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NUID Process Flow
Individual Nurse:

The URL for the Nurses Registration and Tracking System is: http://nrts.indiannursingcouncil.gov.in/login.nic

Kindly use Mozilla Firefox browser.

After clicking on the above URL, the following Login page will appear.

Figure 1 Login Screen

In Login Screen, enter the user id, password and captcha value as appeared in the picture and click on “Login” button as shown in figure below.

Figure 2 Login Screen with User ID, Password and Captcha
Individual Nurse Dashboard:

After clicking on “Login” button, the agent dashboard appears which consists of a Left vertical menu, and user name and account menu on the right side of the horizontal space as shown in Figure-3 below.

![Figure 3 Individual Nurse Dashboard](image)

The left vertical menu consists of:
- **Home**
- **Enter Nurse Details**
- **Update**
- **Authenticate**

After clicking on **Enter Nurse Details**, a screen will appear (as shown in Figure-4) appears that contains the following tabs in the top:
- **New Registration**
- **Personal**
- **Basic Qualification**
- **Addl. Qualification**
- **Service**
File Upload

Report

Enter Nurse Details

In this menu, the individual nurse can register in the website for the first time. Here the first tab (New Registration) is by default highlighted and the respective form is displayed by default.

Figure 4 Nurse Enrolment Form
New Registration:

Enter the respective details as per the Qualification of the Nurse. Note: * denotes mandatory value.
The 12 digit Aadhar no has to be entered into the form.
Fill in the Applicant Name. Example: “Padma Lakshmi”. Select DOB (Date of birth) from the calendar menu.
The Nurse can be Registered As one of the following.

- RANM
- RN
- RN & RM
- RLHV

After that Registration number, Date of Registration can be filled and the respective State Nursing Registration Council can be selected from the drop down list

Let’s check for case1: where the Nurse (“Padma lakshmi”) is registered as “RANM” qualified Nurse.

Note: When an applicant Nurse is registered as RANM, the Basic Qualification differ from that of RN, RN&RM and RLHV.

Each of these cases is covered with the respective screenshots.

Case 1: Nurse Registered as RANM:
After clicking on submit, the next tab (Personal) is activated and the respective entry form for entering personal details is displayed as shown in Figure-6.

Personal:

Enter Father Name, Mother Name and select the Gender, Marital Status, Social Status, Religion and Nationality from the respective drop down list.

For Whether Change of Name is Required different from Certificate dropdown list “Yes” is selected, then click on Choose File button to upload the respective Gazette Notification.

When “Yes” is selected, the form appears to be as shown in the Figure-6.
When “No” is selected, the form appears to be as shown in the Figure-7.
Enter the **Address Line-1, Address Line-2, Address Line-3, Locality** address of the Nurse.

Select the **State, District, Block/Mandal, Village** from the respective drop down list. Enter **Zip/Pin code** of the Nurse.

The above entered address will be the current address of the Nurse. These details should be accurate as the NUID card will be shipped to this address details.

If the current address is same as the permanent address then select “yes” radio button in **Is the Present Address Same as Permanent Address**.

If the current address is different from permanent address, then select “no” radio button. Upon selecting “no” a new set of fields appear as shown in **Figure-8**.
Enter the Mobile Number, Landline Number, Email address, Alternate Mobile Number (if any) and Alternate Email address (if any). After all the details are entered, click on “Submit” button and Basic Qualification tab is activated and the corresponding entry form will be displayed.

Basic Qualification:

Enter the State, Name of the Board and Year of Passing for 10th Class section by selecting appropriate values from the drop down lists.

Enter the State, University/Board and Year of Passing for 12th Class section by selecting appropriate values from the drop down lists.
Note: Refer Case 1: *Figure-5* where the Nurse has been *Registered As* RANM.

If the Nurse is *Registered As* RANM in *New Registration with Aadhar Authentication* tab then the *Basic Qualification* section requires the entry for ANM qualification details. Tick the Check box of ANM.

After the check box for ANM qualification is ticked, the corresponding fields for entry of ANM qualification will appear as shown in *Figure-10*

Enter *State*, *Type of Institute*, *Name of Institute*, *Name of University/Board*, *Year of Passing* from the respective drop down lists. Enter *From Date*, *To Date* from Calendar for Duration of Course. Enter *Registration number*, *Date of Registration*.

