



# THE KABETE NATIONAL POLYTECHNIC

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## **REGISTRATION GUIDE FOR SEPTEMBER 2022 INTAKE FOR KABETE NATIONAL POLYTECHNIC**

Congratulations for being placed at The Kabete National Polytechnic.

You will need to register and enroll in order to be recognized as a bonafide trainee of the Kabete National Polytechnic.

You will need the following documents to proceed with the registration process:

Scanned copies of:

1. KCSE Certificate
2. KCPE Certificate
3. High School Leaving Certificate
4. Birth certificate
5. National ID Card (both front and back)
6. Passport Size Photo with a **plain, solid colored background.**

Take Note that:

1. **All the above scanned documents should be clear.**
2. **All the four corners of the document should be visible and no information should be cropped out.**
3. **The maximum file size should not exceed 2MBs**
4. **Only the following file types are allowed JPEG, JPG, PNG and PDF**

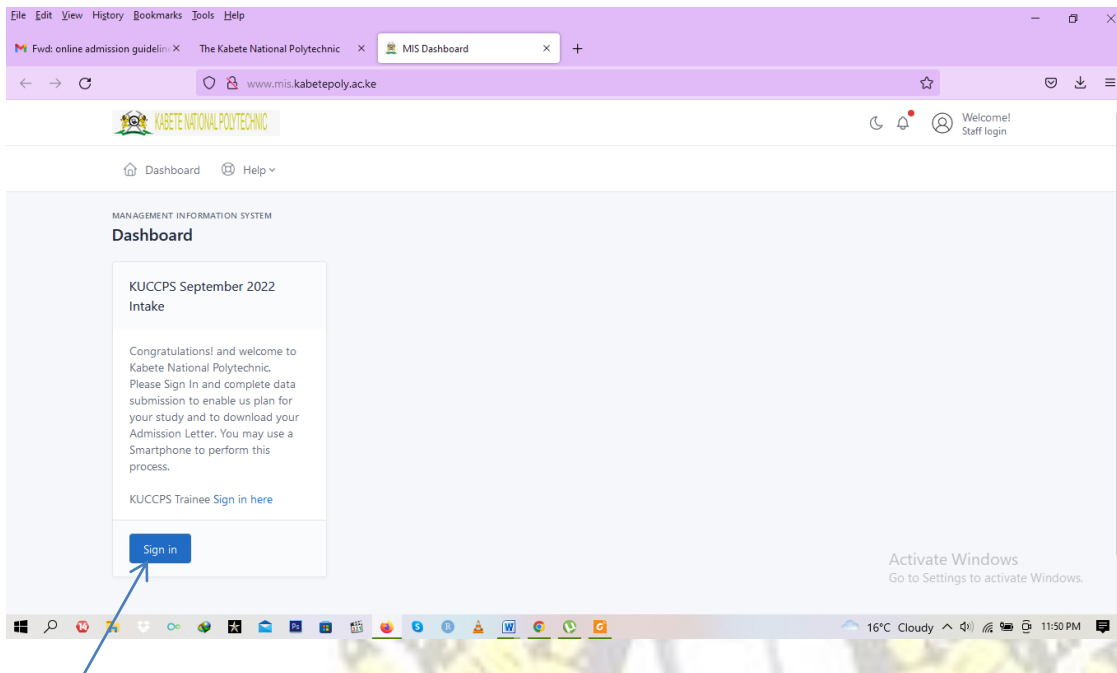
To start the registration process please visit [www.mis.kabetepoly.ac.ke](http://www.mis.kabetepoly.ac.ke) starting from Monday 25<sup>th</sup> July 2022 and sign in using your **KCSE index number, the telephone number you provided to KUCCPS and the year you sat the KNEC Examination.**

After signing in fill in/ select the empty/ required fields and follow the prompts and instructions on the system. Once you successfully complete the process you will be issued with your Letter of Admission that can be downloaded from your Management Information System dashboard.

