

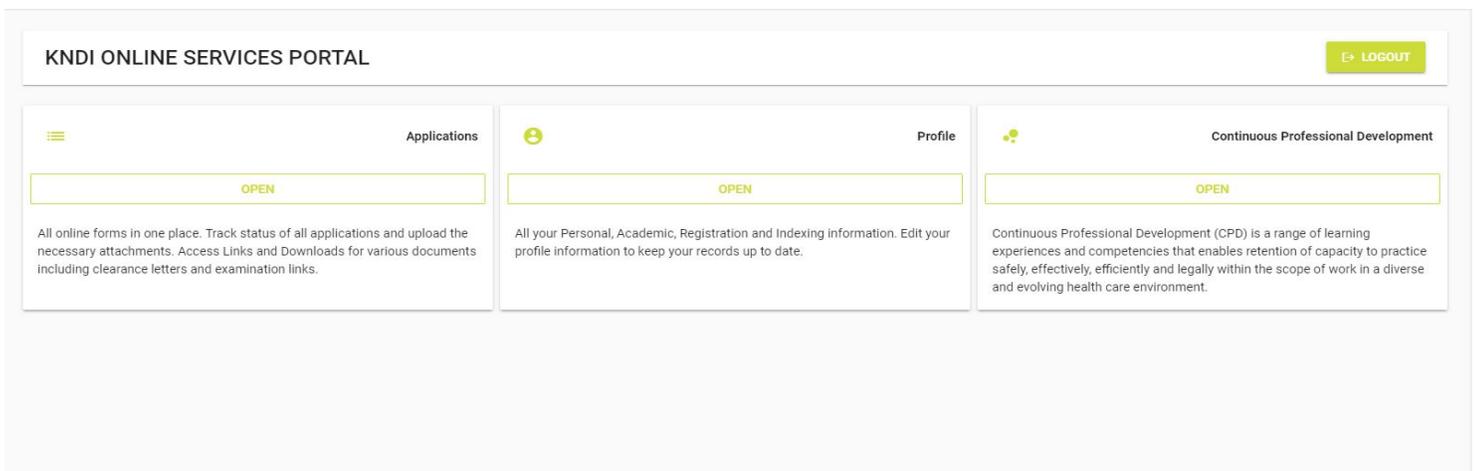
LICENCE DOWNLOAD

The Professional Licence is now online and can be downloaded from a compliant professional's OSP account
The KNDI OSP can be accessed at <https://osp.kndi.institute>

WHERE DO I FIND THE LICENCE ON MY OSP ACCOUNT?

Login to your account at <https://osp.kndi.institute>

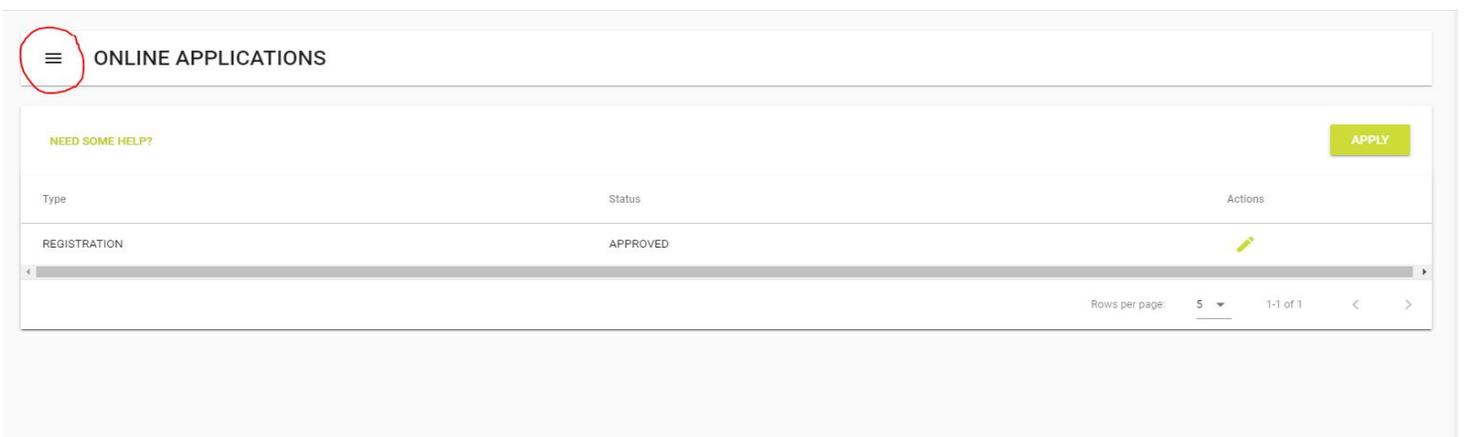
Once you have logged in to your account click open on the applications dashboard as show below.



The screenshot shows the 'KNDI ONLINE SERVICES PORTAL' with a 'LOGOUT' button in the top right. The dashboard is divided into three main sections: 'Applications', 'Profile', and 'Continuous Professional Development'. Each section has an 'OPEN' button and a brief description of the service.

- Applications:** All online forms in one place. Track status of all applications and upload the necessary attachments. Access Links and Downloads for various documents including clearance letters and examination links.
- Profile:** All your Personal, Academic, Registration and Indexing information. Edit your profile information to keep your records up to date.
- Continuous Professional Development:** Continuous Professional Development (CPD) is a range of learning experiences and competencies that enables retention of capacity to practice safely, effectively, efficiently and legally within the scope of work in a diverse and evolving health care environment.

