

ACCREDITATION SYSTEM USER GUIDE



Table of Contents

1. GETTING STARTED.....	2
1.1 Starting Accreditation system for ICT Suppliers.....	2
1.2 Landing Page.....	3
1.3 Register.....	4
1.4 Login.....	6
2. Company Accreditation.....	9
1. Add a new company profile.....	10
2. Add Company Documents.....	12
3. Company Experience/Projects.....	14
4. Staff details.....	16
❖ Academic Qualification.....	19
❖ Professional Qualification.....	20
❖ Work experience.....	21
5. Submit Application for Company Accreditation.....	22
3. ICT Professional Certificate.....	24
3.1 Education Details.....	27
3.2 Employment Details.....	29
3.3 Professional Memberships.....	30
3.4 Submit Application.....	31

1. GETTING STARTED

This chapter explains how to get started on the Accreditation system.

1.1 Starting Accreditation system for ICT Suppliers

Accreditation system is a web based solution and as such it is accessed from a web browser.

List of web browsers

- Internet explorer 9.0
- Chrome
- Firefox
- thunderbird
- Safari etc.

In the browser address bar type the URL (the path) to the Accreditation system installation e.g.

`http://accreditation.icta.go.ke/`and press ***Enter key***.



Figure 1: Getting Started

Depending on the availability of the application either you will be presented with the home page or an error page which implies the application is not accessible.

If the application is not accessible possible reasons could be;

- ❖ The URL typed is wrong. in this case re-enter the correct one and press enter
- ❖ The application server is not accessible. In this case contact administrators to check the server.
- ❖ The web server is not running. In this case contact the administrator to check the web server.
- ❖ The application configuration could have changed. In this case contact the administrator.

1.2 Landing Page

If the system is available and the url is entered correctly, the below screen is displayed.



CT Authority Accreditation System

Login to apply for *Company Certificate* or *ICT Professional Certification!*

Use the contacts below to reach us in case you experience difficulties using the site.

Telephone Contacts:

+254 20 2211960

+254 20 2211961

Email: standards@ict.go.ke

Supplier Accreditation Requirements

The following documents are required during Accreditation

1. Company profile
2. Certificate of incorporation
3. Companies act/ permit
4. KRA compliance certificate
5. CVs , IT related university certificate, project management certificate national id copies and KRA pin for all of all directors
6. CVs, IT related degree, professional certifications, certification in project management for all technical staff
7. Past LPOs and Recommendation Letters
8. Recent bank statement from the last financial year together with the audited accounts of the same
9. Partnership certificates if any

There are 8 categories for Company Accreditation. Click [Here](#) to see the prerequisites for each.




Figure 2: landing Page

The above landing page contains the accreditation requirements and menus to either login in if you already have an account or create a new one by clicking register.

1.3 Register

For new users, click on register and create an account. On click the below screen will be displayed.



