Office of the West Bengal Nursing Council
"Purta Bhawan", Room No. 302, 3rd floor,
D.F. Block, Sector – I, Salt Lake City,
Kolkata – 700 091. ☎ (033) 2321 2059.
Email: wbnc_22302059@ymail.com
Website: www.wbnc.in

No. 2472/488/NC

Date: 25/03/2021

From: Registrar, West Bengal Nursing Council.

NOTICE

IT IS HEREBY BEING NOTIFIED THAT ONLINE SUBMISSION OF APPLICATION FORMS FOR ***RECIPROCAL REGISTRTRATION*** WILL BE STARTED WITH EFFECT FROM ***01ST APRIL, 2021***. THE CANDIDATES ARE BEING ADVISED TO FOLLOW THE ***USER MANUAL GUIDE*** ATTACHED HEREWITH FOR THE SAID CONCERN.

FOR ONLINE SUBMISSION OF APPLICATION FORMS FOR RECIPROCAL REGISTRATION, PLEASE FOLLOW THE LINK ON & FROM 01ST APRIL, 2021 - http://wbnc.wbhealth.gov.in:8008

AFTER ONLINE SUBMISSION OF FORMS, THE CANDIDATES ARE BEING ADVISED TO DOWNLOAD THE APPLICATION FORM, ACKNOWLEDGEMENT DOCUMENT AND PRODUCE THE SAME ALONGWITH ALL ORIGINAL DOCUMENTS AT THE TIME OF PHYSICAL VERIFICATION AT THIS OFFICE.

THIS IS FOR INFORMATION.

REGISTRAR
WEST BENGAL NURSING COUNCIL

WEST BENGAL NURSING COUNCIL ★ KOLKATA

ag/rti letters/registrar-desktop

User Operational Guide

Reciprocal Registration of West Bengal Nursing Council

Prepared for the West Bengal Nursing Council

Contents

1. Introduction 4
    1.1 Purpose of this manual 4
    1.2 Who should use this manual 4
    1.3 Prerequisites 4
    1.4 Structure of this manual 4
2. New Registration 5
    2.1 Process Flow 5
    2.2 Detailed Steps 6
    2.3 Screenshot Details 6
3. Login 11
    3.1 Process Flow 11
    3.2 Detailed Steps 11
    3.3 Screenshot Details 12
4. Forgot Password? 13
    4.1 Process Flow 13
    4.2 Detailed Steps 13
    4.3 Screenshot Details 14
5. User Guide 15
    5.1 Process Flow 15
    5.2 Detailed Steps 15
    5.3 Screenshot Details 16
6. New Application 17
    6.1 Process Flow 17
    6.2 Detailed Steps 18
    6.3 Screenshot Details 18
7. Download 24
    7.1 Application 24
        7.1.1 Process Flow 24
        7.1.2 Detailed Steps 24
        7.1.3 Screenshot Details 25
    7.2 ACK Slip 27

7.2.1 Process Flow 27
7.2.2 Detailed Steps 27
7.2.3 Screenshot Details 28
7.3 Reciprocal RegCert Individual 30
7.3.1 Process Flow 30
7.3.2 Detailed Steps 30
7.3.3 Screenshot Details 31
8. Change Password 32
8.1 Process Flow 32
8.2 Detailed Steps 32
8.3 Screenshot Details 33
9. Help 34
9.1 Process Flow 34
9.2 Detailed Steps 34
9.3 Screenshot Details 35
10. Logout 36
10.1 Process Flow 36
10.2 Detailed Steps 36
10.3 Screenshot Details 37

1. Introduction

1.1 Purpose of this manual

This manual is designed to provide you with an understanding of the role of Reciprocal Registration of West Bengal Nursing Council. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is intended for

- Applicant (User)

1.3 Prerequisites

User should have a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows. In some cases, more than one web page may be open; USER should have knowledge of using and navigating to a different 'Tab' when required. Many of the terms and functions however are common across the Software including buttons such as 'Add', 'Save', 'Update' and 'Show'.

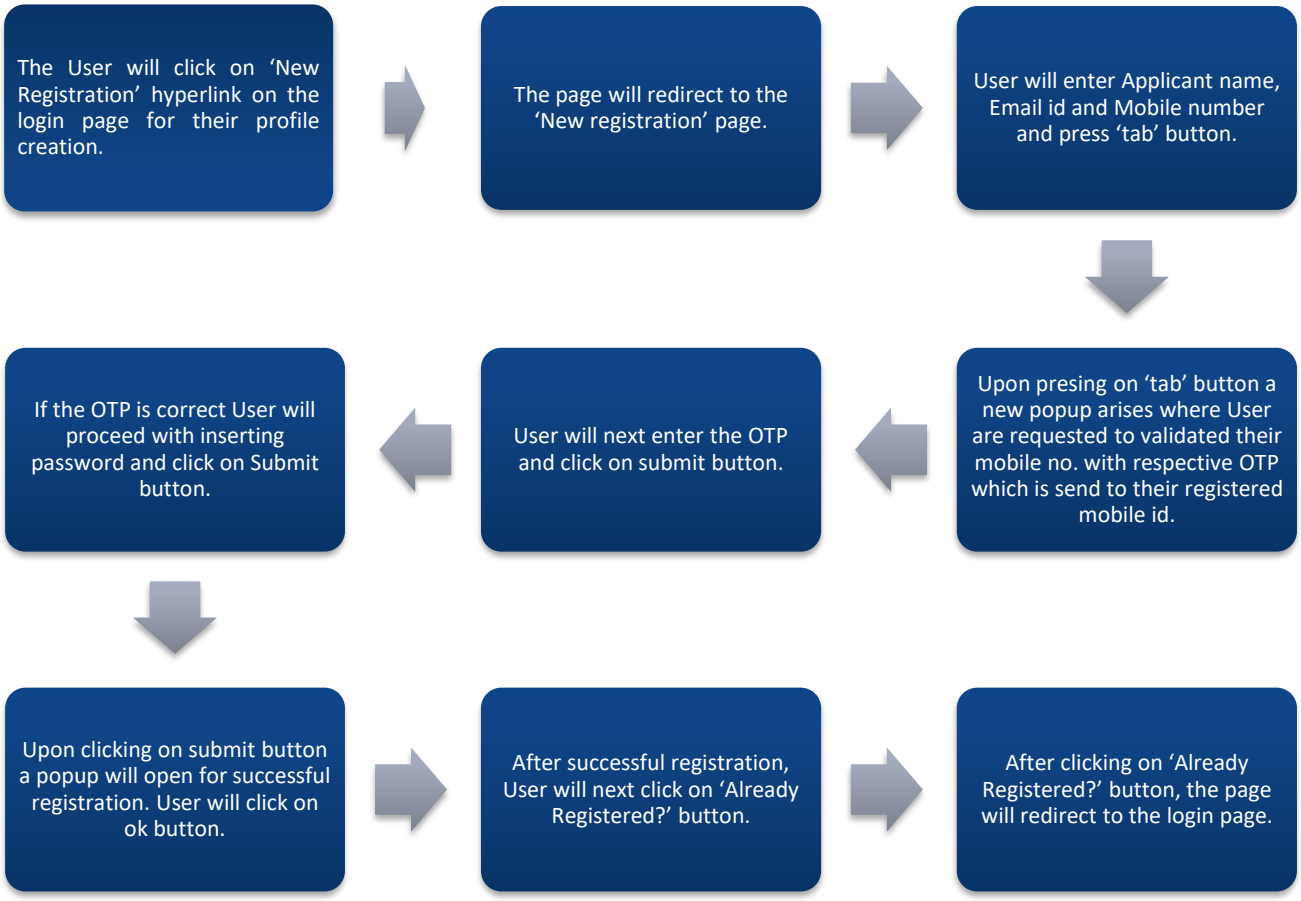
1.4 Structure of this manual

This manual will be organized in line with the Software menu screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.

2. New Registration

User creates a new User profile for Reciprocal Registration of Nursing Council. Detailed information is elaborated in 2.2.

2.1 Process Flow

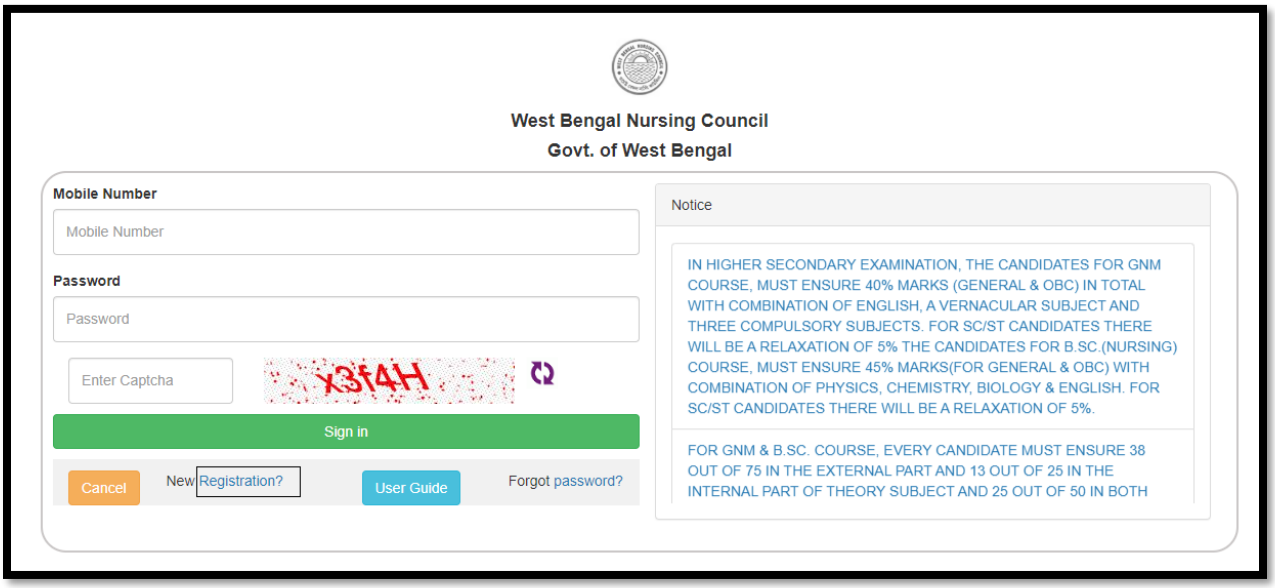


2.2 Detailed Steps

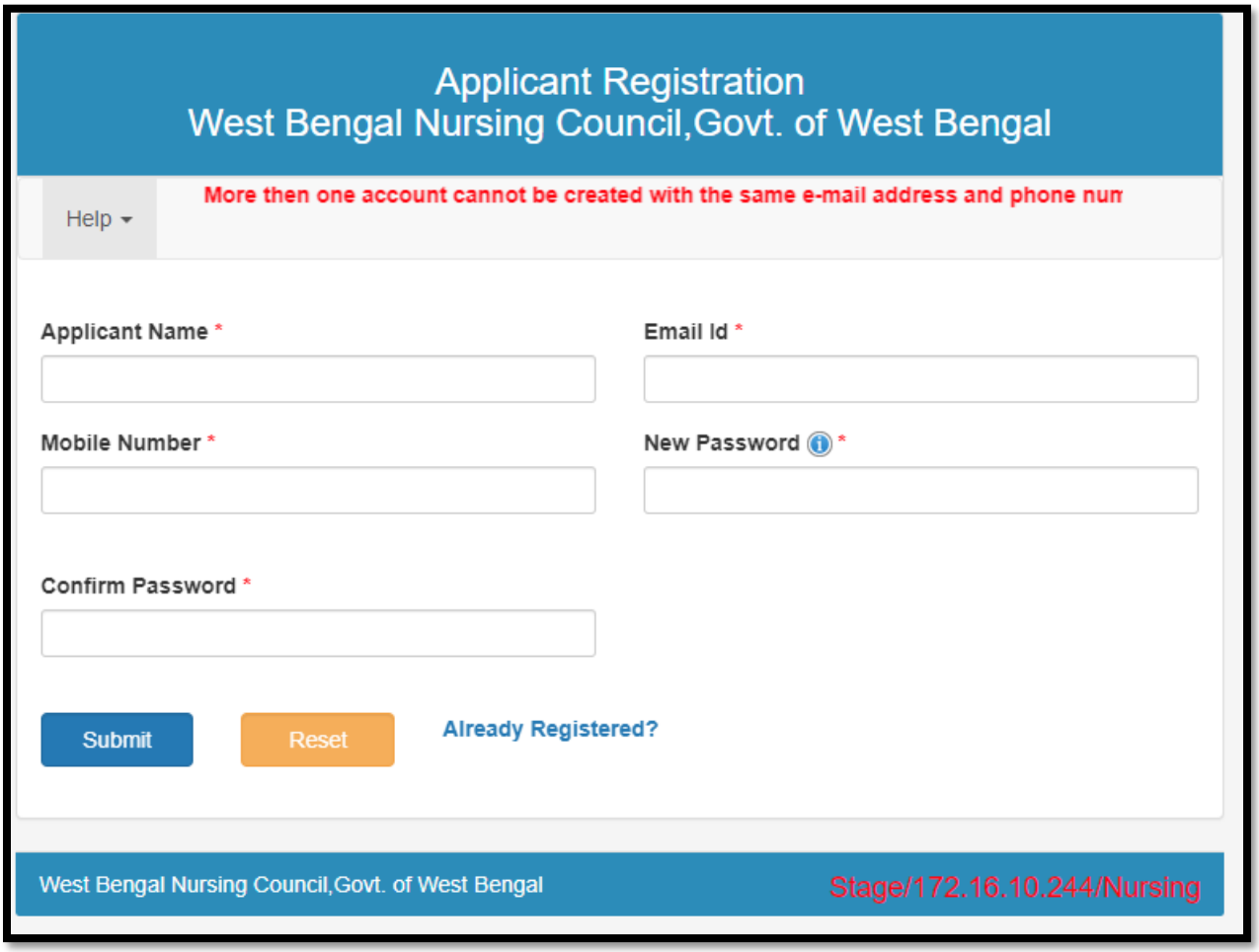
- The User will click on ‘New Registration’ hyperlink on the login page for their profile creation.
- The page will redirect to the ‘New registration’ page.
- User will enter Applicant name, Email id and Mobile number and press on ‘tab’ button.
- Upon pressing on ‘tab’ button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.
- User will next enter the OTP and click on submit button.
- If the OTP is correct User will proceed with inserting password and click on Submit button.
- Upon clicking on submit button a popup will open for successful registration. User will click on ok button.
- After successful registration, User will next click on ‘Already Registered?’ button.
- After clicking on ‘Already Registered?’ button, the page will redirect to the login page.

