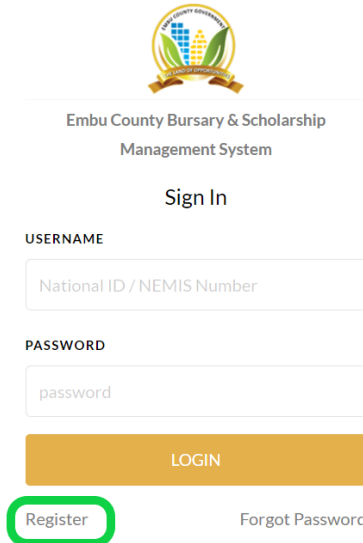


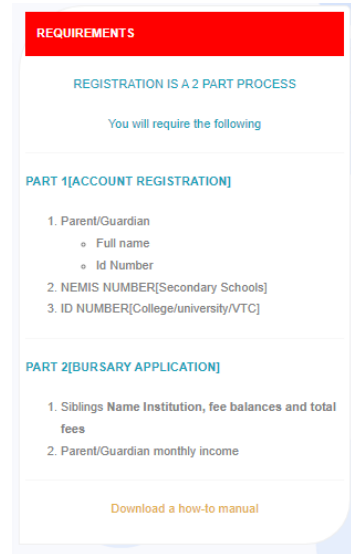
# EMBU COUNTY BURSARY & SCHOLARSHIP MANAGEMENT SYSTEM- USER GUIDE

## A. REGISTRATION PROCESS

1. Go to the Embu County Government website, <https://bursary.embu.go.ke/login> \_ to begin your application.
2. Click the register button at the bottom of the page:

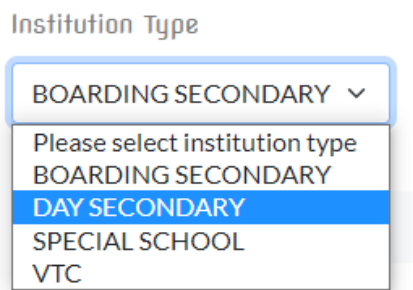


The image shows the login page for the Embu County Bursary & Scholarship Management System. It features the system's logo at the top, followed by the text "Embu County Bursary & Scholarship Management System" and "Sign In". Below this are two input fields: "USERNAME" with a placeholder "National ID / NEMIS Number" and "PASSWORD" with a placeholder "password". A blue "LOGIN" button is positioned below the password field. At the bottom left, there is a green "Register" button, and at the bottom right, there is a "Forgot Password" link.



The image shows a "REQUIREMENTS" page for registration. It states "REGISTRATION IS A 2 PART PROCESS" and "You will require the following". The requirements are divided into two parts: "PART 1[ACCOUNT REGISTRATION]" and "PART 2[BURSARY APPLICATION]". Part 1 includes: 1. Parent/Guardian (Full name, Id Number), 2. NEMIS NUMBER[Secondary Schools], and 3. ID NUMBER[College/university/VTC]. Part 2 includes: 1. Siblings Name Institution, fee balances and total fees, and 2. Parent/Guardian monthly income. At the bottom, there is a link to "Download a how-to manual".

3. Select the institution (place of schooling)

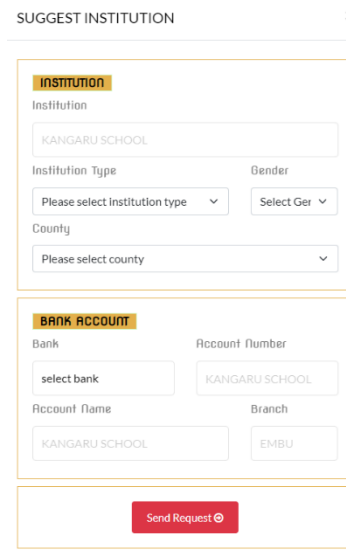


The image shows a dropdown menu for "Institution Type". The selected option is "BOARDING SECONDARY". Other options include "Please select institution type", "BOARDING SECONDARY", "DAY SECONDARY", "SPECIAL SCHOOL", and "VTC".

- a) If your school or institution is not available, kindly follow this process: **Click +add** and enter the details of your school, then send the request.

**i** If your search for your institution with all its alternative names did not yield any results please contact us, and we will add it for you

[ + add ]



The image shows a "SUGGEST INSTITUTION" form. It has two main sections: "INSTITUTION" and "BANK ACCOUNT". The "INSTITUTION" section includes fields for "Institution" (KANGARU SCHOOL), "Institution Type" (Please select institution type), "Gender" (Select Gen), and "Country" (Please select county). The "BANK ACCOUNT" section includes fields for "Bank" (select bank), "Account Number" (KANGARU SCHOOL), "Account Name" (KANGARU SCHOOL), and "Branch" (EMBU). A "Send Request" button is at the bottom.

