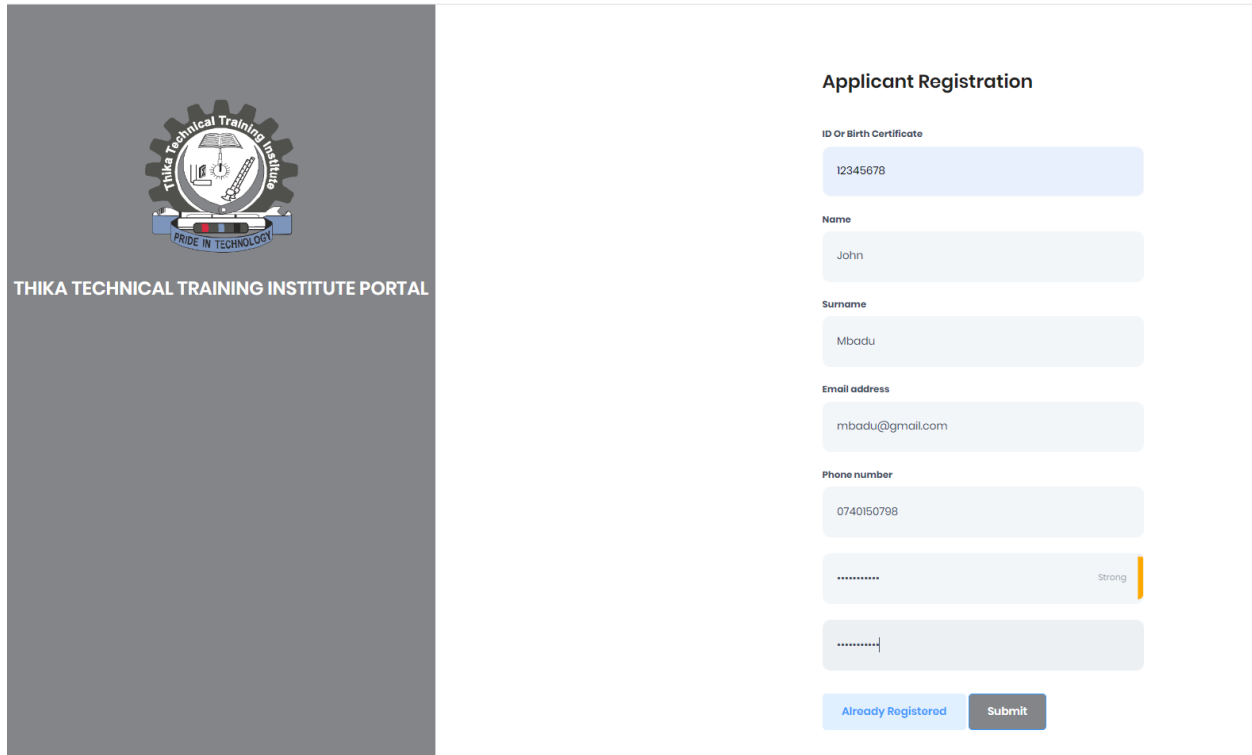


# HOW TO APPLY THROUGH THE ONLINE PORTAL

To apply online, visit <https://www.thikattiportal.ac.ke/Account/StudentApplication> and follow the steps provided.

