



.Pharmacy Application

Pharmacy School Campus Upload Instructions

For all pharmacy school-owned campuses where your organization provides educational services for the websites being evaluated, the applicant shall provide a complete list of campus locations including the campus name, address, registration number, and pharmacy school dean information.

Steps to Complete and Upload Campus .csv File

- 1. Download the Campus Upload Template (Campus .csv file)** by clicking on the link "Campus Upload Template.csv" and saving it to your computer.
 - a. You may rename the file or leave it as "Campus Upload Template.csv."
 - b. You may not rename the file extension. It must remain .csv.
- 2. Complete the Campus .csv file.**
 - a. The Campus_Owner field in the Campus .csv file must match the name of the school(s) previously added on the Pharmacy School Information page of the application character for character.
 - b. If the Campus_Owner field name does not match, you will receive an error message when you select "Verify File."
 - c. Other Campus .csv file fields to note:
 - i. A registration number is requested for each campus location.
 - ii. The Registration_Agency field is the governmental department regulating the school's registration permitting it to provide educational services where the campus is physically located.
 - iii. If the same registration number applies for multiple campus locations, please list this registration number for each campus.
 - iv. The Campus .csv file provides the option to include pharmacy school dean information.
 1. The applicable column headers for this information begin with the word "Dean" (eg, Dean_Legal_Name; Dean_License_Number).
 2. For the purposes of this application, pharmacy school dean means the campus' highest ranking administrator.
 3. The dean's address field (Dean_Home_Address) should be the individual's home address.
 4. If the campus dean does not have an NABP e-Profile ID, please disregard this field.
 5. If the campus dean does not hold a professional license, please disregard this field.
- 3. Select the completed Campus .csv file** by clicking the "Select File" button. This will begin the upload process.
 - a. You may only upload the Campus .csv template file as no other files are supported.
 - b. You will receive an error message if you attempt to upload anything other than the Campus .csv template file.
- 4. Verify the completed Campus .csv file** by selecting the "Verify File" button.

- a. If the file properly references the Campus_Owner field information, it will be verified and is ready for uploading.
 - b. If the file does not include matching Campus_Owner field information (see instructions above), you will receive an error message.
5. **Upload and save the completed Campus .csv file** by clicking the “Upload File” button.
- a. You may review the file by clicking on the file name.
 - b. To continue with the application, click “Next.”

Additional Instructions

- Only one Campus .csv template file for all schools may be uploaded.
- In the event that you have more than one pharmacy school that owns a campus location, please check to make sure that the Campus_Owner field includes all pharmacy schools that own campus locations.
- If you upload a new file, this file will replace the currently uploaded file as the application will only accept one Campus .csv file on the Upload Campus Information page.
- To delete the currently uploaded file, select the “x” to the left of the file name.
- After uploading the file you may view it by clicking on the file name.