Ministry of Health
‘MOH’

User Manual for

Nursing Management Information System
‘NMIS’
The User Registration Module provides user registration Features for the Nurse & Midwives customers to obtain the access control for the NMIS eServices, whereby Online Customers (Nurse &
Midwifery professionals) has to be registered within the system to access its features. The module handles the user registration. It collects the needed information from the user. Once the information is collected, the NMIS confirms its validity through e-mail. Once the information is confirmed, the user will be provided with a valid user id and password.

**NMIS Online eServices**

- My Profile
- License Registration for Nurse/Midwifery
- Renewal
- Exam Appointment
- Continuous Education.
- Verification of Registration for Foreign Countries.
- Recognition of Certificate.
- Direct (local) recruitment.
- Recruited based on foreign Trips.
- Recruited directly from Institute Of Nursing.
- Online payment of fees
- Change Password
Below we can see the Flowchart for the mentioned online processes.
And now we will go through each Feature one by one:

This is the Main Page of the application where you can find general Information about Nursing Department and FDON sections. Also you can find many related Links about the Registration Procedures.

In this Page you can enter your existing account if you have or to sign up for a new user this process will allow you to use the system facilities.
As a new user registration you will get:

You need to fill the above required information and then click on ‘Save’ button to receive the Confirmation message in Red color indicates that 'Your account has been created, Confirmation Email Sent Successfully':
Then you will receive the E-mail as below:

Dear Applicant,
Thank you for your registration to Ministry of Health Nurse Management Information System.
To confirm your registration please click on the below link:

your Security Question: What was your childhood nickname?
your Security Answer: Fall

Click on the Link to go for the Main Website again and enter your User Name & your Password and press on Enter.
In the right pane of the window, Instructions & Procedures are available to guide the user to do the required Nursing eServices.
Now go to ‘My Profile’ to Enter your details:

Choose the Type of applicant you are and fill the corresponding Data.
After that Press on Save you can go through the system facilities as below:

- For applying for a New License please click on 'NEW License Registration'.
- For Renewing the License Please click on 'License Renewal'.
- For Verifying registrations please click on 'Verification of Registration for Foreign Countries'.
- For booking for an Exam please click on 'Application Exams'.
- To upload attachments please click on 'Upload Attachments'.
- To Do the Payment please click on 'Payment'.
- For Certificate Recognition 'Recognition of certificates'.
- For Continuous Education please click on 'Continuous Education'.
- To Change your password please click on 'Change Password'.
- To Log out the System please click on 'Logout'.

User Manual for NMIS Online System
Page 10 of 29
New License Registration:

To apply for a new License you need to Press on New License Registration and it will be completed within 5 Steps as below:

Step 1 of 5: Nursing and Midwifery Registration Procedures:

You need to check the checkbox that you read the Procedures and click on Continue.
Step 2 of 5: Fill Nursing / Midwifery Registration Application:

You can notice that some of the fields you already entered before.

You will continue filling the second step with all the required information required from the system such as below:

- **Professional Qualifications**: *
- **License Details**: This is not obligatory for UAE Graduates and UAE Nationals
- **Languages**: 
- **Employment Details**: This is not obligatory for UAE Graduates and UAE Nationals

Then you need to upload your documents:

The page at http://192.166.4.101 says:

The next step will be Upload Documents

OK
Step 3 of 5: **Upload the required documents:**

In this step you need to upload (Attach) the below documents:

- School leaving Certificate.
- Passport with UAE Residency.
- Statutory evidence for any name change.
- Nursing or Midwifery Education Certificate.
- Nursing or Midwifery License showing current Validity.

Step 4 of 5: **Applying for the Exam:**

Now you are Legible to make the Exam appointments by booking it:

Or you can click on Change Appointment.
Step 5 of 5: Payment:

In this Page you will do the Payment for the Exam according to the Methods that the system is supporting.

By this Step you finished from applying for a new License.
License Renewal:
In case of renewing the application you will find your application ready as been entered for the First Time and the only step you need to do is the Payment.

Once you select the Application you will be redirected to the Payment Page:
Verification of Registration for Foreign Countries:
Press on New application to start filling the required Information:

Step 1 of 3: General Information:

After filling the Required Data Please Press on Save to go to step 3.

Step 2 of 3: Fill Application details:
Step 3 of 3: Upload the required documents:
For the Last Step you need to upload the below documents:

- Original Passport copy.
- Original Certificate copy.

After uploading the required document Press on Finish to get a confirmation and then to go for Payment Process:

The page at http://192.168.4.101 says:

update process completed successfully.

OK

The page at http://192.168.4.101 says:

The Next Step will be Payment Process

OK
Recognition of certificates:

Press on New application to Recognition a certificate:

Fill the required details and then press on Next to enter the Qualification Page:

Then Press on Save to finalize the Process and get the confirmation:
Now to add the attachment (Certificate):

The page at http://192.168.4.101 says:

Add ed Successfully

Continuous Education:

The above is the Form of the Continuous Education fills it and then press on Save to get:

The page at http://192.168.4.101 says:

New Continuing Education Has Been Saved Successfully
There are three types of Recruitment in MOH Online application as below:

- Direct (local) recruitment.
- Recruited based on foreign Trips.
- Recruited directly from Institute Of Nursing.