**Step 1:** Fill the Applicant Registration Form and Submit

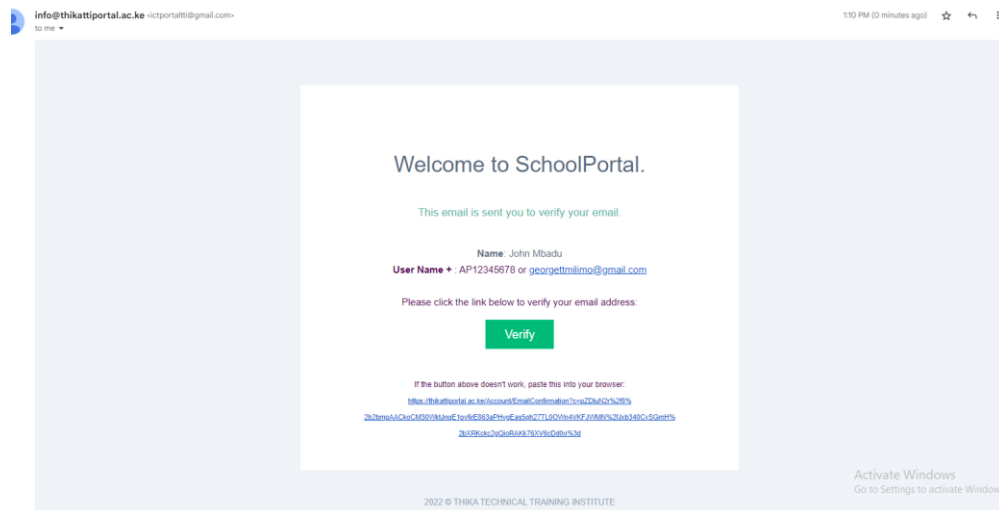


The screenshot displays the 'Applicant Registration' form on the Thika Technical Training Institute Portal. The portal logo, featuring a gear and a book, is visible on the left. The form fields are as follows:

- ID Or Birth Certificate:** 12345678
- Name:** John
- Surname:** Mbadu
- Email address:** mbadu@gmail.com
- Phone number:** 0740150798
- Password:** A password field with a strength indicator showing 'Strong'.
- Confirm Password:** A second password field.

At the bottom of the form, there are two buttons: 'Already Registered' and 'Submit'.

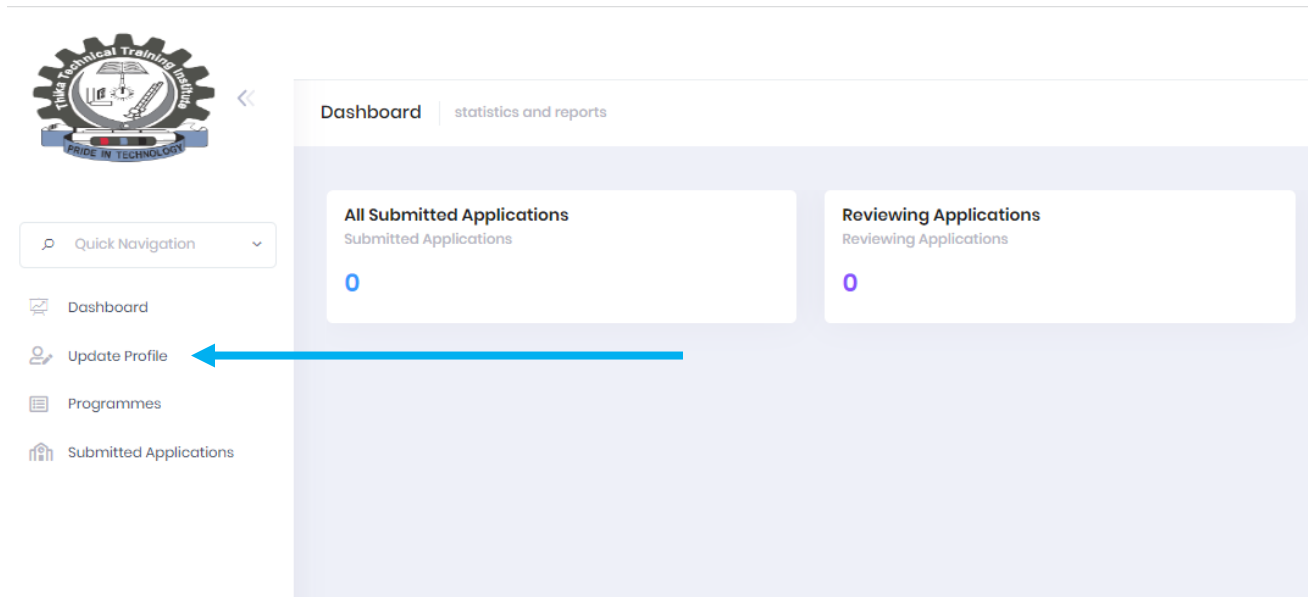
**Step 2:** A Confirmation Message will appear prompting you to go to your email and verify. Go to your email and open the email from [info@thikattiportal.ac.ke](mailto:info@thikattiportal.ac.ke) and click on Verify and you will be directed to the login page.