**Enter the school/ Institution details and send the request. Check back after One (1) hour and the details will be available.**

4. Enter the **NEMIS Number** for secondary school students and **National ID number** for institutions of higher learning. If a student in higher institution of learning does not have a National ID, enter parents ID number. **Kindly note that NEMIS and ID number will be your username**

The image shows two screenshots of a registration form. The left screenshot shows the 'Institution Type' dropdown set to 'DAY SECONDARY', the 'Institution' dropdown set to 'KAMIU SECONDARY SCHOOL', and the 'NEMIS NUMBER' text box containing 'XVN2344'. Below the institution dropdown is a red error message: 'Please select a valid institution'. Below the NEMIS number text box is a red error message: 'Please enter nemis number'. The right screenshot shows the 'Institution Type' dropdown set to 'VTC', the 'Institution' dropdown set to 'JEREMIAH NYAGAH TECHNICAL I', and the 'NATIONAL ID' text box containing '11223344'. Below the institution dropdown is a red error message: 'Please select a valid institution'. Below the National ID text box is a red error message: 'Please enter National ID Number'.

5. Enter Personal Details: Gender, Names, Date of Birth and **click continue**
- **Kindly ensure you input the correct date of birth.**
6. Enter your parent or guardian details: Phone number is not a must. **Click continue**
- **Only input details of one parent even if both are available.**
7. Enter your School Identification details:
- a) Admission number is applicable for all students
  - b) Course: Only for Students in institutions of higher learning
  - c) Level: for all students: i.e. Form 1/2/3/4 or year 1/2/3/4

PLEASE ENTER YOUR PERSONAL INSTITUTIONAL DATA

The image shows a registration form for personal institutional data. It has three sections: 'ADM NUMBER' with a dropdown menu set to 'FOR ALL STUDENTS', 'LEVEL' with a dropdown menu set to 'INDICATE FORM FOR SECONDARY AND YEAR FOR OTHERS', and 'COURSE' with a dropdown menu set to 'ONLY FOR STUDENTS IN HIGHER INSTITUTIONS OF LEARNING'. At the bottom of the form are two buttons: 'Back' and 'Continue'.

8. Enter your location (**HOME AREA**): where your home is in Embu County.

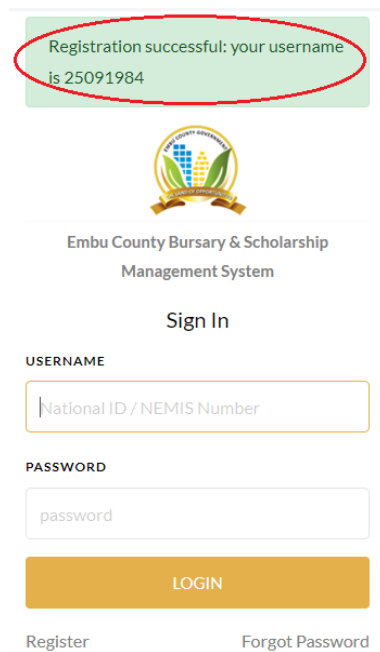
The image shows a registration form for location details. It has three sections: 'SELECT COUNTY' with a dropdown menu set to 'EMBU', 'WARD' with a dropdown menu set to 'RUGURU NGANDORI', and 'VILLAGE' with a text box containing 'Kangaru'. At the bottom of the form are two buttons: 'Back' and 'Continue'.

9. Create your credentials:
- a) Username: This will be your Nemis or ID Number and entered previously
  - b) Phone: This will be used to recover your password incase one forgets
  - c) Password: Enter a password used for login. This could be numeric (numbers), alphanumeric (combination of words and numbers) or alphabets.


**Click Continue**

10. Verify the information and click **COMPLETE** which takes you to the **APPLICATION PROCESS**

11. On completion, the system will open the Sign In page and your username will be displayed as below:



Registration successful: your username is 25091984



Embu County Bursary & Scholarship  
Management System

**Sign In**

**USERNAME**

**PASSWORD**


**LOGIN**

[Register](#)      [Forgot Password](#)

## B. BURSARY APPLICATION PROCESS

1. Log in with your username (NEMIS or National ID number) and enter password.

Registration successful: your username is 25091984



Embu County Bursary & Scholarship Management System

Sign In

USERNAME

PASSWORD

LOGIN

[Register](#) [Forgot Password](#)

2. Click **CURRENT BURSARY**



28052023

17 Yrs

Location: EMBU COUNTY - RUGURU NGANDORI WARD

Village: ena

MY APPLICATIONS

**CURRENT BURSARY**

MY BURSARY APPLICATIONS

#	County	Bursary	Amount	Status	Print
---	--------	---------	--------	--------	-------

NO BURSARY APPLICATION

3. Click **MAKE APPLICATION**

MY APPLICATIONS

CURRENT BURSARY

**Make Application**

**4. Fill in the bursary request form:**

- a) Parent/ Guardian Status: Select applicable.
- b) Fill in the amount being requested.
- c) Fill in the current fee balance (if any)
- d) Fill in the **TOTAL FEE** payable **annually/ per year** in your school.

