



NRTS ENROLMENT REGISTRATION

User Manual- Nurse

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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.

Enrolment Registration is the process by which an individual nurse can register and get NUID number along with digital signature.

Nurse can undergo this process in three different means. Through any of them, a nurse can get his NUID number and Digital signature.

Indian Nursing Council
Nurses Registration & Tracking System

Enrollments: 655521
Aadhaar Verified: 635986
Approval: 307542
NUID Issued: 102685

Attention of Nurses Invited
[Click here for Hindi version]

The immediate attention of those nurses who have registered themselves in the Nurses Registration & Tracking System (NRTS) at <http://nrtis.indiannursingcouncil.gov.in> is invited that, their Aadhaar based biometric authentication will be done at respective State Nursing Councils. For this, they should contact their respective State Nursing Councils with a prior appointment. Till the appointment is taken, no Nurse should directly visit the State Nursing Council for this purpose. If any clarification/ errors you encounter with respect to NRTS, you are requested to submit the same by clicking on the button "HELP/DESK".

Objectives of Nurses Registration & Tracking System (NRTS)

1. Free Enrolment of Nurses - Hassel free registration and linked with Aadhaar based biometric authentication.
2. Simplified Registration and has integrated uniform system across the country.
3. Empower Nurses with National Unique Identity Number (NUID).
4. Renewal of licence once in five years linked with 150 hours of Continuing Nursing Education (CNE).
5. Candidates getting NUID Card will get the incentive of 30 hours of

Important

1. Enrolment Agency M/s. FINO PayTech will visit all CHCs, PHCs and the hospitals (both public and private) for enrolling Nurses Data.
2. Nurses who have enrolled themselves through internet at <http://nrtis.indiannursingcouncil.gov.in> will have to visit respective State Nursing Councils for the purpose of Aadhaar based biometric authentication. M/s. FINO PayTech will not do their Aadhaar based biometric authentication.

Login

User Id (Username)

Password

Nurse/SNSC/2nd/3rd/4th Agency

[FAQS](#) [HELP-DESK](#)
Reset Password

URL

<https://nrtis.indiannursingcouncil.gov.in/login.nic>

Roles

Following 5 roles are involved in this process.

1. Nurse
2. Agent
3. Super-Agent
4. Superintendent
5. Registrar

Activities at a glance

1. Nurse

▶ Register
▶ Login
▶ Enter Nurse details
▶ Aadhar Authentication
▶ Declaration
▶ Forward to higher level



2. Super-Agent

▶ Login
▶ Enter Nurse details
▶ Aadhar Authentication
▶ Declaration
▶ Forward to higher level

3. Superintendent

▶ Login
▶ Enter Nurse details
▶ Aadhar Authentication
▶ Declaration
▶ Approve/ Reject

4. Registrar

▶ Login
▶ Check Nurse details
▶ Approve/ Reject
▶ Digital Sign

Types of Enrolments

There are three different types of enrolments, they are:

1. Individual Nurse
2. Agent
3. Superintendent

1. Enrolment by Individual Nurse

Every individual nurse can enroll for State Nursing Council. For this process, Nurse needs to register.

Process at a glance

- **Submission of Form:** Applicant enrolls and submits the form to superintendent.
- **Verification by superintendent:** Superintendent verifies the form by capturing biometric and live photo along with certificate verification. In case of any discrepancy, the form is reverted to the applicant.
- **Verification by Registrar:** On approval of superintendent, registrar continues verification. In case of any discrepancy, the application is reverted to superintendent.
- **Digital Signing:** On approval of registrar, application is eligible for digital signing.



WorkFlow

- The workflow of the Enrolment process is as shown in Figure 1.