**Direct (local) recruitment:**

This type of Recruitment can be used by the Nurse / midwife who are currently working in UAE. The applicant needs to follow the below steps:

For new application you need to press on NEW APPLICATION to get:

Now enter the License No. to search for an existing record otherwise a new application window will be available:
After filling the required data Press on save.

Note: Some Fields already will retrieves automatically since you enter it in My Profile.

Also, the system will request from you to complete the filling process in addition to previous personal information:
Press on Next to go for the second step which is uploading the attachments for the required documents such as:

- Please Select -
- Please Select -
  Completed application for employment
  Signed recommendation letter from the District Director
  Completed interview form
  Copy of school leaving certificate or equivalent (general education before nursing)
  Copy of Nursing Education qualification
  Copy of post graduate certificate qualification / (if present)
  Copy of passport
  4 Passport color photographs
  Copies of testimonials of work experience with exact dates of commencement and termination
  Proof that applicant is registered with the Department of Nursing (except for Assistant B or Helper)
  Curriculum vita (C.V)
  Introductory Form

Now click on brows to load the file and press on Save to add the attachment and get the confirmation message:

Adding Successfully

Note: you can add more that one attachment.

To finalize the process press on Finish to get the Final message:

Update completed successfully

Now if you go to the main Page again you can notice that the application status is ready for Processing.

| RI: 149310000067 | 14/09/2010 | Ready for processing |
Recruited based on foreign Trips:
This type of Recruitment can be used by the Nurse / midwife who are currently not working in UAE (any foreign country). The applicant needs To Follow the below steps:

Press on NEW APPLICATION to start the process. Then enter the secure code that you have:

After putting the secure code you will be allowed to fill the application as below:

After filling the required data Press on save.

Note: Some Fields already will retrieves automatically since you enter it in My Profile.
Also, the system will request from you to complete the filling process in addition to previous personal information:

Press on Next to go for the second step which is uploading the attachments for the required documents such as:

- Completed application for employment
- Signed recommendation letter from the District Director
- Completed interview form
- Copy of school leaving certificate or equivalent (general education before nursing)
- Copy of Nursing Education qualification
- Copy of post graduate certificate qualification / (if present)
- Copy of passport
- 4 Passport color photographs
- Copies of testimonials of work experience with exact dates of commencement and termination
- Proof that applicant is registered with the Department of Nursing (except for Assistant B or Helper)
- Curriculum vita (C V)
- Introductory Form

Now click on brows to load the file and press on Save to add the attachment and get the confirmation message:
Note: you can add more than one attachment.

To finalize the process press on Finish to get the Final message:

Now if you go to the main Page again you can notice that the application status is ready for Processing.
Recruited directly from Institute Of Nursing

This type of Recruitment can be used by the Nurse / midwife who are from Institute of Nursing. The applicant needs To Follow the below steps:

First step is to press on new application:

Then you will get the application to start filling information process.
After that by pressing on Save:

Press on Next to go for the second step which is uploading the attachments for the required documents such as:

- Completed application for employment
- Signed recommendation letter from the District Director
- Completed interview form
- Copy of school leaving certificate or equivalent (general education before nursing)
- Copy of Nursing Education qualification
- Copy of post graduate certificate qualification / (if present)
- Copy of passport
- 4 Passport color photographs
- Copies of testimonials of work experience with exact dates of commencement and termination
- Proof that applicant is registered with the Department of Nursing (except for Assistant B or Helper)
- Curriculum vita (C.V)
- Introductory Form

Now click on brows to load the file and press on Save to add the attachment and get the confirmation message:

Note: you can add more that one attachment.
To finalize the process press on Finish to get the Final message:

![Message from webpage]

Now if you go to the main Page again you can notice that the application status is ready for Processing.

| PI.149910000067 | 14/09/2010 | Ready for processing |

**Application Exams:**

One of the features available on the system that you might view or change the application Exam and to see that go for application Exam taps:

<table>
<thead>
<tr>
<th>Application #</th>
<th>License No.</th>
<th>Date</th>
<th>Status</th>
<th>Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>AN000010010101</td>
<td></td>
<td>08/09/2010</td>
<td>Payment done</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Now the system is showing the available application exams. In order to change your appointments please click on the Exam itself to view and choose the available exam appointments.

**Step 4 of 5: Applying for the Exam**

Applicant should apply for the exam, the system allow the applicant to book for the exam and pay for the exam within three days.

If the applicant didn’t pay within three days, the system will cancel the exam automatically once you complete booking for exam. Please go to the payment page (in the left menu).
Upload Attachments:
To view the attachments that you did for each application.

Payment:
To view all the Payment Process that you made.

Change password:
To change the current Password.

Logout:
To exit the system.