



# **Medical Council of Malawi Information System (MCMIS)**

**Student Indexing Module – User Manual for New Student  
Registration**

**Version 1.0**

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# 1. Introduction

The Student Indexing Module is a part of the Medical Council of Malawi (MCM) Information Management System (MCMIS). The module facilitates the digital registration and indexing of students enrolled in approved programs being offered by registered Higher Health Training Institutions (HHTIs).

Student indexing is a regulatory requirement designed to formally register students who are undergoing training in approved medical, dental and allied health programs. Through this module, students and institutions interact with the MCM in a structured, transparent, and efficient digital environment.

This manual provides guidance on how to access and use the Student Indexing Module to submit and manage indexing applications.

## 2. Purpose of the Student Indexing Module

The Student Indexing Module is designed to:

- Digitize the student indexing process.
- Maintain a centralized database of all indexed students.
- Improve efficiency and reduce manual paperwork.
- Enable real-time tracking of application status.
- Enhance regulatory oversight of health training programs.
- Ensure that only students enrolled in approved programs are recognized by the MCM.
- Establish a streamlined process to ensure that only indexed students are eligible to proceed to full registration upon graduation.

The module replaces the previous manual process of submitting paper documents and spreadsheets, thereby reducing errors, duplication, and processing delays.

## 3. System Access Requirements

To access the Student Indexing Module, users must meet the following requirements:

## 3.1 Institutional Requirements

Students must:

- Be enrolled in a recognized Higher Health Training Institution.
- Be registered under an approved training program.
- Submit their details to the HHTI Institution Coordinator to be uploaded into the MCMIS.

## 3.2 Technical Requirements

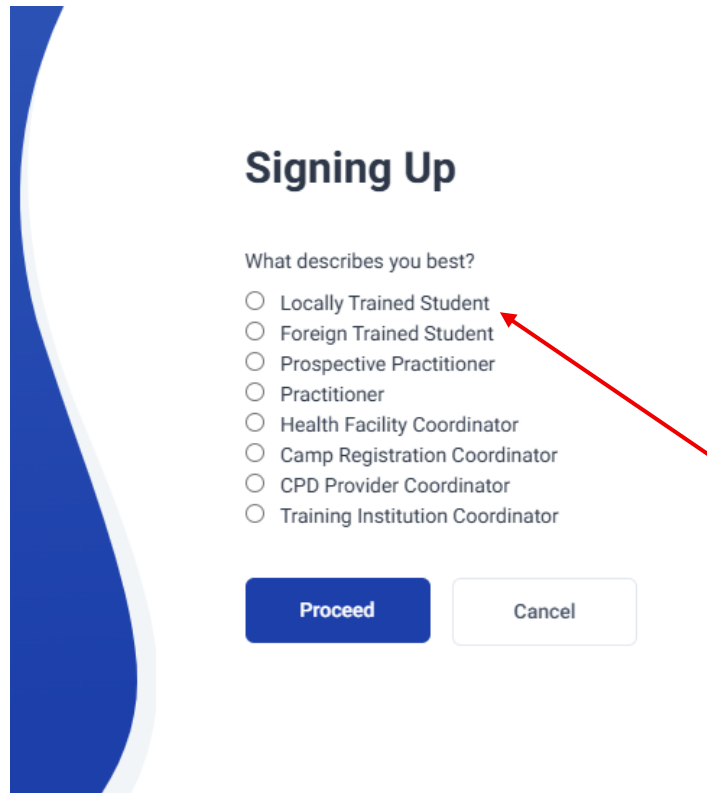
Students must have access to:

- A computer, laptop, tablet, or smartphone.
- Stable internet connection.
- Updated web browser (Google Chrome, Microsoft Edge, or Firefox recommended).
- Valid email address for system notifications.