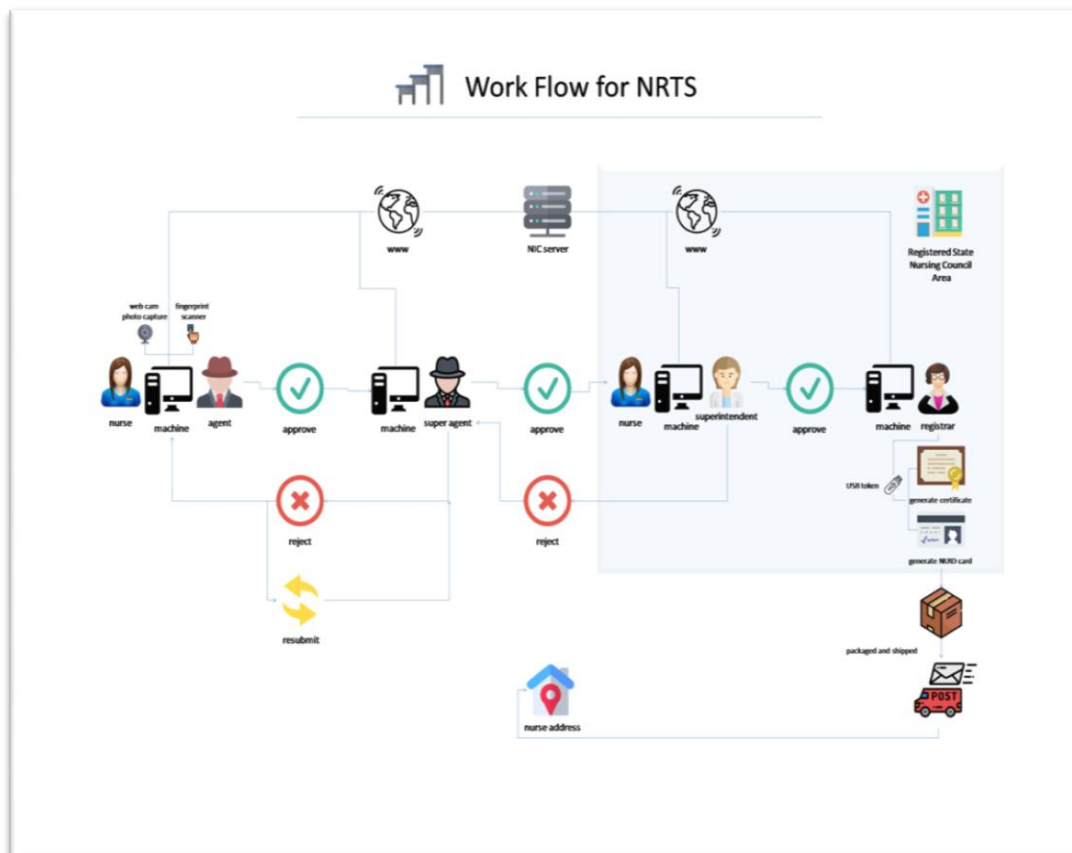


Figure 1

- Figure 1 describes the workflow of enrolment registration.

Nurse

For successful registration, nurse undergoes following steps:

Registration by Nurse

- Open our website (<https://nrts.indiannursingcouncil.gov.in/login.nic>).
- Click on **New User** (Figure 2) to register and create a user-id and password.



Figure 2

- When Nurse Clicks on **New User**, a page appears with several options.



Select Which Module You Want to Register

Enrolment Registration
 Primary Registration

Reciprocal/Renewal/Additional Registration
 Institute Registration

Figure 3

- A selection box appears as shown in Figure 3.
- Select **Enrolment Registration** for this enrolment process.
- A form is displayed as shown in Figure 4; fill the form by providing relevant details.
- Select **Nurse** if you are enrolling for nurse and Select **Enrolment Agent** if you are enrolling for agent, super-agent.



Select Which Module You Want to Register

Enrolment Registration
 Primary Registration

Reciprocal/Renewal/Additional Registration
 Institute Registration

Register

Email Id (Username)

Password

Retype-Password

Role Type Enrolment Agency Nurse

Registered As

Registration Number

State

Full Name

Email

Mobile

[Back to Login](#)

Figure 4

- After successfully registering, click on “Back to login”.



