User Operation Guide for NRTS - Primary Registration



NRTS PRIMARY REGISTRATION

User Manual for Nursing Institute

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User Operation Guide for NRTS -Primary Registration



Introduction

NRTS – Nurses Registration and Tracking System is a web based application designed for Indian Nursing Council, New Delhi to enable creation of live register of the nurses across the country.

Indian Nursing Council Nurses Registration & Tracking System						
Enrollm	nent Registration	Primary Registration	Reciprocal Registration			
987337 Enrolled 536602 Approved	963915 Identify Verified Q	Objectives of Nurses Registration & Tracking System (NRTS) Free Enrolment of Nurses - Hassel free registration and linked with Aadhaar based biometric authentication. Simplified Registration and has integrated uniform system across the country. Benower Nurses with National Unique Identity Number (NUID). Renewal of licence once in five years linked with 150 hours of Continuing Nursing Education (CNE). Candidates getting NUID Card will get the incentive of 30 hours of CNE for the first time.	Login UserID(Username) UserID Password Password i 1 ^k m 9 3 Enter Captol			
> To Update Service de ☆ Down ☆ Down	Quick Links stalls and Contact details click here aload User Manuals - Indian Nursing Council (Nurses	Additional level. Additional level. Important Important Important Inform Issuance of Nurse Passbook comprising of complete history of Nurse Midwifery Important Informent Agency M/s. FINO PayTech will visit all CHCs, PHCs and the hospitals (both public and private) for enrolling Nurses Data. Nurses who have enrolled themselves through internet at http://nrts.indiannursingcouncil.gov/in will have to visit respective State	login Reset ₩ New User FAQs on NRTS HELP-DESK Reset Password			

Institute primary registration is the process of submitting records in bulk by the head of the institute.

Types of Registration

- There are two different types to register.
 - Institute Registration
 - Registration by Admin
- The process remains the same for both the logins.

Institute Registration

- Click on New User to register.
- A page appears as shown:

C Enrolment Registration	O Primary Registration
 Reciprocal/Renewal/Additional Registration 	⊖ Institute Registration

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• A page appears as shown:







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	Institute	Charitha School of Nursi 🗸	
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	Email	test@gmail.com	
	Mobile	8976123655	
	-3, 29	m3t29	
	Sub Bac	mit Reset	

- Click Submit.
- Click back to Login.

Registration by Admin

- State Admin logs in to the website using credentials.
- State Admin also have the provision to create institute credentials.
- From the left-menu, select Institute credentials.

Login					
UserID(Username)					
APADMIN@test.in					
Password					
•••••					
d 309 f C d309f					
login Reset					
📥 New User					
Successfully Logged Out					
FAQs on NRTS HELP-DES	к				
Reset Password					

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8	Christian Medical Centre, Pithapuram, Ea	ast Godavari Distict	Private	1950	9999	Update Contact
9	Christian Medical Centre, Pithapuram, Ea	ast Godavari District	Private	1950	9999	Update Contact
10	Dr Sakhi Reddy Veerabhadra Rao Schoo	ol Of Nursing S Atchutapuram Kakinada	Private	2011	2014	Update Contact

- Select on Update Contact.
- A popup appears:





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Jpdating Contact Def	tails of Institute	3
Name of In-charge	Test Incharge	
Contact Number	8173645466	
Email	testincharge@gmail.com	
		Submit Close

1 min

NI RESENT

Click on Submit.





SNRC

- SNRC logs in to website using the credentials.
- Page appears as shown:

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	USER NAME:Superintendent, Andhra Pradesh	4
Primary Registration Enrolments Search & Edit Approval Renewals Reciprocal Registration Additional Qualification User Profile Legacy Data Check Slot Adjustment		
 From the left- Select District 	menu, select Institute Credentials. of the Institute.	
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- Select the Institute and click on Send/Re-send Credentials to activate the Institute credentials.
- Credentials are sent to Institute head Mobile and Email.
- A message appears as follows:

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• Click on OK.

