

DIT ONLINE CANDIDATES REGISTRATION USER MANUAL

FOR DIT ASSESSMENT CENTRE



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Directorate Of Industrial Training Ministry Of Education And Sports

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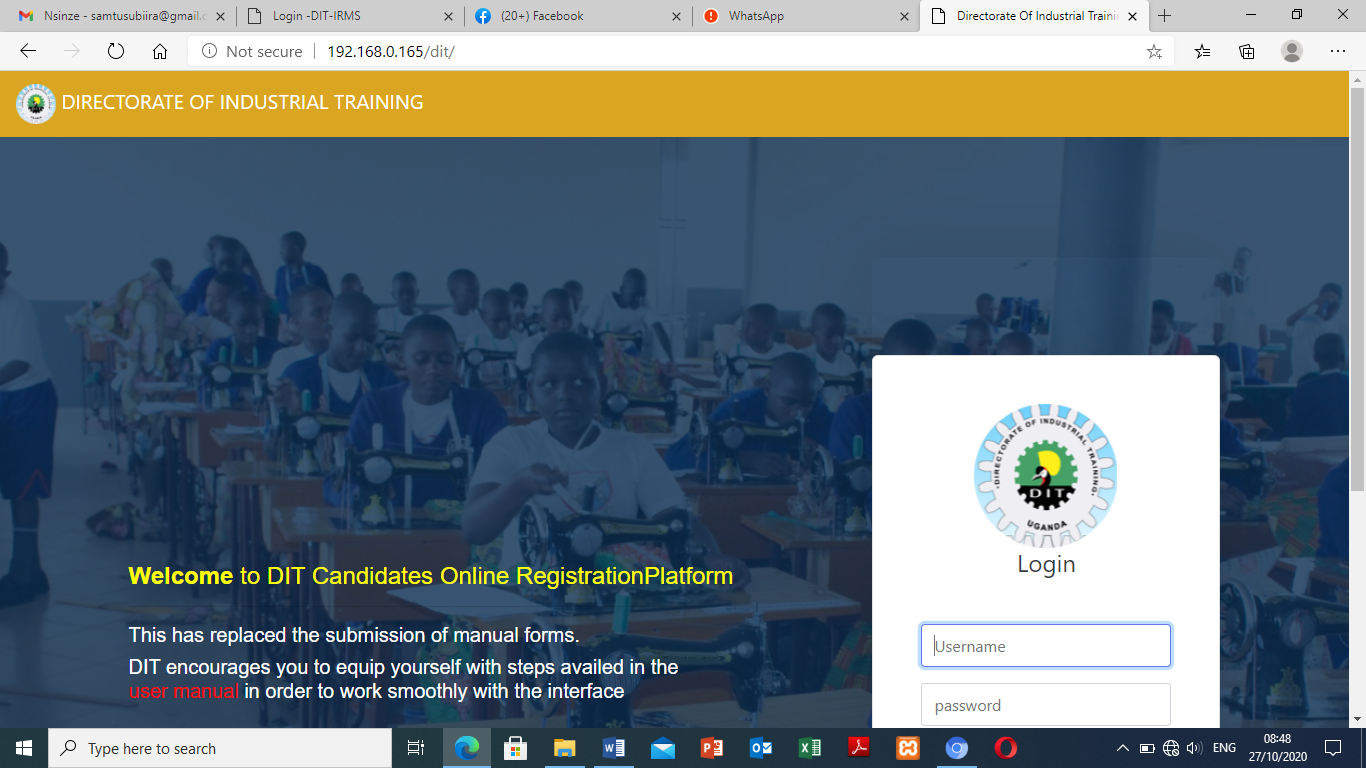
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# HOW TO USE DIT ONLINE REGISTRATION

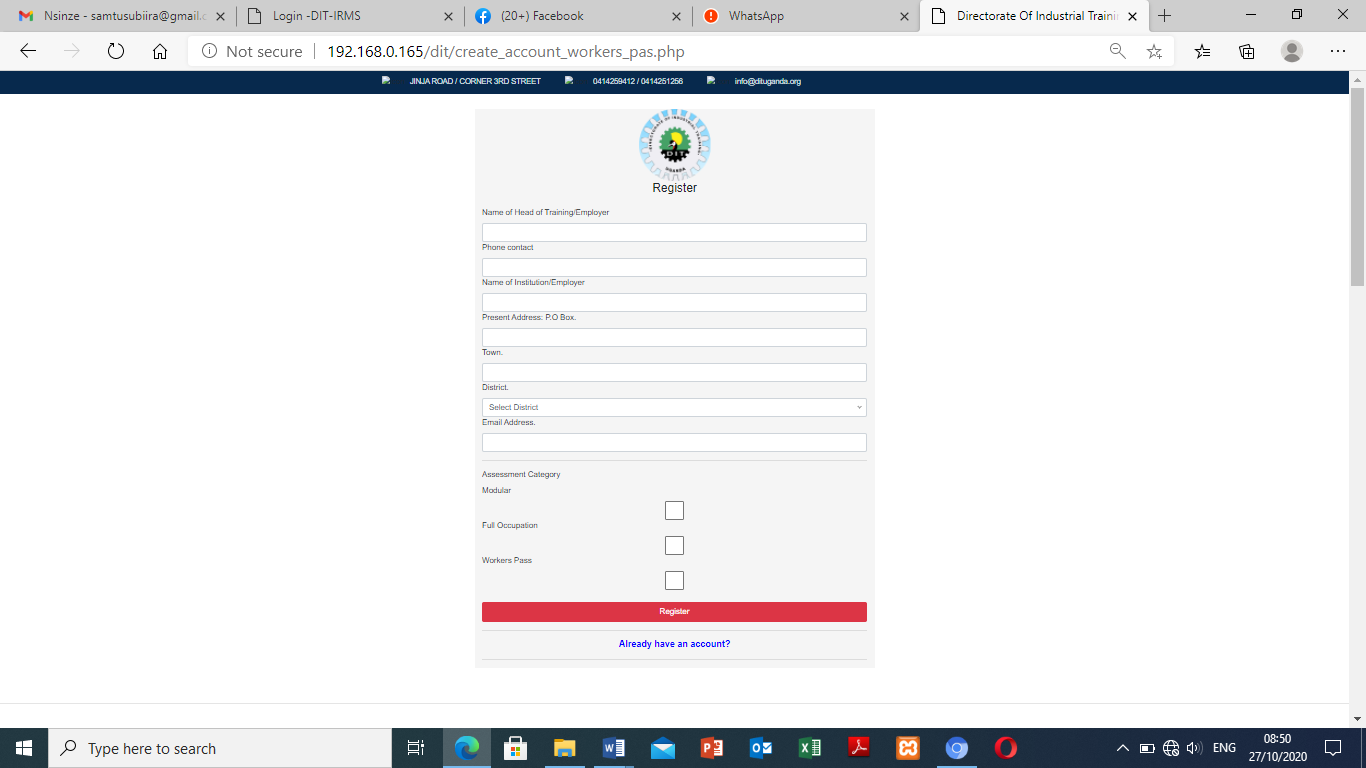


## Requesting for user account

Fill in the form below to request the system admin to create for your user account. The account details will be sent to you via your email address you registered with.

