

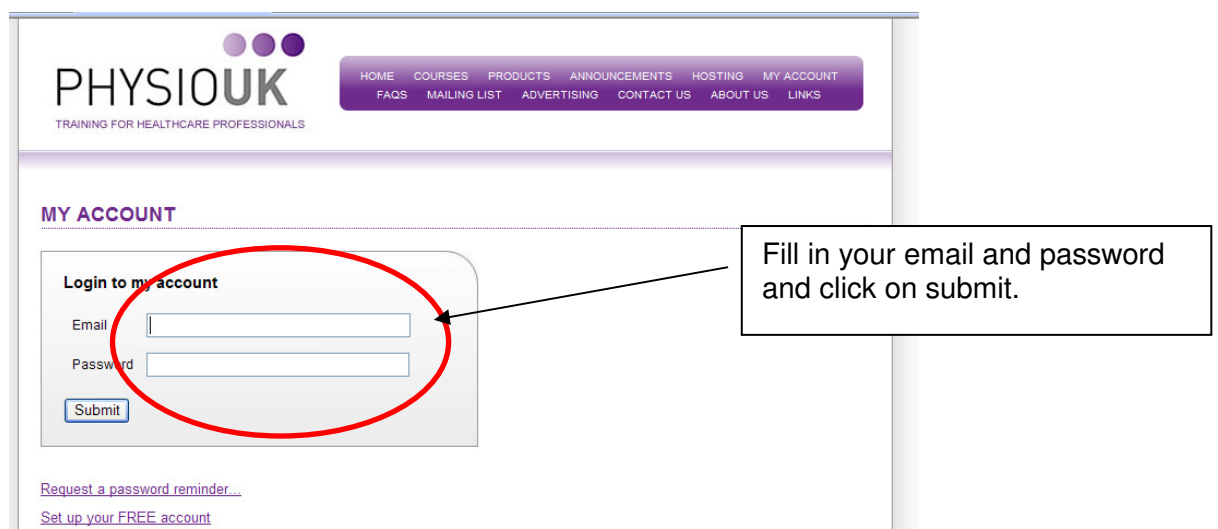
## Where can I find my course details, receipt or certificate ?

To access your course details, receipt or certificate you need simply to sign into your PhysioUK account and go to the enrolled courses section. All course information is there including maps, pre course reading etc. Certificates will be there after the course, these may take up to a week to appear until we have received confirmation that everyone attended. This is to prevent the issuing of a certificate when someone has not attended. Receipts for any payments made through the website can be found under the receipts section.

1. Please go to [www.physiouk.co.uk](http://www.physiouk.co.uk), you will see the page as shown below. Click on 'Login to Account'



2. Fill in your email address and password. If you don't know your password, click on 'Request a password reminder', down the bottom. You can then fill in your email address, click on submit and a reminder will be emailed to you. Once you have your password please fill them in and click on submit.



3. You will then be taken to your account page.

**PHYSIOUK**  
TRAINING FOR HEALTHCARE PROFESSIONALS

HOME COURSES PRODUCTS ANNOUNCEMENTS HOSTING MY ACCOUNT  
FAQS MAILING LIST ADVERTISING CONTACT US ABOUT US LINKS

**MY ACCOUNT**

*Example Account*

[Shopping basket](#) | **[Enrolled courses](#)** | [Completed courses](#) | [Receipts](#) | [E-newsletters](#) | [Change password](#) | [My details](#) | [Log out](#)

**My shopping basket**

*Courses*

Title	Date(s)	Venue	Cost	Funding	Remove
Your basket contains no courses ( <a href="#">Find a course</a> )					

*Products*

Product	No.	Price	Remove
Your basket contains no products ( <a href="#">Find a product</a> )			

Total basket price - **£0.00** (including VAT)

4. Then click on '**Enrolled courses**' at the top. You will then see the following screen.

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HOME COURSES PRODUCTS ANNOUNCEMENTS HOSTING MY ACCOUNT  
FAQS MAILING LIST ADVERTISING CONTACT US ABOUT US LINKS

