

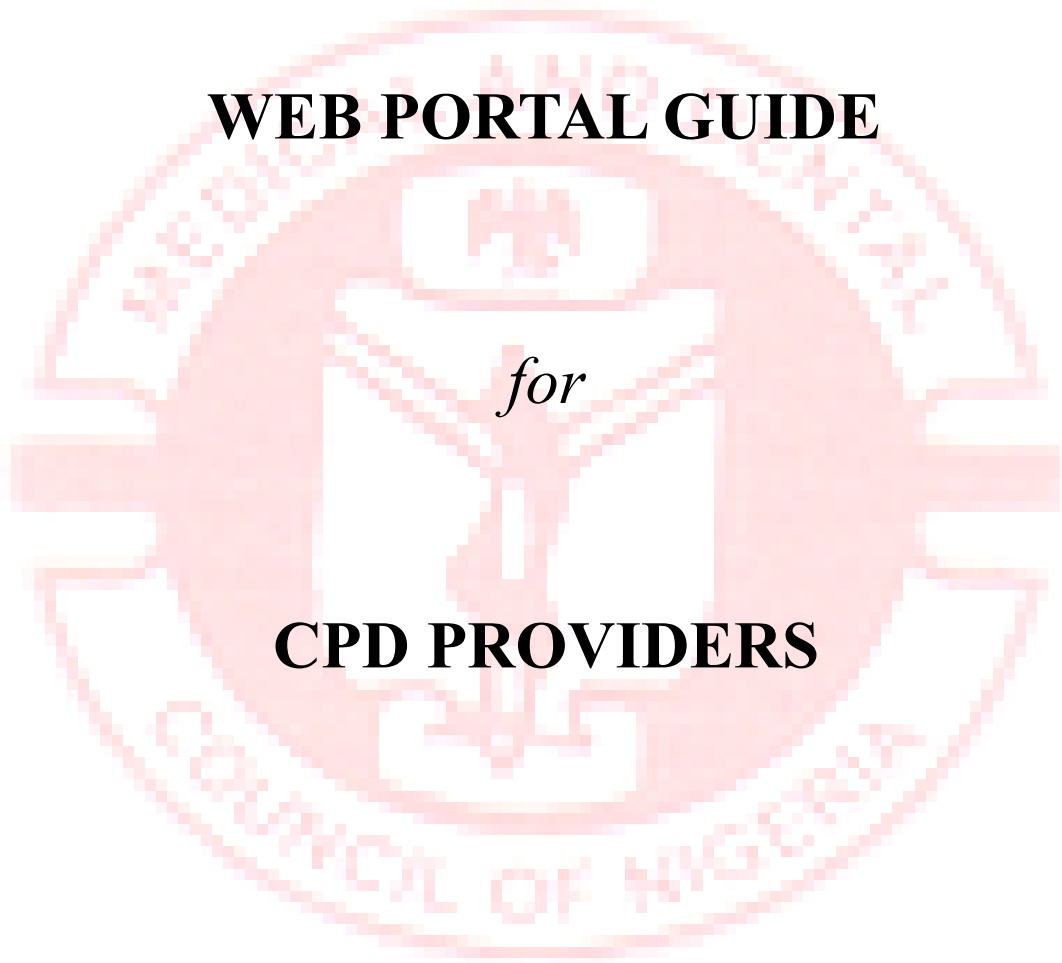


MEDICAL AND DENTAL COUNCIL OF NIGERIA

WEB PORTAL GUIDE

for

CPD PROVIDERS





SUMMARY

This User Guide will give directions to the User of the Web Portal on how to interact with the Portal. However, kindly read through carefully to get intense knowledge on how to navigate through the Web Portal.

In conclusion, the Guide is only to be used by the CPD Providers on the CPD Providers Web Portal (which is a section of the MDCN Web Portal). The User requires an Internet-enabled Device with a Web Browser (preferably Google Chrome, or any other modern browsers) to access this Portal.