ICT Authority Accreditation System

Register Account

Company/Personal KRA PIN Number

Email


First Name

Last Name

Password

Repeat Password

Captcha



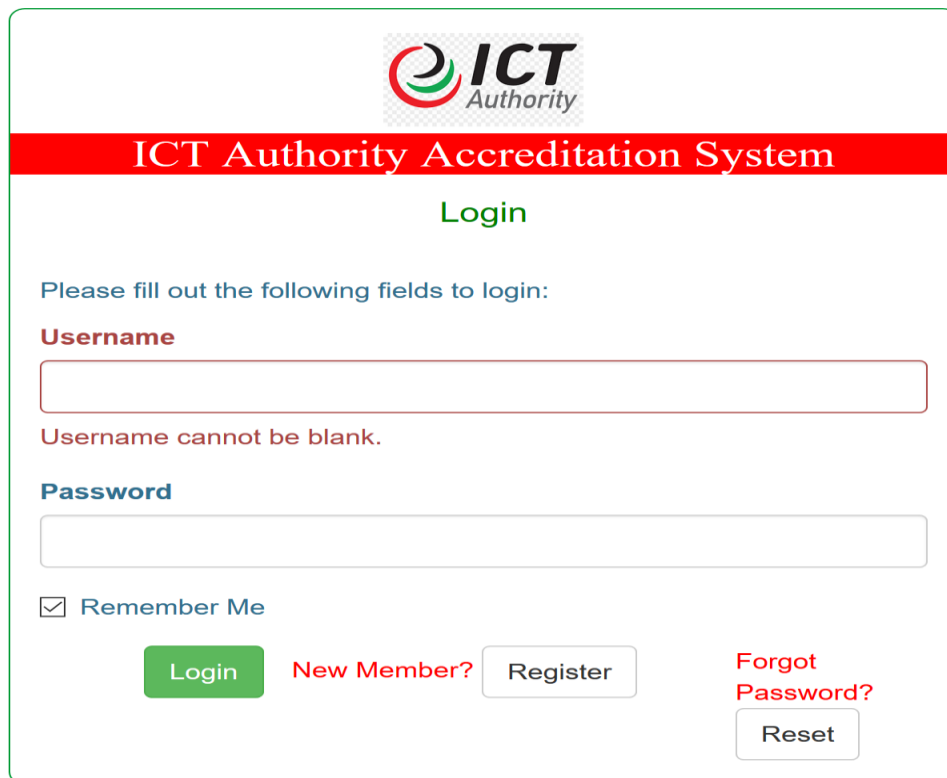
Register

Back to Login


Once you register, the system will redirect you to the homepage and ask you to check your email to confirm your account. Account confirmation is done by clicking on the link on email to activate the registered account.

1.4 Login

For the registered users, click on login and the below login page will be presented.



The screenshot shows the login interface for the ICT Authority Accreditation System. At the top, there is a logo for ICT Authority. Below the logo, a red banner displays the system name. The word 'Login' is centered in green. A blue instruction text asks the user to fill out the following fields. There are two input fields: 'Username' and 'Password'. The 'Username' field has a red border and a red error message below it. Below the 'Password' field is a 'Remember Me' checkbox. At the bottom, there are four buttons: 'Login' (green), 'New Member?' (red text), 'Register' (white with grey border), and 'Forgot Password?' (red text) with a 'Reset' button below it.

 **ICT**
Authority

ICT Authority Accreditation System

Login

Please fill out the following fields to login:

Username

Username cannot be blank.

