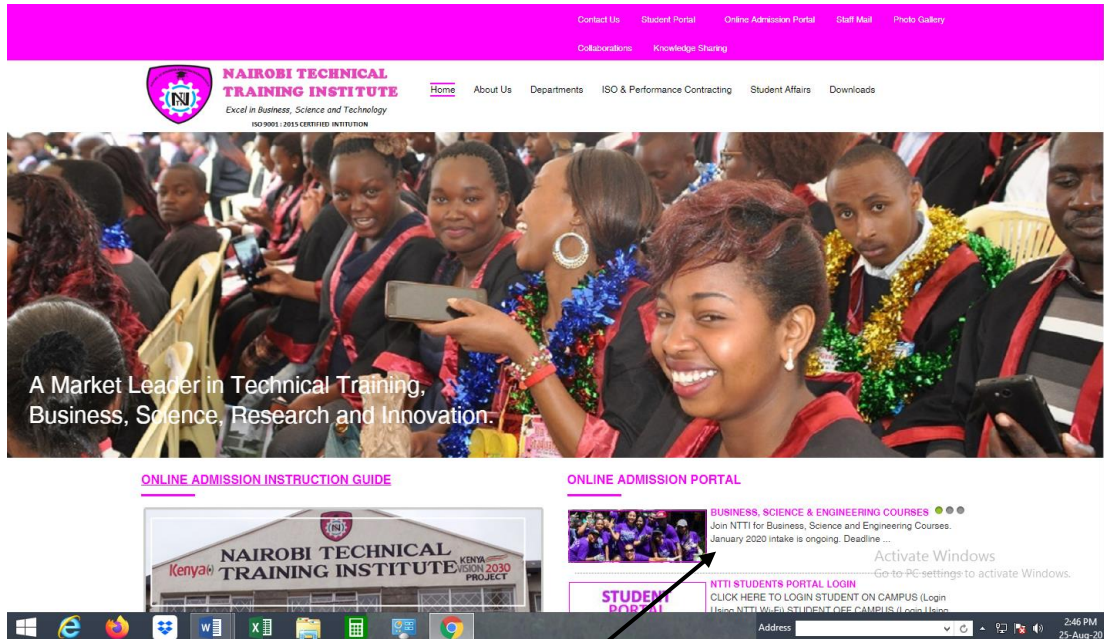


# NAIROBI TECHNICAL TRAINING INSTITUTE

## ADMISSION INSTRUCTION GUIDE

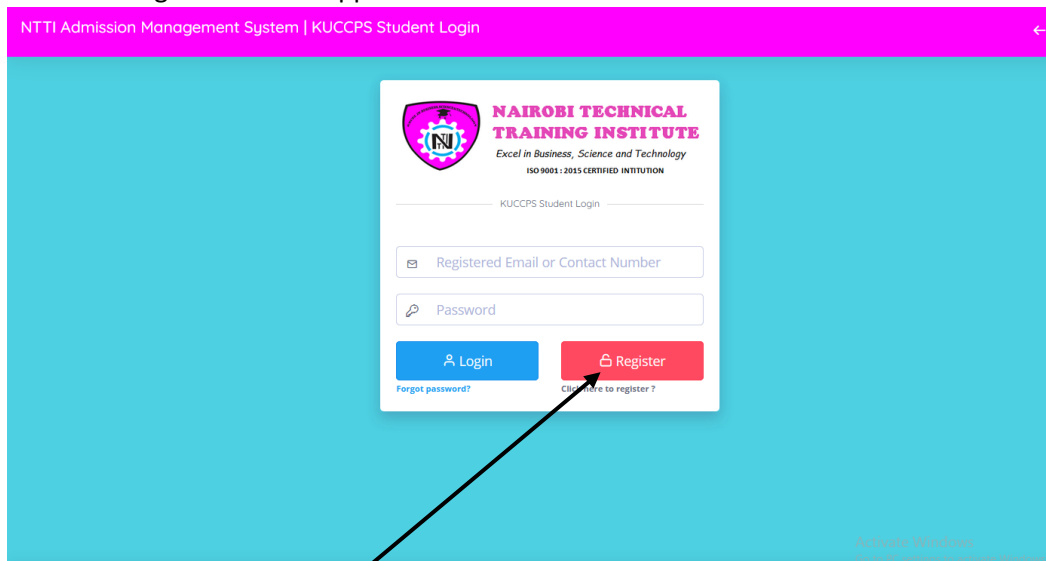
Kindly follow the instructions below for online admission

- (i) Go to the Nairobi Technical Training Institute Website. [www.nairobitti.ac.ke](http://www.nairobitti.ac.ke)  
The following window will appear



