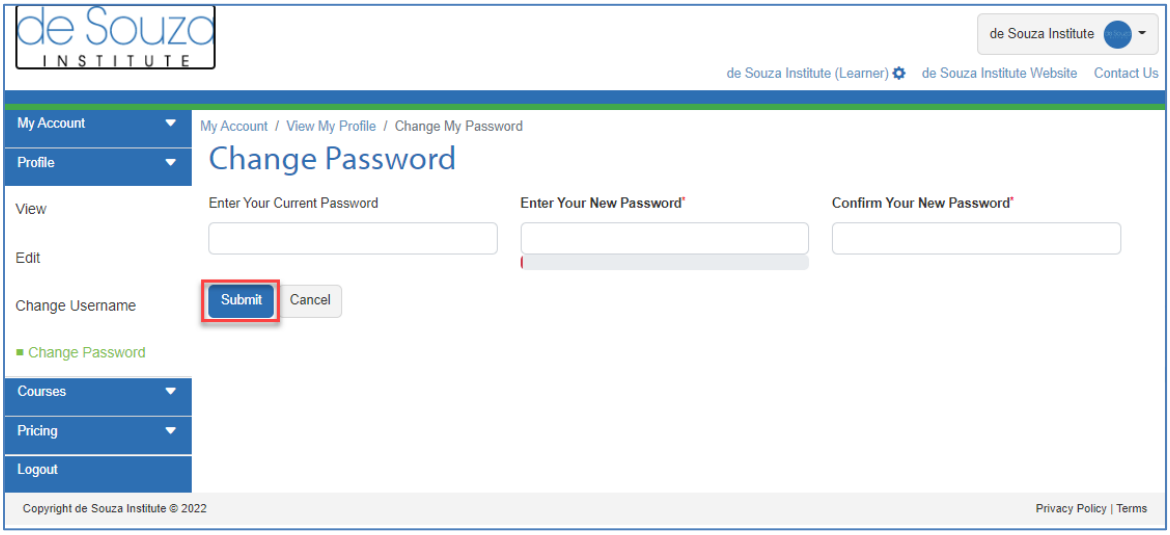
Changing your Username

From the left navigation menu, under *Profile*, click **Change Username**. Fill out the form and click **Change Username/Email**.