**MY ACCOUNT**

*Example Account*

[Shopping basket](#) | **[Enrolled courses](#)** | [Completed courses](#) | [Receipts](#) | [E-newsletters](#) | [Change password](#) | [My details](#) | [Log out](#)

**Enrolled courses**

Title	Date(s)	Tutors	Venue	More info	Docs	Cancel
Combined Approach to the SJJ	12th Dec 2009 13th Dec 2009	<a href="#">H. Turner</a>	<a href="#">Whittington Hospital (London)</a>	<a href="#">more</a>		<a href="#">Cancel booking</a>

- From here you can download any of the documents within your account by clicking on the links circled below. If you hover over the icons it will show you the content. To access any receipts please click on where it says 'Receipts' at the top and these should then be apparent. You must have Adobe Reader to view any of these documents, this is available free from [www.adobe.com](http://www.adobe.com).

Enrolled courses						
Title	Date(s)	Tutors	Venue	More info	Docs	Cancel
Combined Approach to the SIJ	12th Dec 2009 13th Dec 2009	<a href="#">H. Turner</a>	<a href="#">Whittington Hospital (London)</a>	<a href="#">more</a>		<a href="#">Cancel booking</a>

Included in these documents will be your confirmation letter, course details including programme, venue map, any pre course preparation / reading (if required) and a reflection form for your CPD portfolio. Hover over the file to see its name.


### Course Certificate

- For your certificate, this will be issued after the course. This is made available once we have received confirmation that you attended the course. This may take up to a week so please be patient, we will email you to let you know when they are there. This can be seen by clicking on the '**Completed courses**' section. If it is not there after a week please drop us an email via the website.

### MY ACCOUNT

#### Example Account

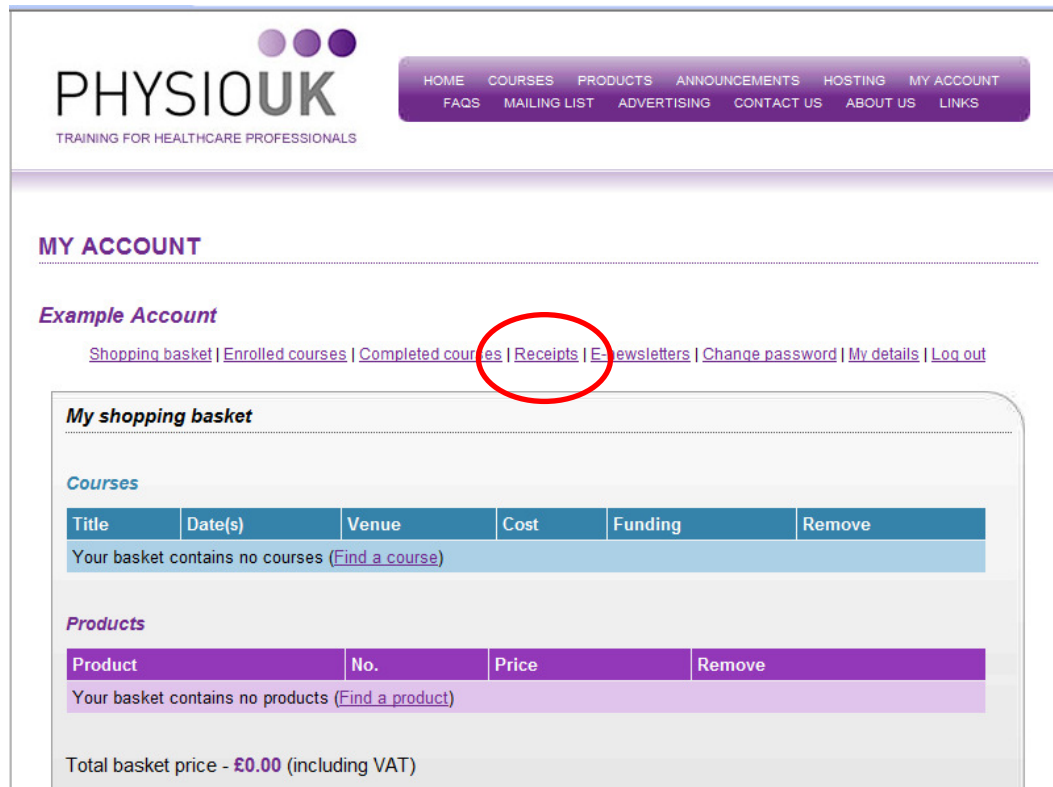
[Shopping basket](#) | 
 [Enrolled courses](#) | 
 [Completed courses](#) | 
 [Receipts](#) | 
 [E-newsletters](#) | 
 [Change password](#) | 
 [My details](#) | 
 [Log out](#)

