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இலங்கை மருத்துவ பேரவை
Sri Lanka Medical Council

SLMC Internship Evaluation System

Intern Medical Officer User Guide for New Changes

Login, dashboard navigation and access to the beginning of an evaluation

Version 1.0 | August 2026

This guide explains the login process, OTP verification, the role-specific dashboard, and the steps required to reach the beginning of the evaluation workflow. The names, counts, dates, batches and statuses shown in the screenshots are sample data. The information displayed in your account will depend on your assigned role, hospital, batch and current workflow status.

1. Open the Internship Evaluation System

Common access page for Interns, Consultants/Supervisors and Hospital Directors

The first page provides a short introduction to the system and explains the main responsibilities of each user role.



Figure 1: Introduction page before login

No.	Dashboard Area	What it shows / what to do
1	MySLMC Account	Click this button to continue to the system login page.
2	Interns	Shows the main tasks available to Intern Medical Officers.
3	Supervisors	Shows the main tasks available to Consultants/Supervisors.
4	Directors	Shows the main tasks available to Hospital Directors.
5	Role Instructions	Select the relevant instruction button when you need role-specific guidance before signing in.

2. Sign In to Your Account

The login page is the same for all three user roles

The screenshot shows the login interface for the SLMC Internship Evaluation System. On the left, a white box contains the login form with the SLMC logo at the top. The text 'Sign in to your account' is followed by 'Enter your credentials to continue:'. There are two input fields: 'Email' (labeled 1) and 'Password' (labeled 2). A 'Forgot Password' link is next to the password field. A 'Sign In' button (labeled 3) is below the fields. Below the button are two links: 'Are you an intern? Click here to check your eligibility here.' (labeled 4) and 'Need assistance? Submit an inquiry here.' (labeled 5). A '6' is placed below the second link. On the right, a dark blue box contains the system title 'SLMC Internship Evaluation System' and a welcome message. A large orange circle with the number '7' is positioned above the 'Interns' section. The 'Interns' section lists eligibility criteria for interns. The 'Consultants / Supervisors' section provides instructions for consultants. The 'Hospital Directors' section provides instructions for hospital directors. The 'Need Assistance?' section provides contact information for SLMC.

SLMC Internship Evaluation System

Welcome to the Sri Lanka Medical Council Internship Evaluation System. This portal provides secure access to Internship evaluation services for Interns, Consultants, and Hospital Directors.

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Interns

- Only interns belonging to the following batches are eligible to access this Evaluation System:
 - Batch 2000 - 2005
 - Batch 2006 - 2011
- If you belong to one of the above batches, you may log in to the system using your registered credentials.
- To check whether you are eligible to access the system, click "[Check your eligibility here.](#)"

Consultants / Supervisors

If you are a Consultant serving as an Internship Supervisor at any hospital, SLMC will send your username and password to the email address registered with the Sri Lanka Medical Council.

Please use the credentials provided by SLMC to access the system.

Hospital Directors

If you are a Hospital Director, SLMC will send your username and password to the email address registered with the Sri Lanka Medical Council.

Please use the credentials provided by SLMC to access the system.

Need Assistance?

Please use the credentials provided by SLMC to access the system.

- Click the WhatsApp icon to contact SLMC.
- Or click "[Submit an inquiry here.](#)"

Figure 2: Common system login page

No.	Dashboard Area	What it shows / what to do
1	Email	Enter the registered email address linked to your SLMC system account.
2	Password	Enter the password or account credentials provided through the SLMC onboarding process.
3	Forgot Password	Use this option to start the self-service password reset process.
4	Sign In	Click after entering the correct email and password.
5	Check your eligibility	Intern-only option used to confirm system access by entering the required registration details.
6	Submit an inquiry	Use this option when a login or access issue
7	Role Guidance	Review the instructions for Interns, Consultants/Supervisors and Hospital Directors.

Intern note: If you have not received the system email, use “Check your eligibility here” to verify whether your record is included in the available batch.