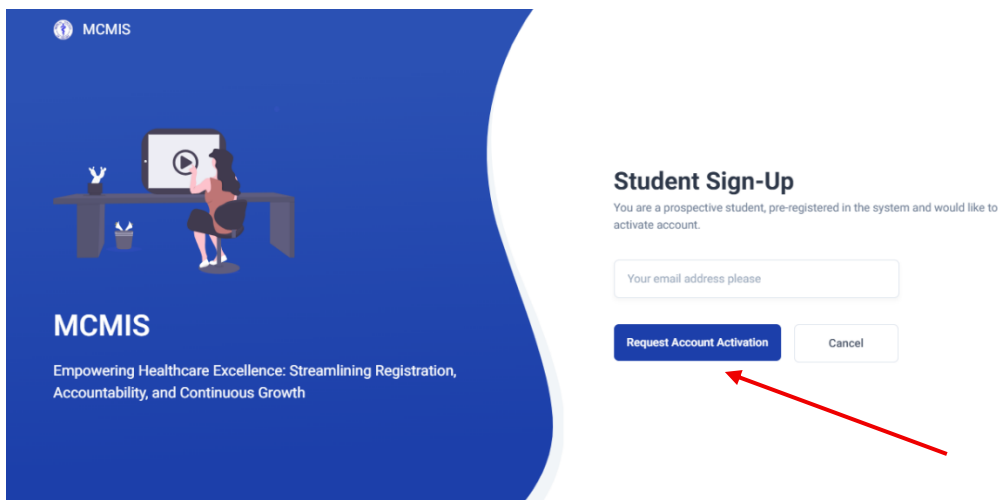
# 4. Step-by-Step Guide for Students

## Step 1: Student Signup

- Visit the official MCMIS Home Page.
- Click “Sign Up” as Locally Trained Student.

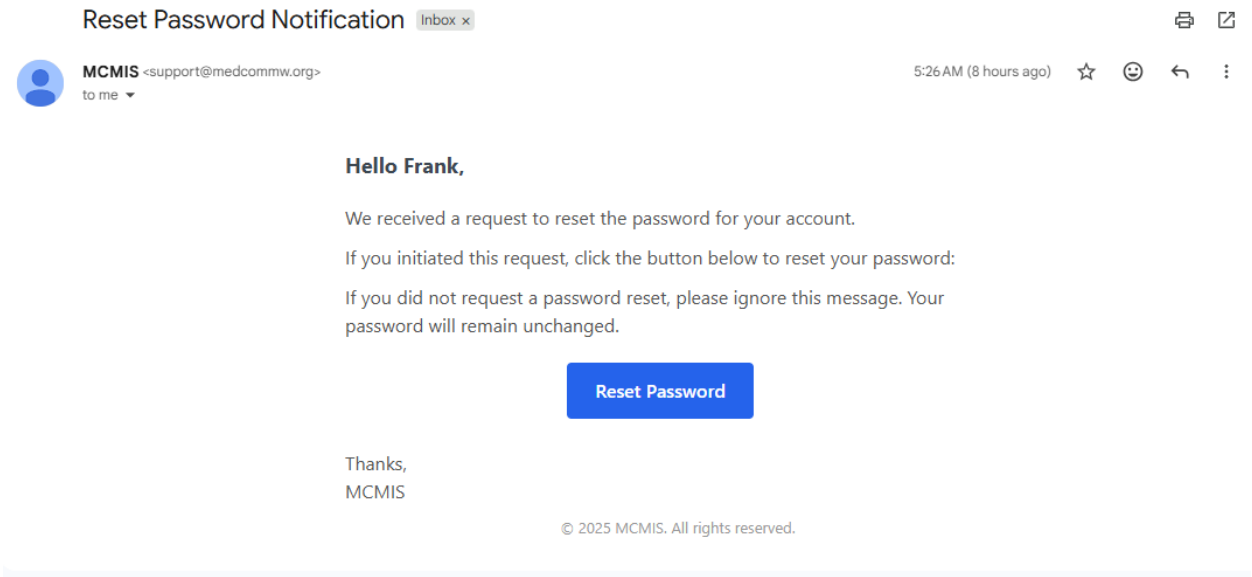


- Enter your email address that was submitted to your Training Institution.
- Click “Request Account Activation”.