Login

- Enter the Username and Password along with CAPTCHA to authenticate and access the application.
- Select **Enter Nurse Details** from the left menu as shown in the Figure 5.

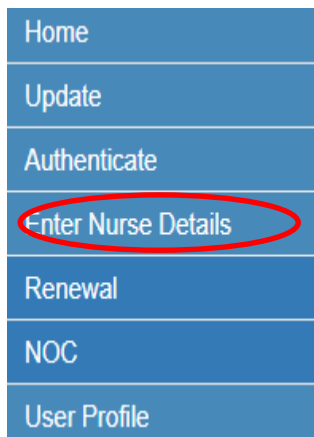


Figure 5

- When Nurse selects **Enter Nurse Details** (Figure 6), he is able to visualize a form asking several details in tabs.

Figure 6

- ❖ New Registration details
 - Fill all the details as shown in Figure 7.



Figure 7

- After submitting the form, Nurse gets a prompt message as shown in Figure 8.
- Saying “Data Successfully Stored. Record ID is*****”. This record ID is useful to track the details of enrolled nurse.

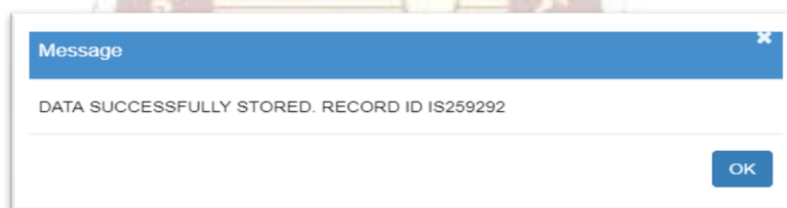


Figure 8

- Enter remaining details such as:
 - ❖ Personal details
 - A form appears as shown in Figure 9.
 - Enter all the details and submit the form.