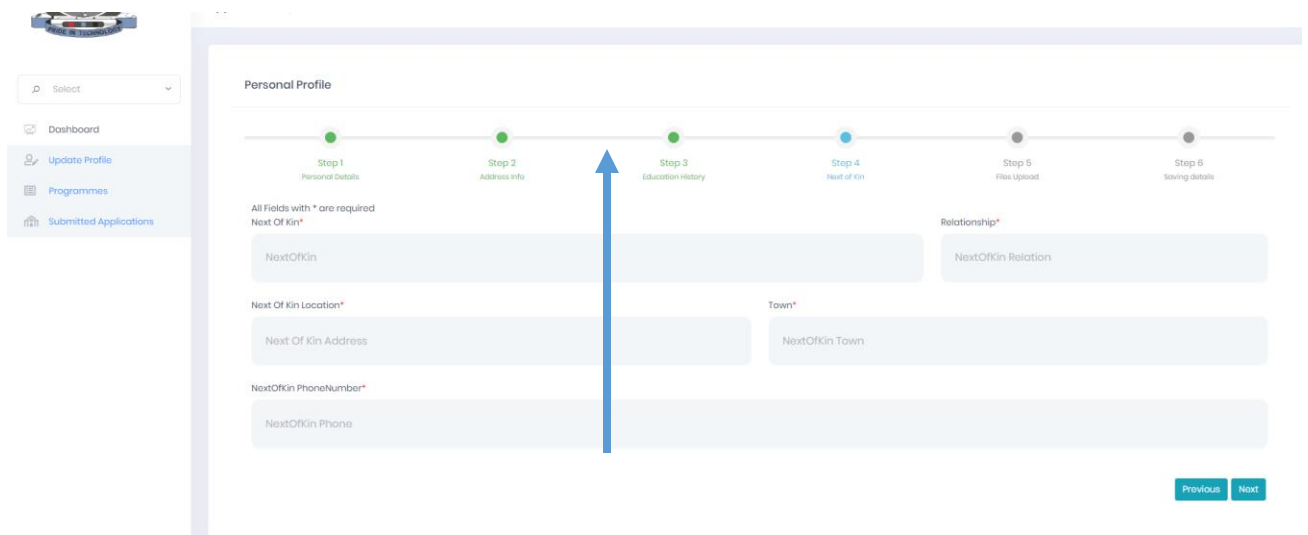
**Step 3:** On the Login Page, use your email as your username and the password you created during registration to login and you will be directed to the portal Dashboard to update your profile

The screenshot shows a login interface. At the top, a teal notification bar states "Your email address is successfully confirmed." with a close icon. Below this is the heading "Log in". There are two input fields: a light blue one for the email address and a light grey one for the password, which is currently masked with dots. Below the password field is a checkbox labeled "Remember me" and a link "Forgot password?". A dark grey "Log in" button is positioned below these elements, with a blue arrow pointing to it from the right. At the bottom, there are several links: "Not yet Registered?", "Sign Up | Email activation", and "Download Admission Letter | Courses Offered | Course Application |".

- a) **Step 4:** Click on the update profile from the portal and the fill the details from **Step 1** to **Step 6** (*Personal details, address Information, education history, Next of kin information, upload all the files(KCSE Slip/Certificate, Birth Certificate, ID/Waiting Card, Secondary Leaving Certificate, KCPE Certificate)*) and Save all your details



The following are the 6 Steps.