Password

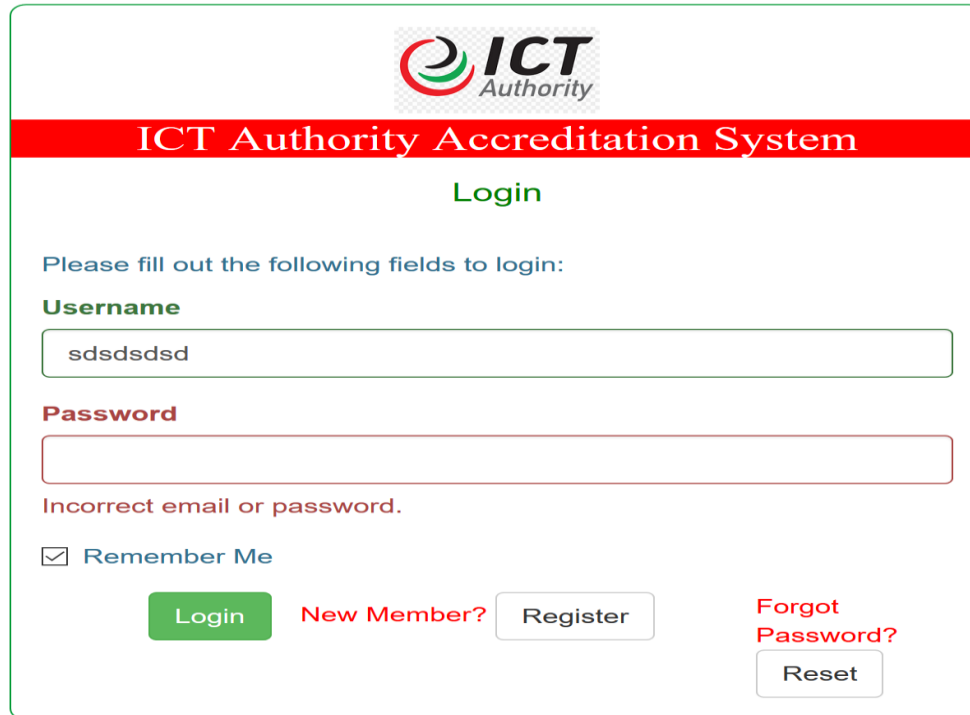
☒ Remember Me

[New Member?](#) [Forgot Password?](#)

Figure 3: Login

- ❖ Enter **username** and password in the fields provided respectively
- ❖ Press Enter or click on sign in button.

❖ If any detail is wrong you get the below screen.



The screenshot displays the login interface of the ICT Authority Accreditation System. At the top, the ICT Authority logo is visible. Below it, a red banner reads "ICT Authority Accreditation System". The page is titled "Login" in green. A message states: "Please fill out the following fields to login:". The "Username" field contains the text "sdsdsd" and is highlighted with a green border. The "Password" field is empty and highlighted with a red border. Below the password field, a red error message reads: "Incorrect email or password.". There is a checked checkbox for "Remember Me". At the bottom, there are four buttons: a green "Login" button, a red "New Member?" link, a white "Register" button, and a white "Reset" button under the red "Forgot Password?" link.

ICT Authority

ICT Authority Accreditation System

Login

Please fill out the following fields to login:

Username

sdsdsd

Password

Incorrect email or password.

☒ Remember Me

Login New Member? Register

Forgot Password? Reset

Figure 4: Invalid Login

If a user enters wrong credentials more than three times the system will lock the account and will need the administrator to unlock.

- ❖ If the user was left active in the system (either because they closed the browser without clicking logout or have logged in another session), the system will request the user to enter the password again before they gain.
- ❖ If all is well the user is presented with the dashboard depending on his or her privileges as shown below



ICT Authority Accreditation System

Choose Your action Below

Company Accreditation

ICT Professional Certification

Use the contacts below to reach us in case you experience difficulties using the site.

Telephone Contacts:

+254 20 2211960

+254 20 2211961

Email: standards@ict.go.ke

Supplier Accreditation Requirements

The following documents are required during Accreditation

1. Company profile
2. Certificate of incorporation
3. Companies act/ permit
4. KRA compliance certificate
5. CVs , IT related university certificate, project management certificate national id copies and KRA pin for all of all directors
6. CVs, IT related degree, professional certifications, certification in project management for all technical staff
7. Past LPOs and Recommendation Letters
8. Recent bank statement from the last financial year together with the audited accounts of the same
9. Partnership certificates if any

There are 8 categories for Company Accreditation. Click [Here](#) to see the prerequisites for each.