Steps

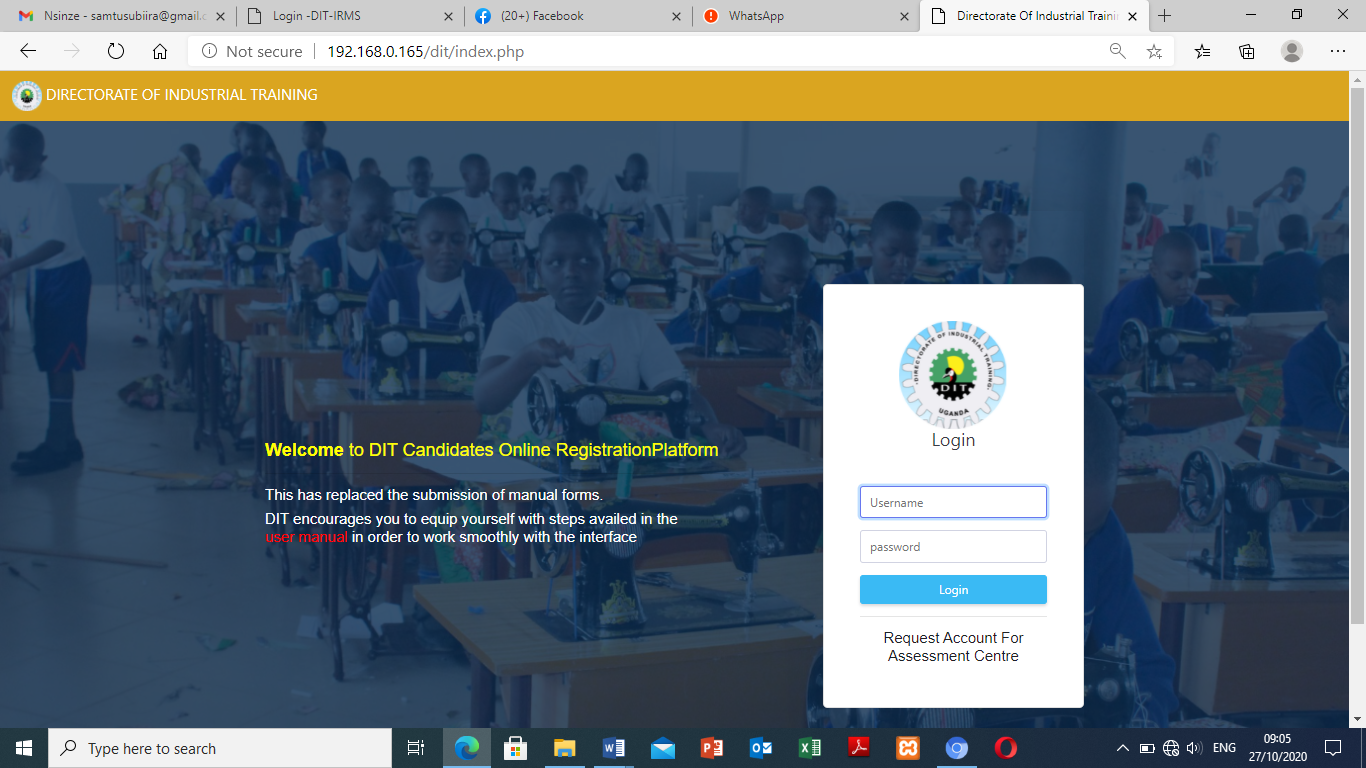
* Click on request account for assessment centre
* Fill your details required
* Click on register button



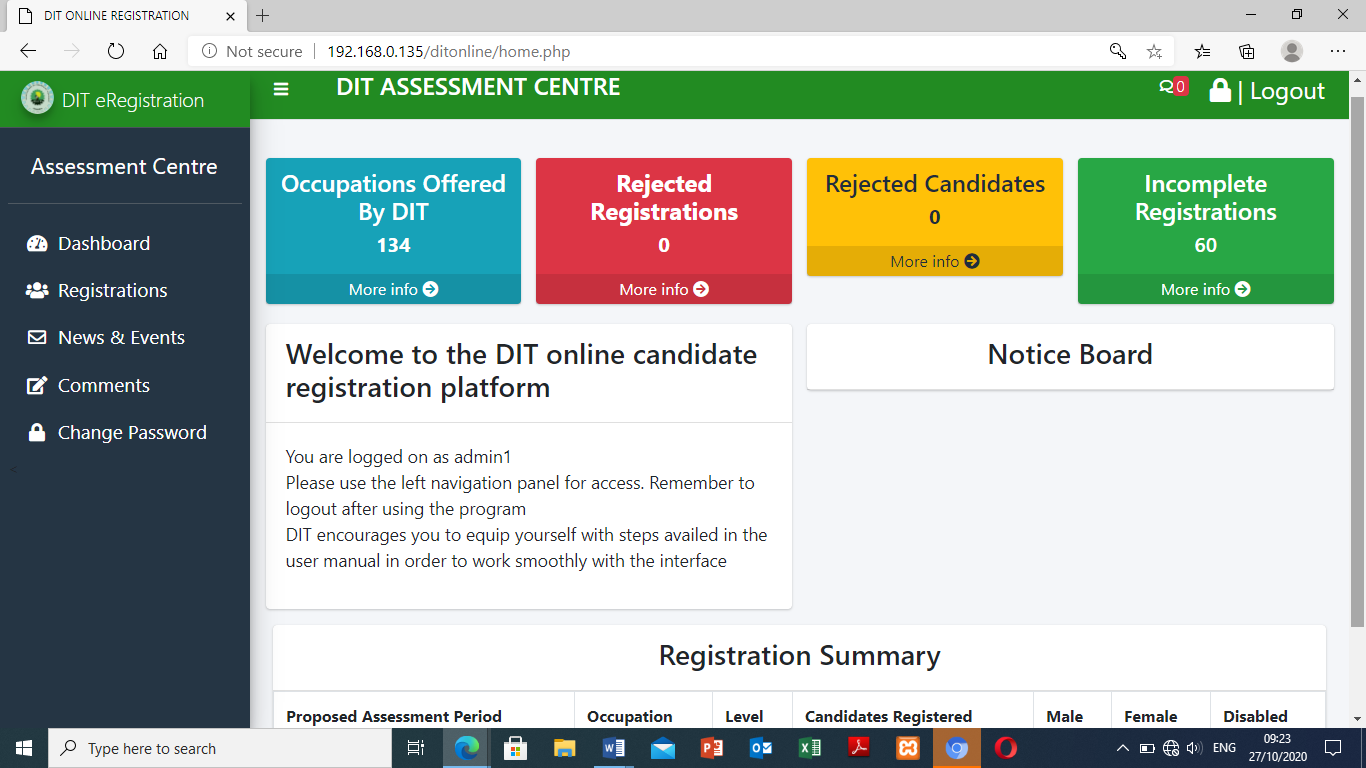
### Logging into the system

After typing in the user details sent to your e-mail from the DIT system admin, it will grant access to use the system.

