



The User's Guide

Education Monitoring System (EMS)

For Graduates

e-Health Center | Warsaw



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1. Access to the application SMK

1.1. How to get access to the application SMK?

To get access to the application, you need to:

- be a medical practitioner (physician/dentist/graduate),
- have an e-mail address,
- type the address <https://smk.ezdrowie.gov.pl> in the Internet browser,
- register an account in the application SMK and log on to the system by entering your Login and Password (e-PLOZ) or trusted profile e-PUAP.

The application SMK is adjusted to the requirements based on WCAG 2.0 (Web Content Accessibility Guidelines, i.e. the guidelines concerning the facilitated access to the contents published in the Internet), which means that it has been designed with the aim to prevent digital exclusion and to ensure full accessibility for persons with impairments.

1.2. What will you need?

To use the application, you will need:

- access to the Internet,
- an e-mail address,
- software version Java 7 Update 80 or 8 Update 45 installed,
- any Java supporting Internet browser, eg Mozilla FireFox 39, Internet Explorer 11 or their later versions.



2. Getting started with the application

To use the application SMK, it is necessary to log on to the system. The process of logging on to the system, registering a new user and logging out of the application is described below.

2.1. Logging on to the application

Logging on to the application SMK is possible after starting the Internet browser and entering the address <https://smk.ezdrowie.gov.pl> in the search bar. The field “Log in with e-PLOZ” will appear on the screen.

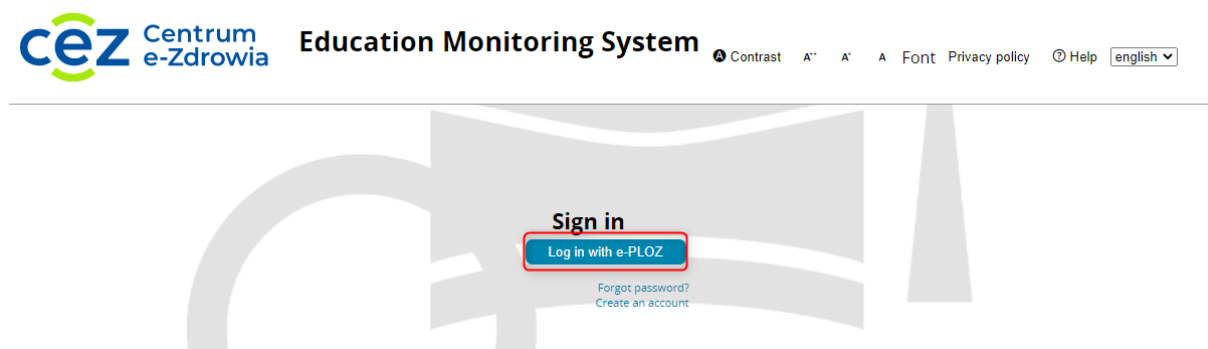


Figure 1 Logging on to the application

You need to select “Log in with e-PLOZ”.

You will be asked to choose the way you want to authenticate yourself. The following options are available: “Login/Password” or “login.gov.pl”.

