



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

NURSING APPLICATION

USER MANUAL - APPLICANT

REVIEW DATE: 30/07/2025

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Preface

The first version of this user manual was compiled by the Information Technology - Systems team for the Nursing Application System.

The System Support Team will provide technical support for the Nursing Application system. Contacts are provided below for questions, feedback, and clarification.

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1. INTRODUCTION

1.1. Purpose

The purpose of this manual is to provide instructional support and guidance to users who use the Nursing Application system. The manual focuses on access, navigation, and use of the system.

1.2. About the system

The Nursing Application system streamlines the admissions process, improves efficiency, and enhances the application experience by providing a centralised platform for managing all aspects of the application process.

1.3. System requirements

A personal computer or laptop device is recommended for viewing and using the system. The system can also be viewed on other devices, such as a tablet or a mobile phone, but the application won't give the maximum experience on those devices.

The system can be accessed in the following Internet browsers:

- Chrome
- FireFox
- IOS
- Microsoft Edge

A tablet or mobile phone is better used in desktop view. Follow the links below for each browser's settings to view a desktop view on a tablet or mobile phone.¹

- Chrome - <https://support.google.com/chrome/answer/13514529?hl=en>
- FireFox - <https://support.mozilla.org/en-US/kb/switch-desktop-view-firefox-focus-android>
- IOS - <https://www.teqiq.com/2024/12/18/how-to-enable-desktop-mode-on-a-mobile-device/>
- Microsoft Edge - <https://www.teqiq.com/2024/12/18/how-to-enable-desktop-mode-on-a-mobile-device/>

1.6. How to access the Nursing Application System

Open the web browser (Chrome/Firefox/iOS/Edge) and type <https://kzncn.kznhealth.gov.za/>.

¹ These links are only a guide and not aimed at promoting any of the content found in the referenced websites. You can also search how to view a desktop view in your tablet or mobile phone browser.

2. SYSTEM PAGES

2.1 Home Page

- The home page will contain important links and information for the applicant.
 - You will find the countdown and the information on the closing date.
 - The More Info button will redirect the applicant to a page with more details about the Nursing program.
 - The Apply button will redirect the applicant to the Registration Page.
 - System Enquiries and Nursing Application Enquiries contain information on the personnel whom you can contact for system and application enquiries. Please note that office hours are between 8 am and 4 pm.
 - The Important Documents link will redirect you to a page containing important documents related to the system.

Nursing Application

Home Page
Important Documents
Register
Login

Online Application for Nurse Training

Applications are invited for nurse training for the year 2026.
Closing date: 31 August 2025.

Until Event Starts
August 1, 2025

[More Info](#) [Apply](#)

System Enquiries

Name & Email	Contact
Nomfuneko Khumalo - Nomfuneko.Khumalo@kznhealth.gov.za	(033) 940 2689
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* Office Hours are only between 8 am - 4 pm

This Department is an equal opportunity affirmative employer whose aim is to promote representivity at all levels of all occupational categories in the Department.

Figure 1

2.2 More Information Page

- The page contains the advert and different buttons.
 - Download Advert – you can click this button to download the advert.
 - Apply for 2026 – this button will redirect you to the registration page.
 - Home – this button will redirect you to the home page as seen above on Figure 1.

Reference No. KZNCN 1/2025

APPLICATIONS ARE INVITED FOR NURSE TRAINING FOR THE YEAR 2026

PROGRAMME:	DIPLOMA IN NURSING	NQF LEVEL:	6
DURATION:	3 YEARS	TOTAL CREDITS:	368
SANC REGULATION:	R171	SAQA ID NO:	115826

MINIMUM REQUIREMENTS - PRE 2008 (score a maximum of 6 relevant highest score subjects on Matric / Grade 12 Certificate)

- Grade 12 (Std 10) - Minimum 25 points

Symbol	Higher Grade	Standard Grade
A	8	5
B	7	4

Figure 2

2.3 Important Documents Page

- The important document page has the following files:
 - General Nurse Qualification Information Framework Document
 - ICT Systems - Security Questions Reset Form - 2025 - Staff
 - ICT Systems - Security Questions Reset Form 2025 - Applicant
 - KZN Nursing College Advert
 - User Manual for the Applicants
- The Actions section has a Download function.

Files List

File Name	Size	Actions
General_Nurse_Qualification_Information_Framework_Information.pdf	161,32 KB	Download Document
ICT Systems - Security Questions-reset-form_2025- Staff.pdf	153,37 KB	Download Document
ICT Systems - Security Questions-reset-form_2025-Applciant.pdf	141,09 KB	Download Document
KZN Nursing College Notice board Advert_310725(P).pdf	2,93 MB	Download Document
Nursing Application Training Manual - Applicant.pdf	4,43 MB	Download Document

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Figure 3

2.4 Registration

- You first need to register to access the system's functions.
 - Click on the "Register" link on the web page sidebar, as shown below with the arrow in Figure 4.
 - You will then be redirected to the register page as shown in Figure 4. Fill in all your information in the provided fields. Please note that all fields with red asterisk are mandatory.

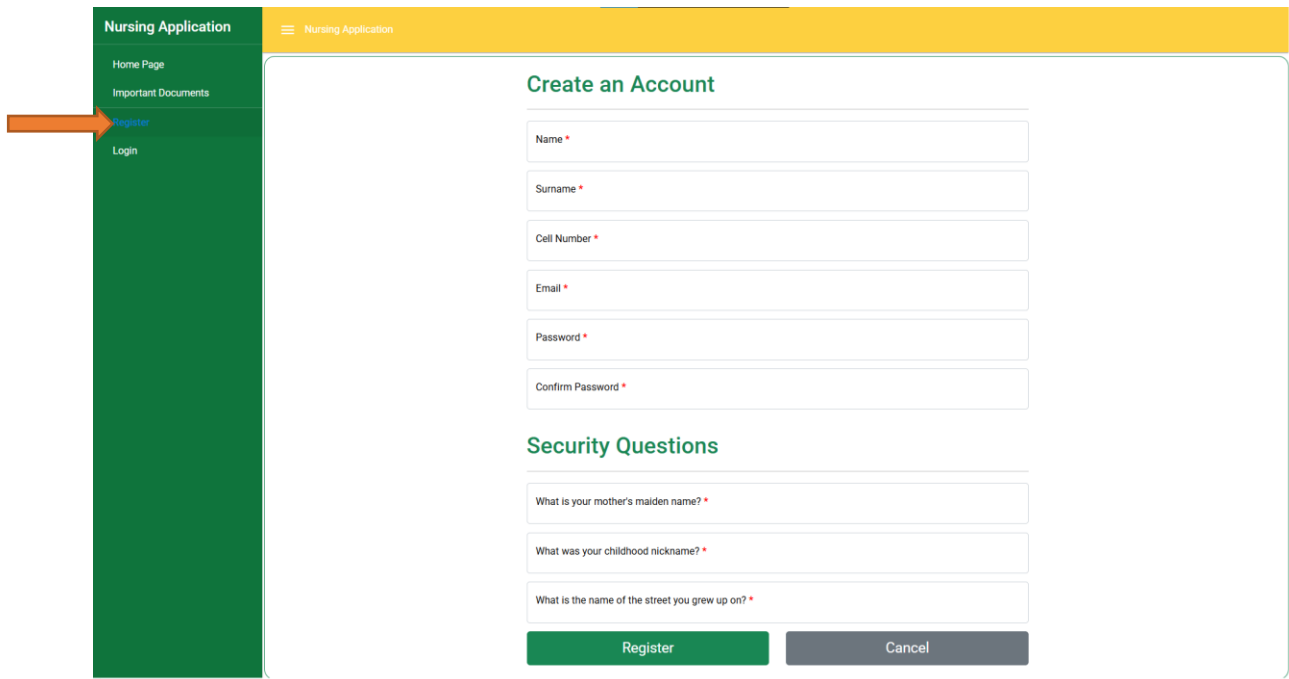


Figure 4

- Once all fields have been filled out correctly, click on Register as shown in Figure 5 below.

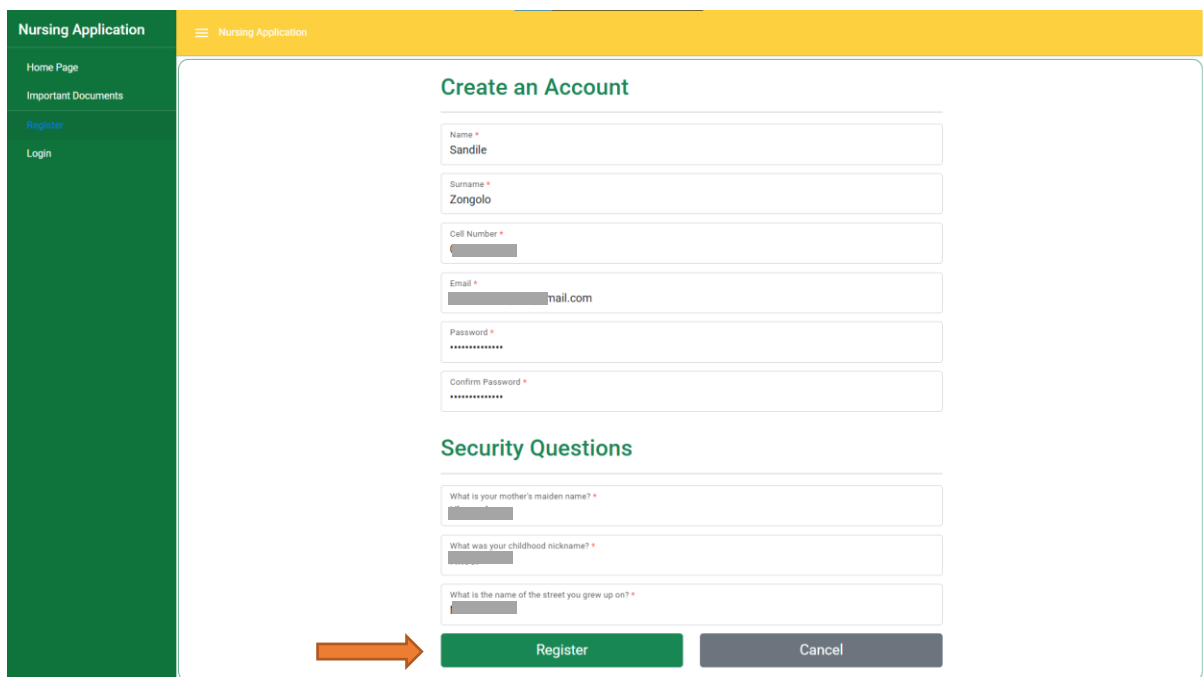


Figure 5

- The system will then redirect to the dashboard or main page where you can access a few links as a student user as shown in Figure 6.

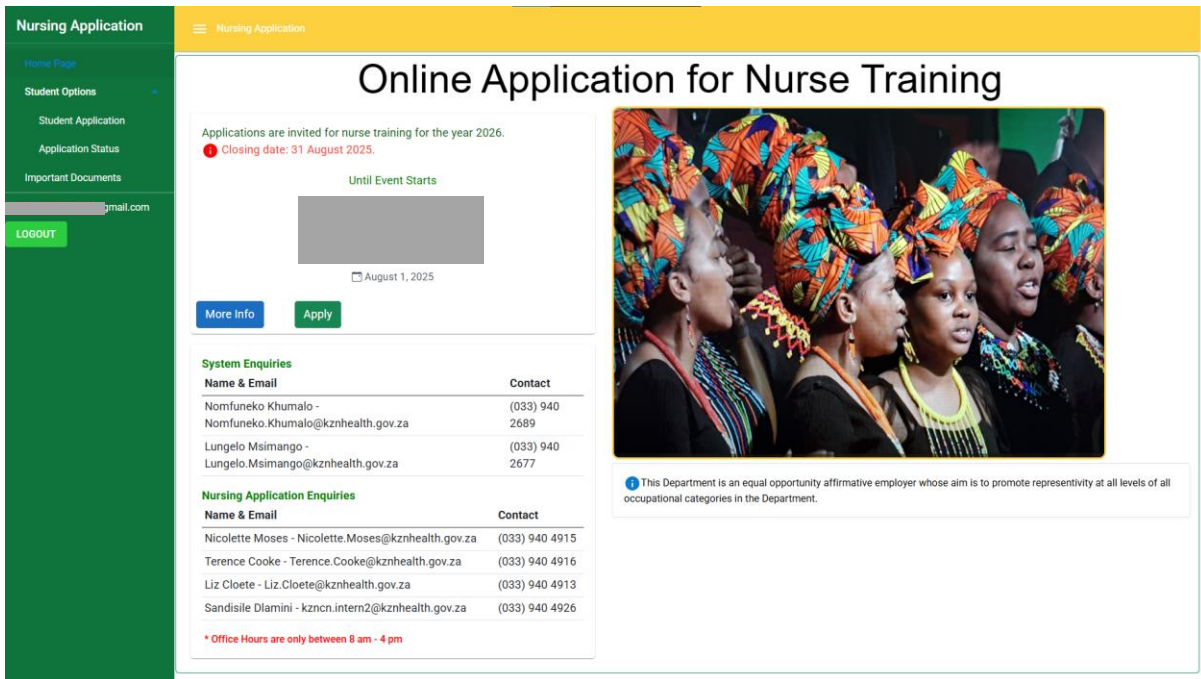


Figure 6

2.5. Forgot Password

- The system allows the user to retrieve a password by clicking on the “Forgot your Password” link, as shown above in Figure 7.
- Upon clicking the “Forgot your Password” link, you will be redirected to the Forgot password page, as shown below in Figure 8.

