THE UNITED REPUBLIC OF TANZANIA

Ministry of Health, Community Development, Gender, Elders and Children

Health Practitioners Registration System (HPRS)

User Guide

Version 1.0

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Contents

INTRODUCTION

Health Practitioner Registration System (HPRS) is the system for professional registration and licensing. The system captures information of practitioners used in registration andlicensing among the five professional councils in Tanzania. These councils are

1. Medical Radiology and Imaging Council (MRIPC)

2. Health Laboratory Practitioners Council (HLPC)

3. Environmental Health Practitioners Registration Council
4. Optometry Council of Tanzania (OCT)
5. Traditional and Alternative Health Practitioners Council (TAHPC)

OBJECTIVES

The main objective of this document is to provide guidance in using the system such that when used in fully it will assist in administration.

TARGET USERS

User guide is written to provide guidance in using this HPRS system

1. Practitioners
2. Registrar
3. Council Board Member
4. Accountant

1. HOW TO ACCESS THE SYSTEM

Prerequisites:

1. Internet Connection

2. Web browser eg Google chrome, Mozilla Firefox etc

Steps to access the system

1. Open the web-Browser of your choice whether Internet Explorer, Chrome, Mozilla Firefox, Safari, Edge, etc.

2. In the Address Bar, type hprs.moh.go.tz. When successful, the landing page to the HPRS displays as shown below.
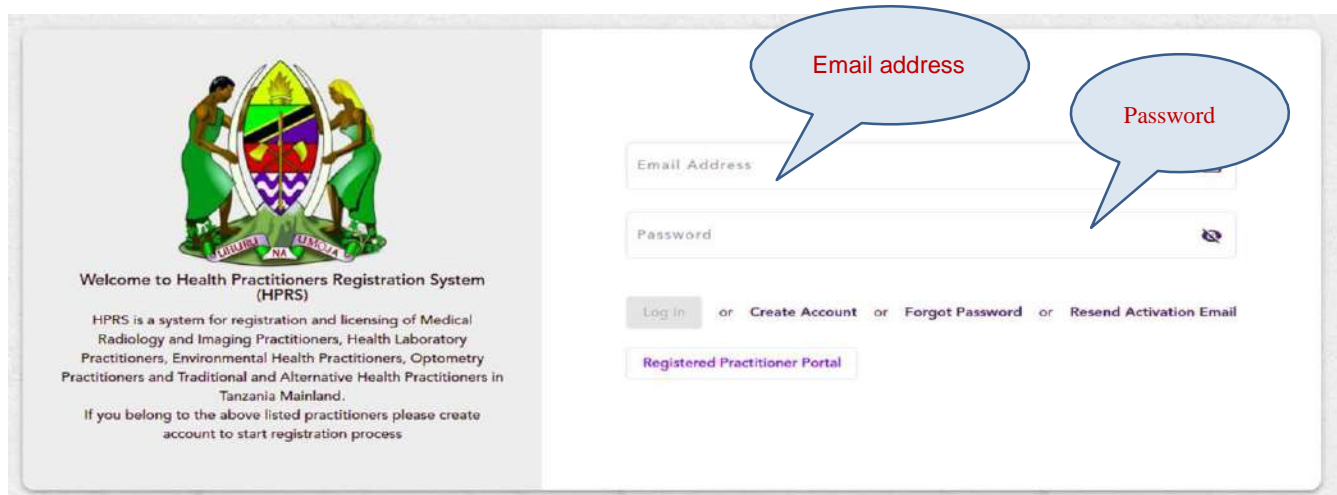

Figure 1: HPRS landing page

2. ACCOUNTANT MANAGEMENT

2.1. Creating Account

To create an account, click on "Click Account" on the landing page and fill in the email address and password, then confirm the password (password must match). Refers to the picture below
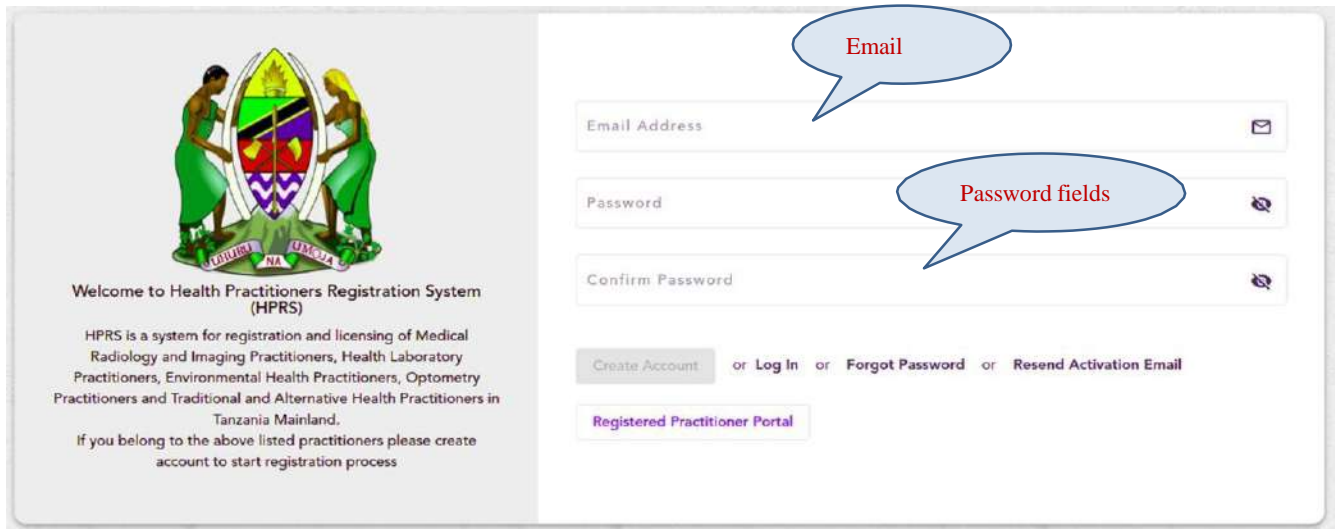
Figure 2: Creating account page

2.2. Activating Account

When an account is created successfully, an activation link is sent to the email address you used in creating the account.

1. Open the mail from HPRS and click *"activate now"*

Figure 3: Account Activation

Note: Email address you used in account creation must be accessible and manageable r. When activation link is not received Click on *"Resend Activation Email"*

2.3. Login

After you have successfully activated your account;

1. insert email address on email address field
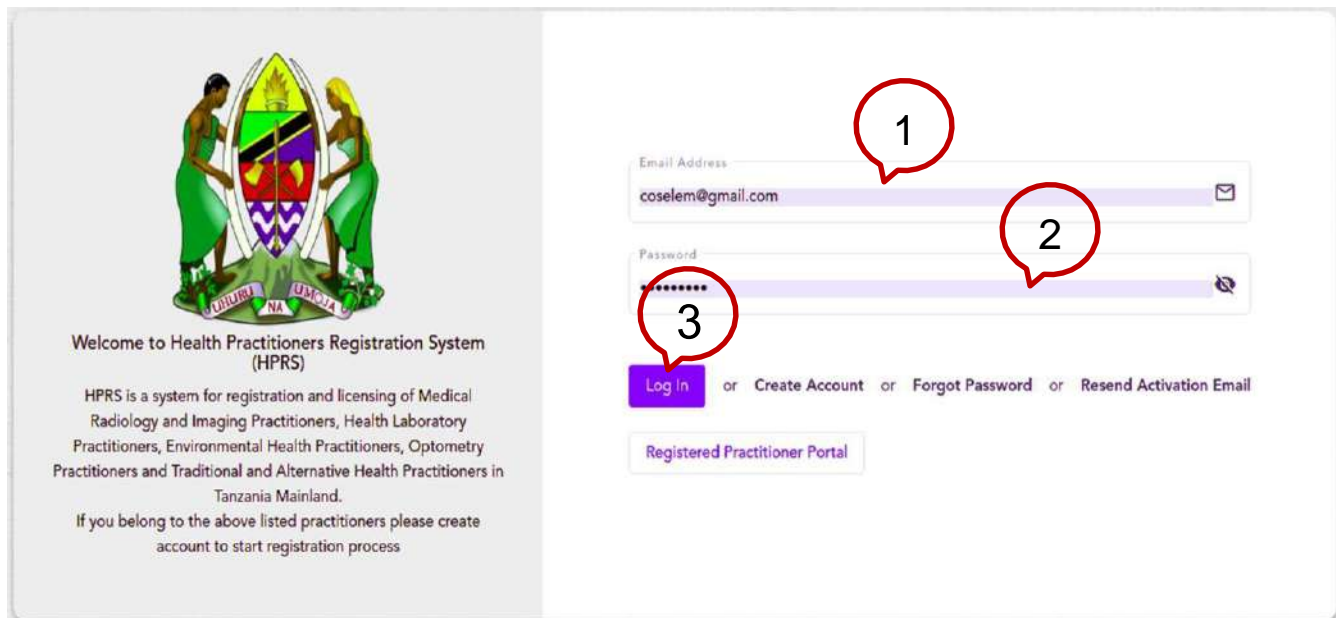2. Enter password on password field and click login

