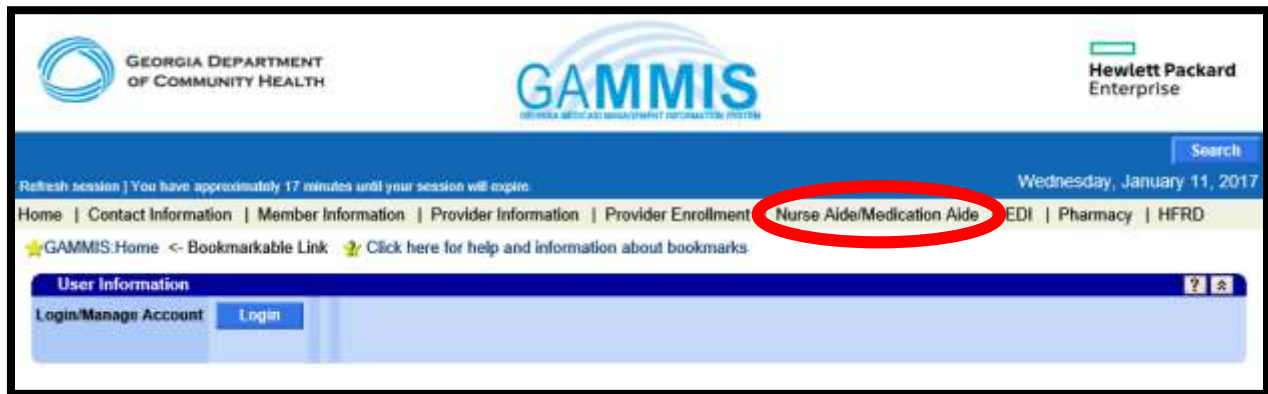


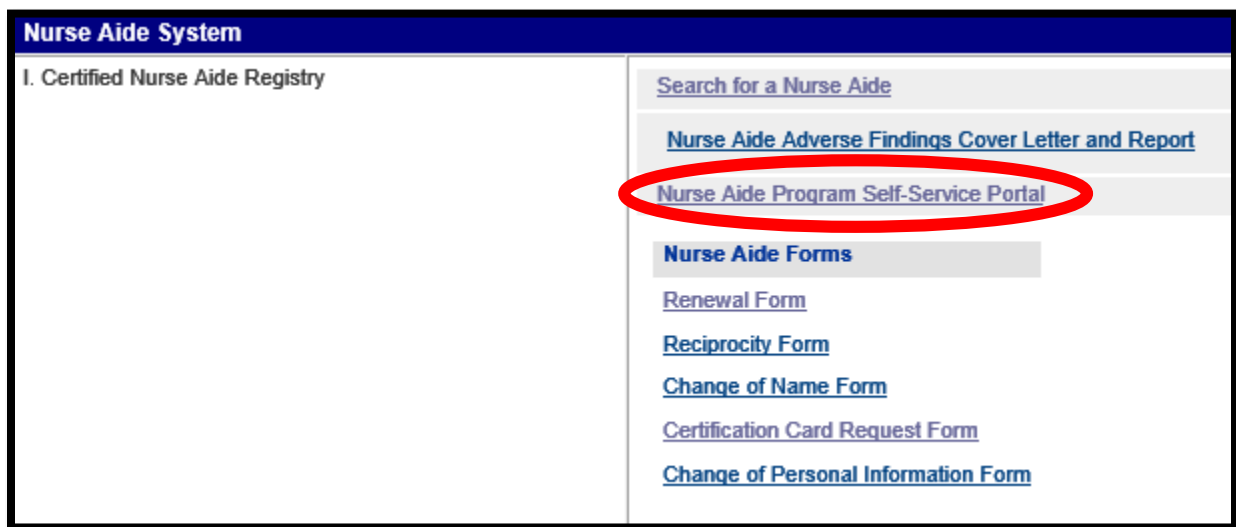
Accessing the Nurse Aide Program Self-Service Portal

The self-service portal is accessed through the following web address: <https://www.mmis.georgia.gov>.

Click on the tab that reads, “Nurse Aide/Medication Aide.”