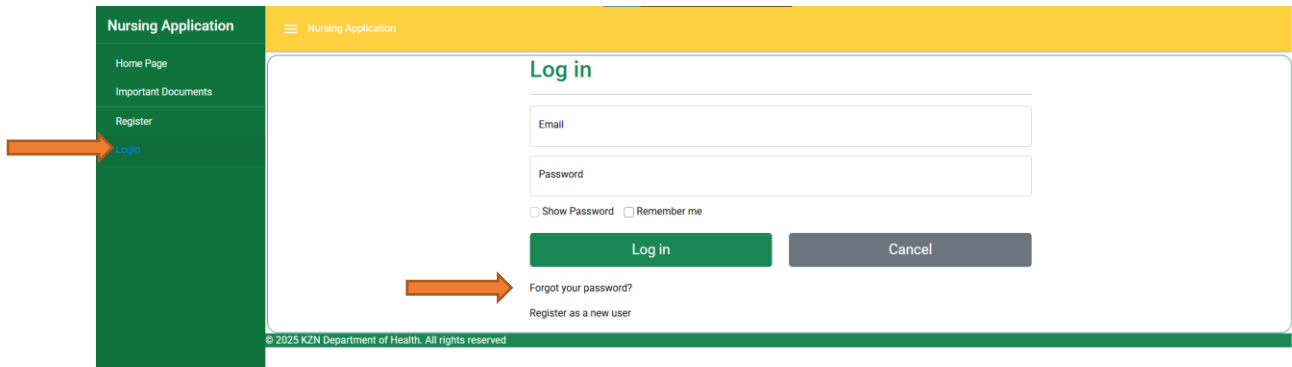


Figure 7

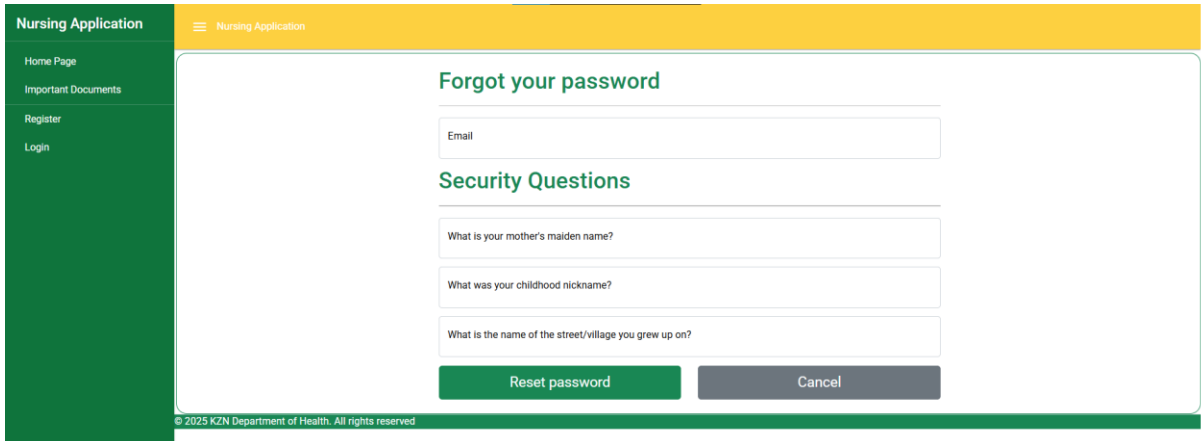


Figure 8

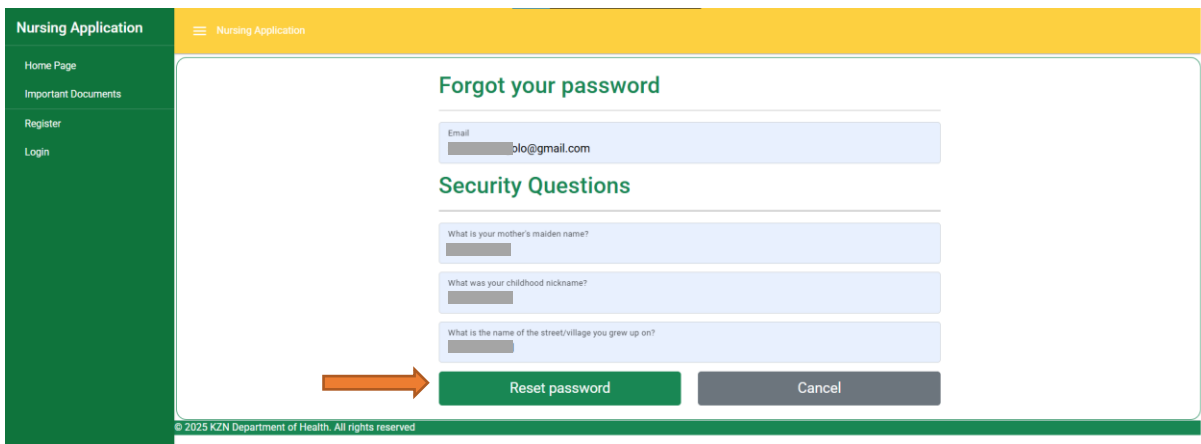


Figure 9

- Enter your email address and security questions answers and click Reset password button.
- If the email address exists and the security questions are correct, you will be redirected to the forgot password confirmation page, as shown in Figure 10.
- Click on the “click here” button to reset your password.

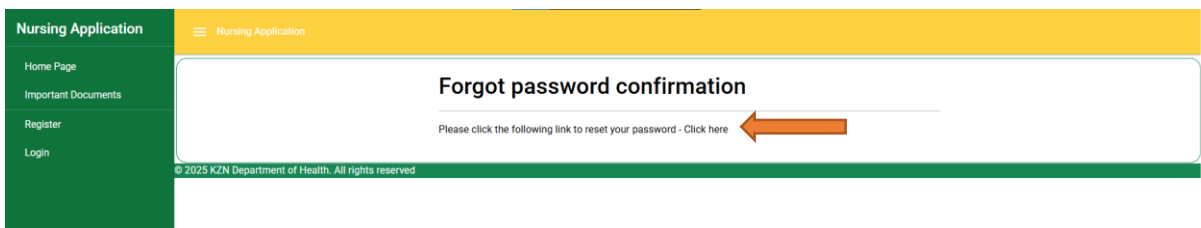


Figure 10

- You will be redirected to the Reset your password page as shown in Figure 11.
- Fill in all the information required in the fields then Click on the Reset button or the Cancel button to cancel.



Nursing Application

Home Page
Important Documents
Register
Login

Reset your password

Email
mail.com

Password

Confirm password

Reset Cancel

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Figure 11

- Once clicked you will receive a forgot password confirmation as in Figure 12.
- Click the link “click here to login” to the login page.

Nursing Application

Home Page
Important Documents
Register
Login

Reset password confirmation

Your password has been reset. Please click here to log in.

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Figure 12

2.5.1. Resetting Security Question

- If you forget the security question while setting a new password, you will need to send a form to systemssupport@kznhealth.gov.za. You can find the form in the Important Documents Page - 2.3 Important Documents Page.

2.6. Login

- To log in, click the login link as shown in Figure 13 then enter the username and password in the textboxes provided as shown in Figure 13.
- After entering the username and password, click on the “Login” button. You will then be directed to the landing page associated with your user level.

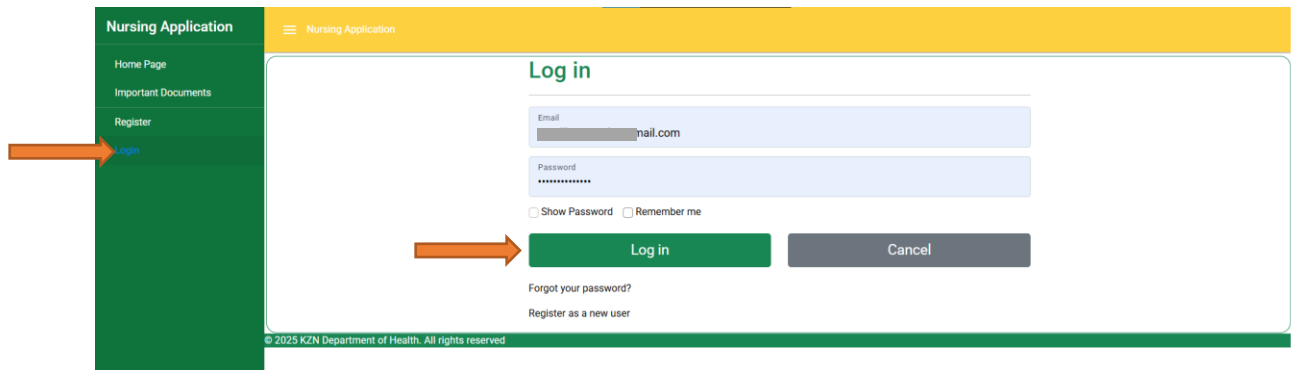


Figure 13

- You will be directed to the Dashboard page as shown in Figure 14 below.
- Click on “Student Application” link to proceed.

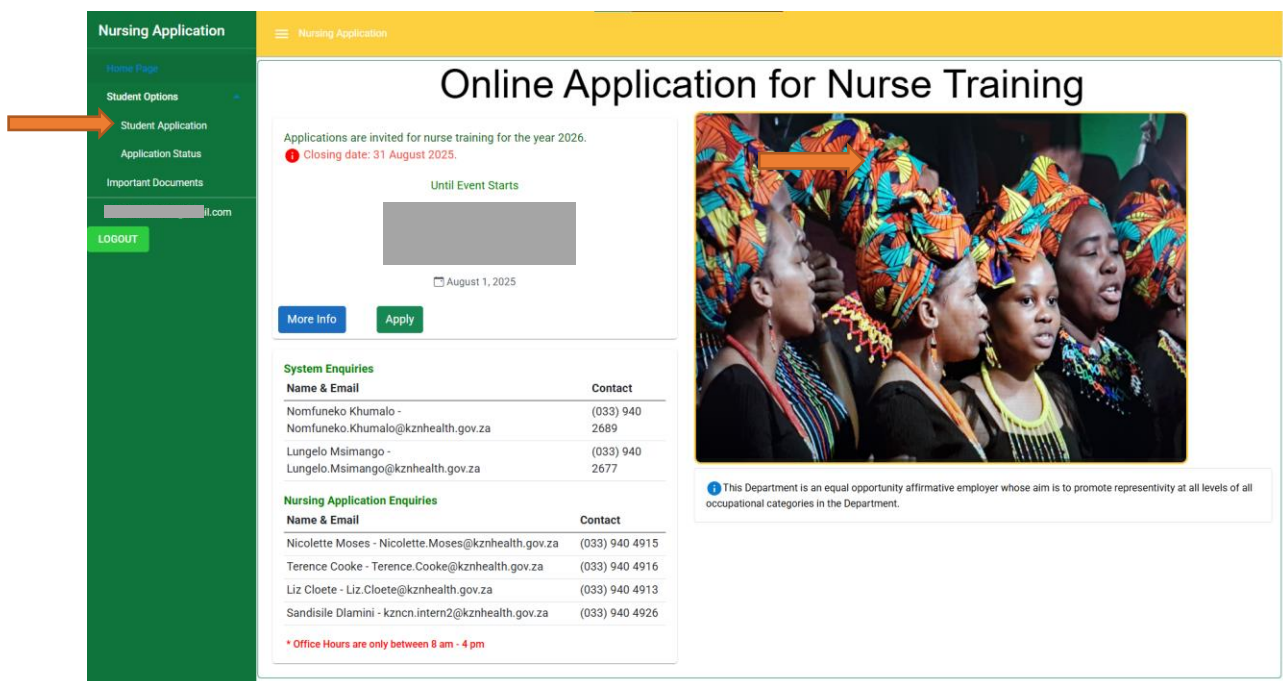


Figure 14

2.6.1. Lockout

- You can be locked out of your account if you input invalid login details up to 5 times as shown below on Figure 15.
- You would need to try login again at some point.

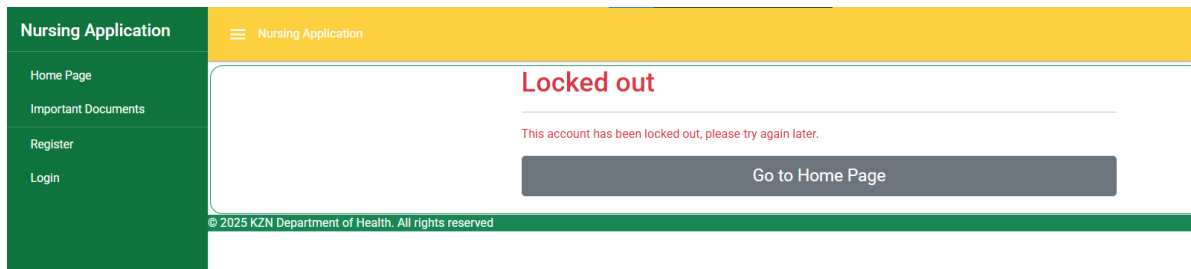


Figure 15

2.7. Profile and Password Change

- Once logged in, you can view your profile and change the password as shown in Figure 16.
- Click on the email to manage your account.

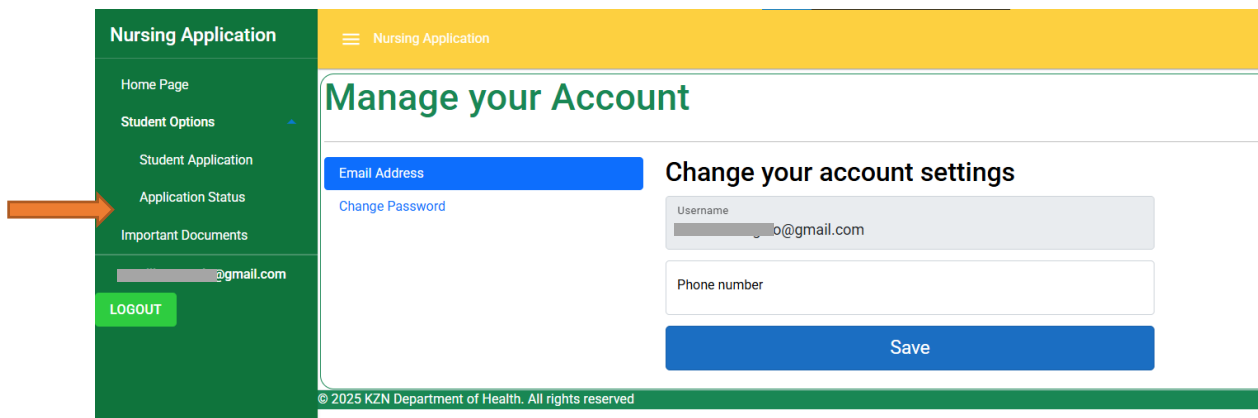


Figure 16

2.7.1. Add Phone Number

- Insert a phone number and click save as shown in Figure 17.

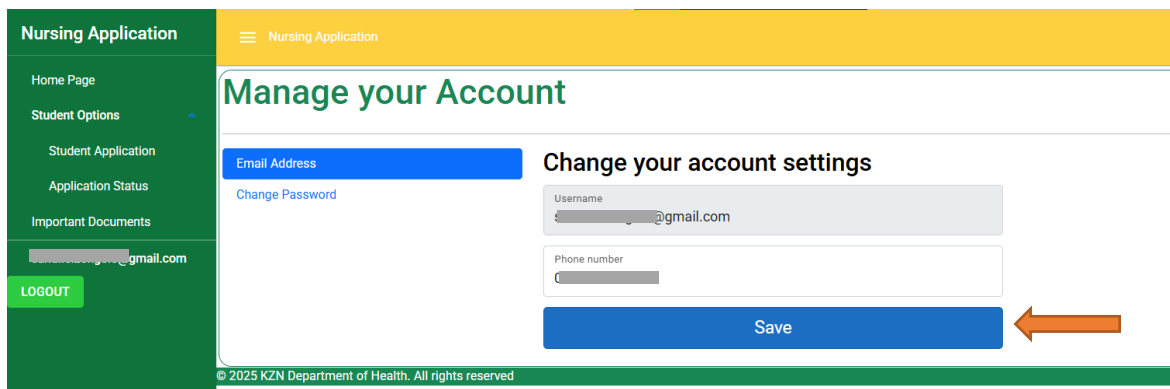
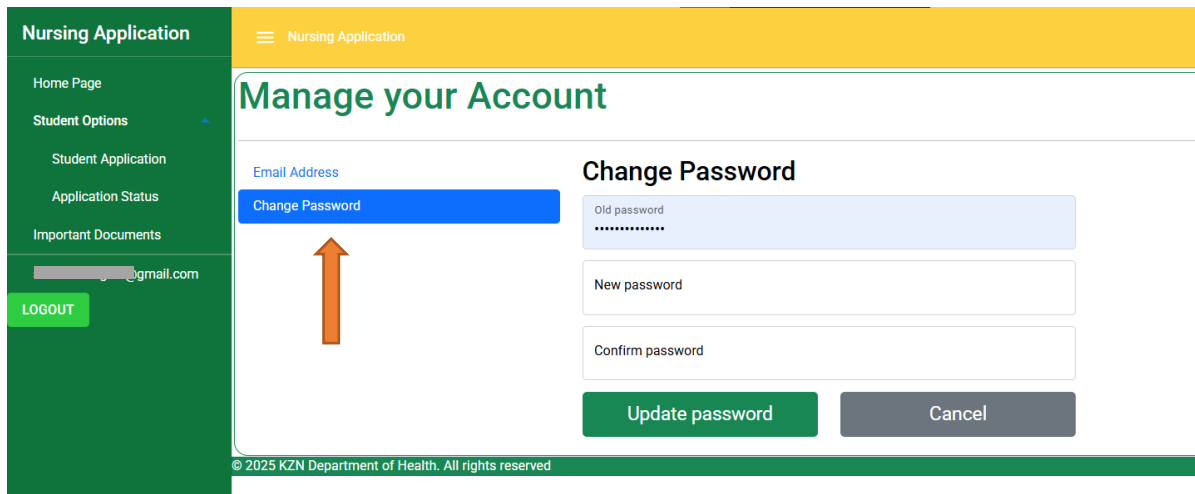


Figure 17

2.7.2. Change Password

- Click the Change Password link to change your password as shown in Figure 18.

