



## Creating Your Account

Minnesota Nurse Aide Registry Tutorial

<https://nar.web.health.state.mn.us/>

# Registration

MINNESOTA NURSE AIDE REGISTRY

Sign in to your account

Email

Password

[Forgot Password?](#)

[Sign In](#)

[New user? Register](#)

- Welcome to the Minnesota Nurse Aide Registry.
- Active nurse aides must register to create an account to access their information and perform tasks, such as submitting their renewals.
- Recent test candidates must wait to create an account until they've been notified through email or text by MDH they've been added to the registry.
- To begin, click the blue **Register** at the bottom of the login screen.

# Registration (cont.)

MINNESOTA NURSE AIDE REGISTRY

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

- Enter your first name and last name.
  - For nursing home facility, the Authorized Agent should register using facility's email (not a personal email).
- Enter email to be used for login into the registry.
- Enter and confirm your password.
- Click the blue **Register** button.

# Select the Type of Registration

## Register

I am seeking to register as a(n) :

[Certified Nurse Aide](#) [Interstate Endorsement Candidate](#) [Provider](#)

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If you are a CNA and believe that the name or SSN in the certificate register is incorrect such that you cannot register, you will need to submit supporting documentation to correct these before registering. If your name has changed since you last certified, you may instead register using the name under which you last certified, then use the "Update Name" link in "My Information" to update the name associated with your certificate.

[Correct Name, SSN, or DOB](#)

- Select the appropriate category
- Certified Nurse Aide are active individuals and/or those who have just tested
- Interstate Endorsement Candidates are nurse aides endorsing from another state
- Providers are nursing home and certified boarding care home facilities

# Create Your Account

**m DEPARTMENT OF HEALTH** [Dashboard](#) [Search Certificate](#) [Frequently Asked Questions](#) [Correct Name, SSN, or DOB](#) [Log out](#)

## Register Account

Please enter the following personal and contact information.

### Personal Information

First Name REQUIRED Middle Name Last Name REQUIRED

Date of Birth REQUIRED Social Security Number REQUIRED

mm/dd/yyyy

Format: MM/DD/YYYY

### Contact Information

Cell Phone Number REQUIRED Email REQUIRED

Texting Preferences REQUIRED

Address:

Street Address REQUIRED

Please include apartment number or PO Box number if relevant.

City REQUIRED State REQUIRED ZIP REQUIRED

-- Please select an option --

**Register**

- Enter Personal Information: first name, last name, date of birth, and social security number. Please note, names are case sensitive.
  - These four fields must match exactly with the data MDH has for you. If you receive an error message, one or more of the fields do not match. Contact NAR at [HEALTH.FPC-NAR@state.mn.us](mailto:HEALTH.FPC-NAR@state.mn.us) for assistance.
- Enter Contact Information: enter cell phone number and an email address you monitor frequently. MDH will communicate to you regarding updates and notices sent to you to log into the registry to view your message from the credentialers.
- Select your Texting Preferences.
- Enter your mailing Address.
- Click the blue **Register** button in the bottom left.

# Successful Registration

The screenshot shows the user's dashboard with a success message: "Success: You have registered your account." The dashboard includes sections for "Your Certificate Information" and "Your Applications".

**DEPARTMENT OF HEALTH** | Dashboard | [Print Certificate](#) | [My Information](#) | [Log out](#)

**[Redacted]'s Dashboard**

**Your Certificate Information**

<b>Name:</b> [Redacted]	<b>Certificate Status:</b> Inactive	
<b>Certificate Number:</b> [Redacted]	<b>Issue Date:</b> 04/14/2001	<b>Expiration Date:</b> 07/15/2023
<b>Renewal Status:</b> Approved	<b>Processing Timeline:</b> N/A	

[View Employment History](#) | [View Testing History](#) | [Further Registry Information](#)

[Print Certificate](#) | [Renewal Application](#)

**Your Applications**

Application Type	Submitted Date	Approved Date	Status	Unread Messages	Actions
Certified Nurse Aide-Renewal	11/03/1997 12:00AM	04/14/2001	Approved		<a href="#">View</a>

Success! You have now created your Minnesota Nurse Aide Registry Account and your dashboard will appear.

