**THE UNITED REPUBLIC OF TANZANIA**

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN**



**HEALTH FACILITY REGISTRATION SYSTEM
USER'S GUIDE FOR CREATING ACCOUNT**

**AUGUST, 2021**

**HEALTH FACILITIES REGISTRATION SYSTEM (HFRS)**

**User's Guide 1: Creating Account**

### 1. Targeted Audience and Prerequisite

Targeted audience for HFRS includes:

- Registrars and Secretariats
- RHMTs and CHMTs
- Health facility owners (Public, FBO and Private)

Prerequisites before using the HFRS are:

- Basic knowledge of Computer
- Make sure your computer/Laptop or gadgets connected to the Internet
- Make sure you have up to date browsers example; Mozilla Firefox, Google Chrome, Safari, Internet explorer, etc.
- Need to have Username and Password

### 2. Accessing HFRS

This section provides link/URL that will enable you to create HFRS account.

    i.   Open Browser (Chrome/Mozilla); enter the following URL, hfrs.moh.go.tz.



Type the link given (hfrs.moh.go.tz)
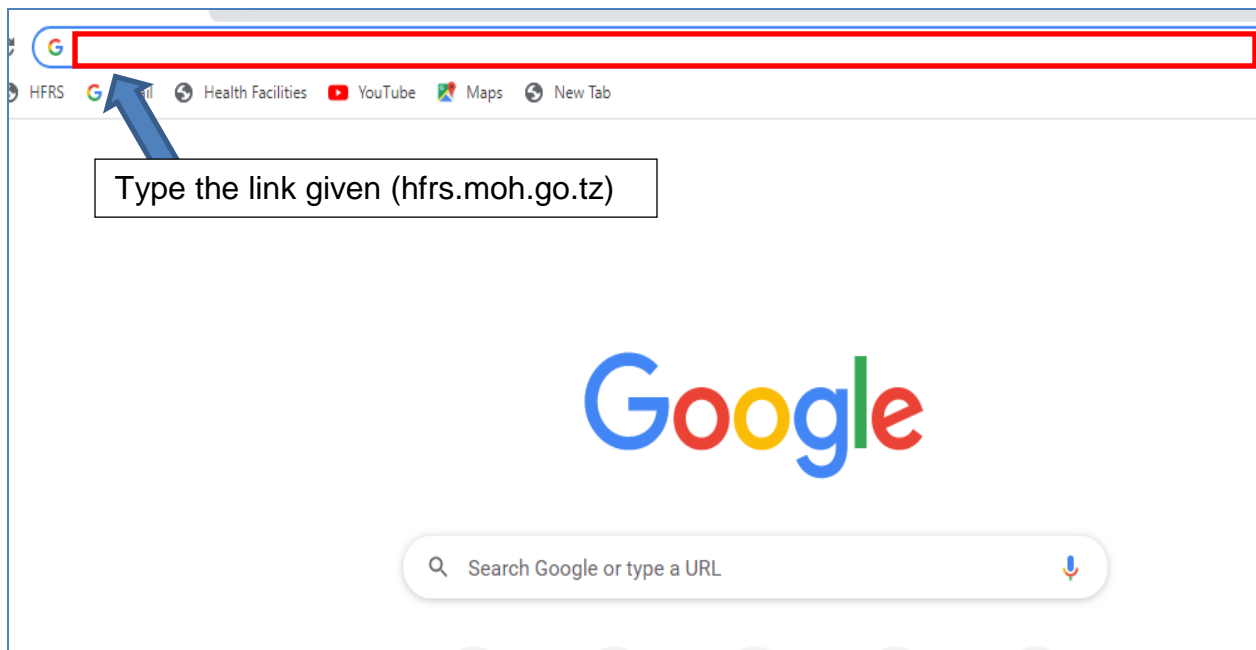
### 3. Creating Account in HFRS

