THE KENYA NATIONAL EXAMINATIONS COUNCIL



A User Manual For Tech/ Btep & Bmgt Institutional Candidates Online Registration System

JANUARY 2011

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1.0 E-Registration Home Page

To access the E-Registration system follow the following procedure:-

- Have access to a computer with internet access. •
- Open a internet browser e.g Internet Explorer, Mozilla Firefox e.t.c •
- Type in the following URL link in the address bar of the browser • http://registration.knec.ac.ke/online-tech/ as shown below.
- Then press Enter to open the E-Registration process. •

KENYA NATIONAL EXAMINATIONS COUNCIL - Mozilla Fire	refox
<u>File E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp	
C X 🏠 http://registration.kn	iec.ac.ke/online-tech/ → →
🖉 Most Visited 🥮 Getting Started 🔝 Latest Headlines 😢	Yahoo!
Logged In as Guest	Search Go
The Kenya Nat	tional Examinations Council
e-Registration Home Institutional-Online-Registration	n Private-Online-Registration
Online Registration Bulletins:	

- Updated Examinations programmes policies
- General Examinations Circulars
- Examinations offered Kenya National Examinations Council Examinations Time Tables
- · Registration information, Steps and Deadlines
- Fees and Payment policies
- identification (ID) requirements
- List of approved examinations Centre

Download a Registration Bulletin or Circular: Registration Bulletins can be downloaded free of charge. To view or print these PDF publications/Circulars, you will need the latest version of Adobe Acrobat®Adobe Acrobat® Reader installed on your computer. Simply click the title below that you want. Title Date eRegistration Manual 27-01-2011 Manual Download

Figure 1

This page provides basic information about the registration process and also offers several documents for download such as a registration user manual, registration bulletin and circulars. After reading through this page, click on the Institutional-Online-Registration tab highlighted in figure 1 above to continue.

> KNEC INSTITUTIONAL CANDIDATES ONLINE REGISTRATION SYSTEM [Post School Examinations]

2.0 Online – Registration Page

Logged In as Guest	Search Go
e-Registration Home Institutional-Online-Registration Private-Online	Examinations Council
Online Registration:	
Online registration is available 24 hours a day, 7 days a week during the est Before you register your candidates, see Registration Circulars (PDF) to fin Download the Registration Quick Start Guide (PDF) for step-by step instruct Online Registration System New Users When you access the Kenya National Examinations Council online registration system for the first time, you will be required to create your Centre Account. You must create Centre Account in the examinations online registration system; this is where you will register your candidates. To establish an Account, you will need to provide your: • 1.Center Name • 2.Six digit Center Code • 3.Physical Address • 4.Postal Address • 5.Official Email Address • 6.Official Telephone Number After Creating your Centre Account you will recieve official Communication from Kenya National Examinations Council help desk to start registering your centre Account Click here to create your Centre Account	abished registration period(s) for your examinations programme. d out which examinations are being offered on specific dates. Ions on how to register your Candidates. Online Registration System Existing Users For existing system users, login with your username and password below.

Figure 2

The online registration page offers two basic functions namely:

- Create a new centre account.
- Log in for existing users.

It also contains information on details a centre is required to provide to be able to establish a centre account namely :-

- 1. Center Name
- 2. Center Code
- 3. Physical Address
- 4. Postal Address
- 5. Official Email Address
- 6. Official Telephone Number.

2.1 Creating a Centre Account

- To create a centre account click on the link labelled (i) on figure 2.
- A pop-up window appear as shown by figure 3 below.
- A centre is required to provide all the information requested on the form such information include centre code, physical location, telephone number postal address e.t.c

N.B: the centre Name is automatically inserted, after providing the correct center code and then click on the *Get Centre Name* button labelled (iii) on figure 3 below.

Oreate Centre Account -	Mozilla Firefox									
http://registration.knec.ac.ke/online-tech/Registration.aspx										
Provide the information requested therein to create your centre account. The feild marks (*) is Mandatory (Required)										
Name of examination:(*)	TECHNICAL									
Centre Code :(*)										
	Get Centre Name (iii)									
Centre Name :(*)										
Physical Address :(*)										
Postal Address:(*)'										
Email Address:(*)										
Telephone:(*)										
	Submit Close									
	Figure 3									

On providing all the required information, Kenya National Examination Council vets the application and if successful, a username and a password is sent via email to the center's email address provided in the form in figure 3.

