



INAMA Y'IGIHUGU Y'ABAFOROMOKAZI, ABAFOROMO N'ABABYAZA NATIONAL COUNCIL OF NURSES AND MIDWIVES CONSEIL NATIONAL DES INFIRMIERES, DES INFIRMIERS ET DES SAGES-FEMMES P.O BOX 4259 KIGALI MOB. TEL: +250 788386969 EMAIL: info@ncnm.rw

USER MANUAL

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1 Creating an Account

In order to use the system, you will need to first create an account. To create an account, you click on "Create account link as shown below.

Login	Services Portal
Jsername *	Welcome to The National Council of Nurss and Midwives online
	application platform. Please note that access to this secure portal is
inter your National Council of Nurses and Midwives username.	available to NCNM as well as individuals and/or organizations that
assword *	may need the various services offered by NCNM.
inter the password that accompanies your username:	Access Conditions
АРТСНА	
K TANT	You are signing-in to secure applications operated by The National
a	Council of Nurss and Midwives for its official business. You have
Vhat code is in the image? *	been granted the right to access these applications and the
	with NCNM. Misuse of your access rights may result in denial of
nter the characters shown in the image.	further access. Your accounts and passwords are your
	responsibility. Do not share them with anyone.
Log in	

Then you will be guided to another page where you will need to specify the kind of account you need to create. You can register as an Applicant or as a CPD Provider as indicated below and then fill in the required details.

The National Council of Nurses and Midwives Web Application	
REGISTRATION	
Create an Applicant Account	Create a CPD Provider Account
Reserved for applicant only	Reserved for CPD provid- er only

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2 Application Forms

In order to apply for the different services, you click on Application Forms menu item and then you select the form that corresponds to the service you need. Shown below is the Application Forms page that lists online forms currently available.



3 Submitted Applications

In order to view the status of your applications, you will have to click on Submitted Applications menu item as shown in the screenshot below. All applications you have submitted will be displayed on this page with their respective statuses.

	of Nurses of Neb Applicati	and Midwiv	ves			Check Th	ne Register
Application Forms	Submitted Appli	ications Draft A	pplications Documentation F	Forum CPD	A	ccount	Log Out
ADDUCAT	IONI CTAT						
	Submission	US Current Status	NCNM Comment	Updated date	View	Edit	Delete
APPLICAT Application Application for Examination	Submission date 12/20/2018 - 15:10	US Current Status Received	NCNM Comment	Updated date 01/08/2019 - 10:47	View	Edit edit	Delete delete
APPLICAT Application Application for Examination Application for Examination	ION STAT Submission date 12/20/2018 - 15:10 12/20/2018 - 15:10	US Current Status Received Received	NCNM Comment	Updated date 01/08/2019 - 10:47 01/10/2019 - 15:53	View view view	Edit edit edit	Delete delete delete

4 Draft Applications

Draft applications are those applications that you may save as draft prior to submission usually due to missing information that can be filled in later. These applications will be stored here for easier access.

Contraction of the second	of Nurses and M Web Application	lidwives			Che	ck The R	Regist
		V Draft Applications	Documentation	Forum CPD	Acce	ount	Los
Application Forms	Submitted Applications	Drait Applications	Documentation	Torum CFD	Acce	June	
Application Forms	Submitted Applications	Current Status	NCNM Comment	Updated date	View	Edit	De

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5 Your Account

In order to provide information about you that is very crucial in the assessment of your submitted application forms, you will have to click on the "Account" menu items as shown below.



6 CPD Courses

Continuing Professional Development (CPD) providers will have to post available courses and you will have to access this information on this page.



7 Discussion Forum

The discussion forum will facilitate information sharing through participation in different forum topics. You will have to click on any topic in order



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Once done working within the system, you will have to click "Logout" for your account to be successfully signed out.



9 System Login

In order to use the system, you will need to login into your account. You will use the username and password assigned to you during registration. Below is the screenshot of login page. Since every user will have his or her own account, it is highly recommended that you keep your username and password safely.



The National Council of Nurses and Midwives Web Application

Login

Log In



Enter the characters shown in the image.

Services Portal

Welcome to The National Council of Nurss and Midwives online application platform. Please note that access to this secure portal is available to NCNM as well as individuals and/or organizations that may need the various services offered by NCNM.

Access Conditions

You are signing-in to secure applications operated by The National Council of Nurss and Midwives for its official business. You have been granted the right to access these applications and the information contained in them to facilitate your official business with NCNM. Misuse of your access rights may result in denial of further access. Your accounts and passwords are your responsibility. Do not share them with anyone.

Create an account

User Manual