

# SIAYA INSTITUTE OF TECHNOLOGY

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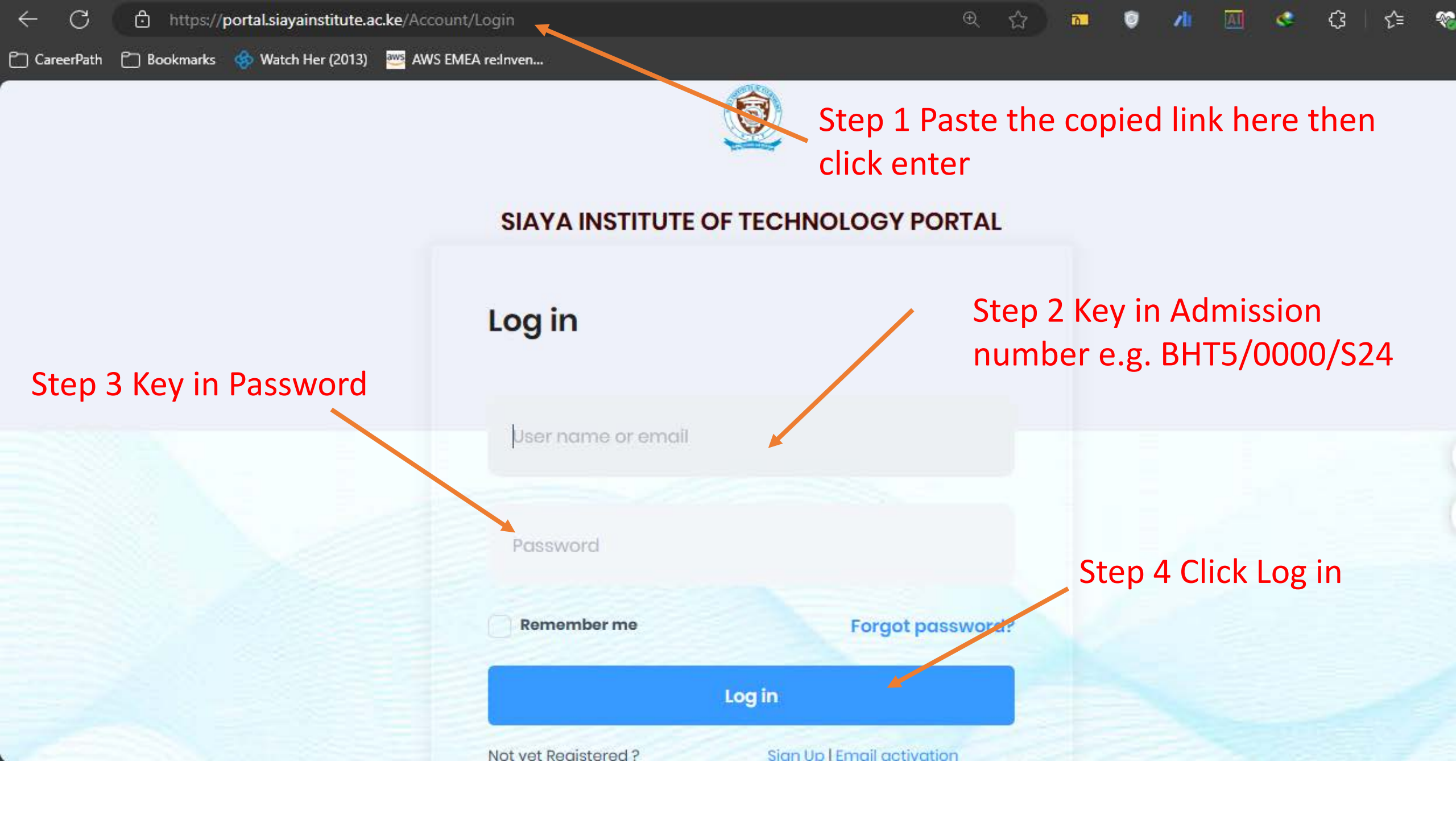
## Portal elective application procedures for Trainees

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

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

For further steps see the guidelines on the next page



https://portal.siyainstitute.ac.ke/Account/Login



Step 1 Paste the copied link here then click enter

## SIAYA INSTITUTE OF TECHNOLOGY PORTAL

### Log in

User name or email

Step 2 Key in Admission number e.g. BHT5/0000/S24

Step 3 Key in Password

Password

Remember me

[Forgot password?](#)

Step 4 Click Log in

Log in

[Not yet Registered ?](#)

[Sign Up | Email activation](#)



Financial Infographic Academic Infographic

OutStanding Balance  
**Ksh21,989.00**

Announcements  
**4**

Quick Navigation

- Exam Card
- My Group chat
- Dashboard
- Elective application
- Staff/Student Clearance
- Fees
- Online Student Reporting
- ECitizen Management
- Unit registrations
- My Attachments