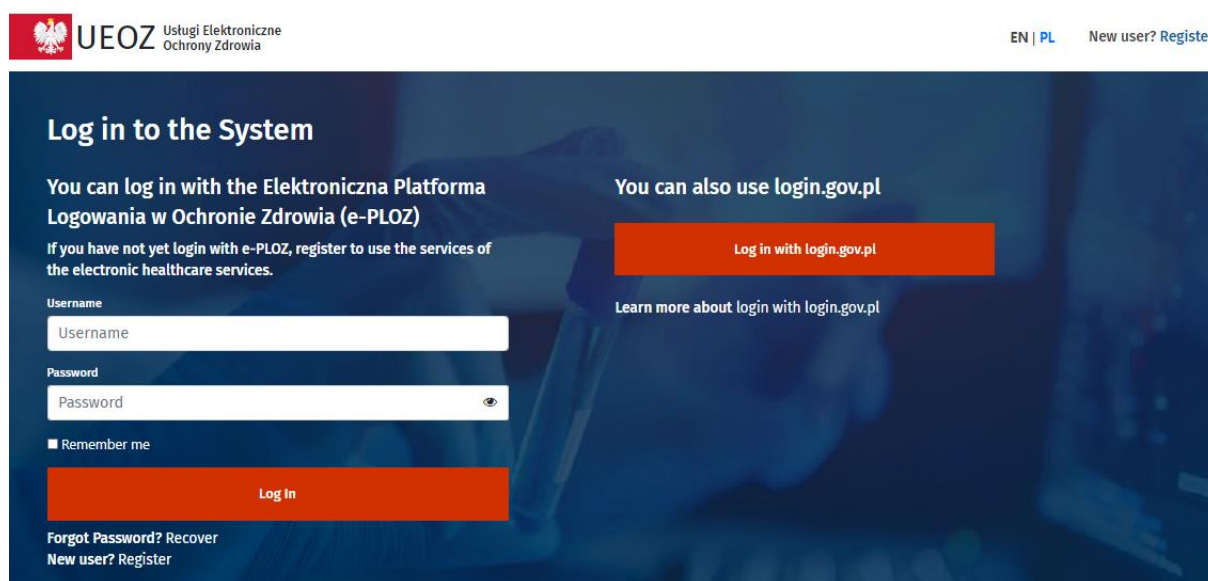


Figure 2 Authenticating the user in the System

Should you enter incorrect data after choosing one of the ways to authenticate yourself, the system will display an error message. If this is the case, you need to click **OK**, and log on to again.

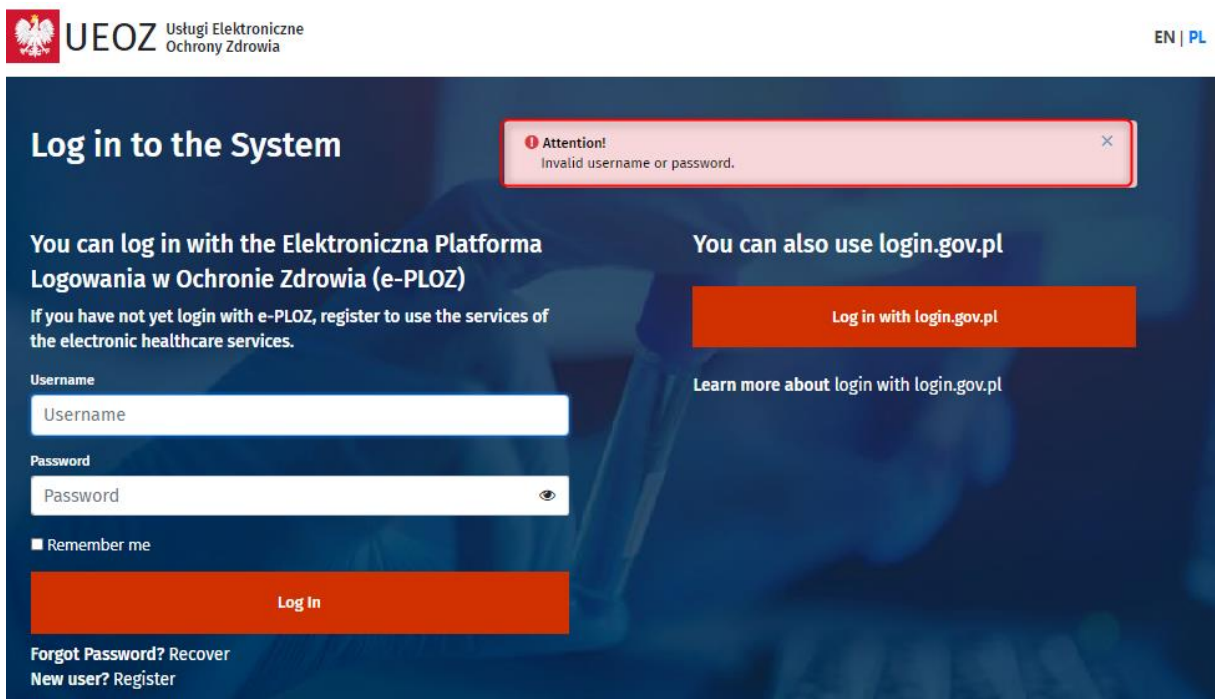


Figure 3 Error message while logging on to the system.

Should the error message appear after following attempts to log on to the system by using your “Login/Password”, you may use the option to recover your password. To do that, you need to select the function “Forgotten password” below the function “Log in with e-PLOZ” on the main page. You will be transferred to the e-PLOZ page where you will be able to change your password.

Having logged on to the system correctly, you be asked to select the role you want to have in the system; should you have no authorization to use any role, you will be transferred to the home page in “Zero Role”.

Choose a work context						
Name of the role	Business group	Functional group	Institution: organizational unit / branch office / department / corporation	Institution: short name	Head office of the institution / entity / company	
Pharmacist	Pharmacist	User				Select
Laboratory diagnostician	Laboratory diagnostician	User				Select
Administrator of the facility	The Polish Chamber of Laboratory Diagnosticians	Administrator	Krajowa Izba Diagnostow Laboratoryjnych	KIDL		Select
Administrator of the facility	The Regional Chamber of Pharmacists	Administrator	Okręgowa Izba Aptekarska w Warszawie	OIA w Warszawie		Select
Administrator of the facility	The Regional Chamber of Pharmacists	Administrator	Okręgowa Izba Aptekarska w Białymstoku	OIA w Białymstoku		Select
Administrator of the facility	The Regional Chamber of Pharmacists	Administrator	Beskidzka Okręgowa Izba Aptekarska	OIA w Białsko-Białej		Select
Administrator of the facility	The Regional Chamber of Pharmacists	Administrator	Pomorsko-Kujawska Okręgowa Izba Aptekarska	OIA w Bydgoszczy		Select