i.   Click Create Account



ii.  Fill in your basic information
iii. Enter Verification code (If verification code is not clear Click it until you get the clear one)
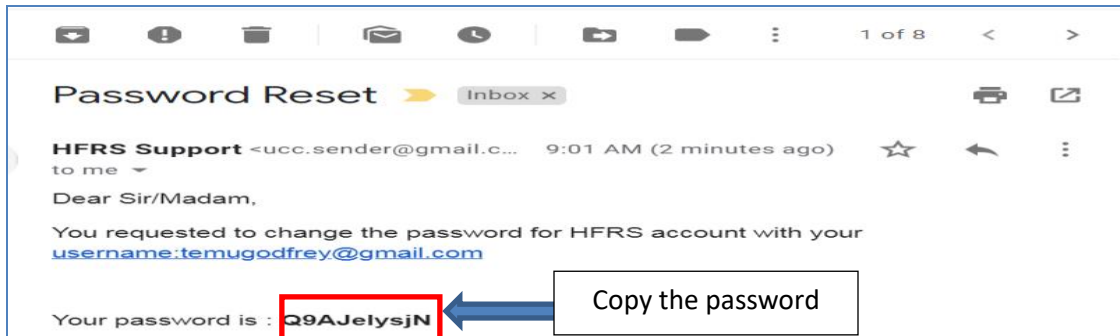iv.  Click **Submit**



After submission, the password will be sent to your email.

v.   Open your email and copy the password given
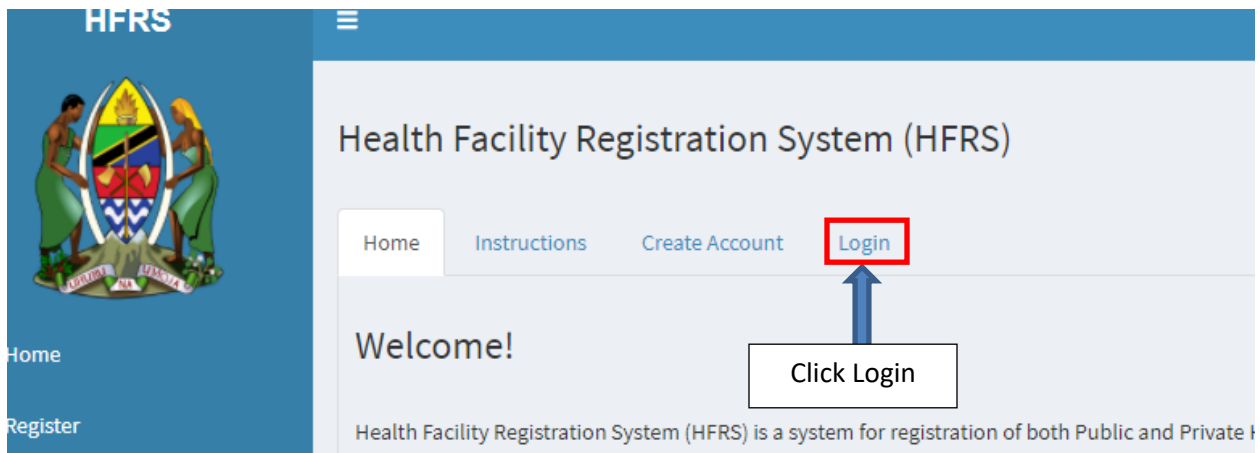
Copy the password

## 4. Login the system

The password sent to your email is one time use password and it is difficulty to remember. So you are supposed to change this password once you login the system for the first time in order to continue using the system.

    i.         Click Login



Click Login

    i.         Enter User name (Email used when creating account)
    ii.        Paste the password you copied from your email
    iii.      Click **Login.**

iv.   Paste again the password given from the email (you are advised to copy the password and paste and not typing in order to avoid typing error).

v.   Enter new password that will be easy to remember; Repeat New Password then click **Change.**

vi.   New Password should contain 8 characters with a mixture of Upper and Lower Cases, Special Character and Numbers. Eg Hfrs@2020



You will now be login as Applicant

Logged in as applicant

## 5. Granting Access According Roles

After creating account as Registrar, Board member, RMO, DMO or Focal Person, you will be required to inform Central level Administrator in order to be granted access basing on your roles in the system. In addition, RMO and DMOs with right access are able to grant Focal Person access to the system (including region and council HMIS/PPP/Nursing Officer/Laboratory Technologist/Optometry Focal Person).

## 6. Reset Password

If you forget password, you can recover it by following these steps:

i. Click login
ii. Click the word rest it from Forgot your password? You can reset it here