**GUARDIAN/PARENT STATUS**

Single parent

**AMOUNT REQUESTING**

20000

**CURRENT FEE BALANCE** [Annual Fee Balance]

5000

**FEES TOTAL** [Annual total fees]

15000

**5. Enter details of your brother/or sisters in other schools. By clicking Add Brothers/ Sisters**

**BROTHERS / SISTERS**

Add information on other siblings being supported (If Any)

Add Brother / Sister

**BROTHERS / SISTERS**

Add information on other siblings being supported (if Any)

Sibling #1

Brother / Sister Name

Kenneth Murangiri Njagi

Institution / School Name

Kamuthatha Primary

Study Level [Form / Year / Grade]

Standard 8

Total Fees for the year

42000

Fees paid for the year

10000

Fees balance

32000



- a) If you have more than one brother or sister click **Add Another Sister/ Brother**

Add Another Brother / Sister

**6. Enter Parent (Father/Mother) or Guardian Income (Total Money made in a month) by clicking Add Income.**

**INCOME**

PARENT / GUARDIAN INCOME (KES)

Add Income

**INCOME**

PARENT / GUARDIAN INCOME (KES)

Income #1

Guardian type

MOTHER

Gross income

2000



a) If both parents/ guardians are available, click **Add Another Income**

Income #2

**Guardian type**

FATHER

**Monthly Gross Income**

0

 delete

7. **Justification:** Enter in your own words the reason why you deserve the bursary. Supports only 250 words.

**JUSTIFICATION**

[Write in a few words 250 letters]

Why do you need help?

My parents are unemployed and depend on casual work to sustain the family. They have 3 other children in school and they are not able to feed and educate all of us.

8. **Add Documents:** Attach all the required documents for the processing of the application e.g., Death Certificates, Fee balance, Recommendation letters, etc.  
Click Add Document, give it a name e.g., Death Certificate, and upload.

You are highly encouraged to attach scanned/ photos of these supporting documents, and the hard copies should also be presented to the ward admin together with the printed application form.

**DOCUMENT**


[Please upload accompanying documents if available]

this includes :-

- Recommendation Letters
- Fee Balance
- Death Certificate

Document #1


Fee Balance

 No file chosen

 delete

Document #2

Death Certificate

 No file chosen

 delete

9. Review the application and submit it to download the final application document. Should you notice an error in the information provided, or documents uploaded, click **EDIT** to make changes and complete the application.

MY BURSARY APPLICATIONS					
#	County	Bursary	Amount	Status	Print
1	EMBU COUNTY	2022 - 2023	KES25,000		
	20232024/69_10	Documents #1 <a href="#">Fee Balance</a> #2 <a href="#">Death Certificate</a>		Waiting review ...	Edit  Download

- a) If Edit was clicked by mistake, Cancel Edit and complete the application to download the form.



10. **Download** the application form and together with the documents attached to the system, submit the hard copies to the ward administrator.

**EMBU COUNTY GOVERNMENT**  
DEPARTMENT OF EDUCATION  
BURSARY YEAR 2023 - 2024 7<sup>th</sup> June 2023 at 6:45am  
**STUDENT BURSARY & SCHOLARSHIP APPLICATION**  
#20232024/62\_10

STUDENT	[ GITAU MUNGA LIVIO ]	ADMISSION NUMBER	[ 54334 ]
NEMIS/ID NUMBER	[ 25091984 ]	VILLAGE	[ kangaru ]
AGE	[ 12 YEARS ]	FATHER	[ JAMES MUTHOMI KARANI ]
WARD	[ KIRIMARI ]	PHONE	[ 0723073968 ]
INSTITUTION	[ KAMIU SECONDARY SCHOOL ]	GUARDIAN/PARENT STATUS	[ One parent deceased ]
FEE BALANCE	[ KES5,000 ]	ANNUAL FEE	[ KES42,000 ]
		REQUEST	[ KES10,000 ]

**JUSTIFICATION** My parents are un employed and depend on causal jobs and have 3 children in school

- STUDENT CARD [tertiary]       ADMISSION LETTER [New Student]  
 FEE BALANCE [institution]       DEATH CERTIFICATE [Where Applicable]

**My siblings in education institutions**

Name	Institution	Year/Class	Total Fees	Paid	Balance
JAMES KANG'ETHE MUIGAI	Kamuthatha Primary	Standard 8	35,000	5,000	30,000
RISPER WNJA MUIGAI	Kangaru Girls	Form 2	42,000	10,000	32,000

**Parent / Guardian Income \*Monthly (KES)**

	MOTHER	FATHER
GROSS INCOME	5,000	5,000

**OFFICIAL USE ONLY**

Received by Ward Administrator

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Amount requested by student is [ KES10,000]

Recommended Amount by committee \_\_\_\_\_ Remarks:

This form was reviewed on \_\_\_/\_\_\_/\_\_\_ by Ward committee members

NAME SIGNATURE DATE

11. **Wait to be contacted for application status or log in to view the status on the portal.**



MY BURSARY APPLICATIONS					
#	County	Bursary	Amount	Status	Print
1	EMBU COUNTY	2022 - 2023	KES10,000	Waiting review ...	Download
	20232024/28_10	Documents			