3. Complete OTP Verification

A six-digit verification code is sent to the registered contact channels

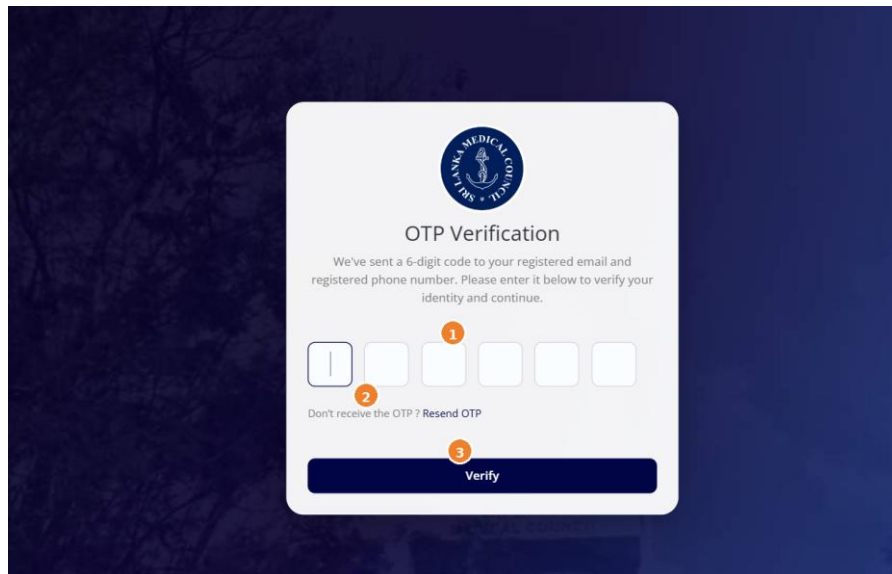


Figure 3A: Enter the OTP

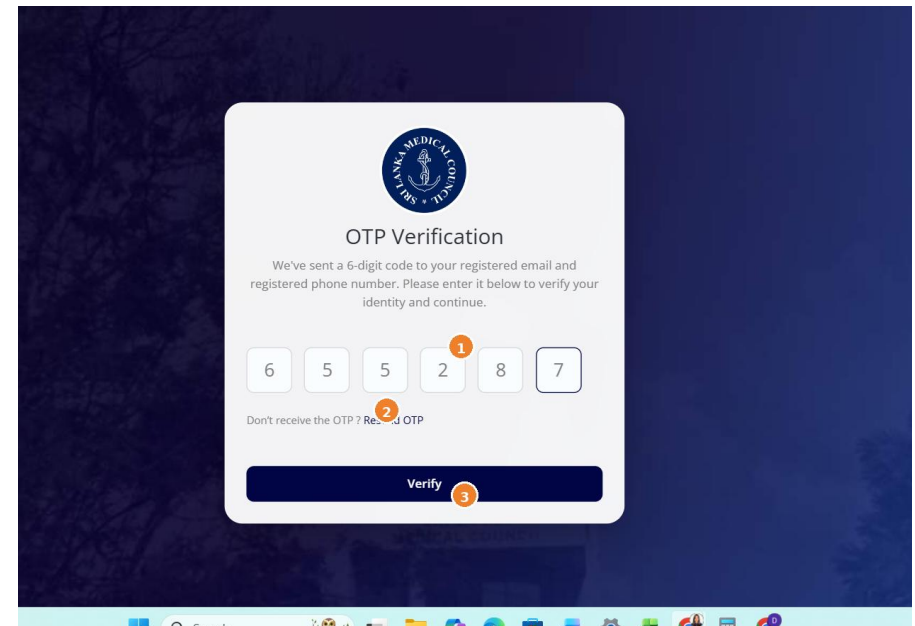


Figure 3B: OTP entered and ready to verify

- 1 Check the registered email address and mobile number for the six-digit OTP.
- 2 Enter one digit in each OTP box. Ensure that all six digits are entered correctly.
- 3 Click Verify to continue to the dashboard.
- 4 When the OTP is not received, click Resend OTP and wait for the new code.
- 5 Do not share the OTP with another person. Use the most recently received code if more than one code was sent.