iii.    Enter email you used when creating account
iv.    Repeat the email address
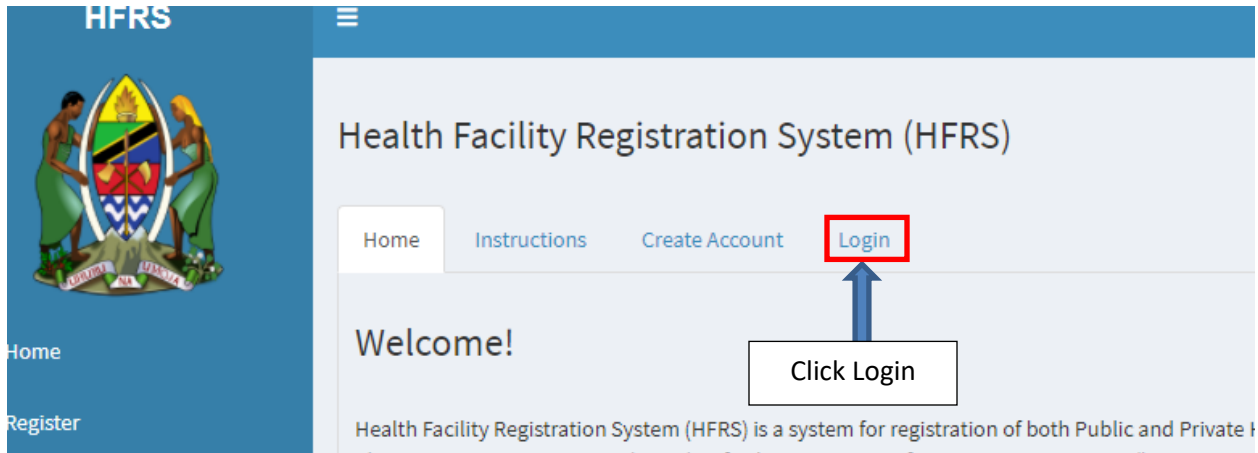v.    Enter Verification Code
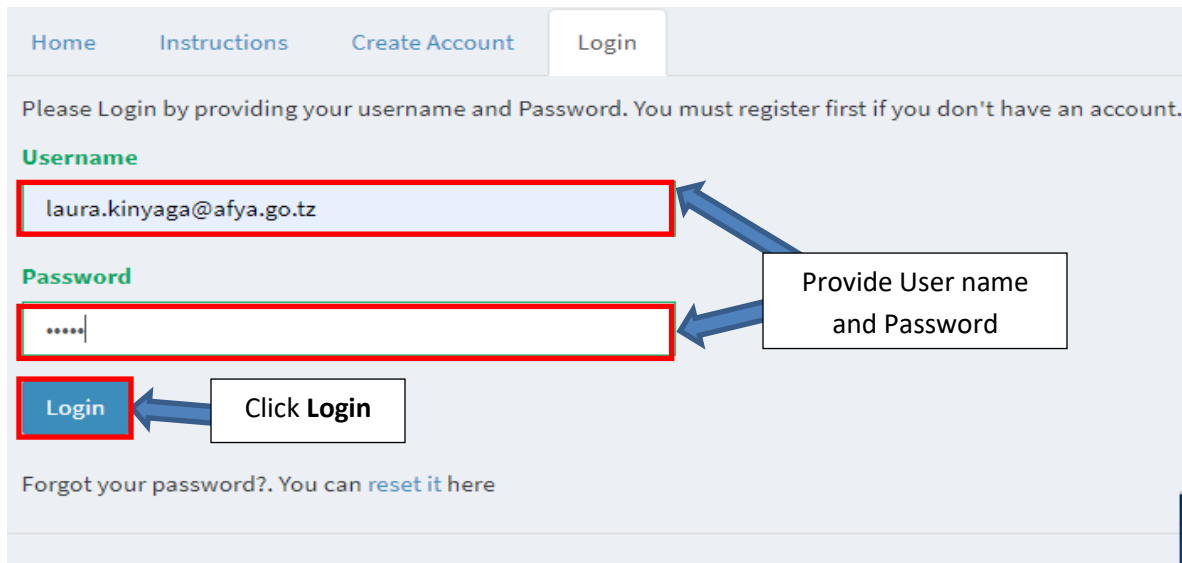vi.    Click **Request New Password**



New password will be sent to your email.

vii.        Open your email
viii.       Copy the password given
ix.        Click Login
x.        Enter your  email

xi.        Enter User name (Email used when creating account)

xii.       Paste the password you copied from your email

xiii.      Click **Login.**



xiv.     Enter new password that will be easy to remember; Repeat the email then click **Change.**

Please fill out the following fields to change your old pass

**Old Password**

•••••••• ← Paste password from email

**New Password**

••••• ← Enter new password

**Repeat New Password**

•••••

[Change] ← Click **Change**

You will successfully login the system

## 7. Logging Out

After completing using the system you are advised to log out the system for security purposes. This can be done by clicking **"Logout"** link



Click to Log out