Figure 4: System Login Page

2.4. Resetting Password

When you have forgotten your password,

1. Click on the forgot password link on the landing page
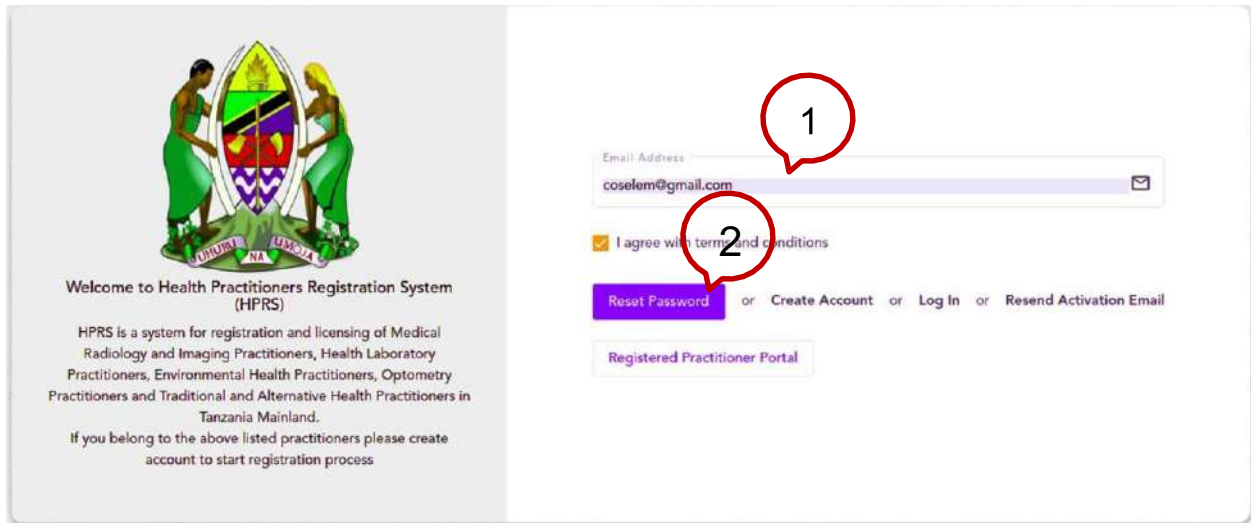2. Enter the email address, agree terms and conditions and submit.

Figure 5: Resetting password

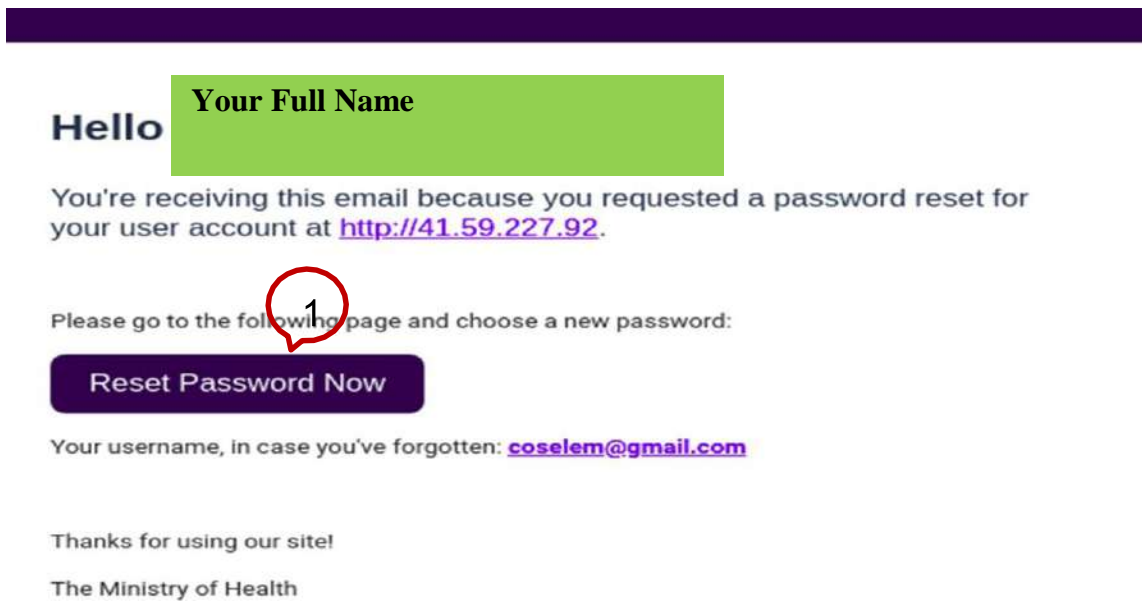3. Password reset link will be sent to your email address.

Figure 6: Password reset link

4. Reset and login

To reset password

    1. Enter New password

2. Confirm password, lastly save password.

Figure 7: New Password reset

3.   PROFILE MANAGEMENT

When login is successful after self-registration, you will be provided with a practitioner's role such that you will be able to update profile, apply for registration, make payment and track registration process through notification provided at every action done on your application. The following picture gives illustration of landing page after login
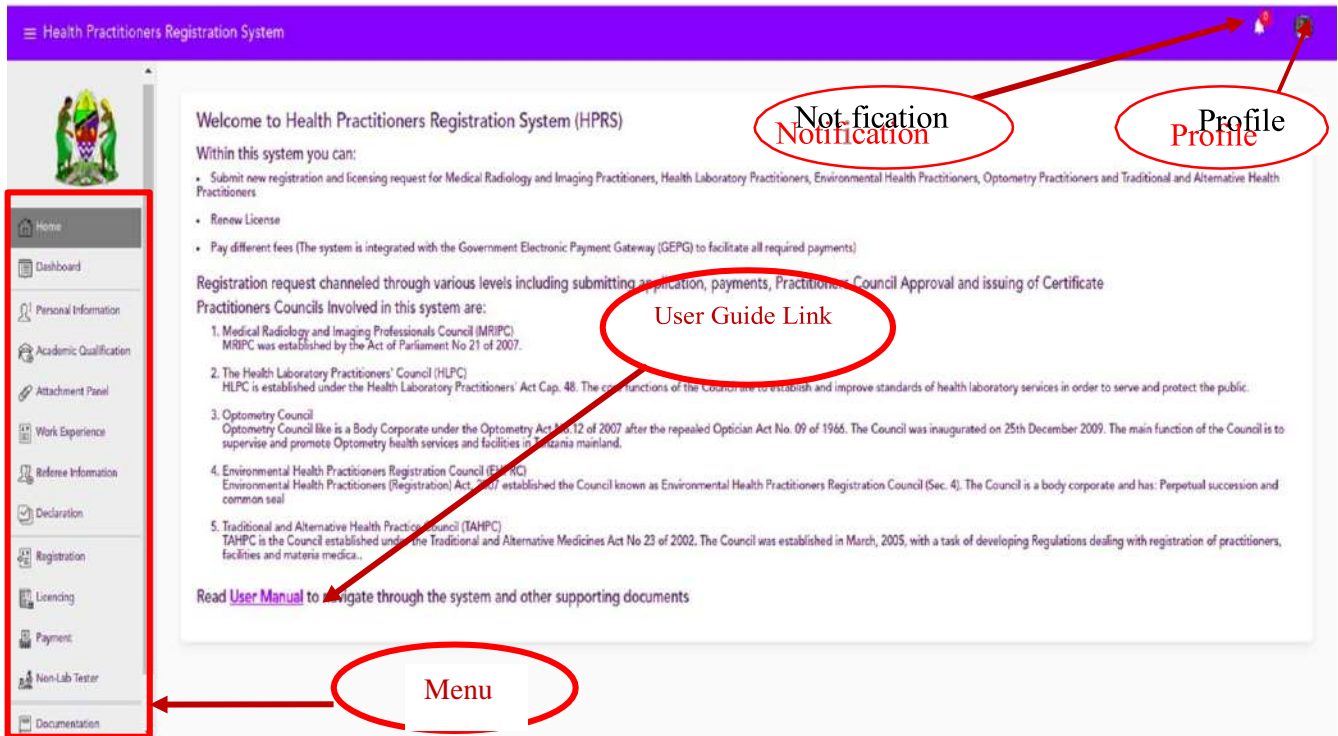
Figure 8: First login landing page

Descriptions

1. Sidebar/Menu-where you will be accessing different details

2. User manual link

3. Notification-tracking application process through receiving updates on application status

4. Profile-User profile

After login, you are supposed to update his/her profile by uploading the current passport size.