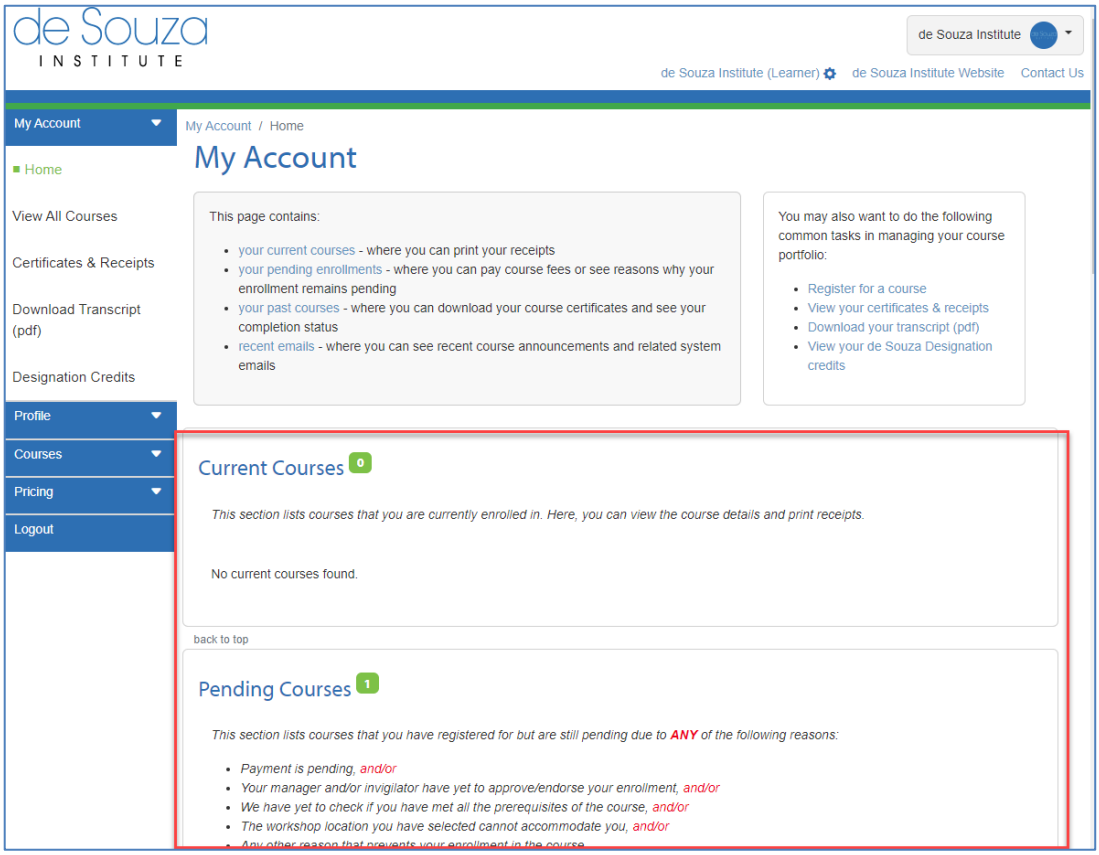
Changing your Password

From the left navigation menu, under *Profile*, click **Change Password**. Fill out the form and click **Submit**.

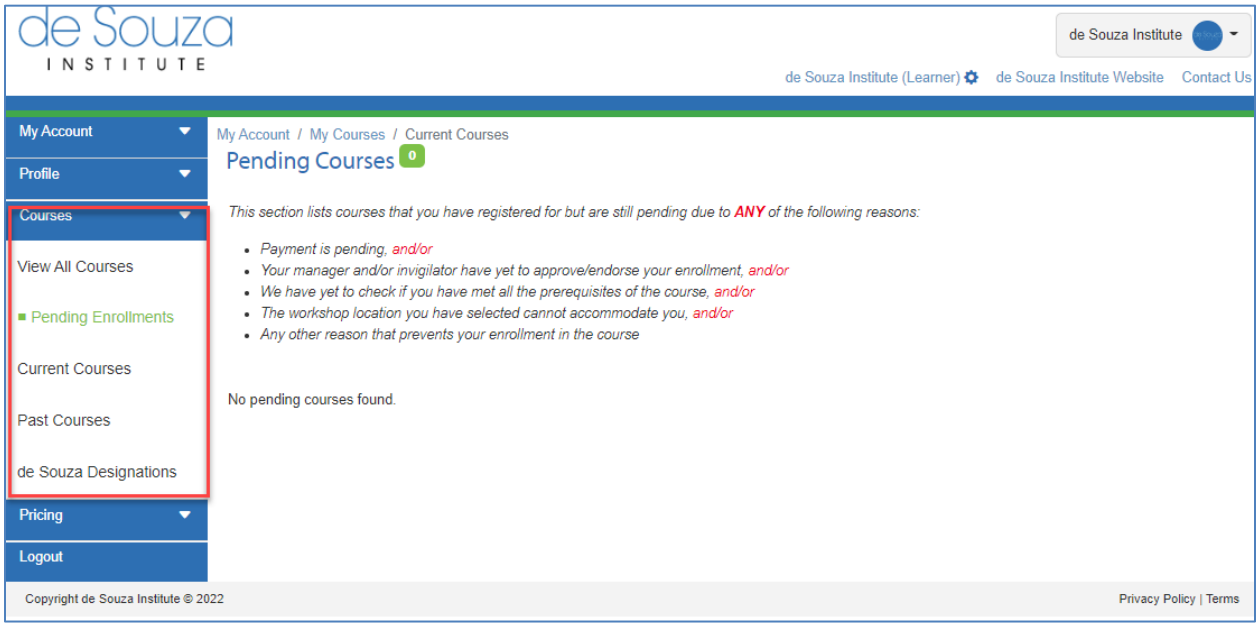


MANAGING YOUR COURSES

1) You can check the status of your courses from the *Courses Block* on your *Home* screen.



