FOREIGN INSTITUTIONS USER GUIDE

FOR

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

BY

ABNO SOFTWARES INTERNATIONAL LIMITED
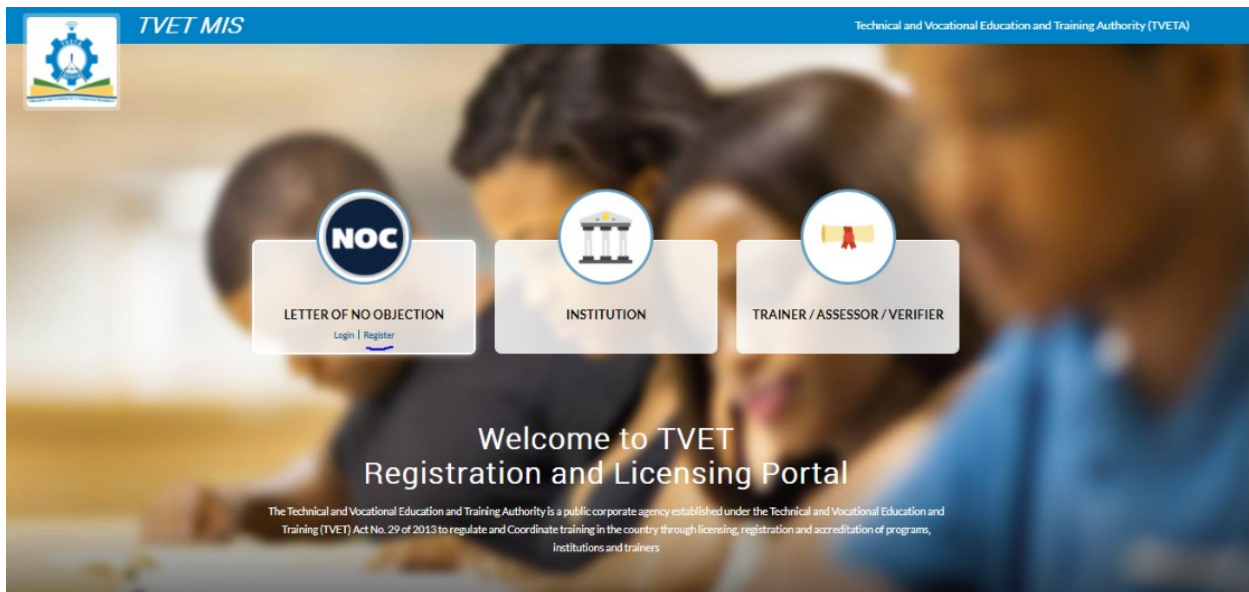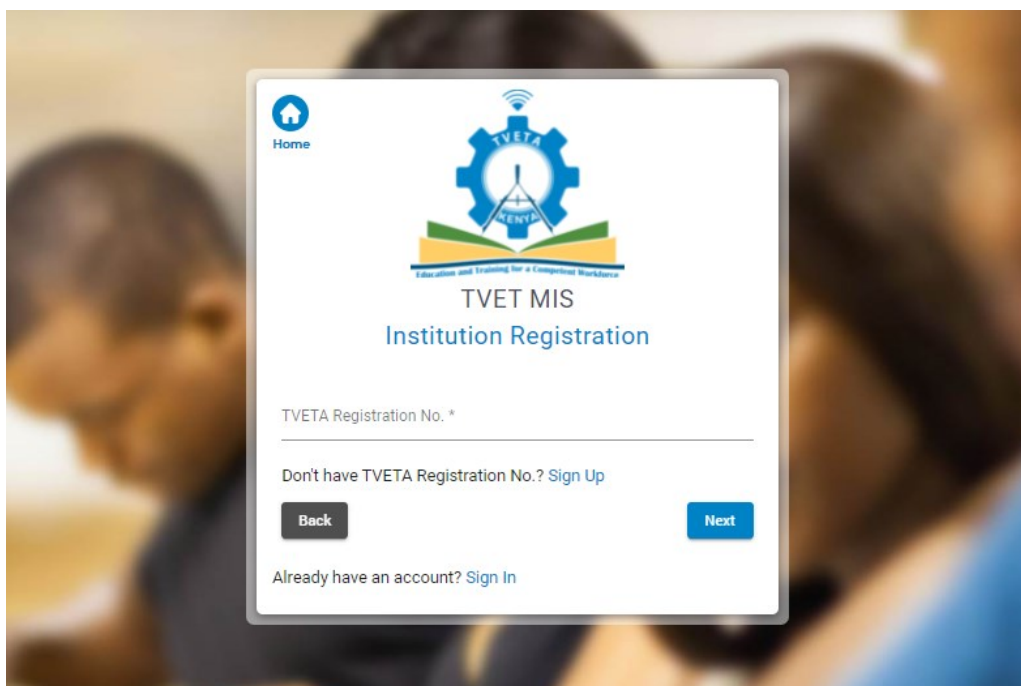
MARCH 2022

