MINISTRY OF HEALTH
KENYA EXTERNAL QUALITY ASSESSMENT SCHEME (KNEQAS)
P.O.BOX 20750-00202, NAIROBI.
KENYATTA NATIONAL HOSPITAL GROUNDS off NGONG ROAD

HIV SEROLOGY RESULTS SUBMISSION JOB AID
System Link: www.rhtpt.nphl.go.ke

STEP 1: **Register the Participant If He /She Is not Registered.**

Step 2 : **SET UP ACCOUNT & PASSWORD RESET**
Follow the procedures above to set up your account.
1. Go to www.rhtpt.nphl.go.ke
2. Click on "Lost Password" link
3. Enter your **PT ENROLLMENT ID (TESTER ID on your form**) on the page that opens & Click send.
4. Enter the verification code sent to your mobile number on the window that opens.
5. You will be redirected to a page to setup your account password.
6. Enter and confirm your new password.
7. If correct you will be logged in automatically.

If a participant is not receiving a verification code when resetting the password, the participant is advised to activate promotional messages on their mobile phone numbers following the procedure below:
1. Dial *456*9*5#
2. Choose option 5 (Activate all promotional messages)
3. Wait for at least 30 minutes and then try to reset your password.

STEP 3A: **HOW TO SUBMIT RESULTS ONLINE IF YOU TESTED YOUR OWN PANEL**
Follow the procedure Below to Submit your results Online.
1. Go to www.rhtpt.nphl.go.ke
2. Login into your account (Use your Tester ID and password you created above.)
3. Click "Proficiency Testing".
4. Click "Results"…. Click "OK" when a prompt appears saying "No data found"
5. Click on the blue button…"Enter Results".
6. *Choose the round in the first field*
7. Type in your *Tester ID if you tested your own panel in the second field*.
8. Populate "all the other fields" on the Results page and click the submit button.
9. Click on the Verify button to verify/Edit your results & Click "Submit".

STEP 3B: **HOW TO SUBMIT RESULTS ONLINE IF TESTING A PANEL NOT ADDRESSED TO YOU**
Follow the procedure Below to Submit your results Online if you have tested a panel that is not yours.
Go to www.rhtpt.nphl.go.ke
1. Login into your account (Use your Tester ID and password you created earlier.)
2. Click **"Proficiency Testing".**
3. Click **"Results"**. Click **"OK"** if a prompt appears saying "No data found"
4. Click on the blue button…**"Enter Results".**
5. Select the round if you were enrolled and **leave it BLANK if you were NOT enrolled to that round.**
6. **After selecting the round Type in the TESTER ID (written on the form) OF THE PANEL YOU ARE testing.**
6. Populate "all required fields" on the Results page and click the submit button.
7. Click on the Verify button to verify/Edit your results & Click "Submit" to ensure your results are received at NPHL.

STEP 4: **DOWNLOADING OF FEEDBACK REPORTS** **VIEW/DOWNLOAD RESULTS ONLINE**
Follow the procedures above to set up your account.
1. Go to www.rhtpt.nphl.go.ke
2. Login into your account (Use your Tester ID and password you created above.)
3. Click "Proficiency Testing".
4. Click "Results"… Click **"DOWNLOAD"** button to download your report

MOH/DNLS/NPHL/KNEQAS/HIVSER/J/05   **Effective Date: 01 Jun 2020**   **Version 01**

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