

### **New Student Registration**

- Click the link “Create Account”
- The tester will be asked to select whether or not they have a KASNEB registration number
- Select the option “NO”
- The tester will be presented with new options with empty text fields to add their Names, email address and a unique password
- Click the “Save” button
- The screen will disappear and return the user to the Login Screen
- Click into the “Email” field and enter your email
- Click into the “Password” field and enter your password
- Click on the “Unlock” button
- The user is directed to the web application

### **Existing Student Registration**

- Click the link “Create Account”
- The tester will be asked to select whether or not they have a KASNEB registration number
- Select the option “YES”
- The tester will be presented with options to select their Exam and add their Registration Number and their year of birth
- A link will be displayed, prompting the tester to “Find me”
- Click the link
- The screen will be populated with the users Names and Email Address
- Click the field for password and create a unique password and confirm the same password
- Click the “Save” button
- The screen will disappear and return the user to the Login Screen
- Click into the “Email” field and enter your email
- Click into the “Password” field and enter your password
- Click on the “Unlock” button
- The next screen appears

**NB:** The student will not be able to take further actions on the application until and unless their accounts are verified and approved.

This is in regard to Annual Renewal, Examination Entry, Timetables and Examination Results.

### **Building Student Profile**

- Click into the “email” field and enter a registered email address
- Click into the “Password” field and enter the password for the email address
- Click on the “UNLOCK” button
- Once the next screen appears, fill the fields “Middle Name”, “Other Name”, “Birthday”, “Gender”, “ID Number”, “Passport Number”, “Country” and “County”
- Click the “SAVE” button

#### **Course**

- NEXT, click the “Course Menu”
- On the next screen select the “Course Type” and the period when you would prefer to sit the examinations
- Indicate whether you have been registered to KASNEB previously or not

- If Yes then fill the field with “Previous Registration Number”
- Click the “SAVE” button

### **Academic History**

- NEXT, click the “Course Menu”
- Click “Add Academic History”
- Select “Other Exams Menu”
- Fill in the fields “Institution/School”, “Year”, “Level”, “Grade”, and add an attachment in case there are documents to add.
- Click the “SAVE” button
- If the user has done other KASNEB papers then click “KASNEB Exams Menu”
- Select “Month” and add the “Year”, Select “Course”, “Level”, indicate whether you “passed” or “failed” and add an attachment in case there are documents to add.
- Click the “SAVE” button

### **Photo & Signature**

- NEXT, click the “Photo & Signature Menu”
- Indicate whether you want to upload a “Photo” or “Signature”
- Click the “BROWSE” button and select the image
- Click the “UPLOAD” button

### **Mail & Phone**

- NEXT, click the “Mail & Phone Menu”
- Fill the fields “Cellphone”, “Telephone”, “c/o”, “Box Number”, “Code”, “City/Town” and select “Country”
- Click the “SAVE” button

### **Examination Entry**

- Input the required email and password combination
- **NEXT**, The tester should click the “Examination Entry” Menu
- A new interface shall be presented with the examination papers available for the student
- Click the check boxes to select the papers that you intend to sit
- Click on the menu “Save Papers”
- **NEXT**, The tester should click the “MyExams” menu.
- A new interface shall be presented with all the selected examination papers
- Select all the papers and click “Assign Exam Centre” Menu
- A new dialog box shall pop up with options to select the examination centre of choice
- Select the “Country”, “City/Town” and “Centre” values and click SAVE
- The tester shall be automatically assigned a centre
- **NEXT**, click “MyCentre(s)” Menu
- The tester shall be presented with a list of papers and the centre that he/she selected to sit the papers.
- The tester can choose to re-assign a centre or remove a centre by clicking the menus “Re-Assign” or “Remove Centre(s)” respectively.

## **Examination Timetable**

- Input the required email and password combination
- NEXT, The tester should click the “Examination Timetable” Menu
- A new interface shall be presented with the examination papers available for the student and the Centre, date and timing of each respective paper.

## **Examination Results**

- Input the required email and password combination
- NEXT, The tester should click the “Examination Results” Menu
- A new interface shall be presented with the examination results for the course administered and the Grade.

## **Payments**

### **Invoices**

- Click “Invoices” menu
- A new interface is provided with details of pending invoices
- Upon registration the user is required to make payments for registration and processing of the student ID
- Select the Invoice to be paid and click “Attach Payment”
- A new screen will be loaded requiring the following details:
  1. Bank Deposit
    - Input the “Bank”, “Branch”, “Date of Deposit”, “Bank slip No.”, “Amount”, “Currency” and an upload of the scanned Deposit slip
    - Click the “SAVE” button
  2. Bankers Cheque
    - Input the “Bank”, “Branch”, “Date of Cheque”, “Cheque No.”, “Amount”, “Currency” and an upload of the scanned Deposit slip
    - Indicate the Mode of delivery
    - Click the “SAVE” button
  3. Money Order
    - Input the “Post Office”, “Town”, “Date of Money Order”, “Money Order No.”, “Amount”, “Currency” and an upload of the scanned Money Order
    - Indicate the Mode of delivery
    - Click the “SAVE” button

### **Payment Statements**

- NEXT, click the “Payment Statements Menu”
- It indicates all the payments that have been made for various items
- Navigate through the menus to view various categories of payments

### **Other Payments**

- NEXT, click the “Other Payments” Menu
- A new screen will be presented with a list of forms. Select the form required from the “items” menu
- Input the number of forms required in the “Quantity” field.