Steps to update profile

1. Click on your profile avatar as described above > Profile

2. Click on image avatar and you will be directed to the location of photos in your computer, navigate to the photo to use. Resize option is available (maximum passport size capacity is 502KB)
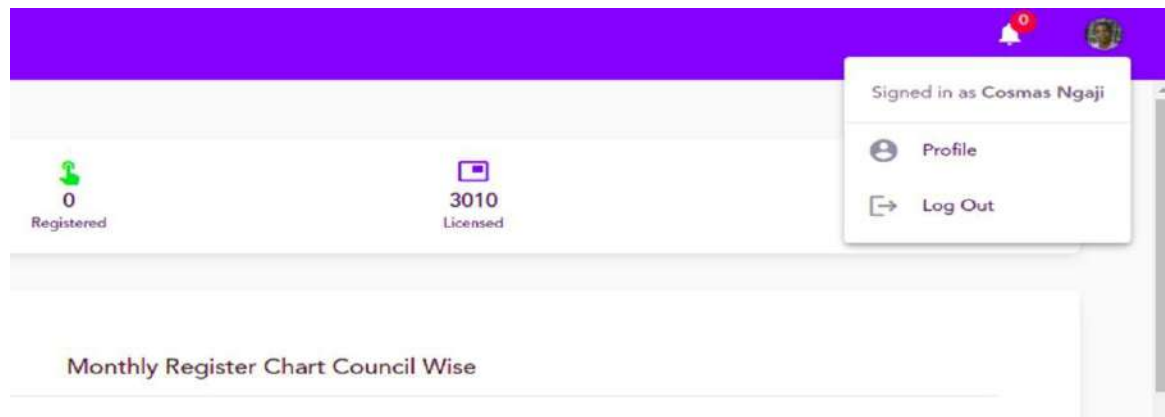
*Figure 9: Profile and Notification*

To logout from the system

1. Click on your profile

2. Click logout and the session will be closed

Notifications

Notifications are presented to the applicant after registrar or council board starting making decision on your application.

To access notification,

1. click on notification icon and available notification will be previewed as shown below
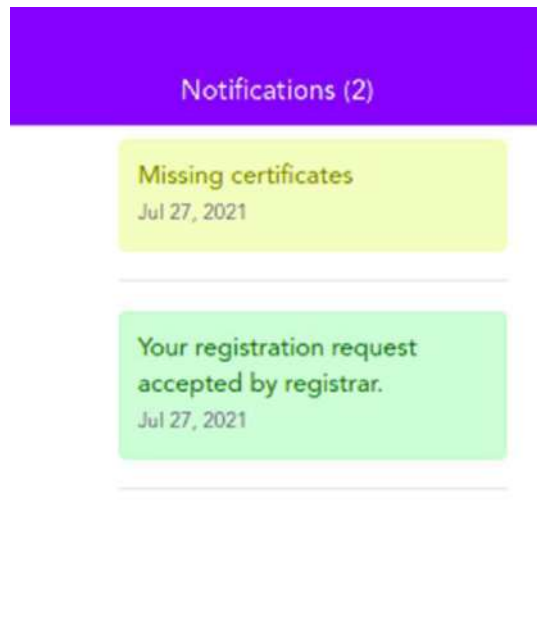
Figure 10: Sample Notifications

3.1. Personal Information

3.1.1. Basic Information

To add or update basic information

1. Click on Personal information in sidebar/menu (page open with basic info as default page)

2. Click on edit/update details (Fill on data or update fields of interest and save/update)
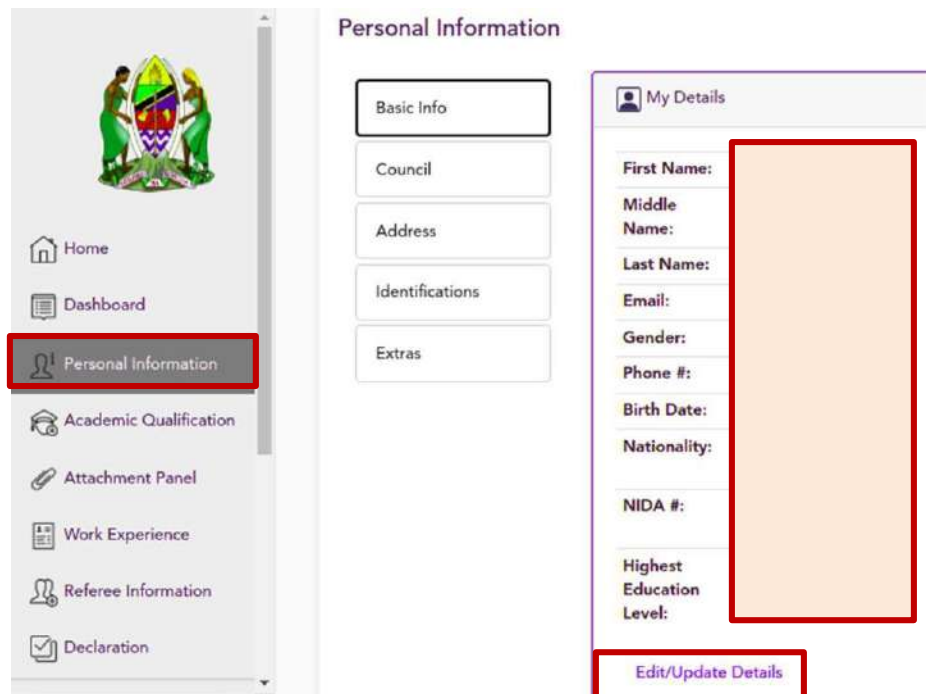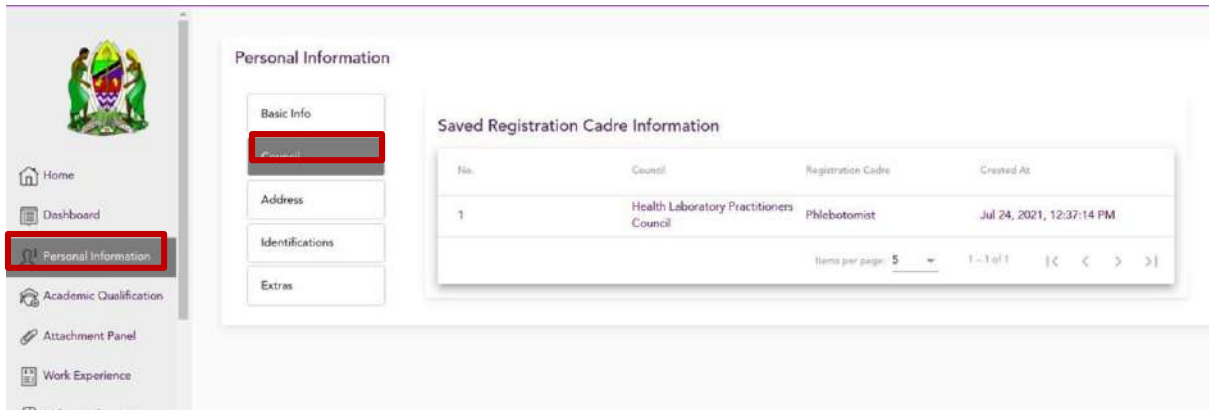
Figure 11: Editing and adding basic info

3.1.2. Council and cadre Selection

NOTE: Cadre selection is done once and you will not be able to update/change council

To add cadre on the profile,

1. click personal information in sidebar/menu> Council

2. Type the cadre (system will auto complete your selection) and click save. Council will be added.

Figure 12: Adding Council information

3.1.3. Address Information

To add or update basic information

1. Click on Personal information in sidebar/menu (page open with basic info as default page) > Address
2. Fill on address information, mark if the address is current

