



**FOREIGN INSTITUTIONS USER GUIDE**

FOR

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY**



BY

**ABNO SOFTWARES INTERNATIONAL LIMITED**

MARCH 2022

**VERSION: 1.1**

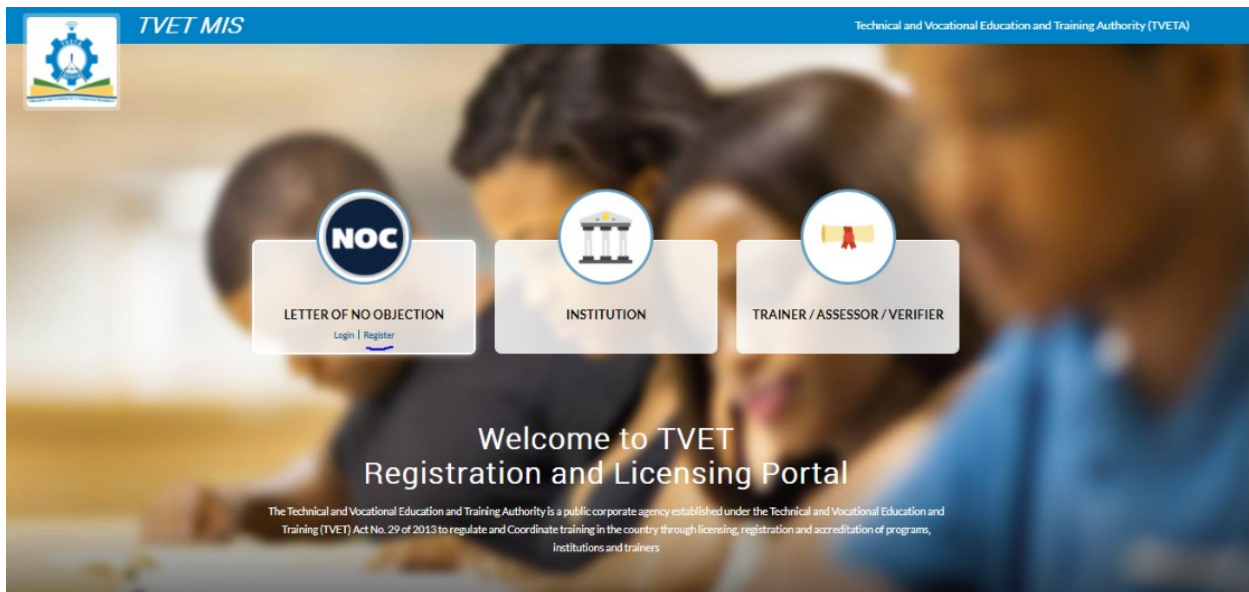
## GET STARTED

### ACCESSING THE PORTAL

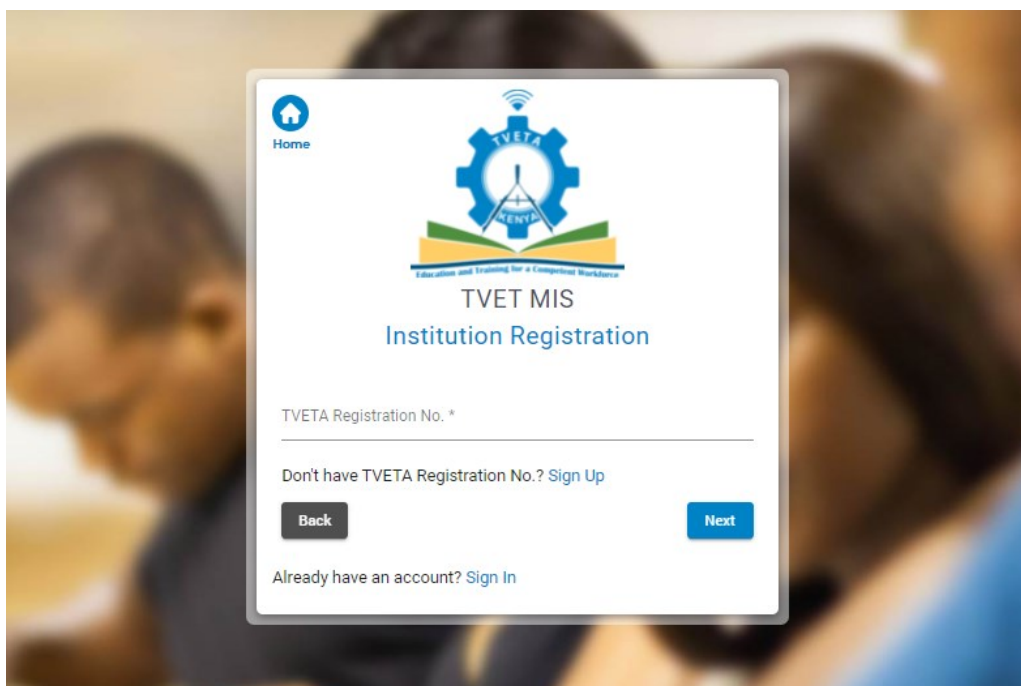
The portal can be accessed in two ways:

- 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:

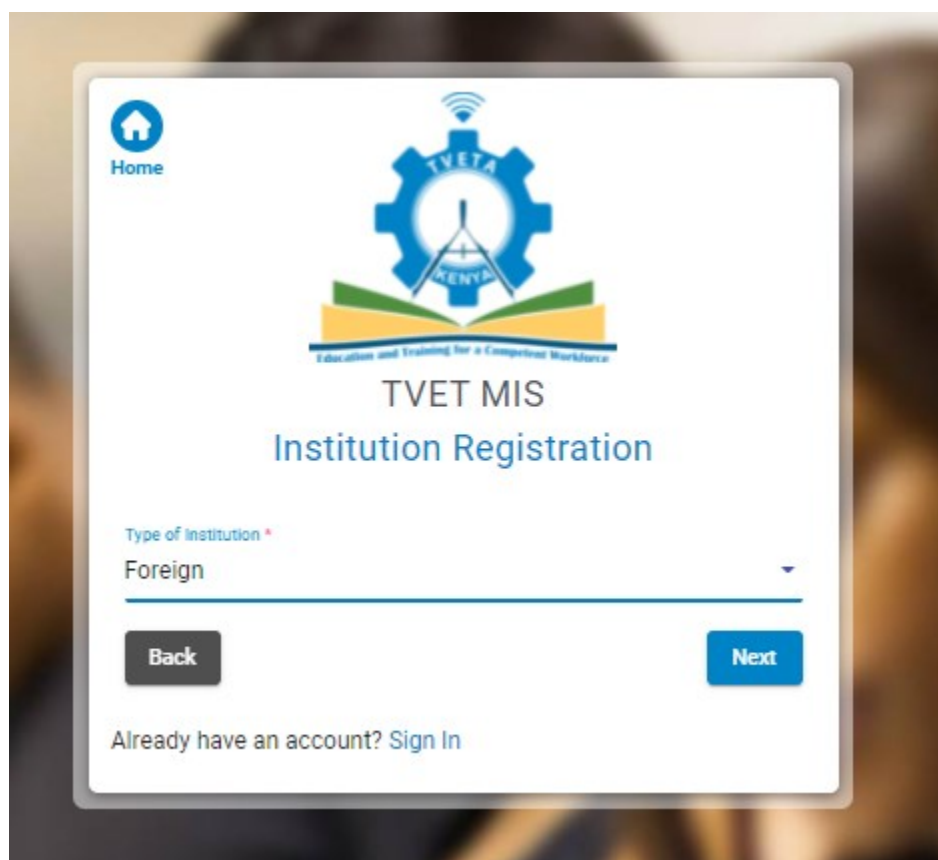


Click on the **INSTITUTION** button to access the **registration/login** view as shown below:



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

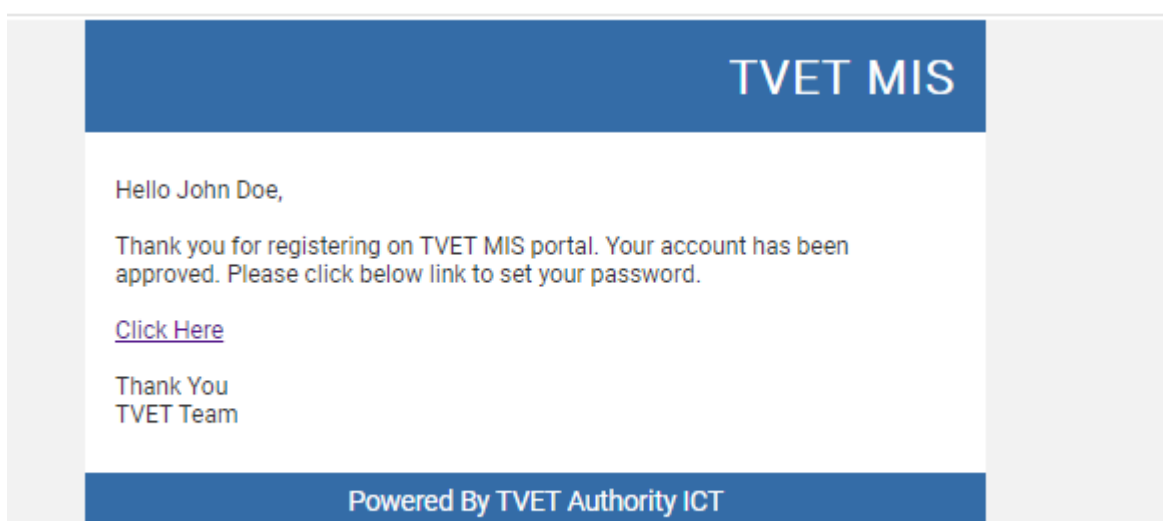
Select the Type of Institution (Foreign) you are seeking registration.



Click on Next and Update the details.

The screenshot shows a registration form for TVET MIS. At the top left is a 'Home' button with a house icon. The TVET Authority Kenya logo is centered at the top, featuring a gear, a compass, and an open book, with the tagline 'Education and Training for a Competent Workforce'. Below the logo, the text reads 'TVET MIS Institution Registration'. The form fields are: 'Institution Name \*' with the value 'Goals Institute of Capacitative Development'; 'Applicant Name \*' with the value 'John Doe'; 'Email Address \*' with the value 'gicd@yopmail.com'; 'Country Code' with a dropdown menu showing '(+266) Lesotho'; and 'Institution Phone Number \*' with the value '456465456'. At the bottom, there are two buttons: a dark grey 'Back' button and a blue 'Create Account' button. Below the buttons, there is a link: 'Already have an account? [Sign In](#)'.

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:

General Courses Declaration by the Manager Confirmation

General Information Foreign Contact Address Name/Contact of Local Representative

Legal Name of Institution in country origin \*

GOALS INSTITUTE OF CAPACITATIVE DEVELOPMENT

Category \*

Foreign Examining Body - FEB

Next

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:

General Courses Declaration by the Manager Confirmation

Local Collaborating Institution Courses Supporting Documents

Select Examining Body Select Level Select Course

Select Course Status Enrolment (Male) Enrolment (Female)

Approved Capacity

+ Add Course

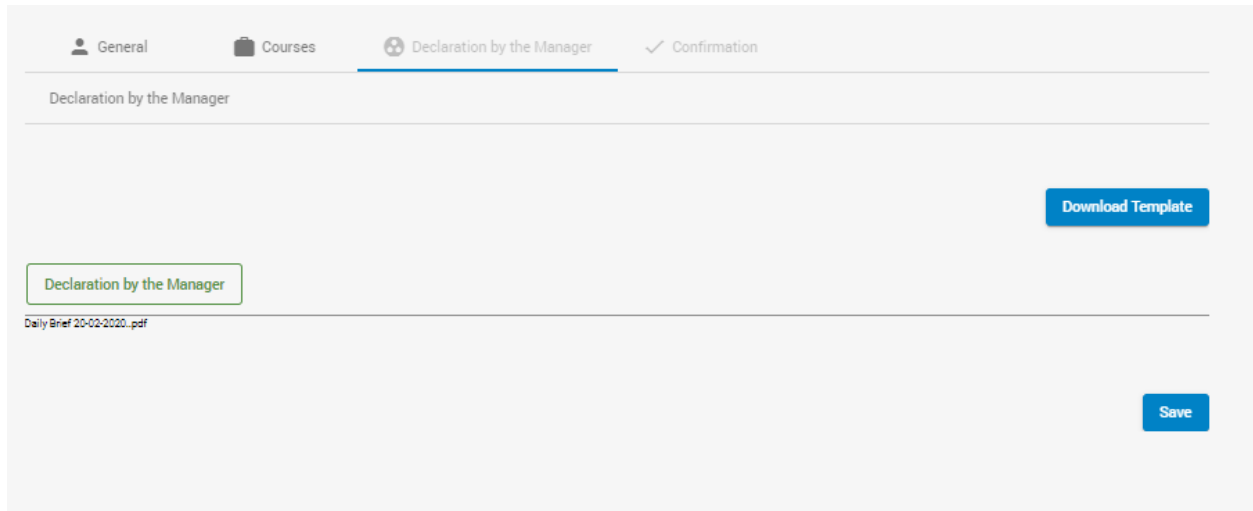
Sr No.	Course Name	Course Level	Duration	Examining body	Course Status	Enrolment	Approval Status
1	Financial Analysts	Craft	36	CFA Institute	Course status	Enrolment (Male) 15 Enrolment (Female) 15 Total : 30	PAYMENT_PENDING