# Navigating Your Dashboard

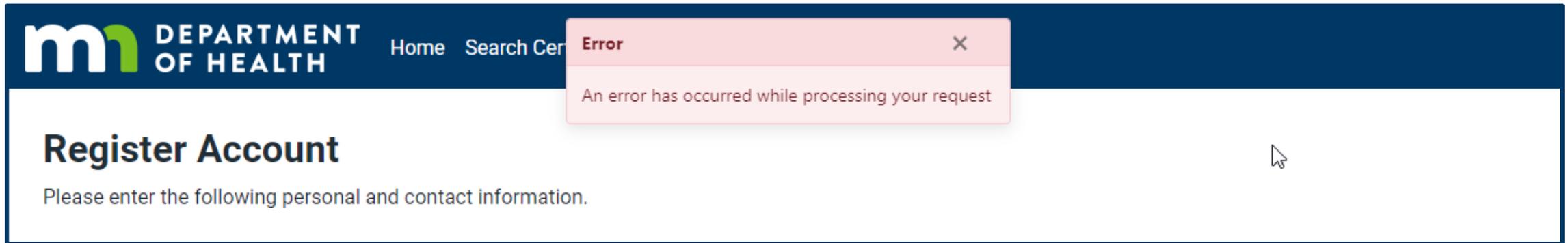
The screenshot shows the user's dashboard for the Department of Health. At the top, there is a navigation bar with the logo and links for Dashboard, Search Certificate, Frequently Asked Questions, Print Certificate, My Information (highlighted with a green arrow), and Log out. Below the navigation bar, the user's name is displayed in a grey box followed by "s Dashboard". The main content area is titled "Your Certificate Information" and displays several fields: Name (grey box), Certificate Status (Inactive), Certificate Number (grey box), Issue Date (04/14/2001), Expiration Date (07/15/2023), Renewal Status (Approved), and Processing Timeline (N/A). There are five buttons: View Employment History, View Testing History, Further Registry Information, Print Certificate, and Renewal Application. Below this is a section titled "Your Applications" with a table of application records.

Application Type	Submitted Date	Approved Date	Status	Unread Messages	Actions
Certified Nurse Aide-Renewal	11/03/1997 12:00AM	04/14/2001	Approved		<a href="#">View</a>

From here you can:

- See your Certificate Number (shown is a sample number)
- Update your contact information under “My Information”
- Update your employment information and renew your certificate
- View your employment history
- View your testing history (if applicable), and
- Print your certificate.

# If You Need Assistance



The screenshot shows the Minnesota Department of Health website. The header includes the logo and navigation links for Home and Search Certificates. A red error message box is displayed, stating: "Error: An error has occurred while processing your request". Below the error message, the "Register Account" section is visible, with the instruction: "Please enter the following personal and contact information."

- If the information you entered does not match your certificate, please call the Nurse Aide Registry for assistance at 651-201-4200 or email at [health.fpc-nar@state.mn.us](mailto:health.fpc-nar@state.mn.us).
- It is possible the registry has a different name, date of birth, and/or social security number than what you entered.
- If this is the case, the NAR staff will advise you on how to make the correction.

# Logging Back to the System

## Register

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Certified Nurse Aide

Interstate Endorsement Candidate

Provider

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Correct Name, SSN, or DOB 

- Once you receive instructions on how to make the correction, log back into the system and click on the “Correct Name, SSN, or DOB” button.

# Select Type of Correction

**m** DEPARTMENT OF HEALTH [Dashboard](#) [Search Certificate](#) [Frequently Asked Questions](#) [Correct Name, SSN, or DOB](#) [Log out](#)

## Correct Name, SSN, or DOB

Type of Correction **REQUIRED**

-- Please select an option --

-- Please select an option --

- Name
- SSN
- DOB
- Name and SSN
- Name and DOB
- SSN and DOB
- Name, SSN, and DOB

- Select the type of correction

# Submit Correction for Review

**Correct Name, SSN, or DOB**

Type of Correction  
Name and SSN ✓

First Name **REQUIRED**  Middle Name  Last Name **REQUIRED**

Date of Birth   Social Security Number **REQUIRED**

Format: MM/DD/YYYY

Cell Phone Number  Email

Certificate Number **REQUIRED**

SSN verification document:  Current attached file: No file attached

Name verification document:  Current attached file: No file attached

MDH will review the information provided to process your requested correction. Please review carefully before submitting.

- Enter the correct information
- Upload the supporting documents
- Click on Update
- Your request will be reviewed by one of MDH's Credentialer
- Once approved, you will be able to log back in and claim your record to see your Dashboard

# Thank You!

**Nurse Aide Registry Credentialing Team**

[Health.FPC-NAR@state.mn.us](mailto:Health.FPC-NAR@state.mn.us)

651-201-4200, Monday to Friday: 8 AM to 4 PM