As shown below i.e. before logging in



After logging in



### Functions of the system

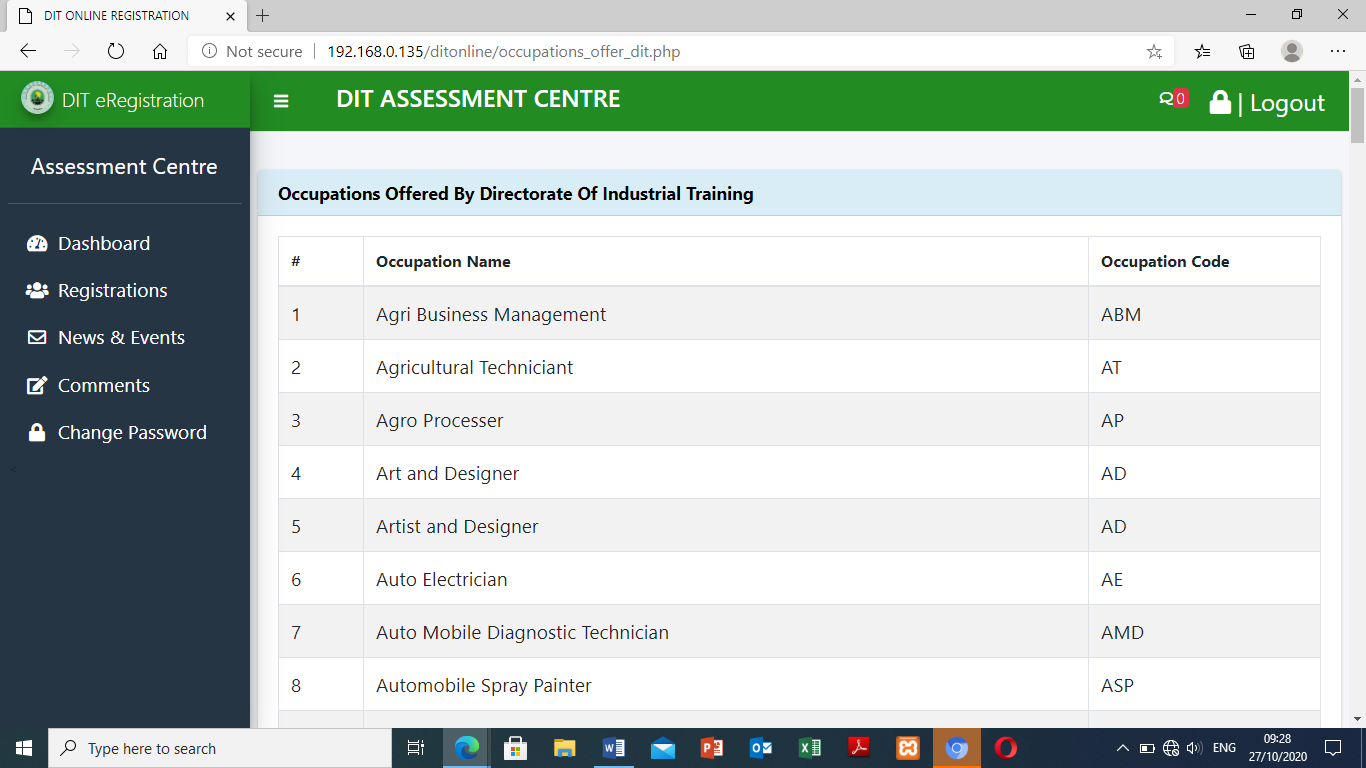
The system will give access to the following functions;

* Occupation assessed by DIT
* Registration
* Rejected registrations
* Rejected candidates
* Incomplete registration

### Occupation Assessed by DIT

To view occupations offered follow the following steps

* Click on dashboard
* Click on more info under occupations assessed function

The window showing some of occupations assessed by DIT will display as below;

# Registration menu

This function allows a centre to register candidates to different occupations and level of assessment as confirmed during the accreditation of that particular assessment centre.

#### How to register a candidate?

The following are functions of registration menu

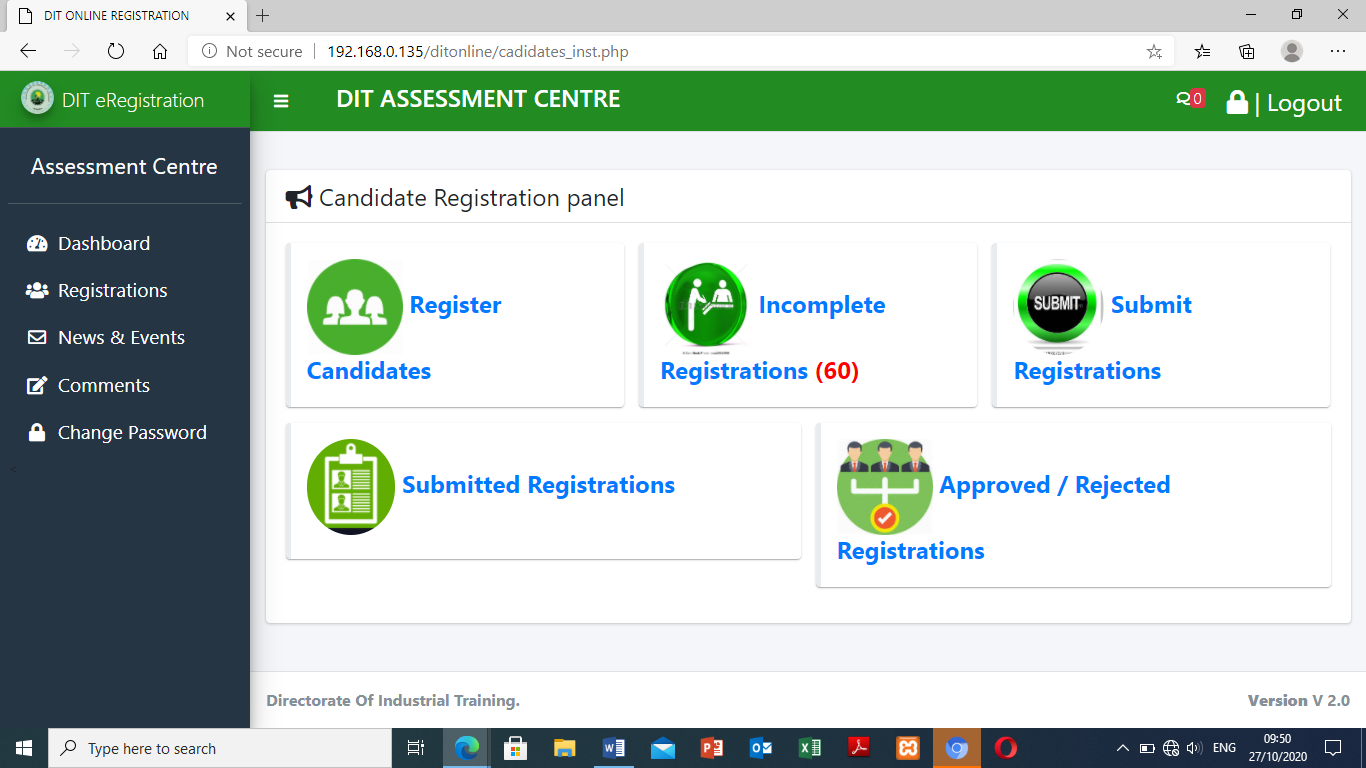
* Register candidate
* Incomplete registration
* Submit registration
* Submitted registrations
* Approved registrations