Download and print **two (2)** copies of the Letter of Admission. Bring both copies of the Letter of Admission and all your original documents for verification during the term reporting date indicated on the letter.

The manual below shows a step by step guide to help you with online admissions. Kindly ensure that all required fields (i.e. fields marked with an asterisk (\*)) are filled/selected.

## ACTION 1



Click the blue “Sign in” button. The window below will appear.

## ACTION 2

File Edit View History Bookmarks Tools Help

Fwd: online admission guidelin... The Kabete National Polytechnic MIS Sign in

www.mis.kabetepoly.ac.ke/login\_kuccps.php

**KABETE NATIONAL POLYTECHNIC**

Sign in to your account

Phone Number, e.g. 07xxxxxxx

Enter phone no e.g. 07xxxxxxx

Full KCSE Index Number, e.g. 09456101012

Enter KCSE Index No

Year of Examination e.g 2021

Enter KCSE year of exam e.g. 2021

Click in the box to agree to the [Terms and Conditions](#).

Sign in

Activate Windows  
Go to Settings to activate Windows.

16°C Cloudy 11:54 PM

Fill in your phone number in the format 07xxxxxxx. (Do not use the prefix +254 or 254)

Enter the eleven (11) digits of your KCSE INDEX number

Enter the year which you sat your KCSE exam

Click the check box to agree to terms and conditions

Click “sign in”

## ACTION 3

Bio / Personal data

Please type or select all the required information.

Full name \*  
NCHORE MAANGI CARLOS

Gender \*  
Male

Date of birth \*  
Month Day Year

Marital status \*  
Select

National ID Number.(Type 1 (one) if not yet 18 years old or have Waiting Card) \*  
National ID/Passport No

Birth Certificate Number.(Located at the top right corner of your Birth Certificate) \*  
National ID/Passport No

Religion \*  
Select

County \*  
Select

Sub county [View list](#) \*  
Sub county / Constituency

Domicile \*  
Domestic Student

Phone No \*  
Phone no

Postal Address \*  
Postal address

Activate Windows  
Go to Settings to activate Windows.

Enter your date of birth as guided

Select your marital status

Type your national ID number. If you do not have an ID type 1(one). Those who have lost/misplaced their ID cards are required to type the ID number as they await renewal of the ID card.

Enter your Birth Certificate Number (Located at the top right corner of your Birth Certificate)

Enter your current phone number

Select your religion (Religion is only required for purposes of planning and not as an entry requirement)

Select your county

Type your sub-county. If unsure of your sub-county, click on “view list” link to see a list of all sub-counties and type the appropriate one.

Enter your postal address

Click the “save data” button

## ACTION 4

The screenshot shows a web browser window with the following tabs: 'Fwd: dammy kuccps data - vic...', 'The Kabete National Polytechnic', 'MIS Academic data', and 'cPanel - MySQL® Databases'. The address bar shows 'www.mis.kabepoly.ac.ke/acad\_data.php'. The page title is 'Academic data'. The form contains the following fields:

- Student Type \* (Dropdown menu with 'GSSP' selected)
- Programme \* (Dropdown menu with 'DIPLOMA IN BROADCAST JOURNALISM' selected)
- Source \* (Dropdown menu with 'KUCCPS' selected)
- Department \* (Dropdown menu with 'MASS MEDIA STUDIES DEPARTMENT' selected)
- Financial aid \* (Dropdown menu with 'KUCCPS' selected)
- Institute \* (Dropdown menu with 'INSTITUTE OF SOCIAL SCIENCES AND TECHNOLOGY' selected)
- Email Address \* (Text input field with placeholder 'Email Address')
- Campus \* (Dropdown menu with 'MAIN CAMPUS' selected)
- KCSE Index No. and Year \* (Two text input fields: '12345501087' and '2021')
- Full KCPE Index No. (e.g. 09222101023) and Year \* (Two text input fields: 'Enter KCPE Index No' and 'Year of KCPE')

An 'Activate Windows' watermark is visible in the bottom right corner of the browser window.

