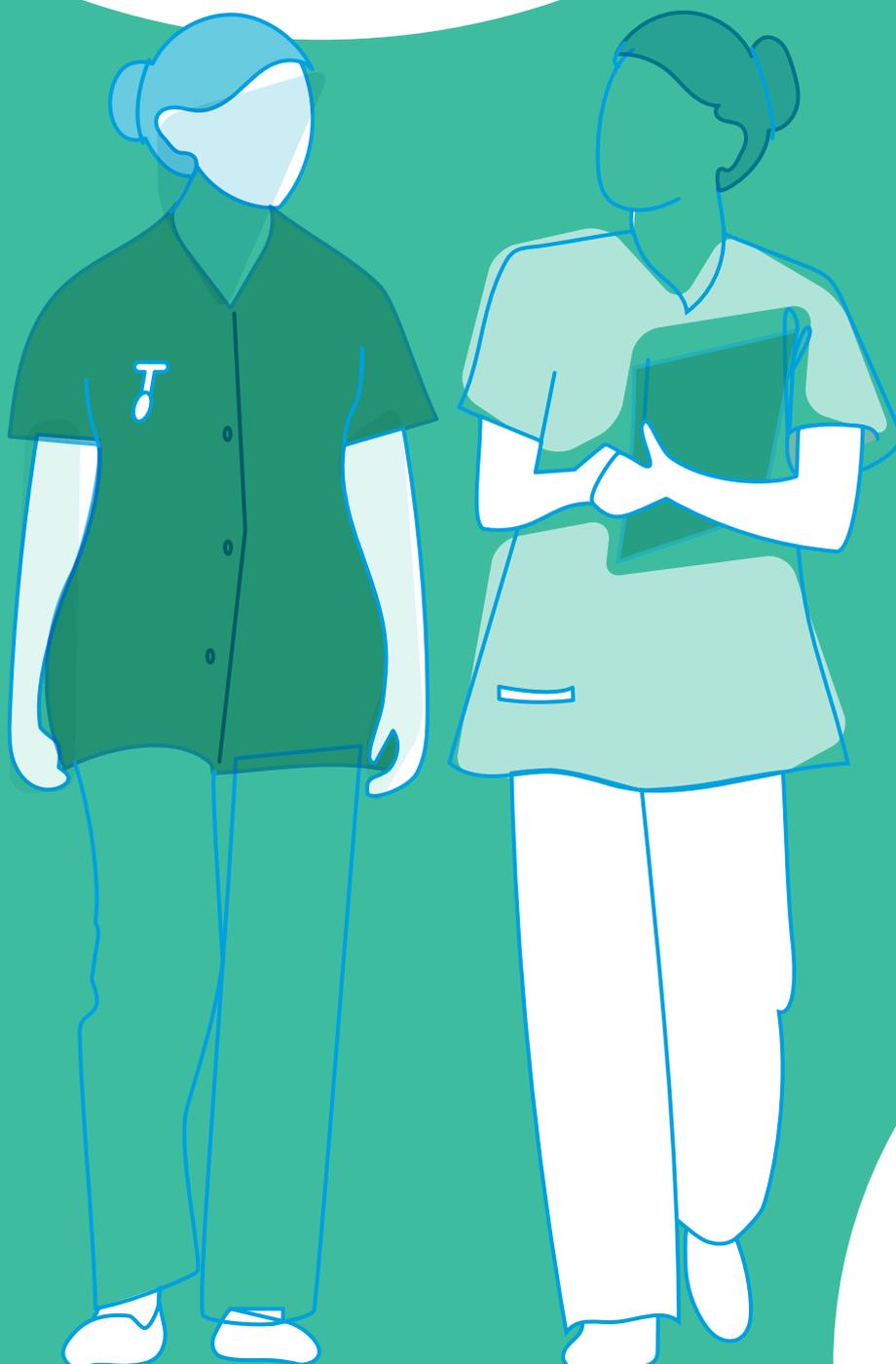




HEI User Guide



Bord Altranais agus
Cráimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

MyNMBI is an online, easy to use secure way for Higher Education Institutions (HEIs) to verify their students and graduates so that they can be entered on the Candidate Register or the Register of Nurses and Midwives.