2.3 Screenshot Details

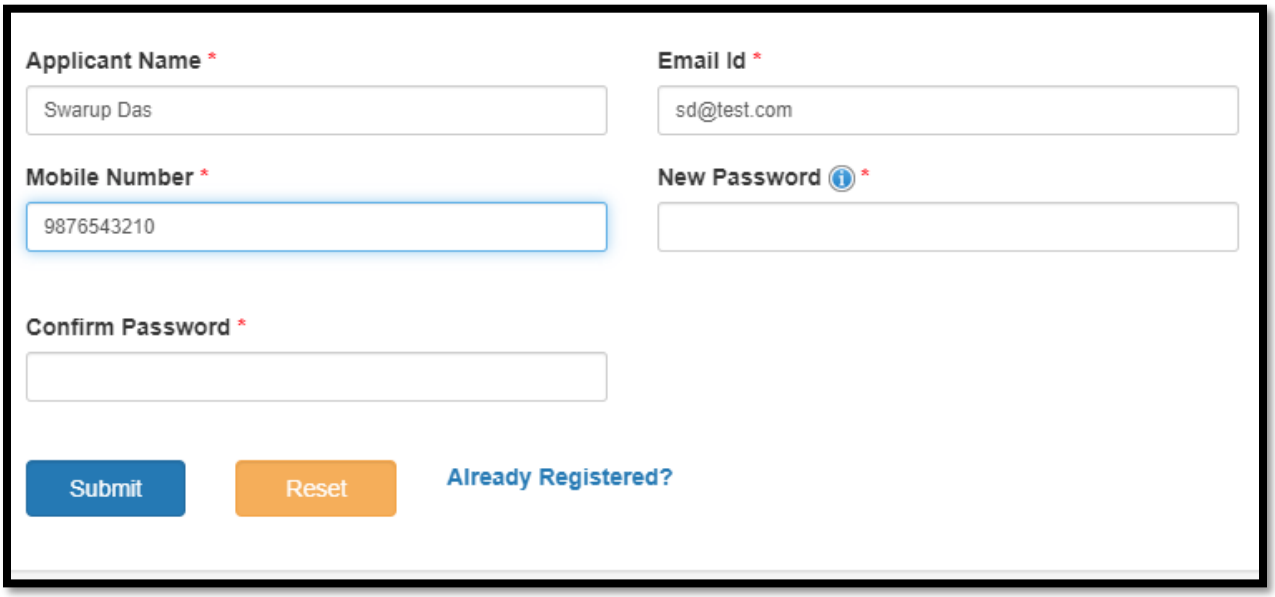
The User will click on ‘New Registration’ hyperlink on the login page for their profile creation.



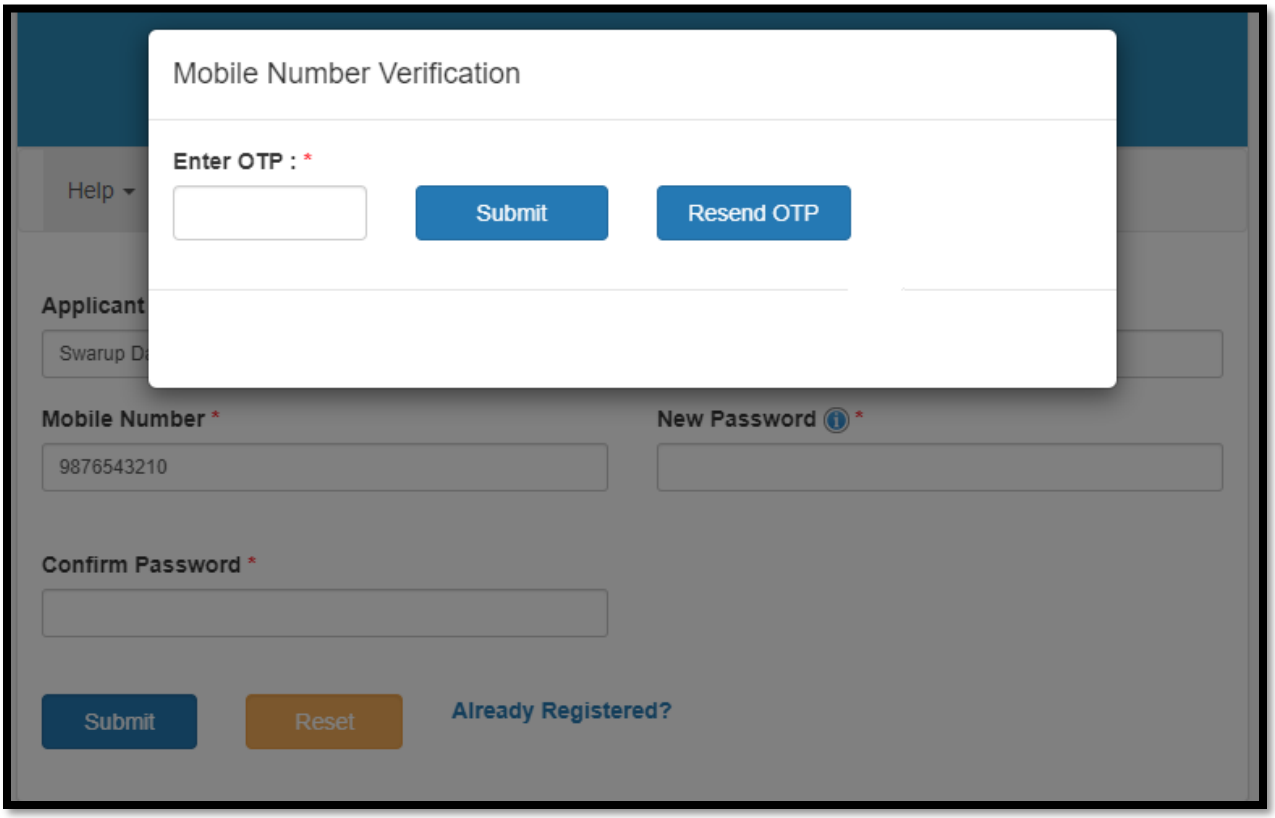
The page will redirect to the ‘New registration’ page.



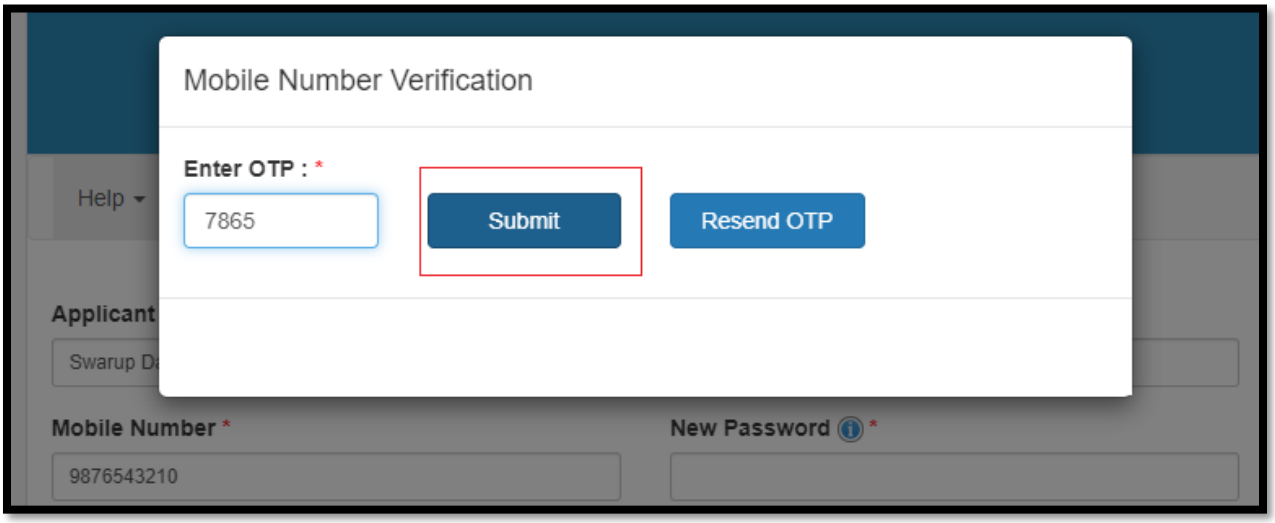
User will enter Applicant name, Email id and Mobile number and press on ‘tab’ button.



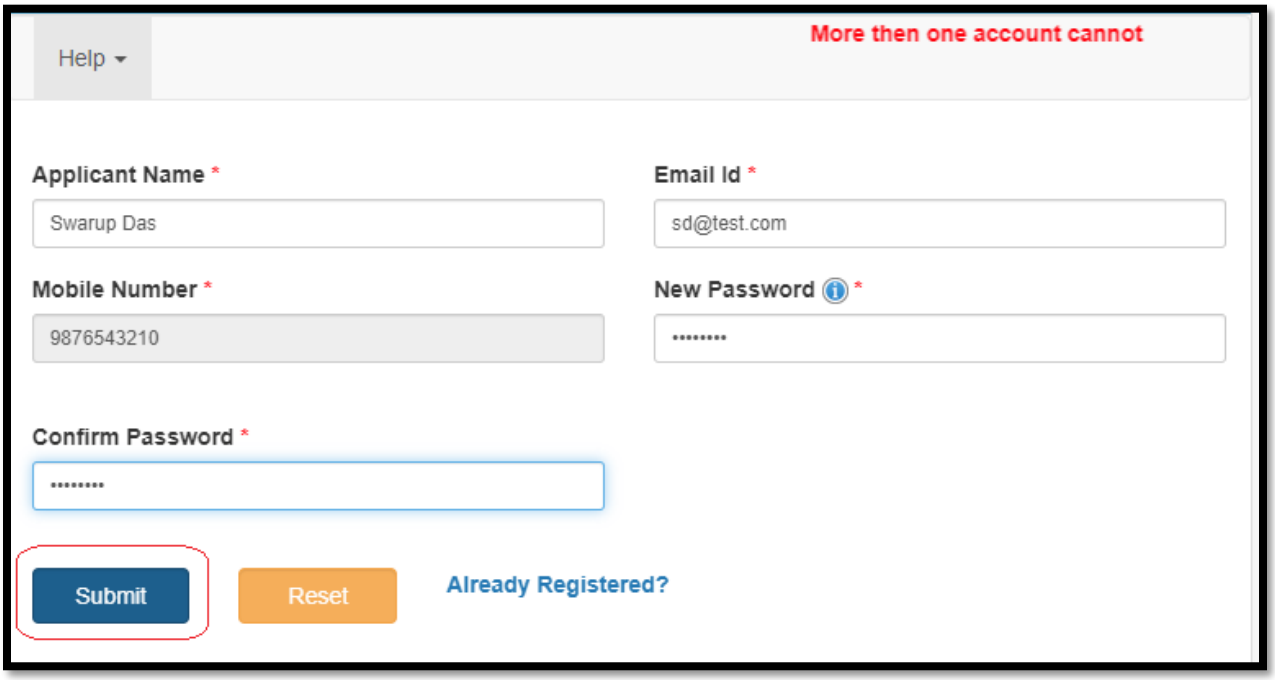
Upon pressing on ‘tab’ button a new popup arises where User are requested to validated their mobile no. with respective OTP which is send to their registered mobile id.



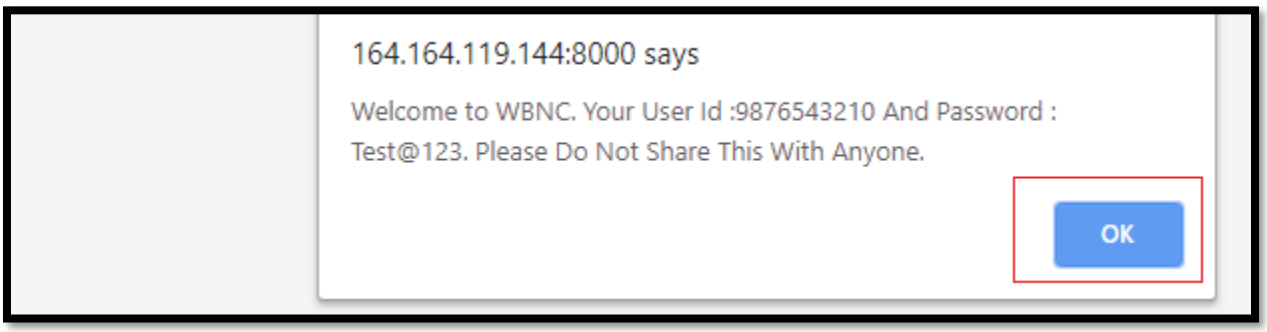
User will next enter the OTP and click on submit button.



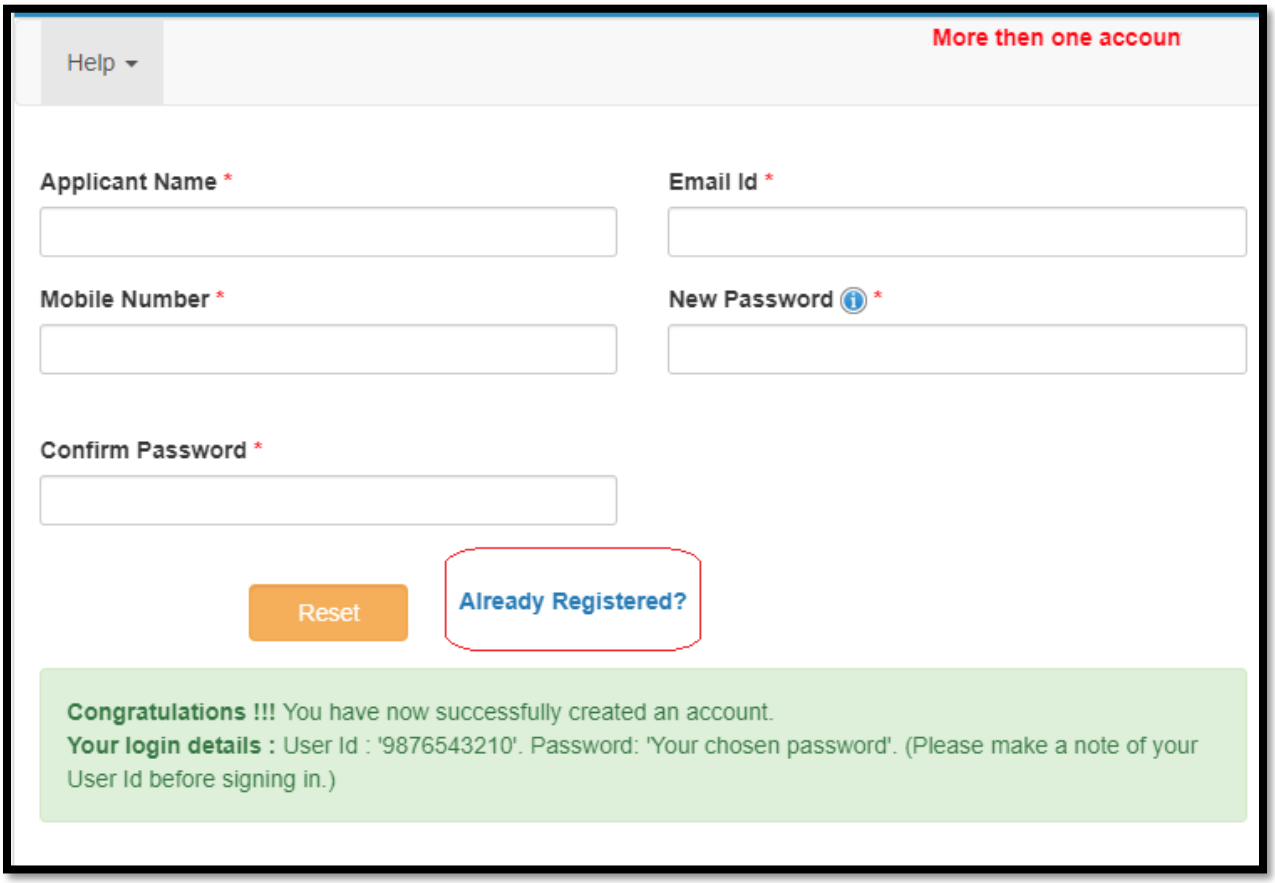
If the OTP is correct User will proceed with inserting password and click on Submit button.