The result will be displayed in the “Amount” field

## **Instructions for Institutions**

### **New Institution Registration**

- Click the option for “Institution”
- Click the link “Create Account”
- The tester will be asked to provide the Official Name of the Institution as per the Certificate of Registration
- The tester will be presented with options with empty text fields to add their email address and a unique password
- Click the “Save” button
- The screen will disappear and return the user to the Login Screen
- Click the option for “Institution”
- Click into the “Email” field and enter your email
- Click into the “Password” field and enter your password
- Click on the “Unlock” button
- The user is directed to the web application

### **Building Institution Profile**

- Click into the “email” field and enter a registered email address
- Click into the “Password” field and enter the password for the email address
- Click on the “UNLOCK” button

### **Entity Details**

- Fill in the details for Name, Type of Institution and Ministry

### **Registration**

- Fill in the details for Date of Registration, Registration Number and Country of Registration

### **Location**

- Fill in the details for the City, Street and Building where the institution is physically located

### **Postal Information**

- Fill in the details regarding the Institutions Postal Address, Postal Code and city

### **Phone Contacts**

- Provide details of an active telephone and cell phone number and a registered fax number

### **Mail & Website**

- Provide details of the Institution’s email address and its website
- Click the “SAVE” button

### **New Student Registration**

- Click the menu “Create Student Account”
- The tester will be asked to select whether or not they have a KASNEB registration number
- Select the option “NO”
- The tester will be presented with new options with empty text fields to add their Names, email address and a unique password
- Click the “Save” button
- If this process is successful a dialog box will pop up to indicate that an email has been sent to the students email account

**NB:** The student will not be able to take further actions on the application until and unless their accounts are verified and approved.

This is in regard to Annual Renewal, Examination Entry, Timetables and Examination Results.

### **Existing Student Registration**

- Click the link “Create Student Account”
- The tester will be asked to select whether or not the student has a KASNEB registration number
- Select the option “YES”
- The tester will be presented with options to select their Exam and add their Registration Number
- A link will be displayed, prompting the tester to “Retrieve Student”
- Click the link
- The screen will be populated with the users Names and Email Address
- Click the field for password and create a unique password and confirm the same password
- Click the “Save” button
- If this process is successful a dialog box will pop up to indicate that an email has been sent to the students email account

## **Building Student Profile**

**NB:** This stage is dependent upon the success of Test 20 or 21. Once they have been completed then the tester will be prompted to complete the following steps:

### **Bio Data**

- The tester will be required to fill the bio details of the new student, including their names, date of birth, gender, country and ID or Passport Numbers
- Click “Save” once this is complete

### **Course**

- On the next screen select the “Course Type” and the period when you would prefer to sit the examinations
- Indicate whether you have been registered to KASNEB previously or not
- If Yes then fill the field with “Previous Registration Number”
- Click the “SAVE” button

### **Academic History**

- NEXT, click the “Course Menu”
- Click “Add Academic History”
- Select “Other Exams Menu”
- Fill in the fields “Institution/School”, “Year”, “Level”, “Grade”, and add an attachment in case there are documents to add.
- Click the “SAVE” button
- If the user has done other KASNEB papers then click “KASNEB Exams Menu”
- Select “Month” and add the “Year”, Select “Course”, “Level”, indicate whether you “passed” or “failed” and add an attachment in case there are documents to add.
- Click the “SAVE” button

### **Photo & Signature**

- NEXT, click the “Photo & Signature Menu”
- Indicate whether you want to upload a “Photo” or “Signature”
- Click the “BROWSE” button and select the image
- Click the “UPLOAD” button

### **Mail & Phone**

- NEXT, click the “Mail & Phone Menu”
  - Fill the fields “Cellphone”, “Telephone”, “c/o”, “Box Number”, “Code”, City/Town” and select “Country”
- Click the “SAVE” button

## Student Lists

- Click the “Students’ Lists” menu
- The interface will be populated with a list of students registered to the institution
- Select an student and click “Edit Student” menu
- The interface shall once again be populated with options to edit the student’s details.
- Click save upon completion
- Next, select any student and click “Annual Renewal” menu. Select the renewal period and click “SAVE”. The student’s registration will be automatically renewed
- Next, select any student and click “Select Exams”. Select the papers for which the student shall be examined and click “Save”. The student is automatically assigned to the papers selected
- Next, select any student with assigned papers and click “Request Exemption”. The interface shall be populated with options to select the course, part and section of the paper to be exempted. Click “Next” to process the exemption

## Payments

### Institution Payments - Invoices

- Click “Institution Payments” menu
- A new interface is provided with details of pending invoices
- Upon registration of new students the institution is required to make payments for registration and processing of the student ID
- Select the Invoice to be paid and click “Attach Payment”
- A new screen will be loaded requiring the following details:
  4. Bank Deposit
    - Input the “Bank”, “Branch”, “Date of Deposit”, “Bank slip No.”, “Amount”, “Currency” and an upload of the scanned Deposit slip
    - Click the “SAVE” button
  5. Bankers Cheque
    - Input the “Bank”, “Branch”, “Date of Cheque”, “Cheque No.”, “Amount”, “Currency” and an upload of the scanned Deposit slip
    - Indicate the Mode of delivery
    - Click the “SAVE” button
  6. Money Order
    - Input the “Post Office”, “Town”, “Date of Money Order”, “Money Order No.”, “Amount”, “Currency” and an upload of the scanned Money Order
    - Indicate the Mode of delivery
    - Click the “SAVE” button

### Institution Statements

- NEXT, click the “Institution Statements Menu”
- It indicates all the payments that have been made for various items by the institution
- Navigate through the menus to view various categories of payments that have been made

### Other Payments

- NEXT, click the “Other Payments” Menu
- A new screen will be presented with a list of forms. Select the form required from the “items” menu
- Input the number of forms required in the “Quantity” field.
- The result will be displayed in the “Amount” field.