Who is this Guide for?

1. **Higher Education Institutions (HEIs)** in Ireland who provide approved nursing or midwifery programmes.
2. **Administrators and Allocations Officer** who approve students to join the Candidate Register or graduates to join the Register of Nurses and Midwives.

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The role of HEIs

By validating candidate or graduate record(s) you are certifying that:

- **Candidate application(s):** You are confirming that the selected students are enrolled on the specified Nursing or Midwifery Programme at your HEI and are therefore eligible to be entered on the NMBI Candidate Register in accordance with Section 49 of the Nurses and Midwives Act, 2011.
- **Graduate application(s):** You are confirming that the selected graduates have successfully completed the specified Degree Programme in Nursing or Midwifery, that they have successfully completed the required clinical placements for the programme and are eligible for conferral.



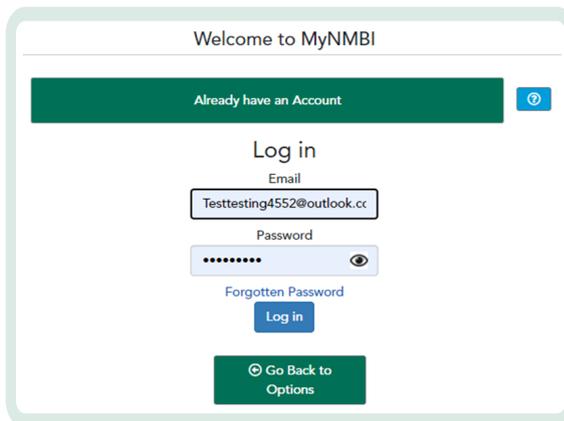
1. Logging into MyNMBI

1.1 New user

In 2020 (first year of MyNMBI), we set up each HEI administrator(s) as user on MyNMBI. Each HEI can have up to six designated administrators or system users.

As each HEI needs its own access to the portal, this will be done by our support services. Please **do not create a new account on MyNMBI yourself** as this will take you to the applicant or registrant page.

As we have created the account for you, select **'Already have an Account'** from the MyNMBI home page. Then input the credentials (your email and password) provided by MyNMBI.



1.2 Returning user

You will be able to access your account using your login details from last year that are still active(email and password). If you are Registered with NMBI, your HEI administrator/ Allocations Officer is separate to your NMBI Registered account.