N.B: This email also contains an email attachment containing a copy of the registration manual.

The centre can now start registering students in the various technical examinations offered by KNEC.

2.2 Log In

 To register students, a center first has to log in using the username and password provided by KNEC as shown below (2.3).

2.3 KNEC email account details

From:	EPS SUPPORT- KENYA NATIONAL EXAMINTIONS COUNC	L						
To:	Margret M. John							
Cc:								
Subject:	No Reply- KNEC CENTRE ACCOUNT							
🖉 Eregistra	ationUser Manual.doc (2024KB)							
Good Morn	ing 106101							
	-							
Congratul	ation!.Thank you for registering with Knec	e-Registration application.						
This is n	o-reply email.							
Your deta	ils are as follows							
Username:	106101 Password: 0V400y							
Download	Registration Ouick Guide attached on this o	mail and follow this link						
(http://r	egistration.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	NB: Take note of the						
Nairobi,	Nairobi, Kenya Username and password							
<u>Te1:+254</u>	020 246919/020 247204	highlighted.						
Fax:+254								
Email: <u>in</u>	TOWKNEC.ac.Ke							
website:	www.examscouncil.or.ke							

Section labelled (ii) on figure 2 provides a login page for the centre, Use the given username i.e. (106101) and pasword (0V4OOynB) to log in to the registration system.

2.4 Incorrect password

 Providing a correct username and password, enables access to the registration page. The message below will be generated to ensure access is only by input of valid password.

Frit	For existing syst	tem users, login with your username and passwo	ord below.
	Name of exami	ination: BUSINESS	
		Log In	
	Email:	106101	
	Password:		
	Us	sername and/or password invalid! Try again	
		Lo	g In
-			

3.0 Registration Page

On successful Login, the online registration page is now accessible. This page contains a menu bar, containing links namely; Register, Edit/Delete, Photo, Norminal Roll and My Account.

3.1 Register

This is the main page for registering a candidate by providing all the details required such as index number, national ID number, Course, attempt (if a candiate is a repeating or it is their first time sitting for the examination), gender. Previous exam details are also required, such as previous index number, name of previouas exam, and which year the candidate sat for the examination.

N.B: Provide accurate and correct details, provision of wrong details will be penalised.

e-Registration Home	Institutional-Online-Registration	Private-Online-Registration		
				Log Out
Register Edit/Delete	Photo Norminal Roll My	Account		
Exam	TECH 👻			
Yea	2011	Series:	JULY	
Index Numbe	106101	FullName:		
National ID	:	Birth Certificate:		
Gende	Male 🔘 Female			
Course	SELECT		•	
Attemp	SELECT 💌			
Papers	к.			*
				-
	4			- F
KNEC PREVIOUS DETAIL	S			
	Pre. Index Number:		Pre. Year:SELECT	
	Pre. Exam:SELECT-	💌	Pre. Series:SELECT -	
	SAVE			



KNEC INSTITUTIONAL CANDIDATES ONLINE REGISTRATION SYSTEM [POST SCHOOL EXAMINATIONS]

Upon providing all details required, click on *save* button highlighted on figure 4 to save the details of the particular candidate.

3.2 Edit/Delete

To edit or delete a candidate's details, click on the second link labeled (iv) *Edit/Delete* on the menu bar and the page shown on figure 5 below appears.

	Logged In as 108101 Search	Go
	The Kenya National Examinations Council	
	e-Registration Home Institutional-Online-Registration Private-Online-Registration	
	Register Edit/Delate Date Norminal Poll, My Account	Log Out
	Index Number: Search	
(iv)		

Figure 5

3.2.1 Editing a Candidate's Details

To edit the details of a candidate, for example candidate with index number ending with 009

• Type last three digits of a candidate's index number and click on search to get the details of the candidate to edit as shown on figure 6.

e-Registra	tion Home	Institution	al-Online-Registratio	P	rivate-	Online	-Regist	tration								
																Log C
Register	Edit/Delet	e Photo	Norminal Roll	My Acco	unt											
	Index Nu	mber: 009	Search													
	Index No.	Gender	Name	CRS	PP1	PP2	PPS	PP4	PP5	PPS	PP7	PP8	Pr.Index	PrYr	Pr\$R	prEx
Delete Ed	it 10610100	09 M	PHILLY TICH	0101	211	212	213	214	215				101102005	1986	1	KCPE
																Figu

(v)

• Then click on the edit link labeled (v) on figure 6, the form in figure 7 is loaded with the candidate's current details already filled. Edit the wrong detail and after completing click on the *Update* button at the bottom of the form.