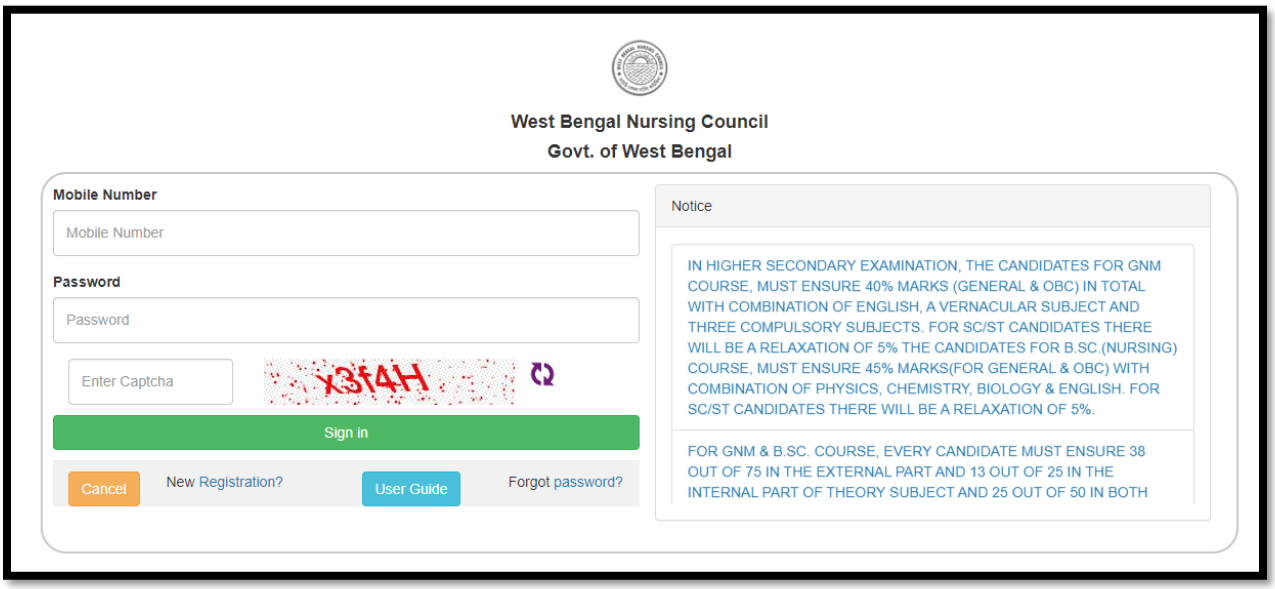
Upon clicking on submit button a popup will open for successful registration. User will click on ok button.



After successful registration, User will next click on ‘Already Registered?’ button.



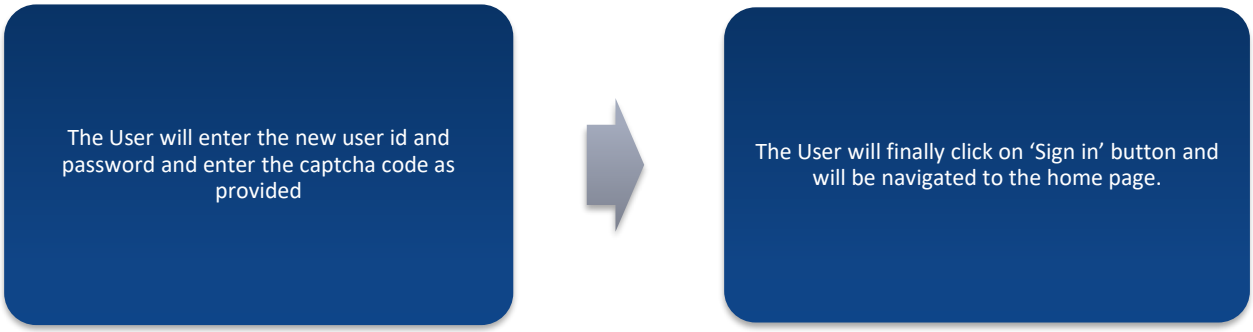
After clicking on ‘Already Registered?’ button, the page will redirect to the login page.



3. Login

After the User is redirected to the login page, User can login with new credentials. Detailed information is discussed in 3.2.

3.1 Process Flow

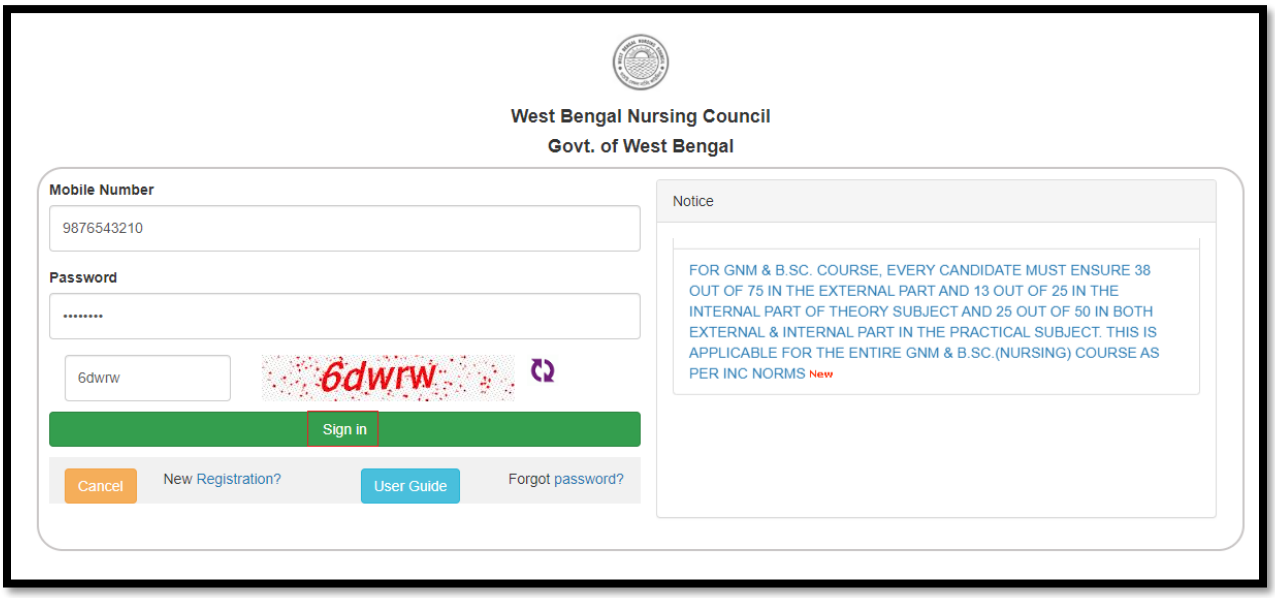


3.2 Detailed Steps

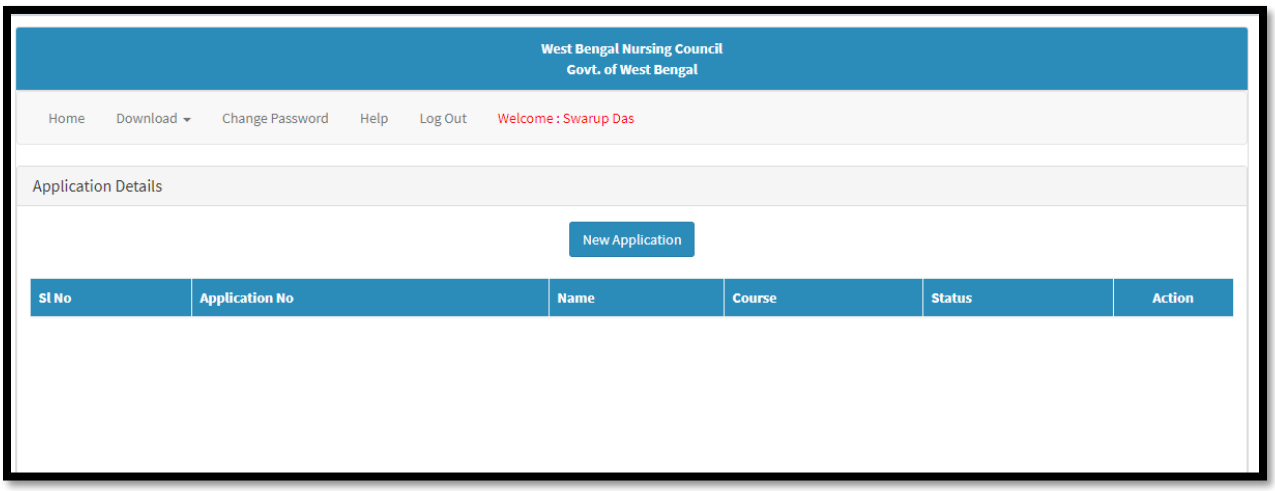
- The User will enter the new user id and password and enter the captcha code as provided
- The User will finally click on 'Sign in' button and will be navigated to the home page.

3.3 Screenshot Details

The User will enter the new user id and password and enter the captcha code as provided and will finally click on ‘Sign in’ button.



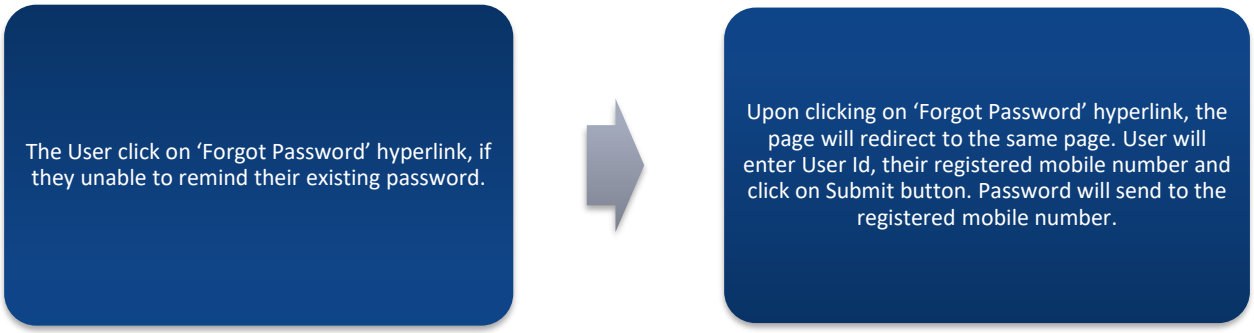
The User will be navigated to the home page.



4. Forgot Password?

This section of user manual describes how User retrieves their password, if they forget their password. Detailed information is discussed in 4.2.

4.1 Process Flow

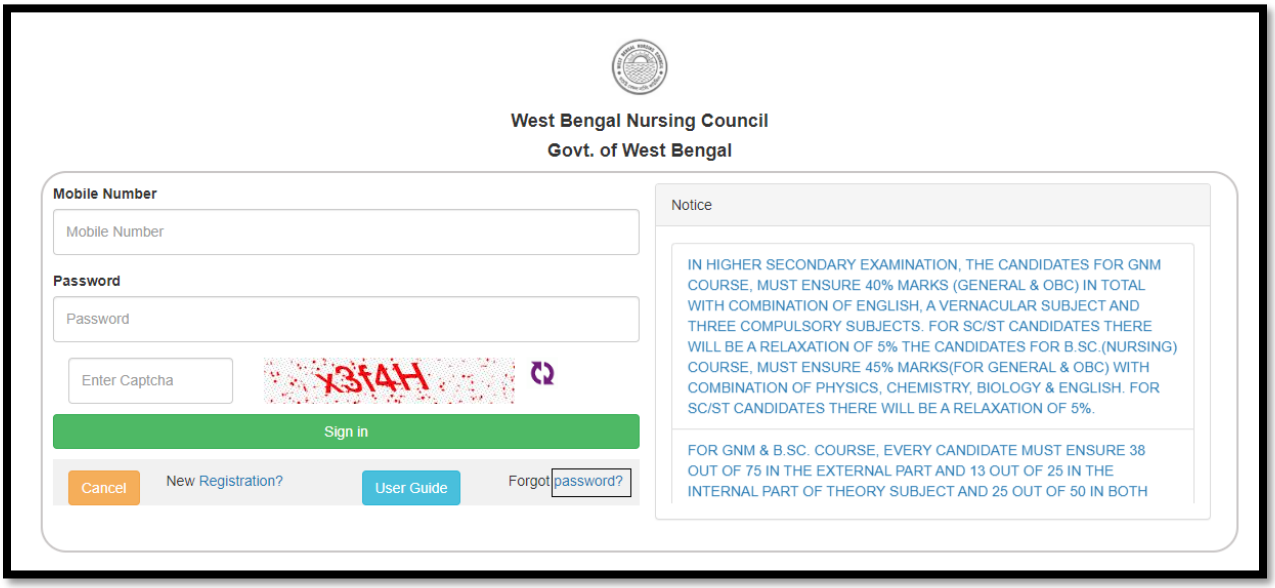


4.2 Detailed Steps

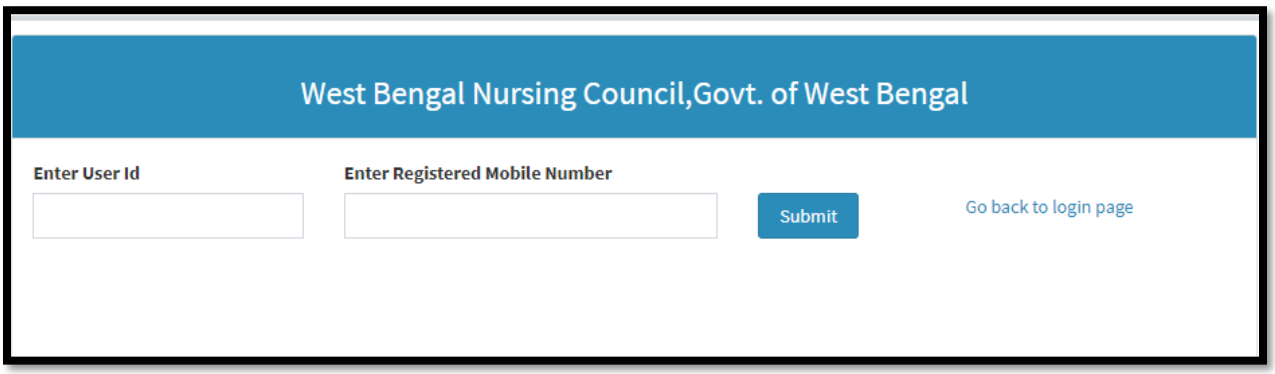
- The User click on 'Forgot Password' hyperlink, if they unable to remind their existing password.
- Upon clicking on 'Forgot Password' hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.

