

# Foundation Pharmacy

## Oriel – Employer Access Guide

Oriel is only supported on the following browsers: Chrome, Edge, Safari and Firefox.

### 1) Setting up your Oriel account

You will receive an email confirming that your Oriel account has been created - screenshot below

#### Account created

Dear Foundation Pharmacy,

You are receiving this email because an employer account has been created for you in Oriel. Please click on the button below to reset your password and login:

[Login here](#)

This link is valid for 48 hours. This link will allow you to specify a new password for Oriel. Please note, this password must meet the Account & Password Policy as shown when resetting your password.

Once you have confirmed your new password, you will be able to log in with your email address and newly specified password.

If you are having trouble clicking on the button above, copy and paste the URL below into your browser to continue:

<https://newuat.oriel.nhs.uk/Security/Web/ForgotPasswordRequest/ChangePassword?Id=WfUhbExBOHpieWRm5ithdkwaExDQWQybS9xaXQ2V05MSDhoTzNiZHn6TUIIMVETHUVD10V0R5WU94RkhK50ZzWEUzdYzBMWTINFeU41bmEycIFEVtdWT1c3Z1RwcE8ySmNVdH3QWIFITINLcEyZEI3QzhpK0JPRk5DVWM>

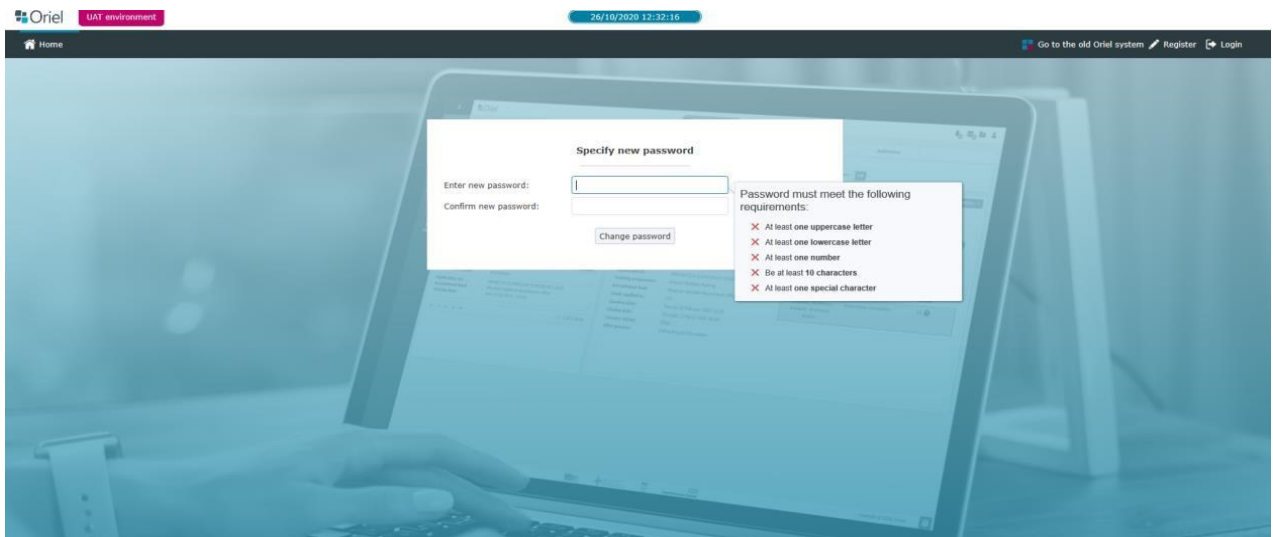
Kind regards,

The Oriel team

This is an automated message do not reply.

\*Please note the link provided is valid for 48 hours only\*

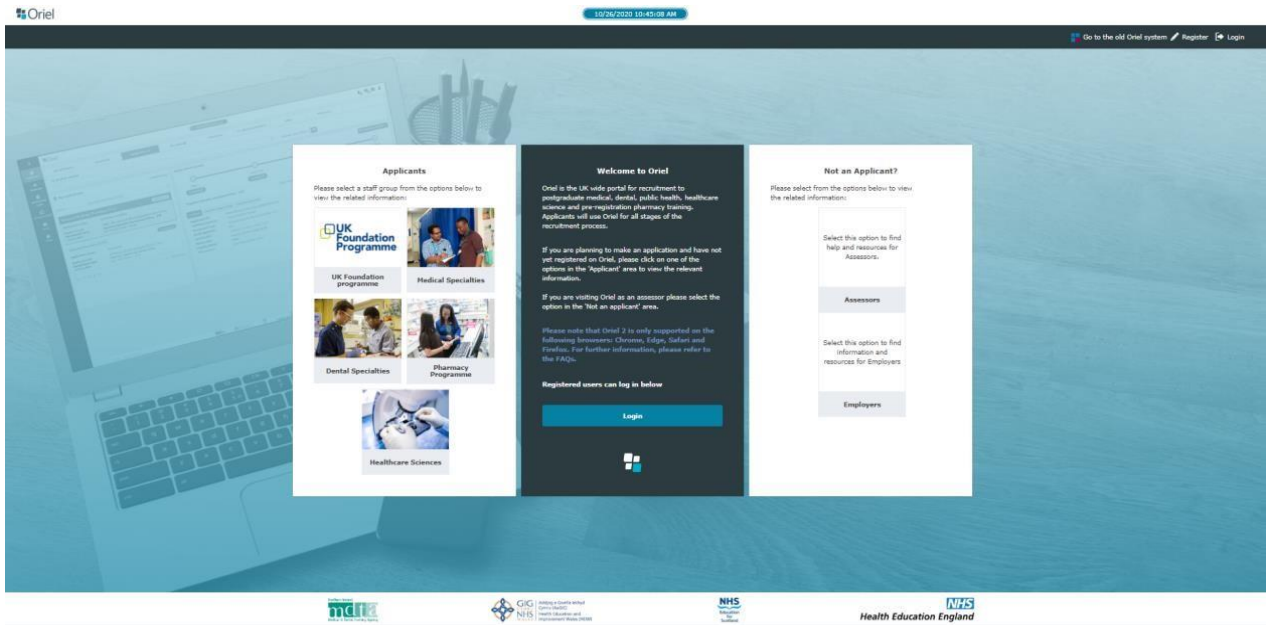
Click on [Login here](#) within the email and you will be taken through to set a password –



Enter a new password, confirm by entering again and then click **Change Password** Your account is now activated.

