A User Manual for Tech/ Btep/ BmgT Private Candidates Online Registration System

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1.0. E-Registration Home Page

1. Using the URL \texttt{registration.knec.ac.ke/online-tech/} on the address bar as shown below.

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

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Online Registration:

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 \texttt{Registration Circular} (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.

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 Full Name
- 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 \texttt{here} to create your Online account.

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

\begin{tabular}{|c|c|}
\hline
Name of examination: TECHNICAL & \texttt{Log in} \\
\hline
Email: & \\
Password: & \\
\hline
\end{tabular}
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

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 \texttt{epssupport@knec.ac.ke} No Reply-KNEC CENTRE ACCOUNT to view the KNEC email account details in 3.2 below.

3.2. KNEC email account details

\begin{verbatim}
From: EPS SUPPORT- KENYA NATIONAL EXAMINATIONS COUNCIL
To: Margret M. John
Cc: 
Subject: No Reply- KNEC CENTRE ACCOUNT

Good Morning MARGRET MWENDE JOHN

Congratulation!.Thank you for registering with Knec 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.knec.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@knec.ac.ke
Website: www.examscouncil.or.ke
\end{verbatim}

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.

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.

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**

![Registration Page Screenshot]

**The Kenya National Examinations Council**

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**

- **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

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.

- 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.
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.