



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING**

Trainee Guide.

To access the trainee module of the TVET Management Information System, go to <https://www.tvet-mis.online> and click on trainee login. The following login page then appears:

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
DIRECTORATE OF TVETI

Login

Fields with * are required.

Username *

Password *

Remember me next time

[Forgot Password?](#)

[Registration](#)

For first time access, On the login page click on the registration link. This will take you to the trainee signup page as shown below:



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Registration

Trainee Sign up

Fields with * are required.

Select Your Institution *

Select Institution

Enter Admisson No: *

Next

Login

Here one is required to select their institution and enter his/her admission number. Once you have selected an institution and entered the admission number, click on Next.

The following tab appears which requires the user to fill in details:

Logout (Guest)

Update Your Details To Activate Your account / on email

Admission No *	118R01165	Guardian First Name		County *	UASIN GISHU
First Name *	KAMAU	Guardian Sur Name		Constituency *	Select Constituency
Middle Name	.	Guardian Email		Ward *	Select Ward
Sur Name *	MILKA	Guardian Mobile		Location *	.
Gender	Female	Current Year	--Select Year--	Sub Location *	.
Date Of Birth	1987-05-13	KRA Pin		Village *	
ID NO	26222808	P.O Box *	1125	Email *	
Passport No	N/A	Zip Code		Mobile *	
Disability	N/A	Street 1		Password *	
Ethnicity *	--Select Ethnicity --	Town *	ELDORET	Confirm Password	

Submit



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Name	Description
Admission number	This is the trainee's administration number
First Name	Enter the first name of the trainee
Middle Name	Enter the middle name of the trainee
Sur Name	Enter the Sur name of the trainee
ID Number	Here enter the national identification number of the trainee
Passport No	Fill in the passport number of the trainee if he/she has one
PIN Number	Here fill in the trainee's PIN Number
KNEC Index	This is the number provided to a trainee as they seat the form four exams
Year Of Admission	Enter the Year Of Admission of the trainee.
Gender	Select the gender of the trainee
Disability	Here you state whether the trainee is disabled by selecting from the dropdown list.
Ethnicity	Select which ethnic group the trainee comes from
Date Of Birth	Select the date of birth of the trainee
Photo	Here you upload a passport photo of the trainee.
Status	Here you select the status of the trainee if he/she is graduated/ongoing/dropped out
Email	Here capture the trainee's email address
Mobile	Enter the trainee's mobile phone number
P.O.BOX	Postal address for the trainee is captured here

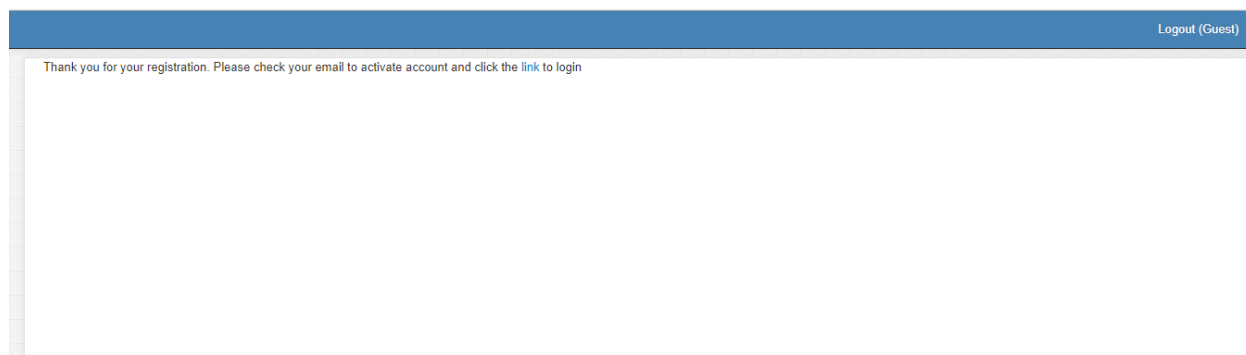


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Zip Code	Here the zip code of the trainee's address is captured
Street	This is the street address of the trainee
Town	Here the town from where the trainee is from is captured
County	Here you select the county where the trainee is from
Constituency	This is the constituency where the trainee comes from
Ward	Here the ward where the trainee is from is entered
Location	This is the location where the trainee comes from
Sub Location	This is the sub location where the trainee comes from
Village	This is the village where the trainee comes from
Submit	This button is used to save any changes made to the form
Cancel	This button is used to cancel any changes made to the trainee form

Once all the required fields i.e. Fields marked with an *. Click on submit.

The following window will appear:



After this ensure you check your email and click on the link given for activation of the account.

Once the account has been activated you can login using both the email/admission number and password provided.