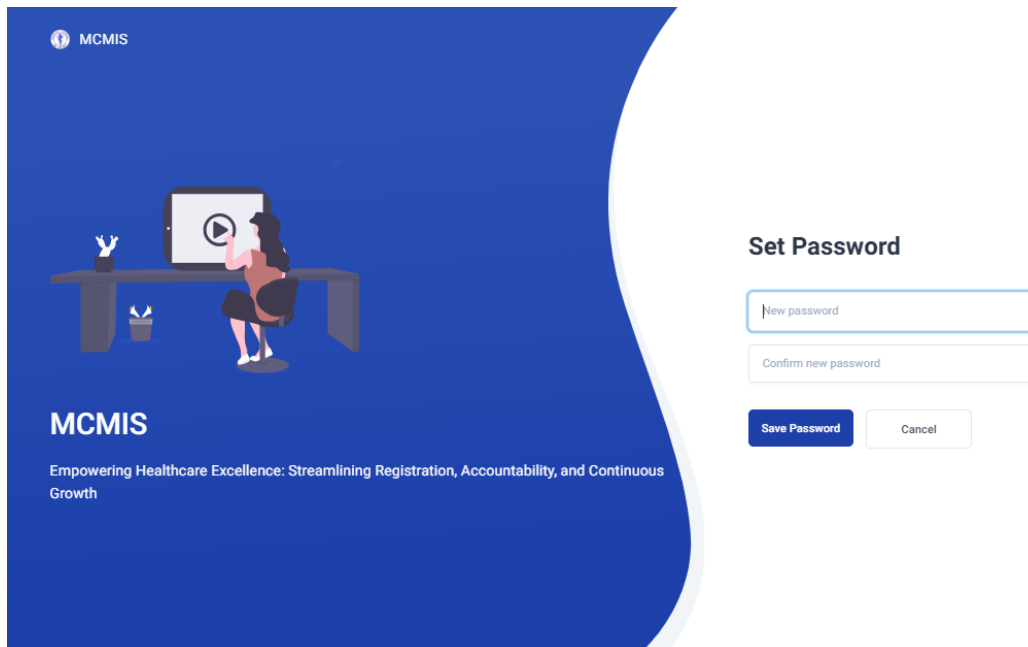
## Step 2: Account Activation via Email

- Check your registered email inbox.
- Open the verification email sent by the system.
- Click the activation link to verify your account



### Step 3: Setting a Password

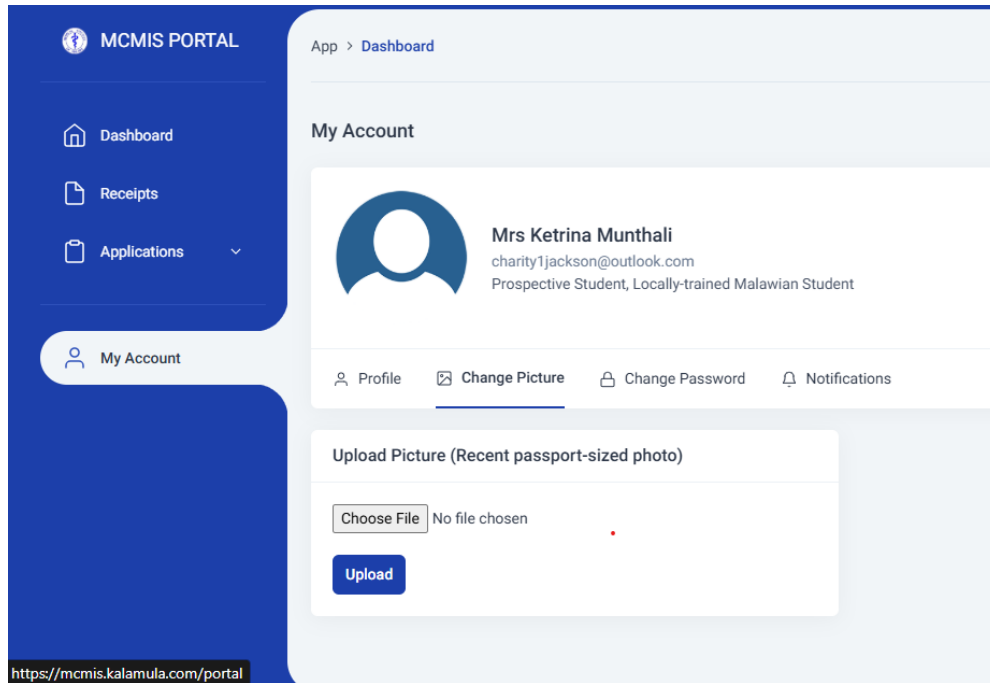
- After activation, the system will redirect you to a Set Password page.
- Create a strong password that meets the security requirements specified.
- Confirm and save the password.