Andhra Pradesh Nursing Council
Nurses Registration & Tracking System

USER NAME: Enrolment Test

<ul style="list-style-type: none"> Home Update Authenticate Enter Nurse Details Renewal NOC 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">New Registration</td> <td style="width: 10%; border: 2px solid red;">Personal</td> <td style="width: 10%;">Basic Qualification</td> <td style="width: 10%;">Addl. Qualification</td> <td style="width: 10%;">Service</td> <td style="width: 10%;">Uploads</td> <td style="width: 10%;">Report</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Applicant Name</td> <td colspan="2" style="text-align: center;">Enrolment Registration Test</td> <td colspan="2" style="text-align: center;">Applicant Number</td> <td colspan="2" style="text-align: center;">695069</td> </tr> <tr> <td colspan="2"></td> <td colspan="2" style="text-align: center;">DOB</td> <td colspan="2" style="text-align: center;">01-01-1980</td> <td colspan="2"></td> </tr> <tr> <td colspan="8" style="text-align: center; background-color: #4f81bd; color: white;">PERSONAL DETAILS</td> </tr> <tr> <td colspan="3">Father Name*</td> <td colspan="3">Mother Name*</td> <td colspan="2">Gender</td> </tr> <tr> <td colspan="3"><input type="text"/></td> <td colspan="3"><input type="text"/></td> <td colspan="2">---select---</td> </tr> <tr> <td colspan="3">Marital Status</td> <td colspan="3">Spouse Name</td> <td colspan="2">Social Status</td> </tr> <tr> <td colspan="3">---select---</td> <td colspan="3"><input type="text"/></td> <td colspan="2">---select---</td> </tr> <tr> <td colspan="3">Religion</td> <td colspan="3">Nationality</td> <td colspan="2">Domicile(State)</td> </tr> <tr> <td colspan="3">---select---</td> <td colspan="3">---select---</td> <td colspan="2">---select---</td> </tr> <tr> <td colspan="8">Whether Change of Name is Required different from Certificate*</td> </tr> <tr> <td colspan="8">---select---</td> </tr> <tr> <td colspan="8" style="text-align: center; background-color: #4f81bd; color: white;">CONTACT DETAILS</td> </tr> <tr> <td colspan="3">Address Line-1*</td> <td colspan="3">Address Line-2*</td> <td colspan="2">Address Line-3*</td> </tr> <tr> <td colspan="3"><input type="text"/></td> <td colspan="3"><input type="text"/></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="3">Locality*</td> <td colspan="3">State*</td> <td colspan="2">District*</td> </tr> <tr> <td colspan="3"><input type="text"/></td> <td colspan="3">---select---</td> <td colspan="2">---select---</td> </tr> <tr> <td colspan="3">Block/Mandal*</td> <td colspan="3">Village</td> <td colspan="2">Zip/Pin code*</td> </tr> <tr> <td colspan="3">---select---</td> <td colspan="3">---select---</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="8">Is the Present Address Same as Permanent Address*</td> </tr> <tr> <td colspan="8" style="text-align: center;"> <input checked="" type="radio"/> yes <input type="radio"/> no </td> </tr> <tr> <td colspan="3">Mobile Number*</td> <td colspan="3">Landline Number</td> <td colspan="2">Email address*</td> </tr> <tr> <td colspan="3"><input type="text"/></td> <td colspan="3"><input type="text"/></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="3">Alternate Mobile Number</td> <td colspan="3">Alternate Email address</td> <td colspan="2"></td> </tr> <tr> <td colspan="3"><input type="text"/></td> <td colspan="3"><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="8" style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> </td> </tr> </table>	New Registration	Personal	Basic Qualification	Addl. Qualification	Service	Uploads	Report		Applicant Name		Enrolment Registration Test		Applicant Number		695069				DOB		01-01-1980				PERSONAL DETAILS								Father Name*			Mother Name*			Gender		<input type="text"/>			<input type="text"/>			---select---		Marital Status			Spouse Name			Social Status		---select---			<input type="text"/>			---select---		Religion			Nationality			Domicile(State)		---select---			---select---			---select---		Whether Change of Name is Required different from Certificate*								---select---								CONTACT DETAILS								Address Line-1*			Address Line-2*			Address Line-3*		<input type="text"/>			<input type="text"/>			<input type="text"/>		Locality*			State*			District*		<input type="text"/>			---select---			---select---		Block/Mandal*			Village			Zip/Pin code*		---select---			---select---			<input type="text"/>		Is the Present Address Same as Permanent Address*								<input checked="" type="radio"/> yes <input type="radio"/> no								Mobile Number*			Landline Number			Email address*		<input type="text"/>			<input type="text"/>			<input type="text"/>		Alternate Mobile Number			Alternate Email address					<input type="text"/>			<input type="text"/>					<input type="button" value="Submit"/> <input type="button" value="Reset"/>							
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Figure 9



❖ Basic Qualification details

- Nurse can view a form as shown in the Figure 10.
- Enter all the relevant details and submit the form.

Figure 10

- When you click on **Submit**, a confirmation box (Figure 11) appears asking for confirmation whether both the primary state council and institutes are same or not.

Figure 11



- If both the **primary state council** and **institute** match, then the application will transfer to the respective primary state council, if not it reaches to other state.
 - ❖ Additional Qualification details
 - Fill additional Qualifications tab.
 - If nurse has any additional qualifications, nurse needs to select **Yes** under **whether acquired Addl.Qualifications**.
 - If yes, should fill them form:

USER NAME:AGENT,ANDHRA PRADESH

Home
Search & Edit
Transfer Initiation
Enter Nurse Details(Secuzen)
Enter Nurse Details(Morpho)

New Registration with Aadhaar Authentication Personal Basic Qualification **Addl. Qualification** Service File Upload Photo Capture Report

Applicant Name shiva Applicant Number 654985 DOB 01-01-1980

Addl. Qualification Details

Whether acquired Addl. Qualification:
Yes

PB PB B.Sc M.Sc

Diploma

Advanced Nursing Qualification M.Phil Ph.D

PB Diploma Details

State * Type of the Institute * Name of the Institute *

ANDHRA PRADESH Government SCHOOL OF NURSING M H SECL

Name of University/Board * Year of Passing PB Diploma Category

COMMON BOARD OF EXAMINA 2002 Critical Care Nursing

Duration of Course

From Date* To Date*

29-10-2019 29-10-2019

Submit Reset

Figure 12

- If **No**, click no and click on Service (immediate next tab of additional qualifications).