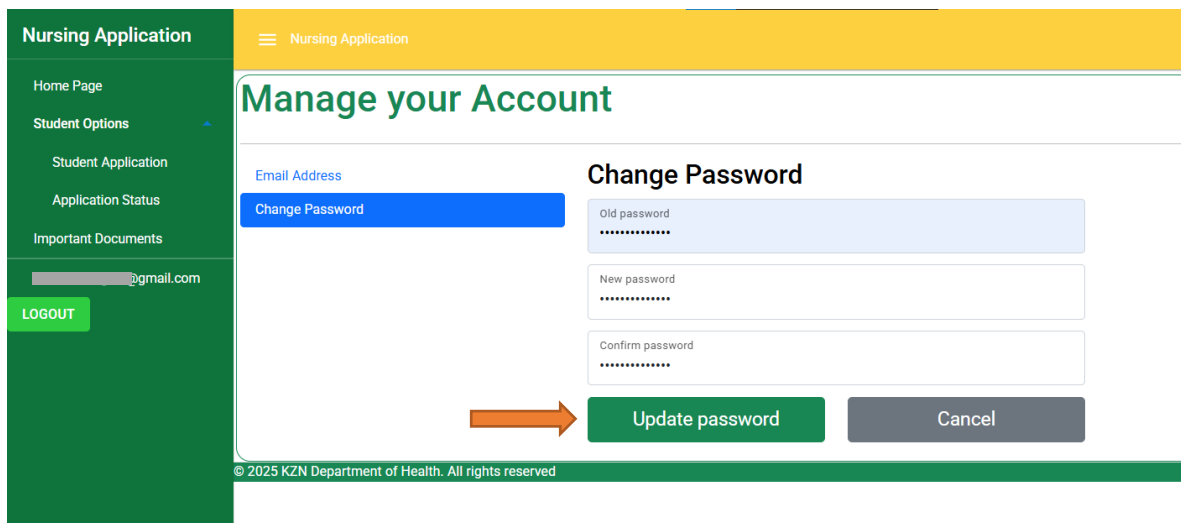


The screenshot shows the 'Nursing Application' interface. On the left is a green sidebar with navigation links: Home Page, Student Options (expanded), Student Application, Application Status, Important Documents, a user profile with an email address ending in '@gmail.com', and a LOGOUT button. The main content area has a yellow header 'Nursing Application' and a title 'Manage your Account'. Below the title are two sections: 'Email Address' with a blue 'Change Password' link highlighted by an orange arrow pointing up, and a 'Change Password' form with three input fields: 'Old password', 'New password', and 'Confirm password'. At the bottom of the form are two buttons: 'Update password' (green) and 'Cancel' (grey). A footer at the bottom reads '© 2025 KZN Department of Health. All rights reserved'.

Figure 18

2.4.2.1. Change Password Form

- Insert a new password to change your current password and click on update password as shown in Figure 19.



This screenshot is identical to Figure 18, showing the 'Change Password' form. In this view, an orange arrow points to the 'Update password' button at the bottom of the form, indicating the next step in the process. The rest of the interface, including the sidebar and header, remains the same.

Figure 19

- You will receive a message reflecting the successful action to update the password as shown in Figure 20.

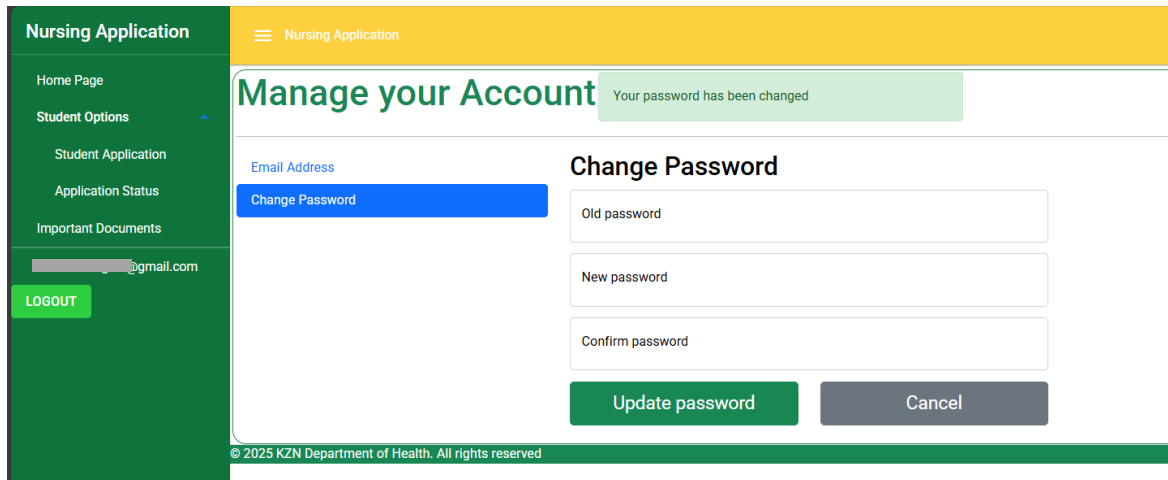


Figure 20

2.8. Student Application Process

- You can use two functions on the Student Application as shown in Figure 23. These functions include:
 - Student Application
 - Application Status

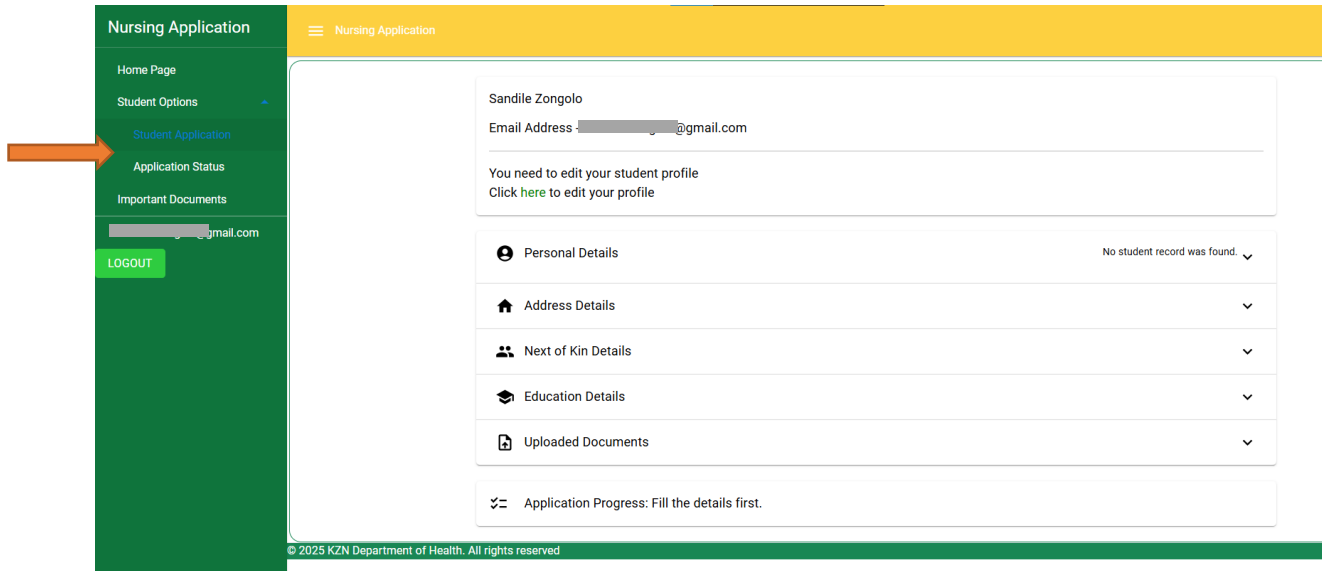


Figure 23

2.8.1. Student Application

- Click on the link to edit your profile as shown by the arrow below on Figure 24.

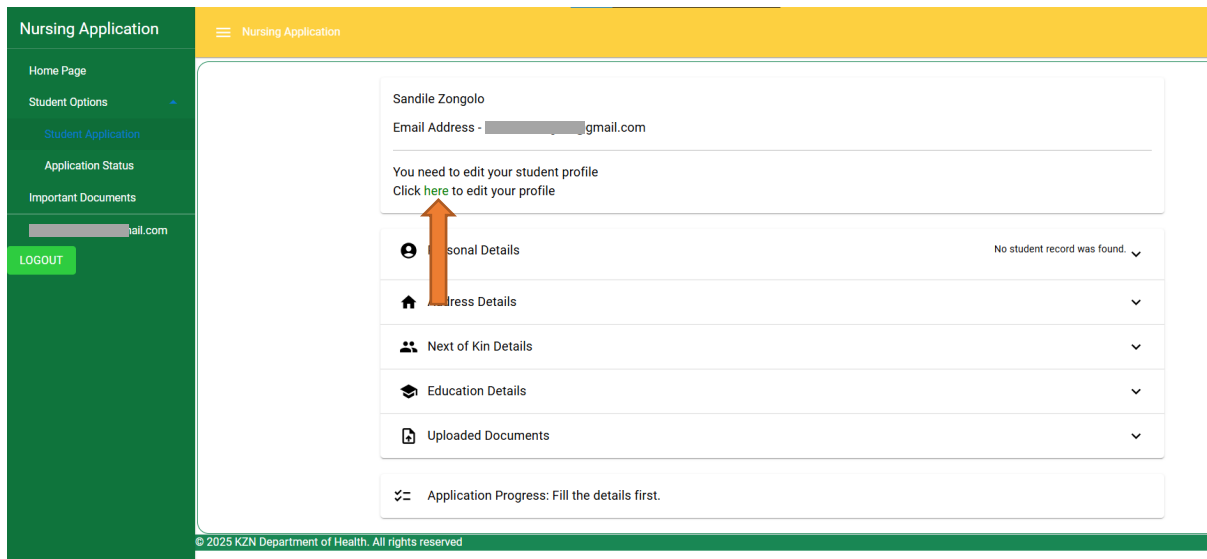


Figure 24

2.8.1.1. Add Student Details

- Fill-in the details on the student details form. All the compulsory fields have an asterisk as shown on Figure 25.

The screenshot shows the 'Add Student Details' form with the 'PERSONAL DETAILS' tab selected. The form contains the following fields:

- Maiden Name
- Are you a South African Citizen? * (Dropdown: --Select Citizenship State--)
- Nationality * (Text input)
- Identity Number * (Text input)
- Gender * (Dropdown: --Select Gender--)
- Date of Birth * (Date picker: 2025/07/31)
- Race * (Dropdown: --Select Race--)
- Do you have any disability? * (Dropdown: --Select an Option--)
- Have you been convicted of criminal offence? * (Dropdown: --Select an Option--)
- Is there any criminal charge(s) pending against you? * (Dropdown: --Select an Option--)
- Alternative Number * (Text input)

Buttons at the bottom: NEXT, Back to Home

Figure 25

The screenshot shows the 'Add Student Details' form with the 'EDUCATION AND EMPLOYMENT DETAILS' tab selected. The form contains the following fields:

- Matric Type * (Dropdown: --Select Matric Type--)
- Student School * (Dropdown: --Select Student School--)
- Highest Qualification * (Dropdown: --Select Highest Qualification--)
- Highest Qualification Date * (Date picker: yyyy/mm/dd)
- Employment Status * (Dropdown: --Select Employment Status--)
- Nursing Experience * (Dropdown: --Select Nursing Experience--)
- Comments * (Text area)

Buttons at the bottom: PREVIOUS, Save, Back to Home

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Figure 26

- This is only for example purposes.
- You can click next to move to the second tab of the form as shown in Figure 27.

Nursing Application

Home Page
Student Options
Student Application
Application Status
Important Documents
[email]
LOGOUT

Add Student Details

PERSONAL DETAILS | EDUCATION AND EMPLOYMENT DETAILS

Maiden Name:

Are you a South African Citizen? *:

Nationality *:

Identity Number *:

Gender *:

Date of Birth *:

Race *:

Do you have any disability? *:

Have you been convicted of criminal offence? *:

Is there any criminal charge(s) pending against you? *:

Alternative Number *:

NEXT | Back to Home

Figure 27

- Student school dropdown has an option for OTHER. If you select that option, a textbox will show where you can input your high school should you not find it in the student school options.
- The Previous button will allow you to go back to the previous tab as shown in Figure 28.
- Once you have filled all details, you can click Save.

Nursing Application

Home Page
Student Options
Student Application
Application Status
Important Documents
[email]
LOGOUT

Add Student Details

PERSONAL DETAILS | EDUCATION AND EMPLOYMENT DETAILS

Matric Type *:

Student School *:

Other School Name *:

Highest Qualification *:

Highest Qualification Date *:

Employment Status *:

Nursing Experience *:

Comments *:

PREVIOUS | Save | Back to Home

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Figure 28

- Once you save, you will be redirected to the student home page.
- Click on the panel to show the details as shown in Figure 29.

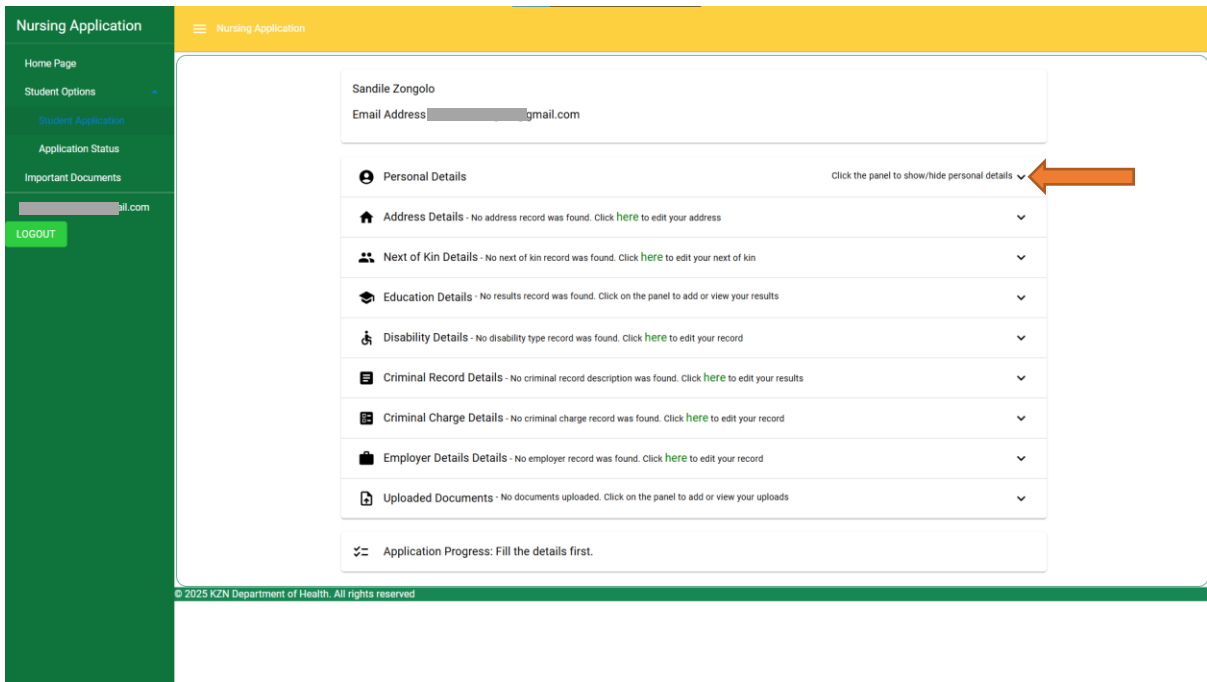


Figure 29

- You have an option to edit Personal Details by clicking on the Edit Personal Details link as shown in Figure 30.