### Step 4: Uploading Profile Picture

- Log in to the system using your credentials.

- The system will prompt you to upload the profile picture before navigating through the portal
- Click Upload Picture and select a recent passport-sized photo from your device.



## Step 5: Completing Profile Details

- Fill in the required details accurately, including:
  - Date of birth
  - Date of Commencement
  - Expected Date of Completion
  - Nationality
  - ID number
  - Address
- Ensure all information matches official identification documents.
- Click “update profile” to proceed with the application.

## Edit Profile

Date of Birth

Date of Commencement

Expected Date of Completion

Year of Study

Nationality

Identity Type

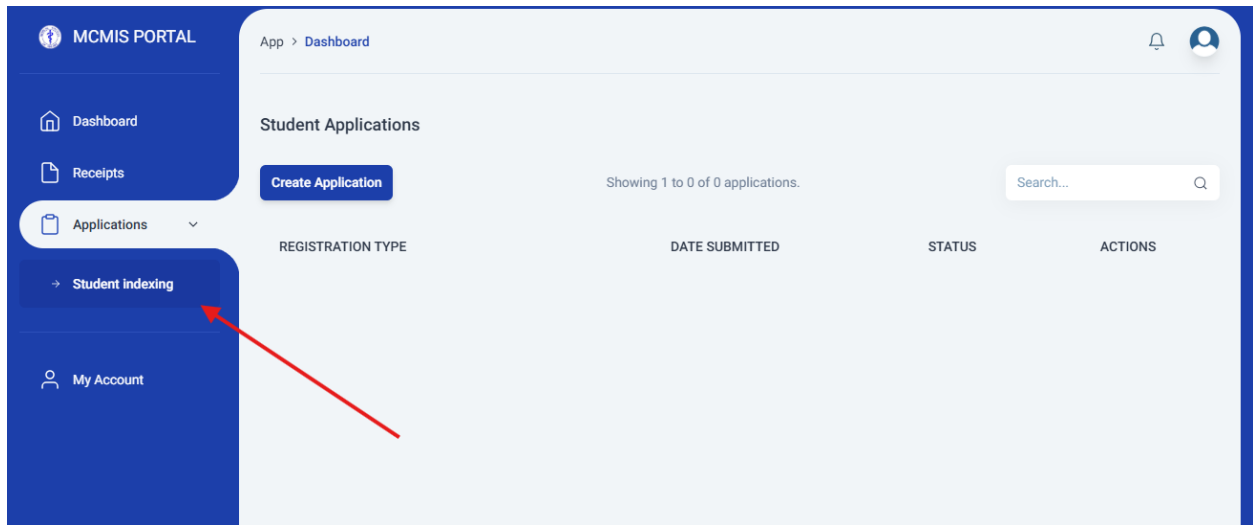
Identity Number

Address

Update Profile

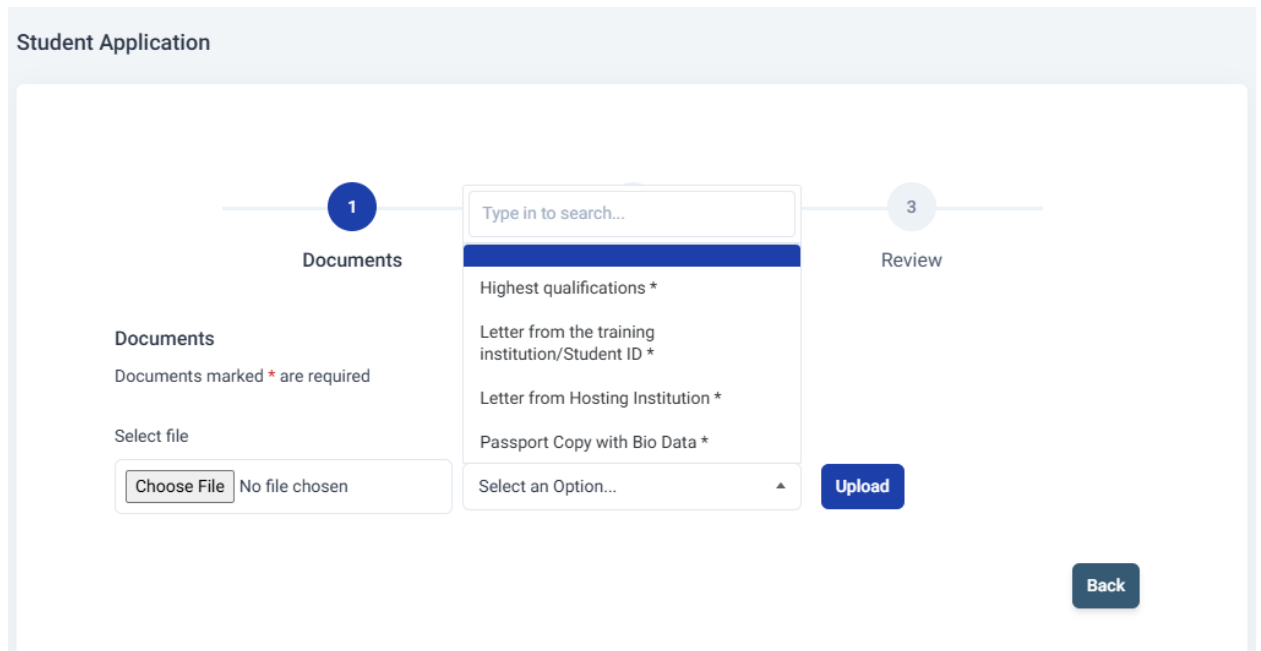
### Step 6: Accessing Student Indexing Application Page

- On the side bar, click on the Applications dropdown menu.
- Select Student Indexing.



## Step 7: Uploading Required Documents

- Upload all the relevant documents to proceed with the application, for example: your “Highest School Qualification”.
- Documents marked \* are mandatory
- Click “Next” to proceed.