Andhra Pradesh Nursing Council
Nurses Registration & Tracking System

USER NAME:Enrolment Registration

Home	New Registration	Personal	Basic Qualification	Addl. Qualification	Service	Uploads	Report
------	------------------	----------	---------------------	---------------------	---------	---------	--------

Applicant Name Enrolment Reg Test Applicant Number 695130 DOB 01-01-1980

Addl.Qualification Details

Whether acquired Addl.Qualification:

----select----

- ❖ Service / Employment details
 - Fill the details of your experience.

Andhra Pradesh Nursing Council
Nurses Registration & Tracking System

USER NAME:Enrolment Registration

Home	New Registration	Personal	Basic Qualification	Addl. Qualification	Service	Uploads	Report
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Applicant Name Enrolment Reg Test Applicant Number 695130 DOB 01-01-1980

Employment Details

Whether Employed

Yes

Parent Council State Registered As Designation

ANDHRA PRADESH RANM CASUALTY WARD

Gross Total Emoluments Per Month (In Rs.) EPF Number

11000

Employer Details

Whether Current Employment belongs to

INIDA ABROAD

Name of Institute* Sector* Institution Category*

Institute Private HOSPITAL

Institution State* Institution District* Institution Block*

ANDHRA PRADESH Hyderabad APOLLO LIFE 5TH FLOOR

Institution Village Zip Code

HYDREBAD 675437

Submit Reset



❖ Uploads

- Upload the Facsimile of:
 - 10th Class or DOB Proof
 - Signature
 - Registration Certificate
 - Additional Qualification certificate



- Home
- Update
- Authenticate
- Enter Nurse Details
- Renewal
- NOC

USER NAME: Enrolment Registration

New Registration	Personal	Basic Qualification	Addl. Qualification	Service	Uploads	Report
Applicant Name: Enrolment Reg Test Applicant Number: 695130 DOB: 01-01-1980						
Qualification and Registration Certificates Upload						
1. Class-X certificate/Proof of DOB		<input type="text" value="Choose File"/> certificate.jpg (Only JPEG, JPG, PNG of up to 100 KB SIZE)		<input type="text" value=""/>		
2. Signature Upload		<input type="text" value="Choose File"/> sign.jpg (Only JPEG, JPG, PNG of up to 100 KB SIZE)		<input type="text" value=""/>		
3. Registration Certificates		<input type="text" value="Choose File"/> certifi.png (Only JPEG, JPG, PNG of up to 100 KB SIZE)		<input type="text" value=""/>		
4. Additional Qualification Certificate		<input type="text" value="Choose File"/> certificate.jpg (Only JPEG, JPG, PNG of up to 100 KB SIZE)		<input type="text" value=""/>		
<input type="button" value="Save"/>						



- Report

- Review the details that you've entered and submit the form.



