

THE KENYA NATIONAL EXAMINATIONS COUNCIL



A USER MANUAL FOR TECH/ BTEP/ BMGT PRIVATE CANDIDATES ONLINE REGISTRATION SYSTEM

JANUARY 2011

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1.0. E-Registration Home Page

- Using the URL registration.knec.ac.ke/online-tech/ on the address bar as shown below.



- The following Home Page window will then appear then click on the Private-Online-Registration Button.

The screenshot displays the KNEC Private-Online-Registration Home Page. At the top left is the KNEC logo. The main heading is 'The Kenya National Examinations Council'. Below the heading is a navigation menu with three options: 'e-Registration Home', 'Institutional-Online-Registration', and 'Private-Online-Registration', which is highlighted with a red box and a red arrow pointing to it. The page content includes an 'Online Registration:' section with a paragraph explaining that private online registration is available 24 hours a day, 7 days a week. It also provides links to 'Registration Circulars (PDF)' and an 'Online Registration Quick Start Guide (PDF)'. Below this are two columns: 'Online Private Registration System New Users' and 'Online Private Registration System Existing Users'. The 'New Users' column contains a list of seven required details for account creation: Full Name, National Identification Number, Birth Certificate Number, Examination Centre, Postal Address, Email Address, and Mobile Number. The 'Existing Users' column contains a login form with fields for 'Name of examination: TECHNICAL', 'Email', and 'Password', a 'Log In' button, and a 'Log In' button in a green box. A footer at the bottom of the page reads 'KNEC TECHNICAL PRIVATE CANDIDATES ONLINE REGISTRATION SYSTEM [POST SCHOOL EXAMINATIONS]'.

The Kenya National Examinations Council

e-Registration Home Institutional-Online-Registration **Private-Online-Registration**

Online Registration: 1

Private Online registration is available 24 hours a day, 7 days a week during the established registration period(s) for your examinations programme. Before you register as a Private Candidate, see [Registration Circulars](#) (PDF) to find out which examinations are being offered on specific dates. Download the Online Registration Quick Start Guide (PDF) for step-by step instructions on how to register as a Private candidate.

Online Private Registration System New Users **Online Private Registration System Existing Users**

When you access the Kenya National Examinations Council online Private registration system for the first time, you will be required to create your Personal Account. You must create Personal Account in the Private online registration system; this is where you will register your Personal details. To establish an account, you will need to provide your:

- 1.Your FullName
- 2.National Identification Number
- 3.Birth Certificate Number
- 4.Examination Centre
- 5.Postal Address
- 6.Email Address
- 7.Mobile Number

After Creating your account you will receive official Communication from Kenya National Examinations Council help desk to start registering yourself as a candidate.

[Click here to create your Online account](#) 2

For existing system users, login with your username and password below

Name of examination: TECHNICAL

Log In

Email: *

Password: *

3

3. Click Registration Circulars (1) above to download any necessary information you may require. For instance fees payment details.
4. Click 2 above ([Click here to create your Online account](#)) to create your online account. A popup window will appear as shown below and it requires filling in the details step by step.
5. The login box (3) will be used to log in and register the candidate details after being issued with a password as the candidate completes creating account details.

2.0. Registration account Details.

1. Give correct details especially **Full Name** as it will appear on registration.
2. Full name including spaces between them should not exceed twenty-five (25) characters.
For example: **MARGRET MWENDE JOHN**
3. **The region** is in reference to the examination centre the candidate will seat the exam and hence select the specific private centre.
4. **Mobile number** should also be correct for ease of communication if need be and finally, the email address should be a valid one since the username and password will be send on the same address. This will enable the candidate log in and register for the exam.

2.1. Creating Account Details

The fields marked (*) are mandatory. Provide required details to proceed with registration.