Figure 4 Selecting the role context in the system

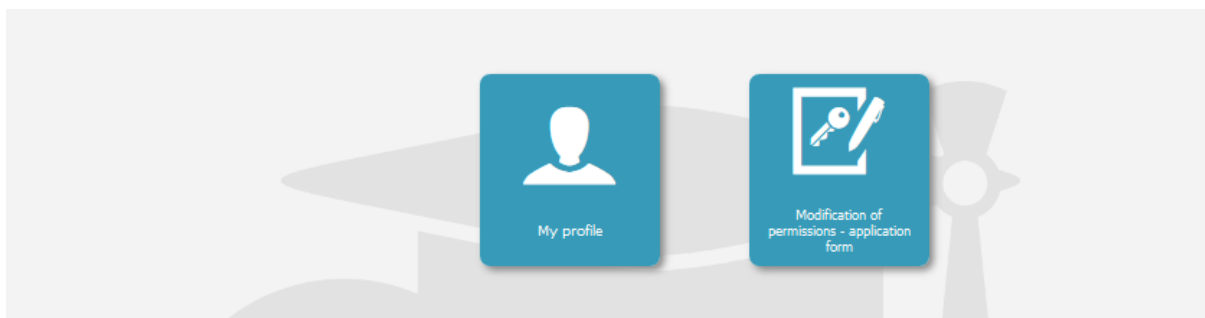


Figure 5 Home page in "Zero Role"

2.2. Registering a new user

A new user may be registered in the System by submitting an electronic application which is available on the login page. To do that, you need to click **"Create a new account"**. The registration form for a new user will appear on the screen.

Application for creating a user account

Personal data

First name: Middle name: First name in genitive:
 Last name: Family name: Last name in genitive:
 Place of birth: Country of birth: Date of birth:
 Gender: Citizenship: PESEL: Missing PESEL
 Type of document: Document number: Country of issuance:

Address

Voivodeship: City: Street:
 Postal Code: Building number: Flat number:

Address for correspondence

Address of residence

Voivodeship: City: Street:
 Postal Code: Building number: Flat number:

Contact

Phone: E-mail address:

On 25 May 2018, the Regulation of the European Parliament and of the Council (UE) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, (commonly referred to as the "General Data Protection Regulation" - "GDPR") enters into force.

Please read carefully the privacy policy below: [here](#).

I have read privacy policy

Figure 6 Application for creating a user's account

The following sections (obligatory field) must be completed in the application:

- Personal data;
- Address;
- Postal address;
- Contact details;
- Declaration about the protection of physical persons in relation to the processing of personal data.

2.3. Logging out of the application

Having finished your work in the System, you should log out of the application so that unauthorized persons cannot get access to sensitive data. To do that, you need to select “Log out” in the top right-hand corner of the screen. You will get logged out and transferred to the login page.