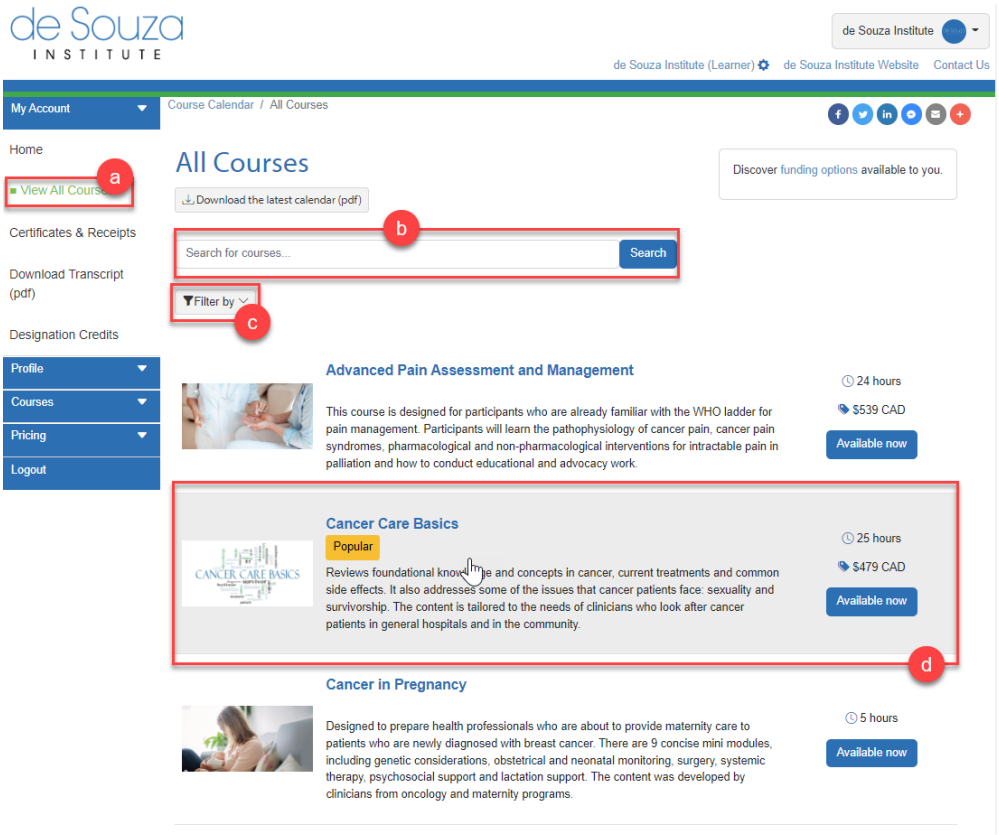
2) You can also check the status of your pending, current, past courses by clicking each of the options under *Courses* on the left navigation menu.



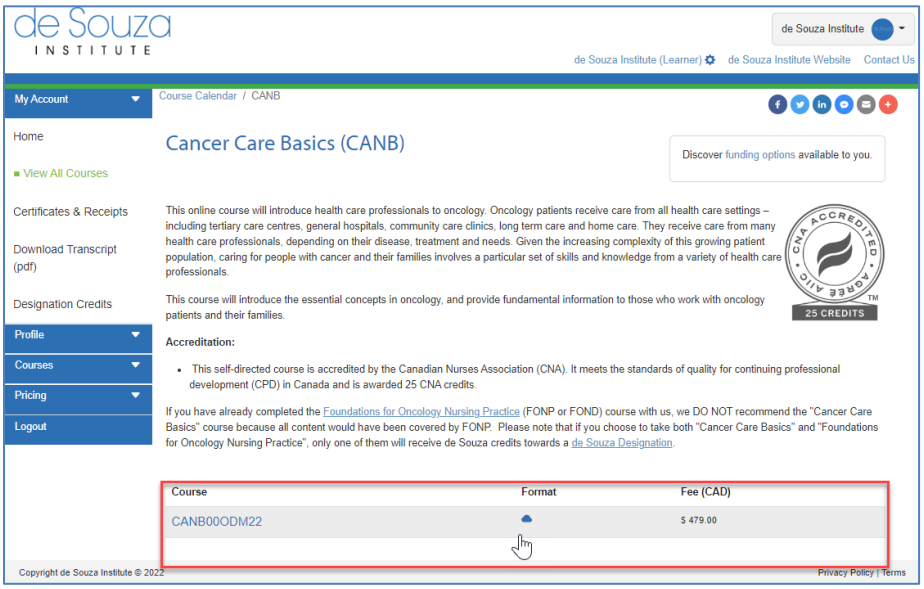
Enrolling in Courses

You can enroll in a course from the course information pages in the *Course Calendar* section of the de Souza Institute website (links.desouzainstitute.com/calendar). You can also enroll yourself in a course while you are logged into My Account.