To edit or update basic information

1. click on edit at saved address and edit the field of interest
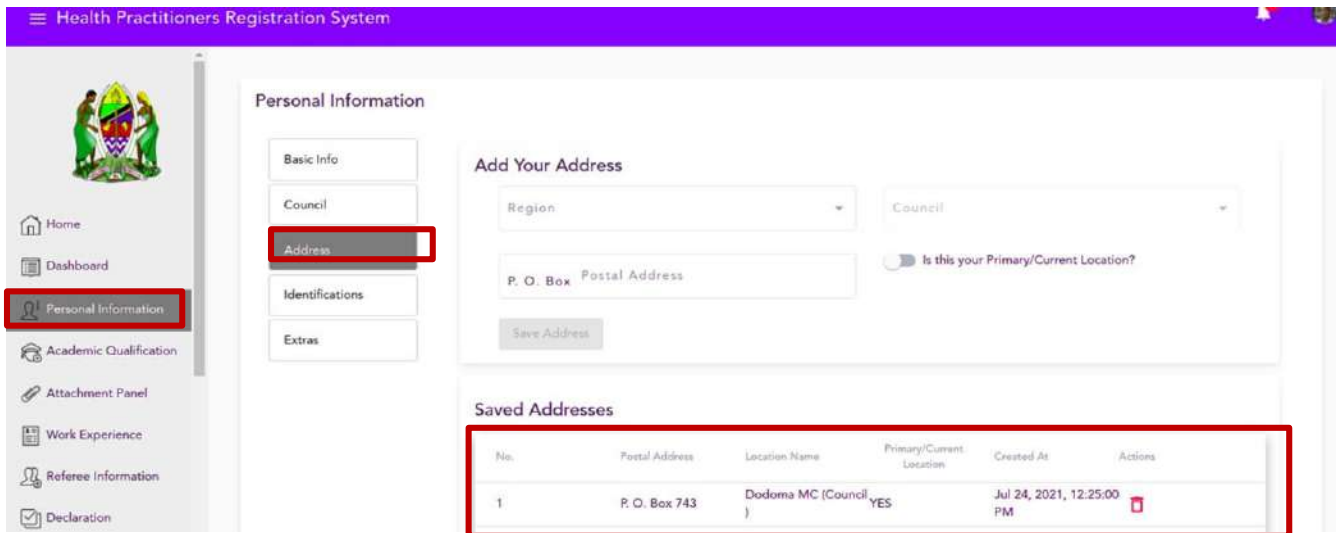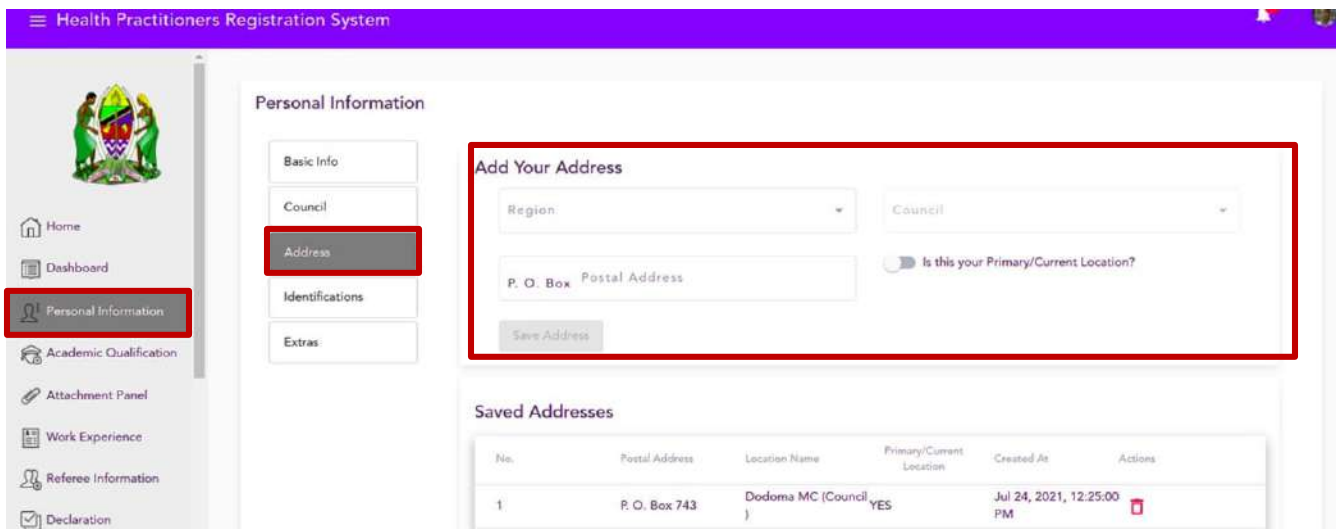2. Click save/update

Figure 13: Adding Address information

Figure 14: Editing/deleting address information

3.1.4. Adding/Editing Identification information

To add or update basic information

1. Click on Personal information in sidebar/menu (page open with basic info as default page) >Identification

2. Select the type of identification from the list available. Fill the number of Identification and save.

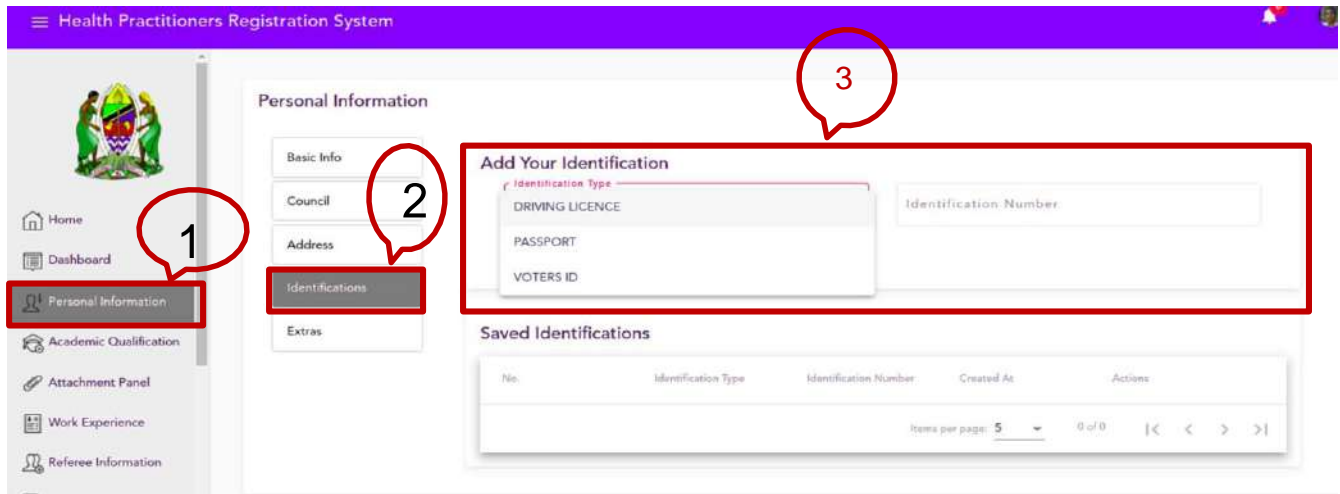3. To edit added identification, edit in action column of saved identification

Figure 15: Adding Identification on profile

3.1.5. Extra Information

To add/edit extra information

1. Click on Personal information in sidebar/menu (page open with basic info as default page) >extra
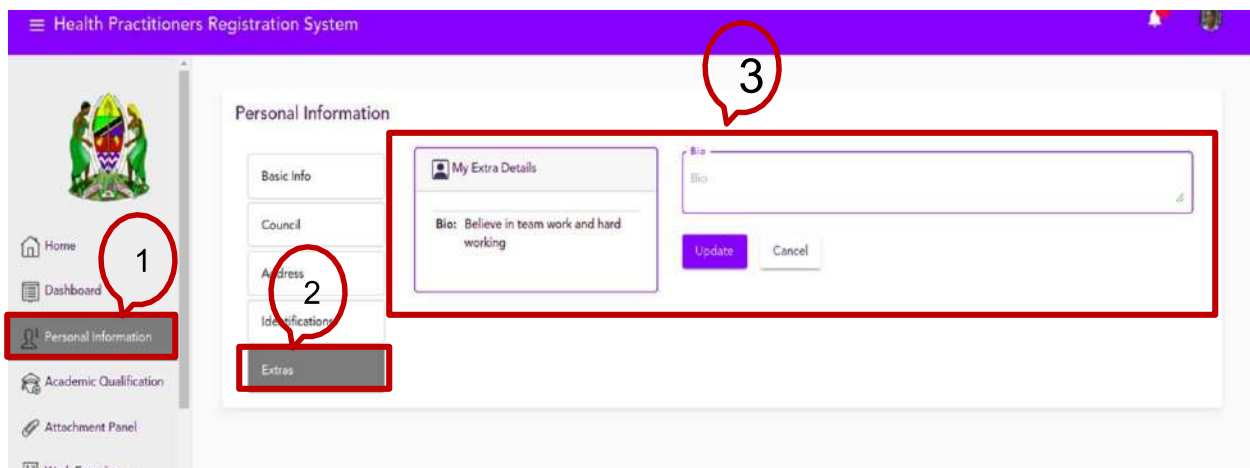
2. Add/ edit the details


Figure 16: Adding extra information/bios

3.2. Academic Qualification

Academic qualification is categorized into two categories

1. Basic Education Qualification

2. Professional Qualification

Steps to add Basic Education Qualification

1. Click "Academic Qualification">Basic Secondary Education

2. Fill on details and save

3. Remember the index number start with school number / candidate number / Completed year. Example; 0526/0203/2018
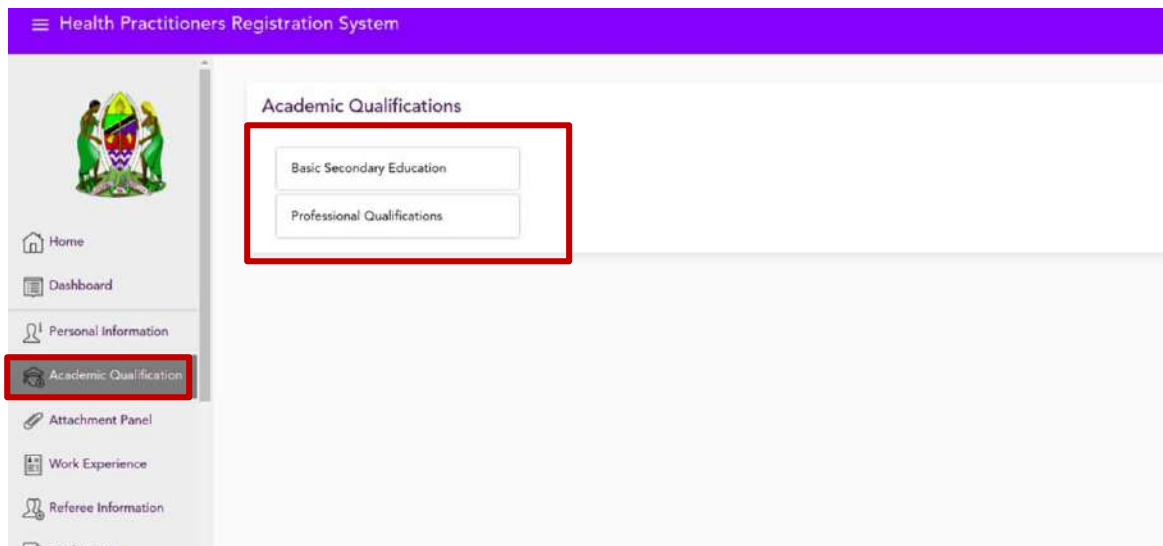
Figure 17: Basic Secondary Education

