

PEICOT Online Learning Modules Instruction Sheet

There are two required eLearning education modules – Code of Ethics and Documenting Your Practice.

The modules can be accessed through the online learning portal found at: <https://peiot.getguild.co>

To access the online learning portal, you will need to use a modern & up to date browser such as Google's Chrome, Mozilla's Firefox or Microsoft's Edge 2.0. Internet Explorer 11 is not support and the member portal may not work with it.

To log in, you will need to perform a password reset using the email address you have on file with the PEI College of Occupational Therapists database.

How to Reset Your Password

1. Go to this URL, <https://peiot.getguild.co/password/reset>
2. Enter your email address and click the Send Password Reset Link button.
3. When you receive the Password Reset Email, click the “Click to Reset Password” button. If the email does not appear in your Inbox, check your spam/junk folders.

Important Note: This is a time limited (60 minute), single use email. Once the button has been clicked or if the 60 minutes from when the reset was requested as passed the link is no longer valid and you will need to request a new email.

4. When the password reset page opens enter the email address on file with the PEICOT in the Email field.
5. Enter your new password in the first password field.

Note* Password must be at least 8 characters long and contain 3 of the following 4 criteria: an upper-case letter, a lower-case letter, a number, a symbol.

6. Re-enter the password in the Confirm Password field (these must match).
7. Click the Reset Password button.

Once logged in, you will be able to access both modules. After you complete the modules and have your certificates; upload them to the HMS Database, for 5 credit hours each.