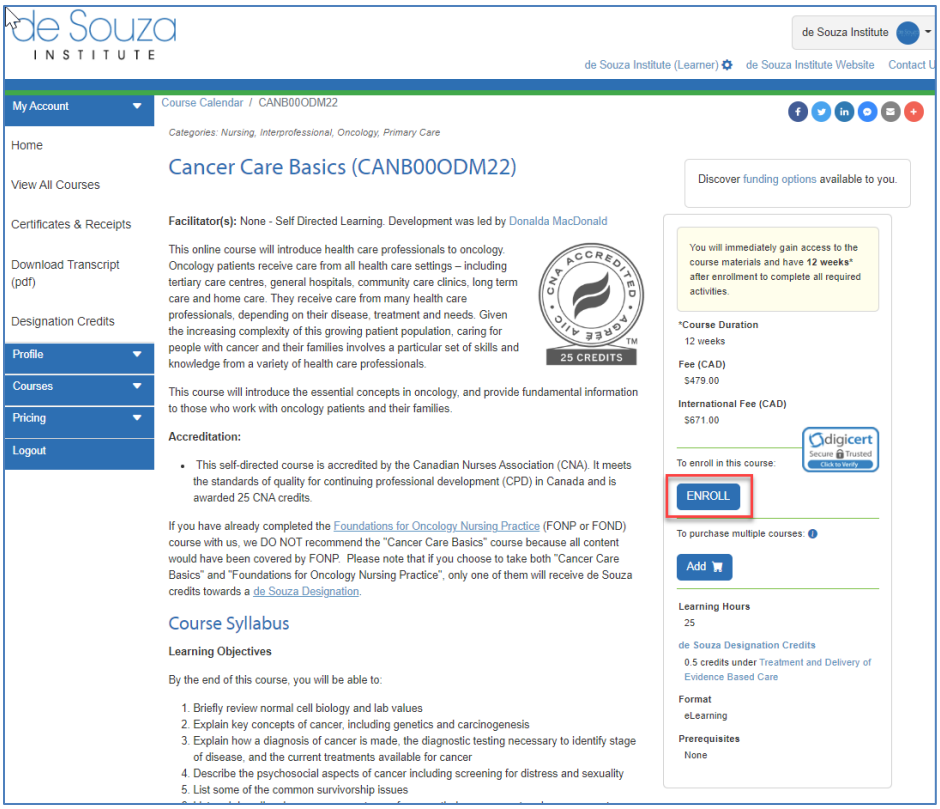
1) To enroll in a course:
    a. Click *View All Courses* in the left side menu. Locate the course you wish to enroll in from the list that appears
    b. You can use the search bar to find a specific course, or
    c. Use the dropdown menu to filter the available courses by the domains of practice
    d. Once you have found the course, click on the course tile. (You will be taken to a new screen.)


de Souza
INSTITUTE
de Souza Institute
de Souza Institute (Learner)
de Souza Institute Website
Contact Us
My Account
Course Calendar / All Courses
Home
View All Courses
Certificates & Receipts
Download Transcript (pdf)
Designation Credits
Profile
Courses
Pricing
Logout
a
All Courses
Discover funding options available to you.
Download the latest calendar (pdf)
b
Search for courses...
Search
Filter by
c
Advanced Pain Assessment and Management
This course is designed for participants who are already familiar with the WHO ladder for pain management. Participants will learn the pathophysiology of cancer pain, cancer pain syndromes, pharmacological and non-pharmacological interventions for intractable pain in palliation and how to conduct educational and advocacy work.
24 hours
$539 CAD
Available now
Cancer Care Basics
Popular
Reviews foundational knowledge and concepts in cancer, current treatments and common side effects. It also addresses some of the issues that cancer patients face: sexuality and survivorship. The content is tailored to the needs of clinicians who look after cancer patients in general hospitals and in the community.
25 hours
$479 CAD
Available now
d
Cancer in Pregnancy
Designed to prepare health professionals who are about to provide maternity care to patients who are newly diagnosed with breast cancer. There are 9 concise mini modules, including genetic considerations, obstetrical and neonatal monitoring, surgery, systemic therapy, psychosocial support and lactation support. The content was developed by clinicians from oncology and maternity programs.
5 hours
Available now