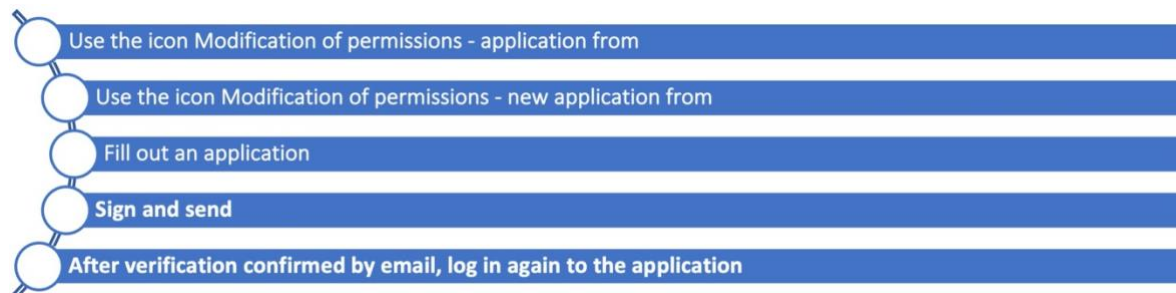


3. Graduates

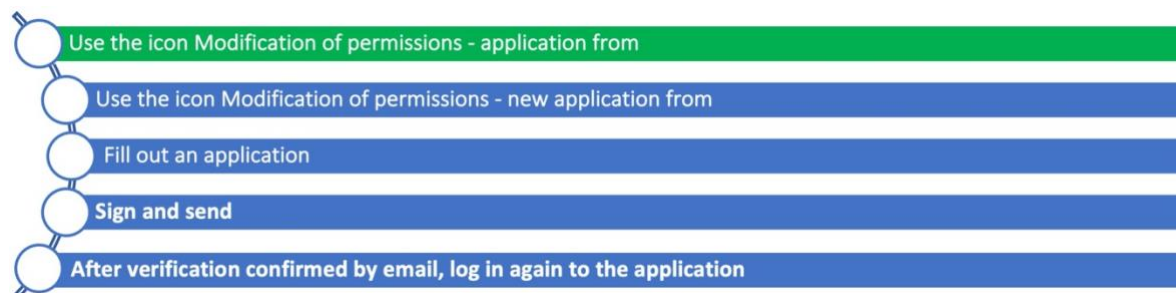
3.1. Users

3.1.1. Application for granting authorizations

The User possessing an active account in SMK may use the functions of the application after getting the Password and Login in the registration process and completing the *Application for modifying authorizations*. To do that, you need to log on to the System and complete the following steps:



3.1.1.1. Icon – Applications for modifying authorizations



The first step to submit the *Application for modifying authorizations* is to use the function **“Applications for modifying authorizations”** in the main menu.

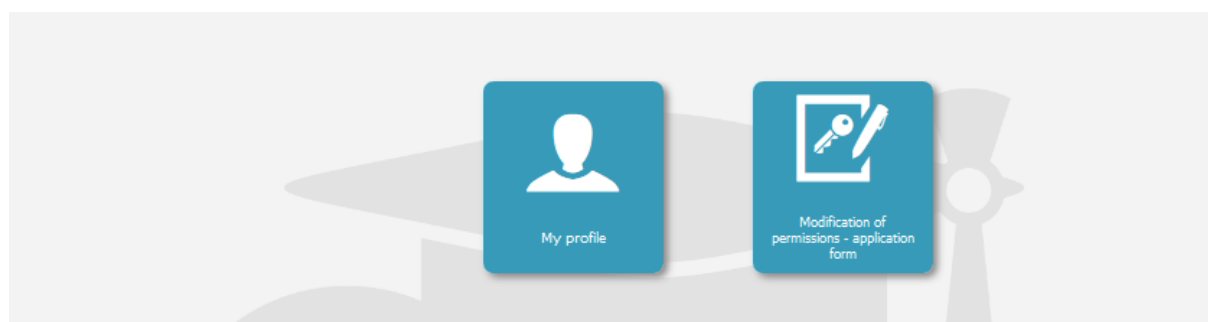
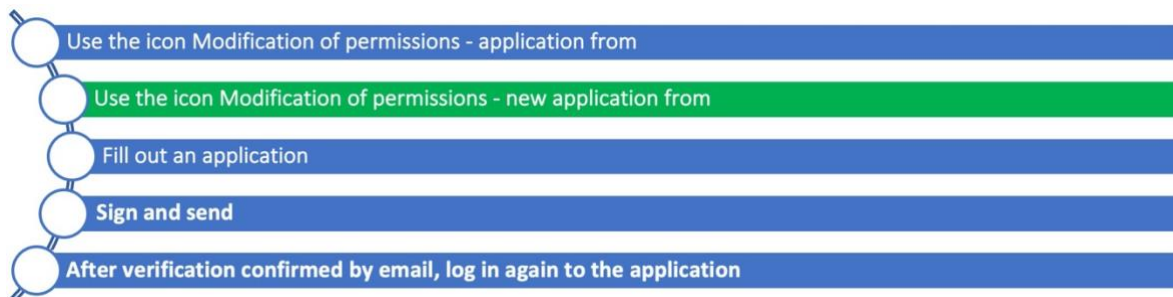


Figure 7 Icon - Application for modifying authorizations

3.1.1.2. New application for modifying authorizations.



After selecting the function **“Applications for modifying authorizations”**, the list of the formerly created applications will appear and the User will be able to:

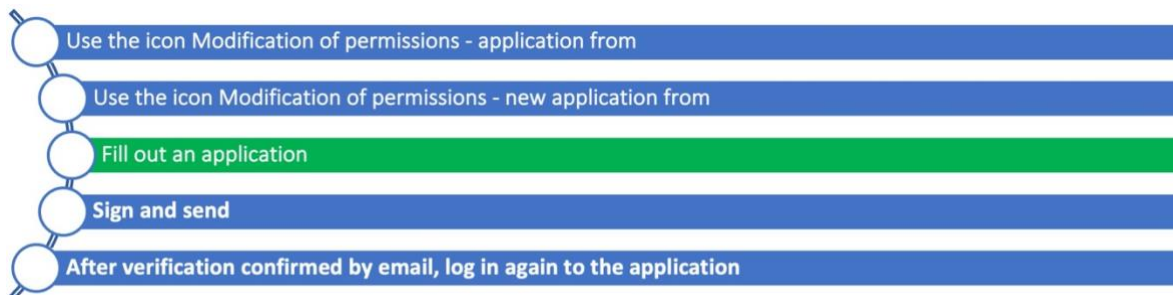
- review the existing applications with the use of the function **“Details”**,
- edit draft applications with the use of the function **“Edit”**,
- apply for new authorizations with the use of the function **“New application for modifying authorizations”**.