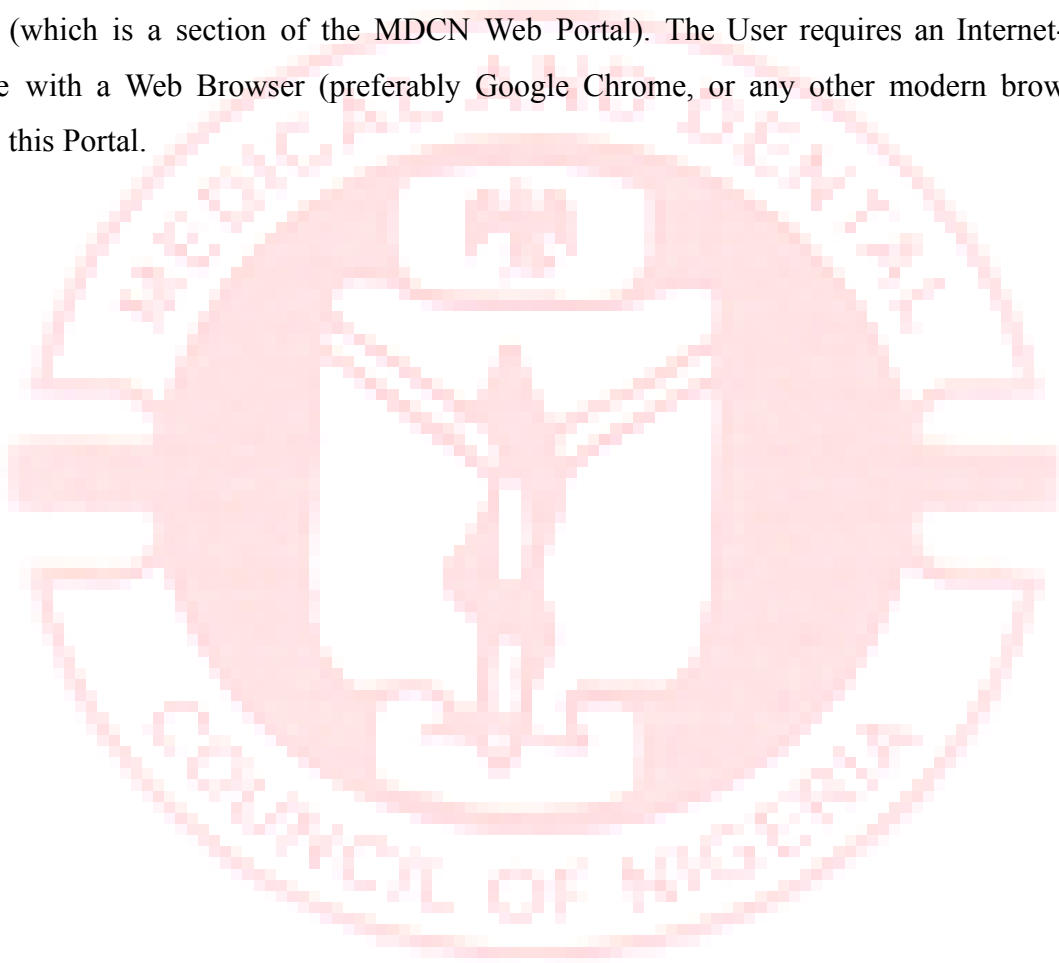




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CHAPTER ONE

1.1 DASHBOARD

1. Type the Web Portal URL (<https://cpd.portal.mdcn.gov.ng>) into the address bar of the Web browser.

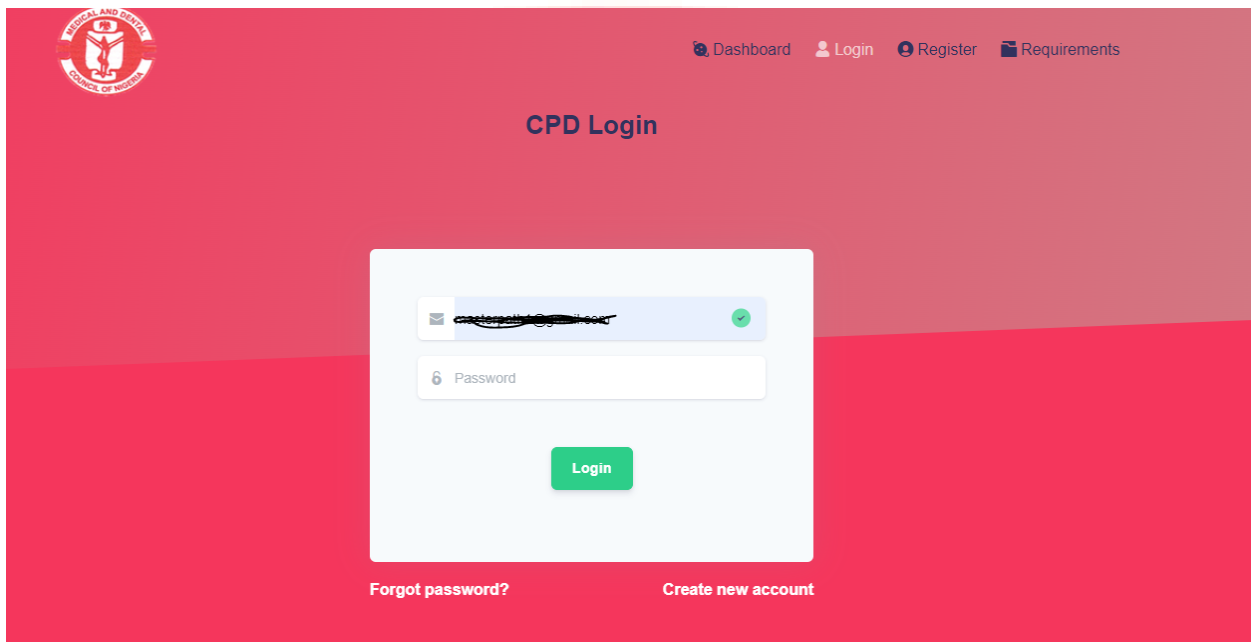


Fig 1.1.1 Login Page

