INAMA Y'IGIHUGU Y'ABAFOROMOKAZI, ABAFOROMO

N'ABABYAZA NATIONAL COUNCIL OF NURSES AND MIDWIVES

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USER MANUAL

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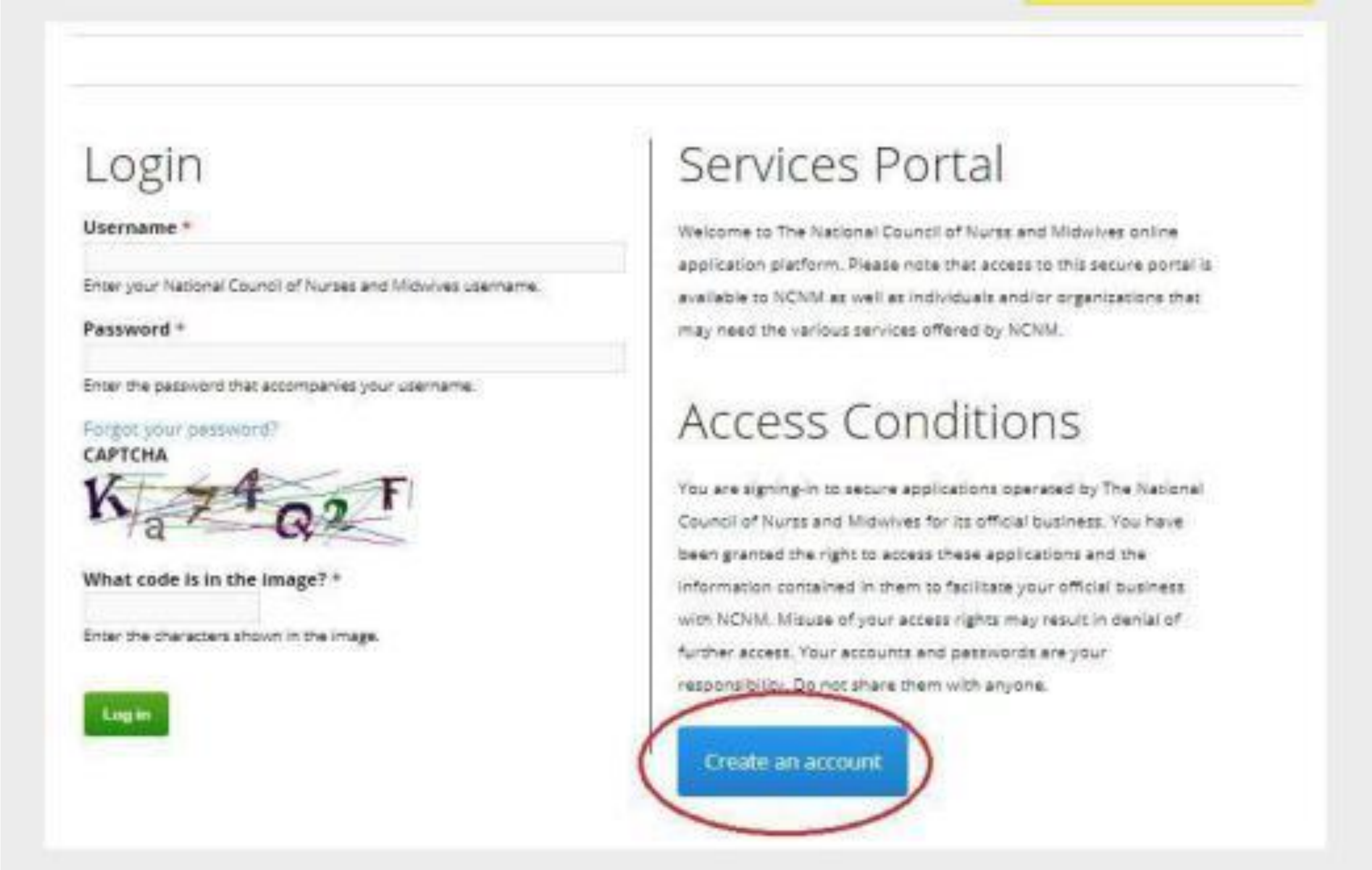
1 Creating an Account/Gufungura konti