## The registration menu

Steps of displaying the registration menu

* Click on registration

The registration menu is shown below



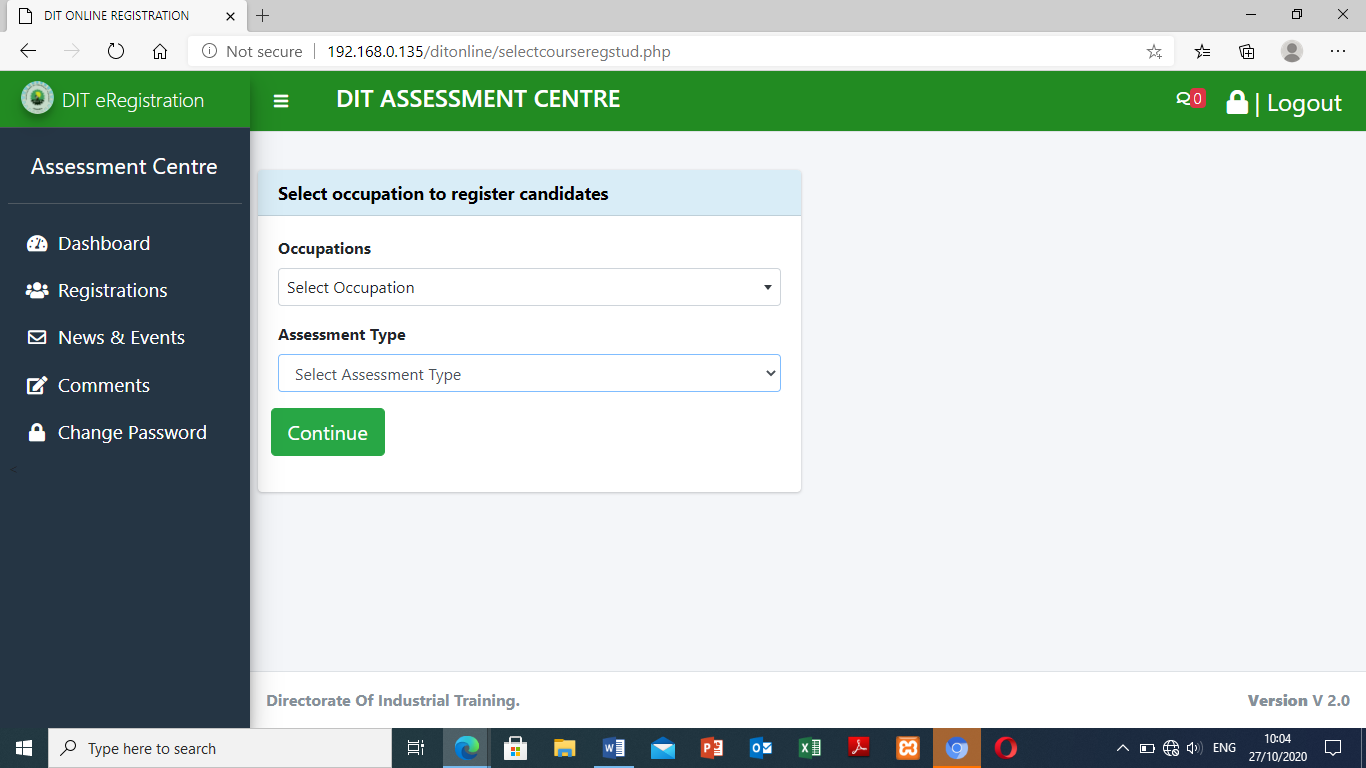
## Register candidate

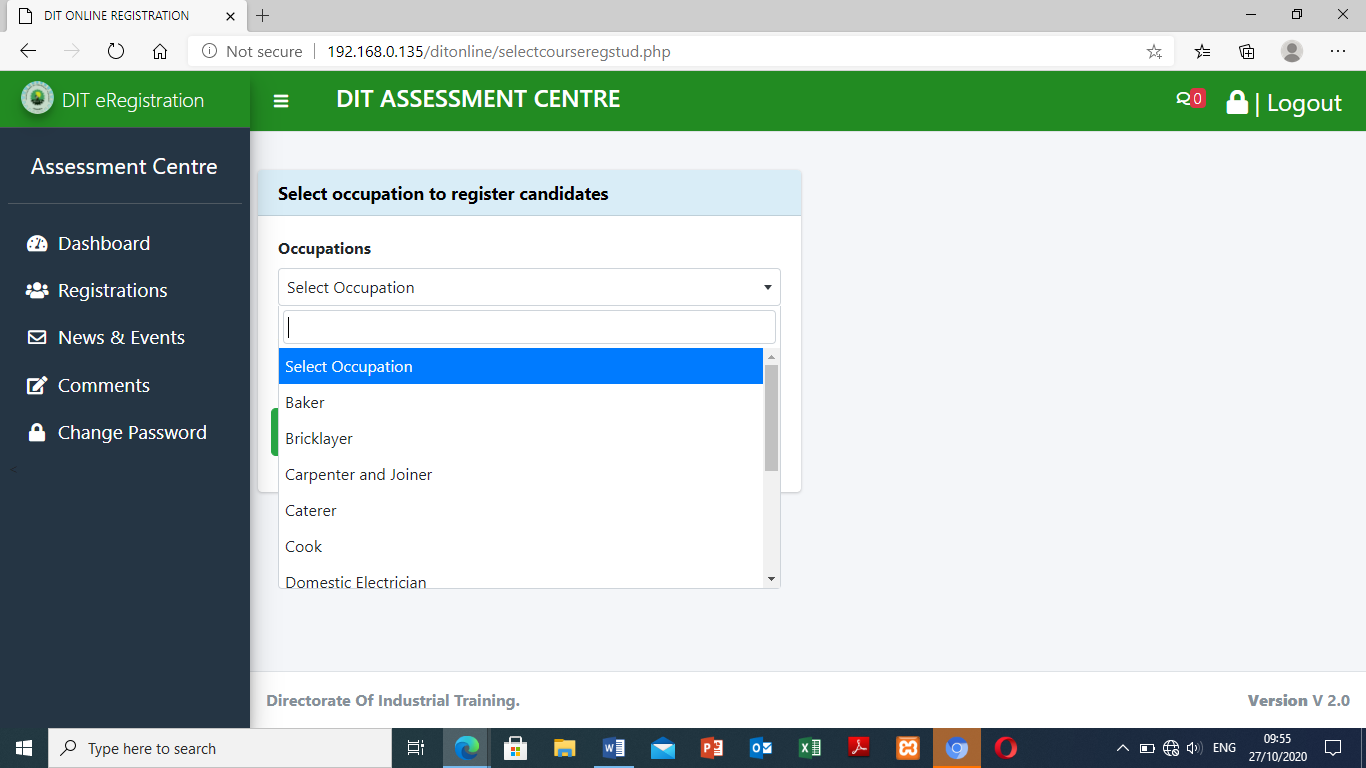
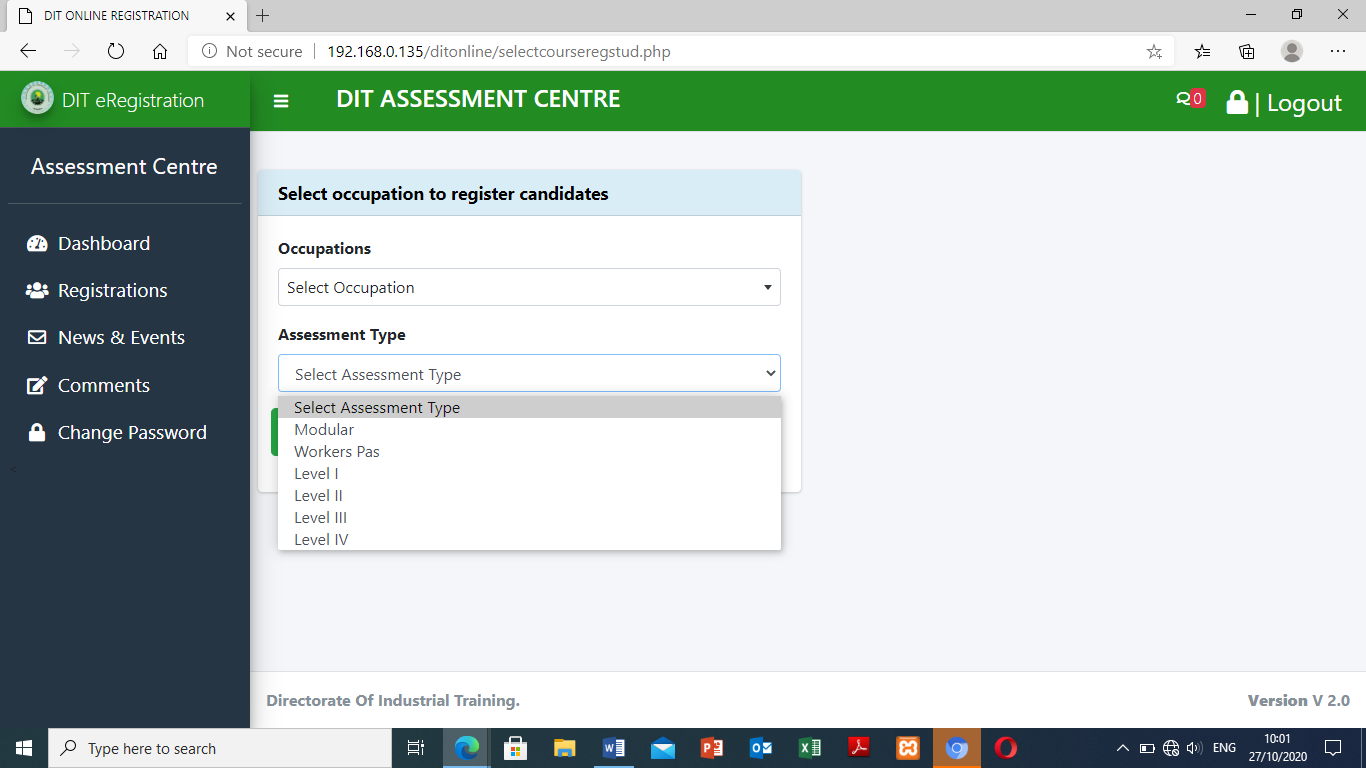
This function allows centres to register candidate for assessment