2. Enter your registered Email Address and valid Password, and click on the **Login** Button. The Dashboard page will be displayed as shown below.

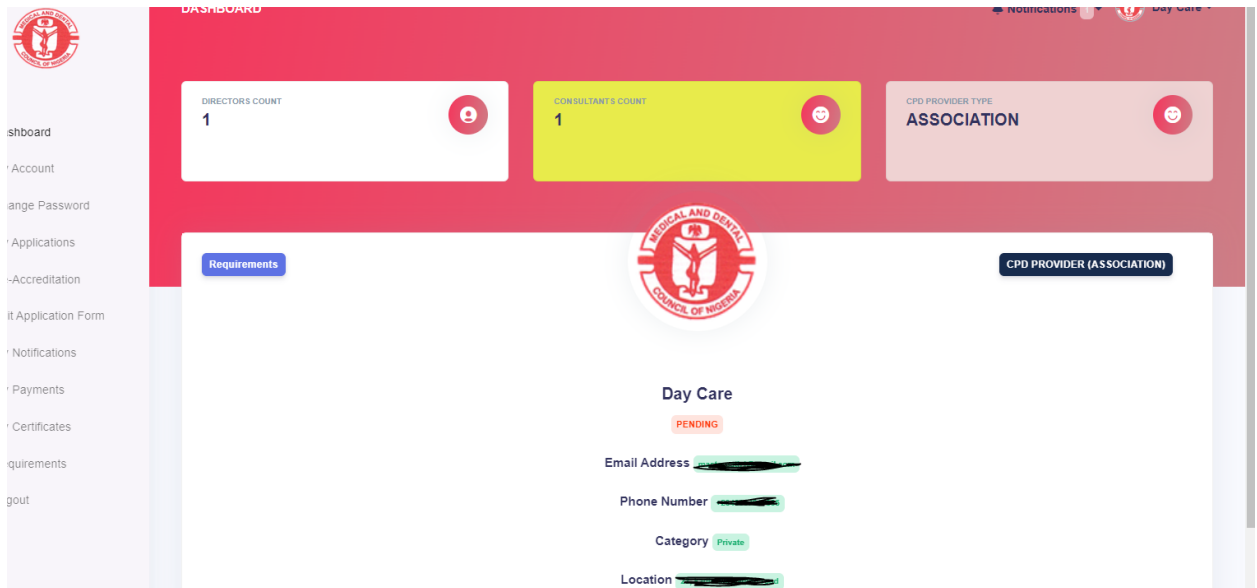


Fig 1.1.2 Dashboard Page

1.2 CREATE AN ACCOUNT

For first time users, you have to create an account on the portal first, by following the procedures below.