In order to use the system, you start by creating an account. To do so, you have to click on "Create an account link as shown below."
Ugomba kubanza gufungura konti mbere y'uko utangira gukoresha ubu buryo. Kugira ngo ufungure konti, kanda ahanditse ngo: "Create an account" bisobanura ngo **"Fungura konti" nk'uko bigaragara hasi:**



Then you will be guided to another page where you will need to specify the kind of account you need to create. Since there are various applications (Application for indexing, application for examination, application for registration, application for temporary license, application for license renewal, application for reinstatement to the register, application for license or certificate replacement, application for qualification upgrade or
Application for CPD provision) you will apply accordingly as indicated below and then fill in the required details.
Hanyuma barakwereka urupapuro aho usabwa kugaragaza neza ubwoko bwa konti ushaka gufungura. Hari urutonde rw'ubusabe bwo kwemererwa kwandikwa (nk'umunyeshuli, gukora ikizamini, gukora umwuga, gukora umwuga byagateganyo, kongeresha agaciro k'ibyangombwa by'ubunyamwuga, gusubizwa ku rutonde rw'abanyamwuga, kubona icyangombwa gisimbura icyatakaye, kujya ku rwego rwisumbuye) nk'uko bigaragara mu ishusho hasi. Harimo kandi n'urw'ubusabe bw'abashaka gutanga amahugurwa nkarishyabwenge (CPD).

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2 Application Forms/ Ifishi zisabirwaho serivisi

In order to apply for different services, you click on the Application Forms menu item and then select the form matching the service you need. Shown below is the Application Forms page listing online forms currently available.
Kugira ngo ugere ku busabe ushaka, ukanda ahanditse ngo **'APPLICATION FORMS'** hakaza urutonde rw'ubusabe bunyuranye nk'uko babikwereka mu ishusho hasi.

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3 Submitted Applications/ Ubusabe bwoherejwe

In order to view the status of your applications, you have to click on the Submitted Applications menu item as shown in the screenshot below. All submitted applications will be displayed on this page with their respective status.
Kugira ngo ushobore kureba irangamimerere y'ubusabe watanze ugomba gukanda ahanditse **"Submitted Applications"** bisobanura ngo **"Ubusabe bwoherejwe"** nk'uko bigaragara mu ishusho ikurikira. Ubusabe bwose wakoze buzahita bugaragara kuri uru rupapuro n'irangamimerere ry'ubusabe nk'uko bwagiye bukurikirana.

4 Draft Applications/ Ubusabe butaroherezwa.

Should there be any missing information that you may later on wish to add, you may save your application as draft prior to submitting it. You have to store it here for you to access it easily.
Mu gihe haba hari andi makuru mashya wumva wakongeramo nyuma, wayabika hano mu busabe butaroherezwa kugira ngo bizakorohere kuyasubiramo.

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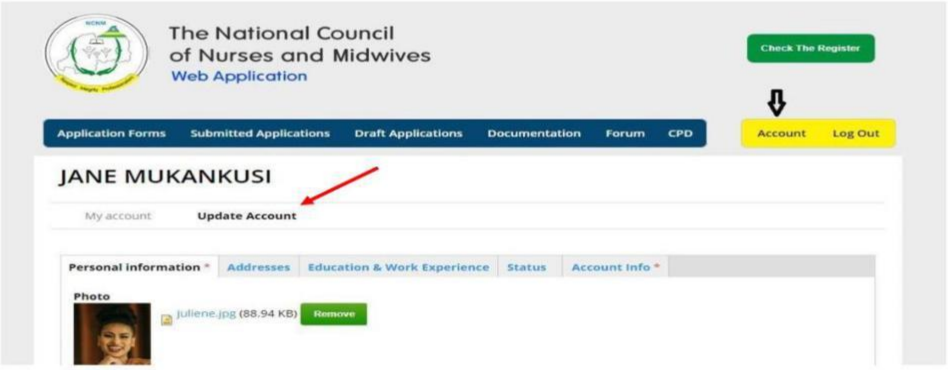
5 Updating your Account/ Kongera amakuru mashya muri Konti yawe

