

## KMTC PORTAL USER GUIDE

### ***Creating an account***

Requirements for creating a new account

#### **1. You must have a valid email address**

- i. Log to KMTC website [www.kmtc.ac.ke](http://www.kmtc.ac.ke)
- ii. On the menu, click on the PORTAL menu item, the last item on the right side
- iii. You will land on the online registration portal <http://kmtc.ac.ke/portal>
- iv. If you have registered an account, **log in** using your email and password
- v. If you don't have an account, click on the (Have no account? Register) below the log in form.
- vi. This will land you to creating account form
- vii. Enter your valid email and password
- viii. Click on **Create Account** Button
- ix. An email will be sent to your email address with a link to verify your account.
- x. Open your email and Click on the **email link**
- xi. You will be redirected to KMTC portal.
- xii. Fill in your personal information on the account creation form provided
- xiii. Click on the register button
- xiv. You will be provided with a form to confirm your data
- xv. Check information accuracy
- xvi. Click **save changes**.

### ***Application Process***

1. On the left side bar, click on the applications
2. From the drop down menu, click apply
3. You will be directed to **option 1** course selection
4. Select the **Option 1** course level (Diploma or Certificate)
- 5. Click Search**
6. A form will appear within the page
7. Select your desired course
8. Fill in the form details as guided by the from labels

9. Make sure that all fields are filled
10. Click on submit application
- 11.** You will be redirected to **Option 2 Form**
12. Select the course level (Diploma or Certificate)
- 13.** Click **Search**
14. A form will appear within the page
15. Select your desired **option 2** course
16. Fill in the form details as guided by the form labels
17. Make sure that all fields are filled
18. Click on submit application
19. You will be redirected to Upload KCSE certificate page.
20. Select the KCSE certificate/ result slip soft-copy file
- 21. Click upload**
22. You will be redirected to Upload leaving certificate page.
23. Select the leaving certificate soft-copy file
- 24. Click upload**
25. You will be redirected to Upload National ID/ Birth Certificate/ Passport page.
26. Select the leaving National ID/ Birth Certificate/ Passport soft-copy file on the front side
27. Select the leaving National ID/ Birth Certificate/ Passport soft-copy file on the back side
- 28. Click upload**
29. You will be redirected to confirm courses page
30. Make sure the courses listed reflects your selected courses
- 31.** If you wish to change the course click on **reject button**
32. You will be redirected to application page again

**33.** Once satisfied click confirm and you will be redirected to make a payment of **Ksh. 2,022** to MPESA paybill number **964150** (Confirm that the payment is paid to **Kenya Medical Training College**)

34. Click on confirm button

35. If you get a message with a message (“Please pay Ksh. 2022 to paybill number 96150 To Confirm the Courses”), Please wait for up to ten minutes and refresh the page.

36. A confirmation SMS will be sent to your phone number.(Added as phone number 1 during entering of personal information)

37. If you don't get an SMS please call the following numbers for assistance – 0723004516, 0723000429, 0736212060, 0736993813

38. Click on My Applications from left menu to see your applied courses

39. End