After successful verification, the system opens the dashboard assigned to your user role.

4. Understand the Intern Dashboard

The Intern dashboard summarises the internship periods, evaluation progress, recent feedback and pending actions.

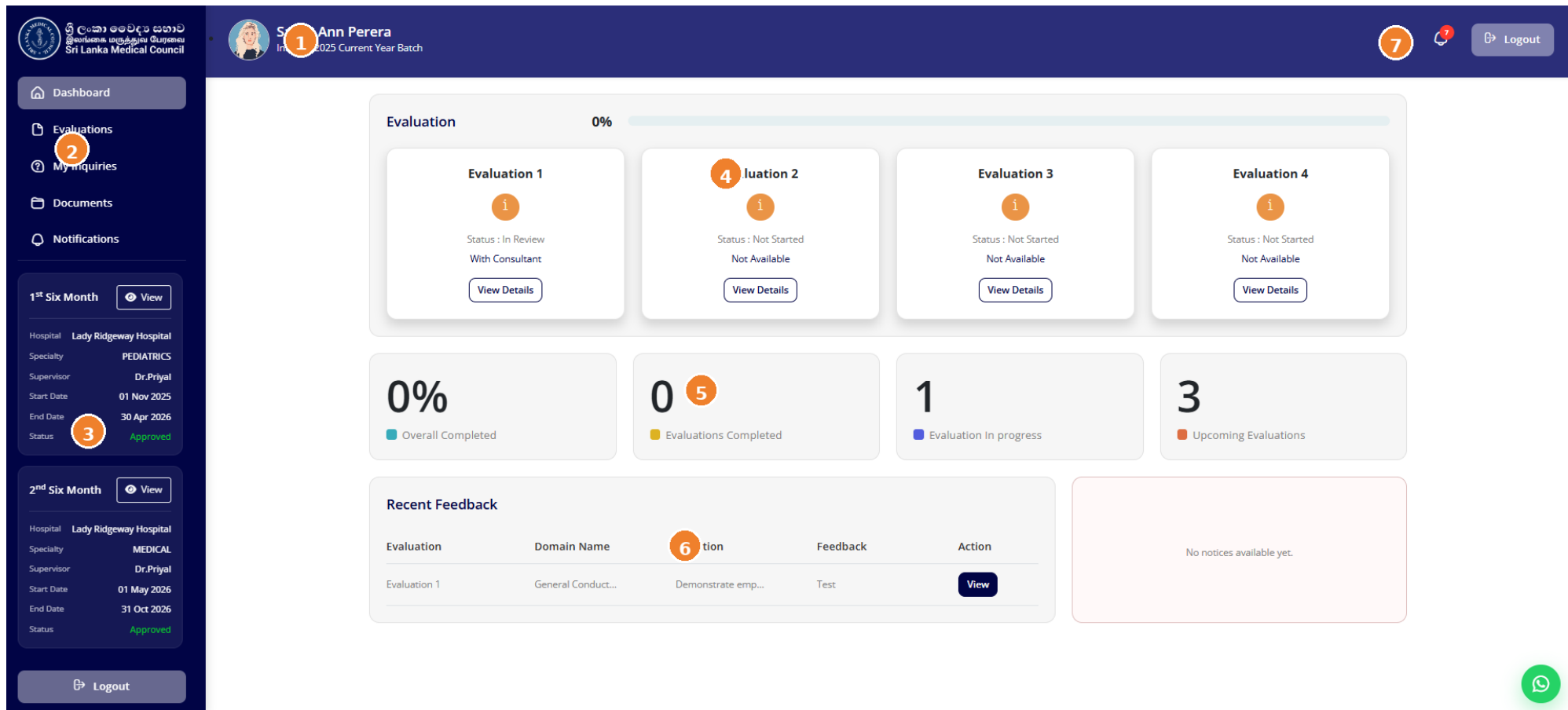


Figure 4: Intern dashboard with numbered areas

Use the numbered guide on the next page to understand each part of the dashboard.