Steps followed

* Click on registrations
* Select Register candidate
* Select occupation
* Select assessment type
* Click continue

As shown below



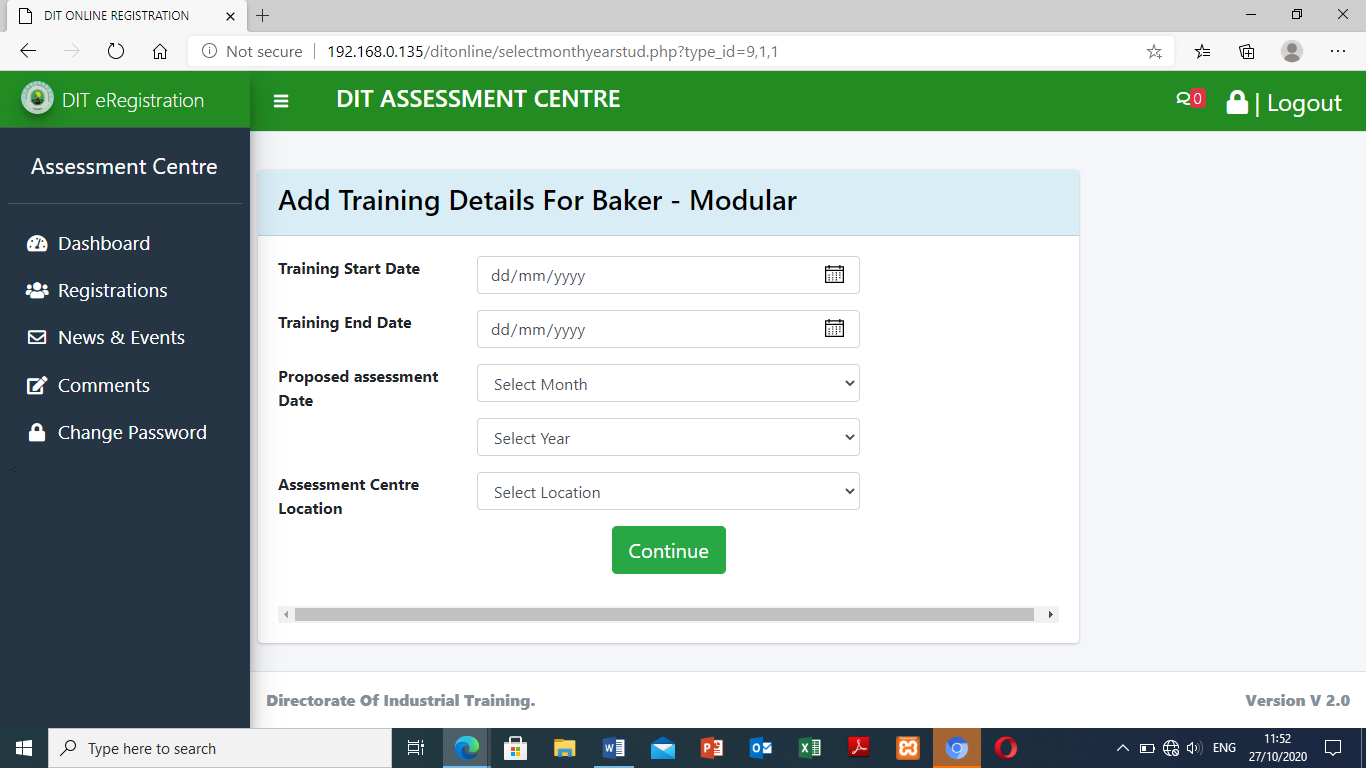
## Creating assessment schedule

This is the assessment period which consists of start date, end date and proposed date of assessment.

Steps

* Click continue from register candidate window to link you to Add Training Details
* Select the Training Start Date
* Select the Training End Date
* Select the Proposed Assessment Date
* Select the Assessment Centre Location
* Click continue to create assessment schedule and Select Modules.

