


# MDPhD

## How to give your Institution access to MDPhD Teams

### STEP 1

**Administrators and Medical Librarians can register for an Admin account on our website. <https://mdphd.ca/registration/>**

**Please add your *Work Email ID* and create and confirm a password of your choice. You will receive a validation link in your Email Inbox. Please tap on the link then LOGIN to the website with your credentials.**



### Register


Create your account. It's free and only takes a minute.

Use 6 or more characters with a mix of letters, numbers & symbols @\_-\$#!'

By clicking "SIGN UP" below, I confirm that I have read and agree to the [Team of Service](#) and [Privacy Policy](#)

SIGN UP

Already have an account? [Sign in](#)



### Login

Please provide your password

LOGIN

[Forgot Password?](#)

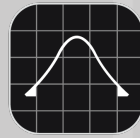
New User? [Sign Up](#)



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# MDPhD




## STEP 2

### Please Complete your Profile.

After Logging into your Admin account please fill out all of your Profile details.



MDPhD Teams

-  Dashboard
-  Profile
-  Logout

Please complete profile

### Your profile

First name \*

Last name \*

Work Email\*

Work Phone Number\*

Company Name\*

Work Address\*

State/Province\*

Postal Code\*

Country\*

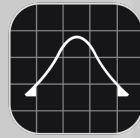
UPDATE PROFILE



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# MDPhD

## STEP 3

**Go to the Institution Tab and “Add Institute”.**

**Fill out the details for your institution. Your staff will be able to use their work Email to Sign Up and Login to the MDPhD Teams App on their Android or iOS mobile devices within 24 hours.**



**MDPhD Teams**

XYZ ABC

- Dashboard
- Profile
- Institution
- Logout

### Add Institute Details

\*Required

Institute Name\*

XYZ Hospital

(will appear in App Settings)

Domain URL\*

www xyz.com

Domain part of Email\*

@ xyz.com

(your staff will Login with work email)

Institution Type\*

Hospital

Librarian Email

name@xyz.com

ADD

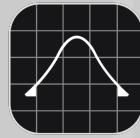
CANCEL



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# MDPhD

## STEP 4

**Congrats! You and your staff will have access to a Free Trial of the MDPhD Teams App for 3 months.**

**Your institution will have access to the MDPhD Teams App on their Android or iOS mobile devices within 24 hours. Enjoy your Free Trial!**

**At the end of your Free Trial you may start any Plan of your choice. You can upgrade, downgrade or cancel your Plan anytime. The prices listed are monthly prices in Canadian dollars including taxes.**

**MDPhD Teams**  
**XYZ ABC**

[Dashboard](#)  
[Profile](#)  
[Institution](#)  
[Logout](#)

**Subscription Status for @xyz.com Domain = "Free"**  
Your Free Trial ends on Jun 29,2019. Please Subscribe for Uninterrupted Service.

Welcome choose your best package for subscription.

**XYZ ABC Hospital**

**Free Trial**  
3 Months  
Active from Mar 31, 2019  
Plan expires Jun 29,2019  
You have 90 days remaining.  
Current Plan

**START PLAN**

**Starter Plan**  
Starter Plan (upto 10 users)  
\$ 49.99/ Month

**START PLAN**

**Intermediate Plan**  
Intermediate Plan (upto 50 users)  
\$ 199.99/ Month

**START PLAN**

**Advanced Plan**  
Advanced Plan (upto 200 users)  
\$ 299.99/ Month

**START PLAN**

**Extreme Plan**  
Extreme Plan (upto 500 users)  
\$ 399.99/ Month

**START PLAN**

**Ultimate Plan**  
Ultimate Plan (unlimited users)  
\$ 499.99/ Month

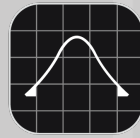
**START PLAN**



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# MDPhD

## STEP 5

**Download the 'MDPhD' app from the App Store or Google Play Store  
(Free Download)**

**For iPhones:** [itunes.apple.com/ca/app/mdphd/id1230915825?mt=8](https://itunes.apple.com/ca/app/mdphd/id1230915825?mt=8)

**For Android:** [play.google.com/store/apps/details?id=com.mifisi.mdphd](https://play.google.com/store/apps/details?id=com.mifisi.mdphd)

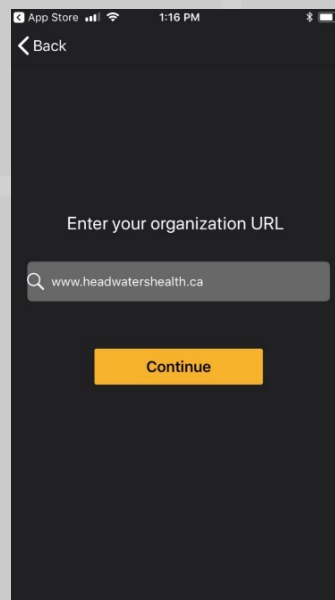
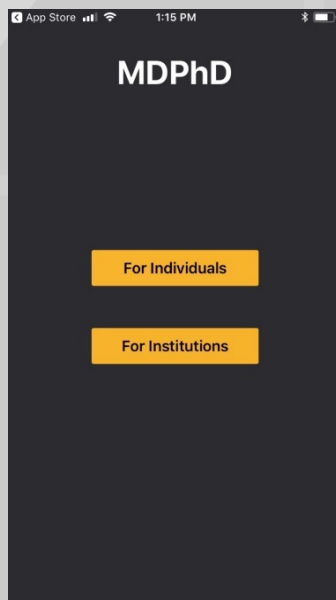
## STEP 6

**Tap the 'For Institutions' button and look for your organization URL.**

You will find your institution in our list within 24 hours. Your staff can now access MDPhD Teams using their work emails. Please see link below for instructions on how to LOGIN to the app.

<https://mdphd.ca/wp-content/uploads/2019/01/MDPhDSignUp-1.pdf>

Please contact [info@mifisi.com](mailto:info@mifisi.com) for any questions or feedback.



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