5. Intern Dashboard – Detailed Explanation

Each numbered item matches the annotated dashboard screenshot

No.	Dashboard Area	What it shows / what to do
1	Profile and Batch Header	Displays the logged-in intern's name, role and current batch. Confirm that this information is correct before proceeding.
2	Main Navigation Menu	Dashboard returns to the summary page. Evaluations opens the evaluation list. My Inquiries, Documents and Notifications provide access to support and communication functions.
3	First and Second Six-Month Details	Shows hospital, specialty, assigned supervisor/consultant, start date, end date and approval status for each six-month internship period. Use View to open the period details.
4	Evaluation Cards	Displays Evaluation 1 to Evaluation 4 with the current status and availability. View Details opens the selected evaluation information.
5	Progress Summary	Shows overall completion percentage, number of completed evaluations, evaluations in progress and upcoming evaluations.
6	Recent Feedback	Shows the latest consultant or reviewer feedback. Select View to read the full feedback and identify any action required.
7	Notifications and Logout	The bell displays unread notifications. Logout safely ends the current session.

Before an evaluation becomes available

On first login, the dashboard may prioritise Form A instead of evaluations. Review the system-populated details and complete Form A when hospital allocation and consultant/specialty assignment are available.

An evaluation can only be started when it is open for the relevant internship period. A card marked "Not Available" cannot yet be completed.

The evaluation status may show Not started, In Progress, In review, Review, Submit or Completed depending on its current stage.

Important reminders

- Always confirm that the correct batch, Hospital , Consultant , Director, evaluation number and internship period are selected before continuing.
- Check the notification bell regularly for assignment changes, returned evaluations, comments and SLMC notices.
- Use My Inquiries for process or access-related questions, and use Documents when a supporting file must be shared.
- Use Logout when leaving the system, especially on a shared computer.

Appendix A - Form A Information Sheet

Included after the main login, dashboard and evaluation-start instructions

Intern action: Complete Form A after reporting to the assigned hospital. Review all system-populated details, confirm the first and second six-month internship information, accept the correct placement details and submit the form with the electronic signature.

The screenshot displays the SLMC Internship Evaluation System interface. The top navigation bar shows the user's profile: Sarah Ann Perera, Intern | 2025 Current Year Batch, with a Logout button. The left sidebar contains links to Dashboard, Evaluations, My Inquiries, Documents, and Notifications. The main content area is titled "Form A - Information Sheet" and is divided into three sections:

- Instructions for Completing Internship Details:** This section provides guidance on how to complete the form, including instructions on reviewing personal details, completing the Internship Details section, and reporting to the assigned hospital. It also includes a note about the "Not Assigned" status.
- Form A - Information Sheet:** This section contains the form fields for personal details and university details. The fields are as follows:
 - Personal Details:**
 - Full Name of Intern: Sarah Ann Perera
 - Name with Initials: S.A. Perera
 - National Identity Card Number: 199612345679
 - Gender: Female
 - Home Address: 45B Lake Road, Kandy
 - Mobile Number: 0768576015
 - Email: chalodya.quantix+888900@gmail.com
 - University Details:**
 - Degree & University: MBBS - University Of Peradeniya
 - Year: 2026
- 1st Six Month:** This section shows the first six-month placement details, including Hospital (LRH), Specialty (SURGERY), Supervisor (Dr. G.N.N. De Silva), Start Date (01 Jan 2025), End Date (30 Jun 2025), and Status (Approved). A "View" button is present.

The "2nd Six Month" section is also visible, showing a "View" button.