**Step 5:** Click on **proceed to application process** Button and you will be directed to the list of courses

**Personal Profile**

Step 1 Personal Details   Step 2 Address info   Step 3 Education history   Step 4 Next of kin   Step 5 Files upload   Step 6 Saving details

You have successfully updated profile, you can now proceed to apply for a course

[Proceed to Application Process](#)   [Previous](#)   [Next](#)

**Step 6:** Select a course based on your qualification (For Cluster subjects and qualification Check from the brochure provided on the website) and Click on the Actions button to apply for the desired (**Qualified**) course.

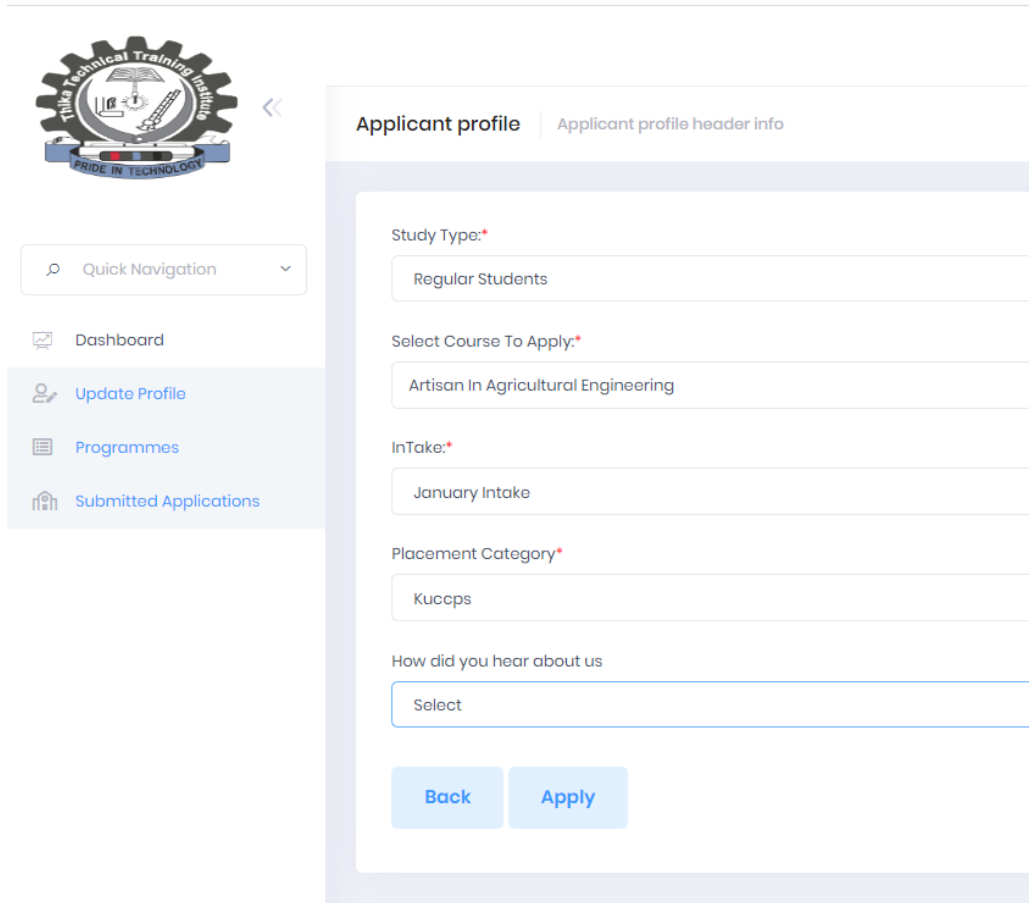
Programme   Programme header info

Search...