4.3 Screenshot Details

The User click on ‘Forgot Password’ hyperlink, if they unable to remind their existing password.



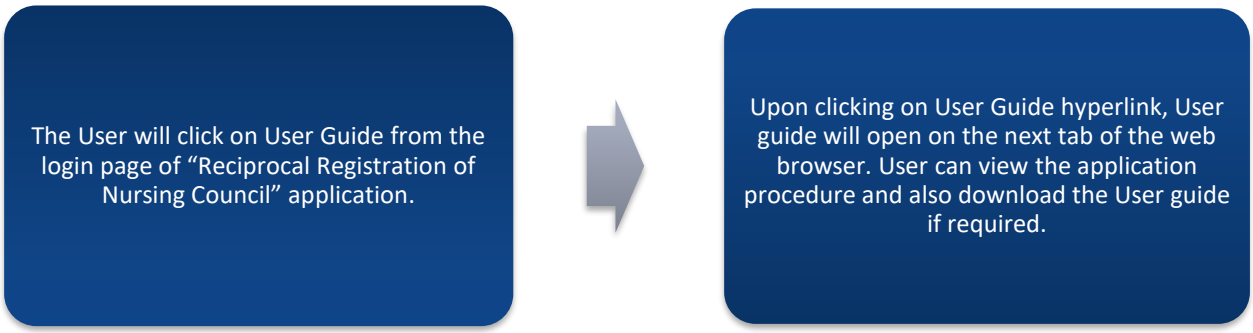
Upon clicking on ‘Forgot Password’ hyperlink, the page will redirect to the same page. User will enter User Id, their registered mobile number and click on Submit button. Password will send to the registered mobile number.



5. User Guide

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 5.2.

5.1 Process Flow

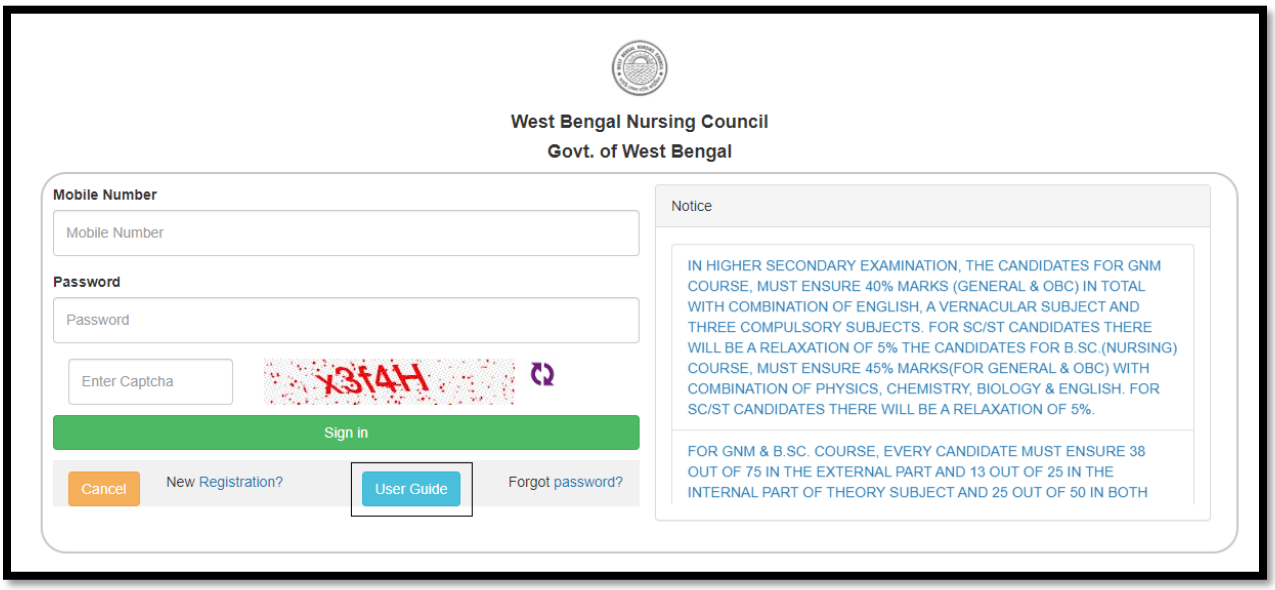


5.2 Detailed Steps

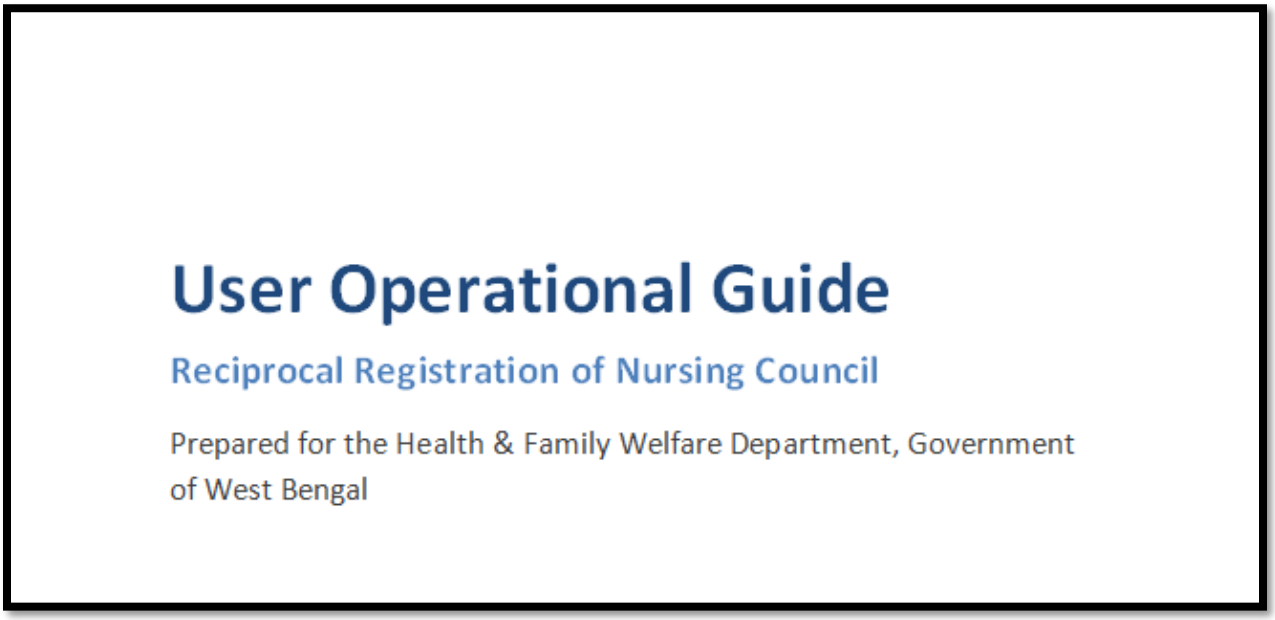
- The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.
- Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

5.3 Screenshot Details

The User will click on User Guide from the login page of “Reciprocal Registration of Nursing Council” application.



Upon clicking on User Guide hyperlink, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. .



6. New Application

After login User will click on New Application for applying Reciprocal Registration. Detailed information is discussed in 6.2.

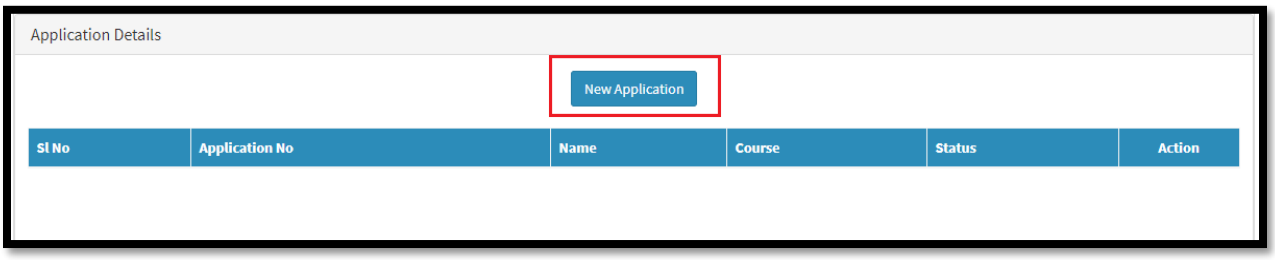
6.1 Process Flow

6.2 Detailed Steps

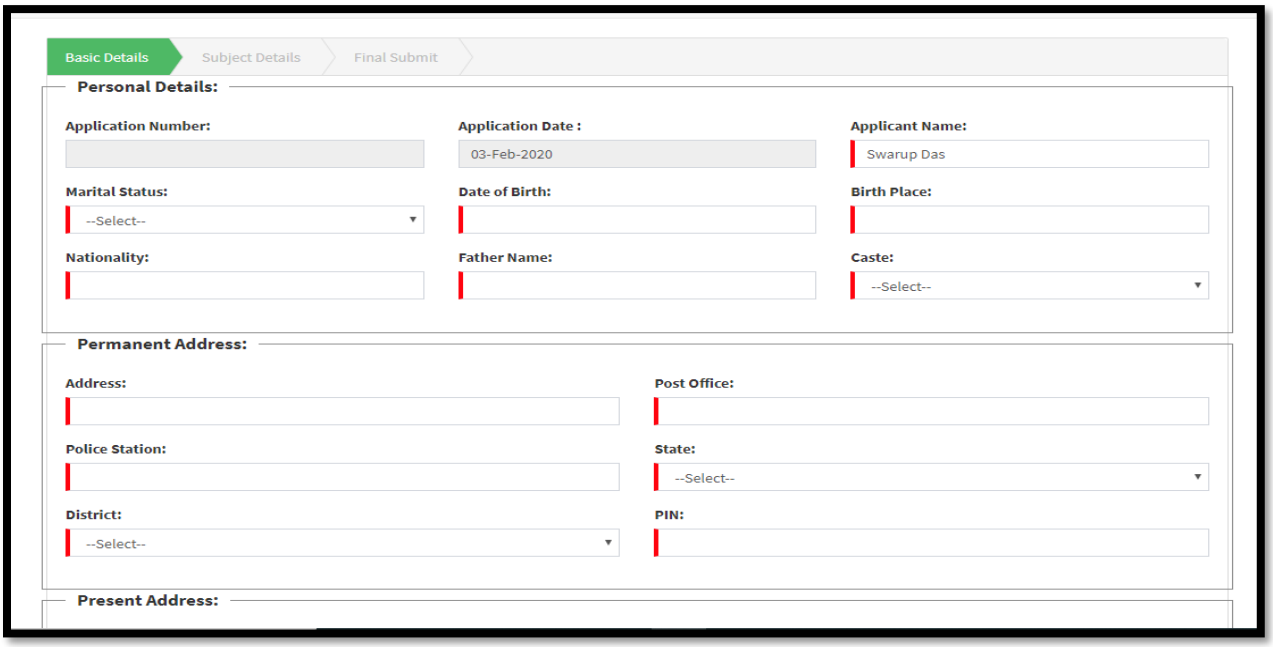
- The User will click on 'New Application' button in the home page for applying Reciprocal Registration.
- The page will redirect to the 'New Application' page.
- During filling 'New application', User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.
- User will next fill in the address of them. If the Permanent and present address are same User will selects the checkbox same as Permanent address which populates the present address from permanent address.
- After that User will fill in Diploma / Degree. User will select required courses.
- After selecting courses User will fill in course category and its duration.
- User will next fill in Previous Council registration information and proceed to next section.
- User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.
- User will click on next button after submitting basic details.
- Upon clicking on next button page redirects to the 'Subject Details'.
- User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.
- In the same procedure User will add all the subject of that semester including their marks.
- User will click on next button after submitting all the subject details.
- User redirected to the final submit page after clicking on next button.
- User will select declaration and click on Final submit. After final submit applicant will unable to modify the application. Upon clicking on final submit User alerted with a popup message. User will click on ok button.
- Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.
- The page redirected to the home page along with the status submitted..

6.3 Screenshot Details

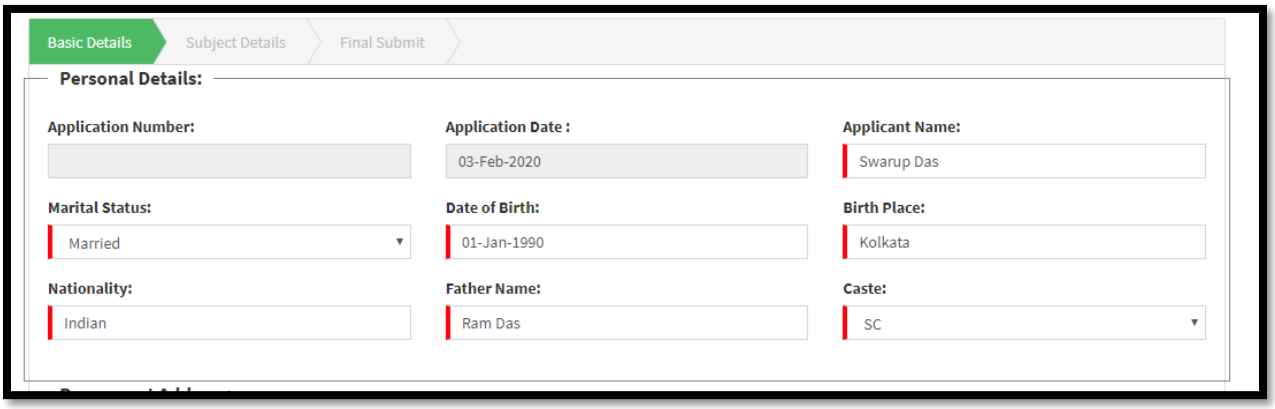
The User will click on 'New Application' button in the home page for applying Reciprocal Registration.