KNEC INSTITUTIONAL CANDIDATES ONLINE REGISTRATION SYSTEM [POST SCHOOL EXAMINATIONS]

e-Registration Home	Institutional-Online-Registration	Private-Online-Registration		
				Log Out
Register Edit/Delete	Photo Norminal Roll My Acc	count		
Exam:	TECH 👻			
Year:	2011	Series:	JULY	
Index Number:	106101 009	FullName:	PHILLY TICH	
National ID :		Birth Certificate:		
Gender:	Male Female			
Course:	0101-ARTISAN-GENERAL FIT	TER	•	
Attempt:	FIRST			
Papers:	211-TRADE PRACTICE			
	212-COURSE WORK PROJECTS			=
	213-TRADE THEORY			-
	4			Þ
KNEC PREVIOUS DETAILS	;			
	Pre. Index Number: 101102005		Pre. Year: 2008	
	Pre. Exam: KCPE	•	Pre. Series: MARCH 💌	
	UPDATE			
				Figure 7

3.2.2 Deleting a Candidate's Details

To delete a candidate's details, click on the delete button labeled (vi) on figure 6.

• A popup dialog box shown below appears asking you to confirm that you are sure you want to delete the record.

The page at http://registration.knec.ac.ke says:									
Are you sure you want to delete this entry?									
	OK Cancel								

• Click OK to confirm and the record is deleted from the system.

N.B: Once a record is deleted it cannot be retrieved, so ensure you delete the correct record.

3.3 Photo Upload Page

To upload a passport picture of a candidate you must first have completes the registration form shown in figure 4.

Click on the Photo tab in the menu bar to access the photo upload window shown by figure 6.

A list of registered candidates appears on the left panel, click on the radio button corresponding to the candidates name whose photo is to be uploaded.

Click on browse and a popup window appears and upon choosing the correct passport photo for the candidate, click on open.

Then click save button on the figure 7 shown below. The photo is the uploaded to the system.

	tration	Debucks Deline Decisionities	
e-kegistration Home		Private-Online-Registration	
			Log Out
Register Edit/Delete Photo Norminal Ro	II My	Account	
Register Edit Selece Flotte Rommarke		Account	
 106101109 FRANCIS MUTUA K 106101401 MARK MAINA' 108101012 MARGRET MWENDE JOHN 106101089 ALI HASSAN FARAH 106101080 CATE KOKI 106101802 ZUHURA ALI 106101100 KIP KEMOI 	* E	SAVE	Browse_
© 106101101 JEPTH MAINA		INDEX: 10	RIGRET MWENDE JOHN 8101012
C 108101102 ANTHONY KARUITHA		ID No.	
106101203 AGNESS MUTURI		COURSE: 22	09
C 106101103 HILLARY KIMATA KAMAU			
C 108101004 PHILLY CHERU			
106101130 JAMES KANYI			
106101005 PHILLY TICH			
108101009 PHILLY TICH	-		
< >			
			Figure 8

3.4 Nominal Roll

Upon registration of all the candidates in the center, a nominal roll can be printed.

KNEC INSTITUTIONAL CANDIDATES ONLINE REGISTRATION SYSTEM [POST SCHOOL EXAMINATIONS]

Click on the nominal roll tab on the menu bar to display the window shown on figure 8 below.

This shows a list of all the candidates that have been registered in a particular center.

To print the nominal roll click on print button located at the top of each page, the print pop up window appears, select an appropriate printer and click on print to print the nominal roll.

One can also export the nominal roll to Ms Word file format by clicking on the Export to word button as shown on figure 8.



Figure 9

3.4.1 How to Print Nominal Report

To print the normal report, click on the print button as shown on figure 9. The following print dialog box appears.