In case you want to add some new information or change the existing information you will have to click on the "Account" menu items as shown below. Mu gihe waba ushaka kongera amakuru mashya muri konti yawe cyangwa guhindura asanzwemo usabwe gukanda ahanditse **"Account"** bisobanuye **"Konti"** nk'uko bigaragara hasi**.**



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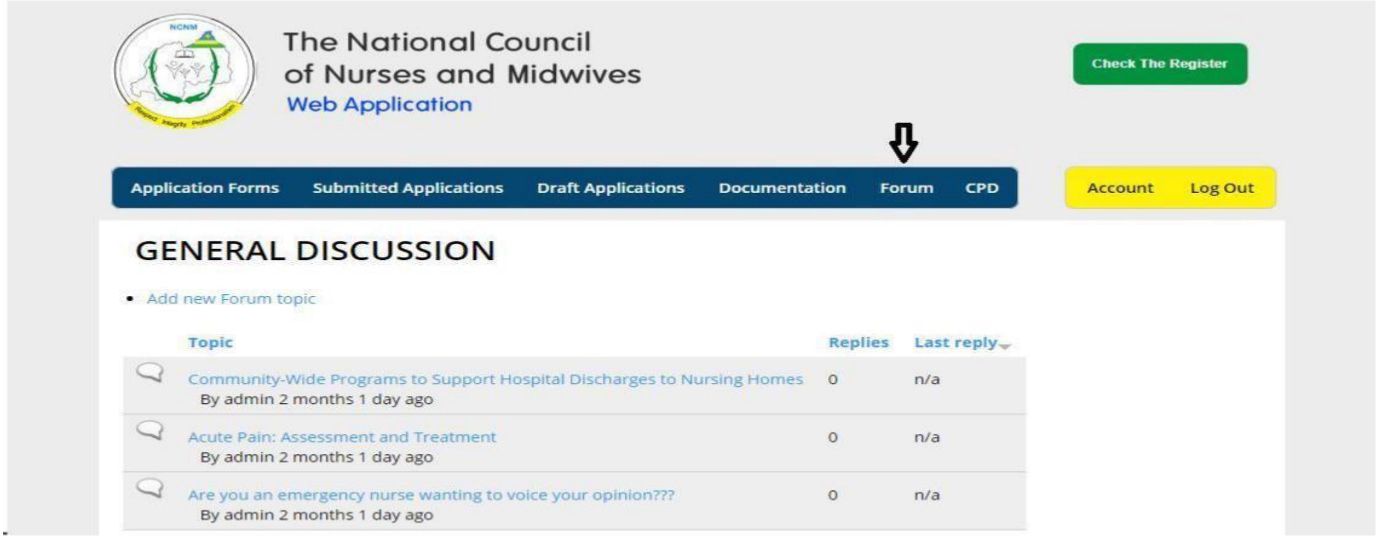
6 CPD Courses/Amahugurwa nkarishyabwenge

Continuing Professional Development (CPD) providers will post available courses on this page and for you to access them; you will have to click on the "CPD" menu item as shown below.
Aha ni ho hatangarizwa amahugurwa nkarishyabwenge yabateganyirijwe. Hakande ubashe kuyakurikira.

7 Discussion Forum/ Urubuga rw'ibiganiro/Urubuga nyunguranabitekerezo

The discussion forum comes in handy when you want to share some important information through participation in different forum topics. You have to click on any topic in order to make your comment.
Uru rubuga ni ingenzi cyane mu gihe ushaka gusangira amakuru n'abandi ugira uruhare mu kuganira ku nsanganyamatsiko zinyuranye, ukanda ku nsanganyamatsiko ushaka gutangaho ibitekerezo ukandika.