*Figure 9 Registered As: RANM*
Once the form is submitted, the Additional Qualification tab will be activated and the corresponding Entry Screen will be displayed as shown in **Figure-15**

**Note:** Similarly if a nurse has selected RN or RN & RM or RHLV from the dropdown list of Registered As from the screen **New Registration with Aadhar Authentication**, then the Basic Qualification section requires the entry for GNM and B.Sc (both for RN or RN & RM) or RHLV qualification details as shown in (Figure-A & Figure-C), (Figure-B & Figure-C) and (Figure-D & Figure-E) respectively.
Figure-A Nurse Registered As: RN
Figure-B Nurse Registered As: RN&RM
Figure-C Basic Qualification: GNM BSc for Nurse Registered As: RN or RN &RM
Figure-D Registered As: RLHV
Addl. Qualification:

Select No from the drop down list if the applicant (Nurse) is not additionally qualified for the field Whether acquired Addl. Qualification as shown in Figure-15.

Figure 15 No Additional Qualification
If the applicant is additionally qualified, then select “Yes” from the Whether acquired Addl. Qualification drop down list for Addl Qualification Details.

Upon clicking “Yes”, three new check boxes appear as shown in Figure-16

The new checkboxes that appear are:

- PB Diploma
- PB B.Sc
- M.Sc
- M.Phill
- Ph.D

Select the respective check box/boxes for all the qualifications that the Nurse has undertaken during her academic career.

Case 1: In the following example, applicant’s qualification is PB Diploma.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the respective dropdown lists.

Select From Date and To Date from the calendar for Duration of the Course.

Refer Figure-16 for an example.
Similarly a nurse can have all the additional qualifications or any 1/2/3/4 qualifications out of the following additional qualifications:

PB Diploma/PB B.Sc/M.Sc/M.Phil/Ph.D

According to the additional qualifications acquired by the nurse, the respective checkbox/checkboxes can be clicked and the corresponding screens will be displayed to take the input from the nurse for the additional qualifications as described in Case 2, Case 3, Case 4 and Case 4.

Case 2: In the following example, applicant’s qualification is PB Diploma and PB B.Sc

Select the State, Type of Institute, Name of the Institute, Name of the University/Board from the respective dropdown list. Select Date of Passing categories present in the PB B.SC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown menu for PB Diploma Details

Select From Date and To Date from the calendar for Duration of the Course.

Refer Figure-17 for an example.

Figure 17 PBBSC Details
Case 3: In the following example, applicant’s qualification is PB Diploma, PB B.Sc and M.Sc

Select the State, Type of Institute, Name of the Institute, Name of the University/Board from the dropdown lists. Select Date of Passing categories present in the PB BSC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board and M.Sc (Clinical Speciality) from the dropdown lists. Select Date of Passing categories present in the M.SC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown menu for PB Diploma Details

Select From Date and To Date from the calendar for Duration of the Course.

Refer Figure-18 for example.
Case 4: In the following example, applicant’s qualification is PB Diploma, PB B.Sc, M.Sc and M.Phil.

Select the **State, Type of Institute, Name of the Institute, Name of the University/Board** from the dropdown menu. Select **Date of Passing** categories present in the **PB BSC Details**.
Select the State, Type of Institute, Name of the Institute, Name of the University/Board and M.Sc (Clinical Speciality) from the dropdown menu. Select Date of Passing categories present in the MSC Details.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category from the dropdown list for PB Diploma Details.

Select From Date and To Date from the calendar for Duration of the Course.

Enter Title of the Thesis. Select the State, Type of Institute, Name of the Institute, Name of the University/Board and Year of Passing from the dropdown list for M.Phil Details.

Select From Date and To Date from the calendar for M.Phil Details.

Refer Figure-19 for example.
Case 5: In the following example, applicant’s qualification is PB Diploma, PB B.Sc, M.Sc and M.Phil and Ph.D.

Select the State, Type of Institute, Name of the Institute, Name of the University/Board from the dropdown lists. Select Date of Passing categories present in the PBBSC Details.
Select the **State, Type of Institute, Name of the Institute, Name of the University/Board and M.Sc (Clinical Speciality)** from the dropdown menu. Select **Date of Passing** categories present in the **M.SC Details**.

Select the **State, Type of Institute, Name of the Institute, Name of the University/Board, Year of Passing and PB Diploma Category** from the dropdown lists for **PB Diploma Details**.

Select **From Date and To Date** from the calendar for **Duration of the Course**.

Enter **Title of the Thesis**. Select the **State, Type of Institute, Name of the Institute, Name of the University/Board and Year of Passing** from the dropdown menu for **M.Phil Details**.

Select **From Date and To Date** from the calendar for **M.Phil Details**.

Enter **Title of the Thesis**. Select the **State, Type of Institute, Name of the Institute, Name of the University/Board and Year of Passing** from the dropdown menu for **Ph.D Details**.