Full Name: (*)

National ID: (*)

Region: (*) NORTH EASTERN

Examination Centre: (*) UASIN GISHU PRIVATE
KAKAMEGA PRIVATE

Birth Certificate No. : (*)

Gender : (*) Male Female

Mobile Number : (*)

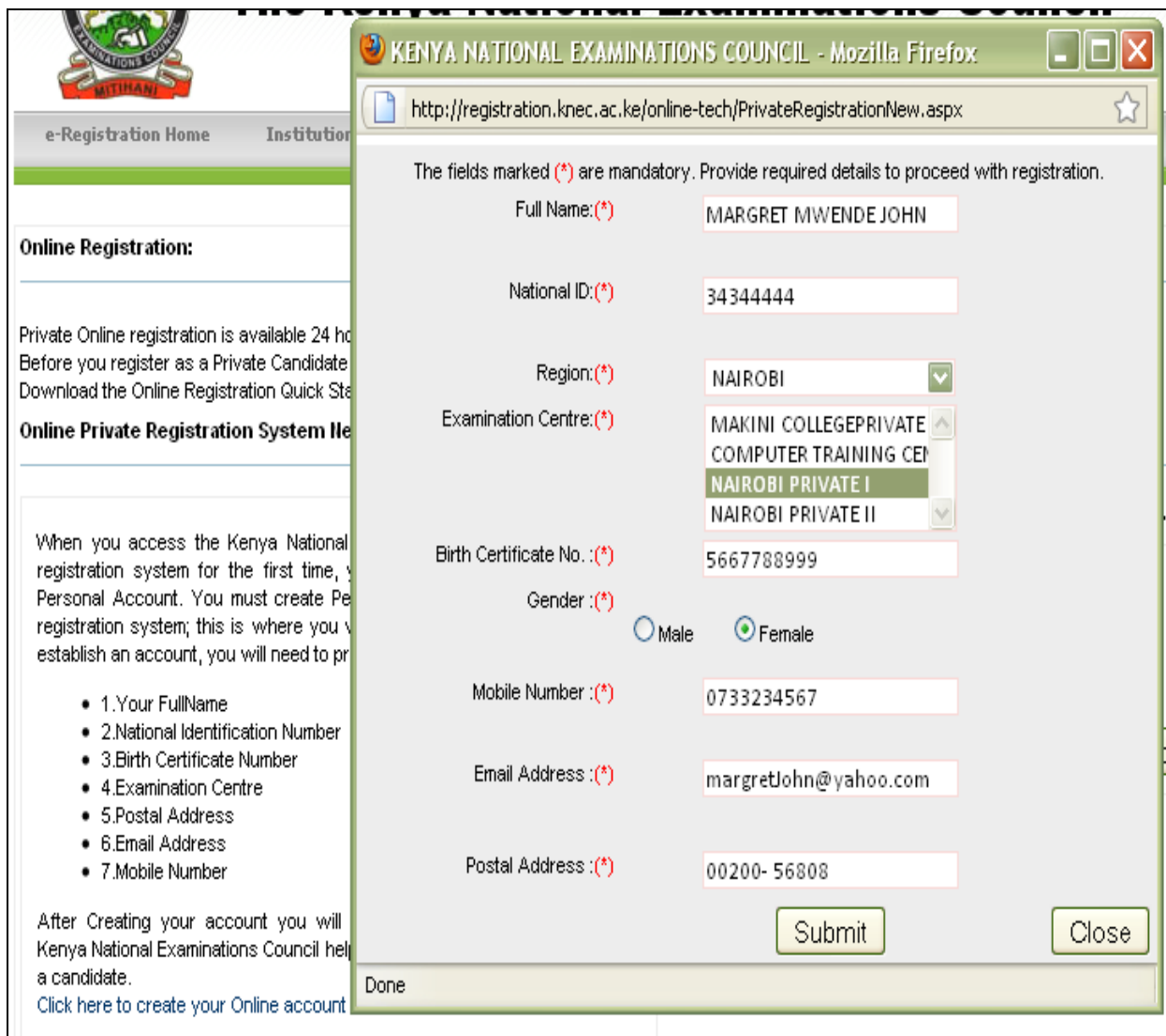
Email Address : (*)

Postal Address : (*)

Submit Close

The Popup window

5. The given example below will guide the candidate to fill in the required details.



6. Click the submit button after confirming that the details are correct.
7. The message below will be generated to confirm submission of details