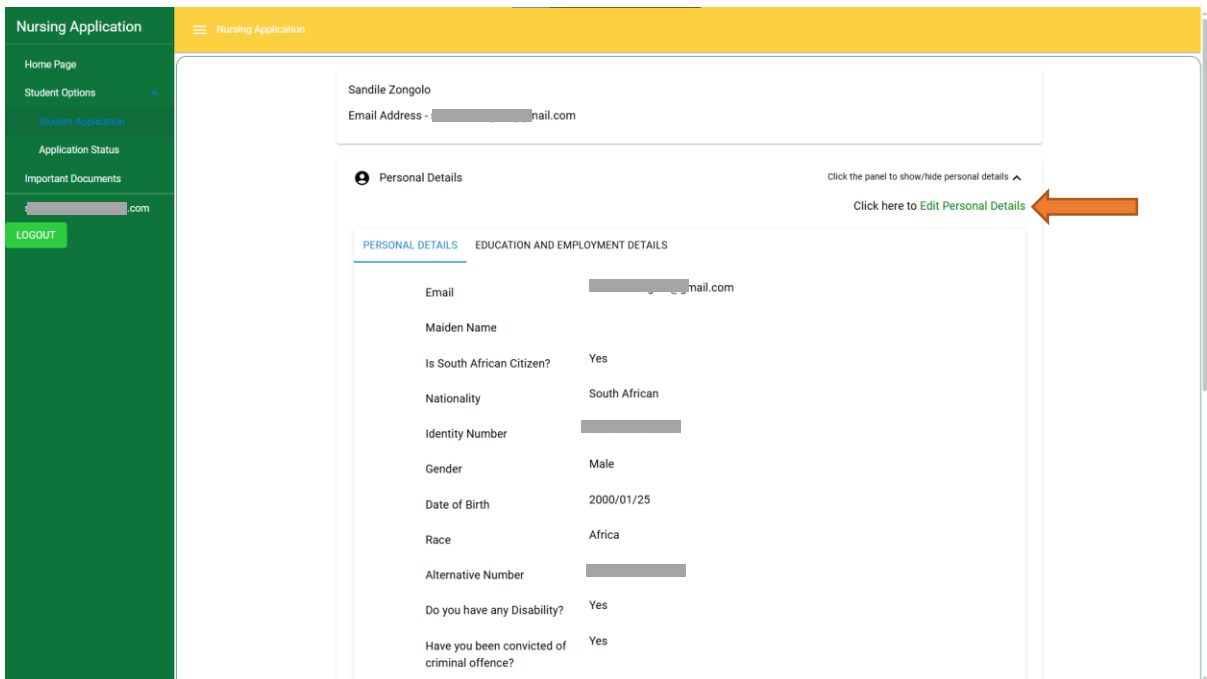


Figure 30

2.8.1.2. Add Address Details

- Click on the Click here link to add/edit you Address Details as shown in Figure 31.

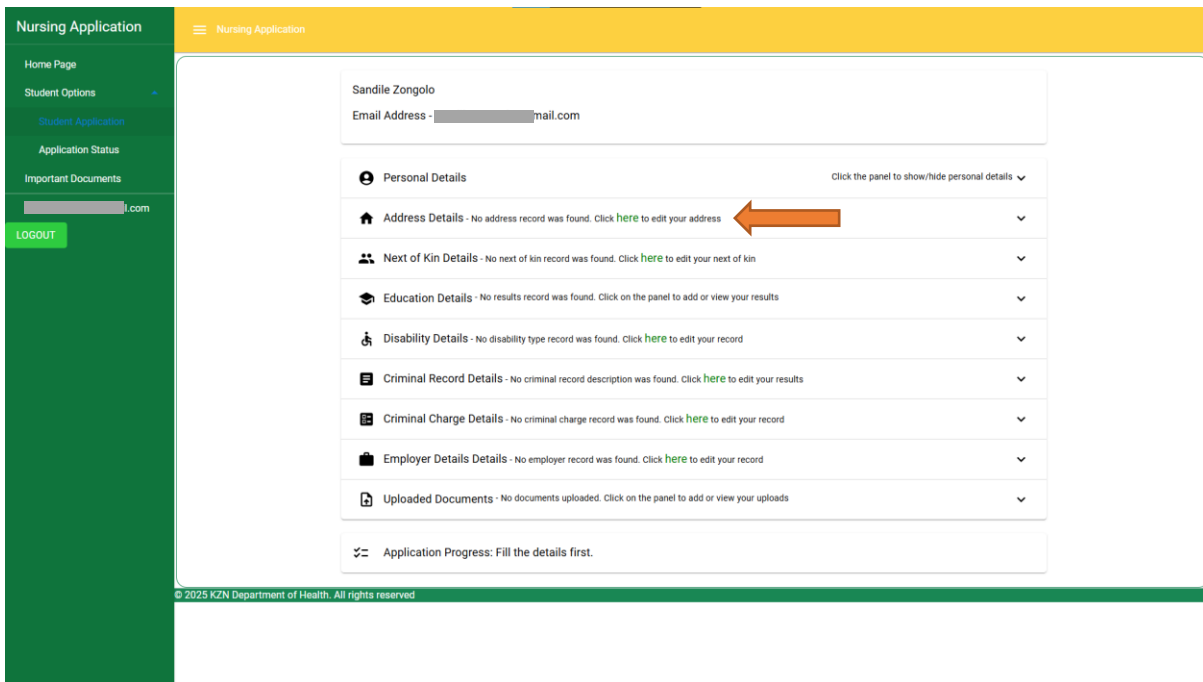


Figure 31

- You will be redirected to a page where you can add you address details as shown in Figure 32.

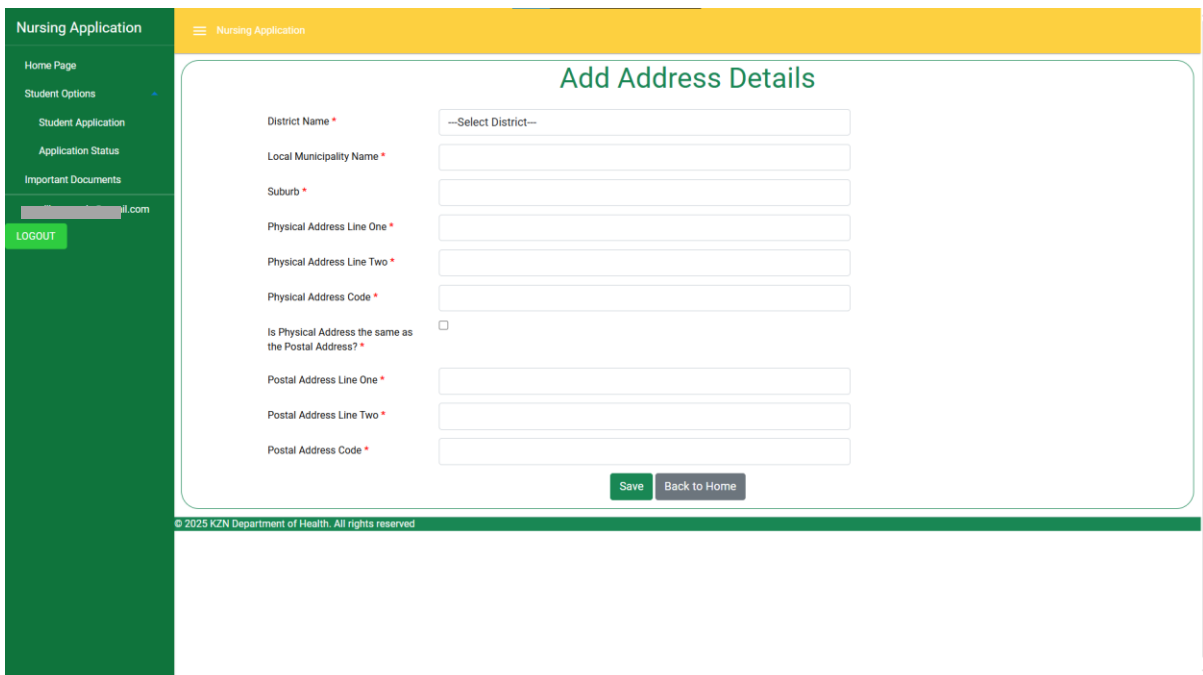


Figure 32

- Fill the details and click the Save button as shown in Figure 33.
- Click Back to Home button to go back to Home Page.

Nursing Application | Nursing Application

Add Address Details

District Name *

Local Municipality Name *

Suburb *

Physical Address Line One *

Physical Address Line Two *

Physical Address Code *

Is Physical Address the same as the Postal Address? *

Postal Address Line One *

Postal Address Line Two *

Postal Address Code *

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Figure 33

- Once you have saved, you will be redirected to Home Page and you can click on the Address Details panel to see your captured details as shown in Figure 34.
- You also have an option to Edit Address Details as pointed out on Figure 34.

Nursing Application | Nursing Application

Email Address -

Personal Details Click the panel to show/hide personal details

Address Details Click the panel to show/hide the address details

[Click here to Edit Address Details](#)

District	uMgungundlovu District
Local Municipality	Msunduzi
Suburb	Pietermaritzburg
Physical Address Line One	
Physical Address Line Two	Townhill
Physical Address Code	3201
Postal Address Line One	
Postal Address Line Two	Townhill
Postal Address Code	3201

Next of Kin Details - No next of kin record was found. [Click here](#) to edit your next of kin

Figure 35

2.8.1.3. Add Next of Kin Details

- Click on the Click here link to add/edit you Next of Kin Details as shown in Figure 36.

The screenshot shows the 'Nursing Application' dashboard. On the left is a green sidebar with navigation links: Home Page, Student Options, Student Application, Application Status, Important Documents, and a user profile section with a 'LOGOUT' button. The main content area has a yellow header and a list of expandable panels. The panels are: Personal Details, Address Details, Next of Kin Details (with an orange arrow pointing to the 'Click here' link), Education Details, Disability Details, Criminal Record Details, Criminal Charge Details, Employer Details, and Uploaded Documents. At the bottom, there is an 'Application Progress' section with the text 'Fill the details first.' and a copyright notice: '© 2025 KZN Department of Health. All rights reserved.'

Figure 36

- You will be redirected to a Next of Kin Details form. Fill the form and click Save as shown in Figure 37.

The screenshot shows the 'Add Next of Kin Details' form. The title is 'Add Next of Kin Details'. The form contains the following fields: First Name * (Zandile), Last Name * (Mthembu), Gender * (Female), Title * (Miss), Relationship * (Other), and Cell Number * (with a masked input field). At the bottom right, there are two buttons: 'Save' (highlighted with an orange arrow) and 'Back to Home'. The footer contains the copyright notice: '© 2025 KZN Department of Health. All rights reserved.'

Figure 37

- You will be redirect to the Home Page where you can see the Next of Kin Details added as shown in Figure 38 after clicking on the Next of Kin Details panel.
- Click on the Add New NOK (Next of Kin) to add another next of kin.

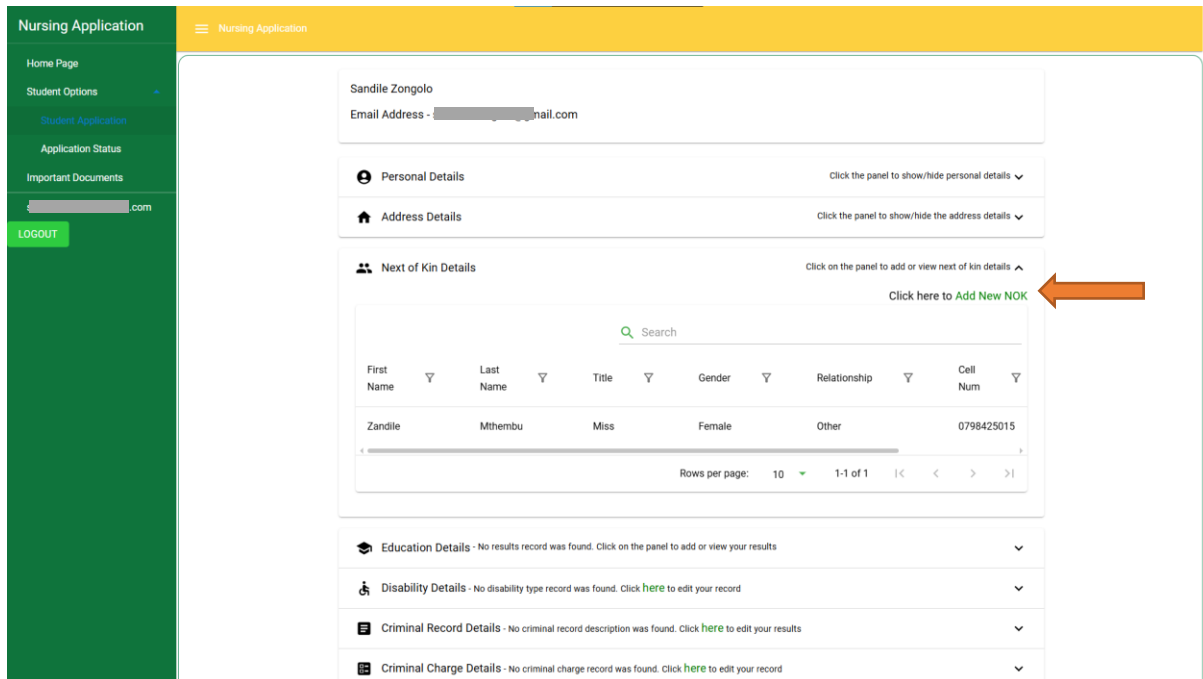


Figure 38

- You can scroll to the right-hand side to see the Action for editing as shown in Figure 39. Click edit if you want to edit your added record.

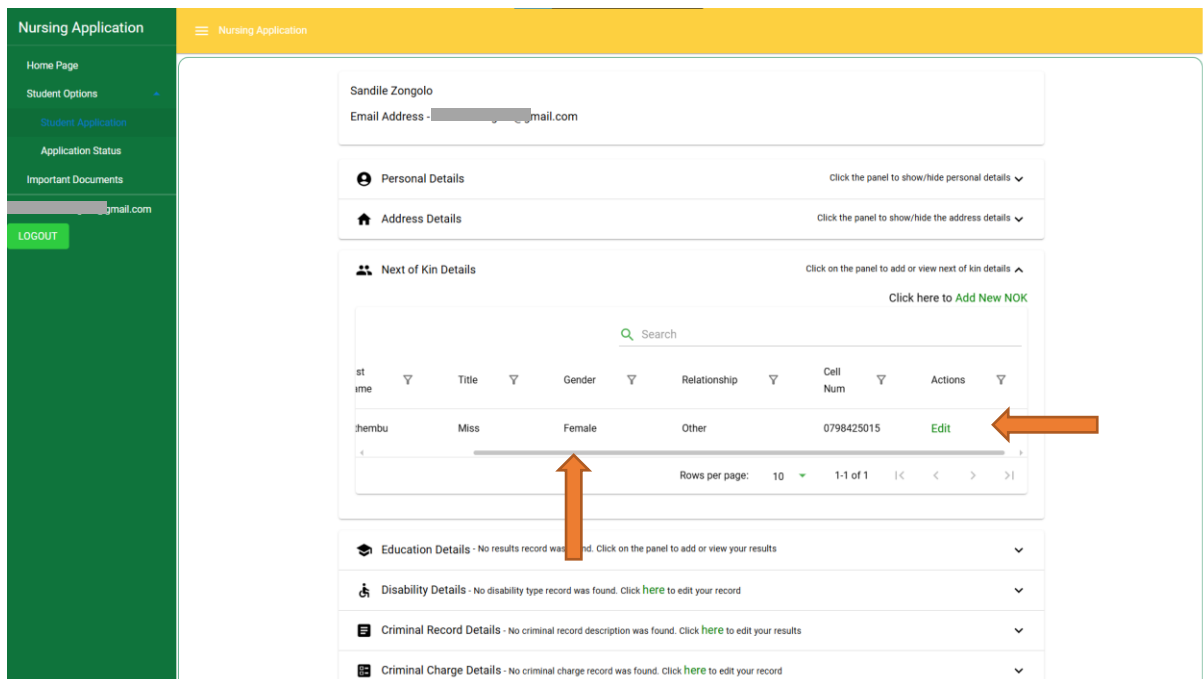


Figure 39

2.8.1.4. Add Education Details

- Click on the panel add/edit you Education Details as shown in Figure 40.