As shown below



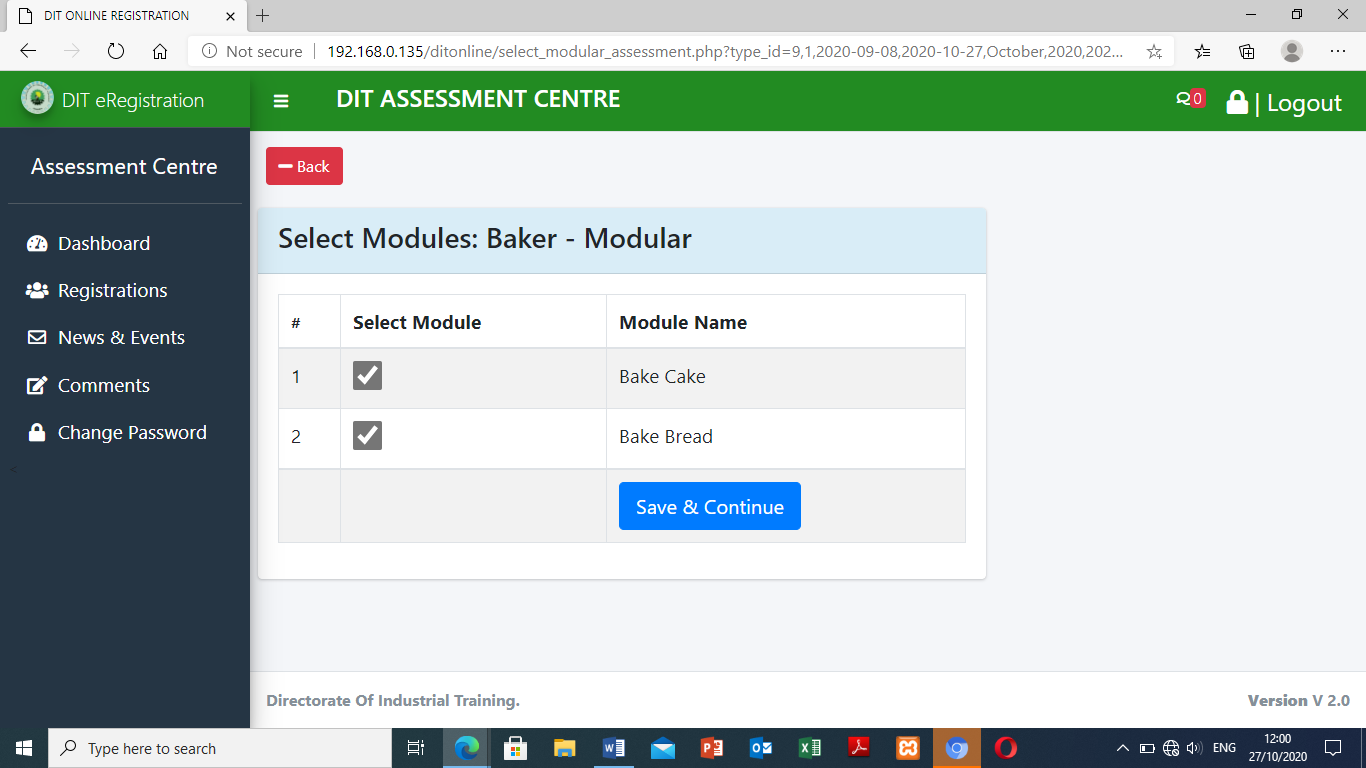
## Select Modules

This function enables you to select the correct modules assessed for that particular module.

Steps

* Click continue from Add Training Details to link you to select module window
* Tick module
* Click save and continue

As shown below



Note:

* At this stage the assessment period and modules assessed is scheduled and created

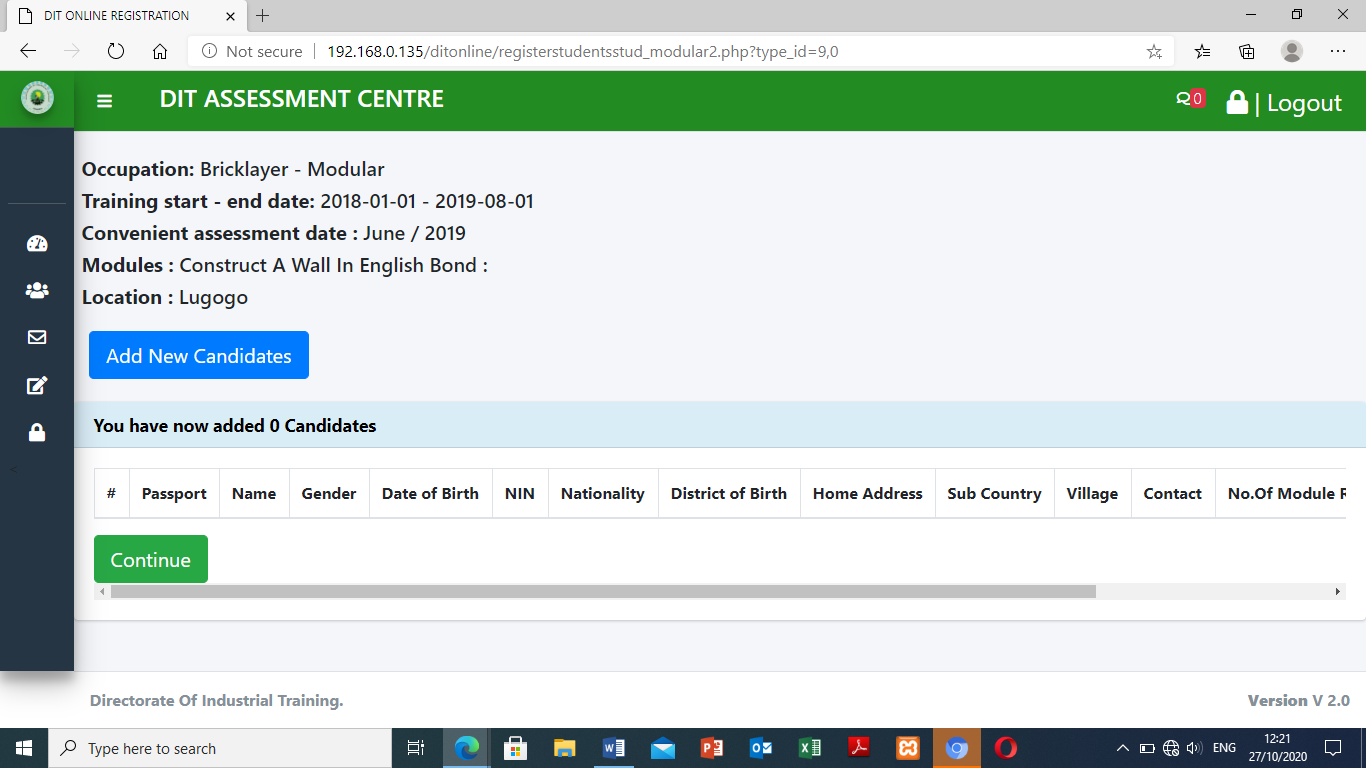
## Adding new candidates/ late registration

This allows you to add candidates to the already existing candidate list even after submission for registration to DIT. This is where candidate’s details are captured from.