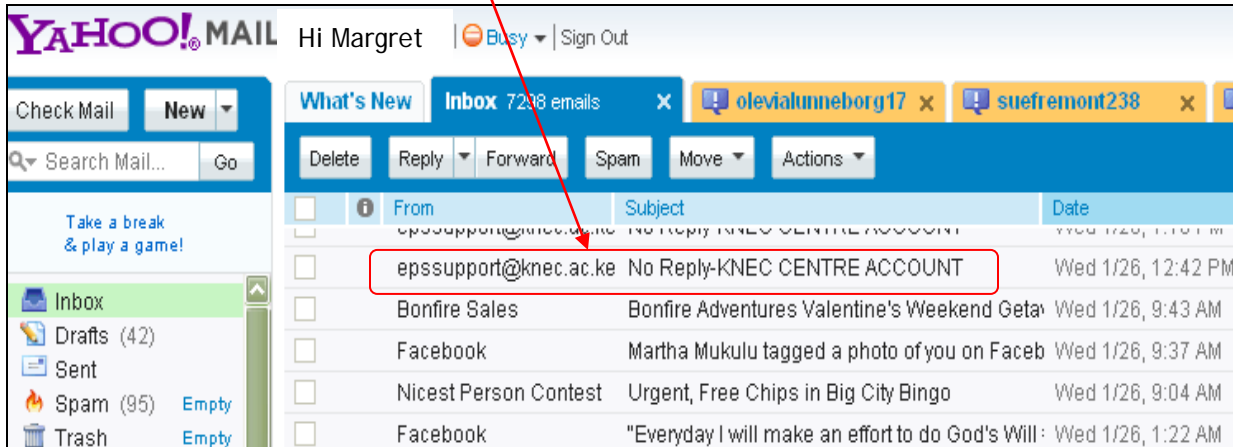
**Your account credentials have been sent to Your Email (margretjohn@yahoo.com)
Kindly check on your Mail Inbox/Spam to continue with registration. Thank you**

8. Having given entered the correct email address, open the email to access the password that will be used to log into the registration system. [A registration manual](#) will also be attached to the email to guide candidates on how to go step by step on the registration process.
9. NB: This account can only be created once hence submitting the same details to the same email account will generate a message that **'User Email Already Exist!'**

3.0. Private Candidates Username and password

3.1. Opening your email account

1. Open your email account as usual (NB: the one used to register account details).
2. Check your inbox/ Spam and open the KNEC email sent as shown below.
3. Open the mail epssupport@kneec.ac.ke No Reply-KNEC CENTRE ACCOUNT to view the KNEC email account details in 3.2 below.



3.2. KNEC email account details

From: EPS SUPPORT- KENYA NATIONAL EXAMINTIONS COUNCIL
 To: Margret M. John
 Cc:
 Subject: No Reply- KNEC CENTRE ACCOUNT
 EregistrationUser Manual.doc (2024KB)

Good Morning MARGRET MWENDE JOHN

Congratulation!.Thank you for registering with Kneec e-Registration application.
 This is no-reply email.
 Your details are as follows

Username: margretjohn@yahoo.com | **Password:** etqxoZt1 |

Download Registration Quick Guide attached on this email and follow this link (<http://registration.kneec.ac.ke/online-tech>) to log with the username and the password provided to start registering online.

Regards,
 KNEC ICT support Team
 The Kenya National Examinations Council
 P. O. Box 73598 00200
 Nairobi, Kenya
 Tel:+254 020 246919/020 247204
 Fax:+254 020 226032
 Email: info@kneec.ac.ke
 Website: www.examsCouncil.or.ke

NB: Take note of the Username and password highlighted.

3.3. Log in to the KNEC Technical Private Registration System

1. Using the link (<http://registration.knec.ac.ke/online-tech>) once again, enter the email address used to create the account details. i.e. margretjohn@yahoo.com
2. Enter the password previously send to your email i.e. **etqxoZt1**. The password is not CASE sensitive. Finally, Click the Log In button.

Online Private Registration System Existing Users

For existing system users, login with your username and password below.

Name of examination: TECHNICAL

Log In

Email:

Password:

3.4. Invalid password

1. Only valid passwords automatically generated by the registration system will be used. Check to ensure correct password is entered otherwise open your mail again to input the correct password. Below is the wrong password input error message.

Online Private Registration System Existing Users

For existing system users, login with your username and password below.

Name of examination: BUSINESS

Log In

Email:

Password:

Username and/or password invalid! Try again

2. Remember a password is not supposed to be disclosed to a third party for security reasons.

4.0. Registration Page

- Successful log in will lead to the opening of the registration page.