1. Click on **Create New Account** button.

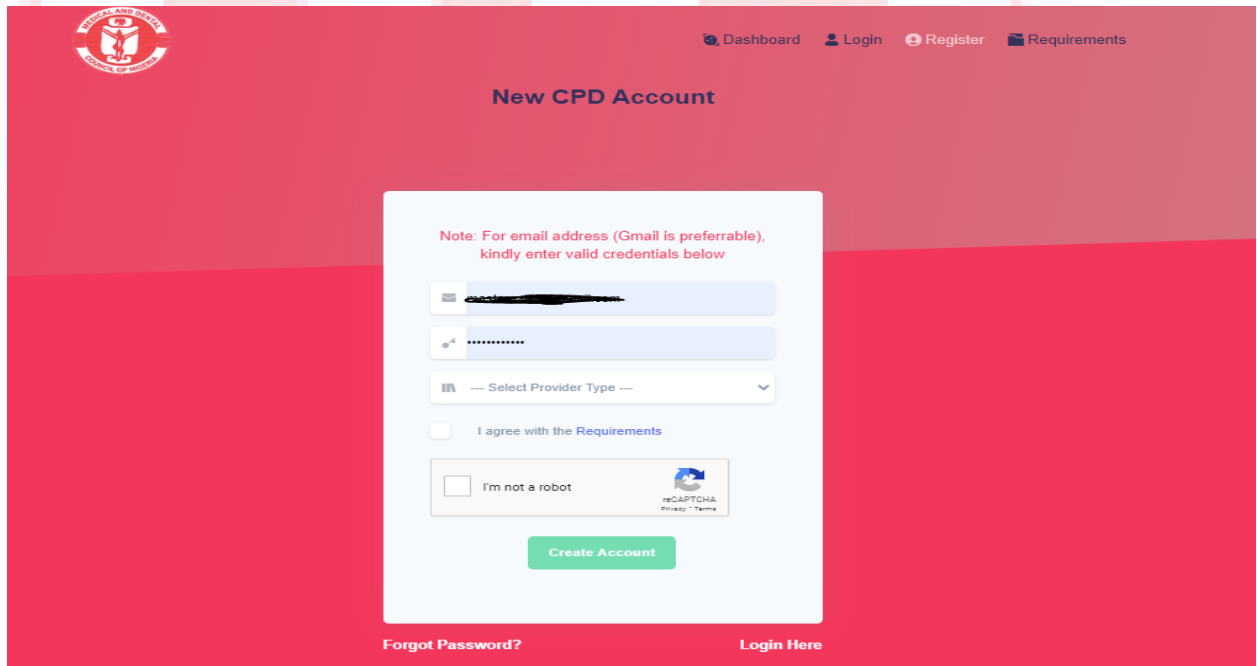


Fig 1.2.1 Register Page



2. Enter a valid Email Address and Password.
3. Select CPD Provider type from the list, then agree to Requirements.
4. Check the robot section, then click on **Create Account** button.

Note if Account was created successfully, then refer 1.1 (Dashboard) to login, if error repeat the process.

1.3 FORGOT PASSWORD

This section is used in case the user forgot his password.

1. Go to the Login Page (see 1.1).
2. Click on the Forgot **Password** button and the reset password page will be displayed as shown below.

Fig 1.3.1 Reset Password Page

3. Enter the valid registered Email Address and click on the **Reset Password** button.

Note you will receive an email containing a new password that will be used.



1.4 CHANGE PASSWORD

This section is used to change the account's password, however, try to change your password frequently as possible.

1. Go to Dashboard Page (see 1.1).
2. Click on the **Change Password** button and the Change Password page will be displayed as shown below.

Fig 1.4.1 Change Password Page

3. Enter the current password of your account.
4. Enter the new password you want to use.
5. Re-enter the new password again and click on the Update Password button.

Note: the password will be changed successfully.



CHAPTER TWO

2.1 CPD APPLICATION

This section is to explain the procedures for CPD application (for new CPD Providers, while old ones just need to renew).

1. Go to Dashboard Page (see 1.1). After login, for first time user an Application page will be displayed as shown below, else your dashboard page will be displayed.

