e-Equivalency System

USER GUIDE

Together towards leading the advancement of medical professions to ensure excellence in healthcare

1. Address of the Application

Granting access to an application by using the following address:

http://portal.omsb.gov.om/services/

2. Getting started

## 2.1 Logging in To E-equivalency system

1. To start using the application, you should login to the system using your user name and password received from OMSB.

   Enter your "User Id" and "Password" as shown on the below picture.
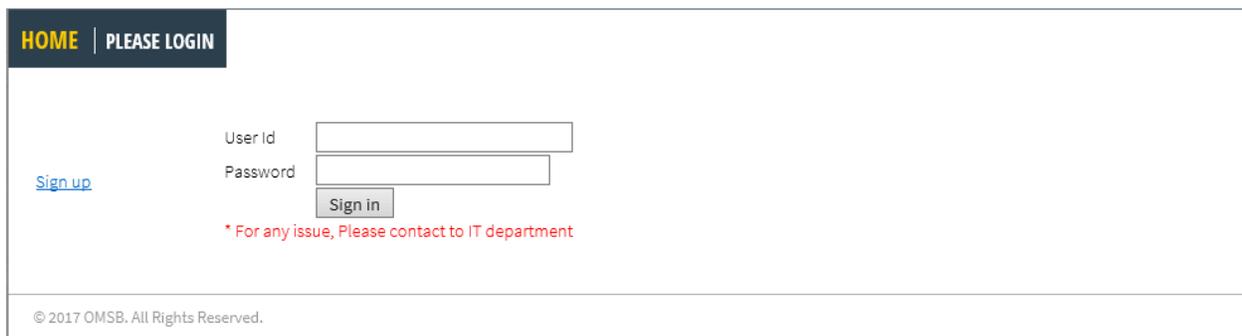
2. If login information is invalid, the system will display an error message and ask to re-enter the correct login information again.
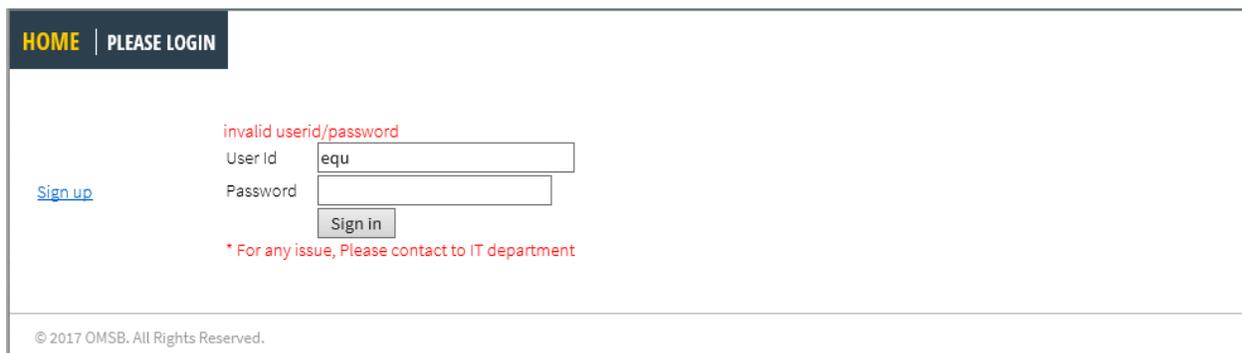
3. After logging in, you will see the main page and there is a series of dropdown menu (see below). Each of these allows you access to different parts of the E-equivalency system.
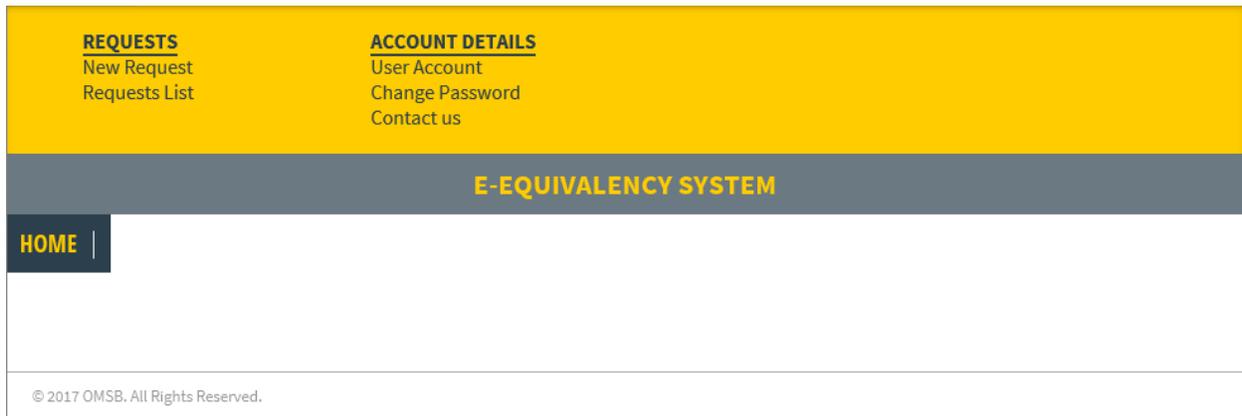
As shown, there is a menu that enables you to manage your account details and requests.

2.2 Manage Account Details

You can manage your account information by clicking **'User Account'** at the top of Account Details menu. Then a screen of new request form will appear (see below) and you can start filling/editing your details now.

Make sure that you provide the accurate information and click the "**Save**" button when you are finished.

