



Portal login and sign up procedures for Trainees


Step 1: copy the link provided or open the link provided

Step 2: Paste the copied link to your browser and open it / click go

For further steps see the guidelines on the next page

localhost:89/Account/Login

Paste the copied the link here then press enter



**SIATVA INSTITUTE OF TECHNOLOGY
PORTAL**

Log in

User name or email

Password

☐ Remember me [Forgot password?](#)

Log in

[Not yet Registered ?](#) [Sign Up | Email activation](#)
[Download Admission Letter](#) | [Courses Offered](#) | [Course Application](#)

Step 3: Click
signup



OF TECHNOLOGY
TAL

Sign up

Category

Staff



**Step 4: Click
Drop Down and
select Student**

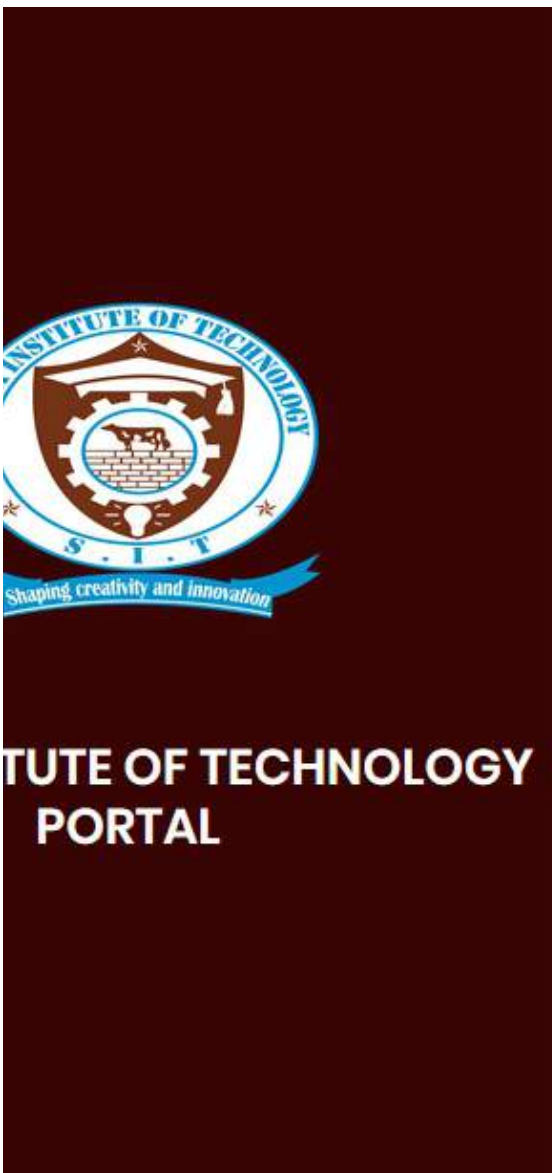
PF Number

Email address

Phone number

Password





Sign up

Category

Student

Admission Number

Email address

Phone number

Password

Sep 4.
Selected should be
student





TECHNOLOGY PORTAL

Category

Student

AEET/0000/J23

Step 5: Key in
Full admission number
e.g AEET/0000/J23

bek[redacted]@gmail.com

Step 6: Key in
Your Email Address

07[redacted]324

Step 7: Key in
Correct telephone Number

.....

Very Strong

Step 8: Key in
Password and Retype

.....