Mozilla F	Firefox		States - States		_	-	_	_	_	-	-	-	_		-	_	_		
http://	/registration.knec.ac.ke/o	online-tech/eR	egistration.aspx	?Cent	reCod	e=09	UnKk	88TD	k%2f	TQYe	119pA9	63d%3	d						
	к	F N Y A	ΝΑΤΙ	0	NΔ	T.	F	XΔ	м	I N	ΔT	1.0	NS	0.0	U N	C I	1		
		2 10 1 10	TEC	HNI	NA	LĒ	XAI	MIN N	AT	ION	PR	GR	AMMI	E			-		
		C 1	NTDE	1.0	6 1	0 1	54	0.1		A C /	D		TEC						
		CL	NIKL	10	01	01	IVI	UN	107	134	I FU	LI	TEC	HINIC		1			
		ENTR	YRE	PO	RT	F	0	R :	2	0	1 1	1 0	LY	SE	RIE	S			
far No	S Candidata Nama	Drint		-	1000	-	1000	-	100	-		23	Der	DraFy	DrVR	DISP	ATTM	Fae	SIGN
6101004	M PHILLY CHERU				-	-	-			_			2005	KCPE	2005	3	2	2340	1
6101005	M PHILLY TICH	Printer											2005	KCPE	1986	1	1	11660	
6101009	M PHILLY TICH	Name	Office Printer						a n	Prop	artice		2005	KCPE	1986	1	1	2340	
5101010	F BEATRICE NYAKIO	Namo.	Conce i mitel			_				Top			2005	TECH	1995	3	1	4860	1
5101012	F MARGRET MWEND	Status:	Ready										2010	TECH	2009	2	2	2340	
5101044	F AGNES MBODO	Type:	HP LaserJet P3	005 PC	CL 6								2012	TECH	2010	3	2	1580	
5101045	F CATHERINE NJERI 1	Where:	192.168.1.9										2005	KCPE	1989	3	2	2380	
5101080	F CATE KOKI	Comment							177	Drint	to file		2001	KCPE	2000	3	1	8820	
5101089	M ALI HASSAN FARAF								<u> </u>	leur	to nie		1069	KCPE	1987	3	1	11660	
5101094	F HILDA KIMATA	Print range					Сорі	es					2008	KCPE	2010	3	1	2380	
5101097	M JAMES MAINA											A 11	2231	KCPE	2007	3	2	360	
5101098	M JACK ACHIENG' KIH	O AI					Nun	nber o	t copie	es:		-	3123	TECH	1993	2	1	2340	
6101099	F LILIAN JEPKOSGEI	O Pages	from: 1	to:	1					-			4008	TECH	2009	2	1	7740	
6101100	M KIP KEMOI							1 -	2	33	Colla	te	2212	KCPE	2006	3	1	11660	
6101101	M JEPTH MAINA	Selecti	on				-			3				KCPE	1997	3	1	9060	
6101102	M ANTHONY KARUITE												2212	KCPE	2003	1	1	11660	
6101103	M HILLARY KIMATA R	Print Frame	s										1002	KCPE	2009	3	1	2340	
6101105	M TOM MARK	🔿 As laid	out on the scree	1									5009	KCPE	2008	3	1	2340	
6101106	M KAMAU MAIAN												1002	TECH	2010	3	2	2340	
6101107	M CATE MALL	The se	lected frame										1231	KCPE	2008	3	1	2340	
5101109	M FRANCIS MUTUA K	Each fr	ame senarately									_	1003	TECH	2008	3	1	8820	
5101130	M JAMES KANYI							6 3	OK		Cance		5002	KCPE	2007	3	2	4440	
6101145	M GRAHAM MASIDE S		-0-000	-		-	100000	1.		10.0	10 700		1004	TECH	2008	3	2	4860	
6101146	M MAINA JACKSON KA	MAU	2528	301	302	303	304	305	306			10	9101002	TECH	1993	2	1	7740	
6101200	M NGUMI		0103	211	212	213	214	215				12	3333333	TECH	2007	3	1	2700	
6101203	M AGNESS MUTURI		0101	211	212	213	214	215				233	2222222	KCPE	2009	3	1	2380	
6101300	M MIKE MUSISI		4088	201	202	203	204	205	206	207	208	35	3453453	KCSE	2010	3	1	12020	
6101301	M MUTEMI MFA		4088	201	202	203	204	205	206	207	208	10	1102008	KCSE	2010	3	1	12020	
6101302	M MIKE MUSISI		4088	201	202	203	204	205	206	207	208	10	1102005	KCSE	2010	3	1	14020	
6101401	M MARK MAINA'		2306	301	302	303	304	305	306		2	34:	5201009	KCPE	2009	3	1	7740	
6101802	F ZUHURA ALI		4054	201	202	203	204	205	206	207		450	6778788	KCPE	2008	3	1	8820	

• Click on the printer properties button to shot h printer configuration window as shown below.