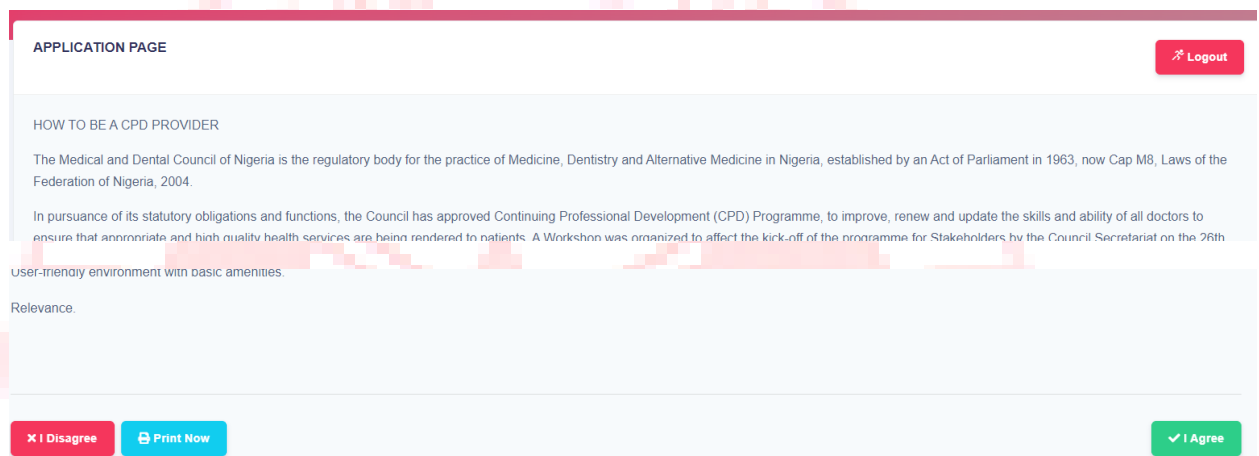


Fig 2.1.1 Application Page

2. Click on the **I Agree** button and the decision page will be displayed as shown below.

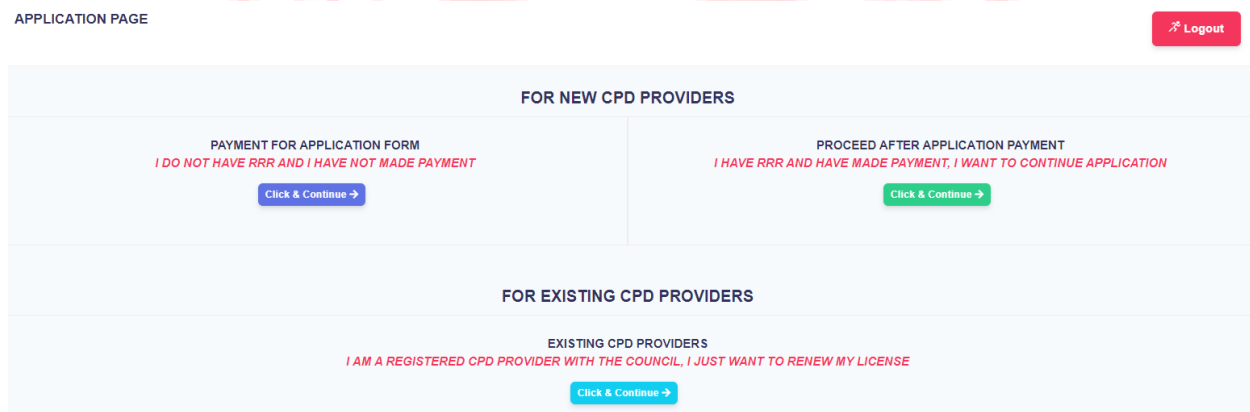


Fig 2.1.2 Application Decision Page



Note for new CPD providers should select appropriate from the upper part of the page, while existing CPD Providers should select the bottom button. Also payment can be made either by using your Debit Cards or generating RRR number from the portal and paying through designated banks.

2.1.1 NEW CPD PROVIDERS

3. Click on the **I do not have RRR and I have not made payment** button, and the page will be displayed as shown below.

APPLICATION PAYMENT PAGE

Kindly fill the form below and proceed to make payment for Application fee by either generate RRR and pay through designated banks or pay online now

Payee's Full Name *

Payee's Email Address *

Payee's Phone Number

Country code +234 Phone number

Go Back Proceed Now

Fig 2.1.1.1 Application Payment Page

4. Fill the necessary valid details and click on **Proceed Now** button, and the page will be displayed as shown below.

APPLICATION PAYMENT PAGE

Kindly fill the form below and proceed to make payment for Application fee by either generate RRR and pay through designated banks or pay online now

PAYMENT DETAILS FOR CPD APPLICATION

Application Name: CPD Application

Total Amount: 10,000.00 NGN

PAYMENT DETAILS

Application Fee: 10,000.00 NGN

Total: 10,000.00 NGN

Go Back Pay Directly Online Now Generate RRR & Pay at the Bank

Fig 2.1.1.2 Payment Details Page



5. For online payment via Debit cards, click on **Pay Directly Online Now** button. You will be redirected to Remita page for payment as shown below.

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Pay a Biller

PAY ONCE RECURRING PAYMENT PAY E-INVOICE

MEDICAL AND DENTAL COUNCIL OF NIGERIA

Remita Retrieval Reference (RRR) *

Product/Service : VISITATION OF CPD CENTRES
Amount Payable : ₦1,200.00
Beneficiary : MEDICAL AND DENTAL COUNCIL OF NIGERIA

Payer's name *

Payer Phone * Payer Email *

By clicking Submit you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

SUBMIT **RESET**

Fig 2.1.1.3 Remita Payment Page

Note after successful payment, you will be redirected automatically to the application form page, if error then retry again.



6. If you want to generate RRR for payment through the designated banks, click on **Generate RRR & Pay at the Bank** button. And RRR will be generated as shown below.