Type your email address. Please ensure that you can access the email given at any time.

Type your full KCPE index number

Type the year you sat for your KCPE

Click on save data

## ACTION 5

Emergency Contact Data and Disability Information

Please type or select all the required information.

Emergency Contact Data	Disability Information / Medical Condition
Contact Name *	Type of Disability *
Relationship *	Medical information (Nature of disability or medical condition if any) *
Phone No. e.g 0700000000 *	Remarks (if any) *
Email Address *	
Postal Address *	

Save data

Fill the name of the person you'd like to be contacted in case of an emergency

Type the relationship you have with your chosen emergency contact

Type the phone number of the person you selected as your emergency contact

Type the email address of the person you selected as your emergency contact

Type the postal address of the person you selected as your emergency contact

If there is any information you'd wish to declare, do it in the "remarks" section, otherwise type "NONE"

If you are living with a disability, please indicate by selecting the type of disability from the drop down menu. If the type of disability is not listed, click on "other" and explain more on the space labeled "Medical Information (Nature of disability or medical condition if any)"

Click on save data

## ACTION 6

File Edit View History Bookmarks Tools Help

Fwd: dammy kucpps data - vicl X The Kabete National Polytechnic MIS Academic data cPanel - MySQL® Databases +

www.mis.kabetepoly.ac.ke/doc\_uploads.php 67%

### Result Slip/Certificate and Leaving Certificate

Please upload a clear photo of all the required documents with all the four corners of the document clearly visible.

Only the following file formats are allowed for upload: JPG, JPEG, PNG, GIF & PDF.  
Maximum size of file should not exceed 2Mbs for each upload.  
File name should not exceed 20 characters.

Upload KCSE Result Slip or Certificate \*  
Browse... No file selected. Upload KCSE Certificate

Upload KCPE Result Slip or Certificate \*  
Browse... No file selected. Upload KCPE Certificate

Upload Secondary School Leaving Certificate \*  
Browse... No file selected. Upload Leaving Certificate

Upload Birth Certificate \*  
Browse... No file selected. Upload Birth Certificate

Upload Passport Photo \*  
Browse... No file selected. Upload Passport Photo

Upload Front Photo of your ID \*  
Browse... No file selected. Upload Front ID

Upload Back Photo of your ID \*  
Browse... No file selected. Upload Back ID

<< Previous Dashboard

**DECLARATION \***  
I declare that I have uploaded a clear and correct image of all the required documents with the four corners of each document visible.

I further declare that the information given herein is true and accurate to the best of my knowledge and fully understand that any information found to be false will lead to automatic disqualification from consideration and/or prosecution.

Accept  Decline Submit Declaration

Activate Windows  
Go to Settings to activate Windows.