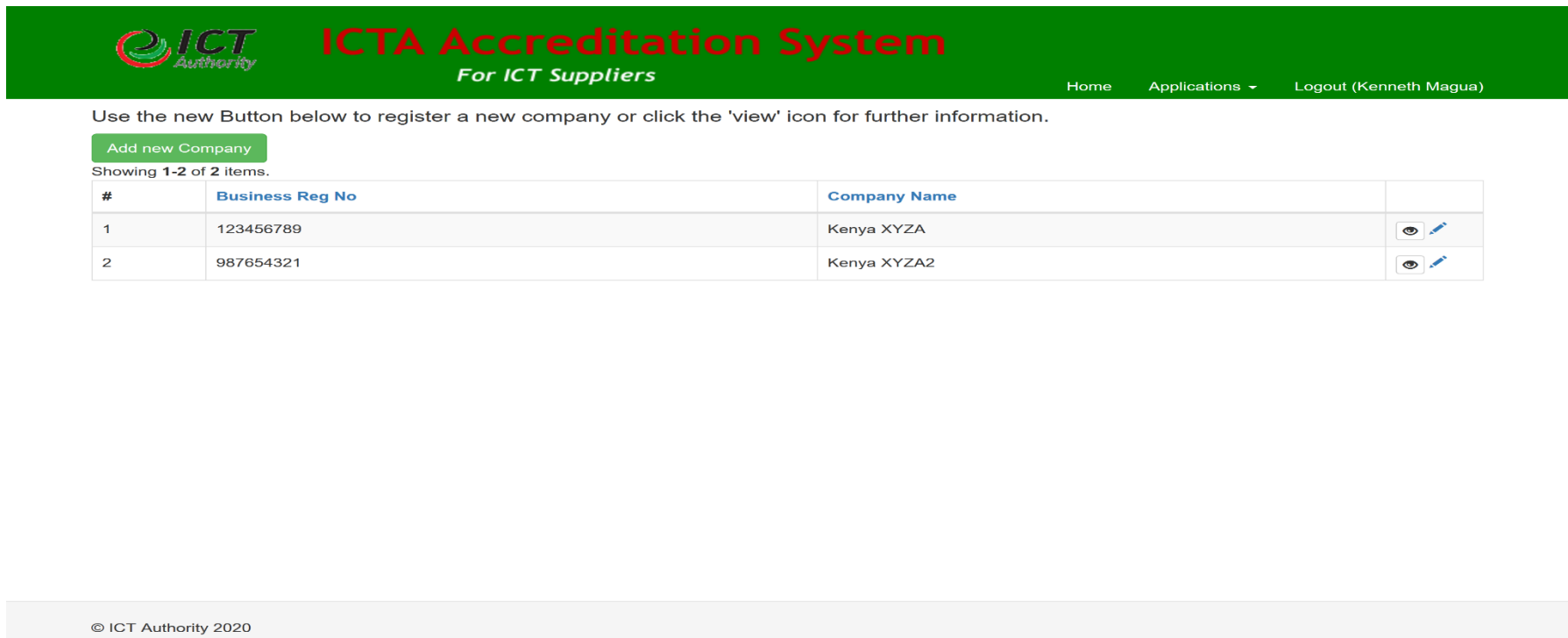
Figure 5: dashboard screen

From the above screen user can apply for:-





2. Company Accreditation

When seeking for company accreditation click on company accreditation button or select from the application menu.

On click you will be presented with the below screen which lists companies affiliated to you.



The screenshot displays the ICTA Accreditation System dashboard for ICT Suppliers. The header is green with the ICT Authority logo and the text "ICTA Accreditation System For ICT Suppliers". Navigation links include Home, Applications (with a dropdown arrow), and Logout (Kenneth Magua). Below the header, a message states: "Use the new Button below to register a new company or click the 'view' icon for further information." A green button labeled "Add new Company" is present. Below this, it says "Showing 1-2 of 2 items." and a table lists two companies.

#	Business Reg No	Company Name	
1	123456789	Kenya XYZA	 
2	987654321	Kenya XYZA2	 

© ICT Authority 2020

From the above screen you do the following:-

- ❖ Add a new company profile
- ❖ View details about an individual company (clicking on the eye icon for the company)
- ❖ Edit the company profile details

1. Add a new company profile

Click on create new company to add company details.

The screenshot shows the 'Create Company Profile' form within the ICTA Accreditation System. The header is green with the ICT Authority logo and the text 'ICTA Accreditation System For ICT Suppliers'. Navigation links include Home, Applications, and Logout (Kenneth Magua). The breadcrumb trail is Home / Company Profiles / Create Company Profile. The form itself is titled 'Create Company Profile' and contains two columns of input fields. The left column includes fields for Business Reg No, Company Registration Date, Town, Floor, Company Email, and Postal Address. The right column includes fields for Company Name, County, Building, Telephone Number, Type Of Business (a dropdown menu), and Company Categorization (a dropdown menu). A green 'Save' button is located at the bottom left of the form area. The footer of the page indicates '© ICT Authority 2020'.