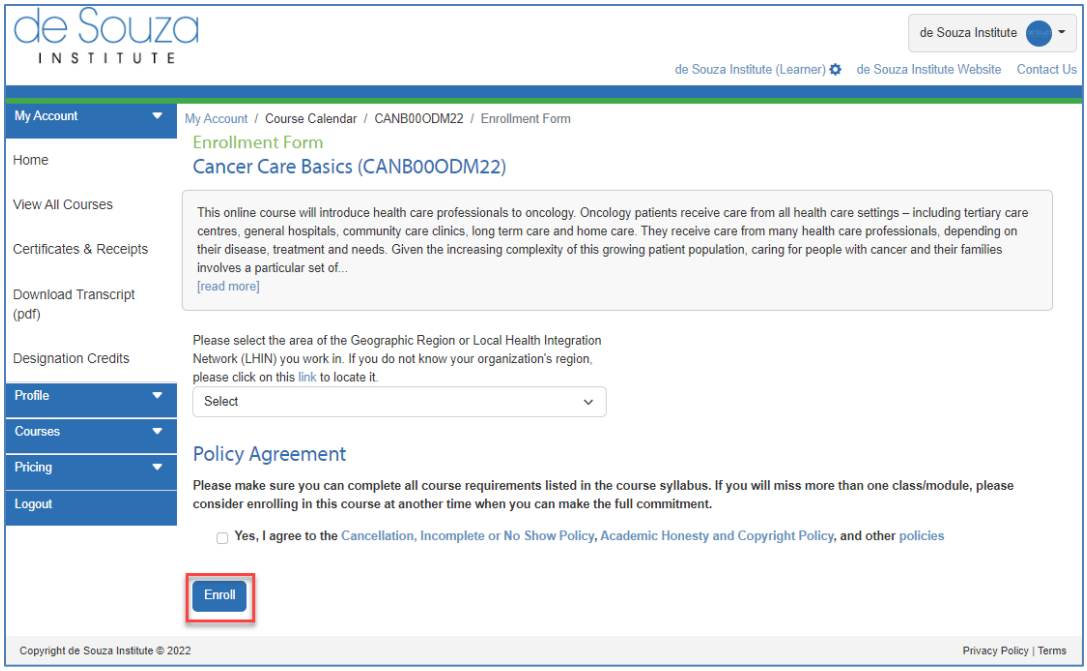
2) The next screen will take you to the Course view page. Click on the course name tile to proceed enrollment.



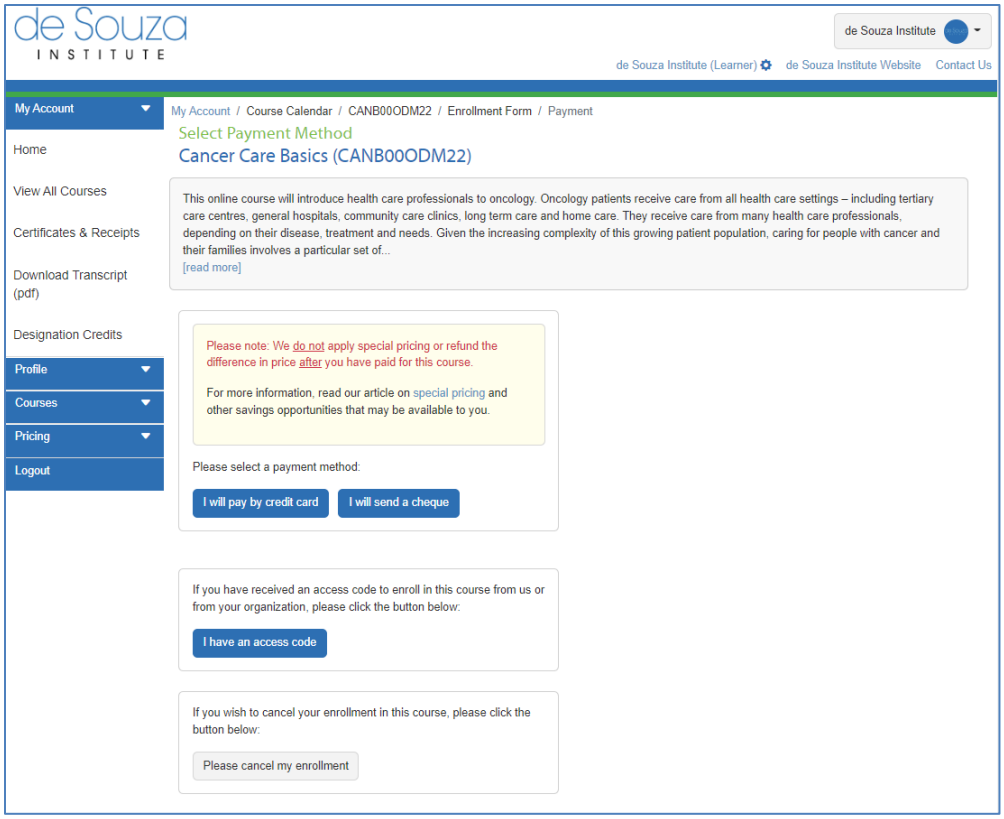
3) The next screen will show you additional information of the course. Click on ***Enroll*** to proceed.