Select **From Date and To Date** from the calendar for **Ph.D Details**.

Refer **Figure-20** for example.

After all the details have been entered correctly. Click on “Submit” button to go to the next tab.
Service:

Select “No” from the drop down list if the applicant (Nurse) is not employed from the **Whether Employed** dropdown which is shown in *Figure-21*. 

![Figure 21 No Service](image)

Select “Yes” from the drop down menu if the applicant (Nurse) is employed from the **Whether Employed** dropdown.

Select the **Parent Council State, Registered As** and **Designation** from dropdown lists and enter the **Gross Total Emoluments Per Month (In Rs.)** and **EPF Number**.

Case 1: Employed in India

In **Employer Details** select **INDIA** radio button.

Enter the **Name of the Institute**, **Select Sector, Institution Category, Institution State, Institution District, Institution Block** and **Institution Village** from dropdown lists. Enter the **zipcode** for **Employer Details**.

An example is shown in *Figure-22*. 
Case 2: Employed Abroad

In **Employer Details** select **Abroad** radio button.

Enter the **Name of the Institute. Select the Sector, Institution Category** and **Country** from dropdown lists. Enter **Address of the Institution** and **zipcode** for **Employer Details**.

After all the details have been entered correctly. Click on “Submit” button to go to the next tab **File Upload**

An example is shown in **Figure-23**.
Figure 23 Employment Abroad

File Upload:

Click on “Browse…” button to upload Class-X certificate/Proof of DOB, Signature Upload and Registration Certificates. This is shown in Figure-24. Click on “Save” button to go to next tab Photo Capture.
Report:

This tab provides all the details that have been entered so far grouped by tabs or sections. Observe Figure-25. The Candidate has to verify all the details and confirm.

If there are any modifications that need to be done then, select the Search and Edit link that’s present on the left hand side of the screen where the application can be searched by any one of the four given criteria.

In this case, let’s say that all the provided details are displayed correct.

The agent can click on “print this page” button to take a print out or a soft copy of the report.

With this, “Enter Nurse Details” processing has come to an end.
# Figure 25 Report

**Andhra Pradesh Nursing & Tracking System**

**NRTS User Guide**

<table>
<thead>
<tr>
<th>New Registration</th>
<th>Personal</th>
<th>Basic Qualification</th>
<th>Addl. Qualification</th>
<th>Service</th>
<th>Uploads</th>
<th>Report</th>
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30
Update:

In case of any updates that are to be done in the Nurse Application form.

*Figure 76: Update Menu*

Once Update menu is clicked the following screen appears as shown in Figure-27.

Every section has an “Edit Here” button. The details pertaining to the respective section can be updated after clicking the button.

Click on “Print this Page” to download a soft copy or take a printout of this report page.
Figure 87 Report for Update

### New Registration Details

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date of Birth</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date of Birth</td>
<td>Number</td>
</tr>
</tbody>
</table>

### Personal Details

- Father Name: Ananth
- Gender: Male
- Married Status: Yes
- Spouse: None
- Address Line 1: Length Colony
- Address Line 2: Andhra Pradesh
- Address Line 3: School
- District: East Godavari
- Village: Neelukoddi
- Email: manta.nagula@gmail.com

### Basic Qualification Details

<table>
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<th>Class</th>
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<td>10th</td>
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</tr>
<tr>
<td>12th</td>
<td>2010</td>
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</tbody>
</table>

### GNM Details

- Name of the Institute: Andhra Pradesh Nursing Council
- Type of the Institute: GNM
- Government: Dr. N. T. R. University of Health Sciences, A.P.
- Date of Registration: 04-01-2012
- Year of Passing: 2012

### Advt. Qualification Details

- Name of the Institute: Dr. N. T. R. University of Health Sciences, A.P.
- Type of the Institute: GNM
- Government: Andhra Pradesh Nursing Council
- Date of Registration: 04-01-2012
- Year of Passing: 2012

### Service Details

- Mother's Name: Ananthi
- Father's Name: Nagula
- State: Andhra Pradesh
- District: East Godavari
- Place of Birth: Godavari
- Date of Birth: 01-01-1990
- Date ofjoining: 01-01-2012
- Date of Leaving: 01-01-2014

### Uploads

- Registration Certificate:

---

*Note: The image contains a screenshot of a registration form with personal and educational details.*
Authenticate:

It is a digital declaration process that states that the information and details provided by the applicant is accurate and true to his/her full knowledge and understanding and hereby by selecting on the authenticate check box, it is a way of digitally authenticating the Nurse Registration form. Refer the Figure-28 below

After clicking on “submit” button the following message appears which is seen in the Figure-29

The End