Back

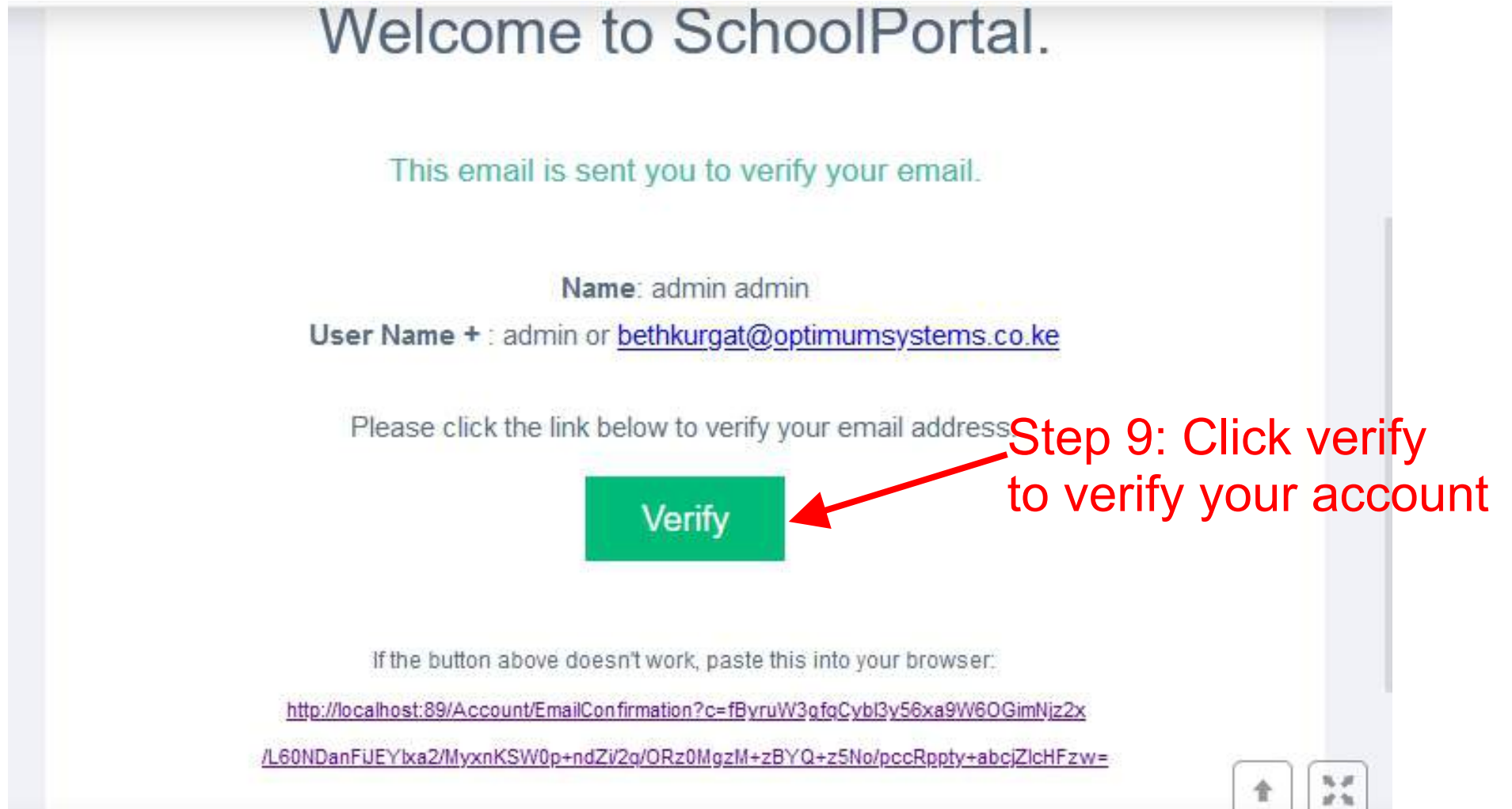
Submit

Step 9: Click Submit



Go to your email you will find the confirmation email

No email in the inbox? Check the spam Folder



This will redirect you to the portal

Step 10: You have successfully Created account and Logged in

The screenshot shows the KCA Institute of Education dashboard. On the left is a sidebar menu with icons and labels: My Group chat, Dashboard, Staff/Student Clearance, Fees, Transcripts Results, Online Student Reporting, Online Hostel Booking, Unit registrations, Exam Card, My Assignments, My Attachments, and Student Forms. A large black curly bracket groups the items from 'Dashboard' to 'Student Forms'. A red arrow points from the text 'Use this to navigate to the respective sections' to this bracket. The main dashboard area has a top navigation bar with 'Dashboard' and 'statistics and reports' tabs. Below this are 'Financial Infographic' and 'Academic Infographic' sections. A 'shortcuts' bar contains links: Transcripts Results, New Fee Statement, My Attachments, Staff/Student Clearance, Online Student Reporting, and Online Hostel Booking. A red arrow points from the text 'Click Here to view Fees Statement' to the 'New Fee Statement' link. Below the shortcuts is a yellow box displaying 'OutStanding Balance' and 'Ksh10,195.00'. A red arrow points from the text 'your balance is displayed here' to the balance amount. In the top right corner, there is a profile picture placeholder (a white box) and a red arrow points from the text 'Step 11: Click Here to see logout option' to it. The footer of the dashboard says 'Powered by Optimum ComputerSystems | © 2023'.

Step 11: Click Here to see logout option

Click Here to view Fees Statement

your balance is displayed here

Use this to navigate to the respective sections

Check Next Page for Reporting Procedure

PROCEDURE FOR REPORTING FOR TRAINEES

(After logging in)

The screenshot displays the Kapsabet University portal dashboard. On the left is a sidebar menu with the university logo at the top and a list of navigation items: My Group chat, Dashboard, Staff/Student Clearance, Fees, Transcripts Results, Online Student Reporting, Online Hostel Booking, Unit registrations, Exam Card, My Assignments, My Attachments, and Student Forms. The main content area is titled 'Dashboard' and includes tabs for 'Financial Infographic' and 'Academic Infographic'. Below these are 'shortcuts' for Transcripts Results, View Fee Statement, My Attachments, Staff/Student Clearance, Online Student Reporting, and Online Hostel Booking. A prominent white box shows the 'OutStanding Balance' as 'Ksh10,195.00'. A red arrow points from the text 'Step 1 Click online student reporting' to the 'Online Student Reporting' item in the sidebar menu. The footer indicates the system is 'Powered by Optimum ComputerSystems | © 2023'.

Step 1 Click online student reporting



Navigation

chat

d

ent Clearance

s Results

dent Reporting

rations

d

ments

ments

min/Dashboard

Step 2 Click student Report Online

Student reporting

Student reporting header info

+ Student Report Online

Search...



Term



Student class



Date



Status



No data available in table

Showing 0 to 0 of 0 entries Show 10 entries

Online Student Reporting

Name :

Aj

Admn no :

DFBM/01

Term :

May - Aug 2023

Class :

DFBM/1/J23

Programme :

DIPLOMA IN FOOD AND BEVERAGE PRODUCTION, SERVICE
AND SALES

Stay

Border

Step 4 Click The drop down
and choose Commuter

Cancel

Report Online

Step 5 Click Report Online