To perform one of the actions **“Details”** or **“Delete”**, you need to click **“Expand”** in the column **“Actions”** and select one of the actions.

First name	Last Name	Status	Business group	Functional group	Entity	Action
Konrad	Sulej	In preparation	Laboratory diagnostician	User		⊙
Konrad	Sulej	In preparation	Laboratory diagnostician	User		⊙
Konrad	Sulej	In preparation	Pharmacist	User		⊙
Konrad	Sulej	In preparation	Laboratory diagnostician	User		⊙
Konrad	Sulej	Rejected	Administration	Administrator	CSIOZ	⊙
Konrad	Sulej	In preparation	Center of Postgraduate Medical Education	User	CMKP	⊙
Konrad	Sulej	In preparation	The Regional Chamber of Pharmacists	Administrator	OIA w Bydgoszczy	⊙
Konrad	Sulej	In preparation	Pharmacist	User		⊙
Konrad	Sulej	In preparation	Pharmacist	User		⊙
Konrad	Sulej	In preparation	Center of Postgraduate Education for Nurses and Midwives	Administrator	CKPPIP	⊙

Figure 8 List of applications for modifying authorizations.

3.1.1.3. Completing a new application for modifying authorizations



After clicking the icon **“New application for modifying authorizations”**, you will be transferred to the form screen with the following parts:

- Personal data;
- Address;
- Postal address;
- Contact details;
- Additional information.

You need to complete the required fields in the form. The System will retrieve part of the fields (contact details) from the User’s Profile in a read-only mode. In case the data are inconsistent, you need to change the profile first and create a new document afterwards.

The Users being Graduates should select in the section **“Additional information”**:

- Business group **“Graduate”**;
- Functional group **“User”**;
- the unit to approve the application – the competent Regional Chamber of Physicians and Dentists or the Polish Chamber of Physicians and Dentists.

The obligatory fields in the role comprise:

- Business group,
- Functional group,
- Entity the applicant belongs to.

To select the approving unit, the User of the functional group **“Graduate”** is obliged to tick checkbox **“OIL”** and use the function **“Select”** in the field **“Name”**. Once ticked, the application will transfer the User to the list of profiles of the self-government of physicians and dentists from which the User will be obliged to select the competent Regional Chamber of Physicians and Dentists.

Should it be impossible to select the correct self-government body, the User is obliged to tick checkbox **“NIL”** and use the function **“Select”** in the field **“Name”**. Once ticked, the application will transfer the User to the list of profiles of the self-government of physicians and dentists from which the User will be obliged to select the Polish Chamber of Physicians and Dentists.

Once the correct unit has appeared on the list depending on the selected functional group, the User should click **“Expand”** in the column **“Actions”** in the line of the unit and click **“Select”**. The System will return to the application being completed.

Figure 9 Application for modifying authorizations.

Having completed the first page, the User should click “Proceed further” to continue completing the personalised application for the appropriate group of applicants for specific roles in the system.

The following page of the personalised application is for the appropriate business group, for the role “Graduate” it is necessary to complete the section **“Medical University”** (Figure 10).

Figure 10 Application for modifying authorizations - the following stage of completing the application for modifying authorizations.

As a result of the changes proposed by the self-government of physicians, the section “Place of employment” will be replaced by **“Medical University”**.

While completing the application, the User may:

- cancel the application with the use of the function “Cancel”, which is to abandon the application,
- save the application with the use of the function “Save”. Should the obligatory fields of the form be left empty, a message about the necessity to complete them will appear on the screen.

The screenshot shows a web application interface for submitting a form. On the left side, there is a vertical navigation menu with four icons: a house icon labeled 'Start', and three icons representing different stages of 'Modification of permissions' (application form, application form, and new application form). The main content area is titled 'Application for modification of permissions' and contains a form with the following fields:

- Completed university** (Section header)
- Voivodeship: A dropdown menu with '<Select>' selected.
- City: A text input field.
- Street: A text input field.
- Postal Code: A text input field.
- Building number: A text input field.
- Flat number: A text input field.
- The number of the diploma: A text input field.
- Name of the university: A text input field.
- Issuance date of the diploma: A text input field.

At the bottom of the form, there are several buttons: 'Return', 'Cancel', 'Sign with EPUAP signature and send', 'Sign with qualified signature and send', 'Edit', 'Print', and 'Submit a paper application'.

Figure 11 Application for modifying authorizations - submitting the application.