- Home
- Update
- Authenticate
- Enter Nurse Details
- Renewal
- NOC

New Registration Personal Basic Qualification Addl. Qualification Service Uploads **Report**

Applicant Name : Enrolment Reg Test Applicant Number : 695130 DOB : 01-01-1980

FULL REPORT

New Registration Details :

APPLICANT NAME:	ENROLMENT REG TEST	DATE OF BIRTH:	01-01-1980	AADHAR NO:	XXXXXXXX2336	REGISTRATION NUMBER:	334
REGISTERED AS :	RANM	MIDWIFE REGISTRATION NO:		STATE NURSING REGISTRATION COUNCIL:	ANDHRA PRADESH NURSES MIDWIVES AND HEALTH VISITORS COUNCIL, VIJAYAWADA		

Personal Details :

FATHER NAME:	FATHER	GENDER:	FEMALE	MARITAL STATUS:	SINGLE	SPOUSE:	
CHANGE OF NAME :	NO	SOCIAL STATUS:	BC	RELIGION:	HINDU	NATIONALITY:	INDIA
DOMICILE(STATE):	ANDHRA PRADESH						

Contact Details:

PRESENT ADDRESS:							
ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	LOCALITY	LOCALITY	
STATE	ANDHRA PRADESH	DISTRICT	KHAMMAM	BLOCK/MANDAL	ENKUR	VILLAGE	BURADARAGHABAPURAM
ZIP/PIN CODE	344554	SAME ADDRESS	YES				
PERMANANT ADDRESS:							
ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4	ADDRESS 5	LOCALITY	LOCALITY	
STATE	ANDHRA PRADESH	DISTRICT	KHAMMAM	BLOCK/MANDAL	ENKUR	VILLAGE	BURADARAGHABAPURAM
MOBILE NUMBER	9832738476	LANDLINE NUMBER		EMAIL	ENROLMENT1@GMAIL.COM		
ALTERNATE MOBILE	ALTERNATE EMAIL						

Basic Qualification Details :

10th Class			
NAME OF THE BOARD	CBSE	YEAR OF PASSING	1993
12th Class			
UNIVERSITY/BOARD	BOARD OF NURSING EDUCATION NURSES LEAGUE OF THE C.M.A.I (SOUTH INDIA BRANCH)	YEAR OF PASSING	1991
ANM Details			
NAME OF THE INSTITUTE	SCHOOL OF NURSING GANDHI HOSPITAL	TYPE OF THE INSTITUTE	GOVERNMENT
NAME OF UNIVERSITY/BOARD	DR. N.T.R UNIVERSITY OF HEALTH SCIENCES, A.P., VIJAYAWADA	YEAR OF PASSING	2000
FROM DATE	30-07-2019	TO DATE	30-07-2019
REGISTRATION NUMBER		DATE OF REGISTRATION	30-07-2019

Addl. Qualification Details :

PB Diploma							
NAME OF THE INSTITUTE	AMERICAN NRI COLLEGE OF NURSING, BHEEMUNIPATNAM, VISAKHAPATNAM	TYPE OF THE INSTITUTE	PRIVATE	NAME OF UNIVERSITY	ANDHRA UNIVERSITY		
YEAR OF PASSING	1991	P.B DIPLOMA CATEGORY	NEPHRO & UROLOGY NURSING				
DURATION OF COURSE FROM DATE	30-07-2019	DURATION OF COURSE TO DATE	30-07-2019				

Service Details

PARENT COUNCIL STATE	ANDHRA PRADESH	REGISTERED AS	RANM	DESIGNATION	CASUALTY WARD	GROSS EMOLUMENT (IN RS)	11000
EPF NUMBER	WHETHER CURRENT EMPLOYMENT BELONGS TO			INDIA	COUNTRY		
NAME OF INSTITUTE	INSTITUTE	SECTOR	PRIVATE	INSTITUTION CATEGORY	HOSPITAL	INSTITUTION STATE	ANDHRA PRADESH
INSTITUTION DISTRICT	HYDERABAD	INSTITUTION BLOCK	APOLLO LIFE 5TH FLOOR	INSTITUTION VILLAGE	HYDERBAD	PIN CODE	675437

Uploads :

PROOF OF DOB-	SIGNATURE UPLOAD-	ADDITIONAL CERTIFICATE-
REGISTRATION CERTIFICATES-		

Aadhaar Authentication Status:

