First Time Login
User Guide
Setting up your MyNMBI Account

This guide provides the steps for applicants and registrants to set up their MyNMBI account for the first time.

You can either be:

1. **Existing user:** if you are a candidate, overseas applicant or registrant, i.e. you were given a PIN number in the past.
2. **New user:** never interacted with NMBI before and have no NMBI PIN.

### 1. Existing users (if you have an NMBI PIN)

- I am on the Register of Nurses and Midwives
- I am on the Candidate Register, or
- I am an overseas applicant for Recognition or Registration

If you are an existing user, please **do not** create a new account.

**Step 1** Visit MyNMBI

- Please go to: my.nmbi.ie

**Step 2** Login using temporary username and password

- Use your temporary details sent to you by post or email in September-October 2020.
- Alternatively, please call our customer care team on **1890 200 116**.
  Open: Monday-Friday 9:00am - 5:30pm

Welcome to Nursing and Midwifery Board of Ireland

Log in

Incorrect credentials

Email / Username

'Nurse@b253d'

Password

'**********'

Forgotten Password

Log in

No account yet?

Create new account
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Step 3  Enter your personal email address

- Please provide your personal email account and do not enter any third party or work email address at this stage. These are likely to change if you change employment.

![MyNMBI] Welcome to MyNMBI

Step 4  Confirm your email

- You will then receive an email with a link to confirm your new account.
- Please open the email and click on the link within the email to confirm the account. You will need to use this email address for all subsequent logins.

![Email Confirmation]

Dear Emily Horgan,
Please follow this link provided to confirm your change of email address. Note: This link will become invalid in 1 hour. After this period has passed, your email address will not be updated and will remain on your existing email address.

Sincerely,
NMBI Registration Team

We recommend that you change your password.
Step 5  Change your password

- To change the MyNMBI password, click on ‘My Account’ and then ‘My Personal Details’
- At the bottom of the ‘My Personal Details’ page you will see ‘Change Password’ button
- To change the MyNMBI password click on ‘Change Password’
- Provide new password
- Provide your current and new password

If you require support to login, please call: 1890 200 116. Open from Monday to Friday 9:00am - 5:30pm
2. **New users (with no NMBI PIN)**

You have never interacted with NMBI and wish to start an application for the first time.

**Step 1**

Visit [MyNMBI](http://my.nmbi.ie)

- Please go to: [my.nmbi.ie](http://my.nmbi.ie)

**Step 2**

Click on ‘Create new account’
**Step 3** Complete the account set up page

![Account Setup Form]

**Step 4** Confirm your email

- Check your email (also check spam if needed)
- Click on the link to confirm your email.