



HIV PT Results Entry and Access to feedback in 5 Easy Steps

1 Enter the Kenya HIV Serology PT Scheme Web page:

<http://rhtpt.or.ke>

2 REGISTER / LOG IN

A

If you have NOT been registered into the system, click **"REGISTER"** followed by **"NO"**.

Proceed to enter your details as required, then **REGISTER**

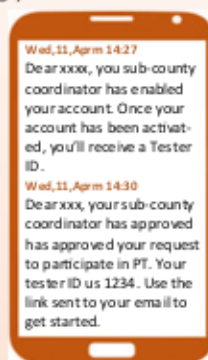
- A verification code from NPHL will be sent to the phone number you registered. Enter this verification code in the prompt on the web page and **VERIFY**



OR

If you have previously received the SMS notifications below, click **"REGISTER"** followed by **"YES"** and proceed to **"SETUP PASSWORD"** by entering your PT enrollment ID

B



C

OR If you have previously been registered and you have a PT enrollment ID and password, enter your details and Log in

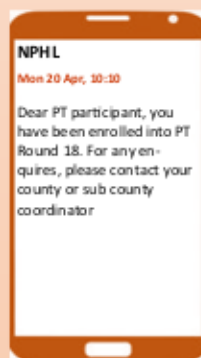
4 ENTER PT RESULTS ONLINE

- Log into <http://rhtpt.or.ke/> with your PT enrollment ID and password.
- Click on the **"Proficiency Testing"** menu and then the **"Results"** sub-menu
- Click on enter results.
- Select PT round you have been enrolled into.
- Enter results and click **"Submit"**
- The Status will appear as **"Not Checked"** and the results **"Pending"**
- View or edit results to confirm results entered and click on **"Verify"**
- The status will appear as **"Checked"** and the results **"Pending"**

3 ENROLLMENT INTO A PT ROUND

- An email from **Kenya Rapid HIV PT** will be sent to the email you registered to verify your email address. Use the link provided in the email to get started.
- Your sub-county coordinator will activate your account and you will receive an 2nd email with your **PT enrollment ID**. Click on the link provided to setup your password
- You will also receive SMS notifications to inform you of the processes

When a PT round is opened, your sub-county coordinator will enroll you into that PT round. You will receive an SMS notification on the same



5 VIEW/PRINT FEEDBACK

- An SMS notification will be sent out once results are ready, typically in 24-48hrs
- Log into <http://rhtpt.or.ke/> with your PT enrollment ID and password.
- Click on the **"Proficiency Testing"** Link to view status of results

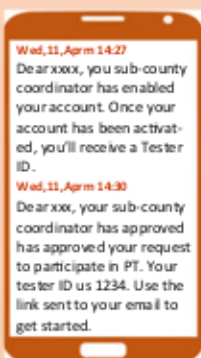
NOT CHECKED—results have been entered but not submitted

SUBMITTED—Results have been submitted

EVALUATED— Results have been evaluated but have not yet been verified by NPHL

VERIFIED + Result (satisfactory or unsatisfactory)

- View/Print Verified results



NB: - Registration is only done once

For assistance, please use the PT help desk
<http://helpdesk.nphl.go.ke/index.php?a=add>

NB: If you have forgotten your password, click on **"Lost Password"** enter your **PT enrollment ID** and follow the instructions to retrieve your password



HIV PT Program Management

Manage the HIV PT Program Through the National HIV PT Web-based System

1

Go to the Kenya HIV Serology PT Web page:

<http://rhtpt.or.ke>

2

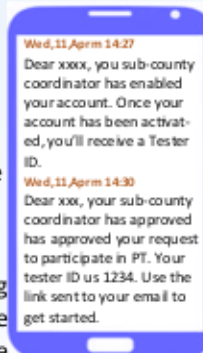
REGISTERING NEW SERVICE PROVIDERS**

- At the bottom of the homepage (<http://rhtpt.or.ke>) click on the green button - "**REGISTER**" followed by "**NO**" (this is for new service providers who have not been registered in the system before)
- Proceed to enter the service provider details as required, then **REGISTER**. (Note that all new providers should have a **unique telephone number**).
- A verification code from NPHL will be sent to the phone number of the service provider you have registered.
- You will **NOT** require this verification number that was sent to the service provider to register them.
- Repeat the same process to register new participants into the system.

3

VIEWING/EDITING PARTICIPANT DETAILS

- Log in with your credentials as a county or sub-county coordinator
- To view PT participants in the system, go to "**User Management**" and click on "**Participants**"
- A list of all registered participants will be displayed with their status as "**Active**" or "**Inactive**".
 - Active participants are those who have been registered and have a PT enrollment ID
 - Inactive participants are those who have been registered, but do not have a PT enrollment ID because they have not yet been enabled.
- Review details of Inactive participants, and if ok, click on "**Enable**" to activate them.
- The system will automatically generate a PT enrollment ID and display it.
- At the same time, the service provider will receive an SMS notifying them that they have been activated and will also give them their Enrollment ID.
- Participant details can be edited by clicking "**Edit**". You can change details of the service provider such as the facility in case they have transferred to another facility
- Facility details can be edited by going to "**Facility Catalog**" and confirming that facilities are in the right sub county.



4

ENROLLING PT PARTICIPANTS

- NPHLS will send out communication via SMS and email to notify you that the next PT round is ready for enrollment.
- Log into the system and go to "**PROFICIENCY TESTING**" and then to "**PT ROUNDS**".
- Click on "**ENROLL PARTICIPANTS**"
- All your registered participants will be displayed with a "tick" next to them.
- All participants with a "tick" will be enrolled. If there are any participants whom you do NOT want to enroll into that round, uncheck the boxes next to their name.
- Once done, click on "**ENROLL**"
- The enrolled participants will receive an SMS notification alerting them that they have been enrolled to a PT round.



5

ONLINE RESULT SUBMISSION

- All PT participants with a PT enrollment ID can enter results online.
- Advise PT participants to log into the website—<http://rhtpt.or.ke>
- If they have a username and password, they can access the site and enter their results
- If they do not have a username and password, they should go to "**Lost password**", enter their **PT enrollment ID** and follow instructions to create their password.
- Once logged into the system, they should go to "**PROFICIENCY TESTING**" and then to "**RESULTS**", select the PT round they have been enrolled in and enter their re-

6

VIEWING RESULTS ONLINE

- Participants will receive an SMS notification once results are ready, typically within 24-48hrs following submission
 - Log into <http://rhtpt.or.ke> with your county/sub county credentials
 - Click on the "**Proficiency Testing**" Link to view status of results
- NOT CHECKED**—results have been entered but not submitted
- SUBMITTED**—Results have been submitted
- EVALUATED**—Results have been evaluated but have not yet been verified by NPHL
- VERIFIED** + Result (satisfactory or unsatisfactory)
- View/Print Verified results

For assistance, please use the PT help desk
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**Before registering a new participant, go to "User Management" and "Participants" and search for the participants mobile number