NQA
RNDC Noss
User Training Manual
Version 1.0
# Table of Contents

1. Introduction ........................................................................................................................................... 3  
   1.1.  Application Users .......................................................................................................................... 3  

2. Getting Started ..................................................................................................................................... 4  
   2.1.  RNDC Noss Registration ............................................................................................................... 4  
   2.1.1. Service Card .............................................................................................................................. 4  
   2.1.2. Login .......................................................................................................................................... 5  
   2.1.3. RNDC Noss Registration ............................................................................................................ 7  
   2.1.4. RNDC Noss Registration Renewal/Update ............................................................................. 13
1. Introduction

This user training manual is targeted towards the individuals who want to register with NQA as RNDC Noss. This document contains detailed information pertaining to the RNDC Noss subscription.

1.1. Application Users

The users of this application are entity who want to register as NOSS.
2. Getting Started

2.1. RNDC Noss Registration
RNDC Noss can request for their registration through the portal to NQA for approval. On approval of registration request an RNDC Noss card will also be received on the portal.

Users can access the services via current navigation of the current NQA’s web site “E-Services > RNDC Noss > Start the Registration Service [under the heading of “START THIS SERVICE”].

2.1.1. Service Card
The service card provides the users with complete information about the service. The service card is shown below:
2.1.2. Login

User is required to provide RNDC login details to login to the service and create (Q-NOSS). If user is not a registered user he can click to the link “Click here to register as an RNDC member”, so that he is able to start the registration process for approval.

After providing credentials, user will be redirected to OTP screen and will receive ‘One time password’ on email to proceed with login.

After successful login, user navigates to provider registration.

If the user is not register, it can be registered by clicking ‘New User’ button on login scree.
On approval of RNDC registration request, an email is sent to the registered email address. Once user is registered he can login to (Q-NOSS) Service and proceed further.

After successful registration and login, user will be redirected to Registration Progress page.
2.1.3. **RNDC Noss Registration**

To fill the form click the *Start this Service* option on the service card. The system will navigate and show legal bindings which need to be agreed to.

Click Next button on the bottom of this page to proceed with provider subscription.
The National Qualifications Authority (NQA) is the copyright owner of the NQA Directory of Providers and Courses. As such, NQA’s rights of ownership of this application are protected under UAE Federal Law No. (32) of the Year 2000, Article (2). Computer programs and applications, databases and works. Under Article (29), any person found to be using this application for purposes not intended for the Directory without prior permission from the National Qualifications Authority will be punished by payment of a fine not less than ten thousand dirhams but not exceeding thirty thousand dirhams.

Use of the NQA Brand
Providers registered in the Directory are only permitted to use their NQA registration number in marketing materials, advertising and certificates in the following formats:
National Qualifications Authority Education and Training Provider Registration Number XXX or in an abbreviated form, such as NQA Provider Registration No. XXX.

Providers are not permitted to use the NQA logo or statements that indicate the NQA endorses their organisation or courses, such as “NQA approved training centre”, “NQA Quality Assured Courses” “A nationally-recognised course”, etc.

Rules for using the Directory
The following rules for using the NQA Directory of Providers and Courses apply to all users, including providers registered in the Directory:

• Accessing details from the Directory that are not intended to be provided to this user or logging into a server or an account that the user is not authorised to access.
• Attempting to conduct any test or survey to find weaknesses in the Directory or violate applicable procedures.
• Attempting to interfere with the Directory on the part of any user, host or network including but not limited to placing a virus in the Directory, increasing load to or immersing it, sending commercial messages to it or distorting it with electronic messages or even destroying it.
• Sending unwanted electronic messages to the Directory including commercials and/or advertisements on services and products.

Violating rules of usages, system or network shall expose those involved to civil and criminal liability. Cases of such violations shall be investigated and the person involved shall be legally prosecuted.

This will navigate user to the registration wizard.
Provide all mandatory details for registration.

Click “Add” to add awarding details.

Once added, awarding will be added to the grid on details screen, as shown below. Click “Edit” or “Delete” to modify or remove the record.
Click “Add” to add Contact Person details.

![Contact Person Details](image)

Once added, contact person details will be added to the grid on details screen, as shown below. Click “Edit” or “Delete” to modify or remove the record.

![Contact Person Grid](image)

Click Next button at the bottom of this screen to move to the next tab. The next tab is shown below:

![Next Tab](image)
Click Next button at the bottom of the page to move to the next tab of NOSS details.
At the bottom of the page click Finish to submit the RNDC Noss registration form and it goes for NQA Approval. On submission of the form the message is displayed on screen.

After NQA Approval you can edit and update your profile.

2.1.4. RNDC Noss Registration Renewal/Update

For Renewal or edit your form first you need to Login if you are already Login then go to Dashboard Page after that click on My Profile tab.

After that you will be able to update your registration details and submit that again for NQA Approval.