Steps to edit Basic Education Qualification

1. Click "Academic Qualification">Basic Secondary Education

2. Under saved "Basic Secondary Education" select row to edit >click edit

3. When open, edit the field of interest and save

Steps to delete Basic Education Qualification

1. Click "Academic Qualification">Basic Secondary Education

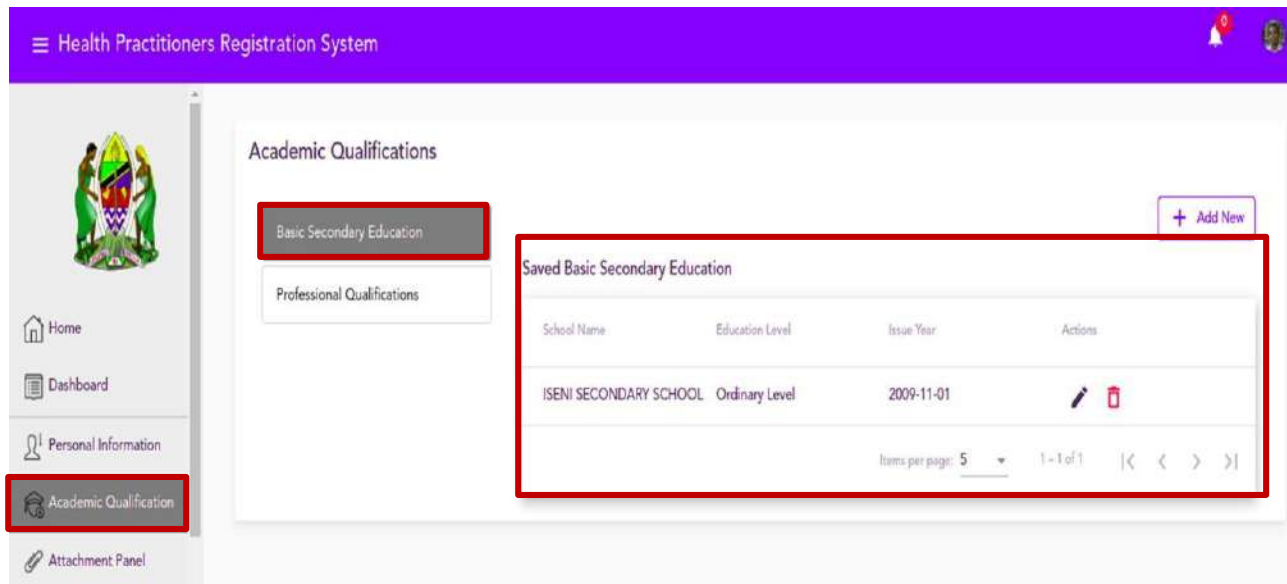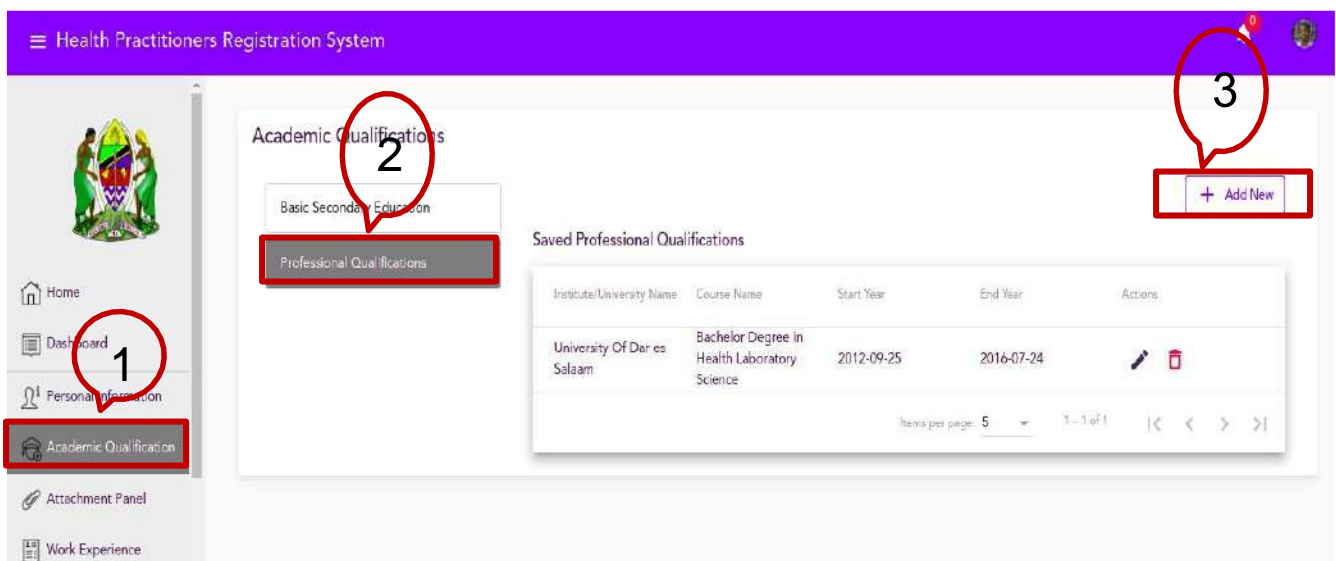2. Under saved "Basic Secondary Education" select row to delete >click delete

Figure 18: Updated basic secondary education

Steps to edit Professional Qualification

1. Click "Academic Qualification">Professional Qualification

2. Click "Add New"

3. Fill on fields by selecting, Study Country, Qualification Level, Qualification Type,

Course Name, Start Year, End to and Certificate Issue Year (Refers to picture above)

Figure 19: Adding professional qualification

4. save

Steps to edit Professional Qualification

1. Click "Academic Qualification"> Professional

2. Under saved "Professional" select row to edit >click edit

3. When open, edit the field of interest and save

Steps to delete Professional Qualification

1. Click "Academic Qualification">B Professional

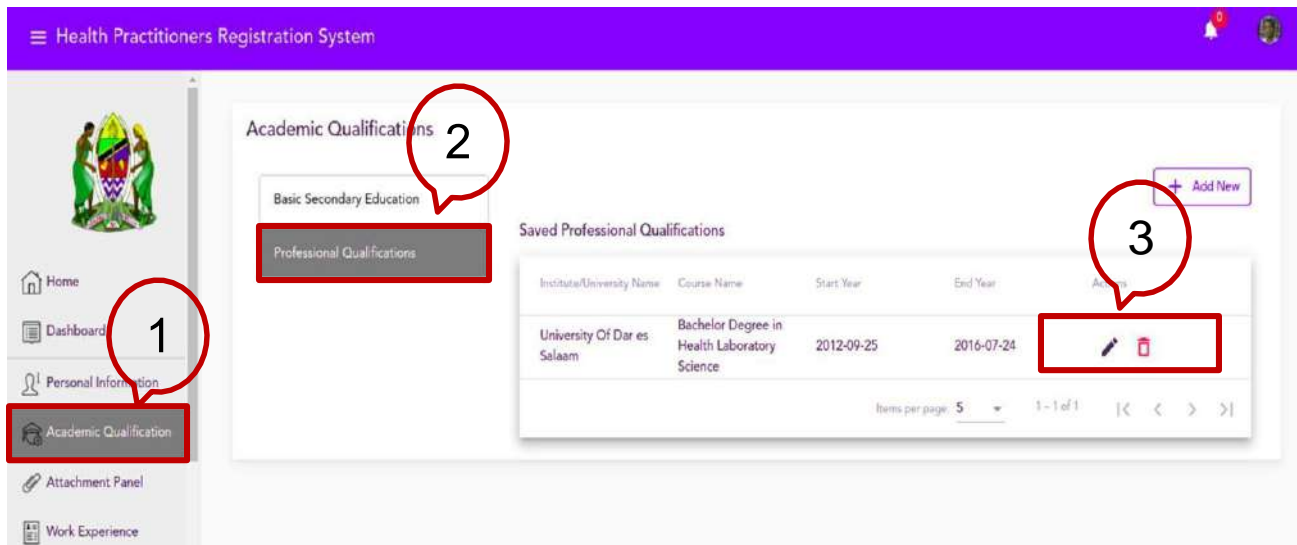2. Under saved "Professional" select row to delete >click delete

Figure 20: Editing/deleting professional qualification

3.3. Attachment Panel

Attachments to add vary from one council to another and type of registration. Generally, you will add attachment depending on application and council.