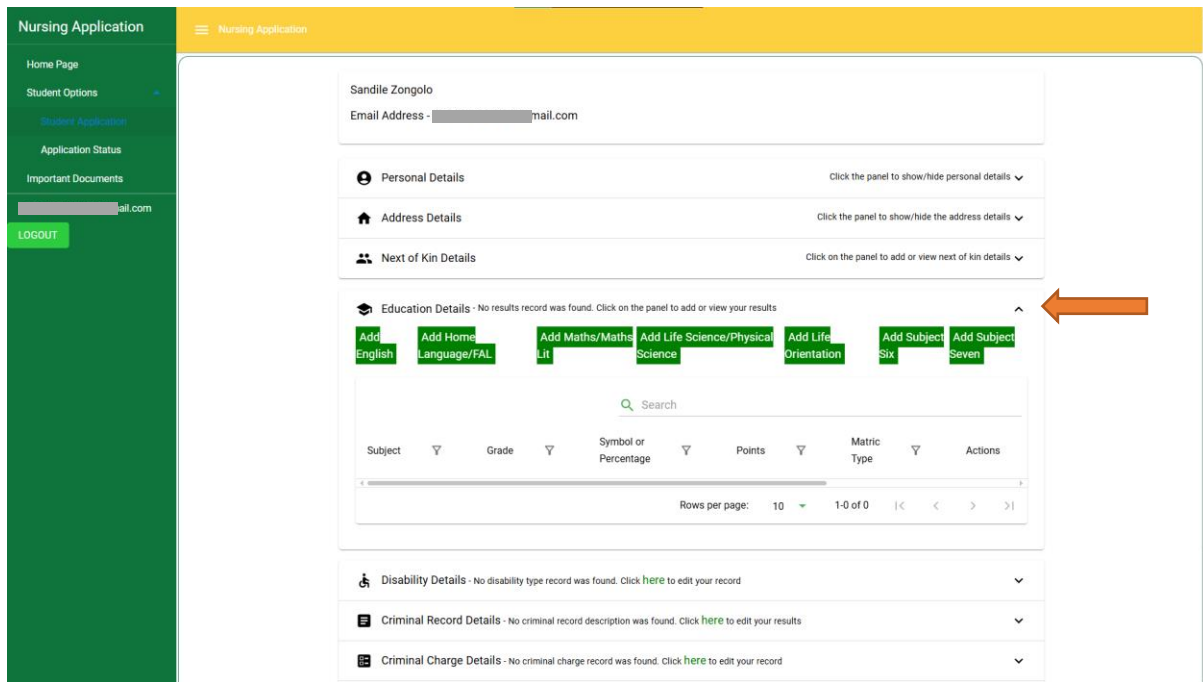


Figure 40

- Click on each link to add the subject as shown in Figure 41.

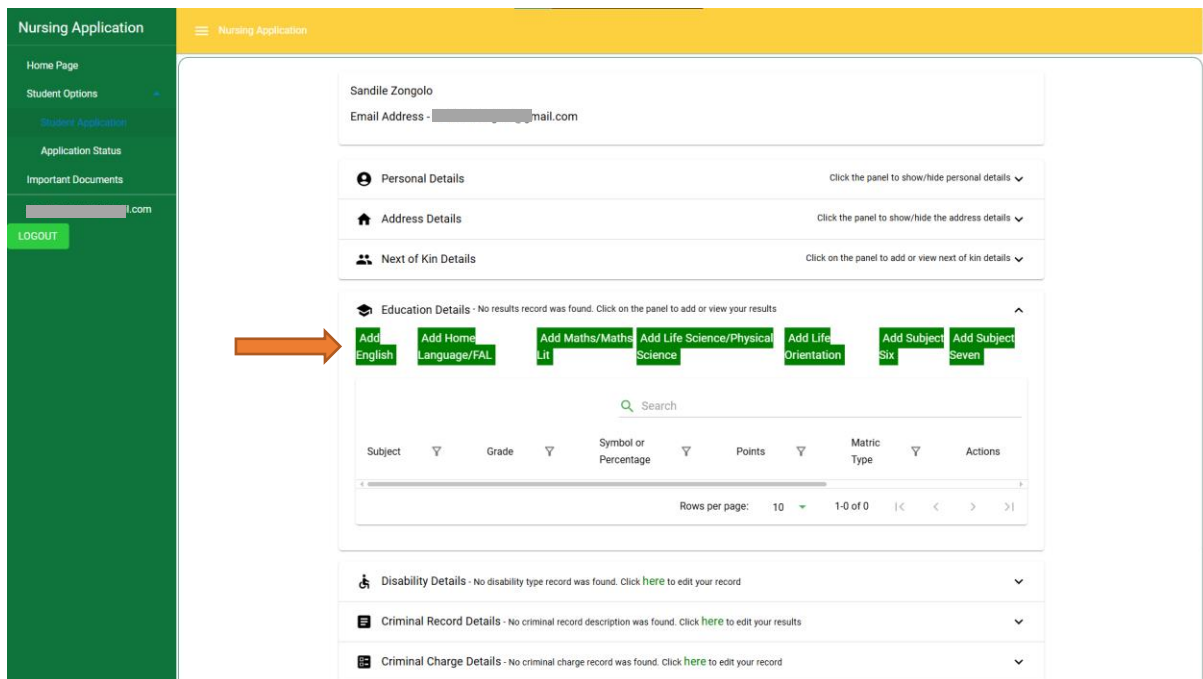


Figure 41

- You will be redirected to a page to add information on each subject as shown in Figure 42.

Nursing Application

Home Page

Student Options

Student Application

Application Status

Important Documents

LOGOUT

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Add Matric Result Details

Select Subject * --Select Subject--

Symbol or Percentage * --Select Symbol or Percentage--

Points * 0

Save Back to Home

Figure 42

- Select the Subject and Symbol or Percentage. Points will be loaded automatically as shown in Figure 43. Click Save after selecting the Subject and Symbol or Percentage.

Nursing Application

Home Page

Student Options

Student Application

Application Status

Important Documents

LOGOUT

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Add Matric Result Details

Select Subject * English First Additional Language

Symbol or Percentage * 70% - 79%

Points * 6

Save Back to Home

Figure 43

- You will be redirected to the Home Page, and you will see the added record after clicking the Education Details panel as shown in Figure 44.

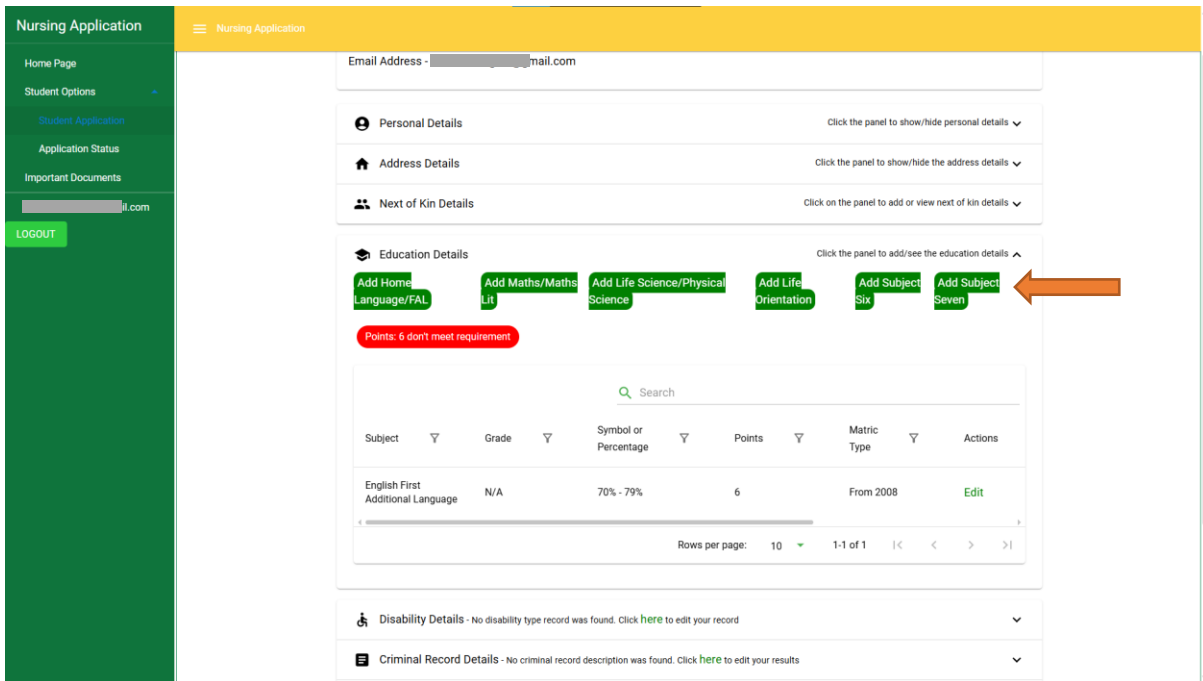


Figure 44

- You can also scroll to the right-hand side to see other details, such as Edit and Delete options. You can also see if the Subject meets the requirement or not as shown in Figure 45.
- Points will also be shown as you proceed with adding more subjects as seen on Figure 45.

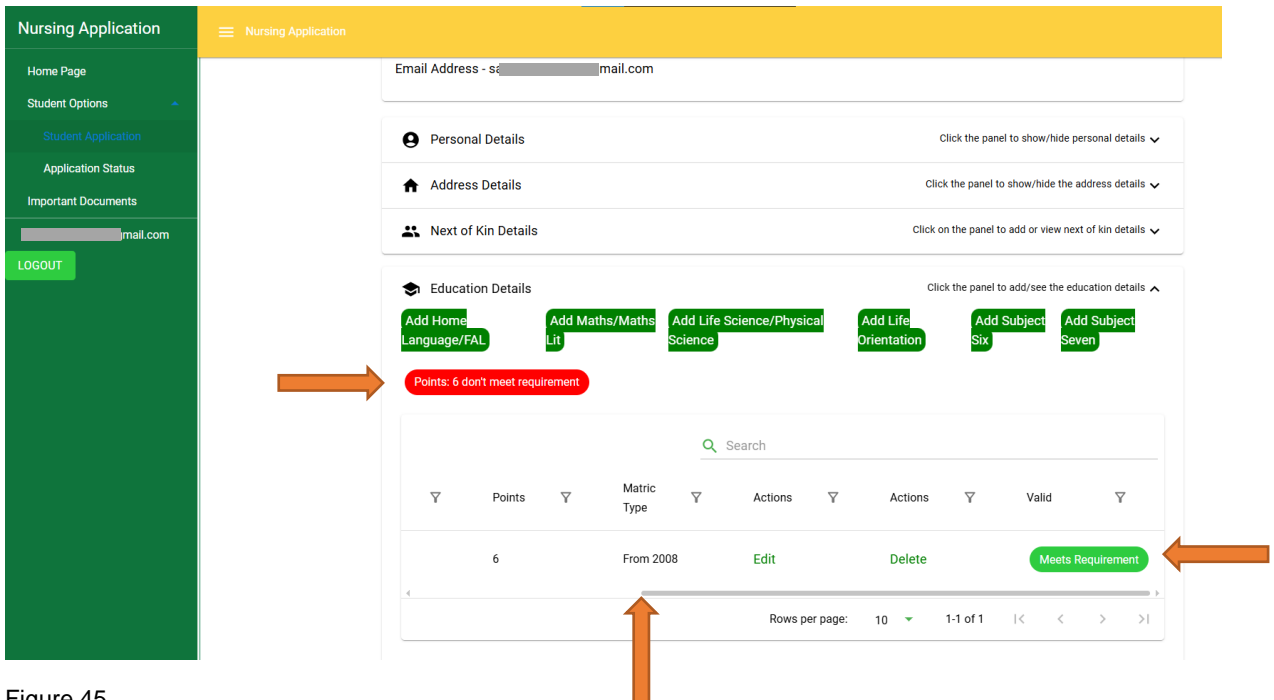


Figure 45

- You will be redirected to a confirmation page if you select delete as shown in Figure 46. The subject will be deleted once you click the Confirm Delete button as shown in Figure 46.

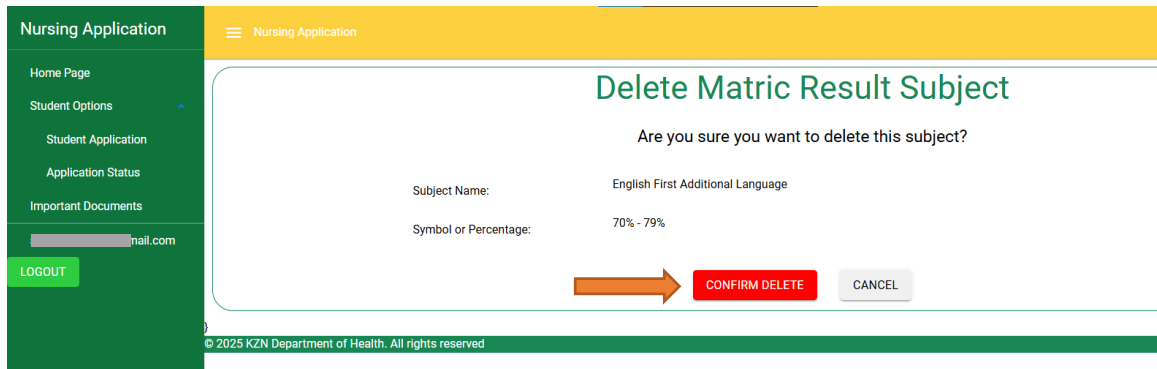


Figure 46

- If one of your subjects don't meet the requirements, you will see on the Education Details as shown in Figure 47.

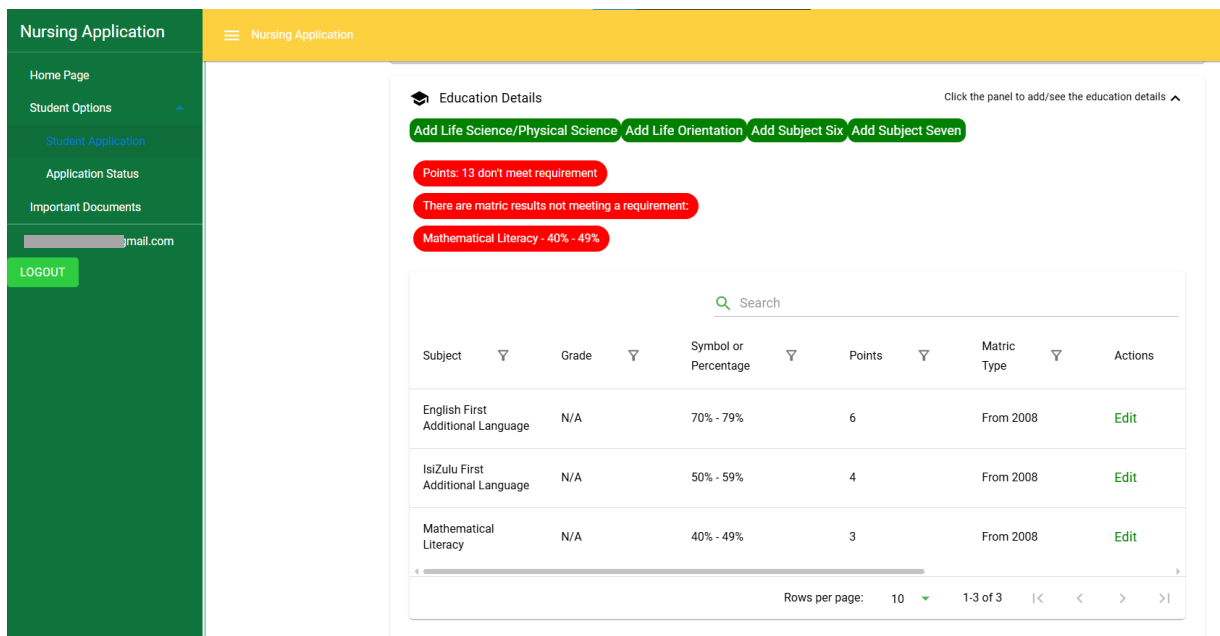


Figure 47

- You will not be able to continue with the application if you don't meet the Admission Point Score (APS) upon entering all the subjects as shown in Figure 48.

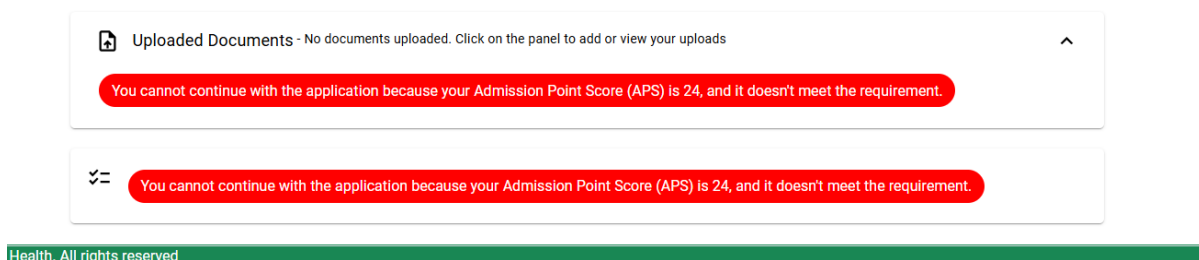


Figure 48

- You will see the points indicated with a green colour if you meet the Admission Point Score (APS) of 25 as shown below in Figure 48.1.

Figure 48.1

2.8.1.5. Add Disability Details (Optional)²

- Click on the panel add/edit you Disability Details as shown in Figure 49.