VERSION: 1.1

ACCESSING THE PORTAL

The portal can be accessed in two ways:

i. Via a link shared in the TVETA Website(https://www.tveta.go.ke/)

ii. Access the portal directly via https://mis.tveta.go.ke/#/

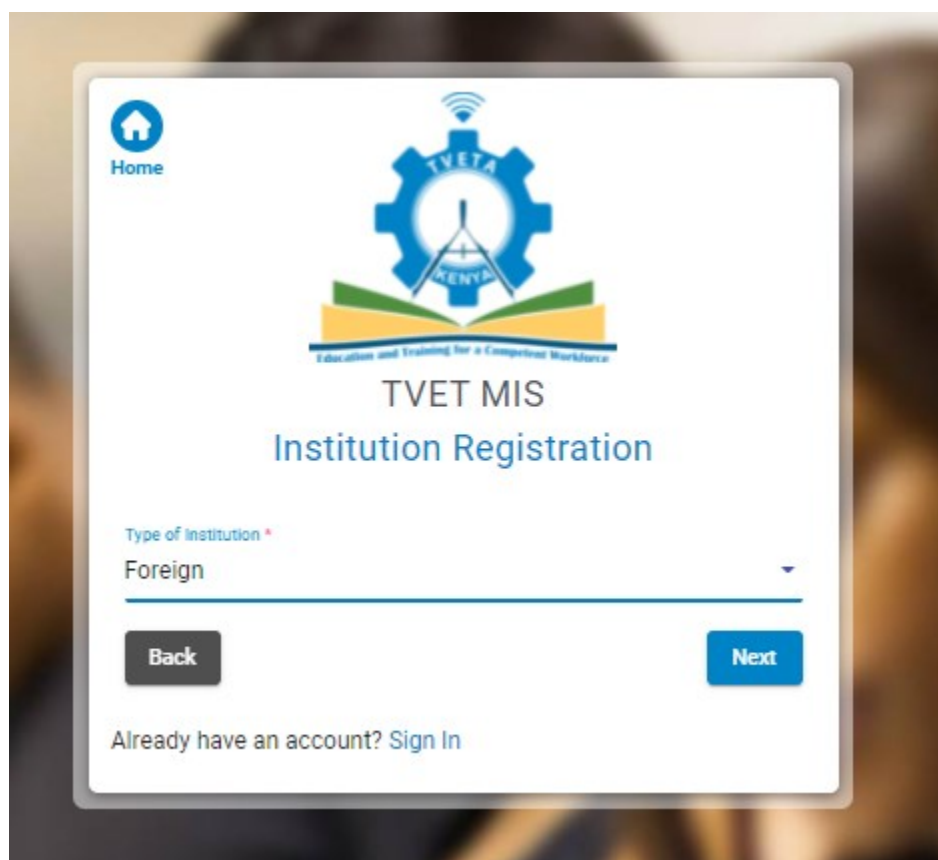You will access the portal as shown below:

Click on the **INSTITUTION** button to access the **registration/login** view as shown

below:

For a **New Institution Registration**, use the **Sign Up** link to create an account and
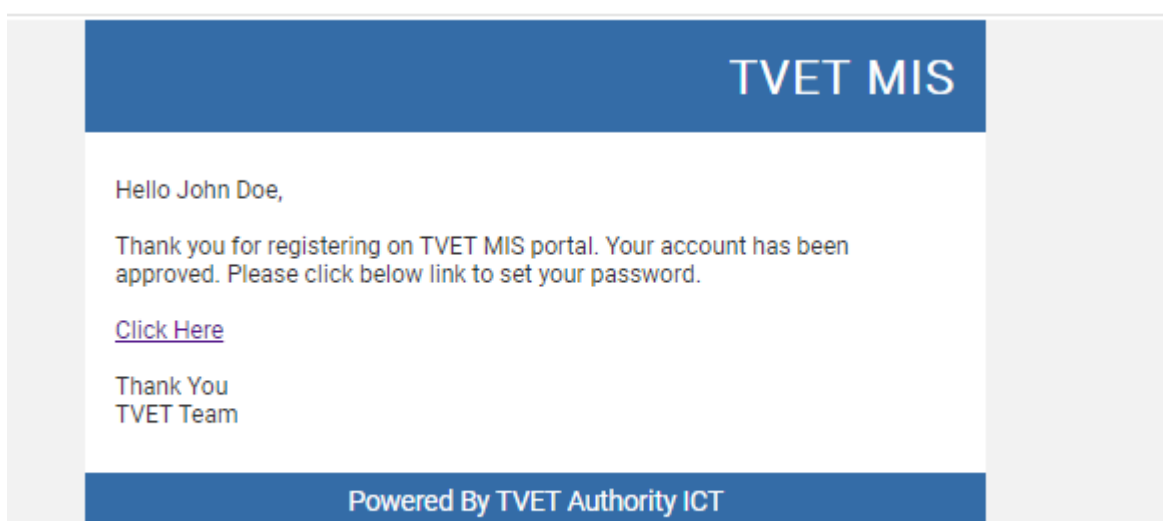
proceed with registration.

Select the Type of Institution (Foreign) you are seeking registration.

Click on Next and Update the details.

Click on Create Account once this is done. You will receive a prompt as shown below:

Set the password and proceed to login to the Account.

REGISTRATION

Proceed to capture the General Details of the Examining Body as shown below:

You will be required to capture the details under:

- ❖ General Information

- ❖ Foreign Contact Address

- ❖ Name/Contact of Local Representative

Capture details under Courses as shown below:

This details will include:

- ❖ Local Collaborating Institution

❖ Courses

❖ Supporting Documents

Capture the details under Declaration by the Manager as shown below:

You can download the template availed to allow you capture according to the requirements.

Proceed to Save and continue to the Confirmation page.

TIP: Avoid mix up in the **examining body** and **level of study**.

By not picking the correct details, the course you might be looking for, will not appear.

Preview your application, to check that it is the correct data you are uploading.

If you note an erroneous details, proceed to change under the TABS as done above.

If all is okay, proceed to Check under the **Terms and Conditions**; and click on

Declare and Finish as shown below:

You will be redirected to the **Payment Page**. Choose the most appropriate

payment page; and the payment will be automatically updated once it's

cleared with TVETA.

You can access the Dashboard, and also view the Application details from the Institution Profile as shown below:

Once approved, you can download the license from the portal as shown below:

Goals Institute Of Capacitative Development ∨

Download

Name	Start Date	Expiry Date	Action
Institution Licence	13 May 2021	13 May 2026	📄 Download

Dashboard

Institution Profile >

Messages >

Downloads

Payments

Logout