ICT Authority
ICTA Accreditation System
For ICT Suppliers

Home Applications Logout (Kenneth Magua)

Home / Company Profiles / Create Company Profile

Create Company Profile

Business Reg No	Company Name
<input type="text"/>	<input type="text"/>
Company Registration Date	County
<input type="text"/>	<input type="text"/>
Town	Building
<input type="text"/>	<input type="text"/>
Floor	Telephone Number
<input type="text"/>	<input type="text"/>
Company Email	Type Of Business
<input type="text"/>	<input type="text"/>
Postal Address	Company Categorization
<input type="text"/>	<input type="text"/>

Save

© ICT Authority 2020

If the data is captured successfully, on save you will be presented with the below screen.



ICTA Accreditation System

For ICT Suppliers

[Home](#)[Applications ▾](#)[Logout \(Kenneth Magua\)](#)[Home](#) / [Company Profiles](#) / Kenya XYZA

Kenya XYZA

[Company Details](#)[Company Documents](#)[Company Projects/Experience](#)[Staff Details](#)[Applications](#)


Business Reg No	123456789
Company Name	Kenya XYZA
Company Registration Date	2020-02-18
County	Kilifi
Town	Kilifi
Building	xyza bld
Floor	1
Telephone Number	021563366
Company Email	xyza@xyza.org
Postal Address	281 kilifi
Company Categorization	Youth

2. Add Company Documents

Click on company document tab and the below screen will be displayed where you can add company documents.

The documents include:-

- ❖ Certificate of incorporation/registration
- ❖ KRA pin
- ❖ Work permit document



ICTA Accreditation System

For ICT Suppliers

HomeApplications ▼Logout (Kenneth Magua)




Home / Company Profiles / Kenya XYZA

Kenya XYZA

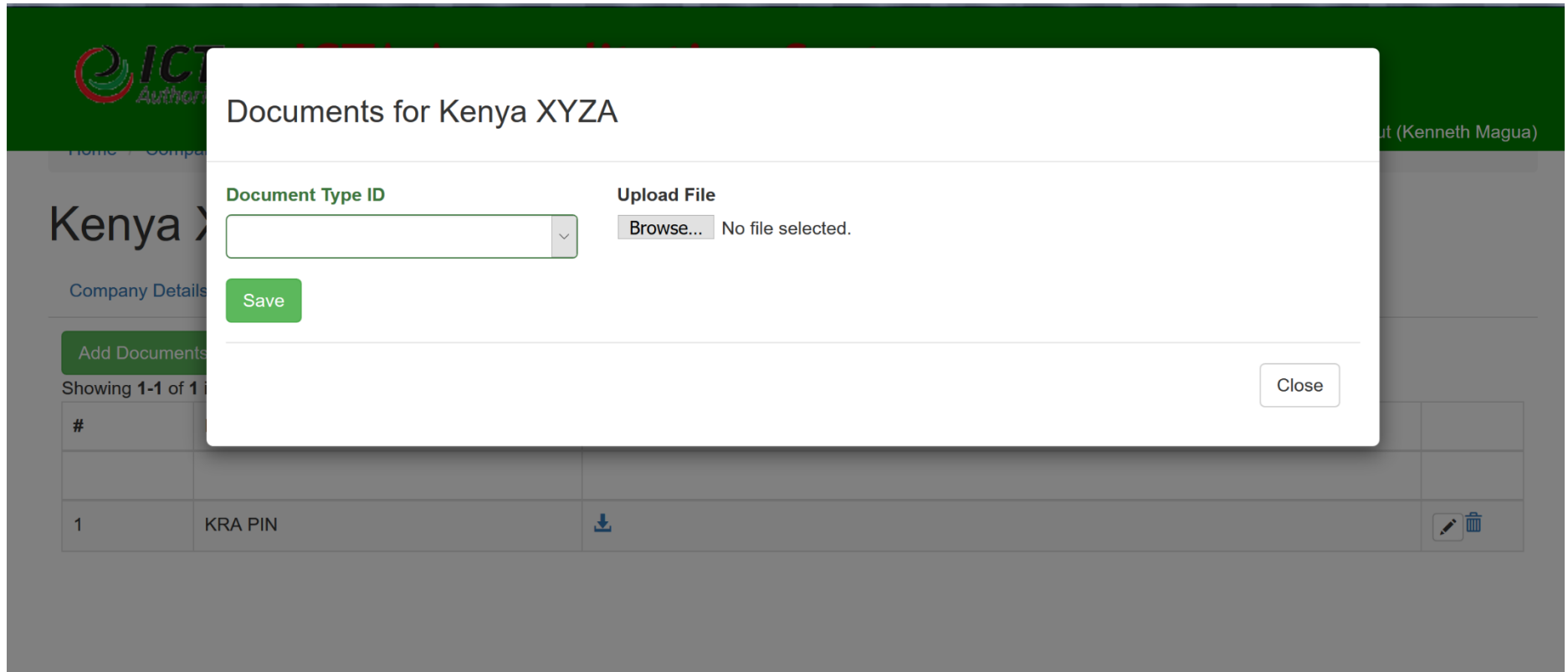
Company DetailsCompany DocumentsCompany Projects/ExperienceStaff DetailsApplications