4) The next screen will prompt you for any additional information that is required for this course – this information varies from course to course. Once you have filled out all of the necessary information, click **Enroll** and your enrollment request will be sent.



5) If payment of course fee is required, you will be taken to the payment options screen. Select your payment option to complete your enrollment.



6) If approvals are required, emails will be sent out soliciting approvals.

7) After your enrollment has been completed, you will receive an email informing you of the date that you will get access to course content on the eLearning Centre.

VIEWING YOUR COURSE CREDITS AND CERTIFICATES

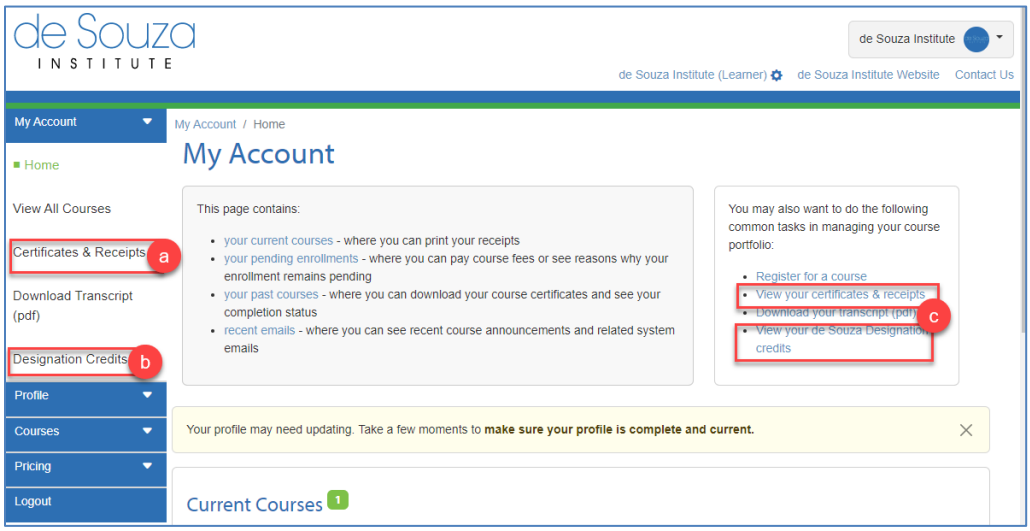
Some de Souza course offerings allow you to obtain course credits toward one of the four de Souza Designations upon completion. With My Account, you can view your course credits and download your course certificates and transcripts. (For a printable table of the course categories, courses and credits, view our Course Table.)

1) There are three ways to view your course credits:

   a. Click **Certificates & Receipts** under *My Account* on the left navigation menu.