Figure 49

² This option is based on what you selected on the Student Details options. So, if you selected No, it won't appear here.

- You can enter the disability type and click on Save button as shown in Figure 50.

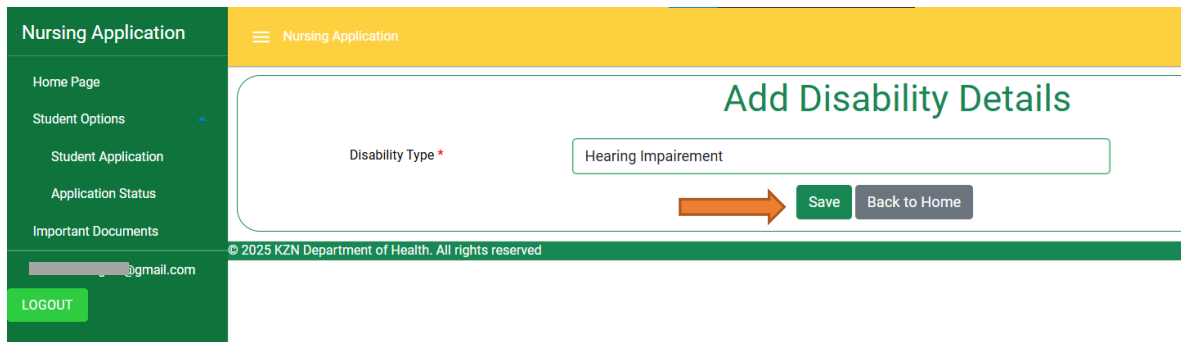


Figure 50

- Click on the Disability Details panel to view the entered details as shown in Figure 51.
- Click on the Add Disability Type to add other disabilities as shown on Figure 51.
- Click Edit to edit the disability type as shown Figure 51.

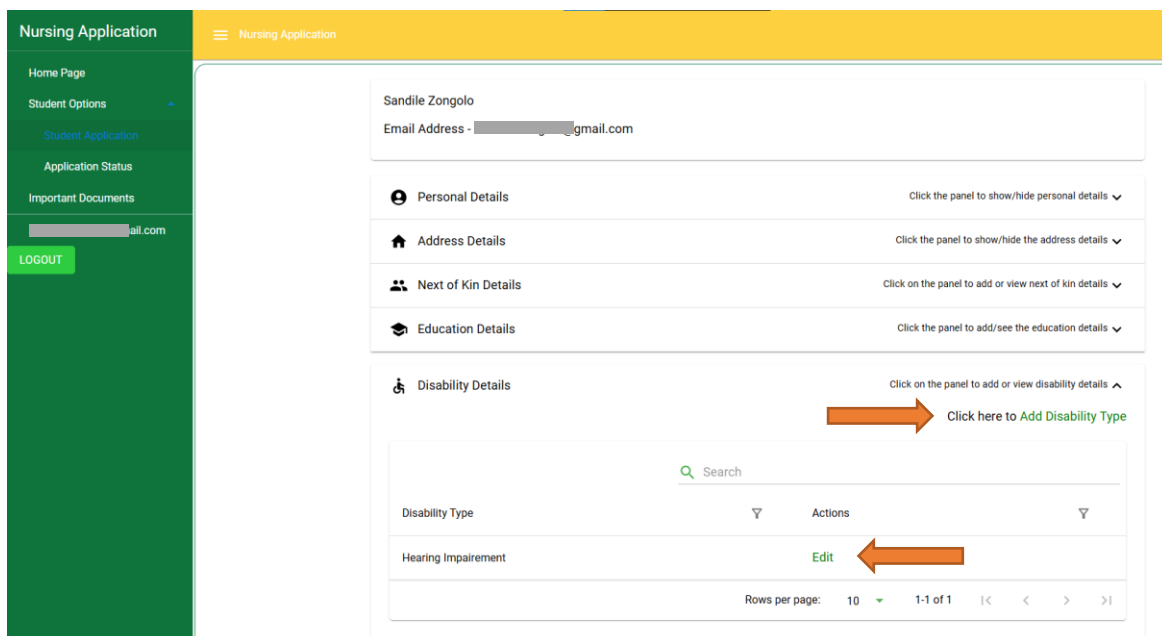


Figure 51

2.8.1.6. Add Criminal Record Details (Optional)³

- Click on the panel add/edit you Criminal Record Details as shown in Figure 52.

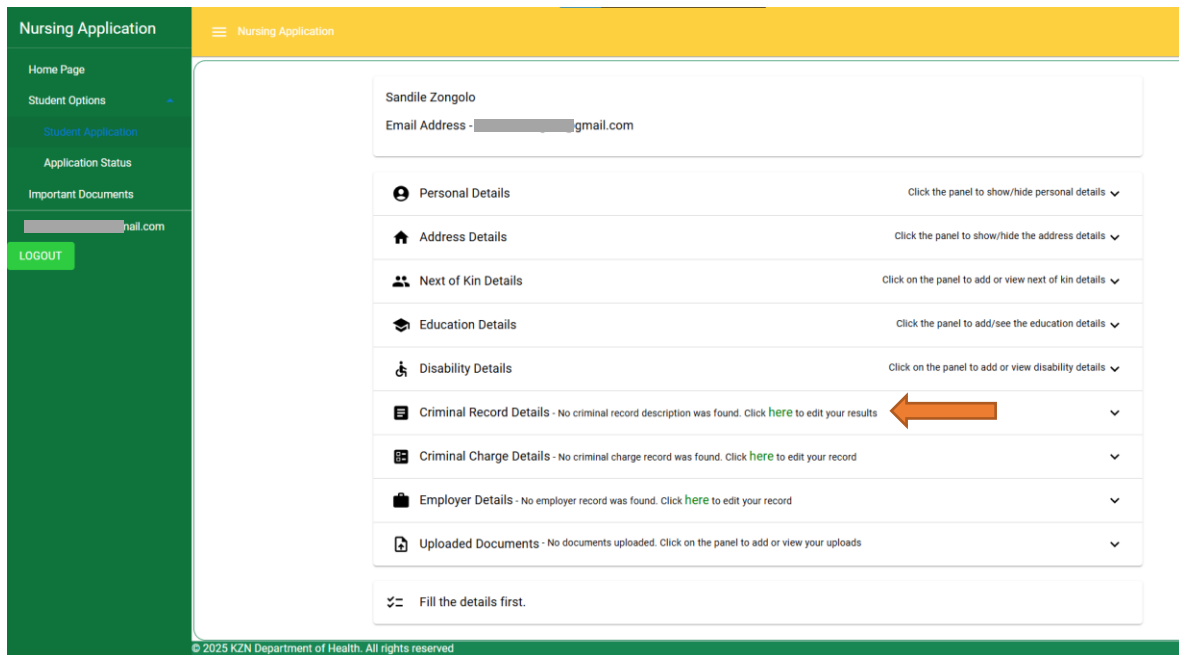


Figure 52

- You will be redirected to a page where you can enter the criminal record details as shown in Figure 53.
- Click Save upon filling the details as shown in Figure 53.

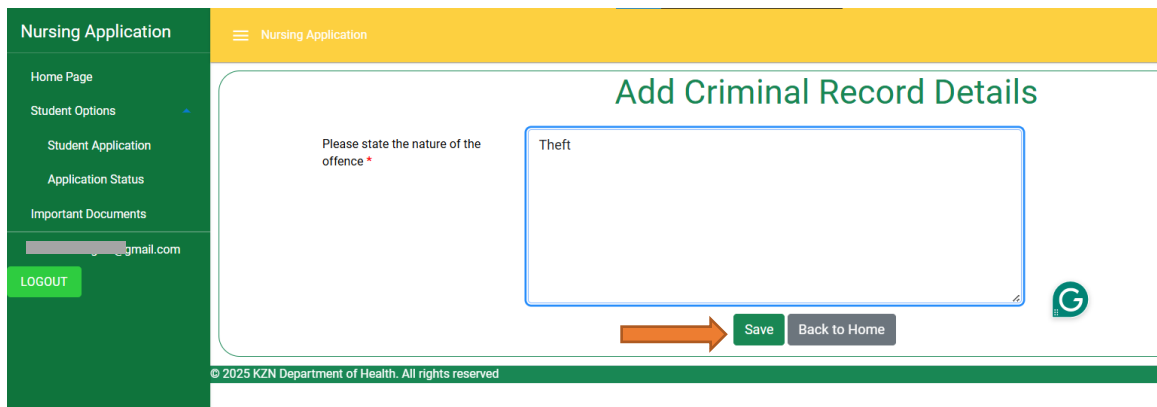


Figure 53

³ This option is based on what you selected on the Student Details options. So, if you selected No, it won't appear here.

- Click on the Criminal Record Details panel to see the details you just captured as shown in in Figure 53.1.
- You can click Add Criminal Record Details link to add more or Edit to edit the information captured as shown in Figure 53.1.

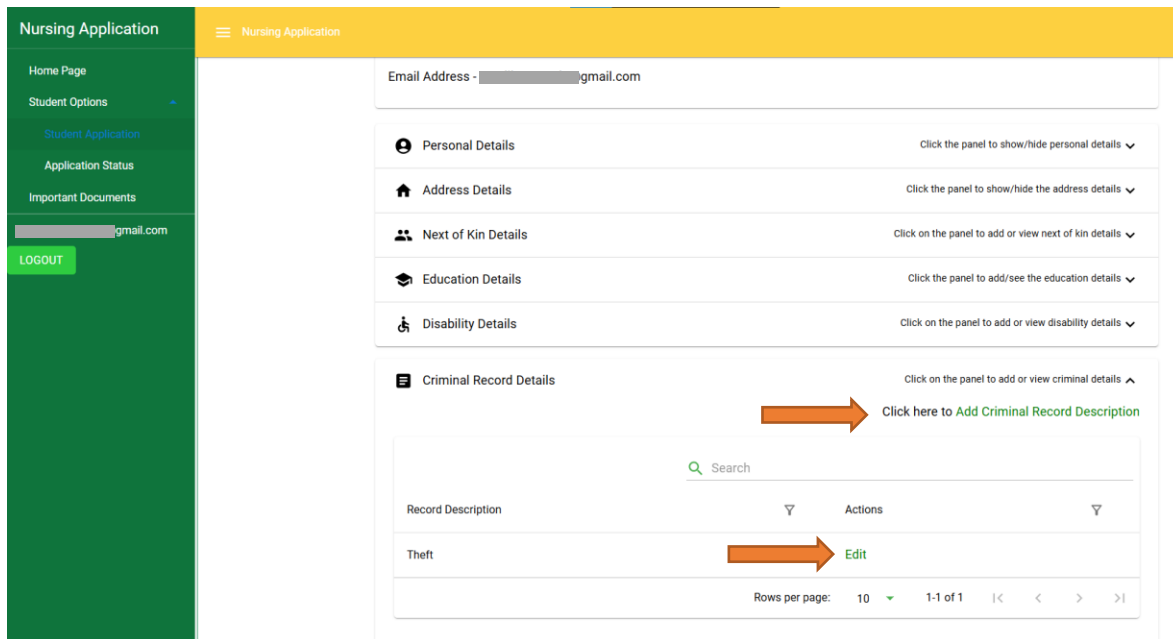


Figure 53.1

2.8.1.7. Add Criminal Charge Details (Optional)⁴

- Click on the panel add/edit you Criminal Charge Details as shown in Figure 54.

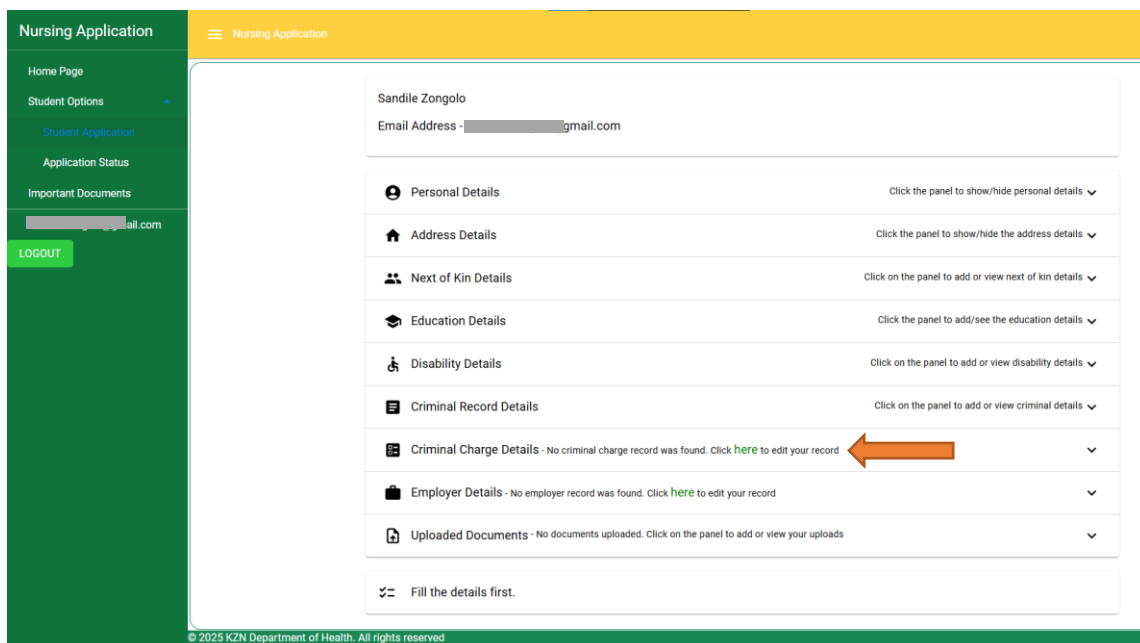


Figure 54

⁴ This option is based on what you selected on the Student Details options. So, if you selected No, it won't appear here.

- Click on the Criminal Charge Details panel to see the details you just captured as shown in in Figure 54.1.
- You can click Add Criminal Charge Details link to add more or Edit to edit the information captured as shown in Figure 54.1.

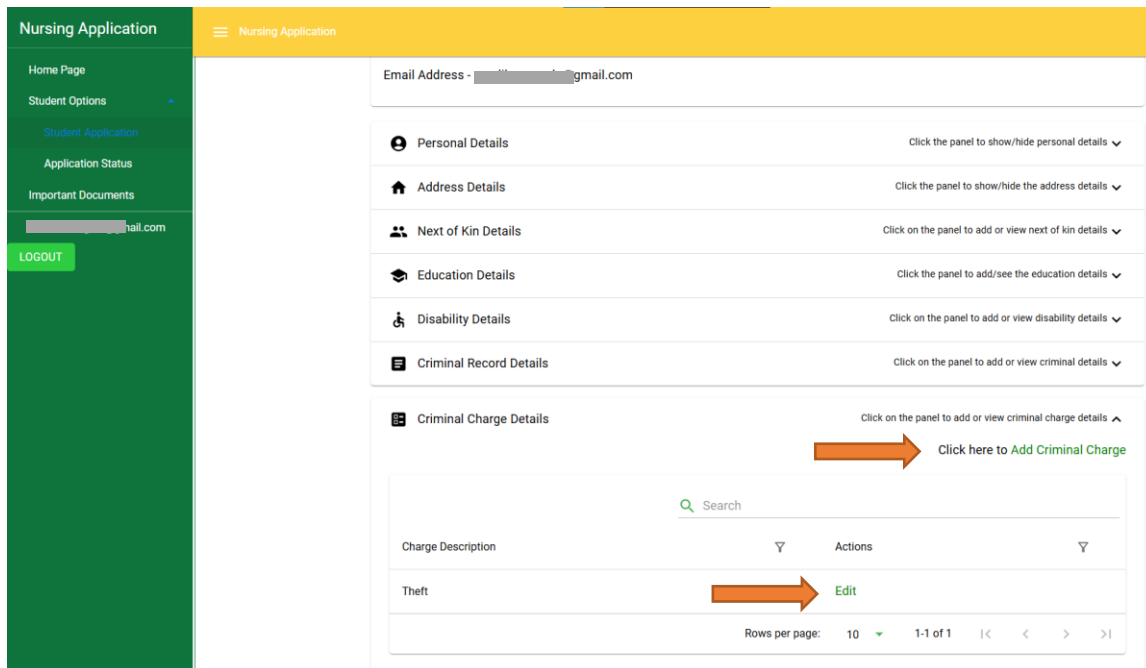


Figure 54.1

- You will be redirected to a page where you can enter the criminal charge details as shown in Figure 55.
- Click Save upon filling the details as shown in Figure 55.