Add Documents

Showing 1-1 of 1 item.

#	Name	Document/Certificate	
1	KRA PIN		 

Once you click on add document button, the below pop window will be displayed.
Select the document type,upload the file and then save.



Once you save, you will see a list of all the documents on close of the pop up.
You can also remove the document by clicking on the delete icon symbol.

3. Company Experience/Projects







This is used to add the project the company has worked on in the last five years

Click on the Company project/experience tab. The below screen shall be displayed

Mary Land

[Company Details](#)[Company Documents](#)[Company Projects/Experience](#)[Staff Details](#)[Applications](#)[Add Company Projects\(Experience\)](#)

Showing 1-2 of 2 items.

#	Organization Type	Project Name	Dates	Status	Project Cost (KES)	Attachment	
1	Private	Implementation of xyz	2020-04-01 - 2020-04-16	Ongoing	256323333		 
2	Public	Managing people from all walks of life	2020-04-01 - 2020-04-11	Ongoing	256323333		 

Adding company project

- ❖ On the company project tab, click the 'Add Company Projects(Experience)' button
- ❖ The below popup form will be displayed
- ❖ Enter the company projects and save

Projects done by Kenya XYZA

Organization Type

Project Name

Start Date

End Date

Status

Project Cost (KES)

Proof Documents for the Project [LPO, Recommendation letter] (Combine in one file)

No file selected.

#	Organization
1	Public
2	Public
3	Public

- ❖ On clicking save, the record will be saved (*if there were no validation errors*) and a new form will be opened to add another project.

4. Staff details

This tab is used to capture the company staff details.











Click on the staff details tab. The below screen shall be displayed.

Mary Land

[Company Details](#)[Company Documents](#)[Company Projects/Experience](#)[Staff Details](#)[Applications](#)[Add Staff](#)

Use icon links on 'Actions' column to add academic certificates, certifications and work experience details for a staff.

Showing 1-2 of 2 items.

#	First Name	Last Name	National ID	Kra Pin	Gender	Staff Type	Actions	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
1	Mana	Mahaha	244438777	Kenneth	Male	Staff	Academics  Certifications  Work History 	 
2	MARy	Maina	244438777	552225	Male	Technical Director	Academics  Certifications  Work History 	 

Click on Add staff button which opens the form below.

Add Staff

First Name

Last Name

National ID

Kra Pin

Gender

Dob

Any Disability?

Title

Staff Type

Status

Save

Close

Enter the staff detail and close.

From the right side of the staff list grid, you can add academic qualification, professional qualification and work experience to the staff as shown in the screen below.