Attachment A1: Form A - instructions, personal details and university details

No.	Area	Explanation
1	Instructions	Read the instructions before completing Form A. The internship details must be completed only after officially reporting to the assigned hospital. Use My Inquiries when assistance is required.
2	Personal Details	Review the name, initials, NIC, gender, address, mobile number and email displayed by the system. These details are retrieved from the SLMC registration record.
3	Contact Details	Confirm that the mobile number and email are correct. API-sourced personal details should not be manually changed in Form A; use the inquiry process when a correction is required.
4	University Details	Review the degree, university, year and Common Merit List information displayed by the system.

Appendix A - Form A Information Sheet (continued)

Internship allocation, confirmation, signature and submission

University Details

Degree & University

MBBS - University Of Peradeniya

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Year

2026

Common Merit List Number

N/A

Common Merit List Period

N/A

Internship Details :

Hospital Allocation & Supervisor Allocation

Your **1st six-month** and **2nd six-month** hospitals are allocated by the **Ministry of Health**. Your **Supervisor** and **Speciality** are determined by the **Hospital Director** of the hospital to which you are assigned.

- During the **1st six-month period**, the Hospital Director can add your assigned **Supervisor** to the system.
- If you have **already started** your **1st six-month internship** but your hospital is displayed as **"Not Assigned"** in the system, this indicates that the **Hospital Director has not yet updated your details**. Please contact your **Hospital Director**.
- After completion of the 1st six-month period, the Hospital Director can assign you to your **2nd six-month internship** and update the relevant details.
- If your **2nd six-month internship details have not been added by the time you arrive to commence the second six months**, please contact your **Hospital Director** promptly.
- Important:** The SLMC Internship Evaluation System does not determine your hospital allocation, speciality, or supervisor. These allocations are managed through the relevant hospital and Ministry of Health processes.

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1st Six Months

Hospital	Speciality
LRH	SURGERY
Date of Commencement	Supervisor
2025-01-01	Dr. G.N.N. De Silva

1st Six Months Internship Details Accepted.

You can now start your evaluations for this internship period. [Go to Evaluations](#)

2nd Six Months

The Hospital Director has not yet assigned a supervisor or speciality for this internship period.

Hospital	Speciality
LRH	NOT ASSIGNED
Date of Commencement	Supervisor
2025-07-01	Dr. G.N.N. De Silva

Please carefully review your internship placement details above. If all details are correct, click **Accept** to confirm your 2nd Six Months Internship Details. If any information is incorrect, click **Change Your Details** to request the necessary corrections. If all the information provided is correct, please click here to submit your Internship Details.

Change Your Details

Accept

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Signature of the Intern



Sarah Ann Perera

Medical Intern

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Submit Your Internship Details

Attachment A2: Form A - internship details, signature and submission actions

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No.	Area	Explanation
5	Internship Allocation	Review the hospital, specialty, commencement date and supervisor for the first and second six-month periods. "Not Assigned" means the Hospital Director has not yet completed the relevant assignment.
6	Intern Signature	Confirm that the correct electronic signature is displayed before submission.
7	Confirm and Submit	Use Change Your Details when the displayed internship information requires correction. Use Accept when the information is correct, then select Submit Your Internship Details to submit Form A.

Appendix B - Profile Photograph Upload or Change

Conditional page displayed when a required photograph is missing or must be replaced

For Interns, the profile photograph is normally received from the PR/eService API. This page appears only when the photograph is missing, unavailable or must be replaced through the permitted process.

The screenshot shows the 'Upload Photograph' page for Sarah Ann Perera, an Intern in the 2025 (Current Batch). The page is divided into a sidebar, a header, and a main content area.