Once user is on the Nurse Aide/Medication Aide page, user can access the self-service portal by clicking on the **Nurse Aide Program Self-Service Portal** link. The link is located under section **I. Certified Nurse Aide Registry**.



NURSE AIDE SUBMISSIONS:

If the user is a Nurse Aide they can select any of the following forms to submit:

- Renewal Form
- Certification Card Request Form
- Change of Name Form
- Change of Personal Information Form
- Reciprocity Form

NATP SUBMISSIONS:

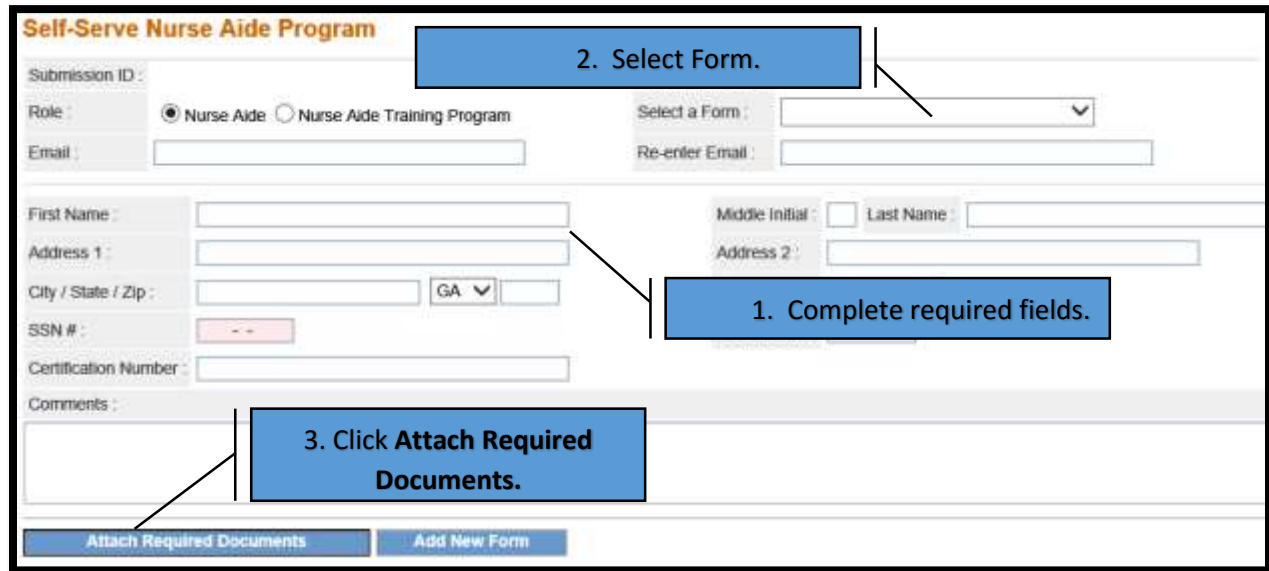
If the user is a NATP they can select any of the following forms to submit:

- Staff Developments
- Program Evaluations
- Class Rosters
- Corrective Action Plans
- Nurse Aide Training Program Documents

Uploading Files via NAP Self-Service Portal

User must complete the following fields before attaching documents:

- Role
- Select a Form
- E-mail
- First Name, Last Name
- Address, City, State, Zip code
- Phone number
- SSN #
- Date of Birth

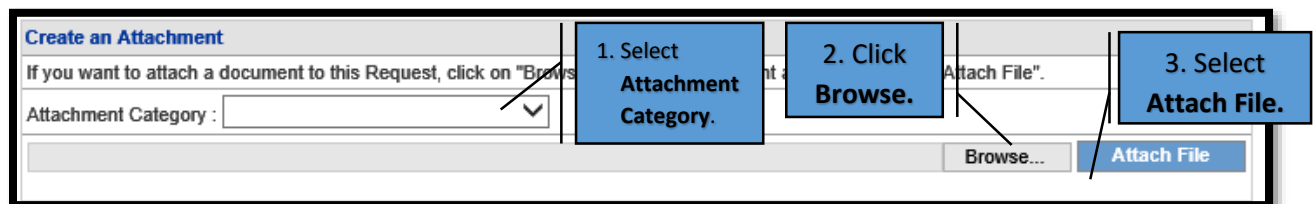


The screenshot shows the 'Self-Serve Nurse Aide Program' form. Three blue callout boxes provide instructions:

- 1. Complete required fields.** Points to the form fields for Role, Email, First Name, Address 1, City/State/Zip, SSN #, and Certification Number.
- 2. Select Form.** Points to the 'Select a Form' dropdown menu.
- 3. Click Attach Required Documents.** Points to the 'Attach Required Documents' button at the bottom left of the form.