Gffice Printer Document Properties	×					
Advanced Printing Shortcuts Paper/Quality Effects Finishing	Services					
Select the printing shortcut for this print job.	F =====					
General Everyday Printing						
Two-sided (Duplex) Printing	Paper source: Automatically Select					
Factory Defaults	Page size: 297 × 210 mm A4 ▼					
	Paper type: Unspecified					
	Orientation:					
	Print on both sides:					
	None					
	Pages per sheet:					
Save As Delete Reset						
(I)	Help					
	OK Cancel					

- Change the page orientation to *landscape* then click OK to return to the print dialog box.
- Click OK on the print dialog box, to print the nominal report.

3.5 My Account

This window is accessed by clicking on the My Account tab on the menu bar. It provided the center with the ability to change their password as shown on figure 10 below.

				Log O					
Register Edit/Delete Phot	o Norminal Roll My Account								
Print									
MY ACCOUNTS DETAIL									
CENTRE NUMBER:	106101	CENTRE NAME:	GOVERNMENT TRAINING I	NS					
PHYSICAL ADDRESS:	sdfsdfsd	POSTAL ADDRESS:	sdfsdfdsfs						
EMAIL ADDRESS:	dkisinga@knec.ac.ke	TELEPHONE:	072215214						
COURSE(S) COURSE NAM	E(5)		No. T	OTAL FEE					
0101 ARTISAN-GEN	ERAL FITTER		7	15700.00					
0103 ARTISAN-MOT	TOR VEHICLE MECHANIC		3	7280.00					
0305 ARTISAN-PLU	VIEING		1	2350.00					
NAD ARTISAN-LEAT	ITAR WORK		1	2340.00					
1107 CRAST - MECH				4440.00					
1202 CRAFT - ELEC	CRAFT - ELECTRICAL INSTALLATION 1								
1204 CRAFT - ELEC	TRONICS		1	4550.00					
ZZOS DIPLOMA IN IN	FORMATION TECHNOLOGY (MODULE II)		1	2340.00					
Z305 DIPLOMA IN C	UANTITY SURVEYING		4	7740.00					
Z310 DIPLOMA IN P	HOTOGRAMMETRY & REMOTE SENSING		4	7740.00					
2525 DIPLOMA IN E	IMPROVMENTAL SCIENCE AND TECHNOLOGY	(III	4	7740.00					
3402 HIGHER DIPLO	MA IN EDUCATION MANAGEMENT (MODULE	11)	1	9080.00					
4051 DIPLOMA IN A	PPUED SCIENCES (MEDICAL LAB. TECHNOLO	ien)	1	5520.00					
4054 DIPLOMA IN H	ORTICULTURE		4	5520.00					
4056 DIPLOMA IN C	HENICAL PROCESSING TECHNOLOGY (SUGA	R OPTION)	1	8820.00					
4051 HIGHER DIPLO	DMA IN APPLIED CHEMISTRY (INDUSTRIAL)		1	11660.00					
4053 HIGHER DIPLO	MA IN APPLIED BIOLOGY(HIST./CYTO./ANAT	T.MUSEUM T.)	1	11883.00					
NUM HIGHER DIPLO		Ruci	2	2020.00					
BANK NAME/SLIP NO:	TOTAL	L AMOUNT(Kshs.):	150040.00						
AMOUNT IN WORD 8:	One Hundred and Fifty Thousand and F	Forty Kenya Shiilings Only							
NAME OF HEAD OF IN STITUTION:	RUB	BER STAMP							
8IGNATURE:	DATE	E							



3.5.1 Printing Accounts Reconciliation Reports

- The E-Registration System fee reconciliation report is found on the *My Account* menu link.
- This report contains a summary of the courses registered for, the number of students in each course, the total fee for each course and the total for the Institution.
- To print a report click on the print button located top left of the page. The print dialog box
- Change the page orientation setting to Landscape.

3.6 Payment

After registering all the candidates' eligible for the examinations on offer in the particular examination period. Perform the following tasks:-

- Print the Nominal roll as shown in figure 9 above, for students to verify the courses and all their details.
- Print the accounts details page to present to the Examination administration department at the KNEC offices together with the payment bank slips.

After payment, the KNEC will issue a receipt, after candidates' details are verified. Only after verification, are the candidates registered to sit for the examination

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

3.7 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.