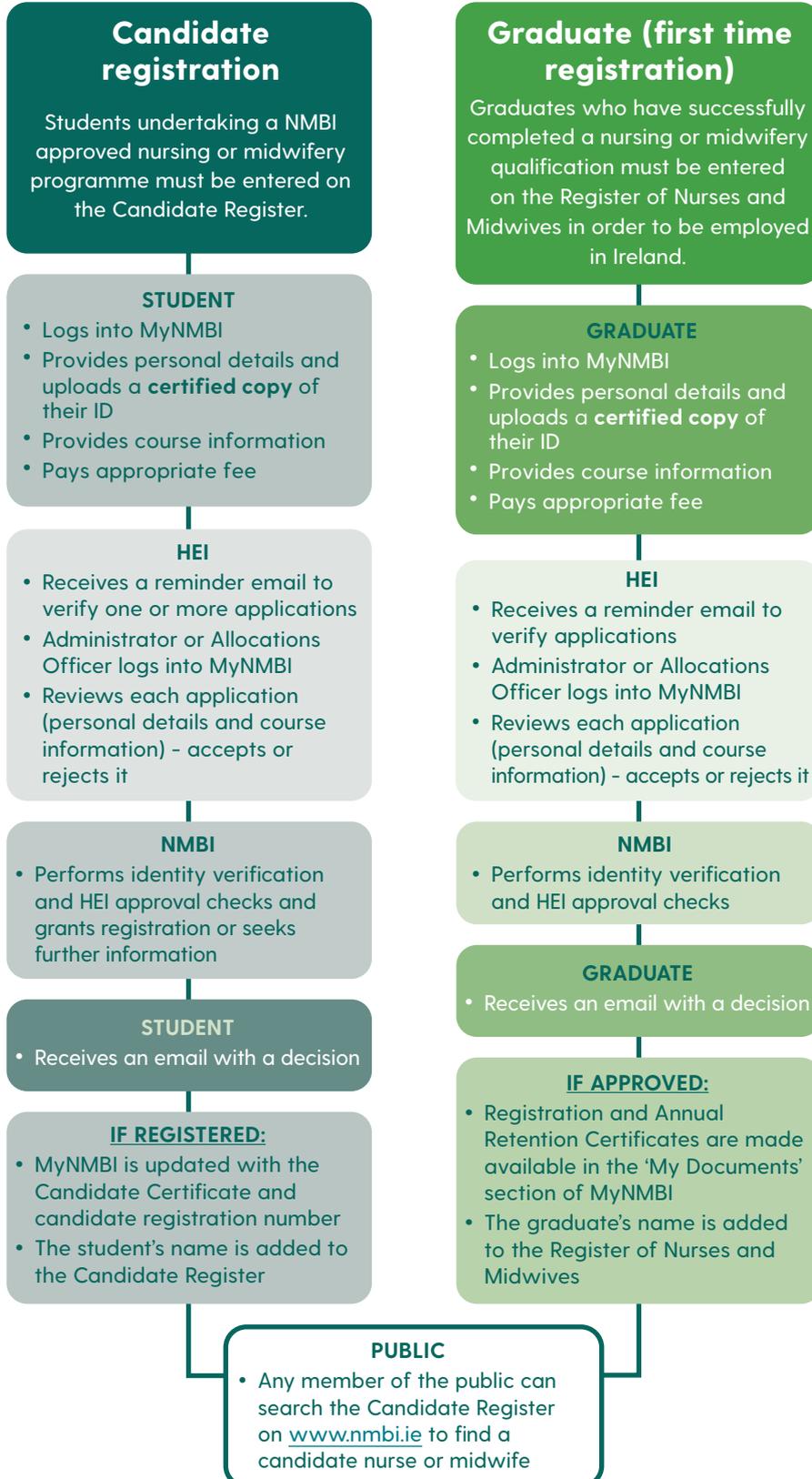
Go to MyNMBI and select 'Already have an Account', and input your login details. If you have forgot your password, click 'Forgotten Password'. Enter you related email address and click submit.

You will receive a link to reset password, please complete within 1 hour, otherwise the link will expire.



For support on set up, adding or removing users and changing email address, please contact us at regservices@nmbi.ie.