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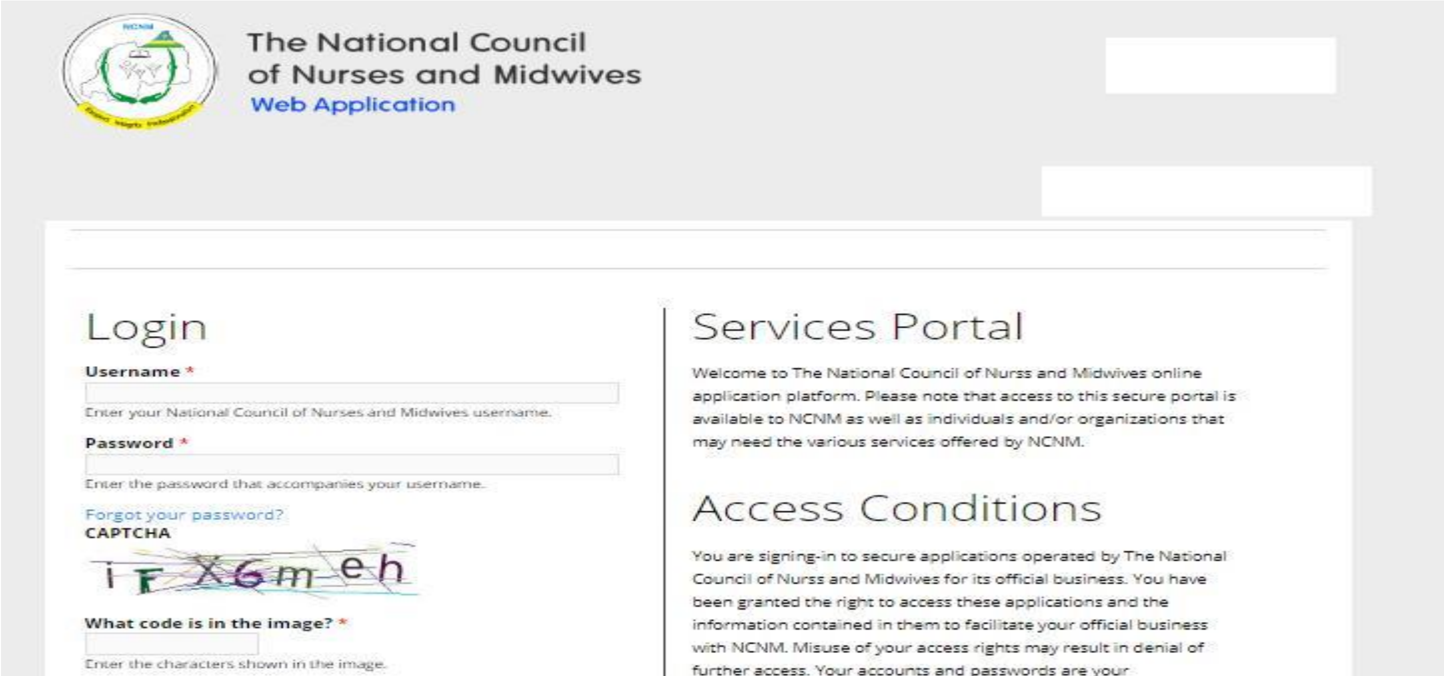
8 System Logout/ Gusohoka muri sisitemu

Once done working within the system, you just have to click “Log out” as shown below. Mu gihe umaze gukoresha iyi sisitemu, ugomba gukanda ahanditse **“Log out”** *bisobanura ngo* **“Sohokamo”.**

9 System Login (afresh)/Kongera kwinjira muri konti yawe

In order to use the system after logging out, you have to log in to your account afresh. This activity necessitates using your username and password assigned to you during registration. Below is the screenshot of login page. Since you have your own account, you are strongly advised against losing or sharing your username and password, or else your account might face serious problems.

Kugira ngo wongere kwinjira muri sisitemu uzakenera kwinjira muri konti yawe bundi bushya. Iki gikorwa gisaba gukoresha **“username”** ari byo **“izina wiyise” na password cyangwa mot de passe wihitiyemo mu gihe wiyandikishaga.**
Hasi hari ishusho yerekana urupapuro umuntu yinjiriraho asura konti ye.
Urasabwa kubika neza izina wiyise na mot de passe ukayigira ibanga ku buryo utabyibagirwa cyangwa ngo ubisangize abandi kuko byakuviramo ibyago by’uko amakuru yawe yavogerwa bikakugiraho ingaruka.



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