

INSTRUCTION MANUAL FOR ENTERING THE TRAINEE DATA FOR CPCH TRAINING

2021

All Govt. Nursing Training Institutions are advised to collect their User ID and Password from Office of the Odisha Nurses and Midwives Examination Board (ONMEB Office). Then they have to make entries of the New Joinee Trainees as per the schedule mentioned for different sessions in the ONMEB portal meant for Certificate Programme in Community Health (CPCH). For this all the Training Co-ordinators / Principal Tutors (as the case may be) are advised to collect all desired information from the Trainee Nursing officers and scan their passport size photo and Signatures and to save against their names so that cross matching will not happen while uploading the documents.

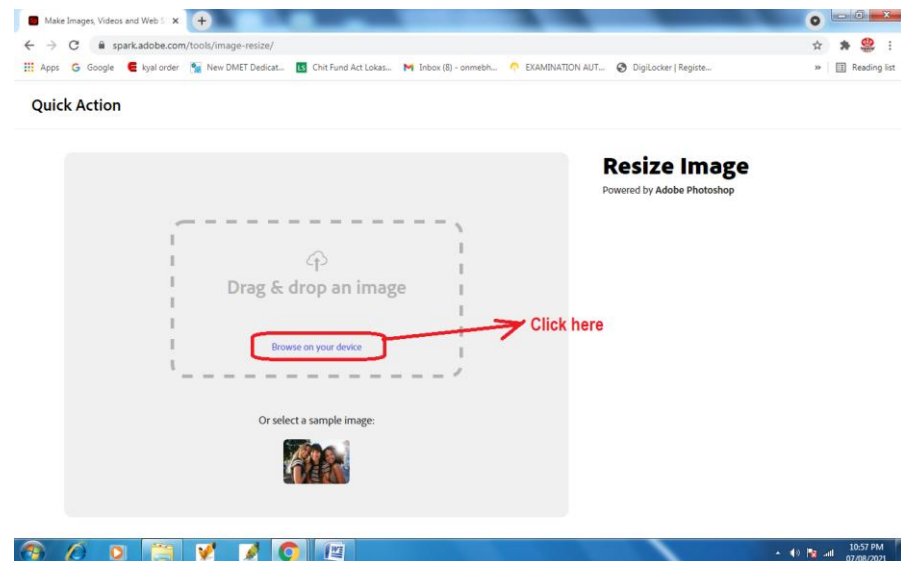
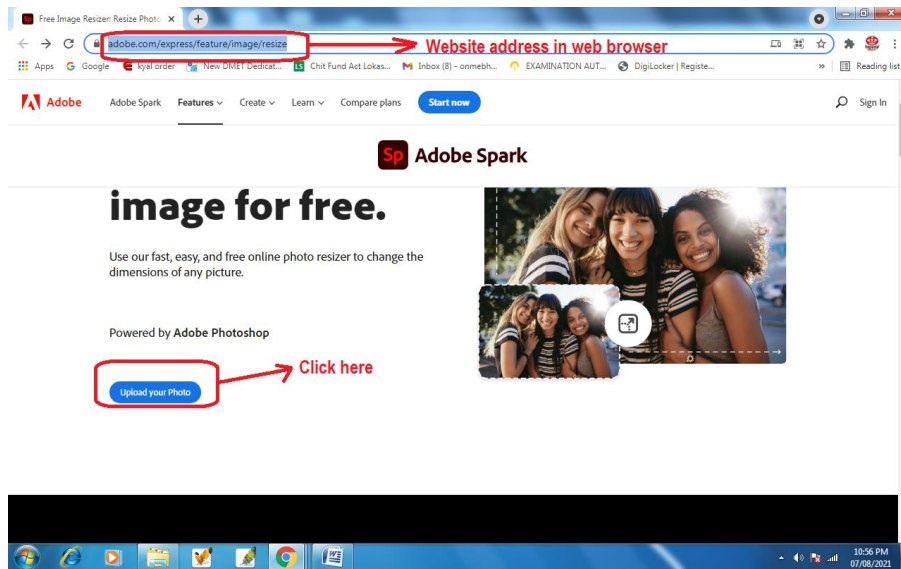
The following steps (screen shots) are given below with onscreen remarks / comments for better appreciation.