Steps to add Attachment

1. Click "Attachment Panel"

2. Select "type of attachment" from available list

3. Browse to the location where attachment is.

NB: Maximum size of the attachment in 502KB and only pdf is accepted.
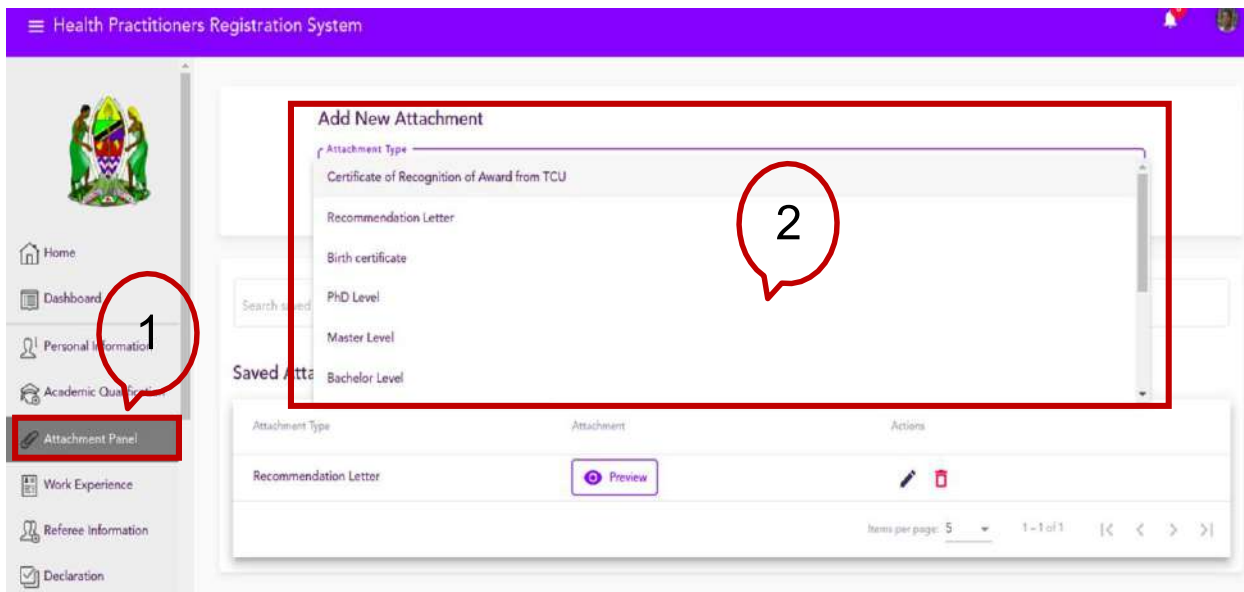
Figure 21: Selecting attachment type to add

Steps to edit added attachment

1. Click "Attachment Panel"

2. Under saved "Attachment" select row to edit >click edit

3. When it open, edit the field of interest and save

3.4. Work Experience

Steps to add Work experience
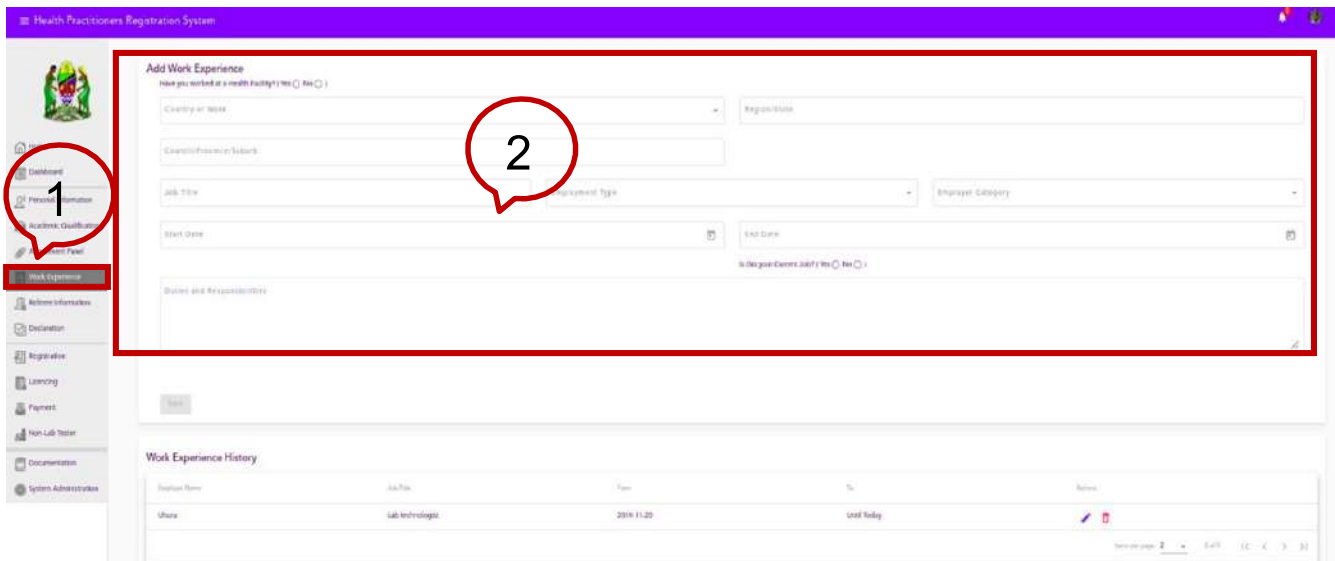
1. Click "Work Experience" in sidebar/menu

Figure 22: Adding work experience

2. State if you have worked at a Health Facility or not

3. Fill the work experience form

   a. When the answer is "No" at 2 above

      i. Country of Work, Region/State, Council/Province/Suburb, Job, Facility name and duties (if is your Current Job tick yes and end date will disappear)

Figure 23: Facility Work experience

   b. When the answer is "YES"

i. Country of Work, Region/State, Facility Name, Job Title, Employment Type, Employer Category, Start Date, End Date (if is your Current Job tick yes and end date will disappear)

To edit work experience
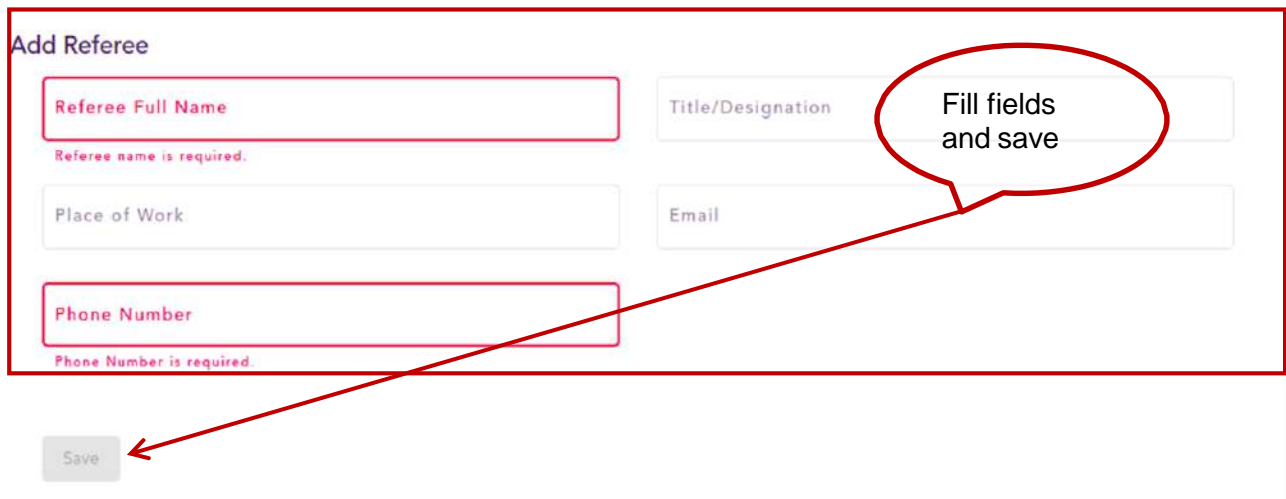
Steps to edit Work Experience