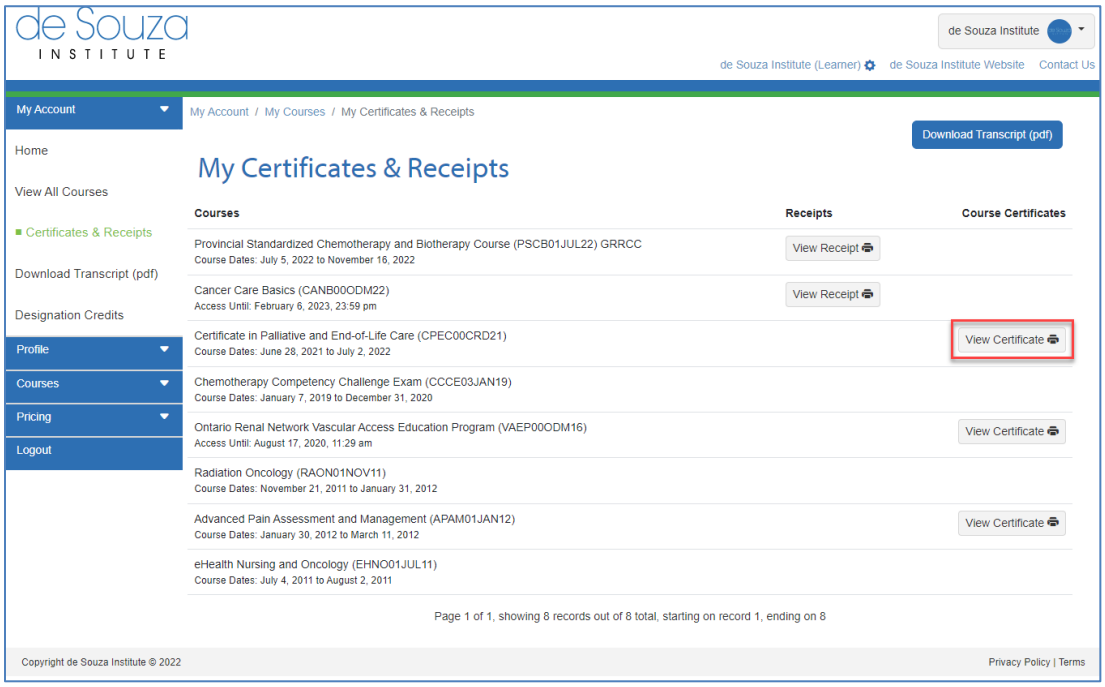
   b. Click **Designation Credits** under *My Account* on the left navigation menu.

   c. From your *Home* screen, locate and click **View your certificates & receipts** or **View your de Souza Designation credits**.



DOWNLOADING YOUR COURSE CERTIFICATE

1) You can download your course certificate(s) from the *Certificates & Receipts* page:



***Note:** If you cannot open your certificate after you have downloaded it, you may not have the proper PDF software installed on the computer. Adobe Reader is a free program you can install to open PDF documents. You can download it from the link below but **only do this if you were unable to open the certificate**.