Once the applications dashboard has loaded. Click on the menu button (circled in red below)

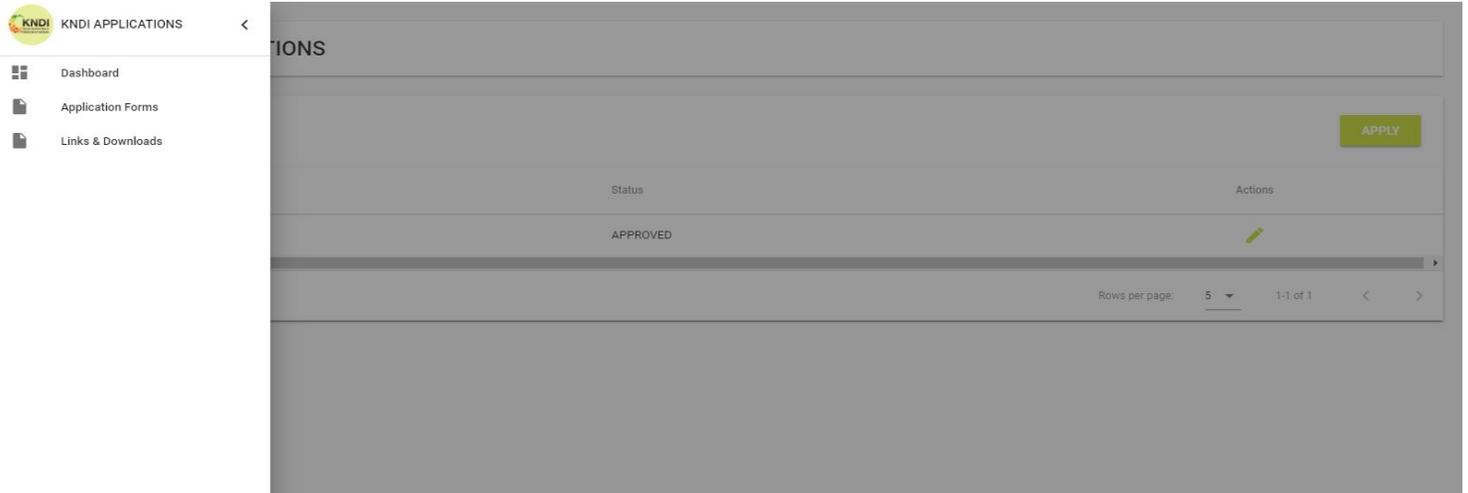


The screenshot shows the 'ONLINE APPLICATIONS' dashboard. A red circle highlights the menu button (three horizontal lines) in the top left corner. The dashboard includes a 'NEED SOME HELP?' section with an 'APPLY' button, a table of applications, and a pagination control at the bottom right.

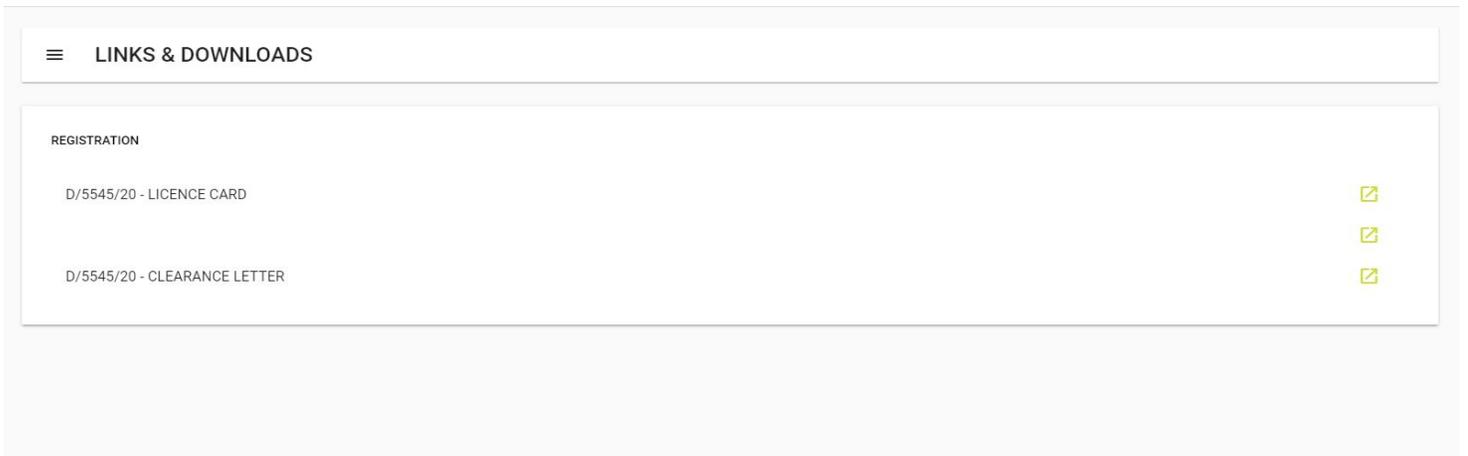
Type	Status	Actions
REGISTRATION	APPROVED	

Rows per page: 5 1-1 of 1

Click on Links and Downloads.



Your Licence and Clearance letter will now appear as shown below if your profile is upto date. In case your profile is not upto date, the system will first give you a prompt to update your bio data, academic data, national id and passport photo. These documents and data will first be assessed by the Quality Assurance department before the Registration Department gives the go ahead to allow the download of your licence. All these processes will be followed up via system sms and emails.



To download, click on the green button on the far right side of the page.