GateKeeper 24/7 - Getting Started

- Open your browser – Recommended browsers are Chrome, Mozilla Fire Fox, Opera Mini
- Type [www.nmctgh.org](http://www.nmctgh.org) or [www.nmc.gov.gh](http://www.nmc.gov.gh) and press the Enter key - this takes user to the NMC Portal
- Locate and click the Online Services Menu
- Click the Gate Keeper 24/7 feature – System will respond with the login screen of Gate Keeper 24/7

**NB: User must patiently wait for system to respond to a click. Repeatedly clicking the same button will result in processing disruptions that will create an UNRESPONSIVE system state.**

Login Screen

- For Institutions, type your given login credentials (User Name and Password) to access Gate Keeper 24/7
- For Students who are new applicants, create an account and follow instructions for account validation and login, else login with your existing credentials.
- To create a Student/Applicant account;
  - Click the Create Account button – System responds with the next screen

Voucher Code Entry Screen
Enter your Voucher code – as obtained from NMC

Click **Submit Code** – System validates the voucher and proceeds to the next stage, by displaying the Account Opening screen below, else System will display the appropriate error message. User will be required to re-enter if Voucher code is wrong.

Type **Email Address** and repeat same in the next column – email must be an active one. System will forward information to that address as and when necessary

Type your preferred **User Name** which will be used for subsequent logins

Enter your **Phone Number** – an active Number to which text messages will be sent

Enter **Password** and confirm by repeating it in the next column

Click **Register Account** to create your account. System will forward an activation code to the email and phone number you provided above and display the Activation Screen (See Next Page).

**Account Opening Screen**
Access your email account/phone to retrieve your Activation Code

Activation Screen
Type the Activation Code and click the **Activate Account** button. System will activate your account if the right code is captured and redirect you to the login screen.

**Login Screen**

Enter your **User Name** and **Password** as captured on the New Account Registration screen—Gate Keeper 24/7 will validate credentials and display the data entry screen for data capture.
Institutions Portal
The institutions portal is meant for use by only accredited institutions. From the Online Services menu of the NMC Portal, the system will display the login screen below.

1. Login to the portal by typing your school’s User name and Password as below

   ![Login Screen](image)

2. Click the login button – System displays the main screen as shown below with the school name on display.

   ![Main Screen](image)

   **INSTITUTION MAIN MENU**

   The **Home Menu**: for statistical reports and dashboard viewing

   The **Vouchers Menu**: responsible for all activities related to capturing, allocating and managing vouchers

   The **Indexing Menu**: responsible for student indexing

   The **Examinations Menu**: responsible for managing Examination

   NB: Not all menu items will be available to a given user.
1. THE VOUCHERS MENU

NMC manages the allocation of vouchers to institutions for onward distribution to students in their school. As such, by the time institutions log on, vouchers allocated to them will be available for use. Allocated vouchers will be displayed under four (4) main subheadings namely, Unactivated Vouchers, Activated Vouchers, Assigned Vouchers and Used Vouchers.

Assigned Vouchers - The Edit button displays existing Indexing data for changes to be made.

Used Vouchers - The Open button displays a preview of the selected student’s indexing data.

Unactivated Vouchers

This tab displays all unused vouchers that have been assigned to the institution. Before vouchers can be used, the institution must request NMC to Activate them.

To activate vouchers;

- Click the Request Activation button. System responds with the screen below
Enter the quantity to activate

- Click the **Send Request** button
- Confirm the action – system will activate vouchers and add them to the activated vouchers tab
- The **Close** button closes the Request Activation dialog box

**Activated Vouchers**

The **Activated Vouchers** tab displays the list of activated vouchers. From here, vouchers can then be assigned and emailed to students or assigned to student but the data captured by the institution on behalf of the student.

**Assigning a Voucher to Student**

To assign a voucher to a student,

- Select a voucher from the list of activated vouchers by clicking on it
- Click the **Pick Voucher** button – system responds by displaying the screen below
Assigning To Student

- Click the **Assign To Student** tab
- Enter the email address of the student
- Click the **Send Email** button

System will forward the voucher to the student’s email. Student can subsequently log in and capture details.

**The New Application** tab – this button will allow institution to assign a voucher to a student and immediately follow through with student data capture.

- Click the **Open New Application** button
- **Yes, Open It** button – Click to confirm use of voucher when the dialog box below appears, else cancel the process with the **Cancel** button

- Confirm the process by clicking the **Ok** button when the screen below appears
System will display the data entry screen to commence data capture for the student.

### User proceeds to fill in the student information

- Personal information
- Contact Information
- Qualifications
- Program Information
- Next-of-Kin
- Other Student’s Information.

### GENERAL DATA ENTRY RULES

- All mandatory entries are indicated by having asterisk (*) against their labels.
- All date fields are to be selected not typed.
- All date fields are mandatory.
- For selectable fields, click on the ‘X’ button to clear unwanted data.
- Have a scanned passport picture of the student.