RRR NUMBER GENERATED DETAILS			
<small>Note: Write down the RRR number below and keep it safe, proceed to designated bank to make payment. Kindly keep the RRR number safe until you add the payment to the portal.</small>			
RRR Number	[REDACTED]	Payee's Name	[REDACTED]
Application Type	CPD Application	Amount	[REDACTED]
Trans Number	GSOCKAAKEIVQ	Date Generated	24th Nov, 2022 at 9:27:01 am

[Print Invoice](#) [Go Back](#)

Fig 2.1.1.4 RRR Generated Page

*Note You can print an invoice by clicking on **Print Invoice** button, afterwards proceed to designated banks for payment.*

2.2 CPD APPLICATION FORM

1. Go to Payment Page (see Fig 2.1.2).
2. Click on **I have RRR and I have made payment** button and the page will be displayed as shown below.

APPLICATION PAYMENT CHECK PAGE	
<small>Kindly enter a valid RRR (must have been paid for) and click on Proceed Now to fill / continue with the Application form</small>	
RRR *	
<input type="text" value="Enter Valid RRR"/>	
Go Back	Proceed Now

Fig 2.2.1 Application Payment Check Page

3. Enter valid RRR number, and click on **Proceed Now** button, and the Application form page will be displayed as shown below.



RENEWAL REGISTRATION FOR EXISTING CPD PROVIDERS

Kindly update the form below with updated information (if any)...

CPD PROVIDER PROFILE

Institution / Organization's Name *
Enter Institution's Name

CPD Provider's Email Address *
masterpath1@gmail.com

CPD Provider's Phone Number *
Country code: +234 Phone number

Office Address (Note without State because State will be selected below) *
Enter Office Address

State Location *
Type to Search for State

CPD Provider's Website
Enter Website

Category of Organization *
-- Select One --

Registration with CAC (Where Applicable)
-- Select One --

Type of Accreditation Requested *

- Basic Medical Sciences
- Medical/Dental Subspecialty
- Administration/Management
- Information and Communication Technology
- Law/Medico-legal
- E-learning
- Others

Experience/Evidence of previous Performance (if any)
Enter Experience/Evidence of previous Performance

Save & Continue →

Fig 2.2.2 Profile Data Page

4. Fill the Profile Page, then proceed to MD Passport Page, click **Change Photo** button, to upload image (Note the image specifications).

RENEWAL REGISTRATION FOR EXISTING CPD PROVIDERS

Kindly update the form below with updated information (if any)...

UPLOAD MANAGING DIRECTOR (MD) PASSPORT PHOTOGRAPH ONLY IMAGE FILES (LESS THAN 1MB) ARE SUPPORTED

Note that you are to upload passport photograph else your application will be rejected (Your face and jaws only must be displayed)

Click to change Photo

← Previous

Fig 2.2.3 Add Passport Page

5. Then proceed to Director's Page, fill the form and click on Add Record as shown below.



RENEWAL REGISTRATION FOR EXISTING CPD PROVIDERS

Kindly update the form below with updated information (If any)...

← Back

DIRECTORS INFORMATION
Note: The director must be a doctor with folio number; kindly add personnels below...

Surname * Enter Surname	First Name * Enter First Name	Other Names Enter Other Names	Previous Name Enter Previous Name
Gender * --- Select One ---	Folio Number * MDCNR/ Enter Folio Number	Designation Enter Designation	Department Enter Department

Add Record

← Previous Continue →

Fig 2.2.4 Add Director Page

6. You proceed to add Support Staff one by one, fill the necessary details and click on **Add Record** button as shown below.

STAFF / ADMINISTRATIVE SUPPORT INFORMATION
Kindly add personnels below...

Surname * Enter Surname	First Name * Enter First Name	Other Names Enter Other Names	Previous Name Enter Previous Name
Gender * --- Select One ---	Designation Enter Designation	Department Enter Department	

Add Record

← Previous Continue →

Fig 2.2.5 Add Support Staff Page

Note repeat the process to add more Support Staff, after adding at least one You will be allow to proceed to the next page.

7. Fill the Profile Page, then proceed to Consultants Page, fill the form and click on Add Record as shown below.



CONSULTANTS / DOCTORS INFORMATION
Kindly add personnels below...

Surname * First Name * Other Names Previous Name

Gender * Designation Department

UPLOAD FILES **ONLY PDF FILES (LESS THAN 2MB) ARE SUPPORTED**

Credentials
Note: Merge all credentials (MBBS Degree Certificate, Full Certificate, and All Additional Qualification / Specialist Certificate) as one document (required)

Current Practising License
(required)

Fig 2.2.6 Add Consultant Page

Note repeat the process to add more Consultants, after adding at least one You will be allow to proceed to the next page.

8. You proceed to add documents to the appropriate places one by one as shown below.

Kindly update the form below with updated information (If any)...