16°C Cloudy 12:43 AM

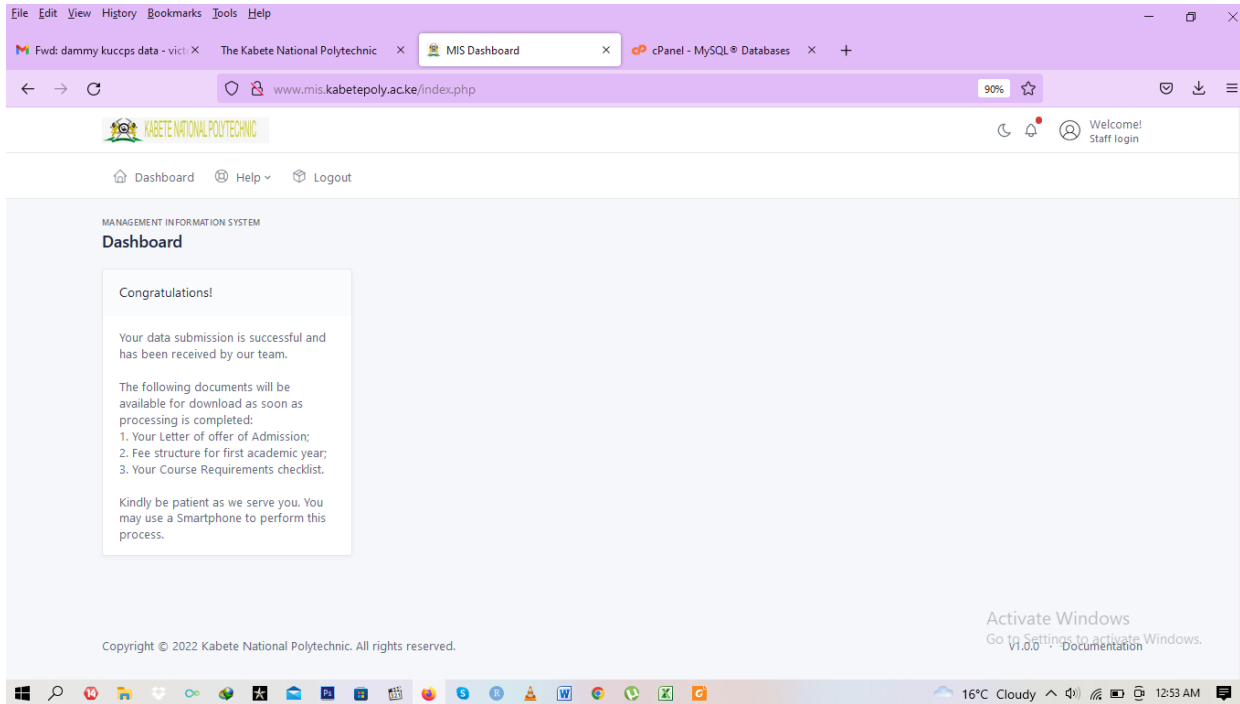
Upload the required documents in the given order. Ensure that you observe the guidelines given. Uploading wrong documents may lead to revocation of the offer of admission.

Read the declaration carefully then click on “accept”

Click on “submit declaration”