1. Click "Work Experience"

2. Under saved "Work Experience" select row to edit >click edit

3. When open, edit the field of interest and save

3.5. Referee Information

Steps to add Referee information

1. Click "Referee" in sidebar/menu

2. Fill on referee information (Referee Full Name, Title/Designation, Place of Work, Email and Phone Number)

3. Save

Figure 24: Adding referee details

Steps to edit/delete Referee information

1. Click "Referee" in sidebar/menu

2. Under saved "Referees" select row to edit >click edit

3. Edit the field of interest and the update. To delete click, delete icon and referee's information will be deleted

Figure 25: added referee details

3.6. Declaration

Declaration on information provided is done by clicking declaration in sidebar/menu, read carefully and clicks agree and save
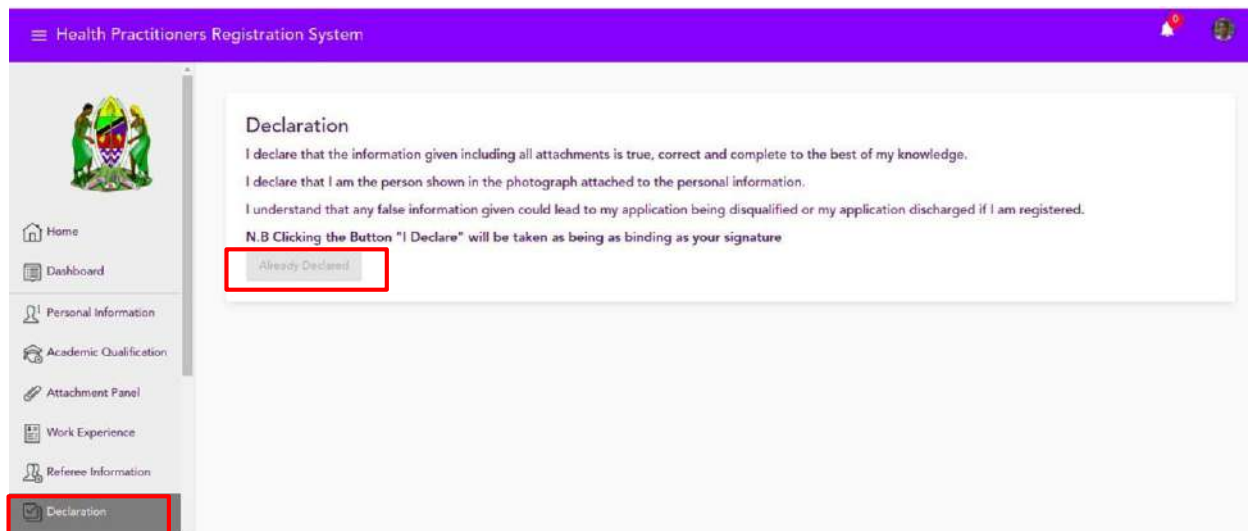
Figure 26: Declaration

4. PROFESSIONAL REGISTRATION

NB: Professional registration should be done when practitioners registration is fully updated and all required information are fed.

Registration steps;

1. Click on "Registration"

2. Select the registration type available (This depends on professional qualifications and council)

3. Save

NB: Once your registration application is saved cannot be reversed. Cancellation of registration is done on payment. You cancel bill and application reference is cancelled.
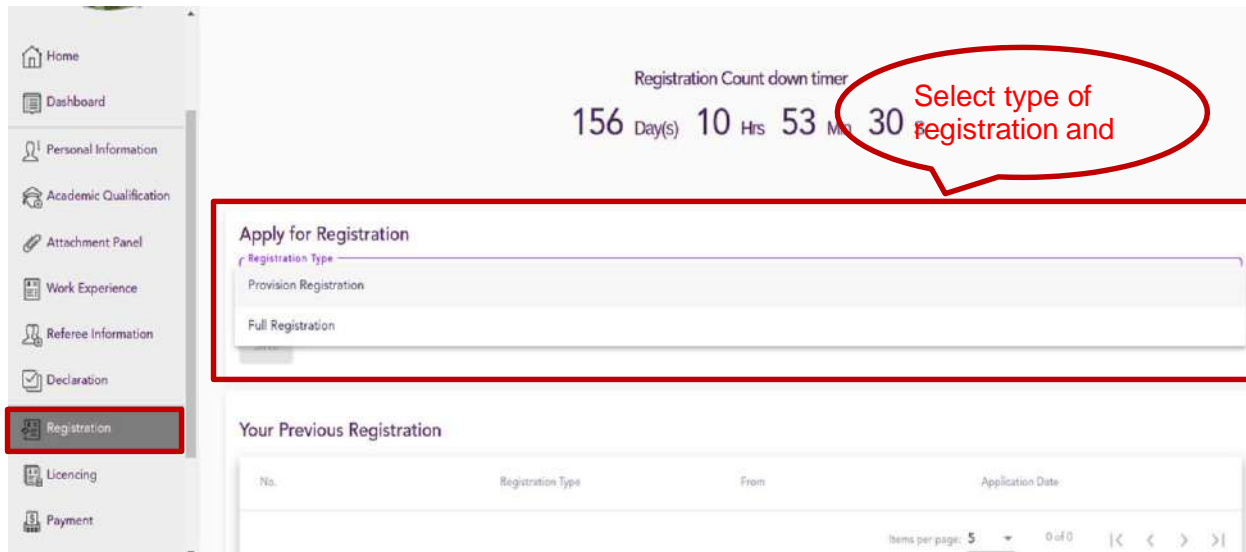
Figure 27: Applying for professional registration

5. LICENSING

Licensing is done depending on council. Some council license to practice is issued with full registration certificate; other full registration is issued first, after a time license is issued after application process to be successfully
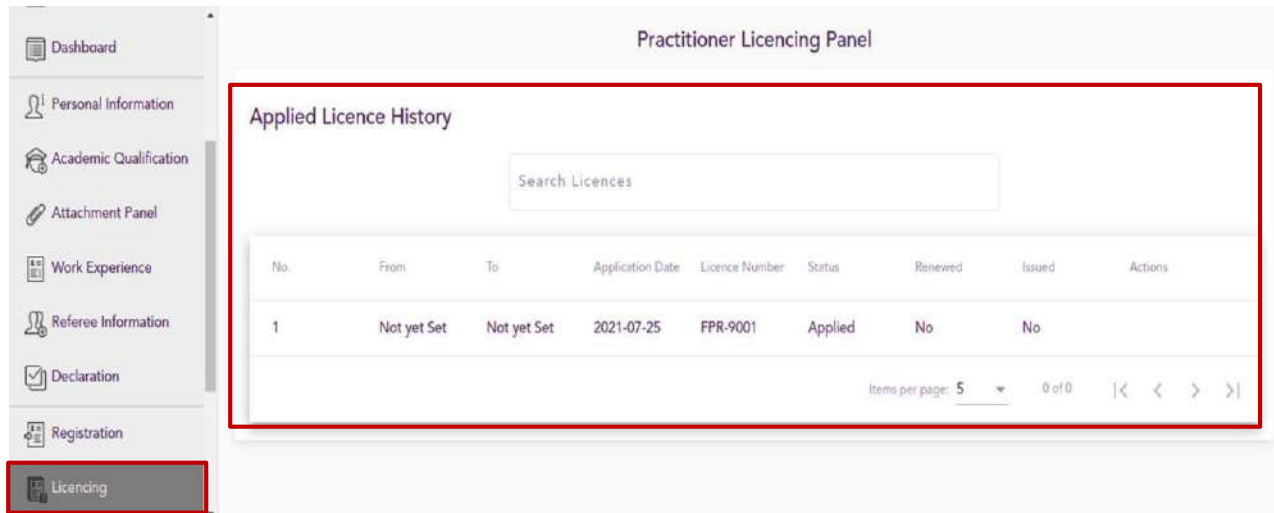
Prerequisites

1. Updated profile

2. Full registration

Licensing process;

1. Click "Licensing"

2.

Access License History

1. Click "Licensing"

2. Under "Applied License History" list of licenses will be resented and details regarding the license where renewed or not, if issued or not (status)

Figure 28: License application history

6. PAYMENT

This window presents all payment done and to be done for application request to be processed by registrar. At this window you can do the followings

1. View all payment history

2. Request control number for payment

3. Preview and print invoice

4. Check payment status of payment made.

Steps to access "Payment"

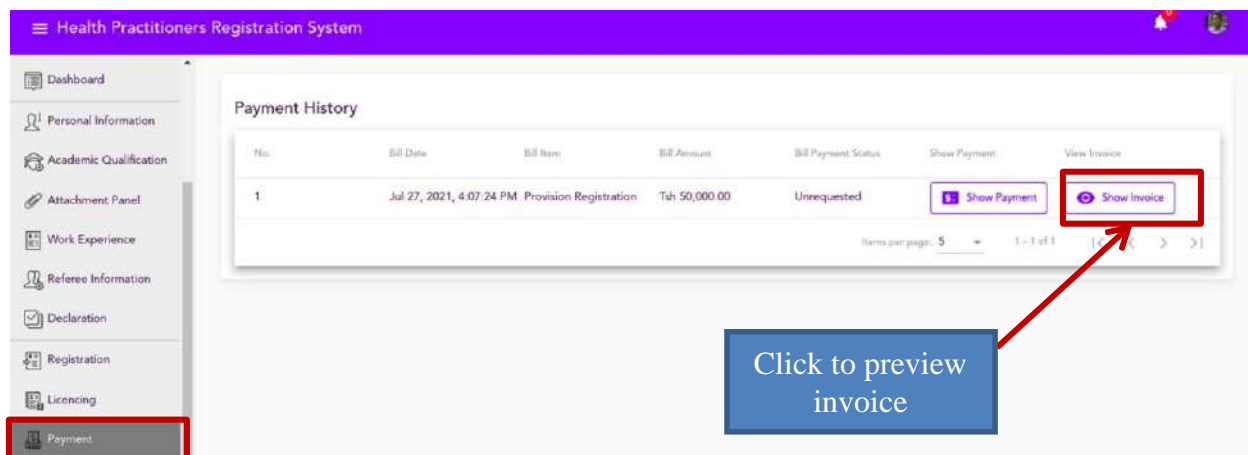1. Click "Payment" in sidebar/menu. When open you will be able to see your payment history