ONLY PDF FILES (LESS THAN 5MB) ARE SUPPORTED

CAC Certificate <i>Corporate Affairs Commission Certificate Of The Organization</i> <input type="button" value="View File"/> <input type="button" value="Change File"/>	Medical Degree Certificate <i>Medical Degree Certificate Of The Chief Executive</i> <input type="button" value="View File"/> <input type="button" value="Change File"/>	Current Practising License <i>Current Practising License / Receipt Of The Chief Executive.</i> <input type="button" value="View File"/> <input type="button" value="Change File"/>
--	--	---

Fig 2.2.7 Add Documents Page

Note after adding all necessary documents, You will be allow to proceed to the next page.

9. After successful addition, click on Continue button, to preview what You have imputed before submitting.

Note after submission, You can't make changes so preview for any error before You submit.

10. After clicking on **Submit Now** button, You will be refer to click on Dashboard button to proceed to your dashboard page as shown below.



The dashboard page features a sidebar with navigation options: Dashboard, Account, Change Password, Applications, Accreditation, Application Form, Notifications, Payments, Certificates, Requirements, and Logout. The main content area displays three summary cards: 'DIRECTORS COUNT' with a value of 1, 'CONSULTANTS COUNT' with a value of 1, and 'CPD PROVIDER TYPE' set to 'ASSOCIATION'. Below these is a 'Requirements' section with a 'Requirements' button and a 'CPD PROVIDER (ASSOCIATION)' button. A 'Day Care' application form is shown with a 'PENDING' status. The form fields are: Email Address, Phone Number, Category (set to 'Private'), and Location.

Fig 2.2.8 Dashbaord Page

Note You are to wait for approval by MDCN before You can preview your certificate on your page.

2.3 CPD RE-ACCREDIATTION FORM

1. Go to Application Decision Page (see Fig 2.1.2).
2. Click on **Existing CPD Providers** button, and the application form will be displayed.
3. The procedures of filling the form see 2.2 (CPD Application Form).
4. At the preview stage, click on Proceed to Payment button as shown below.

The application preview page includes a warning: 'Kindly check all information supplied, after submission changes can't be made...'. Below is a table titled 'CPD PROVIDER PROFILE INFORMATION' with the following data:

RRR	N/A	Institution / Organization's Name	Day Care	Email Address	[Redacted]
Phone No	[Redacted]	Cpd's Website	N/A	Category of Organization	Private



ATTACHED DOCUMENTS

<p>CAC Certificate <i>Corporate Affairs Commission Certificate Of The Organization</i></p> <p>View File</p>	<p>Medical Degree Certificate <i>Medical Degree Certificate Of The Chief Executive</i></p> <p>View File</p>	<p>Current Practising License <i>Current Practising License / Receipt Of The Chief Executive.</i></p> <p>View File</p>
---	---	--

Kindly check all information before proceeding to make payment for renewal, changes can't be made after successful payment.

[← Previous](#) [Proceed to Payment](#)

Fig 2.3.1 Application Preview Page

Note that payment can be made either by using your Debit Cards or generating RRR number from the portal and paying through designated banks.

5. For online payment, click on **Pay Online Now** button, and You will be redirected to Remita Page for payment as shown below.

Pay a Biller

[PAY ONCE](#) [RECURRING PAYMENT](#) [PAY E-INVOICE](#)

MEDICAL AND DENTAL COUNCIL OF NIGERIA

Remita Retrieval Reference (RRR) *

1807-4925-0600

Product/Service : VISITATION OF CPD CENTRES
Amount Payable : ₦10,161.25
Beneficiary : MEDICAL AND DENTAL COUNCIL OF NIGERIA

Payer's name *

Day Care

Payer Phone *

Payer Email *

By clicking **Submit** you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

SUBMIT **RESET**

Fig 2.3.2 Remita Payment Page



Note after successful payment, you will be redirected automatically to your Dashboard page, if error then retry again.

- If you want to generate RRR for payment through the designated banks, click on **Pay Via RRR** button, and page will display as shown below.

ADD PAYMENT TO TRANSACTION WITH NUMBER
2U4ICMV94WH1

REQUIRED AMOUNT : 10,000.00 NGN

Note: Read Carefully

- Generating RRR** - You can now generate RRR (Remita Retrieval Reference) number and move to make payment offline through the designated banks. After successful payment at the bank, you are advised to wait for 24 hours. Afterwards, you can now proceed to add your payment to the portal. If you want to generate RRR for payment through designated banks, kindly click on **Generate RRR** button.
- Adding Payment via RRR** - If you want to add payment to your application via RRR, the RRR number must be a valid one (i.e. it must have to be paid and not used before on the portal). Kindly click on **Add RRR** button.