The page will redirect to the ‘New Application’ page.

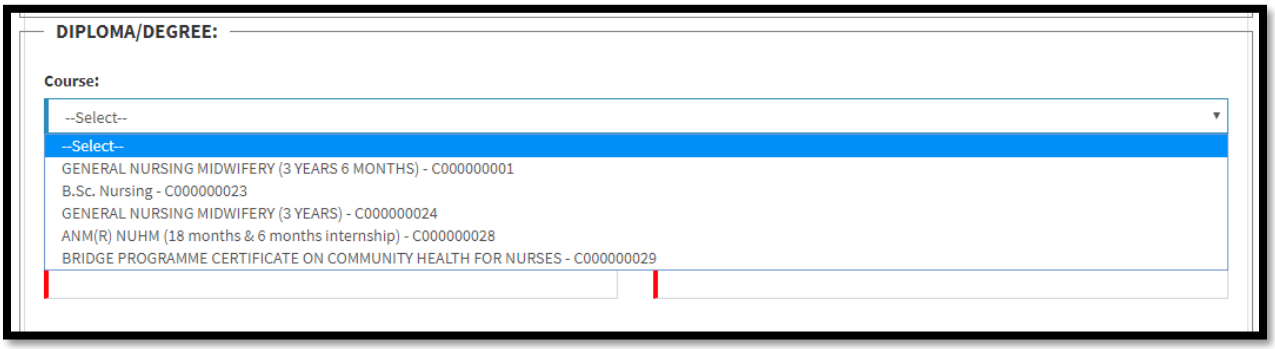


During filling ‘New application’, User will first fill up Basic Details. In Basic details User will start with Personal Details with the following Application Number (Auto Populated), Application Date (Auto Populated), Applicant Name (Auto Populated), Marital Status, Date of Birth, Birth Place, Nationality, Father Name and Caste.

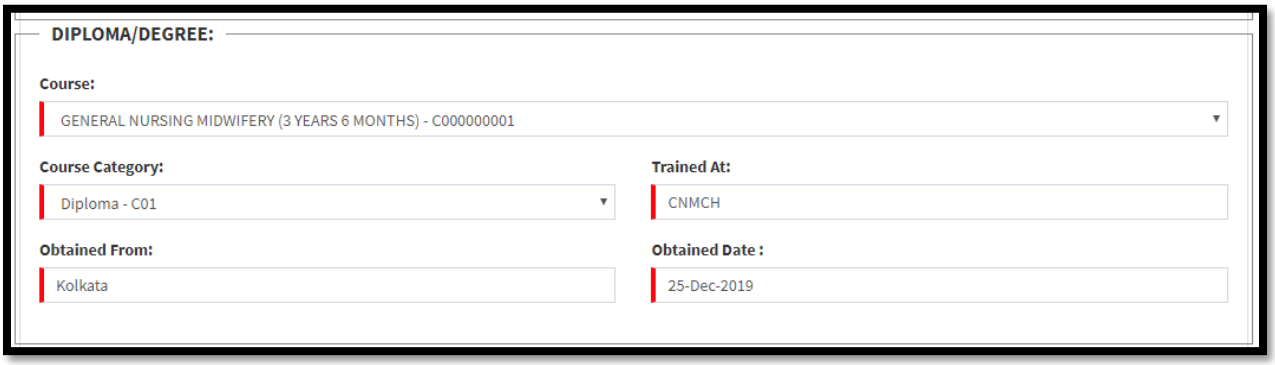


User will next fill in the address of them. If the Permanent and present address are same User will selects the checkbox same as Permanent address which populates the present address from permanent address.

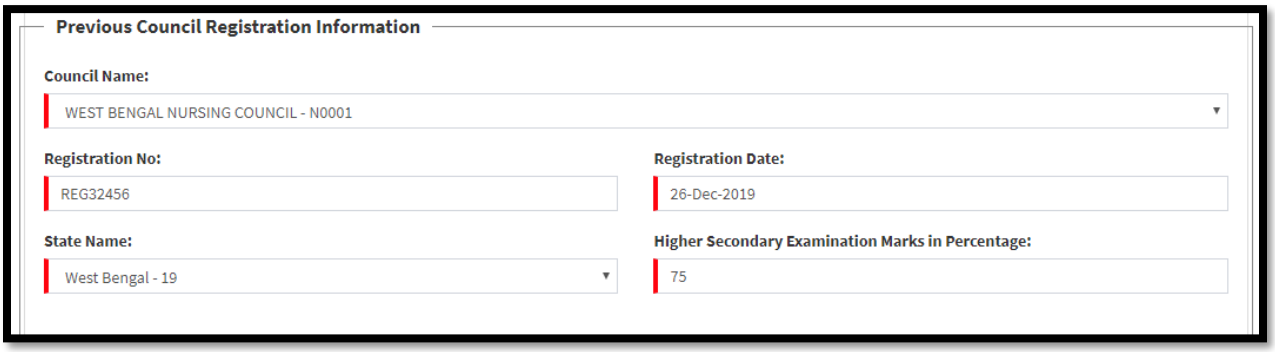
After that User will fill in Diploma / Degree. User will select required courses.



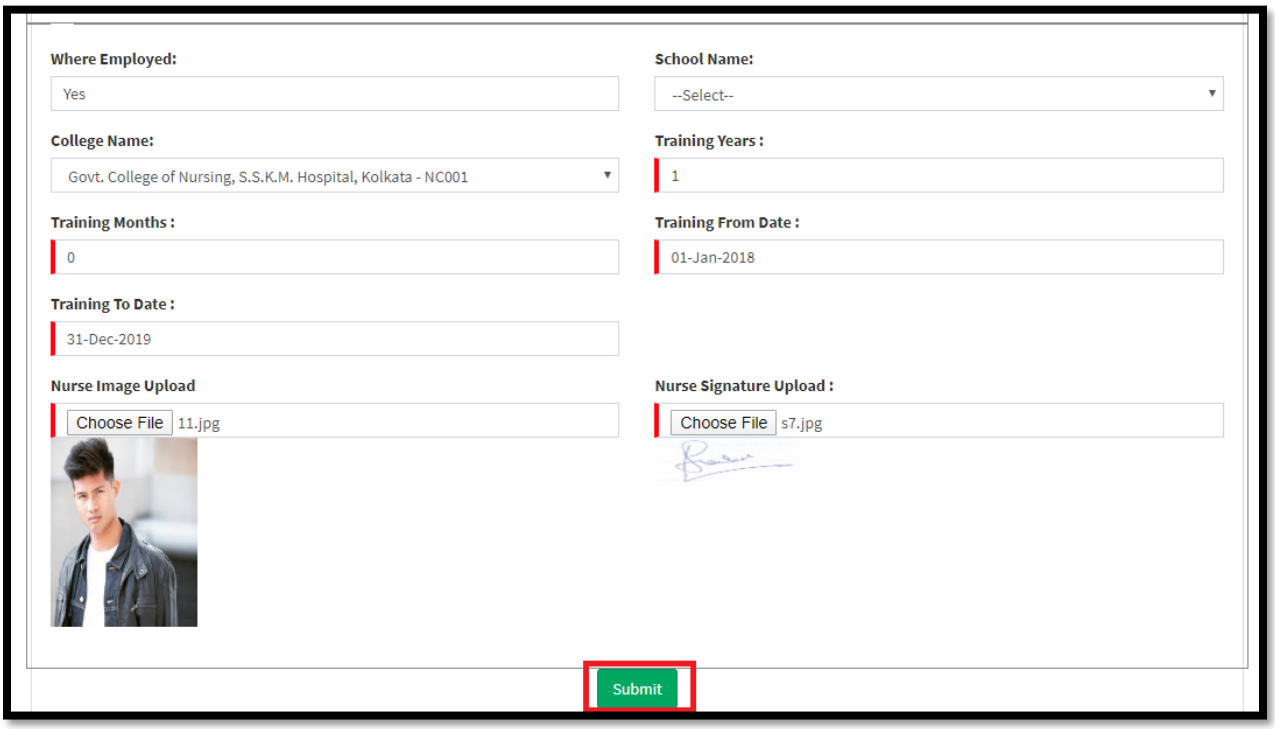
After selecting courses User will fill in course category and its duration.



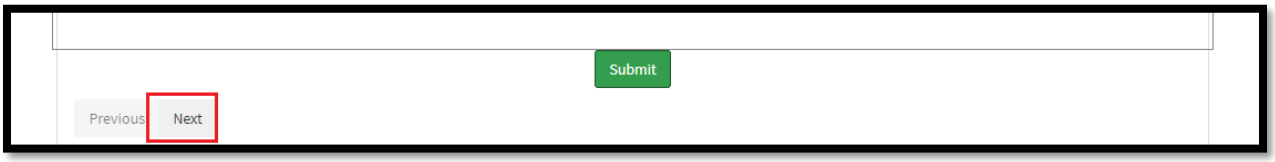
User will next fill in Previous Council registration information and proceed to next section.



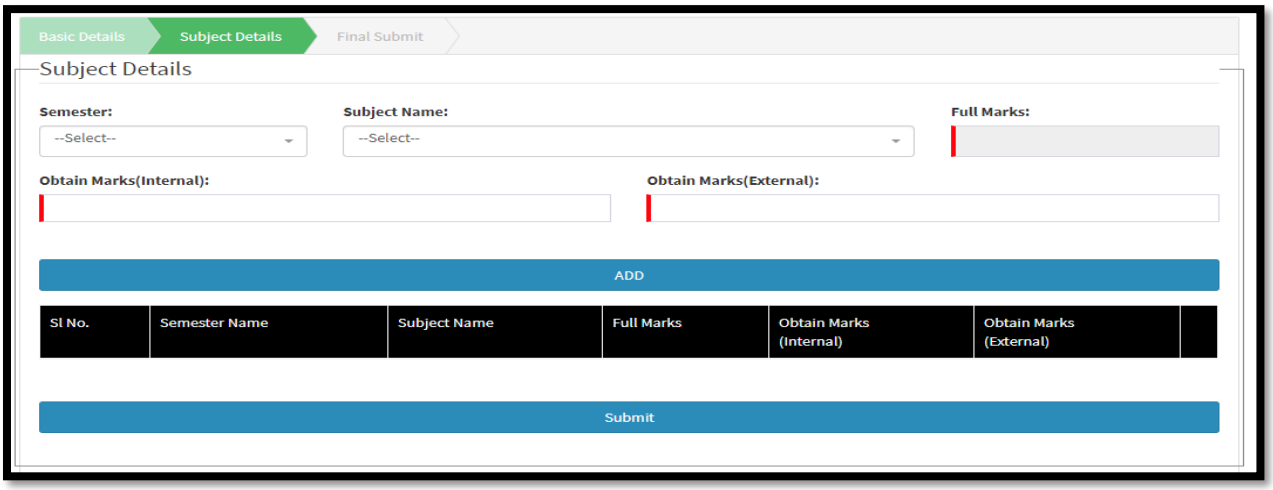
User will next fill in Employee details, School name, College name, Training details, Training duration. After that User will upload image & signature and clicks on Submit button to save the applicants basic details.



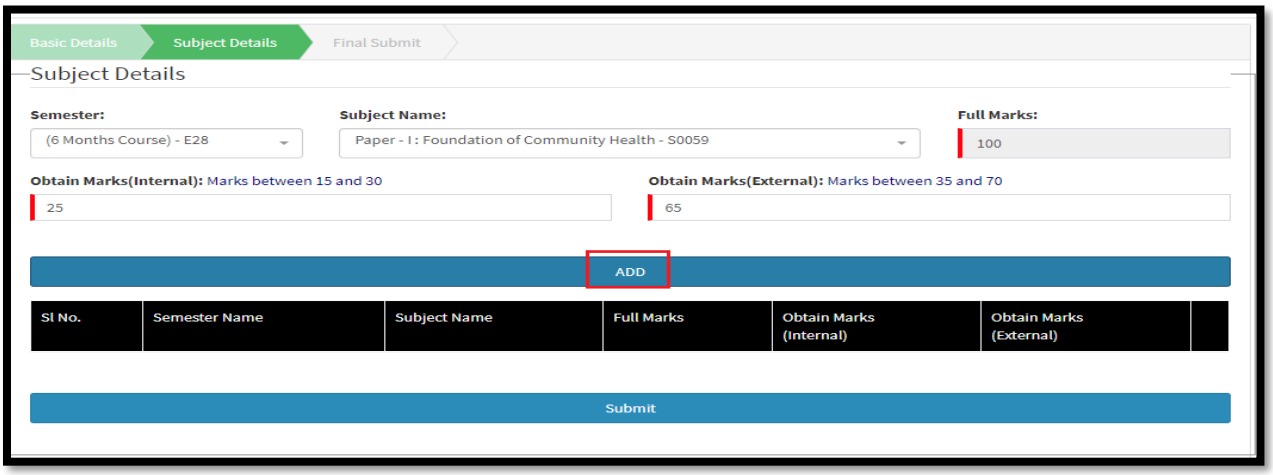
User will click on next button after submitting basic details.



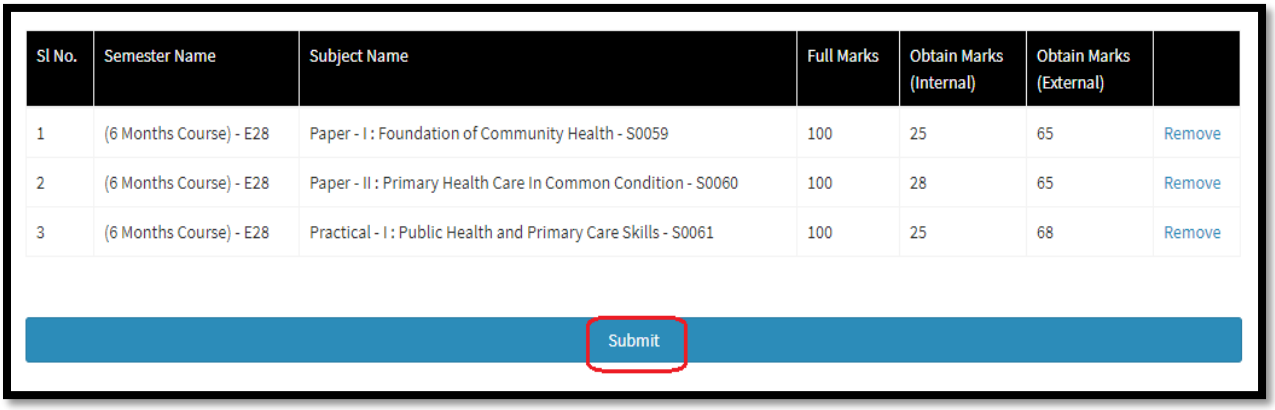
Upon clicking on next button page redirects to the ‘Subject Details’.