Institute Login

- Secured credentials are sent to Institute head's mobile and Email.
- Using the provided credentials login to the website for further process.
- A page appears as shown:



• A page appears as shown:

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	USER NAME:Charitha School of Nursing, Surya Rao Pet, Vijayawada	4.
Home		
Admission Entry		
Registration		
Applicants		
Payments & Forwarding		
Payment Receipts		
Rejected		
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Admission Entry

- From the left-menu, select Admission Entry.
- A page appears as shown:

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Registration

- From the left-menu, select Registration.
- Select Admission year and Course.

	Andhra Pradesh Nursing Council Nurses Registration & Tracking System
	USER NAME:Charitha School of Nursing, Surya Rao Pet, Vijayawada 🔒 💌
Home Admission Entry Registration Applicants Payments & Forwarding Payment Receipts Rejected	Admission Year 2011-2012 Course B.Sc. N SEARCH
 Click Search A registration f Input the detail 	form appears. Is and submit the application.
IRTS – A product for Ir	ndian Nursing Council by INFORMATICS CENTRE Hyderabad Page 12



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Applicants

- Select Applicants from the Left-menu.
- Select Admission year and course.
- Click Search.
- List of courses registered in the year appears:

				USER NAME:	Charitha School of Nursing, Surya	Rao Pet, Vijayawada
Home Admission Entry				Registration of Nurse		
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Authentication

• Select each application, click on Click here to Authenticate.

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AADHAAR NO		XXXXXX8203	
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ADDRESS LINE-2		TEST	
LOCALITY		TEST	
STATE		ANDHRA PRADESH	
DISTRICT	TALLIKA	KHAMMAM	
VILLAGE	Income.	BURADARAGHABAPURAM	
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IS THE PRESENT	ADDRESS SAME AS PERMANENT ADDRESS	YES	
	ER	8237236464	
ALTERNATE MOR	- BILE NUMBER		
EMAIL ADDRESS		TESTHEAD@GMAIL.COM	
ALTERNATE EMA	IL ADDRESS	Julith Detaile	
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		Basic Qualification Details	
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TYPE OF THE IN	STITUTE	PRIVATE	
NAME OF THE U	NIVERSITY / BOARD		
COURSE FROM E	DATE	01-01-2011	
EXAM HELD IN T	HE MONTH/YEAR	01-01-2015 MAR 2016	
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2ND YEAR MARK	SHEET		
3RD YEAR MARK	SHEET		
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41H YEAR MARK	JILLI		
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• Select either Authenticate with Secuzen or Authenticate with Morpho for authenticating the candidate.

Aadhaa	r Authentication.
	Aadhaar Status::Pending Aadhaar No*
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Subi	mit Close
Capture the Finger and click c	on Submit.

Photo Capture

• Click on click here to photo capture.





	Photo Capture
Photo Capture Details	Here is your image:
	Take Snapshot SUBMIT
• Click on Submit.	The LAN ST
Photo Captured Succes	sfully ОК
Click Ok.	
 tificates Upload Click on Certificates to 	be uploaded to upload the certificates.
S – A product for Indian Ni	ursing Council by INFORMATICS Hyderabad Page 17

User Operation Guide for NRTS - Primary Registration







NRTS – A product for Indian Nursing Council by INFORMATICS CENTRE



• Do the same to all the applications.

Payment

• Select the applications ready for payment process.

ision Entry tration	Go Back	ITUTE N/	AME:	Ch Vija	aritha School of ayawada	Nursing, Surya Rao Pet,	ADMISSION YEAR:	2011-2012
ents & Forwarding	SNO	Regld	Applicant Name	Course	Date of Birth	Aadhaar Status	Photo Status	Certificates Status
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	2	650	TestTwo	B4Y	17-06-2000	Authenticated Successfully	Captured Successfully	Certificates Uploaded Success

Click on OK to proceed. ٠







Payment

There are 4 different payment modes.

- 1. Cash
- 2. DD
- 3. Cheque
- 4. Payment-gateway

Cash

- Select Cash in Payment mode.
- Accept the Terms& Conditions by checking the checkbox.