ICTA Accreditation System

For ICT Suppliers






[Home](#)[Applications ▾](#)[Logout \(Kenneth Magua\)](#)[Home](#) / [Company Profiles](#) / Kenya XYZA

Kenya XYZA

Academic qualifications

[Company Details](#)[Company Documents](#)[Company Projects/Experience](#)[Staff Details](#)[Applications](#)[Add Staff](#)

Showing 1-1 of 1 item.

#	First Name	Last Name	National ID	Kra Pin	Gender	Staff Type	Actions	
1	Clement	Piri	26565626	Pni586212	Male	Staff	<div><div></div></div>	

Work Experience

Professional Qualification

❖ Academic Qualification

This screen captures the academic qualification of a staff in various levels.

The screenshot shows a web application interface with a modal form titled "Academic Qualifications for Clement Piri". The background is a blurred view of the application's main page, which includes a sidebar with "Home / Company Details", "Add Staff", and a table with one row for "Clement". The modal form has a green header bar with the title. Below the header, there are two input fields: "Level" (a dropdown menu) and "Course Name" (a text box). Underneath these is a "Certificate Upload" section with a "Browse..." button and the text "No file selected." Below the upload section is a green "Save" button. At the bottom of the modal is a "Close" button. A table is visible at the bottom of the modal, but it is empty and displays "No results found."

#	Level	Course Name	Certificate
No results found.			

❖ Professional Qualification

This screen captures the professional qualification of a staff.

Professional Certifications for Clement Piri

Qualification Type

Other Description

Certificate Upload

Browse... No file selected.

Save

#	Qualification Type	Other Description	Certificate
No results found.			

Close

❖ Work experience

Work Experience for Clement Piri

Organization

Role

Assignment/Duties

Start Date

End Date


#	Organization	Role	Assignment/Duties	Dates
No results found.				

Once the above data is successfully captured, you can then proceed to make an application for accreditation

5. Submit Application for Company Accreditation

NOTE: A company can submit more than one application depending as there are several accreditation types.

For you to make an application, click on submit application button



ICTA Accreditation System

For ICT Suppliers

HomeApplications ▼Logout (Kenneth Magua)



Home / Company Profiles / Kenya XYZA

Kenya XYZA

Company DetailsCompany DocumentsCompany Projects/ExperienceStaff DetailsApplications

Submit Application

Showing 1-1 of 1 item.

#	Accreditation Type	Cash Flow (KES)	Turnover (KES)	Audited Accounts Document Link	Status	
1	Cloud Computing	1000000	(not set)	Financial status link	Download Certificate	 

On clicking the submit button, you will be presented with the below screen.



ICTA Accreditation System

For ICT Suppliers

[Home](#)[Applications ▾](#)[Logout \(Kenneth Magua\)](#)[Home](#) / [My Applications](#) / [Submit Application](#)

Submit Application

Accediation Category

Accediation Category cannot be blank.

Turnover (KES)

App Company Experience

Select Projects to include on application

Cash Flow (KES)

Audited Accounts Document Link

App Staff

Select Staff to include on application

☐ I declare that the information given here is correct to the best of my knowledge.

Submit

From the above screen, you should choose the accreditation category and its associated staff, cashflow, turn over and company experience in that specific category.

Once the data is filled, check the declaration check box to confirm that the information provide is correct to the best of your knowledge and then submit to finish the application.



ICTA Accreditation System

For ICT Suppliers

[Home](#) [Applications](#) [Logout \(Kenneth Magua\)](#)

[Home](#) / [Company Profiles](#) / Kenya XYZA

Kenya XYZA

[Company Details](#) [Company Documents](#) [Company Projects/Experience](#) [Staff Details](#) [Applications](#)

Submit Application

Showing 1-2 of 2 items.

#	Accreditation Type	Cash Flow (KES)	Turnover (KES)	Audited Accounts Document Link	Status	
1	Cloud Computing	1000000	(not set)	Financial status link	Download Certificate	 
2	Cloud Computing	8900	100	Financial status link	MPESA	 

3. ICT Professional Certificate

More details about this certification and requirements for each category can be seen at the homepage.