User will first select Semester and its all subjects. Then they enter internal and external marks of that selected subject and click on add button to add these subject details.



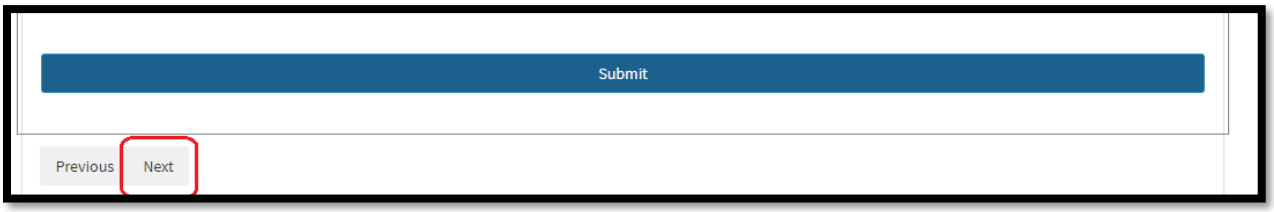
In the same procedure User will add all the subject of that semester including their marks. Note that without entering all the subject of that semester User cannot proceed to the next step.



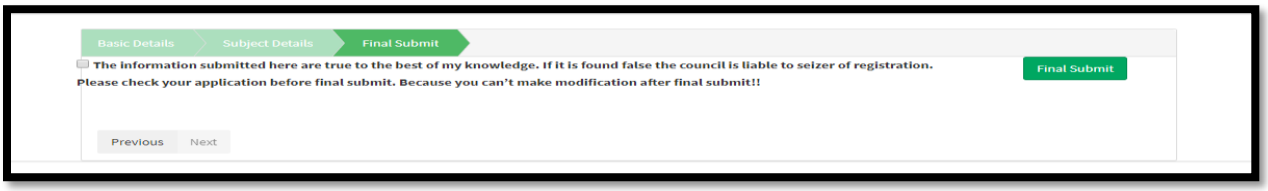
Sl No.	Semester Name	Subject Name	Full Marks	Obtain Marks (Internal)	Obtain Marks (External)	
1	(6 Months Course) - E28	Paper - I : Foundation of Community Health - S0059	100	25	65	Remove
2	(6 Months Course) - E28	Paper - II : Primary Health Care In Common Condition - S0060	100	28	65	Remove
3	(6 Months Course) - E28	Practical - I : Public Health and Primary Care Skills - S0061	100	25	68	Remove

Submit

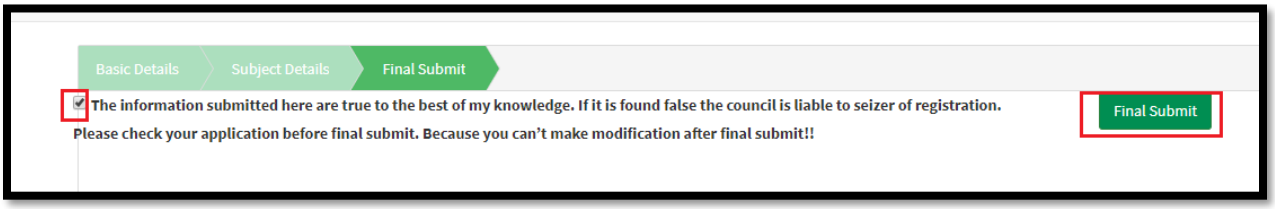
User will click on next button after submitting all the subject details.



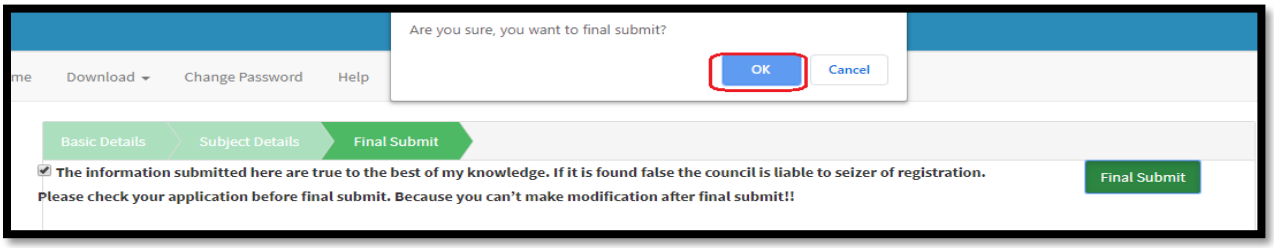
User redirected to the final submit page after clicking on next button.



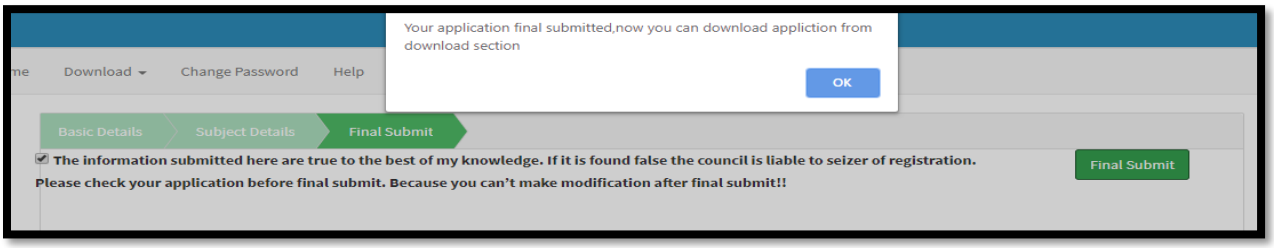
User will select declaration and click on Final submit. After final submit applicant will unable to modify the application.



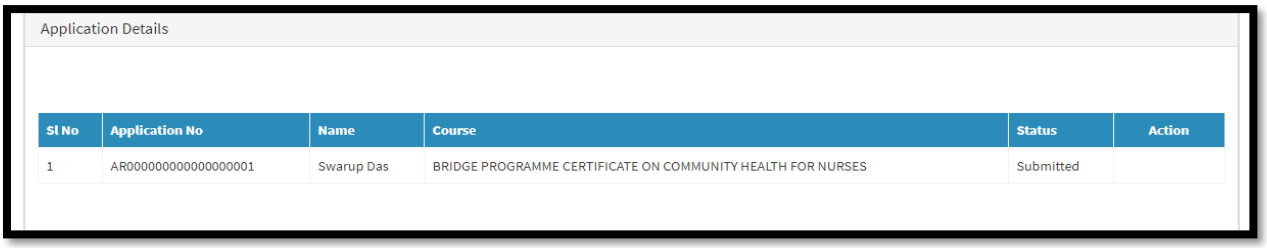
Upon clicking on final submit User alerted with a popup message. User will click on ok button.



Upon clicking on ok button another popup message arises that application submitted successfully. User will click on Ok button.



The page redirected to the home page along with the status submitted.

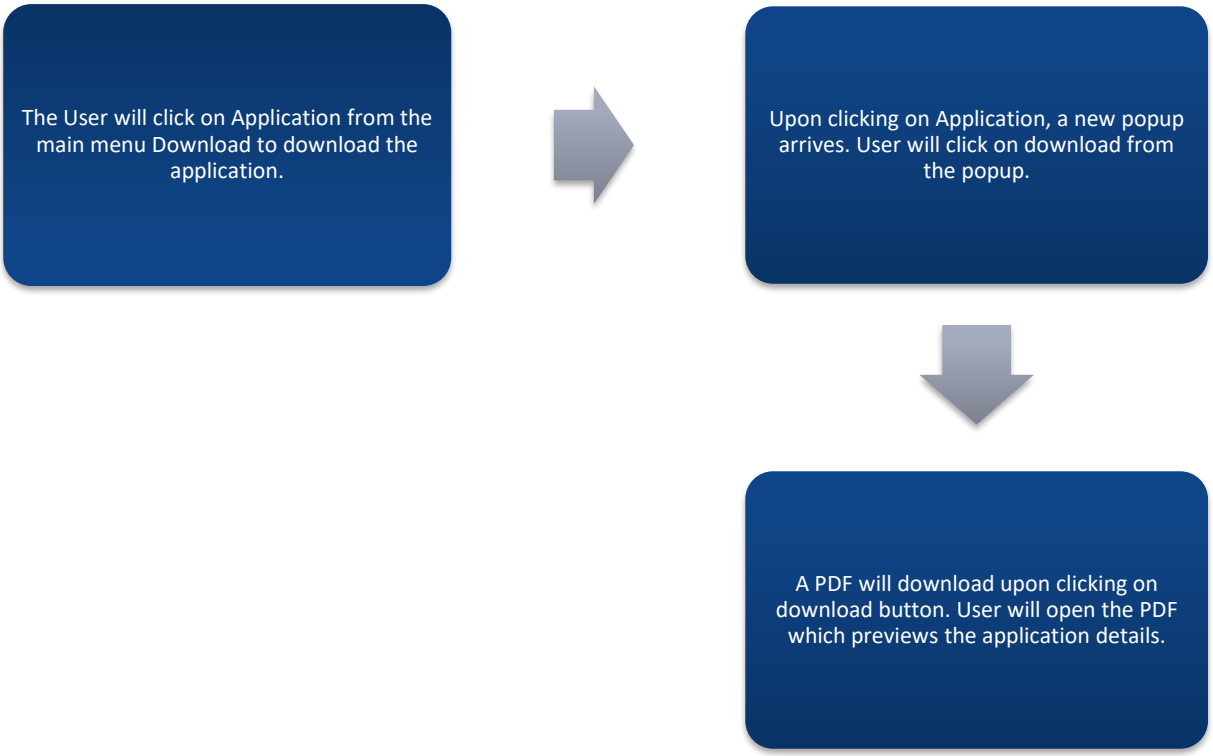


7. Download

7.1 Application

After the application, User can download the application. Detailed information is discussed in 7.1.2.

7.1.1 Process Flow

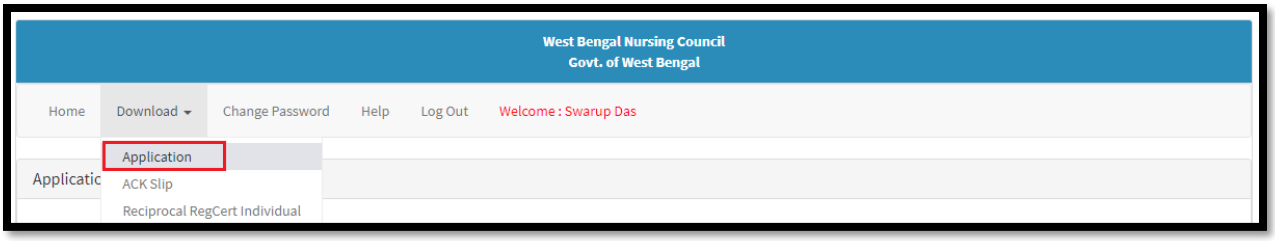


7.1.2 Detailed Steps

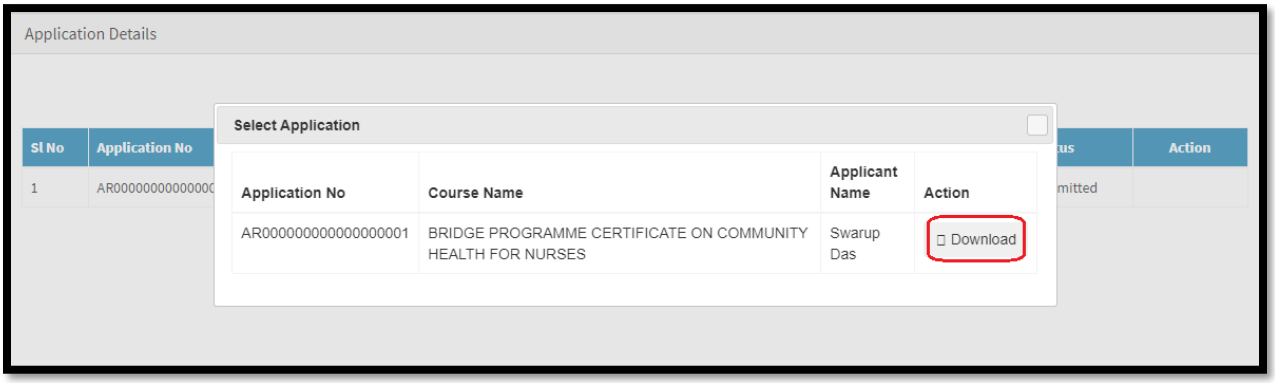
- The User will click on Application from the main menu Download to download the application.
- Upon clicking on Application, a new popup arrives. User will click on download from the popup.
- A PDF will download upon clicking on download button. User will open the PDF which previews the application details.