PAYMENT DETAILS	
Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary 🗸
Payment Mode	Cash 🗸
By proceeding I/We agree to the Terms & Conditions and hat Cancellation & Refund Policy and Privacy Policy.	ve read and understood the

Note *: Don't Refresh/Reload the Page

• Click on Submit to pay.

Demand draft- DD

- Select DD in the payment mode.
- Provide DD number and DD date.
- Accept the Terms& Conditions by checking the checkbox.







User Operation	Guide for	NRTS – Primary	Registration
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PrimaryTest primaryyy@gmail.com 9384737623 Rs 500 INR.
primaryyy@gmail.com 9384737623 Rs 500 INR.
9384737623 Rs 500 INR.
Rs 500 INR.
Primary 🗸
DD ~
7384/293
17-06-2020
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Note *: Don't Refresh/Reload the Page

• Click on Submit to complete the payment.

Cheque

- Select Cheque in payment mode.
- Provide Cheque number and date of the cheque.
- Accept the Terms& Conditions by checking the checkbox.

Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary
Payment Mode	DD
DD/CHEQUE Number*	7384/293
DD/CHEQUE Date *	17-06-2020
By proceeding I/We agree to the Terms & Conditions Cancellation & Refund Policy and Privacy Policy.	and have read and understood
Submit	

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• Click on Submit to complete the Payment.

Payment gateway

- Select Payment gateway in the payment mode.
- Accept the Terms& Conditions by checking the checkbox.

PAYMENT DETAILS	
Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary ~
Payment Mode	Payment-Gatew: 🗸
By proceeding I/We agree to the Terms & Conditions and hat Cancellation & Refund Policy and Privacy Policy.	ave read and understood the
Note *: Don't Refresh/Reload the Page Click on Submit to complete the Payment.	7







	PAYMENT RECEIPT DETAILS	
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Ord	der Id	PRI20200617075710
Cu	istomer ID	BULB4Y150
Am	nount in Rs	Rs 1000 INR.
Ba	InkTransactionNo	
Sta	atus of the Transaction	Success
Dat	te & Time of the Transaction	17-06-2020 07:57:10
Rei	emarks	

Payment Receipts

• Click on Payment receipts from the left-menu.

1

	Andhra Pradesh Nursing Council Nurses Registration & Tracking System							
	USER NAME:Charitha School of Nursing, Surya Rao Pet, Vijayawada 🔒 🔻							
Home								
Admission Entry	Go Bao	ck						
Registration	Payment Receipts							
Applicants								
Payments & Forwarding	Show 10	✓ entries						
Payment Receipts	S.NO	Bulk Reference ID	Net Amount Paid in (Rs)	Admission Year	Created Date			
Rejected	1	BULB4Y150	1000	2011	17-06-2020			
	L							

• Click on Reference ID to get the receipts.

NRTS – A product for Indian Nursing Council by INFORMATICS

User Operation Guide for NRTS - Primary Registration



Forward the applications

• To forward the applications, select Payments& Forwarding from the left-menu.

A CONTRACTOR OF	Andhra Pradesh Nursing Council NURSES REGISTRICTION & TROCKING SUSTEM								
Home Admission Entry Registration	9	BSC - 0 GNM - 0 ANM - 0 TOTAL - 0	Θ	USER NAME:Charitha School of Nursi BSC - 4 GNM - 0 ANM - 0 TOTAL - 4	ng, Surya Rao Pet, Vijayawada 🛛 🛔 🔻				
Payments & Forwarding Payment Receipts Rejected	Pending Pending Applications For Pay	ment	Pending Pending Aplications After Pa	yment					
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OK

Cancel



Are you sure you want to Forward the selected applications to the Superintendent

- Confirm the message by clicking OK.
- Successfully applications are forwarded to SNRC.

Contact Us

Share your feedback/ Queries with us, please write to us at:<u>mailto:inctechhelp@gmail.com</u>