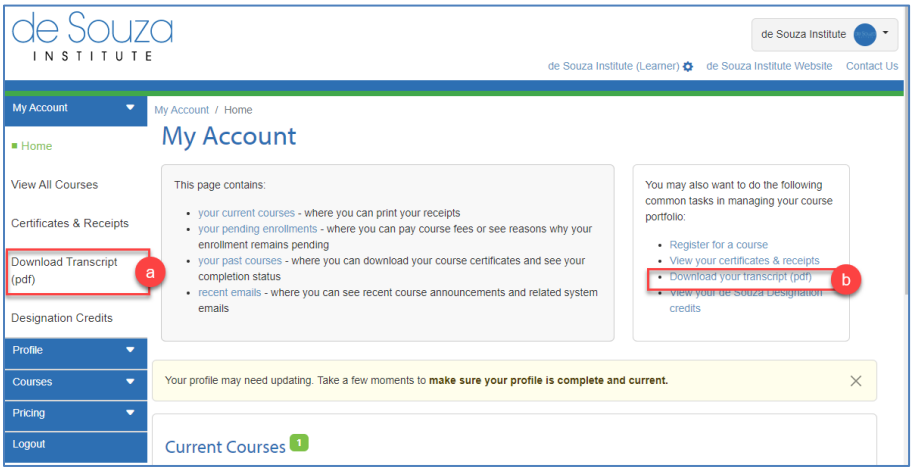
https://get.adobe.com/reader/

DOWNLOADING YOUR TRANSCRIPT

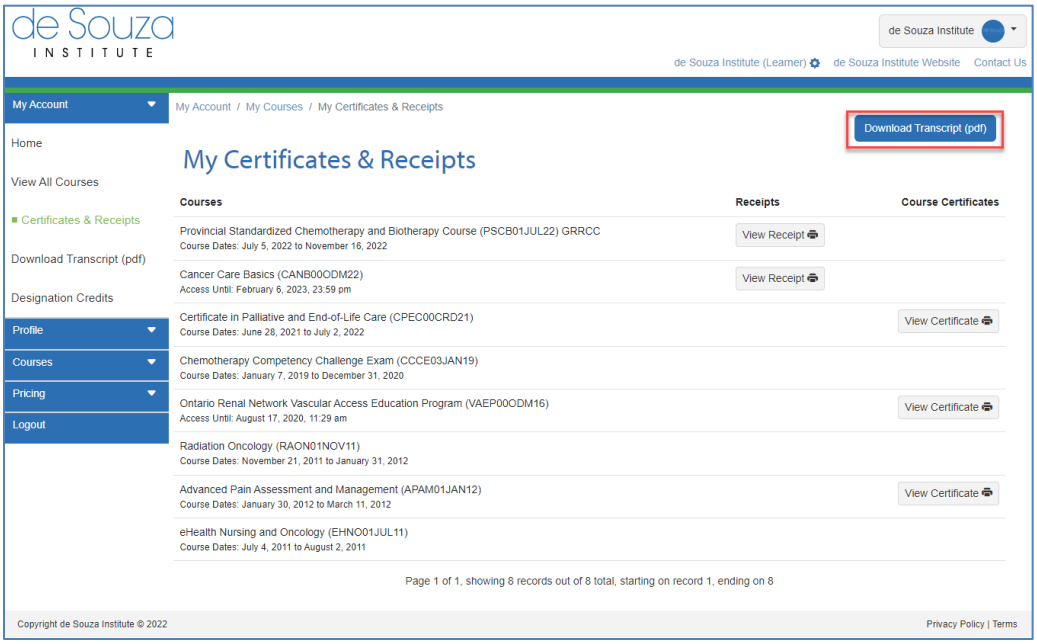
1) There are three ways to download your transcript:

   a. From your *Home* screen, locate and click **Download your transcript (pdf)**.

   b. Or click **Download Transcript (pdf)** under *My Account* on the left navigation menu.



c. Or click Download Transcript (pdf) from the *Certificates & Receipts* page.

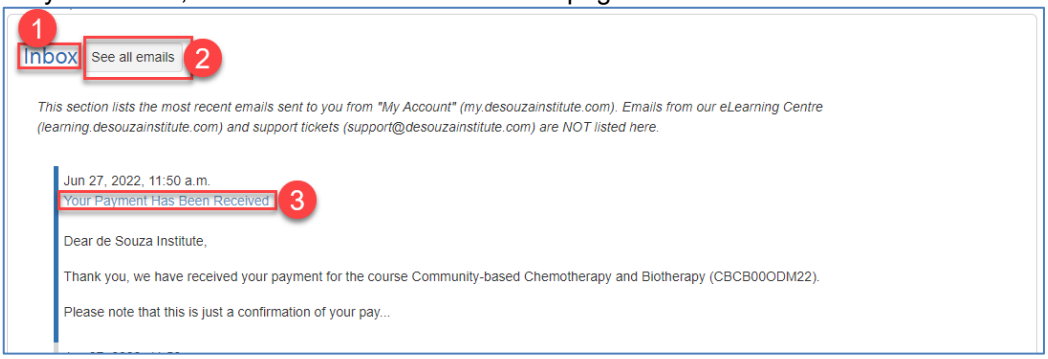


***Note:** If you cannot open your certificate after you have downloaded it, you may not have the proper PDF software installed on the computer. Adobe Reader is a free program you can install to open PDF documents. You can download it from the link below but **only do this if you were unable to open the transcript**.

http://get.adobe.com/reader/

MANAGING YOUR EMAILS

1) To view your emails, see **Inbox** section in the Home page



2) Click the ***See all emails*** button to view all emails.
3) Click the title of the email to view it.