Registration page

Logged In as | Search... | Go

The Kenya National Examinations Council

e-Registration Home | Institutional-Online-Registration | **Private-Online-Registration** | Log Out

Welcome | **MARGRET MWENDE JOHN**

Your Knecc Details

CENTRE: 970101
 EMAIL: **margreti@yahoo.com**
 National ID No. 3434444
 Postal Address: 00200- 56808
 Phone Number: 0733234567

Exit | Browse... | SAVE

NAME:
 INDEX:
 ID No.
 COURSE:

Course: --SELECT--
 Attempt: --SELECT--
 Papers:

KNEC PREVIOUS DETAILS

Pre. Index Number:
 Pre. Year: --SELECT--
 Pre. Exam: TECH
 Pre. Series: --SELECT--

SAVE

4.1. Registration process

- This page will automatically have some of the details used during the creation of the account details loaded.
- The automatically generated details include;
 1. Candidate’s Name
 2. Centre code
 3. Candidate’s Email Address
 4. The postal address
 5. National ID card if provided before.
 6. The phone number
- **Confirm the details** and continue with registration step by step if the details are true.

4.2. Photo details

1. Browse a photo and save using the save button.
2. Select/ Input the other details as required correctly; The Course, Attempt if second or third, the paper(s) referred and finally the previous details.

NB:

1. Saving the browsed photo will automatically be generating the photo details below.
2. Select the course making sure that it is the correct module then the attempt.
3. Depending on the course module, the respective papers under the same will be generated and if all are checked, uncheck those that have already been passed (Check only the referred paper(s))
4. Ensure that all the given details are true including previous exam details before saving.
5. Below is an example of a complete registration page details.

Filled Registration Page

The screenshot displays the registration interface for MARGRET MWENDE JOHN. At the top, navigation links include 'e-Registration Home', 'Institutional-Online-Registration', and 'Private-Online-Registration'. The user's name is displayed as 'Welcome MARGRET MWENDE JOHN'. Under 'Your Kneec Details', the following information is shown: CENTRE: 970101, EMAIL: margretj@yahoo.com, National ID No. 34344444, Postal Address: 00200- 56808, and Phone Number: 0733234567. A photo of the user is shown with a 'Browse...' button. A 'SAVE' button is highlighted with a red box and labeled '1'. Below this, a table shows registration details: NAME: MARGRET MWENDE JOHN, INDEX: 970101, ID No. 34344444, and COURSE: 2209. The course selection dropdown is set to '2209-DIPLOMA IN INFORMATION TECHNOLOGY (MODULE II)' and the attempt is 'SECOND'. Under 'Papers', '202-PROGRAMMING I' is checked. The 'KNEC PREVIOUS DETAILS' section includes: Pre. Index Number: 701202010, Pre. Year: 2009, Pre. Exam: TECH, and Pre. Series: JULY. A second 'SAVE' button is highlighted with a red box and labeled '2'.

- **Save button** (1) – To save the browsed photo, click on this button.
- **Save button** (2) – To save the registration details finally.

5.0. Payment Details

NB: NOTE THAT YOUR REGISTRATION IS NOT COMPLETE TILL YOU PAY THE APPROPRIATE FEE(S).

5.1. FEES PAYMENT DETAILS

- Download the fees payment/ reconciliation form from the Registration circulars on the online registration homepage

The Kenya National Examinations Council

e-Registration Home Institutional-Online-Registration **Private-Online-Registration**

Online Registration:

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- 7. Mobile Number

After Creating your account you will receive official Communication from Kenya National Examinations Council help desk to start registering yourself as a candidate.
Click here to create your Online account

For existing system users, login with your username and password below

Name of examination: BUSINESS Log In

Email:

Password:

Log In

Click to select the circular on fees payment details in reference to the course, paper(s) and level as well as other important registration information materials.

- From the payment details, pay for the number of papers as registered in reference to the level; Craft, Diploma or Higher Diploma.
- After paying the total fees, the banking slip is taken to KNEC offices Industrial area / PDE's offices as it will be advised. KNEC officers will verify and input the details of the Banking slip. A receipt of Registration payment will be issued to the candidate.

5.2. Log Out

To log out of the E-Registration System, click on the *Log Out* link on the top right corner located on each page. After successful *log out*, the system returns you to the log in page.

6.0. Confirmation of Registration

After the registration period, through a circular on how to confirm is a candidate was registered, candidates will be able to confirm their registration details.

6.1. Index Number

Index numbers for registered candidates in reference to the region of registration will be generated as well. For instance, if one registered in KISUMU PRIVATE 970101, they will have index numbers starting from 970101001 to the last candidate for example if we have 520 candidates then 970101520.