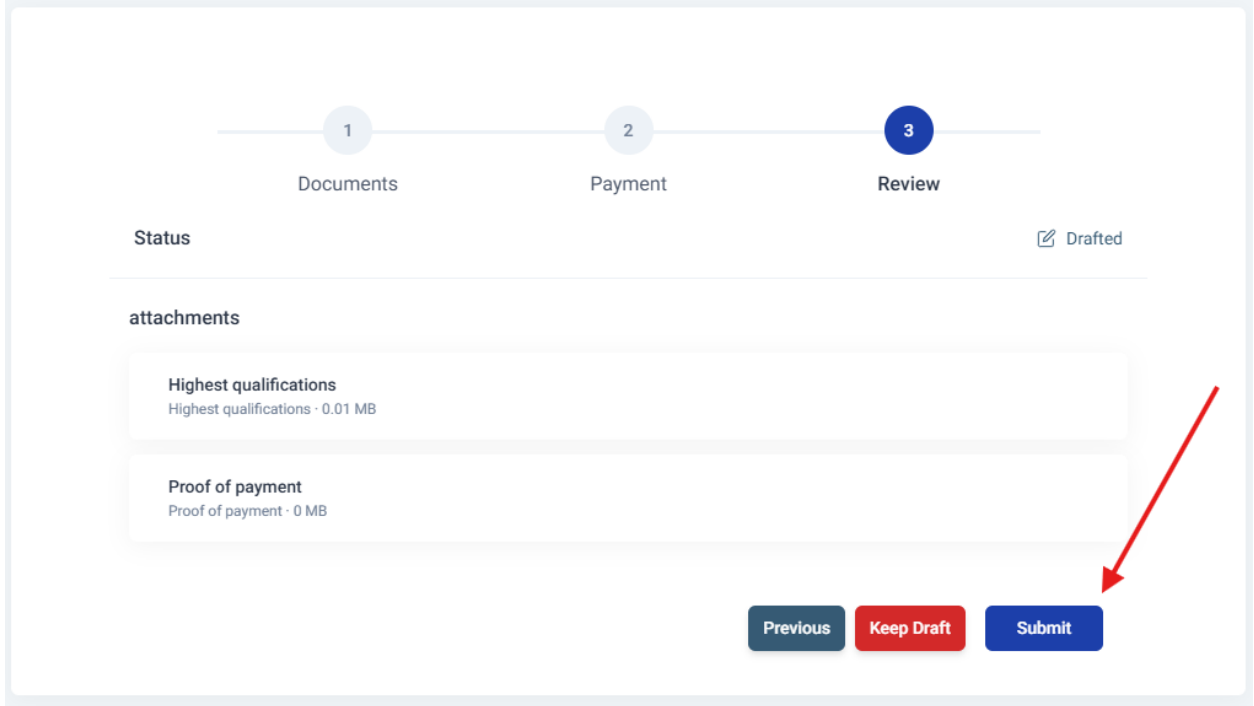
## Step 8: Making Payment

- Navigate to the Payment section.
- Download the invoice to access the application fee and the official MCM back account.
- Upload the proof of payment when the payment is made.
- Click next to proceed with the application.

The screenshot shows a three-step progress bar at the top: 1 Documents, 2 Payment (highlighted), and 3 Review. Below the progress bar, a message states: "To proceed with the application, you need to pay the total fees of MK 10,000.00. Please upload the proof of payment after making a deposit to the account provided in the invoice. You can download the invoice [here](#)". A red arrow points from the word "here" to the "Upload" button. Below the message, it says "Documents marked \* are required". There are two sections: "Select file" with a "Choose File" button and "No file chosen" text, and "Document Type" with a dropdown menu showing "Proof of payment \*" and an "Upload" button. At the bottom, there is a file preview for "Highest qualifications" (0.01 MB) and two buttons: "Previous" and "Keep Draft".