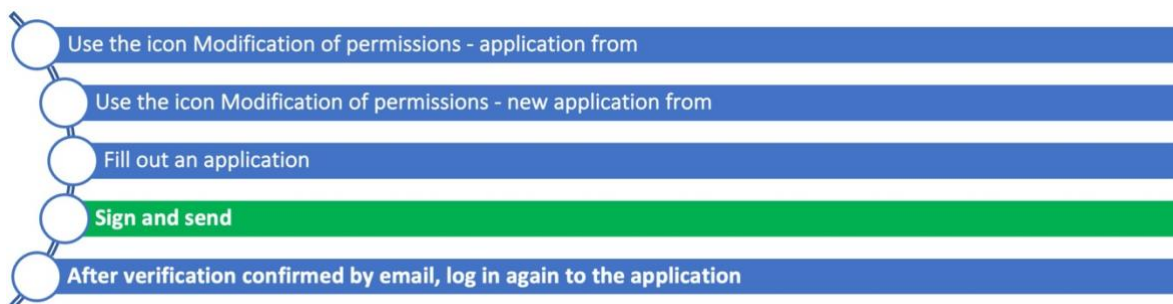
Once the application has been saved, a message about the successful completion of the action will appear on the screen. Having approved it, the User will be able to review the application and:

- print the application with the use of the function **“Print”** which is available in the view mode,
- submit the application with the qualified signature or ePUAP.
- send the application to the Administrator with the use of the function “Submit an application in paper form” and deliver the printed application to the selected entity to be verified and be granted authorizations.

Please note!

Graduates are obliged to appear in person at the entity specified in the application irrespective of the way the application is submitted (electronic signature or in paper form). The Regional Chamber of Physicians and Dentists or the Polish Chamber of Physicians and Dentists will be the competent entity in this case.

3.1.1.4. Qualified signature and trusted profile ePUAP – for those persons who started their specialized training before 1 May 2017



To submit the completed application with the electronic signature (qualified signature or trusted profile ePUAP), you need to use the function **“Sign with the electronic signature and submit”** or **“Sign with the ePUAP signature and submit”**.

Depending on the action selected, the options **“Start the qualified signature procedure”** or **“Start the ePUAP signature procedure”** will appear below the form.

3.1.1.4.1. Qualified signature

In case the option **“Start the qualified signature procedure”** is selected, the applet window will appear and you will need to click **“Run”**.

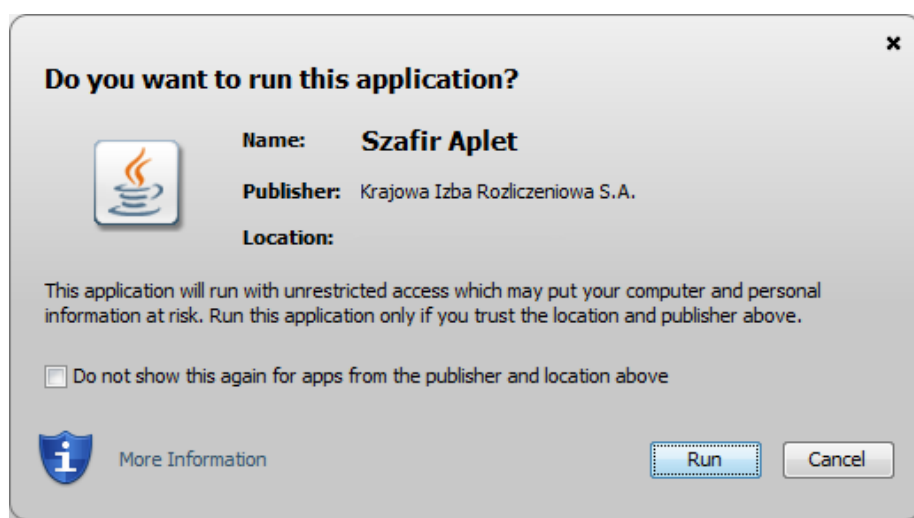


Figure 12 Launching the applet

Afterwards, a warning will appear and the User will be asked to give his or her consent for that the Internet website will get access to the mentioned application. To give your consent, you need to click **“Allow”**.