## ACTION 7

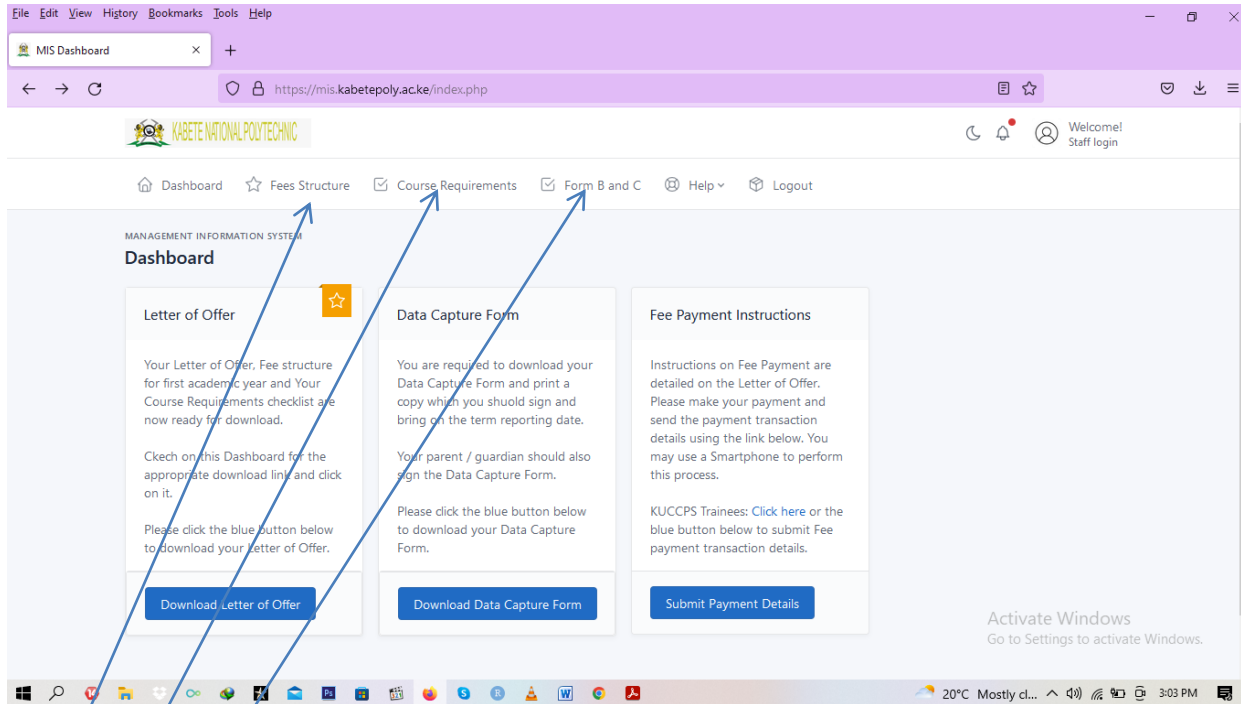


You will get a message on the dashboard confirming successful completion of the data submission process.

Kindly note that our technical team will be communicating with you on this dashboard. Keep checking it to see your progress and to receive further instructions.



## ACTION 8



Once your documents have been verified, the above window will appear. This is a critical step, be keen on the actions you are required to take.

Download the fee structure. The first installment **must** be paid in full for you to proceed with the registration.

Download the course requirements for the course you have been selected to undertake. These are the required materials necessary for you to do the course.

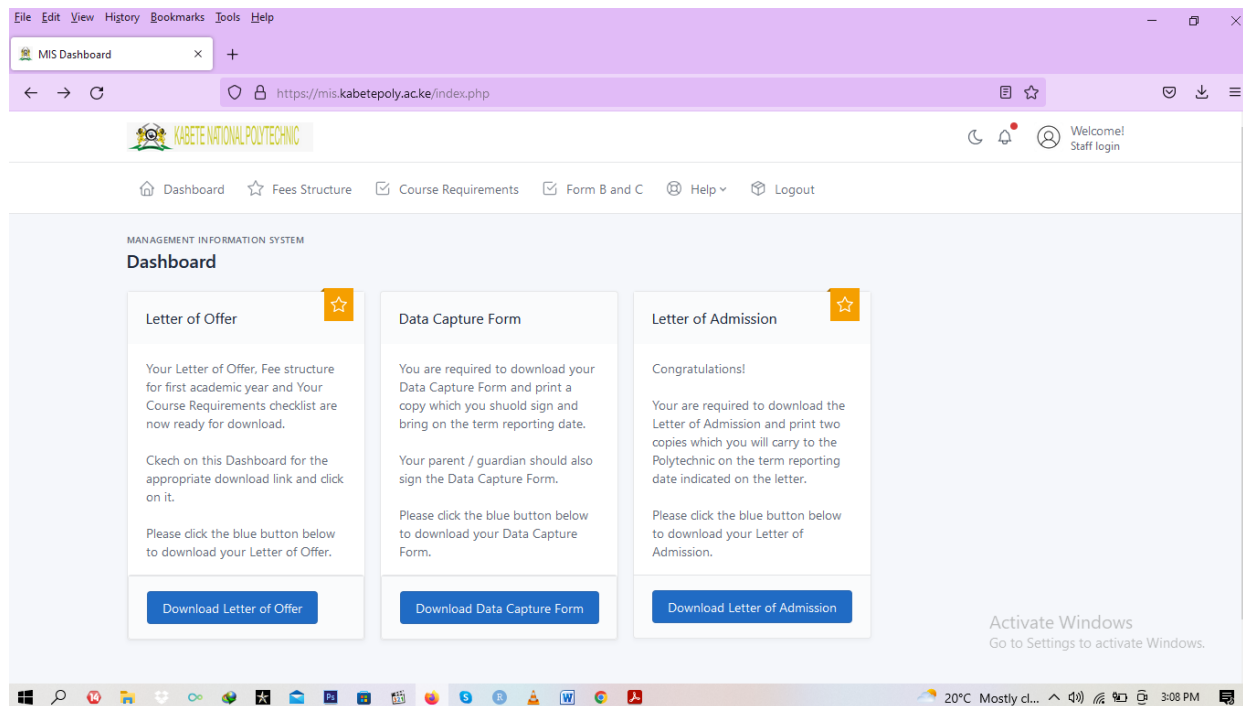
Download form B (bond of good conduct) and form C (medical certificate of fitness). These forms must be filled and copies brought on the day of reporting.