If you would like to change your password ,click **'Change Password'** in the Account Details menu.
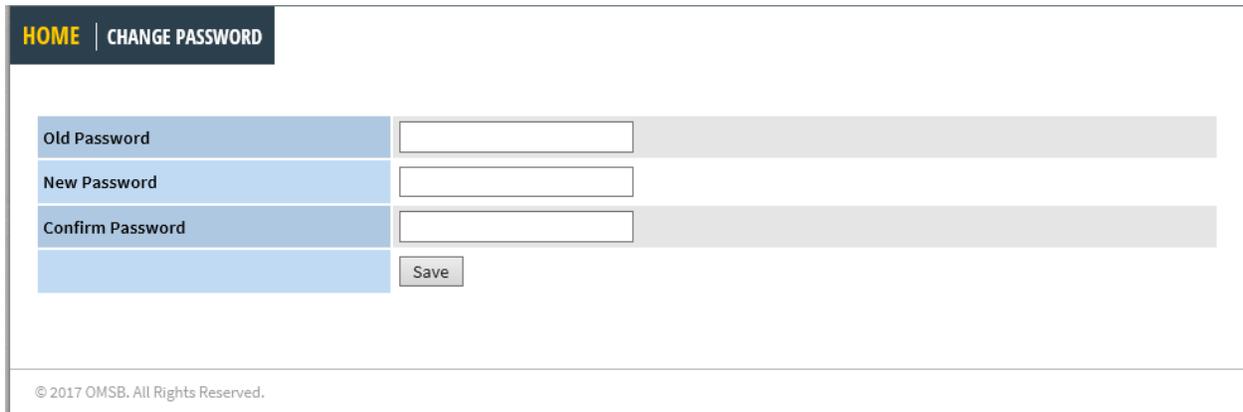
To change your password, enter the requested information. Enter your current password then enter the new desired password.

Then, save your changes by clicking **'Save'**.

2.3 Add new request:

You can add a new request by clicking **'New Request'** in your menu.
Now you can start filling the details of the applicant and upload the required documents.

Application Number =New Request	
Applicant Full Name (As Per Passport):	
Nationality:	Select Nationality ▾
Passport Number:	
Email:	
Mobile/Telephone Number:	
Profession:	Select Major ▾
	Continue

Application Number =20170025	
Official Letter الخطاب الرسمي	Choose File No file chosen Upload
Certificate/s to be Evaluated الشهادة المطلوبة للمعادلة	Choose File No file chosen Qualification Name: Upload
Verification Report /Payment Receipt (DataFlow) تقرير التحقق أو إيصال الدفع (داتافلو)	Choose File No file chosen Upload
Other Documents: **Qualification,Experiences,Curriculum,Passport** مستندات أخرى: شهادات علمية،خيرات عملية،المنهج الدراسي،الجواز	Choose File No file chosen Document Name: Upload
☐ **I Agree to the Disclaimer**	I hereby declare that all information and documents provided are correct,accurate ,reliable and valid, I bear the responsibility otherwise. أنا أقرّ بأن جميع المعلومات والوثائق المقدّمة للمجلس صحيحة ودقيقة وموثوقة،وأنا أتحمل كامل المسؤولية إذا أتضح خلاف ذلك
	Submit to OMSB Save as Draft

Click on **"Save as Draft** " if you are not ready to submit your application yet. You can come back later to submit your request completely. You will find it in the requests list as **Draft** request. Otherwise click on " **Submit to OMSB** " to save request and submit to OMSB.

2.4 Viewing Your Request & Status

As soon as your request reviewed and status is changed, a corresponding e-mail/SMS notification will be sent to you.

The **request list** allows you to check, track and follow up the status of the requests you have submitted. In addition, you can view the requests based on different filters and restrict the list view based on the filters you choose.

Status: All Status

Equivalency Number :

Passport Number:

Cell Phone Number:

Major: All Majors

Nationality: All Nationalities

Requset by : All Focal Points

Applicant Name:

| Search | Clear Search | Download as Excel |

Equivalencey Number	Full Name	Request Date	Status	Tracking	Request By
20170010	Test Account Full NAme	10/26/2017	Draft	Tracking	Ibri Hosbital
20170009	warda 1	10/25/2017	Received	Tracking	Ibri Hosbital
20170008	AAA	10/25/2017	Draft	Tracking	Ibri Hosbital
20170007	badar	10/25/2017	Draft	Tracking	Ibri Hosbital
20170006	Sheikha 4	10/25/2017	Completed	Tracking	Ibri Hosbital
20170005	warda	10/25/2017	Received	Tracking	Ibri Hosbital
20170004	Sheikha 2	10/24/2017	Draft	Tracking	Ibri Hosbital
20170003	sara ahmed	10/24/2017	Draft	Tracking	Ibri Hosbital
20170002	sheikha	10/25/2017	Received	Tracking	Ibri Hosbital
20170001	Test Account Full NAme	10/11/2017	Work In Progress	Tracking	Ibri Hosbital

You can view the request details by clicking on the **Status** field of request list.

Equivalencey Number	Full Name	Request Date	Status	Tracking	Request By
20170002	sheikha	10/25/2017	Received	Tracking	Ibri Hosbital
20170001	Test Account Full NAme	10/11/2017	Work In Progress	Tracking	Ibri Hosbital

You can download the **equivalency decision (Qarar)** once the application status is **completed**.

Equivalencey Number	Full Name	Request Date	Status	Tracking	Request By
20170006	Sheikha 4	10/25/2017	Completed	Tracking	Ibri Hosbital

Application Number =20170012	
Application Status:	The request status is **Completed**
Qarar:	Download Qarar
Applicant Full Name (As Per Passport):	SHEIKHAH 66
Nationality:	Bhutanese
Passport Number:	A12354
Email:	
Mobile/Telephone Number:	
Profession:	Doctor