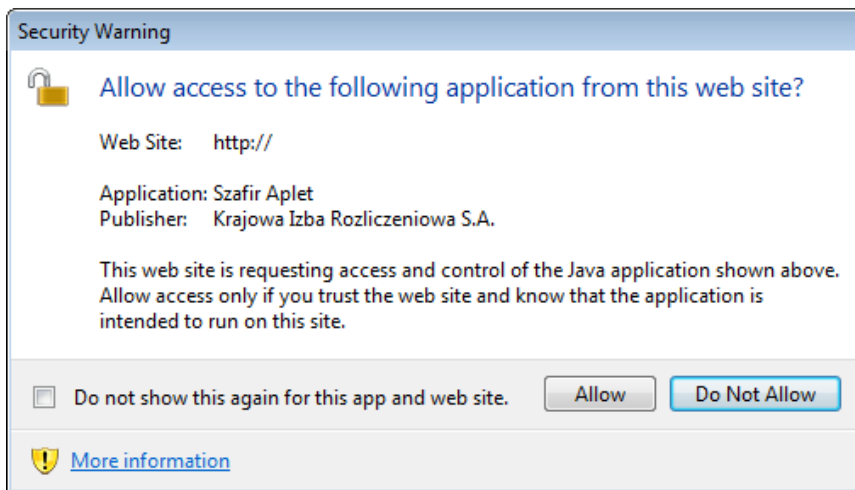


Figure 13 Security warning

Once the consent has been given, a window will appear to append the signature.