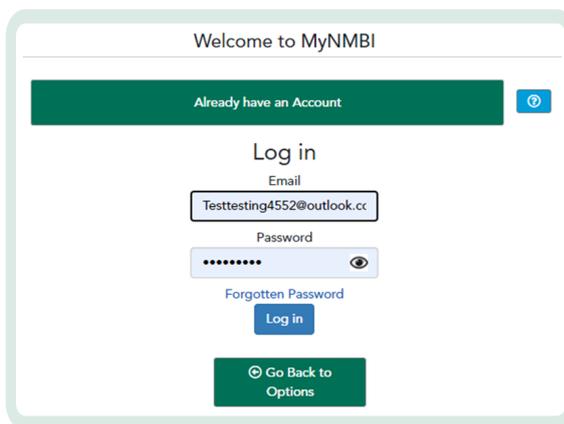
2. Overview of the Process



3. Your Role in Detail: Three Step Process

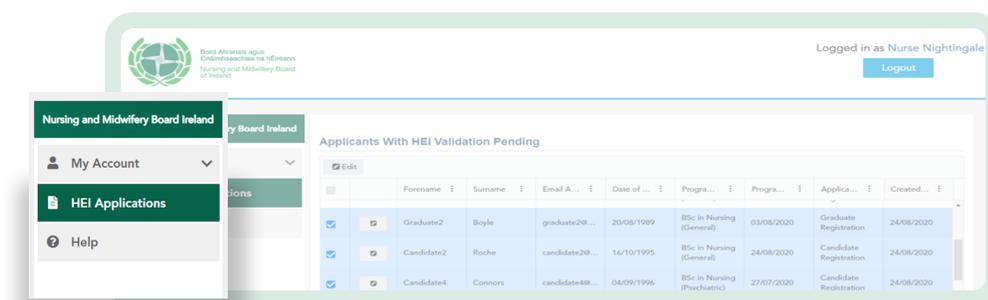
Step 1 Log in using your credentials, email and password

- You can access MyNMBI from our [website](#) or by going directly to [MyNMBI](#).
- Select **'Already have an Account'** and use the credentials that we have provided you with. Please **do not use the 'Create new account'**. This is for applicants and registrants.
- Once you have successfully logged in you will see a menu on the left hand side showing 'My Account' and 'HEI Applications'.



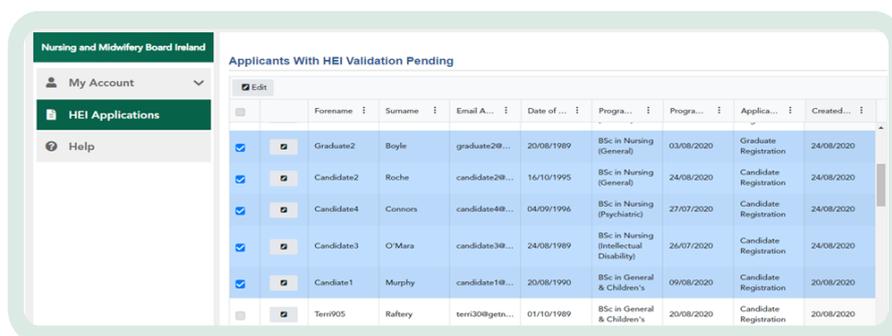
Step 2 Click on 'HEI Applications'

- Once you have clicked on HEI Applications, you will be presented with a listing of all of the applicants for candidate and graduate registration that are undertaking nursing or midwifery education programmes at your HEI.



Step 3 Review the application

- Click on the application you are reviewing
- Check the student or graduate's personal details (forename, surname and date of birth) and course information against your records
- Approve if all the details are correct
- Reject if the details are incorrect
- You can approve one or multiple applications at the same time



	Forename	Surname	Email A...	Date of ...	Progra...	Progra...	Applica...	Created...
<input checked="" type="checkbox"/>	Graduate2	Boyle	graduate2@...	20/06/1999	BSc in Nursing (General)	03/08/2020	Graduate Registration	24/08/2020
<input checked="" type="checkbox"/>	Candidate2	Roche	candidate2@...	16/10/1995	BSc in Nursing (General)	24/08/2020	Candidate Registration	24/08/2020
<input checked="" type="checkbox"/>	Candidate4	Connors	candidate4@...	04/09/1996	BSc in Nursing (Psychiatric)	27/07/2020	Candidate Registration	24/08/2020
<input checked="" type="checkbox"/>	Candidate3	O'Mara	candidate3@...	24/08/1999	BSc in Nursing (Intellectual Disability)	26/07/2020	Candidate Registration	24/08/2020
<input checked="" type="checkbox"/>	Candidate1	Murphy	candidate1@...	20/08/1990	BSc in General & Children's	09/08/2020	Candidate Registration	20/08/2020
<input type="checkbox"/>	Terri905	Raferoy	terri30@getn...	01/10/1989	BSc in General & Children's	20/08/2020	Candidate Registration	20/08/2020

IMPORTANT INFORMATION

By validating candidate or graduate record(s) you are certifying that:

- **Candidate application(s):** You are confirming that the selected students are enrolled on the specified Nursing or Midwifery Programme at your HEI and are therefore eligible to be entered on the NMBI Candidate Register in accordance with Section 49 of the Nurses and Midwives Act, 2011.
- **Graduate application(s):** You are confirming that the selected graduates have successfully completed the specified Degree Programme in Nursing or Midwifery, that they have successfully completed the required clinical placements for the programme and are eligible for conferral.