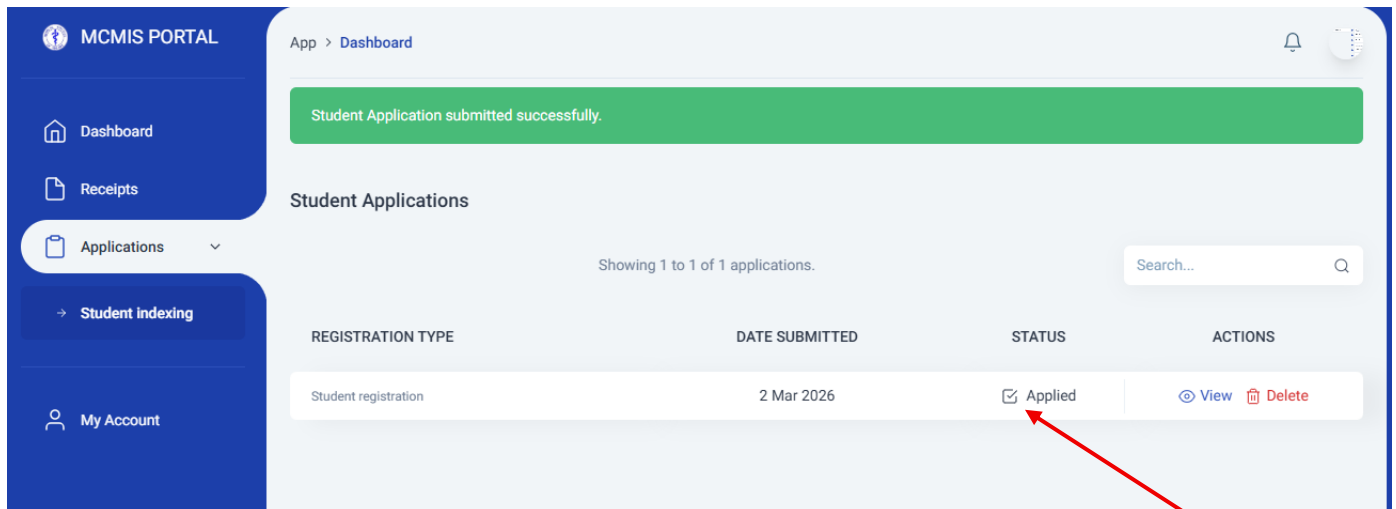
## Step 9: Review and Submit Application

- Carefully review all the information entered.
- Confirm that all required documents are uploaded.
- Click “Submit” to proceed.



## Step 10: Application status tracking

- Check the status of your submission in real-time.



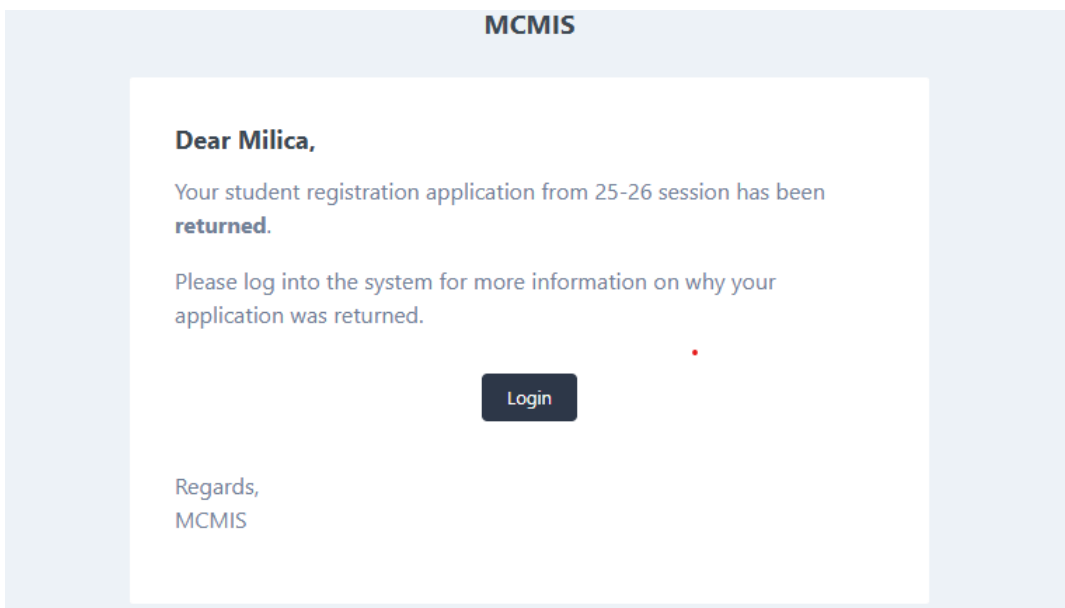
- Possible statuses include:
  - Drafted
  - Applied
  - Under Review