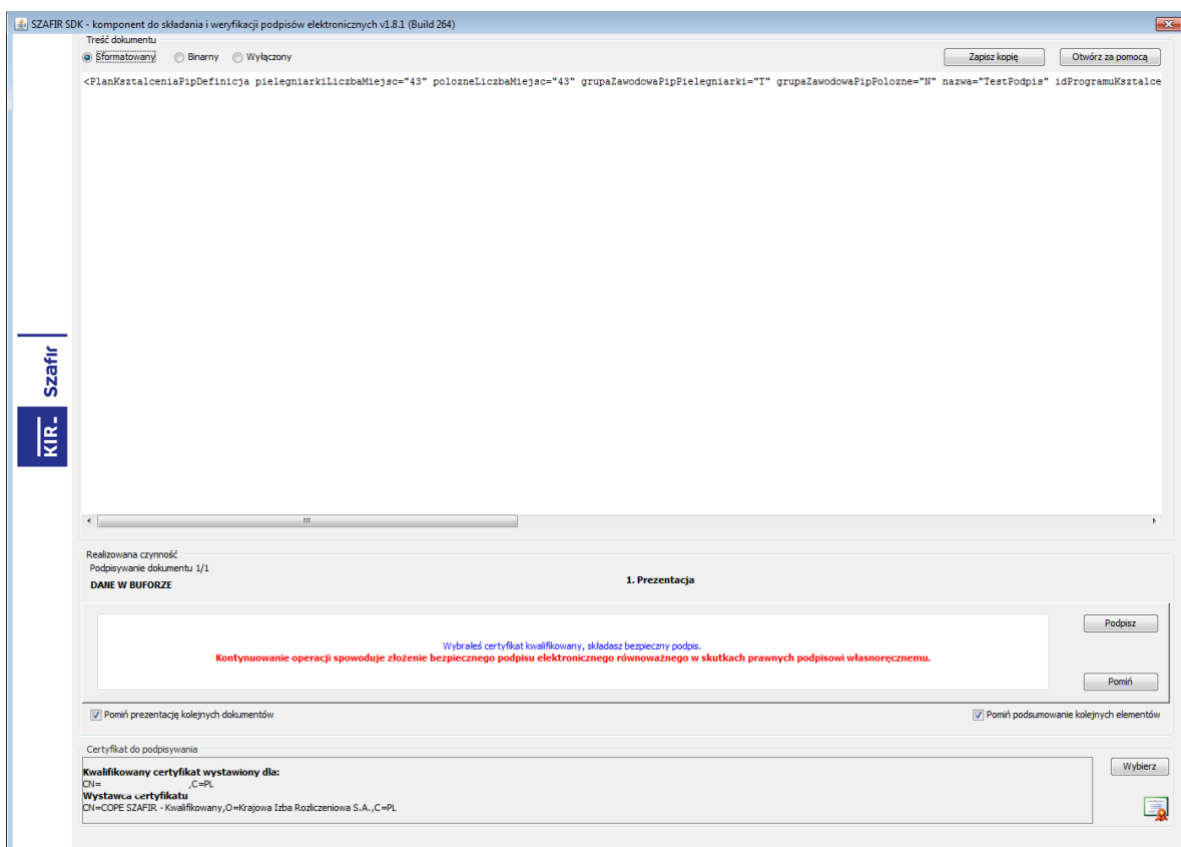


Figure 14 Application for appending the qualified signature

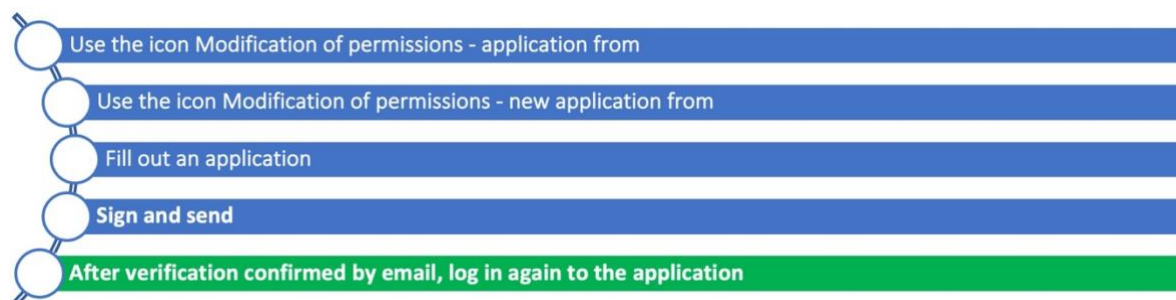
The xml structure of the document to sign will appear in the upper part of the window. After clicking “Sign”, you will be asked to enter the PIN number of the signature’s owner and a confirmation of the successful completion of the operation will appear on the screen. You should click **“Complete”**. The application will

display a report on the signed documents. Once approved, the application will be submitted and you will be transferred to the list on which you will be able to verify its status.

3.1.1.4.2. Signature ePUAP

In case the “Start the ePUAP signature procedure” is launched, a ePUAP login window will appear. Once logged in, the User will be asked if he or she wants to sign the document with the trusted profile. The approval requires a one-time password which will be sent by a SMS. The one-time password should be entered and the signing of the document should be approved. Once the signing has been completed, the System will display a confirmation of the successful completion of the operation.

3.1.1.5. Verifying the application



The application will be sent to the entity specified in the application for review.

Once the *Application for modifying authorizations* has been reviewed favourably by the Administrator, the User will receive an e-mail confirming that he or she has been granted new authorizations. After the next login to the application, the User will be able to use the functions of the System in the role received.

Should the *Application for modifying authorizations* be reviewed unfavourably, the User will be informed accordingly by e-mail, and the application should be submitted again, however with correct data.

The rejected application with a justification will appear on the list of applications for modifying authorizations and it will be possible to review it by using the option “**Details**”.

The application for modifying authorizations may be submitted at any time, irrespective of the current authorizations of the User in the System. Each of the Users may have several roles in the System. The role may be selected after logging on to the application.

3.1.1.6. Submitting the application in paper form

The User may also submit the application in paper form. To do that, the User must complete the form in SMK and the printed document must be delivered to the competent entity. It is required to use the function “Submit the application in paper form”, the electronic version is sent to the Administrator who can approve it after the personal verification of the applicant and after receiving the document delivered by the applicant.

Please note! For the role “Graduate”, the preferred way is to submit the application in paper form.

3.1.2. Editing the user's profile

Each of the Users of the application can edit his or her data in the profile. That can be done after selecting the icon **"My profile"** in the main menu. Once the icon **"My profile"** has been clicked, details of the user's profile will appear in the following sections:


- Personal data;
- Address;
- Postal address;
- Contact details;
- Declarations.

Editing the data in the profile does not amend the data provided in the formerly submitted applications. Thus, the User is obliged to notify the respective Administrator about potential changes, and if justified (eg at the request of the local Administrator), to submit the application again, however with correct data.


To edit data, the option **"Edit"** should be selected. In the form, it will be possible to edit any data except for the "PESEL number". After changing the data, the option **"Save"** should be selected to approve the data entered. To cancel the changes made, the function **"Cancel"** should be used. The changes made in the profile while logging in the respective role will be visible in the other roles of the User.

Before saving the data, the User must tick the declarations in the bottom part of the screen. The legal consequences of providing incorrect data should be taken into account.

To return to the main menu, the icon **"Start"** on the left-hand side of the screen should be selected.



Start



My profile

My profile

Personal data

First name	Middle name	First name in genitive
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name	Family name	Last name in genitive
<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of birth	Country of birth	Date of birth
<input type="text"/>	Poland	<input type="text"/>
Gender	Citizenship	PESEL
Man	<input type="text" value="Poland"/> <ul style="list-style-type: none"> <input type="checkbox"/> Papua-Nowa Gwinea <input type="checkbox"/> Paragwaj <input type="checkbox"/> Peru <input checked="" type="checkbox"/> Polska 	<input type="text"/>
Type of document	Document number	Country of issuance
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Voivodeship	City	Street
Małopolskie	<input type="text"/>	<input type="text"/>
Postal Code	Building number	Flat number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address for correspondence

Address of residence

Voivodeship	City	Street
Małopolskie	<input type="text"/>	<input type="text"/>
Postal Code	Building number	Flat number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact

Phone	E-mail address
<input type="text"/>	<input type="text"/>

On 25 May 2018, the Regulation of the European Parliament and of the Council (UE) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. (commonly referred to as the "General Data Protection Regulation" - "GDPR") enters into force.

Please read carefully the privacy policy below: [here](#).

I have read privacy policy

Save
Cancel

Figure 15 Editing the user's profile