This details will include:

- ❖ Local Collaborating Institution

- ❖ Courses
- ❖ Supporting Documents

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



The screenshot shows a web interface with a horizontal tab bar at the top containing four tabs: 'General', 'Courses', 'Declaration by the Manager', and 'Confirmation'. The 'Declaration by the Manager' tab is selected and highlighted with a blue underline. Below the tabs, the page title 'Declaration by the Manager' is displayed. On the right side, there is a blue button labeled 'Download Template'. Below this, a green-bordered box contains the text 'Declaration by the Manager'. Underneath this box, the filename 'Daily Brief 20-02-2020.pdf' is visible. At the bottom right of the form area, there is a blue button labeled 'Save'.

You can download the template available 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.

General Courses Declaration by the Manager Confirmation

Legal Name of Institution in country origin  
GOALS INSTITUTE OF CAPACITATIVE DEVELOPMENT

FOREIGN CONTACT ADDRESS

P.O. Box	5454546
Postal Code123	25556
Town	Maputsoe
Tel	456465456
Fax	
Institution Email	gicd@yopmail.com
Website	www.gicd.com

NAME/CONTACT OF LOCAL REPRESENTATIVE

If all is okay, proceed to Check under the **Terms and Conditions**; and click on **Declare and Finish** as shown below:

Certified Copy of the accreditation	<a href="#">Click to Preview</a>
Foreign Accreditation Report	<a href="#">Click to Preview</a>
Course Program contents	<a href="#">Click to Preview</a>
Link of institution the program is offered in country of origin	www.gicd.ls
Date of initial accreditation	02 May 2021

DECLARATION BY MANAGER

Declaration	<a href="#">Click to Preview</a>
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FEEDBACK

Type here...

I hereby declare that the information provided is correct to the best my knowledge. I further accept the [Terms & Conditions](#).

[← Back](#) [Declare and Finish](#)

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.



Dashboard

Institution Profile >

Messages >

Downloads

Payments

Logout

## Payments

**Current Outstanding : KES 60000** [Pay](#)

### How to Make payment

- Go to the MPESA menu,
- Select payment services
- Choose Pay Bill option
- Enter 894135 as the business number
- Use Customer reference number C18472 as your account number
- Enter the amount
- Enter your pin and press Ok

### KCB Banking


- Print your Invoice/Statement
- Present it to KCB,
- Quote your Customer ID generated by the System

### Bank Details

- A/C Name: Technical and Vocational Education and Training Authority
- A/C No.: [1212502450](#)
- Bank: Kenya Commercial Bank
- Branch: Kipande House

Activate Wind  
Go to Settings to a

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



Dashboard

Institution Profile >

Messages >

Downloads

Payments

Logout

Customer ID	C18472
<b>Current Outstanding</b>	KES 0
Registration Number	
Institution Type	Foreign
Legal Name of Institution	GOALS INSTITUTE OF CAPACITATIVE DEVELOPMENT
Registration Date	

### APPROVED COURSES

Course Name	Course Level	Duration	Examining Body	Status of Course	Enrolment Male	Enrolment Female	Licence Start Date
<----->							

### PENDING COURSES

Course Name	Course Level	Duration	Examining Body	Status of Course	Enrolment Male	Enrolment Female
Financial Analysts	Craft	36	OFA Institute	To be started	15	15

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





- Dashboard
- Institution Profile >
- Messages >
- Downloads
- Payments
- Logout

### Download

Name	Start Date	Expiry Date	Action
Institution Licence	13 May 2021	13 May 2026	<a href="#">Download</a>