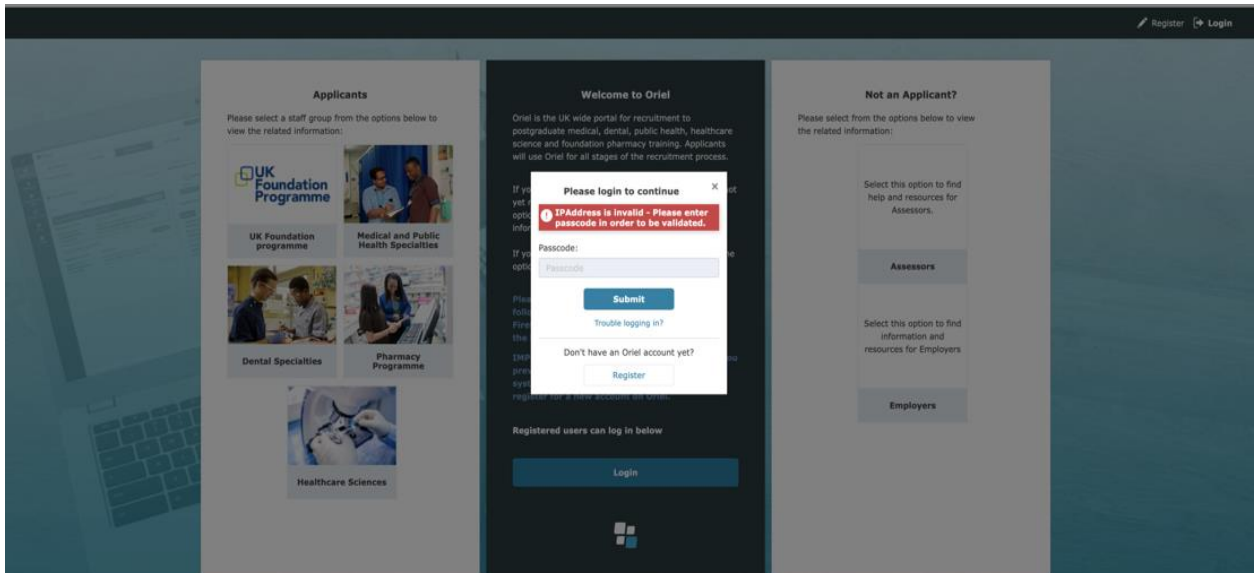
## 2) Accessing Oriel

Once your password has been set you will be taken through to the login page.



Click on Login and enter you email and your password.

You will then be taken through to a further verification page where you will enter a code that will be sent to your mobile telephone number. Screenshot below –



Once entered you will be taken through to the employer access page –



**SEARCH CRITERIA - APPLICATIONS**

First select the staff group for the applications you wish to see, then use the other filters to narrow your search.

Staff Group: Pharmacy  
Employer:  
Applicant name:  
Training Programme:  
Grade:  
Programme:  
Unread documents?:

Recruiting year:  
Flagged - Immigration?:  
Flagged - Fitness to practise?:  
Flagged - RLMT?:

Clear My Account Log Off Refresh Data

The data in the below list was last fetched at: 27/10/2020 11:54:06. Please click the "Refresh Data" button above to retrieve the latest data.

**SEARCH RESULTS - APPLICATIONS**

Export selected applications

No applications found

From the dropdown options select

- 1) Staff Group – Pharmacy
- 2) Employer – your employer’s name
- 3) then click ‘Refresh Data’

The details of the applicant/s who have accepted a programme with you will then appear.

Clear My Account Log Off Refresh Data

The data in the below list was last fetched at: 19/04/2021 17:04:03. Please click the "Refresh Data" button above to retrieve the latest data.

**SEARCH RESULTS - APPLICATIONS**

Export selected applications

Name	GMC/GDC	Trng. Prog.	Grade	Programme	Imm.	FTP	RLMT	Degree?	Notes	Documents	Unread?	Select / Unselect	Download App Form
Sreeneight, suvseight		Pre-registration Pharmacy [Pharm]	Pre-registration Pharmacist	Stantonbury Pharmacy/Milton Keynes/MK14 6BN/SWV/0098	X	No	X	X		View (2)		<input type="checkbox"/>	
Sreenseven, suvseven		Pre-registration Pharmacy [Pharm]	Pre-registration Pharmacist	Jardines Pharmacy/Bicester/OX26 3HA/SWV/0077	X	No	X	X		View (2)		<input type="checkbox"/>	

To download the Trainees application forms, click on the icon on the far right hand side of the screen (column ‘Download App Form’). A pop up box will appear, choose format you require, press request report and close the box. Press ‘refresh data’ and please wait a few minutes for the report to download. When the report is ready to review an icon will appear on the far left hand side next to the applicant’s name. Please press the icon and the application forms will download.

To view references, click on ‘View’ and this will take you to a separate window to download the references.

Please click [here](#) to view an example of how to use Oriol.