Figure 29: Printing/previewing invoice

Steps to preview/ Print invoice

1. Click "Payment" in sidebar/menu.

2. Select the history to preview/invoice from the history list

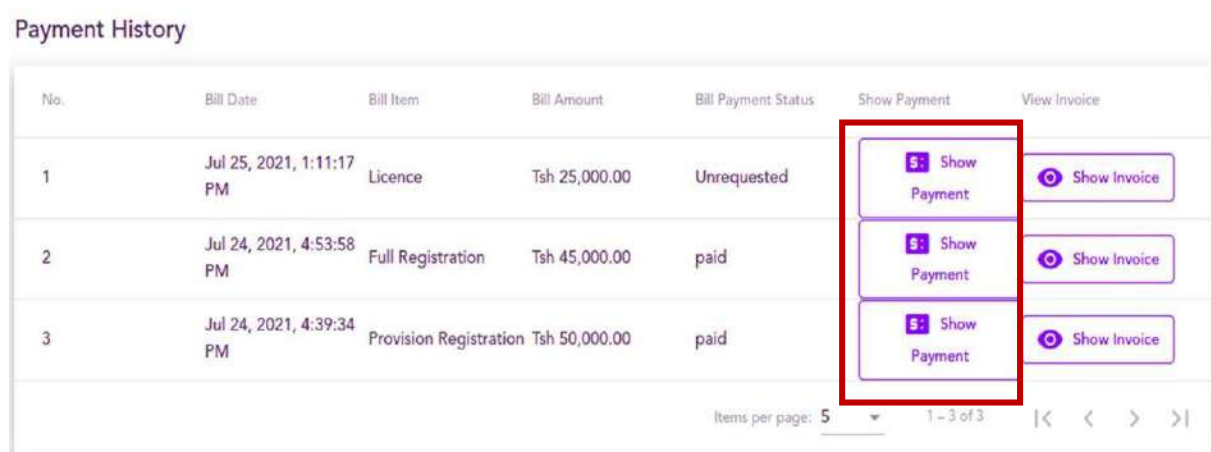3. Click "show invoice" in the select payment list

Figure 30: Preview payment information

4. When invoice open you can print invoice as shown below

United Republic of Tanzania
Health Laboratory Practitioners Council
Government Bill

Control Number	: 991762562009
Payment Ref	: REGISTRATION FEE PRP
Service Provider Code	: SP140
Payer Name	: INNOCENT T MGUBHE
Payer Phone	: 255745180442
Bill Description	: REGISTRATION FEE PRP

Billed Item (1)	: Receipts for Registration fees - REGISTRATION FEE PRP	: 30000(TZS)
	Total Billed Amount	: 30000(TZS)

Figure 31: Sample invoice after receiving control number

Steps to request control number

1. Click "payment" in the sidebar/menu
2. Select the history to preview/invoice from the history list
3. Click "show payment" in the select payment list
4. Click "request control number"
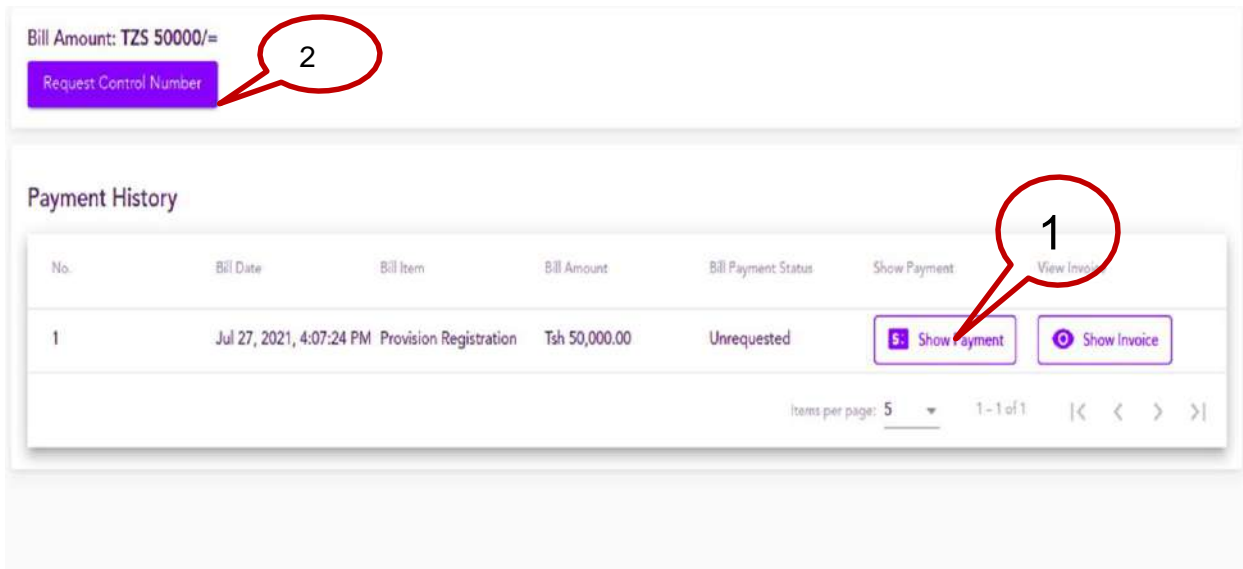5. Refresh the page and repeat step 3 above
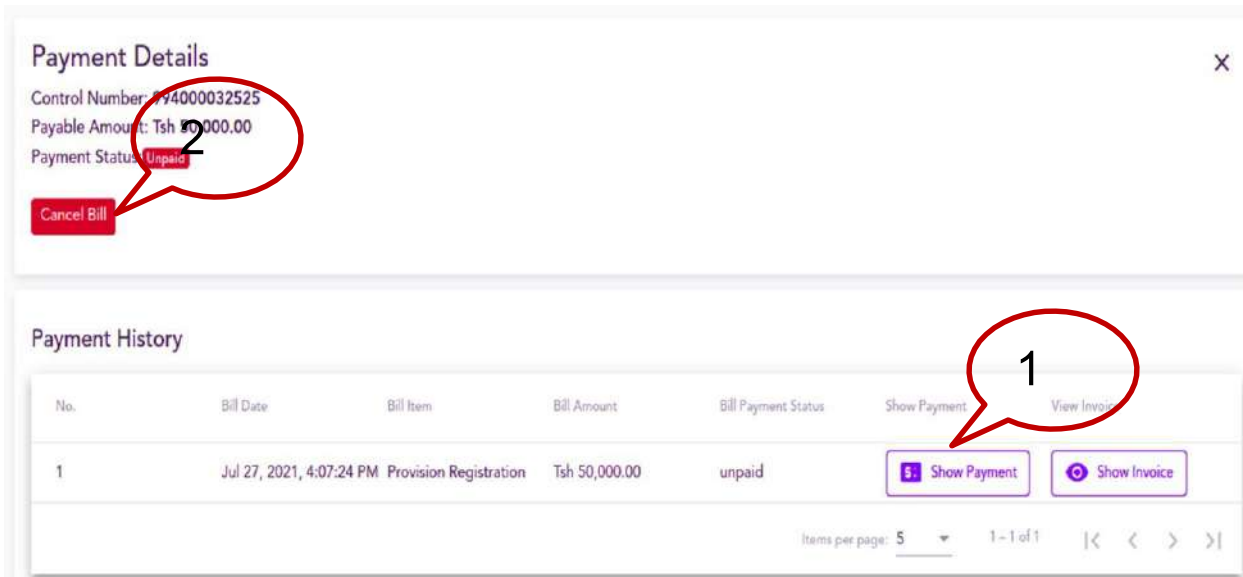
Figure 32: Requesting control number

Figure 33: Canceling bill and registration application

Cancel Bill/Cancel application

When bill Is can celled it automatically cancel registration

Steps to r Cancel Bill/Cancel application

1. Click "payment" in the sidebar/menu
2. Select the history to preview/invoice from the history list

3. Click "show payment" in the select payment list

4. Click "cancel bill"

Figure 34: Cancel bill

Tracking payment made on the system.

Steps to track payment

1. Click "payment" in the sidebar/menu

2. Select the history to preview/invoice from the history list

3. Click "show payment" in the select payment list (payment status is update to "paid")

Figure 35: Paid bill