7.1.3 Screenshot Details

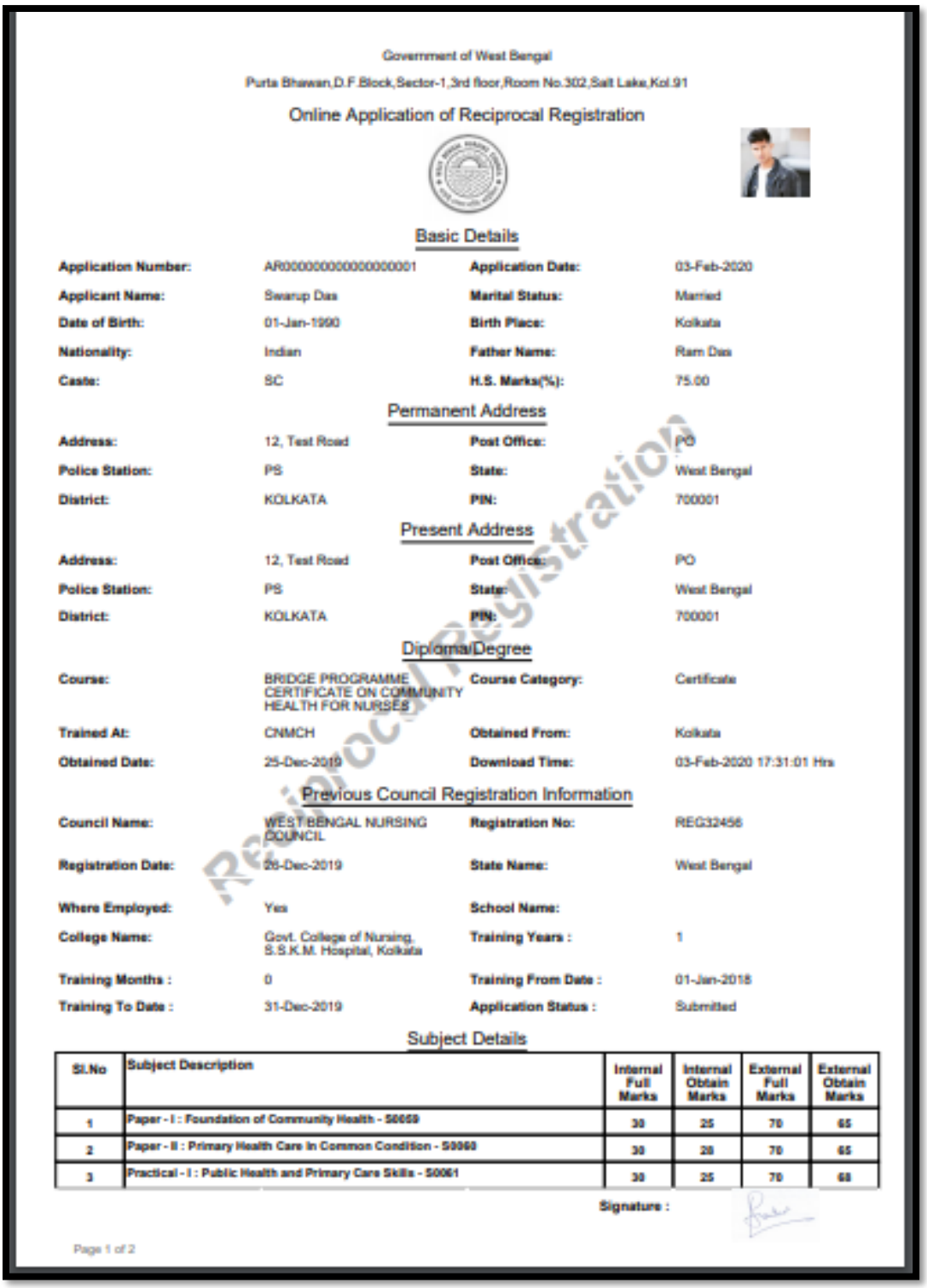
The User will click on Application from the main menu Download to download the application.



Upon clicking on Application, a new popup arrives. User will click on download from the popup.



A PDF will download upon clicking on download button. User will open the PDF which previews the application details.



Government of West Bengal

Purta Bhawan,D.F.Block,Sector-1,3rd floor,Room No.302,Salt Lake,Kol.91

Online Application of Reciprocal Registration

Basic Details

Application Number:	AR00000000000000001	**Application Date:**	03-Feb-2020
Applicant Name:	Swarup Das	**Marital Status:**	Married
Date of Birth:	01-Jan-1990	**Birth Place:**	Kolkata
Nationality:	Indian	**Father Name:**	Ram Das
Caste:	SC	**H.S. Marks(%):**	75.00

Permanent Address

Address:	12, Test Road	**Post Office:**	PO
Police Station:	PS	**State:**	West Bengal
District:	KOLKATA	**PIN:**	700001

Present Address

Address:	12, Test Road	**Post Office:**	PO
Police Station:	PS	**State:**	West Bengal
District:	KOLKATA	**PIN:**	700001

Diploma/Degree

Course:	BRIDGE PROGRAMME CERTIFICATE ON COMMUNITY HEALTH FOR NURSES	**Course Category:**	Certificate
Trained At:	CNMCH	**Obtained From:**	Kolkata
Obtained Date:	25-Dec-2019	**Download Time:**	03-Feb-2020 17:31:01 Hrs

Previous Council Registration Information

Council Name:	WEST BENGAL NURSING COUNCIL	**Registration No:**	REG32456
Registration Date:	26-Dec-2019	**State Name:**	West Bengal
Where Employed:	Yes	**School Name:**	
College Name:	Govt. College of Nursing, S.S.K.M. Hospital, Kolkata	**Training Years :**	1
Training Months :	0	**Training From Date :**	01-Jan-2018
Training To Date :	31-Dec-2019	**Application Status :**	Submitted

Subject Details

Sl.No	Subject Description	Internal Full Marks	Internal Obtain Marks	External Full Marks	External Obtain Marks
1	Paper - I : Foundation of Community Health - S0059	30	25	70	65
2	Paper - II : Primary Health Care in Common Condition - S0060	30	28	70	65
3	Practical - I : Public Health and Primary Care Skills - S0061	30	25	70	68

Signature :

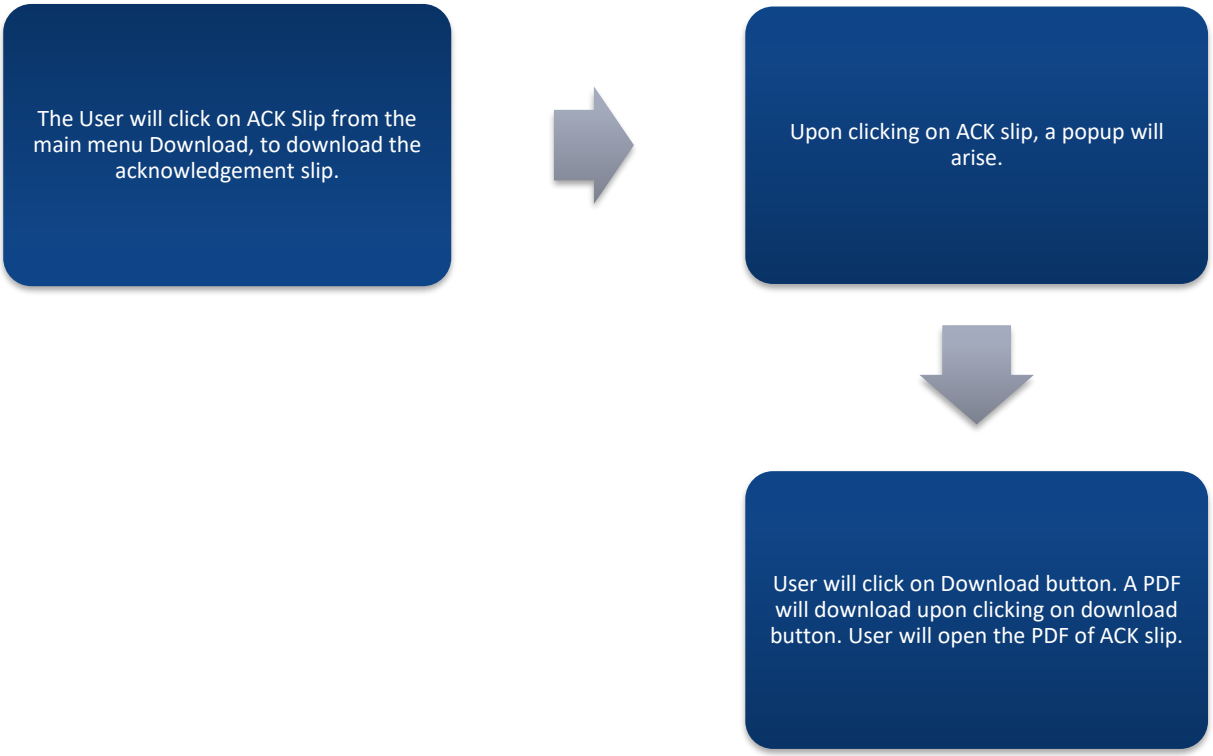
Page 1 of 2

Reciprocal Registration

7.2 ACK Slip

After the application is received by Administrator, User can download the acknowledgement slip. Detailed information is discussed in 7.2.2.

7.2.1 Process Flow



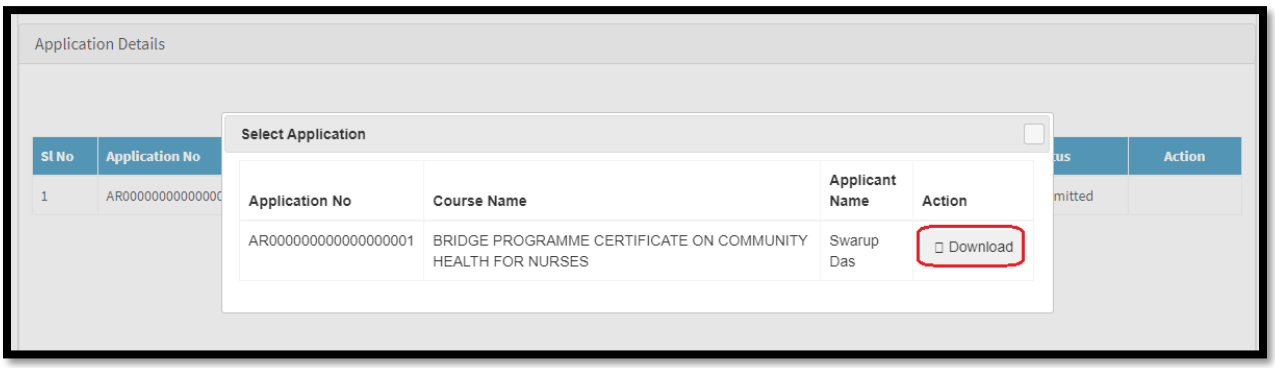
7.2.2 Detailed Steps

- The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.
- Upon clicking on ACK slip, a popup will arise.
- User will click on Download button. A PDF will download upon clicking on download button. User will open the PDF of ACK slip..

7.2.3 Screenshot Details

The User will click on ACK Slip from the main menu Download, to download the acknowledgement slip.

Upon clicking on ACK slip, a popup will arise. User will click on Download button.



A PDF will download upon clicking on download button. User will open the PDF of ACK slip.

Government of West Bengal

Purta Bhawan,D.F.Block,Sector-1,3rd floor,Room No.302,Salt Lake,Kol.91

ACKNOWLEDGEMENT RECEIPT

Application Number:	AR000000000000000001	**Application Date:**	03-Feb-2020
Applicant Name:	Swarup Das	**Father's Name:**	Ram Das
Current Council Name:	WEST BENGAL NURSING COUNCIL		

Date and Time of visiting in the Council

Date:	The candidate should visit the Council within 01(one) month from 06-Feb-2020		
Application Status :	Scheduled	**Download Time:**	03-Feb-2020 17:58:21 Hrs

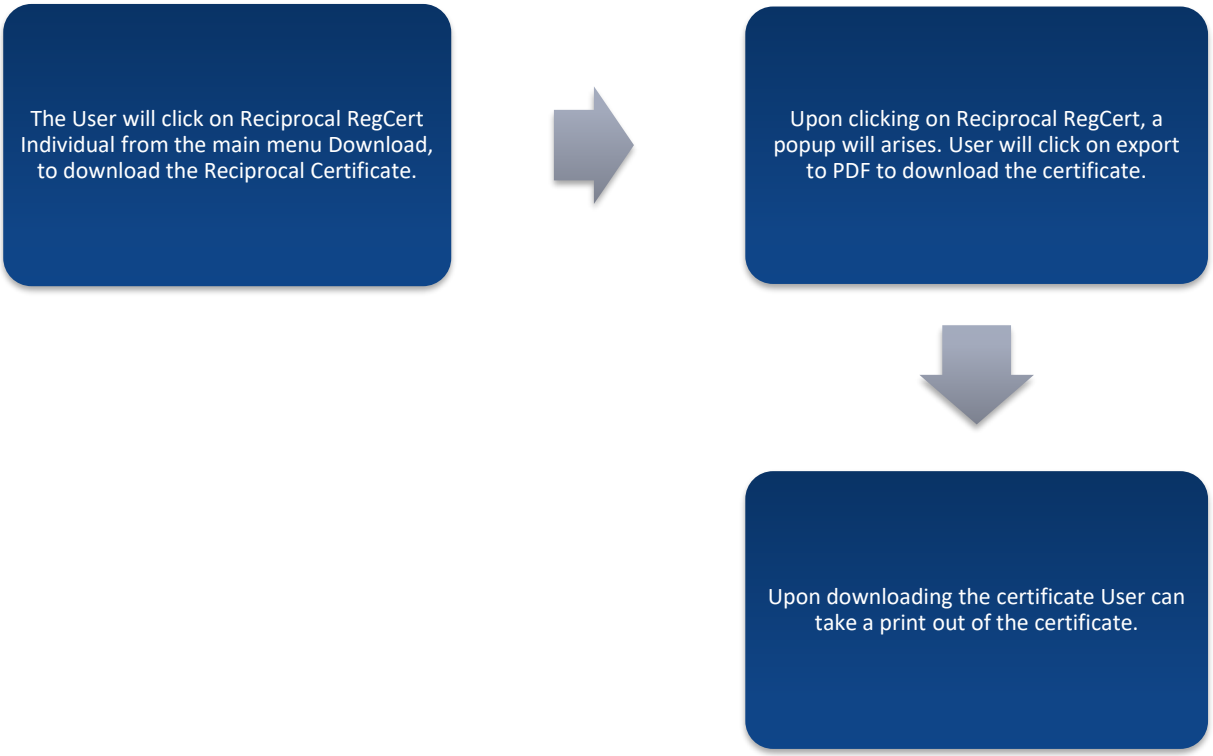
Signature of the Dealing Clerk

Acknowledgement Receipt

7.3 Reciprocal RegCert Individual

After admin approve and generates Reciprocal Certificate, User can download the certificate. Detailed information is discussed in 7.3.2.

7.3.1 Process Flow



7.3.2 Detailed Steps

- The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.
- Upon clicking on Reciprocal RegCert, a popup will arises. User will click on export to PDF to download the certificate.
- Upon downloading the certificate User can take a print out of the certificate.

7.3.3 Screenshot Details

The User will click on Reciprocal RegCert Individual from the main menu Download, to download the Reciprocal Certificate.

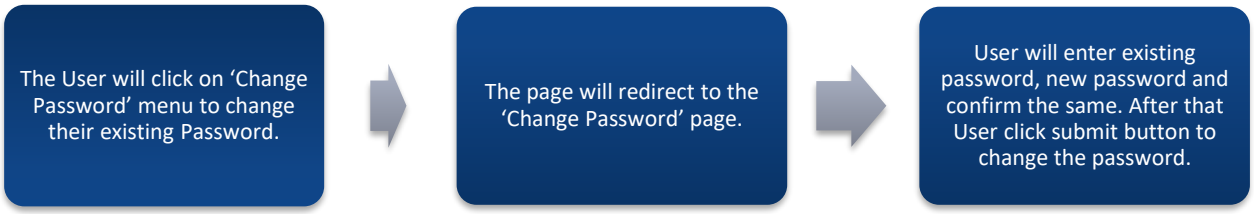
Upon clicking on Reciprocal RegCert, a popup will arises. User will click on export to pdf to download the certificate.