[Generate RRR](#) [Add RRR](#) [Cancel](#)

Fig 2.3.3 Pay via RRR Page

- Click on **Generate RRR** button to automatically generate RRR which can be paid at any designated banks as shown below.

RRR NUMBER GENERATED DETAILS

Note: Write down the RRR number below and keep it safe, proceed to designated bank to make payment. Kindly keep the RRR number safe until you add the payment to the portal.

RRR Number	310749142320	Payee's Name	Day Care
Application Type	CPD Re-Accreditation (Association)	Amount	
Trans Number	2U4ICMV94WH1	Date Generated	24th Nov, 2022 at 10:10:02 am

[Print Invoice](#) [Go Back](#)

Fig 2.3.4 Generate RRR Page

- After successful payment at the bank, see (Fig 2.3.3), click on **Add RRR** button, and page will display as shown below.



ADD PAYMENT TO TRANSACTION WITH NUMBER
YBMPSJKYHPJB

REQUIRED AMOUNT : 10,000.00 NGN

Note: Kindly add all RRR payments that weren't generated from MDCN portal (i.e. RRR generated from Remita Platform) on or before **31st August, 2020**. However, RRR can now be generated from the portal and it is now only the valid means to generate payment for MDCN portal, else any other means will not be accepted and will be forfeited

Valid RRR Number

Fig 2.3.5 Add RRR Page

9. After successful addition of payment, click on **Dashboard Now** button to go to your Dashboard page see (Fig 2.2.8).

Note You are to wait for approval by MDCN before You can preview your certificate on your page.



CHAPTER THREE

3.1 VIEWING CERTIFICATES

This is the section where user uses to view all approved certificates by the Council.

1. Click on **My Certificates** button, and the page will be displayed as shown below.

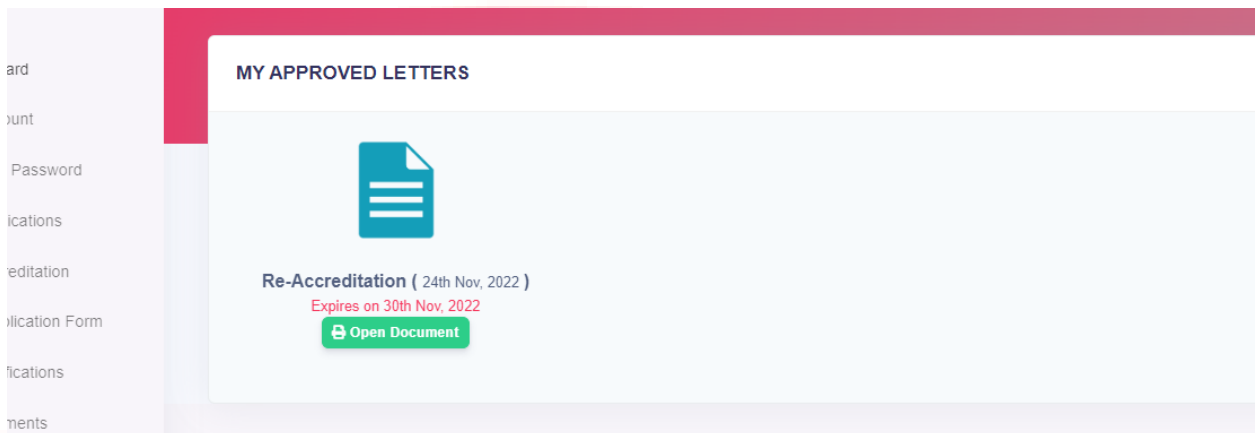


Fig 3.1.1 Certificates Page

2. Click on the preferred certificate to view.



Fig 3.1.2 Certificate Sample



3.2 RE-ACCREDITATION APPLICATION

This section is where user uses for Re-accreditation application.

1. Click on **Re-accreditation** button, and page will be displayed as shown below.

RE-ACCREDITATION Dashboard

Re-Accreditation for Registered CPD Provider (ASSOCIATION)

<p>PAYMENT FOR RE-ACCREDITATION AS A CPD PROVIDER <i>I DO NOT HAVE RRR AND I HAVE NOT MADE PAYMENT</i></p> <p>Click & Continue -></p>	<p>PROCEED AFTER RE-ACCREDITATION PAYMENT <i>I HAVE RRR AND HAVE MADE PAYMENT, I WANT TO CONTINUE APPLICATION</i></p> <p>Click & Continue -></p>
--	---

Fig 3.2.1 Re-accreditation Page

2. Then see 2.2 (CPD Application Form), and follow the procedures.