Completed courses						
Title	Date(s)	Tutors	Venue	More info	Docs	Certificate
Benign Paroxysmal Positional Vertigo Workshop	8th Feb 2009	<a href="#">A. Yeoman</a>	<a href="#">Whittington Hospital (London)</a>	<a href="#">more</a>		

Your certificate will appear here when it has been made available.

## Receipt

This is available by clicking on the 'Receipts' tab on any page within your account.



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### MY ACCOUNT

*Example Account*

[Shopping basket](#) | [Enrolled courses](#) | [Completed courses](#) | **[Receipts](#)** | [E-newsletters](#) | [Change password](#) | [My details](#) | [Log out](#)

#### My shopping basket

**Courses**

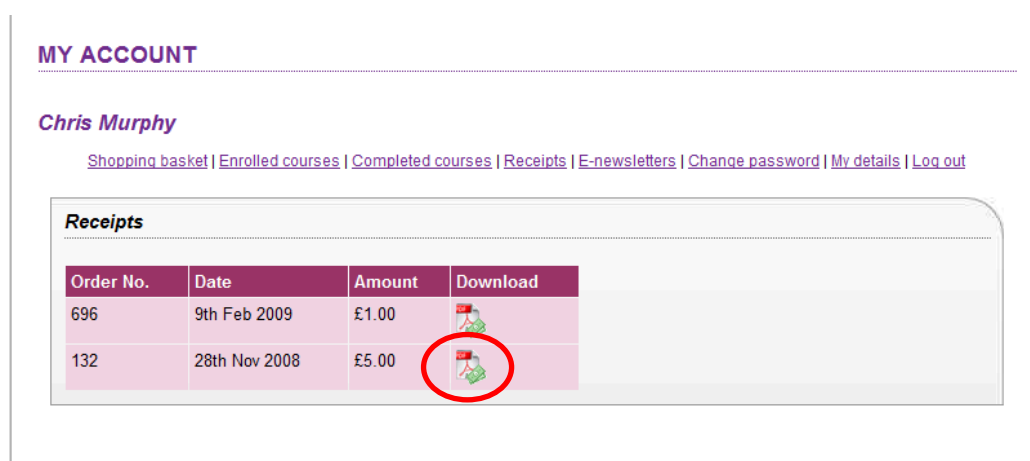
Title	Date(s)	Venue	Cost	Funding	Remove
Your basket contains no courses ( <a href="#">Find a course</a> )					

**Products**

Product	No.	Price	Remove
Your basket contains no products ( <a href="#">Find a product</a> )			

Total basket price - **£0.00** (including VAT)

You will then be shown any of the receipts we have for you on the system. These are available immediately after you have [paid for anything through the website. If payment has been arranged another way and your receipt is not showing please email us through the website.





### MY ACCOUNT

*Chris Murphy*

[Shopping basket](#) | [Enrolled courses](#) | [Completed courses](#) | **[Receipts](#)** | [E-newsletters](#) | [Change password](#) | [My details](#) | [Log out](#)

#### Receipts

Order No.	Date	Amount	Download
696	9th Feb 2009	£1.00	
132	28th Nov 2008	£5.00	

Click on any receipt, as shown, to download and view it. You will need an Adobe Acrobat reader to view any documents on our site. This is available free from [www.adobe.com](http://www.adobe.com).