4. Sorting Applications in MyNMBI

All applications (candidates and graduates) that require your approval are displayed on one screen in MyNMBI. The applications can be sorted in a way that meets your needs.

4.1 What can I sort?

All the columns displayed on MyNMBI can be sorted. You can sort by:

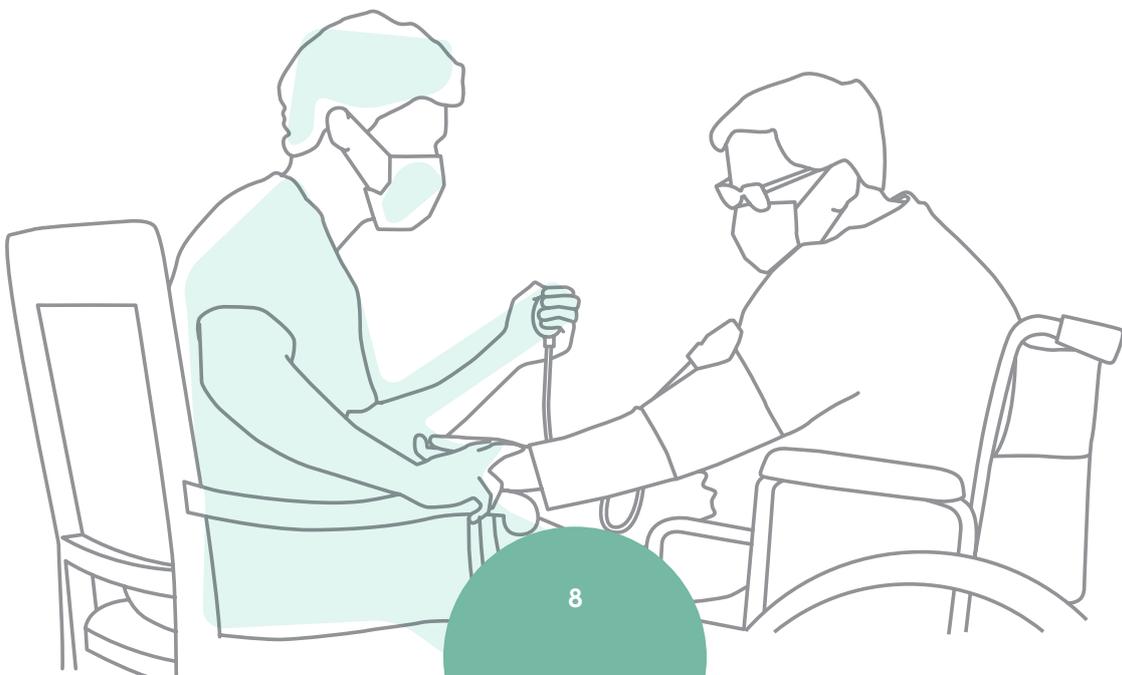
- Forename
- Surname
- Email address
- Date of birth
- Programme of study
- Programme of study start date
- Application type
- The date the application was created

TIP

If you cannot see the full text on label, place your cursor on the title of column and expand.

Each column on your screen can be therefore sorted. There are four filters you can apply:

1. Ascending order
2. Descending order
3. Remove or add columns from your screen
4. Show only the values or dates you would like to see in each column. This is a particularly useful filter.



4.2 How do I sort the applications?

Step 1 Click on the three vertical dots on the title of each column

- A menu should appear with your sorting options.