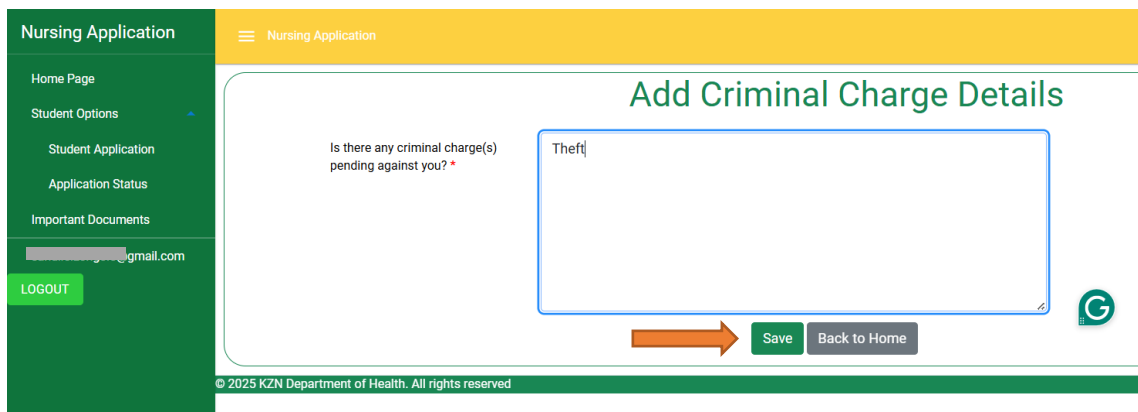


Figure 55

2.8.1.8. Add Employer Details (Optional)⁵

- Click on the panel add/edit you Employer Details as shown in Figure 56.

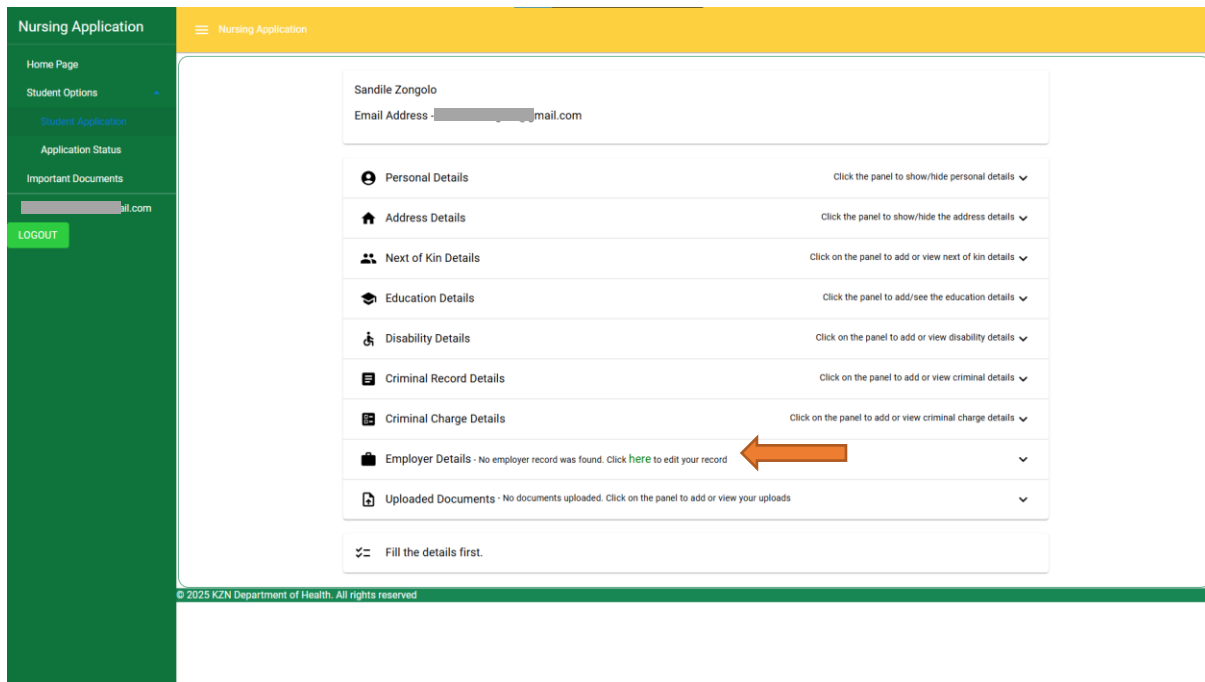


Figure 56

- You will be redirected to a page where you can enter the criminal charge details as shown in Figure 57.
- Click Save upon filling the details as shown in Figure 57.

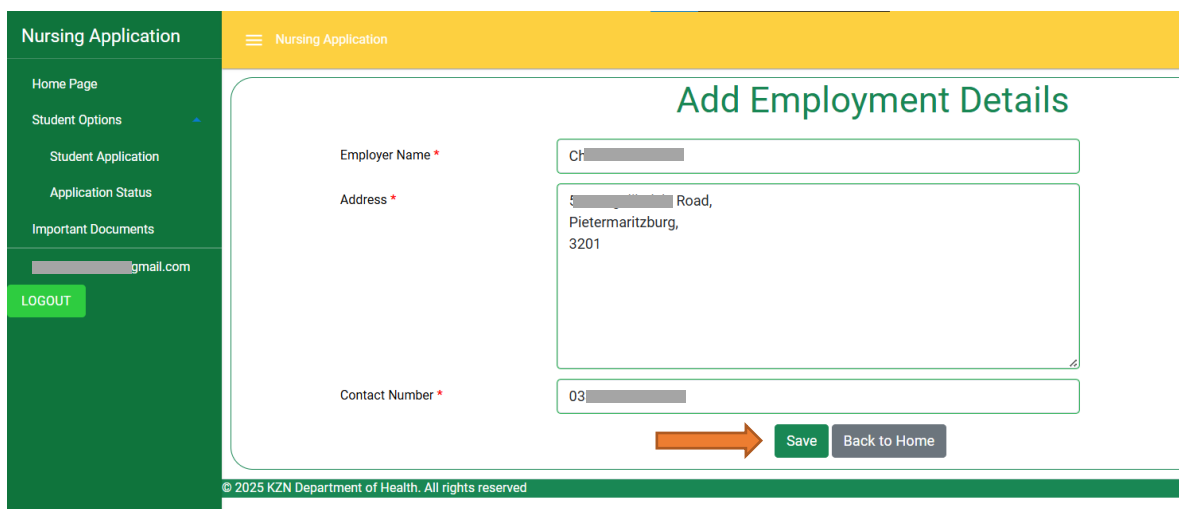


Figure 57

⁵ This option is based on what you selected on the Student Details options. So, if you selected No, it won't appear here.

- Click on the Employer Details panel to see the details you just captured as shown in Figure 58.
- You can click Add Employer Details link to add more or Edit to edit the information captured as shown in Figure 58.

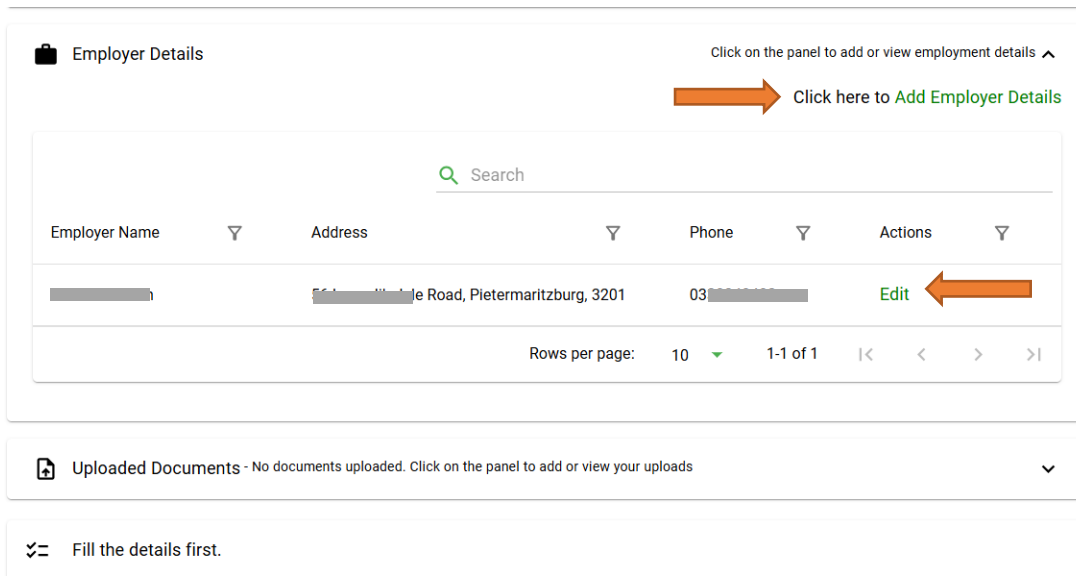


Figure 58

2.8.1.9. Add Uploaded Documents

- Click on the panel add/edit you Uploaded Documents as shown in Figure 59.
- Click on each link to upload a document. Documents to be uploaded include:
 - Matric Certificate Copy
 - Identity Document Copy
 - Proof of Address Copy
 - Signed Affidavit Copy

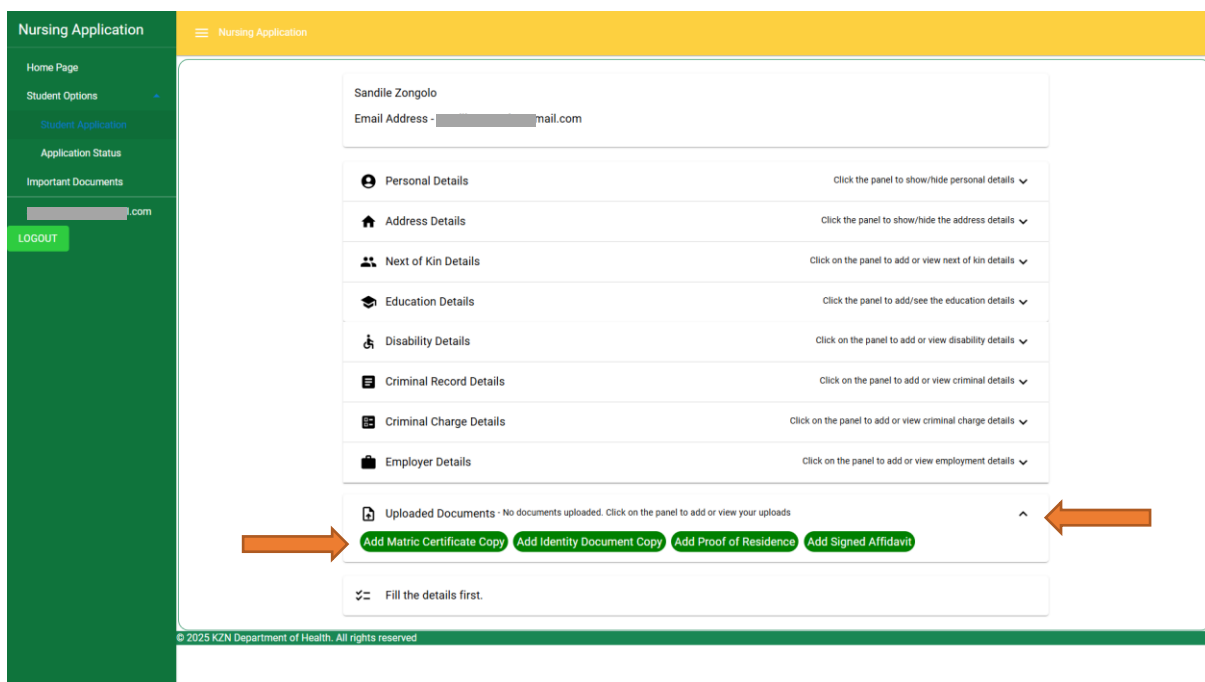


Figure 59

- You will be redirected to a page where you can upload each document as shown in Figure 60.

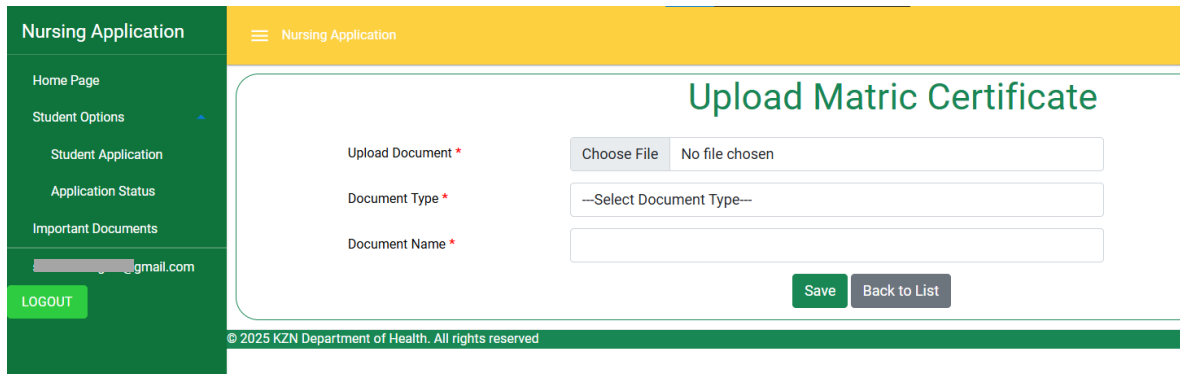


Figure 60

- Select the document using Upload Document field, select the Document Type and Document Name will be auto populated as shown in Figure 61 and click the Save button.

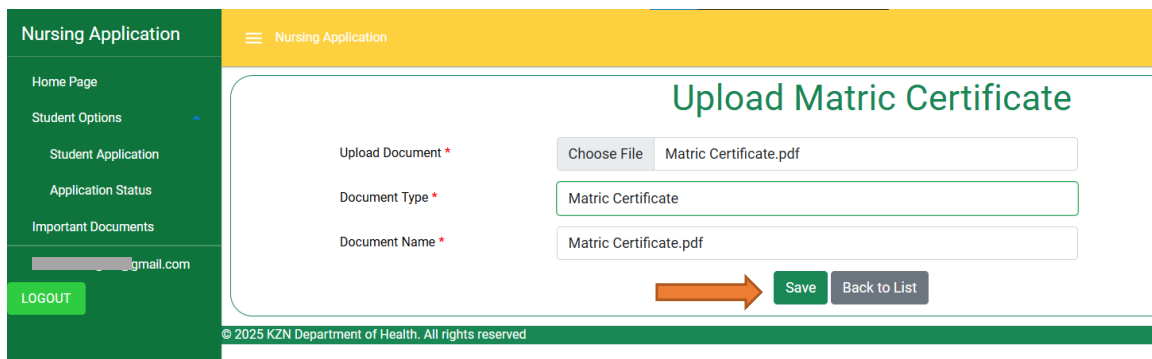


Figure 61

- Click on the Uploaded Document panel to see the uploaded document as shown in Figure 62.
- You can also Delete, View, or Download the Document as pointed on Figure 62.
- Click on each link to upload the necessary document as point out on Figure 62.