Once user completes the required fields the user must click “**Attach Required Documents**” to populate the attachment section and complete form submission.

Attaching Files via NAP Self Service Portal



The screenshot shows the 'Create an Attachment' form. Three blue callout boxes provide instructions:

- 1. Select Attachment Category.** Points to the 'Attachment Category' dropdown menu.
- 2. Click Browse.** Points to the 'Browse...' button.
- 3. Select Attach File.** Points to the 'Attach File' button.

User must select an attachment category prior to attaching file.

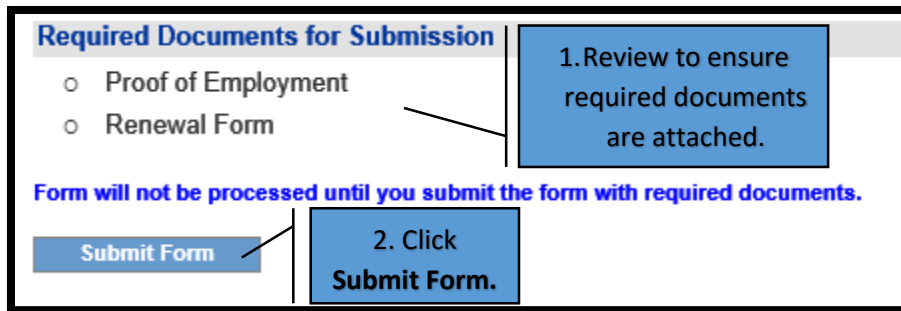
As with other file uploads/attachments tools the following general attachment rules apply:

- File size limit of 20,000 KB or 20MB.
- The following file types may be attached: TXT, DOC, DOCX, PDF, TIF, TIFF, EXCEL, JPG, JPEG, and JPE. When possible, it is recommended to attach PDF files.
- Do not include the following symbols in the file name: / \ # < > ' “.
- Do not include periods in the file name, except before the file type (as in .PDF).
- Multiple files may be attached but each file must be attached separately.

- If more than one file is attached to the same review or member, the file names must be different. Also, each file attached to a member should only include information for that specific member.

Submitting Files Electronically via NAP Self-Service Portal

Once user has attached the required files, the user can review what documents are required for the submission and click **Submit Form**.



Required Documents for Submission

- Proof of Employment
- Renewal Form

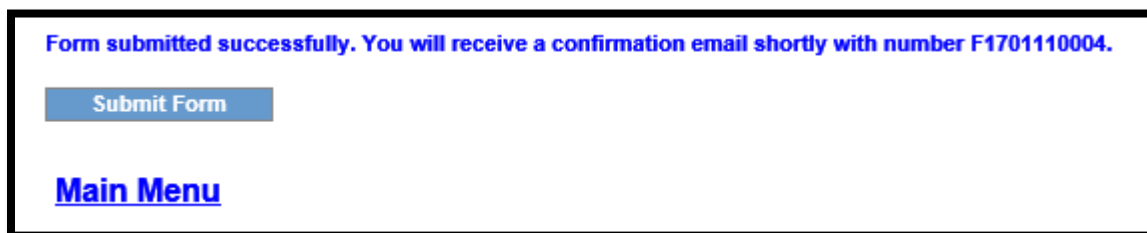
Form will not be processed until you submit the form with required documents.

Submit Form

1. Review to ensure required documents are attached.

2. Click **Submit Form.**

Once form is submitted user will receive a confirmation along with a submission ID for their records. This confirmation is also e-mailed to the user.



Form submitted successfully. You will receive a confirmation email shortly with number F1701110004.

Submit Form

[Main Menu](#)