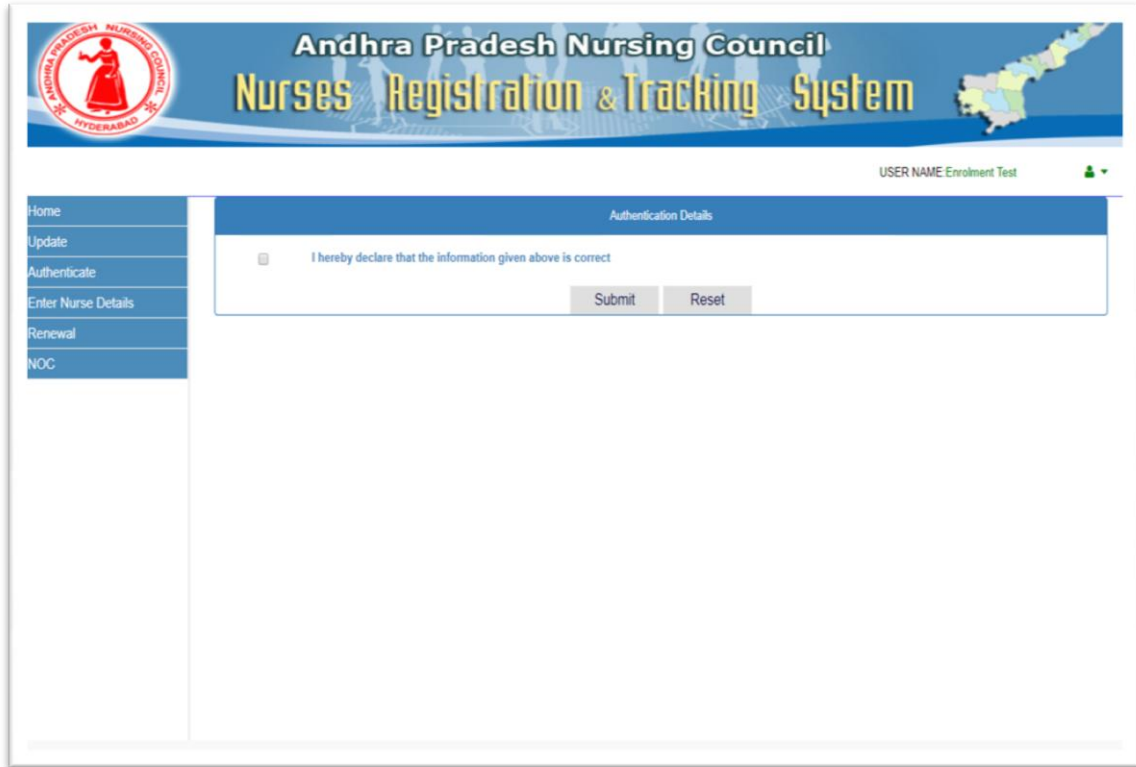
AADHAAR AUTHENTICATION STATUS: **NOT AUTHENTICATED**

Print this page



Declaration

- After successful registration, click on **Authenticate** from the left menu.
- By clicking the check box nurse agrees that every details he had submitted is true.



- When nurse submits the form, he can see a successful message.



- Now, this application reaches superintendent.



2. Enrolment by Agent

Agent is a person who does registration for nurse. This agent will have all the necessary devices like secuzen or morpho for biometry purpose and webcam for photo capture purpose.

Process at a glance

- Nurse also can enroll from State agent too. An application enrolled by Agent forwards to super-agent.
- Forwarded applications from super-agent approaches superintendent. In case of any discrepancy, the form is reverted to the applicant.
- When superintendent forwards applications, it reaches Registrar. In case of any discrepancy, the form is reverted to the superintendent.
- Later it undergoes for digital signature.

3. Enrolment by Superintendent

Process at a glance

- Nurse can also enroll from superintendent.
 - When nurse apply from superintendent, then it will directly reaches registrar, and then if registrar approves the application, then it'll undergo for digital signing process.
- For this process, nurse need to get all required documents to superintendent and should also provide biometric.