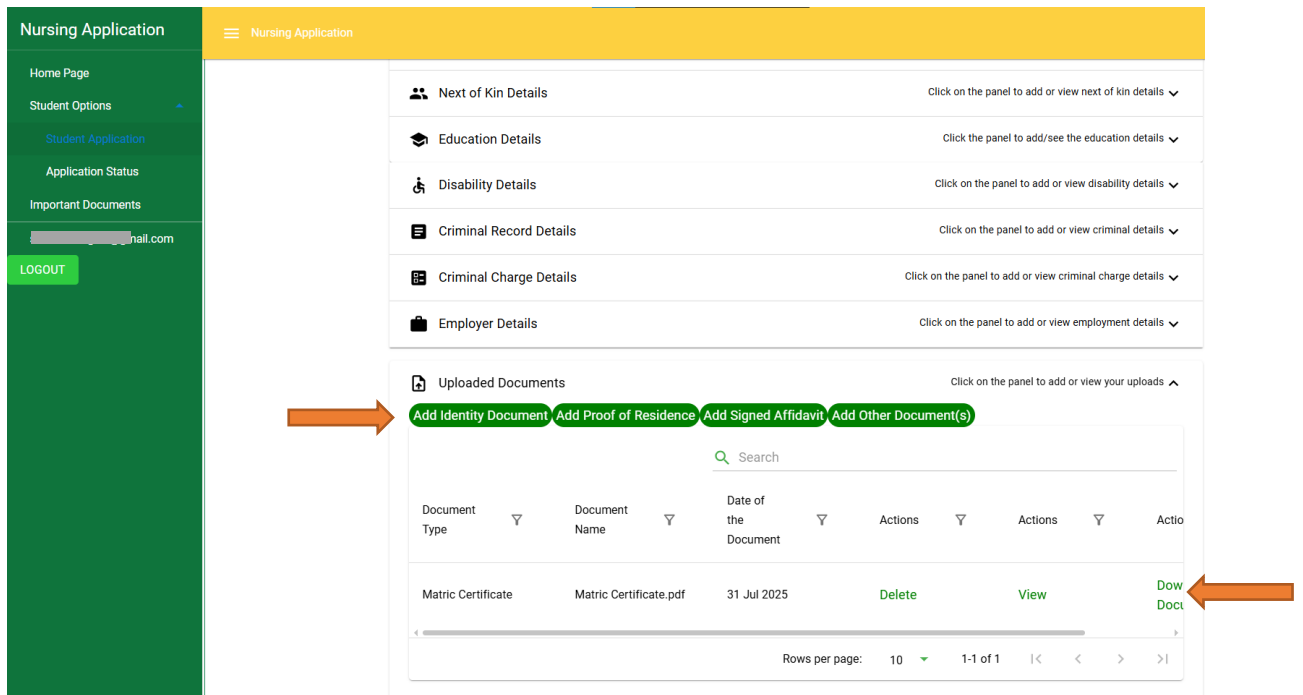


Figure 62

- Once all the compulsory details are completed and you meet the Admission Point Score (APS) of 25, all your subjects meet the minimum requirement, and your documents are uploaded, you will see an option to continue as seen on Figure 63.
- Click on here link to proceed with the application as shown in Figure 63.

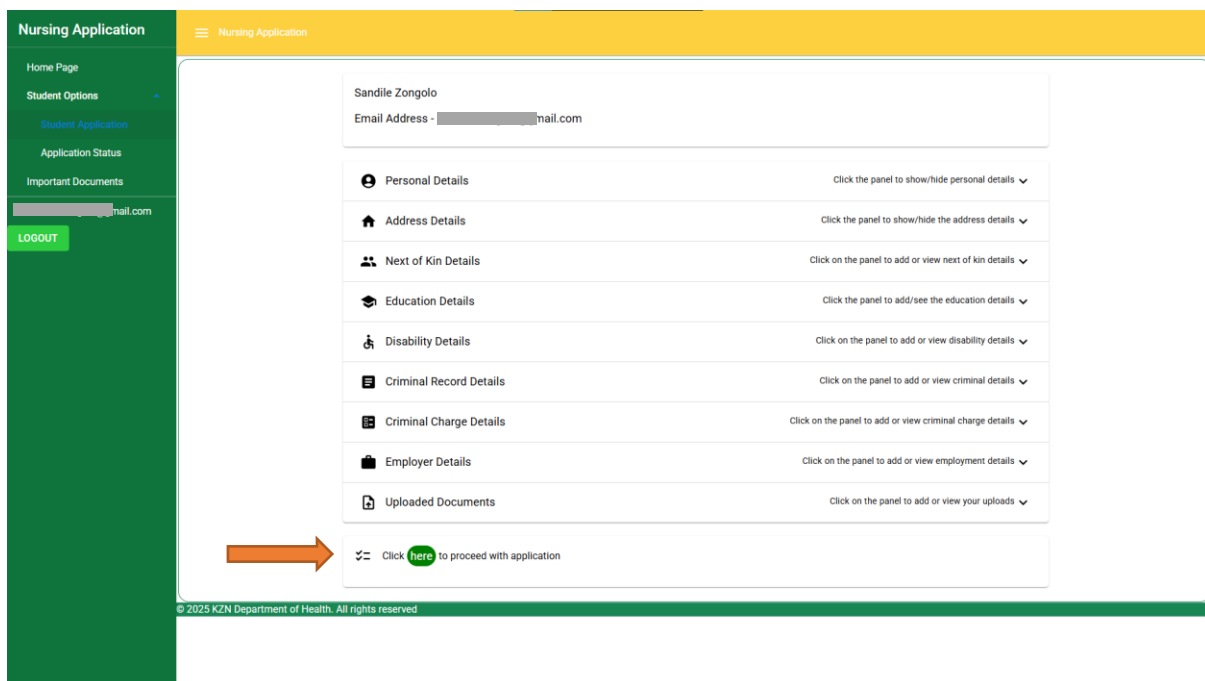


Figure 63

2.8.1.10. Application Status

- You will be redirected to an Apply page as shown below on Figure 64.
- A declaration will be written below.

The screenshot shows the 'Apply' page in the Nursing Application system. The page has a green sidebar on the left with navigation options: Home Page, Student Options (with a dropdown arrow), Student Application, Application Status, Important Documents, a user email address, and a LOGOUT button. The main content area has a yellow header with 'Nursing Application' and a hamburger menu icon. Below the header, the word 'Apply' is displayed in green. The form contains the following fields:

- Student Details * : --Select Student Details--
- Reference Number * : --Select Reference Number--
- Application Year * : --Select Application Year--
- Declaration Message * : I hereby declare that the above particulars and information on this application is complete, accurate and true, and that I am aware that any purposeful withholding of information supplied by me could lead to immediate disqualification. In the event a bursary being awarded to me, I am prepared to enter into a contractual agreement with the Department of Health.
- Do you accept the declaration? * : --Select Declaration--

At the bottom of the form, there are two buttons: 'Save' (green) and 'Back to Home' (grey). A copyright notice at the bottom reads: © 2025 KZN Department of Health. All rights reserved.

Figure 64

- Fill the Apply form and click save button as shown in Figure 65.

The screenshot shows the 'Apply' page in the Nursing Application system, with the form filled out. The sidebar and header are the same as in Figure 64. The form fields are now populated:

- Student Details * : [redacted]@gmail.com
- Reference Number * : KZNCN 1/2025
- Application Year * : 2026
- Declaration Message * : I hereby declare that the above particulars and information on this application is complete, accurate and true, and that I am aware that any purposeful withholding of information supplied by me could lead to immediate disqualification. In the event a bursary being awarded to me, I am prepared to enter into a contractual agreement with the Department of Health.
- Do you accept the declaration? * : Yes

An orange arrow points to the 'Save' button. The 'Back to Home' button is also visible. The copyright notice at the bottom reads: © 2025 KZN Department of Health. All rights reserved.

Figure 65

- Once you have filled the Apply form and saved, you will be redirected to the Application Status page as shown below on Figure 66.

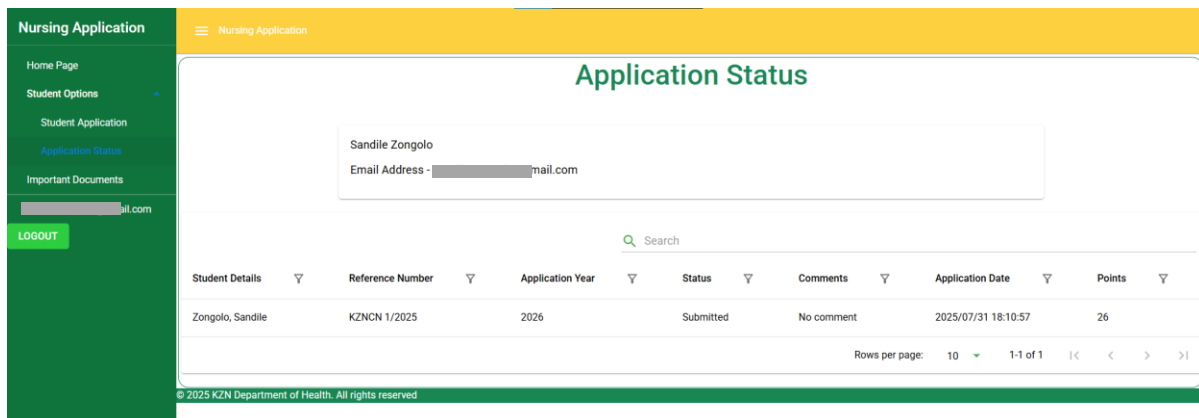


Figure 66

2.8.2. Application Status

- To see your application status, click in Application Status link as shown below on Figure 67.

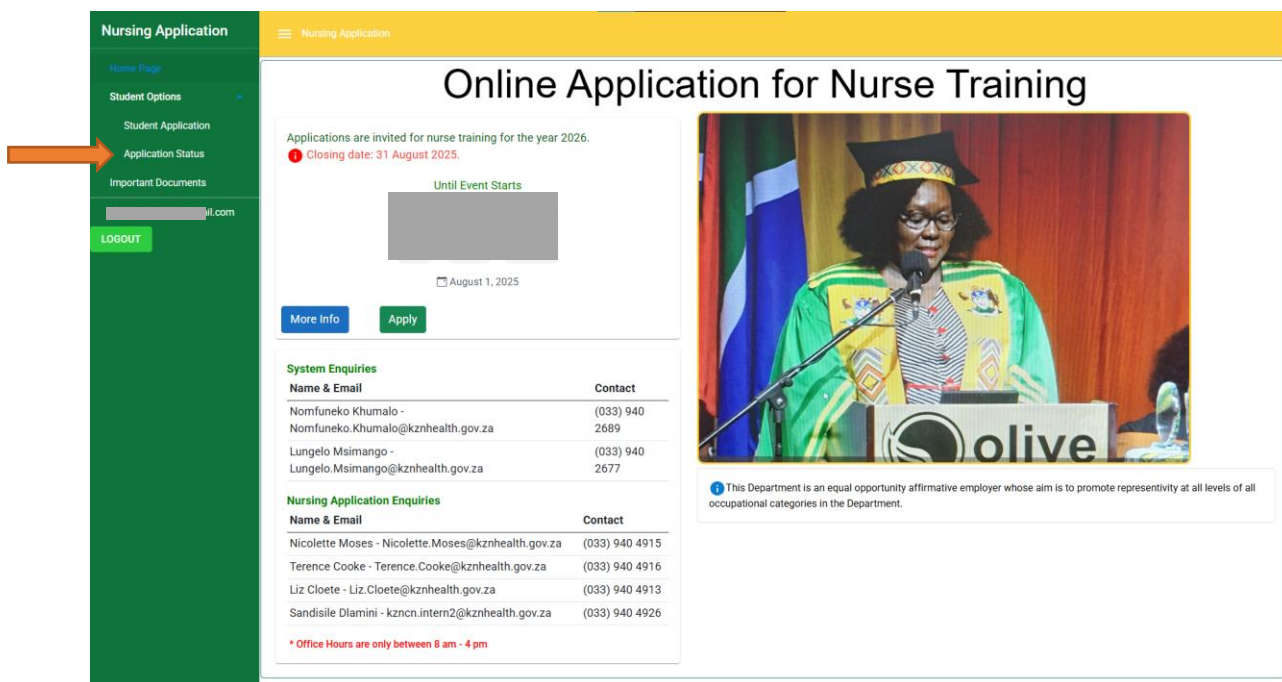


Figure 67

- You will be redirected to the Application Status page as shown in Figure 68.

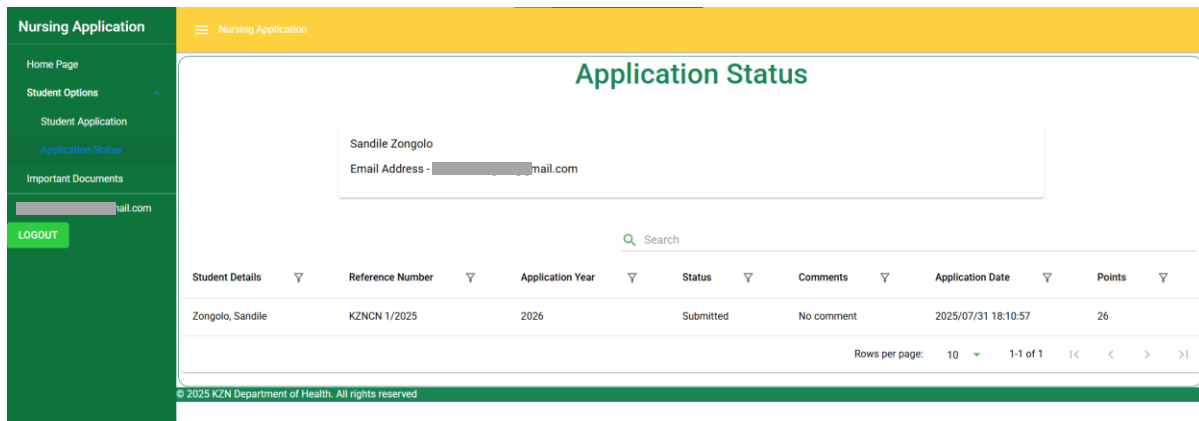


Figure 68

2.9. Logout

- Click on the Logout button to logout as shown in Figure 69 and you will be redirected to the Home Page.

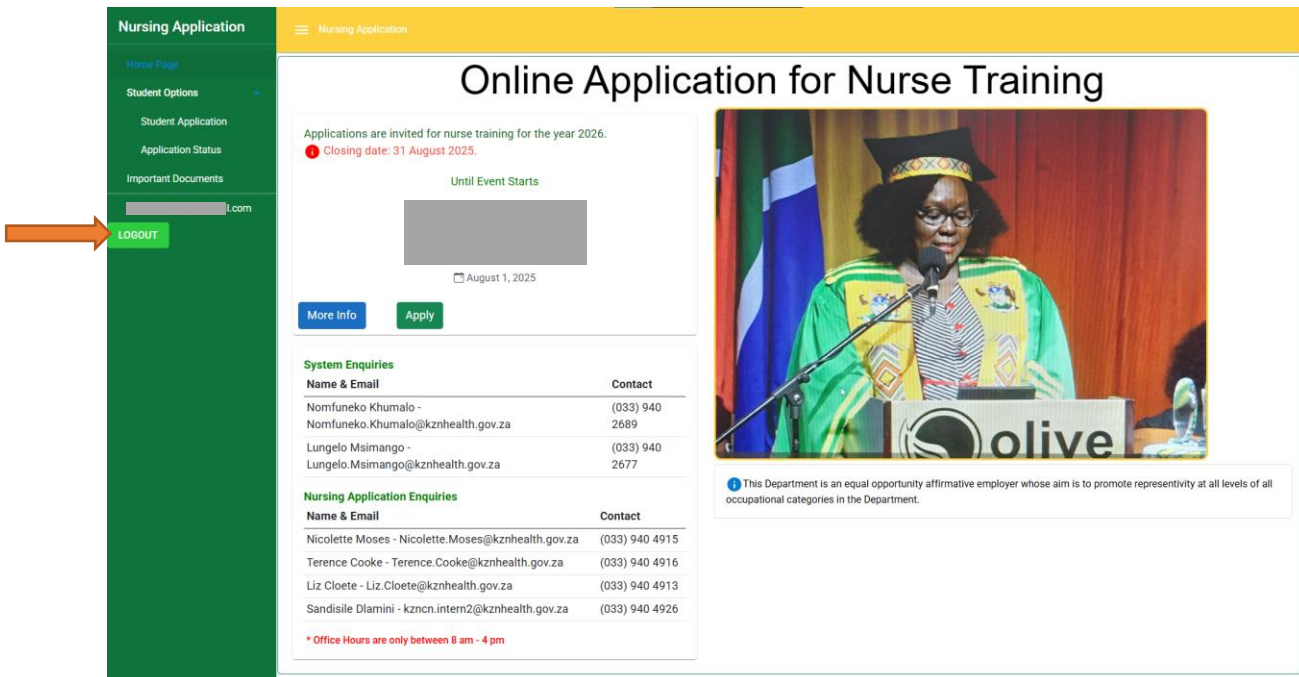


Figure 69

**THANK YOU
THE END**