⋮	Surname	⋮	Email Address	⋮	Date of Birth	⋮
	Test59				11/05/1989	
	test6				11/05/1999	
	test45				16/10/1995	
	TEST66		candidate4@get...		04/09/1996	
	Belmonte		candidate12@get...		24/08/1989	

Step 2 Select the filter you wish to apply

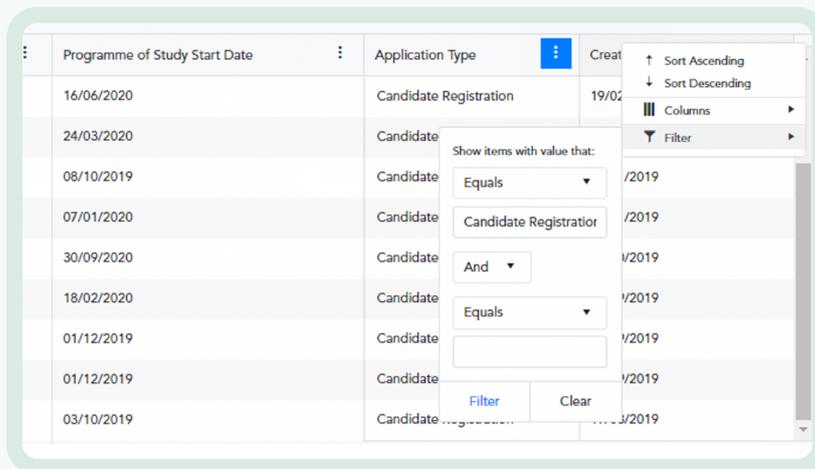
- In the example below we removed 'Application Type' and 'Created On' so we have less information displayed on the screen.

Forename	⋮	Surname	⋮	Email Address	⋮	Date of Birth
osds				diddly3000@gmail.com		17/06/2020
osds						29/08/1987
OSDS		Test59				29/08/1984
osds		test6				29/08/1984
Francesca		Belmonte		francesca@nmbi.be		03/03/1981

EXAMPLE | I only wish to validate candidates who started their programme after September 2021

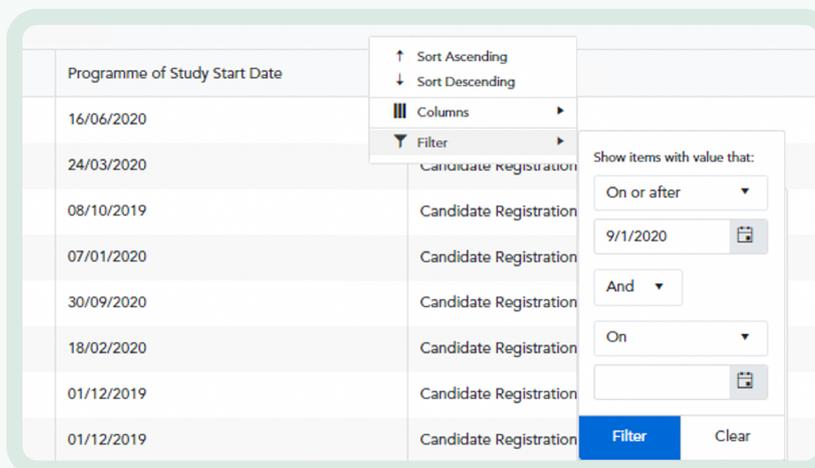
Step 1 Select 'Candidate Applications'

- Go to 'Application Type' and click on the three dots.
- Select 'Filter' and then type 'Candidate Registration' in the box which asks you for the value you would like to see. Click on 'Filter'.



Step 2 Filter by date

- Click on the three dots next to 'Programme of Study Start Date'.
- Click on 'Filter' and make sure that you select 'On or after'.
- Select '1st of September 2021' and click on 'Filter'.



If you are finished your validation or sorting and you would like to stop filtering the applications, you can clear the filters or refresh the page.

5. Searching the Public Registers (Candidate Register and Register of Nurses and Midwives)

Once the process is successfully completed, the candidate or registrant's name will be placed on the appropriate public Register.

We recommend that you advise your students and health care facilities to check the Registers which are updated in real time.

The public Registers can be checked here:

[The Candidate Register](#)

[The Register of Nurses and Midwives](#)