Step 5 Click Elective Application



+ Apply for Elective

Search\_ [Q]

Step 6 Click Apply For Elective

Show advanced filters

| Actions                    | Seat | Period | Name | Status |
|----------------------------|------|--------|------|--------|
| No data available in table |      |        |      |        |

Showing 0 to 0 of 0 entries Show 10 entries

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Elective application

### Apply for Elective

Step 7 Click Dropdown Arrow and choose SIT MOCK 2025 Election

Election category

SIT MOCK 2025 ELECTION

Elective seat

CS FINANCE AND RESOURCES

Name

Georgina Ogolla

Remarks

Good leaders deliver results

National ID

National ID



Select file

Step 8 Click Dropdown Arrow and choose Elective Seat of choice

Step 9 Key in Your official Names

Step 10 Key in Remarks

Step 11 Click Select file and upload National ID as an Image

Browse to locate ID in your phone or computer storage

Quick Navigation

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Search...

Show advanced

Actions

Showing 0 to 0 of 0 entries

+ Apply for Elective



Status






Elective application

Quick Navigation


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Collage ID



Select file...

PassPort



Select file...

Cancel Save

Step 12 Click Select file and upload Collage ID as an Image  
Browse to locate ID in your phone or computer storage

Step 13 Click Select file and upload Passport and letter of application as one as an Image  
Browse to Passport in your phone or computer storage

Step 14 Click Save

+ Apply for Elective



Step 15 Click Actions for more options

Search

Show advanced filters

| Actions   | Seat                     | Period                 | Name            | Status |
|---|--------------------------|------------------------|-----------------|--------|
|  Actions | CS FINANCE AND RESOURCES | SIT MOCK 2025 ELECTION | Georgina Ogolla | Draft  |

Show 10 entries

Step 16 Click Edit to make changes

Step 17 Click Submit



## Details

Adm :

BTH5/4630/J25

Name :

Georgina Ogolla

Recommendation :

Election category:

SIT MOCK 2025 ELECTION

Student :

Adhiambo Georgina Ogolla

Status :

Draft

Elective seat:

CS FINANCE AND RESOURCES

PassPort:



Collage ID :



National ID :



Step 18 Click View and  
Confirm Application Details

Close

Step 19 Click Close



# SIAYA INSTITUTE OF TECHNOLOGY

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## Portal voting procedures for Trainees

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For further steps see the guidelines on the next page



Votes Count @ 31/01/2025 18:05:34=1

Log in

Step 1 Key in Admission number e.g. ICT6/0000/S24

Step 2 Key in Voting Pin e.g. 1234

Step 3 Click Log in

Voting Pin shall be provided on Election day



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CS ENVIRONMENT, HEALTH AND NATURAL RESOURCES

Achieng Matilda Omanga  
This is the content of card 1.

Step 5 Click Next

Previous Next

Step 4 Click Preferred Candidate

Step 6 Click Vote

Vote



Are you sure?

Confirm Selected

Achieng Matilda Omanga's Image

CS ENVIRONMENT, HEALTH AND NATURAL RESOURCES

Achieng Matilda Omanga

Step 7 Click Yes

Cancel

Yes

CS ENVIRONMENT, HEALTH AND NATURAL RESOURCES

Achieng Matilda Omanga



## Elections Per Category Summary

Last Updated: 3rd February 2025 09:45:53

### CS ENVIRONMENT, HEALTH AND NATURAL RESOURCES

Matilda Achieng Omanga

3

## Elections Summary

Election Count: 3

Last Updated: 3rd February 2025 09:45:55

# **SITSO CONSTITUTION ARTICLE 12: VOTER ELIGIBILITY**

The trainee must have:

- i. Reported Online for the current term/session.
- ii. Registered for course units.
- iii. Registered at the Department (HOD to provide Evidence).
- iv. Formally registered for attachment.
- v. Must have trainee's ID and national ID or any other legal form of identification.

# **SITSO CONSTITUTION ARTICLE 13: ASPIRANT ELIGIBILITY**

No trainee shall be allowed to contest:

i. For any elective post in the Trainees' Organization if by so doing it will compromise his/her

Academic performance.

ii. Without demonstrating that class work would not suffer by obtaining an average mean

mark of pass (50%) in the previous Institute examinations.

iii. If the trainee has not been in the Institute for more than two consecutive terms/sessions.



# **SITSO CONSTITUTION ARTICLE 13: ASPIRANT ELIGIBILITY**

- v. If one has been suspended from the Institute at any one time.
- vi. If at the time of elections, the trainee would not be present at the Institute the next succeeding term.
- vii. If there is a proven Criminal record or a pending disciplinary case at the Institute.
- viii. If he/she has suffered from mental sickness/temporary insanity or any other infirmity that  
may hinder his/her academic performance and leadership.
- ix. Members of the Council, upon successful completion of their term, are not eligible for reelection as per the Academic Policy (7.10.8) so as to pave way for new and fresh trainee leadership