Download the letter of offer by clicking on the blue button named “letter of offer”. This letter contains the instructions on fee payment. Kindly follow the said instructions while paying the fee. **Note that the Letter of Offer is not a Letter of Admission. The Letter of Admission will be issued upon payment of all the requisite fees.**

Download the data capture form. This is a form that represents the trainee’s details. It should be signed (by the trainee and the parent/ guardian) and a copy brought on the day of reporting.

Once fee has been paid, click the “submit payment details” button and send the details of the payment. This will need to be verified by the finance office before you proceed. The time of confirmation will not be more than 24 hours.

## ACTION 9



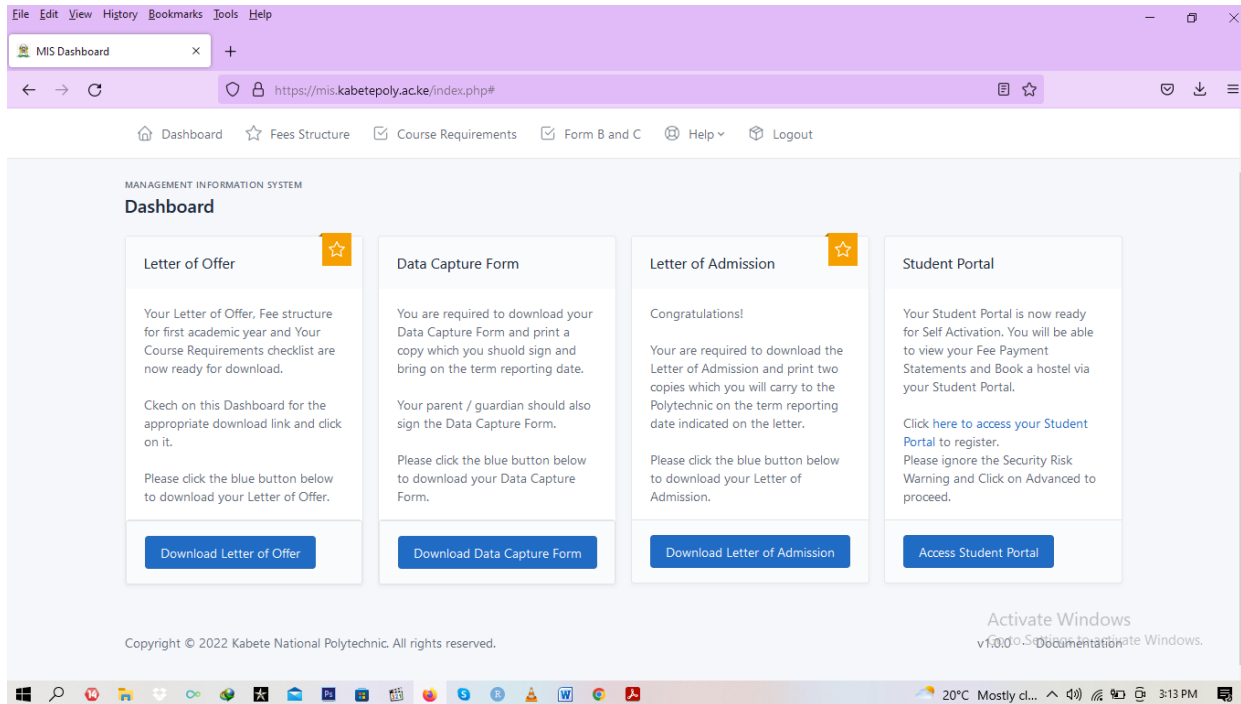
The screenshot shows a web browser window displaying the MIS Dashboard for Kabete National Polytechnic. The dashboard is titled "MANAGEMENT INFORMATION SYSTEM Dashboard" and features three main content areas:

- Letter of Offer:** A section with a star icon. It contains text: "Your Letter of Offer, Fee structure for first academic year and Your Course Requirements checklist are now ready for download." and "Ckech on this Dashboard for the appropriate download link and click on it." Below this is a blue button labeled "Download Letter of Offer".
- Data Capture Form:** A section with a star icon. It contains text: "You are required to download your Data Capture Form and print a copy which you shoold sign and bring on the term reporting date." and "Your parent / guardian should also sign the Data Capture Form." Below this is a blue button labeled "Download Data Capture Form".
- Letter of Admission:** A section with a star icon. It contains text: "Congratulations!" and "Your are required to download the Letter of Admission and print two copies which you will carry to the Polytechnic on the term reporting date indicated on the letter." Below this is a blue button labeled "Download Letter of Admission".

The browser's address bar shows the URL "https://mis.kabetepoly.acke/index.php". The system tray at the bottom indicates the time is 3:08 PM and the temperature is 20°C.

After verification of payment, your Letter of Admission will be ready for download. **Download and print two (2) copies of the Letter of Admission. Bring both copies of the Letter of Admission and all your original documents for verification during the term reporting date indicated on the letter.**

## ACTION 10



File Edit View History Bookmarks Tools Help

MIS Dashboard x +

https://mis.kabetepoly.ac.ke/index.php#

Dashboard Fees Structure Course Requirements Form B and C Help Logout

MANAGEMENT INFORMATION SYSTEM  
**Dashboard**

**Letter of Offer** ☆

Your Letter of Offer, Fee structure for first academic year and Your Course Requirements checklist are now ready for download.

Click on this Dashboard for the appropriate download link and click on it.

Please click the blue button below to download your Letter of Offer.

[Download Letter of Offer](#)

**Data Capture Form**

You are required to download your Data Capture Form and print a copy which you should sign and bring on the term reporting date.

Your parent / guardian should also sign the Data Capture Form.

Please click the blue button below to download your Data Capture Form.

[Download Data Capture Form](#)

**Letter of Admission** ☆

Congratulations!

You are required to download the Letter of Admission and print two copies which you will carry to the Polytechnic on the term reporting date indicated on the letter.

Please click the blue button below to download your Letter of Admission.

[Download Letter of Admission](#)

**Student Portal**

Your Student Portal is now ready for Self Activation. You will be able to view your Fee Payment Statements and Book a hostel via your Student Portal.

[Click here to access your Student Portal](#) to register.

Please ignore the Security Risk Warning and Click on Advanced to proceed.

[Access Student Portal](#)

Activate Windows  
v1.0.0.5 Documentation © The Windows.

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20°C Mostly cl... 3:13 PM

**You will now be able to self-register your student portal. Click on the “access student portal” button. The window below will appear.**




## Step 11

File Edit View History Bookmarks Tools Help


MIS Dashboard x Kabete National Polytechnic x +

← → ↻ https://portal.kabetepoly.ac.ke/login/register ☆

  
**Account Registration**  
To register for an Account, kindly fill the form below

Select Role:  Student  Employee

Enter your student Admission No.

Enter Your Password 

Confirm Your Password

**Submit**

[Return To Login](#)

Activate Windows  
Go to Settings to activate Windows.

Powered By ABNO Softwares International LTD

Windows taskbar: 4:10 PM

To register your student portal, ensure that you click on “student” on “select role” field.

Enter your admission number as it is on your admission letter.

Enter a password of your choice.

Confirm the password by typing it again.

Click on the “submit” button.

An email will be sent to the email address you provided. Open the email and click on the link to activate your account.

Your account will now be active.

You can download your fee payment reports and book a hostel using this portal.