



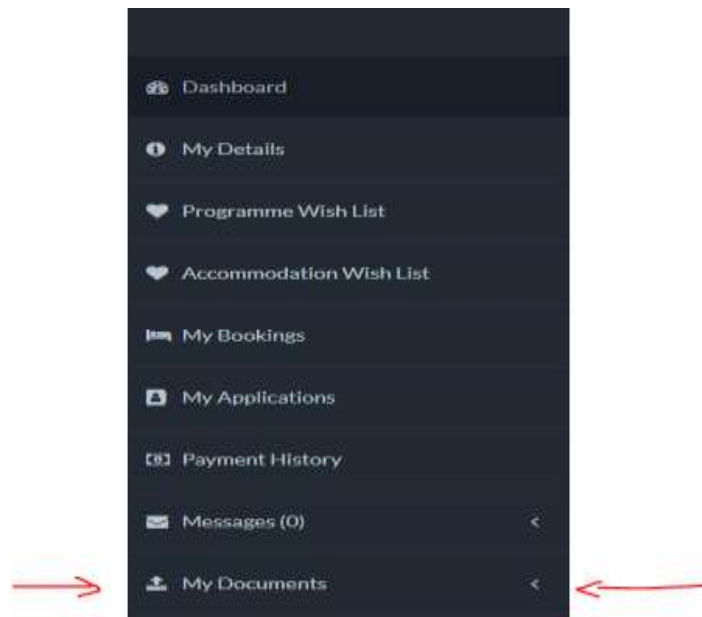
HOW TO DOWNLOAD OTHER IMPORTANT SECTIONS OF THE ADMISSION FORM

To download other important sections of the admission letter such as **Student's Medical Examination Report, Student's Particulars, Requirements, Dress Code** and **Student's Needs Assessment Form**, follow the instructions below:

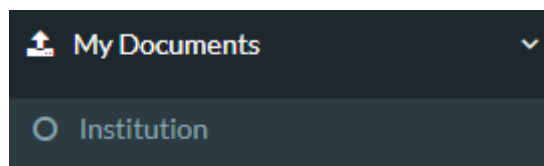
- 1) Log into your student's account using your credentials as shown below;

A screenshot of a web application's login page. At the top, the text "Account Login" is centered. Below it are three tabs: "Student", "Institution", and "Landlord". The "Student" tab is selected and highlighted with a white border. Below the tabs is a text input field containing the email address "songokkibet@yopmail.com". Below that is a password input field with a series of black dots and a small eye icon on the right. To the right of the password field is a link that says "Forgot Password?". At the bottom center is a red button with the text "Login".

- 2) Once logged in, scroll into the "My Documents" section located on the left hand side panel



3) Expand the “My Documents” tab as shown below and select “Institution”



4) From the list of documents displayed, download all the documents using the “Download” button. You are then required to **fill, sign, scan the document** and finally **re-upload** back to the institution using the “Upload” button

My Documents Dashboard > My Documents > Listing

Institution	Document Category	Admission Number	Uploaded Date	Uploaded Document	Action
KENYA COAST NATIONAL POLYTECHNIC	Dress Code				Download Upload
KENYA COAST NATIONAL POLYTECHNIC	Student's Medical Examination Report				Download Upload
KENYA COAST NATIONAL POLYTECHNIC	Student's Needs Assessment Form				Download Upload
KENYA COAST NATIONAL POLYTECHNIC	Student's Particulars				Download Upload
KENYA COAST NATIONAL POLYTECHNIC	Student's Requirements				Download