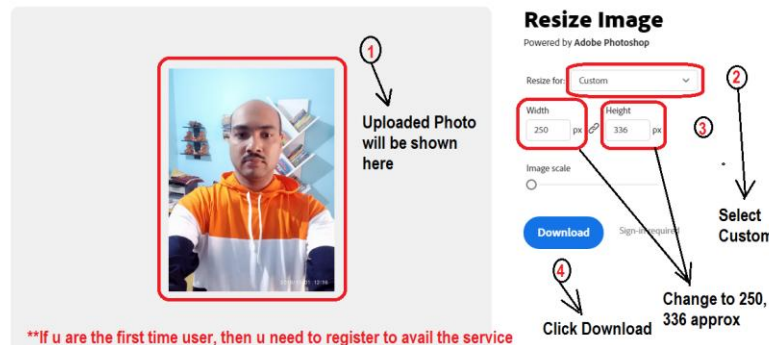
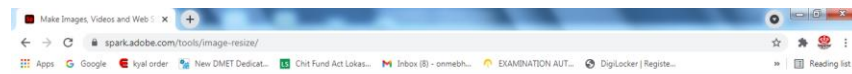
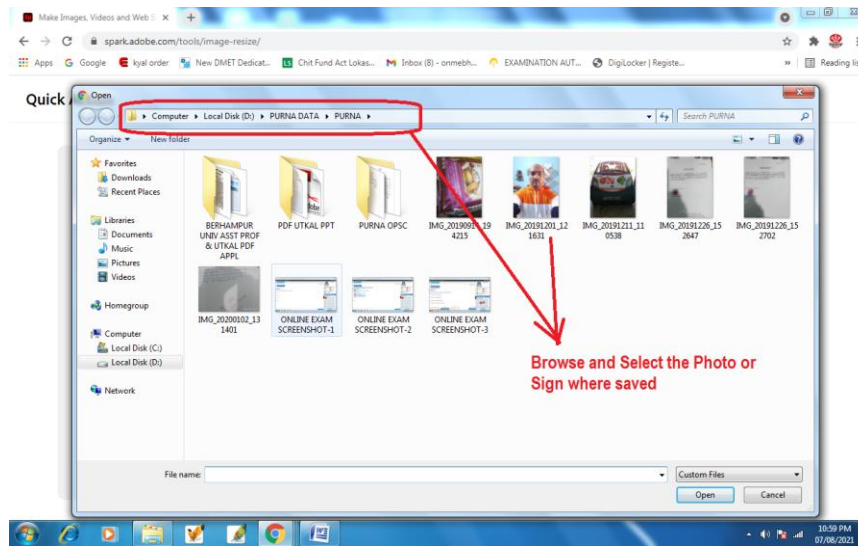
If, still any institution will face any kind of technical problems, then they are advised to contact by Whatsapp in 09776640400 or by email- dmethelpline@gmail.com

How to Size the Photograph and Signature of Trainee Nursing Officers :

Open in any web browser like Google Chrome etc..

<https://www.adobe.com/express/feature/image/resize>





N.B:- For Photo Change the Pixel Width 250, height 336 and for Signature change Width 350 and height 58 px

****Since this requires free registration, either register to get the free service or alternatively one can use Microsoft Office Picture Manager to edit the Photo and Signature with above mentioned pixels or any pixels nearer to that.**

How to Make entry of data of trainee Nursing officers :

Please go through the following steps

First open the **website www.cpch.in**

Collect all data like name, Fathers Name, Mothers Name, Date of Birth, Adhar Card No, email ID, Mobile No, Highest Educational Qualification, Year of passout, Institute from which Passed, Place of Posting, District in which Posted (CDMO Office), etc

**** Please make sure that while entering the data on Trainees, name, fathers name, Mothers name and date of Birth should be as per the Matriculation Certificate.**