Show advanced filters

Actions	Names	Department	Grade Type	Period	Code
<a href="#">Actions</a>			ARTISAN	2 YEARS	AAG
<a href="#">Actions</a>	Craft in Agricultural Engineering	Agricultural Engineering Section	CERTIFICATE	2 YEARS	CAG
<a href="#">Actions</a>	Diploma in Pharmaceutical Technology	Health Sciences Department	DIPLOMA	3 YEARS	DPT
<a href="#">Actions</a>	Diploma in Applied Biology	Applied Sciences Department	DIPLOMA	3 YEARS	DAB
<a href="#">Actions</a>	Diploma in Analytical Chemistry	Applied Sciences Department	DIPLOMA	3 YEARS	DAC
<a href="#">Actions</a>	Craft in Automotive Engineering	Automotive Engineering Section	CERTIFICATE	2 YEARS	CAE
<a href="#">Actions</a>	Science Laboratory Technology	Applied Sciences Department	CERTIFICATE	2 YEARS	SLT
<a href="#">Actions</a>	Diploma in Automotive Engineering	Automotive Engineering Section	DIPLOMA	3 YEARS	DAE

**Step 7:** Fill in the Applicant's profile by selecting the Study type, Intake, and the placement Category and click apply to complete the process. A popup prompting for confirmation of details will appear, kindly confirm your details and click Submit if the details are Ok, otherwise edit your application before submission.



**Thika Technical Training Institute**  
PRIDE IN TECHNOLOGY

Quick Navigation

Dashboard

Update Profile

Programmes

Submitted Applications

**Applicant profile** Applicant profile header info

Study Type:  
Regular Students

Select Course To Apply:  
Artisan In Agricultural Engineering

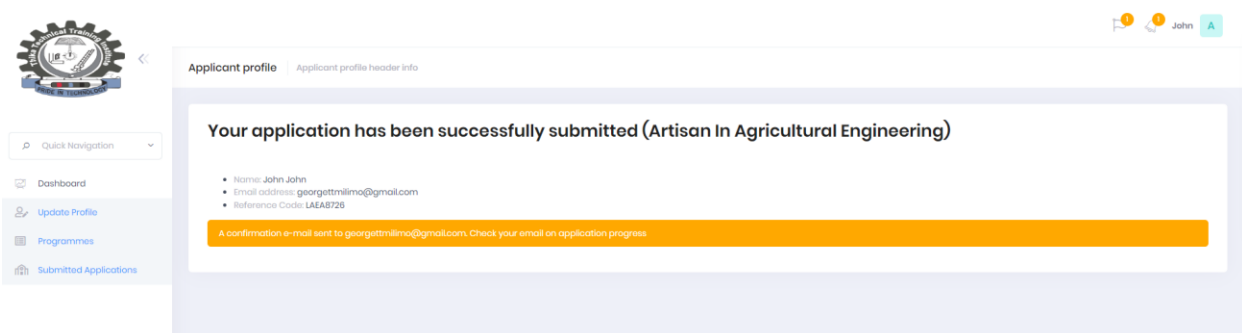
InTake:  
January Intake

Placement Category:  
Kuccps

How did you hear about us  
Select

Back Apply

A confirmation window indicating your application has been successfully submitted will appear after submission as shown



**Thika Technical Training Institute**  
PRIDE IN TECHNOLOGY

Quick Navigation

Dashboard

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**Applicant profile** Applicant profile header info

John A

**Your application has been successfully submitted (Artisan In Agricultural Engineering)**

- Name: John John
- Email address: georgettmilimo@gmail.com
- Reference Code: LAEAB728

A confirmation e-mail sent to georgettmilimo@gmail.com. Check your email on application progress

**Step 8:** Open your email and check for response from [info@thikattiportal.ac.ke](mailto:info@thikattiportal.ac.ke), download all the attachments (**Admission Letter, Course Requirement details, the Fee Structure, Medical Form, Personal Data form and Declaration Form**)

Fill all the forms and submit them physically to the registrar's office on admission date as indicated on the letter