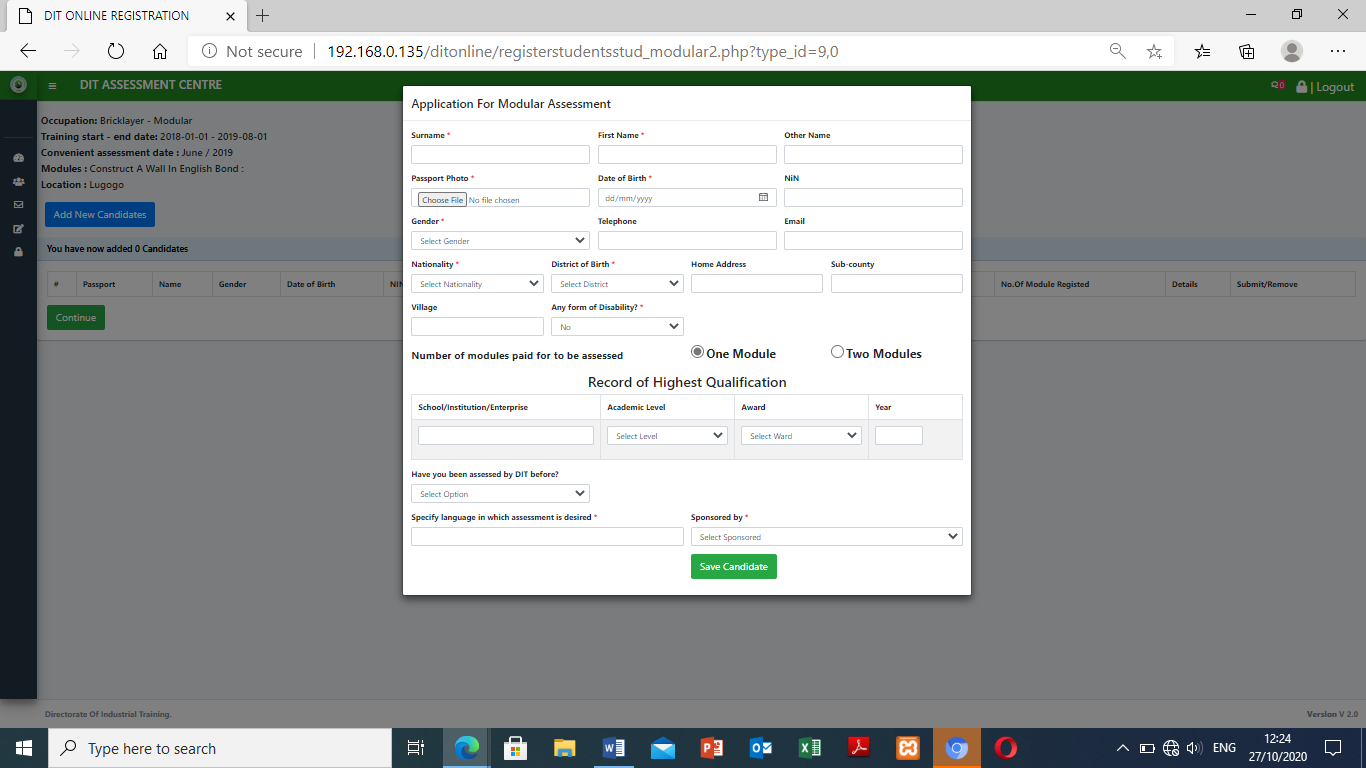
Steps

* Select the start- end date you have scheduled
* Click view and add link
* Click on Add a new candidate button to add candidate’s details
* It will show Application Form for Assessment
* Click save to add a candidate

As shown below (Add a new candidate)



Application Form for Assessment



**Note**

* Fill in all fields with \* symbol because they are important and the system can’t save without them filled.
* The total number of candidates registered should be five (5) and above.
* Then click continue button.

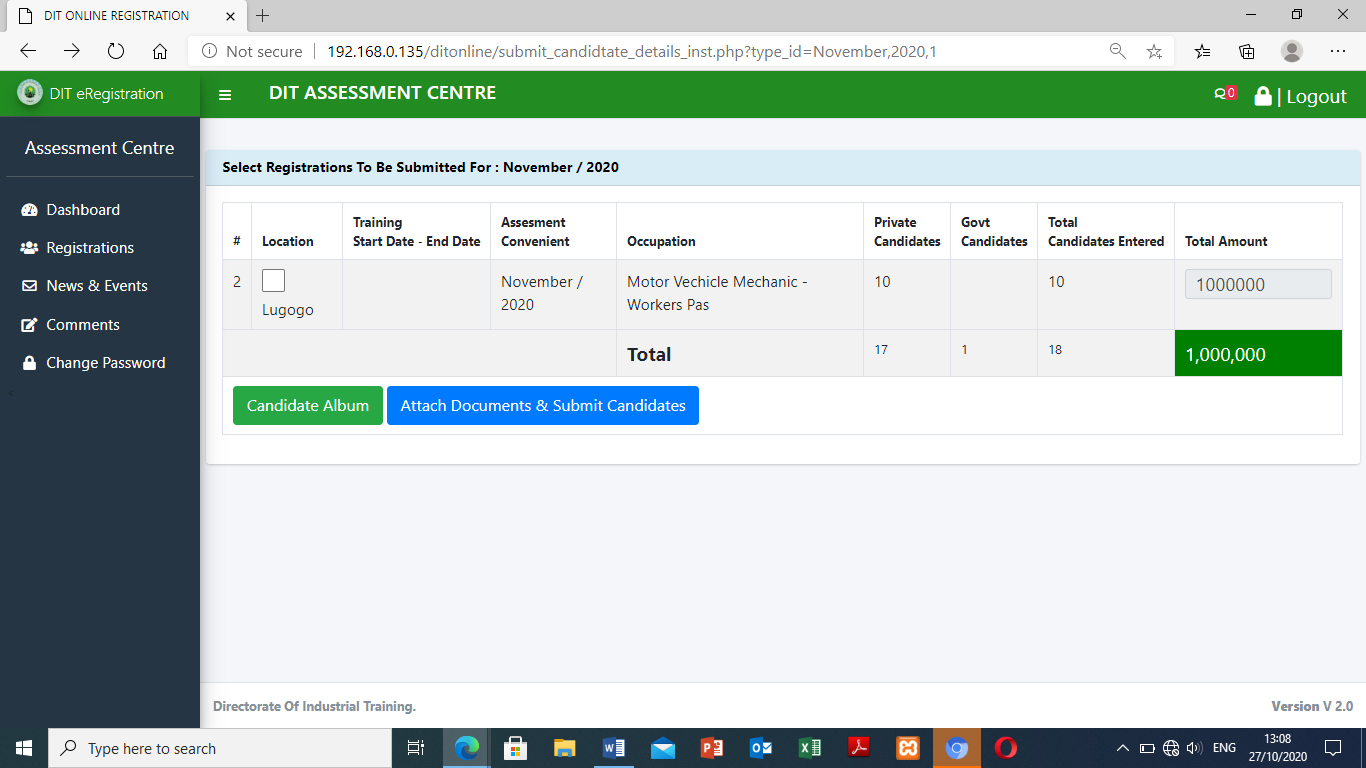
## Submit candidate

This menu will submit candidates to DIT for approval and to be given registration numbers. This is done after registered candidates have finished approving their bio data details, signed against them and paid for registration. Scan approved candidate bio data and paid receipt in pdf format then upload as an attachment to the system. The power over these registered candidates on the assessment centre stops at this stage

Steps

* Click on registration
* Select submit candidate
* Select proposed assessment period
* Select the assessment centre location

As shown below



### Creating candidate’s album

This shows the candidates photo and bio data where candidates sign against their names to approve. It is scanned after candidate’s approval then sent as an attachment to DIT

Steps

* Click on registration
* Click submit registration
* Select proposed assessment period
* Click on view & attachment
* Tick the location from the Selected Registrations to be Submitted
* Select candidate album
* Select from Submission Batch
* Select Centre Location
* Select Occupation
* Select Assessment Type
* Click Apply
* Then click on print candidate album

The table below shows the sequence of steps and pictures of windows appearance at different steps as shown below;

|  |  |
| --- | --- |
| * Click on registration * Click submit registration |  |
| * Select proposed assessment period * Click on view & attachment |  |
| * Tick the location from the Selected Registrations to Be Submitted * Select candidate album |  |
| * Select from Submission Batch * Select Centre Location * Select Occupation * Select Assessment Type * Click Apply |  |
| * Candidates album |  |
| * Command to Print |  |
| Printing   * Select a printer * Select copies * Select layout * Select pages * Click save/ print |  |