Step-1

The screenshot shows the homepage of the Certified Programme on Community Health website. The browser address bar displays 'cpch.in'. The page features a blue header with the organization's logo and the text 'CERTIFIED PROGRAMME ON COMMUNITY HEALTH'. Below the header, there is a 'Notices' section on the left with three entries dated '01.07.2021'. A red arrow points to the first notice with the text 'Click here'. To the right of the notices is a large illustration depicting a family and a person on a bicycle. Below the illustration is a navigation bar with six buttons: 'Student Login', 'Board Login', 'Institute Login' (circled in red), 'Admin Login', 'Calender of Events', and 'Study Material'. At the bottom of the page, it says 'Software Solution Provided By Detroit Consultants'. The Windows taskbar at the bottom shows the time as 10:31 PM on 07/08/2021.

Step-2

The screenshot shows the 'Institute Login' page. The browser address bar displays 'cpch.in/InstitutePanel/InstituteLogin.aspx'. The page has a blue header with the organization's logo and the text 'CERTIFIED PROGRAMME ON COMMUNITY HEALTH'. The main content area is light blue and features a large blue padlock icon and the word 'Login' in a large font. There are two input fields: the top one contains 'XXXXXXXXXX' and the bottom one contains '*****'. A yellow 'Login' button is positioned below the fields. Three red arrows with numbered circles point to the input fields and the button: 'Enter User ID given by ONMEB ①' points to the first field, 'Enter Password given by ONMEB ②' points to the second field, and 'Click Submit ③' points to the 'Login' button. At the bottom of the page, it says 'Software Solution Provided By Detroit Consultants'. The Windows taskbar at the bottom shows the time as 8:08 PM on 07/08/2021.

Step-3

The screenshot shows the ONMEB dashboard with the following annotations:

- Your Login User ID will be shown here**: Points to the user ID in the top right header.
- You can land on the home page**: Points to the 'Dashboard' link in the left sidebar.
- School Name will be shown here**: Points to the school name in the top right header.
- you can change your password given by ONMEB**: Points to the 'Change Password' link in the left sidebar.
- you can exit the application for safer side**: Points to the 'Logout' link in the left sidebar.
- Click here to Add details of Candidates Trainees**: Points to the '+New Ap' button in the top right.

Course	Applicant ID	Applicant Name	DOB	Mobile Number	Academic Session
Certified Program in Community Health	301300002	DFDF	2021-01-01	9999999999	August-November
Certified Program in Community Health	301300001	LIPAK KUMAR MEKAP	1992-01-02	9658241817	August-November

Step-4

The screenshot shows the ONMEB Change Password page with the following annotations:

- Enter your old password**: Points to the 'Old Password' input field.
- Enter your New password**: Points to the 'New Password' input field.
- Re-Enter your New password**: Points to the 'New Confirm Password' input field.
- Click On Save**: Points to the 'Save' button.

Step-7





ANMTCBLS

Logged in As : ANM TRAINING CENTRE, BALASORE
Sat Aug 07 2021 22:25:15 GMT+0530 (India Standard Time)

Dashboard
Change Password
Logout

Show 10 entries

Search:

Course	Applicant ID	Applicant Name	DOB	Mobile Number	Academic Session	Action
Certified Program in Community Health	301300002	DFDF	2021-01-01	9999999999	August-November	 
Certified Program in Community Health	301300001	LIPAK KUMAR MEKAP	1992-01-02	9658241817	August-November	 

Showing 1 to 2 of 2 entries

Previous 1 Next

Click here to Edit Record

Click here to Print Record for Office Purpose

Step-8

Applicant Details

Selected Course: Certified Program in Community Health

Name of the Student: DDFD

Fathers Name: DDFD

Mothers Name: DFD

Date of Birth: 01/01/2021

Gender: Male

Mobile No (whatsapp): 9999999999

Academic Session: August-November

Upload passport Photo: Choose File

Adhar No: 777788889999

Email ID: lipak.mekahhp@gmail.com

Highest Educational Qualification: GNM

Institute from which passed Nursing Course: VBVB

Year of Passing: 2015

Present Place of Posting: VBVB

Present District of Posting: VBVB

Upload Signature: Choose File

1 - All entered data can be edited / changed including Photo and Sign also

2 - After doing necessary changes click to save / update record

Save Close