ICTA Accreditation System

For ICT Suppliers & ICT Professionals

Home

ICT Authority Accreditation System

Choose Your action Below

Company Accreditation

ICT Professional Certification

Supplier Accreditation Requirements

The following documents are required during Accreditation

1. Company profile
2. Certificate of incorporation
3. Companies act/ permit
4. KRA compliance certificate
5. CVs , IT related university certificate, project management certificate national id copie directors
6. CVs, IT related degree, professional certifications, certification in project management

From the homepage, Click '**ICT Professional Certification**' as above. This button opens different pages depending on whether the user had already started this process. The form shown below is shown in case the user had not completed his/her profile.



Personal Information Form

ID/Passport
Number

Last Name

Date Of Birth

Phone

County

First Name

Other Names

Gender

Nationality

Postal Address

Save

Below tabbed page is shown if the user had already completed their personal Information page



ICTA Accreditation System

For ICT Suppliers & ICT Professionals

[Home](#) [Logout \(John hama\)](#)

Personal Details

[Education Details](#)

[Employment Details](#)

[Professional Memberships](#)

[Application](#)

Update

ID/Passport Number	John
First Name	Hama
Last Name	Kirimi
Other Names	John ahaoa
Date Of Birth	2020-04-01
Gender	Male
Phone	07256522625
Nationality	Kenyan
County	Nairobi
Postal Address	230 gpo Nairobi

Use 'Edit Personal Information' button above to edit details on the personal information tab.

3.1 Education Details

Click on Education Details tab to see a list of your education details as shown below.

Hama Kirimi

Personal Details

Education Details

Employment Details

Professional Memberships

Application

Add Education Record

Showing 1-1 of 1 item.


#	Name	Course	Institution	Completion Date	
1	Diploma	Diploma in MIS	KCCT	2014-03-11	

Edit an education record



To edit an education record, click **edit** icon as show above.

Click '**Add Education Record**' to add a new education record. This opens the below form in a dialog box.



Logout (John hama)

Home / Hama Kirimi

Hama Kirimi

Personal Details

Add Education Record

Showing 1-1 of 1 item.

#	Name
1	Diploma

Adding Education

Level ID

Course

Institution

Completion Date

Save

Close

Fill in the form and click save. After save you'll get a message that the record was updated successfully and can continue adding more.

3.2 Employment Details

Click on Employment Details tab to see a list of your employment details as shown below.


Home / Hama Kirimi

Hama Kirimi

[Personal Details](#) [Education Details](#) [Employment Details](#) [Profesional Memberships](#) [Application](#)


Add Employment Record

Showing 1-1 of 1 item.

#	ID	Organisation Name	Organisation Email	Organisation Phone	Job Title	
1	4	Kenya Medical	km@km20.ke	025225222	Noir2	

To edit an employment record, click **edit** icon as show above in a circle.

Click '**Add Employment Record**' to add a new employment record. This opens the below form in a dialog box.



Adding Employment

Logout (John h)

[Home](#) / [Hama](#)

lama

Personal Detail

Add Employm

Showing 1-1 of 1

#	ID
1	4

CT Authority 20

Role



Fill in the form and click save. After save you'll get a message that the record was updated successfully and can continue adding more.

3.3 Professional Memberships

Click on Employment Details tab to see a list of your employment details as shown below.

[Personal Details](#)
[Education Details](#)
[Employment Details](#)
[Profesional Memberships](#)
[Application](#)

Showing 1-1 of 1 item.

#	Name	Membership No	Upload	
1	PHP ZCE	Zend600896		

To edit a Professional Membership record, click **edit** icon as show above in a circle.

Click '**Add Professional Membership Record**' to add a new Professional Membership record. This opens the below form in a dialog box.

3.4 Submit Application

Click on application tab and fill in the form below

Refer to the homepage for information on requirements for each category.

Accreditation Category

☐ I declare that the information provided is correct to the best of my knowledge.

Save

Click Save to submit your application.