## Attach documents and submit candidates

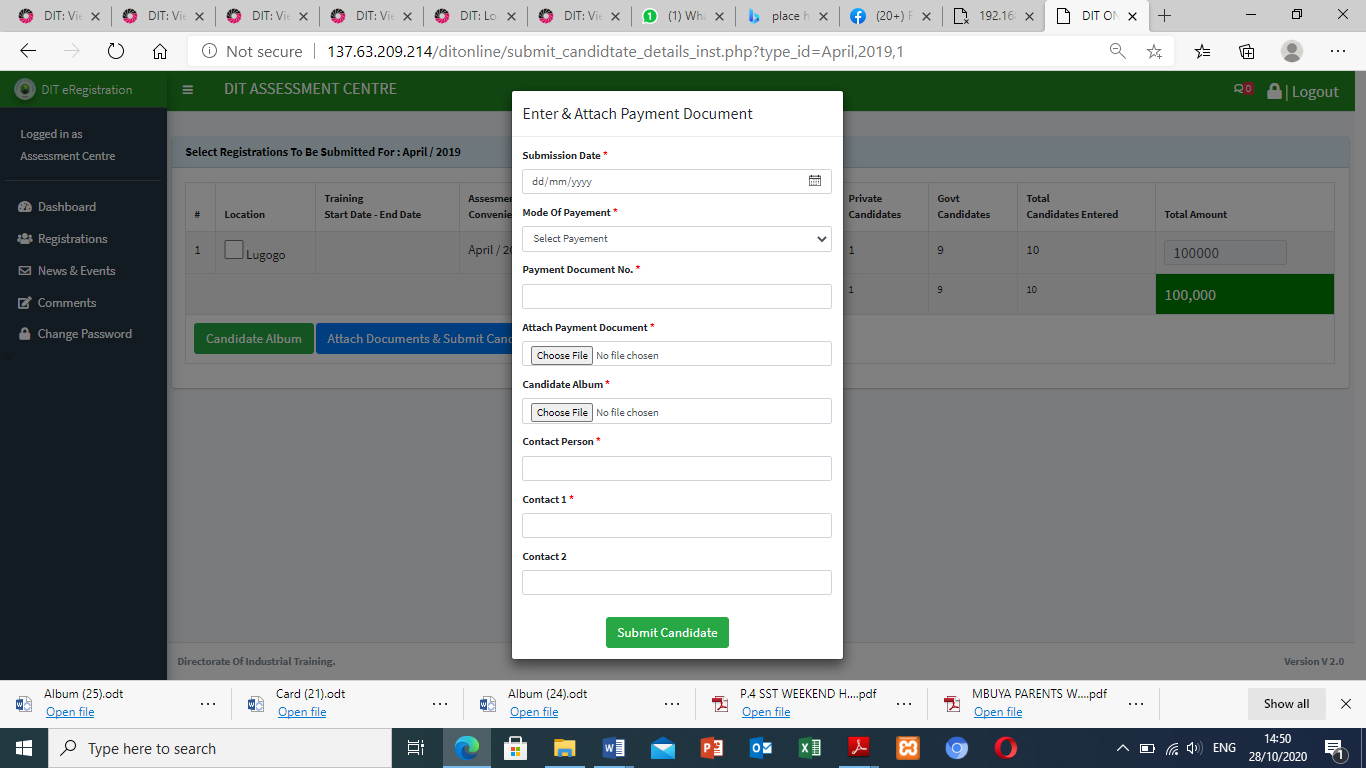
This function allows a centre to capture the payment details and upload a scanned paid bank slip/ receipt.

Steps

* Click on registration
* Click registration
* Select proposed assessment period
* Click on view & attachment
* Tick the location from the Selected Registrations to Be Submitted
* Select Attach documents and submit candidates
* Capture the following
* submission Date \*
* Mode Of  payment i.e. bank slip, EFT receipt EFT cheque others
* Payment Document No. \*
* Attach Payment Document \*
* Candidate Album \*
* Contact Person \*
* Contact 1 \*
* Contact 2
* Then click submit candidate

**Note:** fields with\* symbol are very important

As shown below



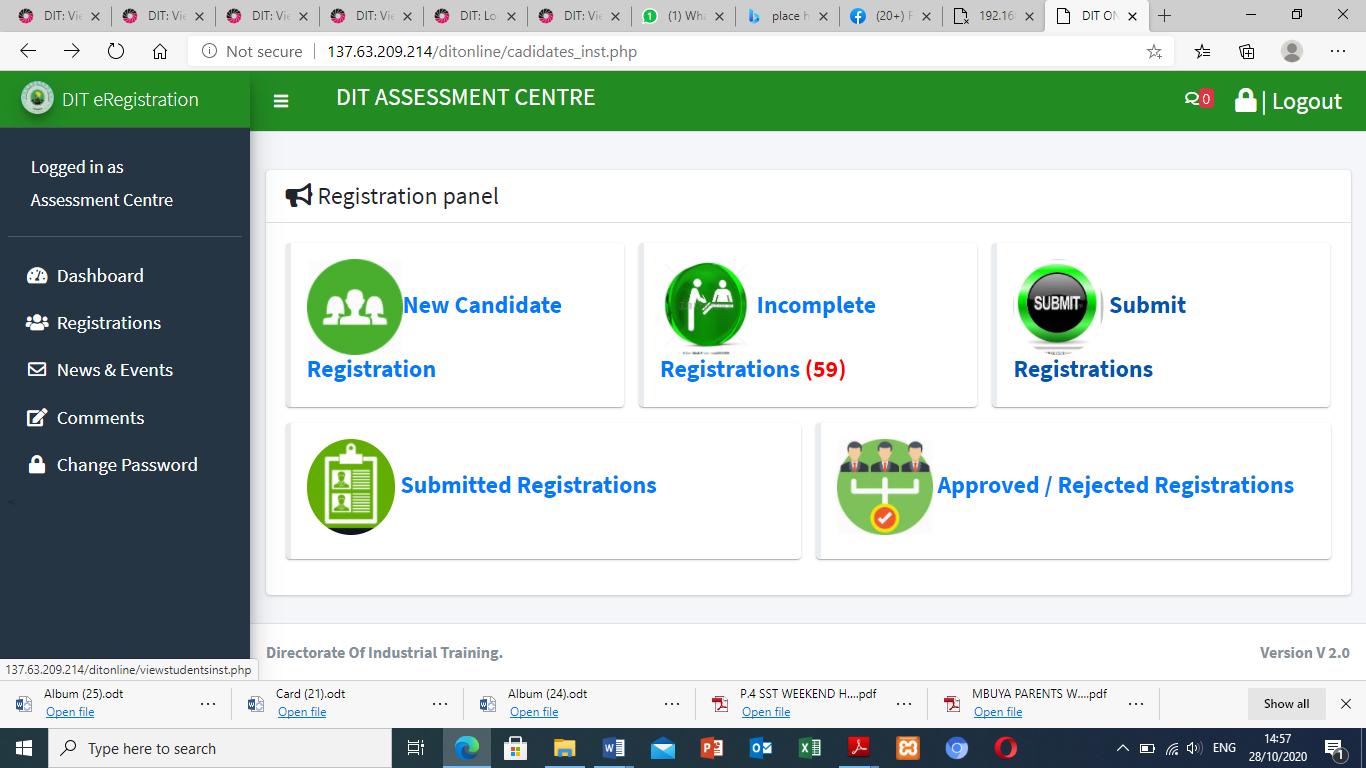
## Submitted Registration

This function displays the candidates submitted for registration. The centre just views what it submitted and cannot do any editing on this data.

Steps

* Click on registration
* Select ed registration

As shown below



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### Approved Registration

This displays list of candidates and their assessment schedules that are approved by DIT.

Steps

* Select registration
* Select Approved Registration/ rejected registration
* Select either approved, Rejected Registrations and Rejected Candidates

As shown below