- Returned for Correction
- Approved
- Rejected

## Step 11: A returned Application

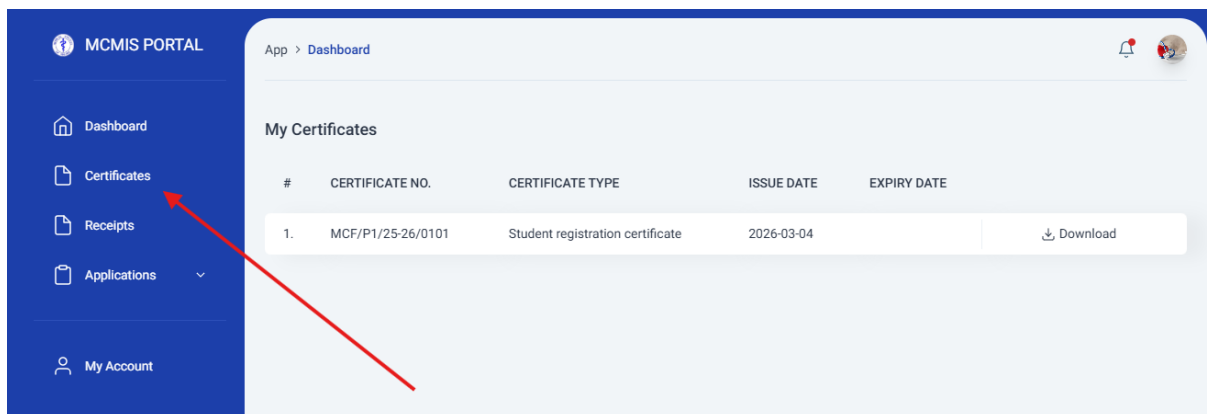
### After submission:

- If corrections are required, the application may be returned for revision.
- Students will receive system notifications and email updates.



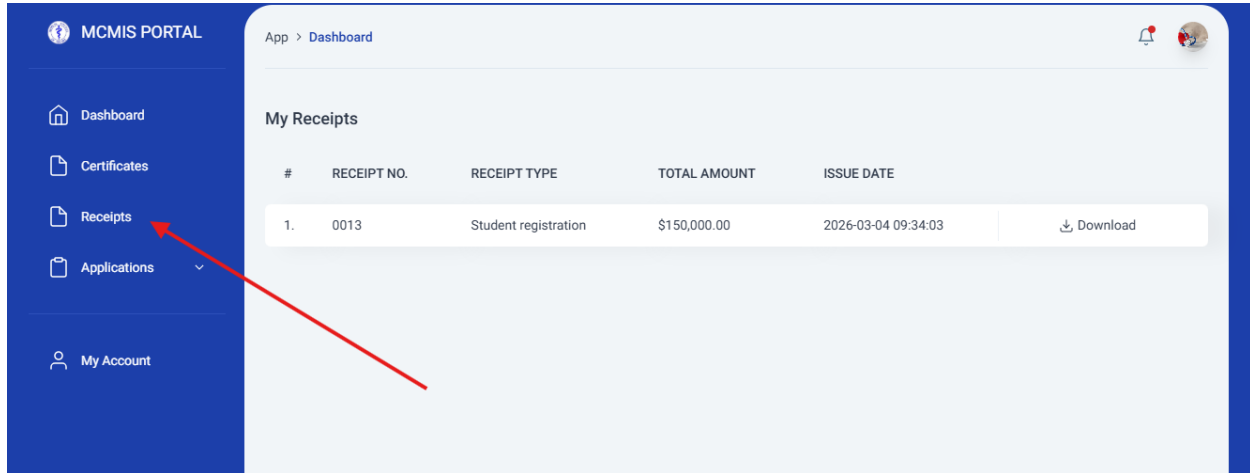
## Step 12: Accessing Student Registration Certificate

- Once the application is approved, click on certificates to download the student registration certificate



## Step 13: Accessing the Student Registration Receipt

- Once the payment is cleared, click on Receipts to download the student indexing receipts.



## 5. Support and Contact Information

For assistance, please contact:

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**Website:** [www.medcouncilmw.com](http://www.medcouncilmw.com)