Upon downloading the certificate User can take a print out of the certificate.

8. Change Password

This section of user manual describes how User changes their existing password. Detailed information is discussed in 8.2.

8.1 Process Flow



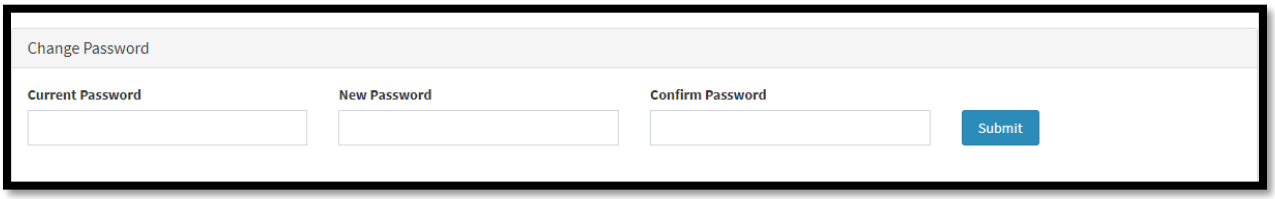
8.2 Detailed Steps

- The User will click on 'Change Password' menu to change their existing Password.
- The page will redirect to the 'Change Password' page.
- User will enter existing password, new password and confirm the same. After that User click submit button to change the password.

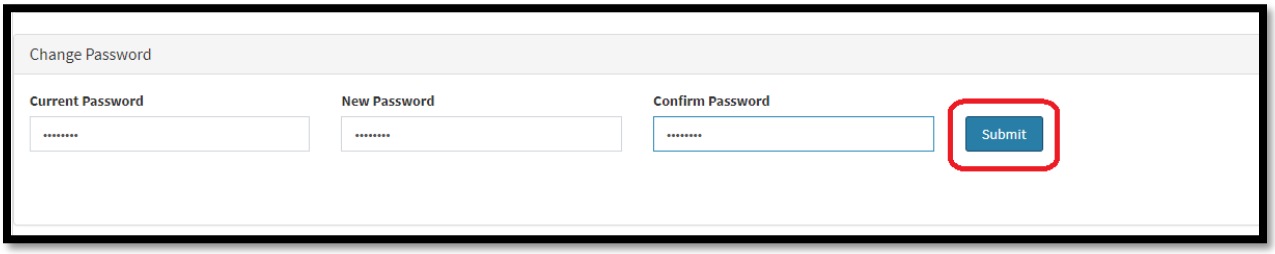
8.3 Screenshot Details

The User will click on ‘Change Password’ menu to change their existing Password.

The page will redirect to the ‘Change Password’ page.



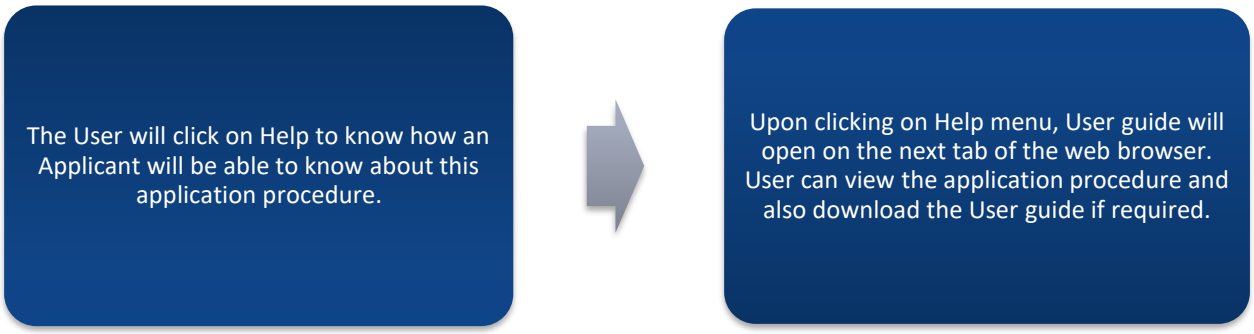
User will enter existing password, new password and confirm the same. After that User click submit button to change the password.



9. Help

This section of the User manual describes how an Applicant will be able to know about this application procedure, they need to view the User Manual. Detailed information is discussed in 9.2.

9.1 Process Flow

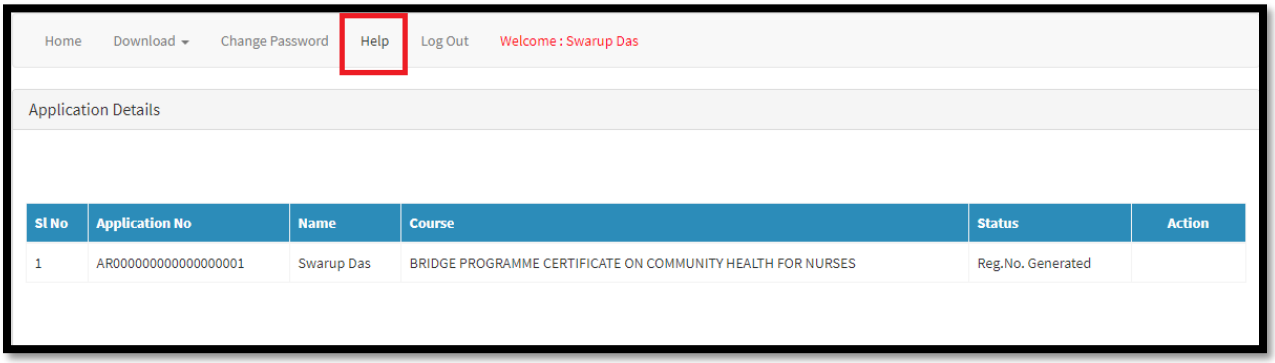


9.2 Detailed Steps

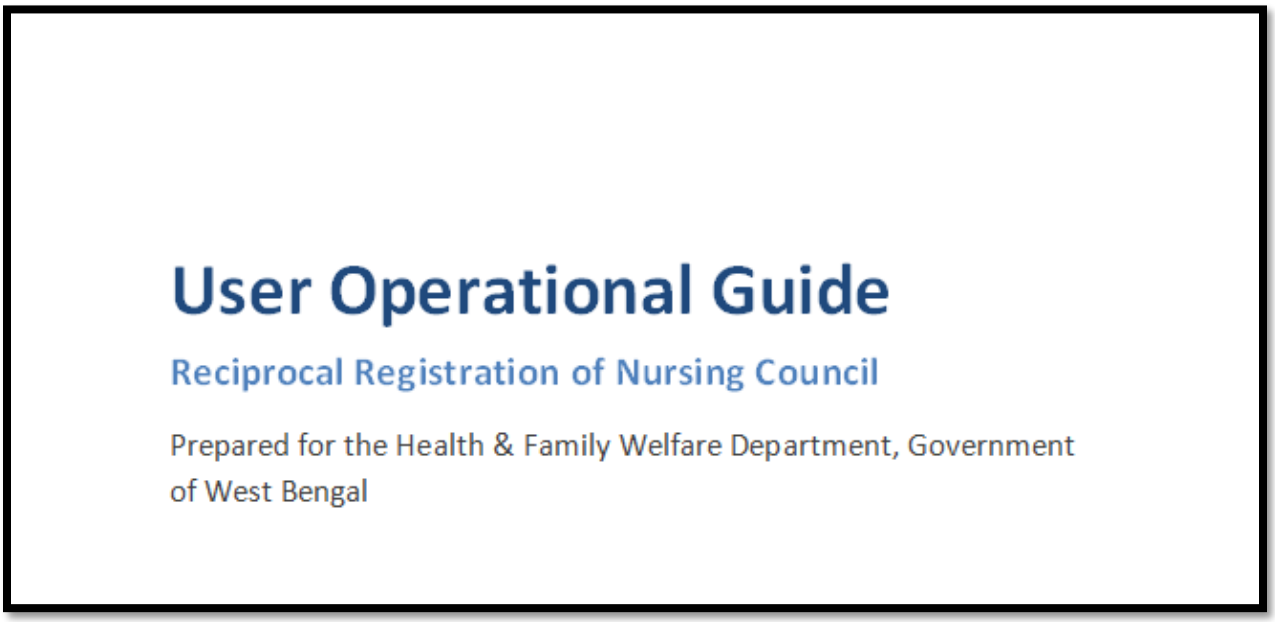
- The User will click on Help to know how an Applicant will be able to know about this application procedure.
- Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required.

9.3 Screenshot Details

The User will click on Help to know how an Applicant will be able to know about this application procedure.



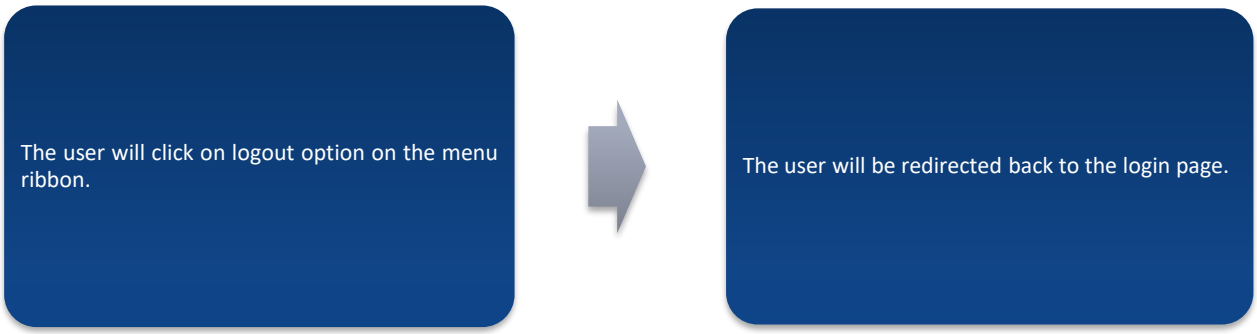
Upon clicking on Help menu, User guide will open on the next tab of the web browser. User can view the application procedure and also download the User guide if required. .



10. Logout

The User may logout whenever he/she wants. The user will click on logout option on the menu ribbon. The user will be redirected back to the login page.

10.1 Process Flow

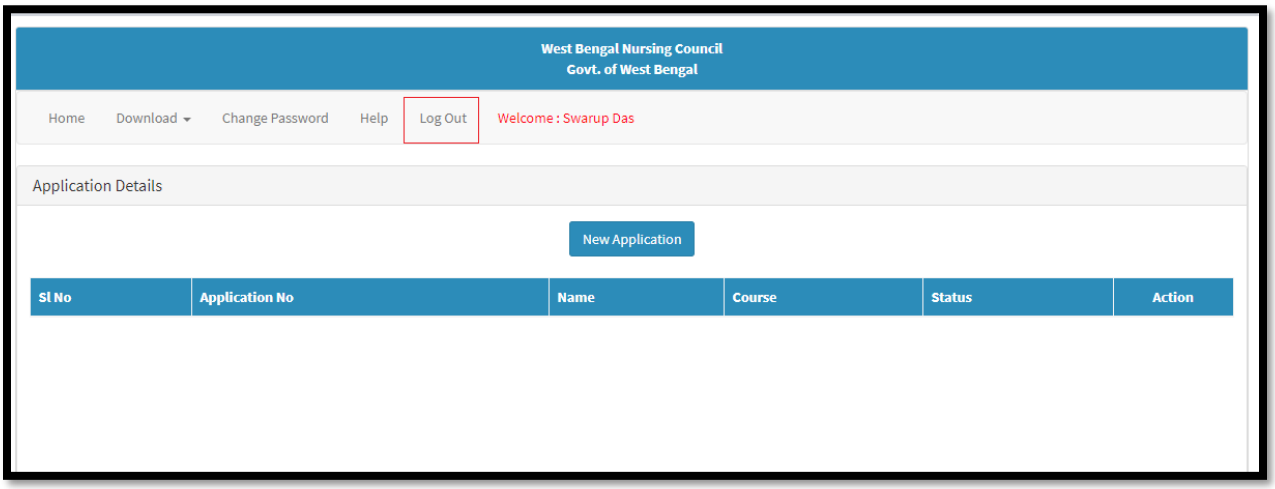
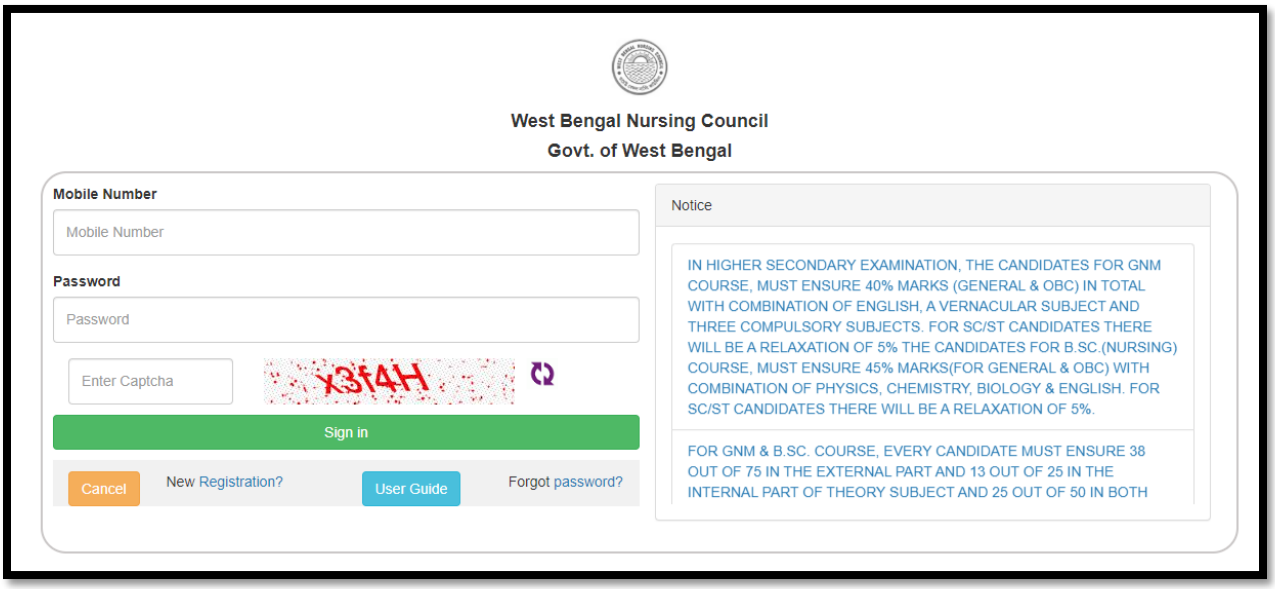


10.2 Detailed Steps

- The user will click on logout option on the menu ribbon.
- The user will be redirected back to the login page.

10.3 Screenshot Details

The user will click on logout option on the menu ribbon.



The user will be redirected back to the login page.