Sidebar:

- Dashboard
- Evaluations
- My Inquiries
- Documents
- Notifications

1st Six Month:

Hospital	LRH
Specialty	Not Assigned
Supervisor	Not Assigned
Start Date	01 Jan 2025
End Date	30 Jun 2025
Status	Pending

2nd Six Month:

Hospital	LRH
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Header:

Sarah Ann Perera
Intern
2025 (Current Batch)

Logout

Upload Photograph

1 Upload Photograph

2 Photograph Guidelines

- Recent color photograph (within last 6 months)
- Blue background only
- Front-facing, neutral expression
- No hats or sunglasses (religious wear allowed)
- Face must be 70-80% of image
- No blur or editing allowed

3 Upload Requirements

- Size: Passport size
- Format: JPG or JPEG
- Resolution: 300 DPI
- Maximum file size: 2 MB

4 Remove Signature

Submit Signature

Download Full Instructions

This will be used for official SLMC ID card printing.

Attachment B: Profile photograph upload page

No.	Area	Explanation
1	Photograph Preview	Review the photograph currently displayed. It must clearly show the account holder and meet the stated guidelines.
2	Photograph Guidelines	Use a recent colour photograph taken within the last six months, with a blue background, front-facing neutral expression, no hats or sunglasses, and no blur or digital editing. The face should cover approximately 70–80% of the image.
3	Upload Requirements	Use passport size, JPG or JPEG format, 300 DPI and a maximum file size of 2 MB. Download the full instructions when additional guidance is required.
4	Replace and Submit	To change an incorrect photograph, remove the current image, upload the correct file and use the blue submission button to save it.

Appendix C - Electronic Signature Upload or Change

Conditional page displayed when a usable signature is not available

For Interns, the signature is normally received from the PR/eService API. The upload page appears only when no usable signature is available or when a replacement is required.

The screenshot displays the SLMC Internship Evaluation System interface. The top header shows the user's name, Sarah Ann Perera, and her role as an Intern for the 2025 (Current Batch). The left sidebar contains navigation links for Dashboard, Evaluations, My Inquiries, Documents, and Notifications. Below these links, there are sections for the 1st and 2nd Six Month periods, each showing details for Hospital (LRH), Speciality (Not Assigned), Supervisor (Not Assigned), Start Date (01 Jan 2025), End Date (30 Jun 2025), and Status (Pending). The main content area is titled 'Upload Signature' and contains several sections: 1. 'Download Signature Sheet' with a button to download the sheet. 2. 'Upload Signature' with a large dashed box for the signature and buttons for 'Remove Signature' and 'Submit Signature'. 3. 'Signature Guidelines' with a list of instructions: Sign on a clean white paper using black or blue ink only; Signature must be clear, complete, and legible; Do not use pencil or colored ink; No background marks, stains, or lines; Do not digitally edit or modify the signature; Upload signature only (no full page). 4. 'How the Sheet Looks' with a small image of the signature sheet and a note that the signature will be used for the official SLMC ID card.

Download Signature Sheet

Download 1st Six Month signature sheet, print it on A4 paper, sign it, and upload the completed document.

Download Signature Sheet

Upload Signature

Signature Guidelines

- Sign on a clean white paper using black or blue ink only.
- Signature must be clear, complete, and legible.
- Do not use pencil or colored ink.
- No background marks, stains, or lines.
- Do not digitally edit or modify the signature.
- Upload signature only (no full page).

This signature will be used for official SLMC ID card. Incorrect or unclear signatures may delay your registration process.

How the Sheet Looks

This signature will be used for official SLMC ID card. Incorrect or unclear signatures may delay your registration process.

Please ensure your signature is placed only in the designated area shown in the image.

Attachment C: Electronic signature upload page

No.	Area	Explanation
1	Download Signature Sheet	Download the official signature sheet and print it on A4 paper.
2	Upload Signature	Sign only inside the designated area, prepare a clear image of the signature and upload it to the system.
3	Signature Guidelines	Use clean white paper and black or blue ink. The signature must be complete and legible, with no stains, lines, pencil, coloured ink or digital editing.
4	Sheet Example	Use the displayed sheet example to confirm where the signature must be placed before scanning or photographing it.
5	Replace and Submit	Remove the current signature when it is incorrect, upload the replacement and select the blue Submit Signature button.