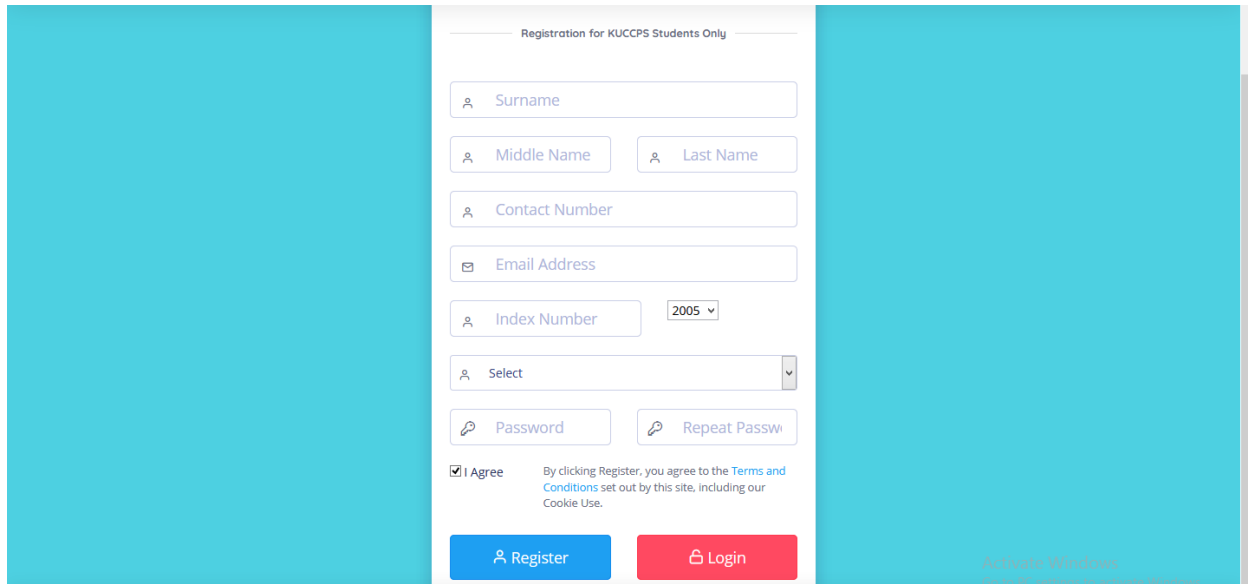
- (ii) Click on **ONLINE ADMISSION PORTAL** for admission for the September 2020 Intake.

The following window will appear



- (iii) Click on the **REGISTER** button to create an account which will enable you to register and download the admission letter.

(iv) The following window will appear



Registration for KUCCPS Students Only

Surname

Middle Name Last Name

Contact Number

Email Address

Index Number 2005

Select

Password Repeat Password

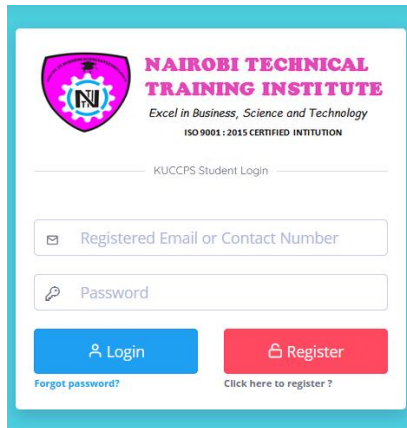
I Agree By clicking Register, you agree to the [Terms and Conditions](#) set out by this site, including our [Cookie Use](#).

Register Login

(v) Fill in the details required fields in the form i.e.

- Surname, First name and Middle name as they appear in your KCSE Results Slip
- Your contact telephone number
- Your email address,
- KCSE Index Number. E.g. If in your KCSE Result Slip your Index Number is 44010720/081 type 44010720081 . Note do not type the backstroke (/).
- Select the year you sat for your KCSE from the drop down list
- Select your Gender
- Enter the password that you would want to use for the Online Admission Portal. (Take note, your password is your secret. Please do not share it with anyone).
- Repeat the password again for confirmation.

(vi) Click on the **REGISTER** button. The following page will appear again.



**NAIROBI TECHNICAL TRAINING INSTITUTE**  
Excel in Business, Science and Technology  
ISO 9001:2015 CERTIFIED INSTITUTION

KUCCPS Student Login

Registered Email or Contact Number

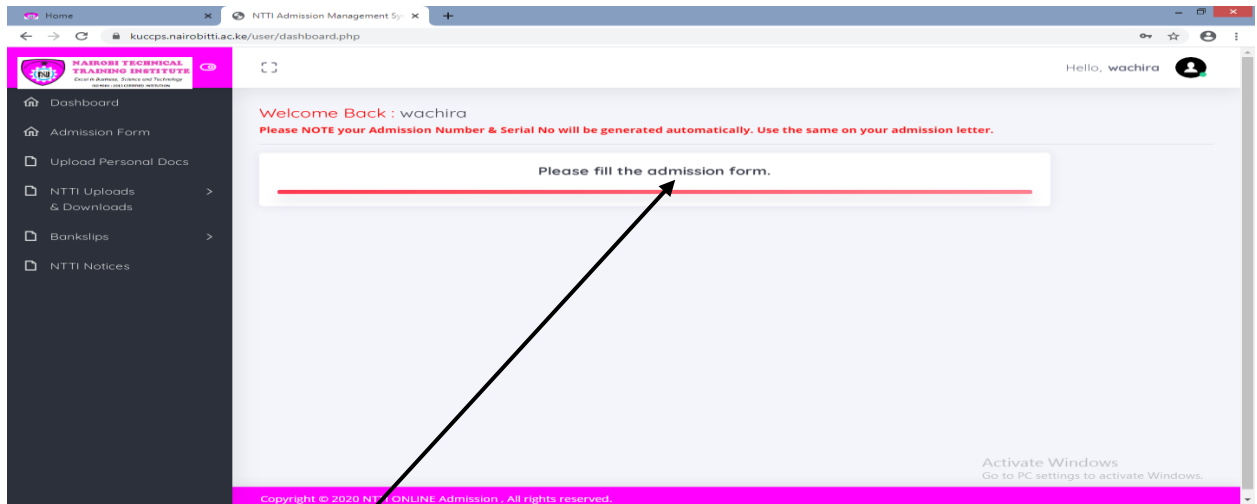
Password

Login Register

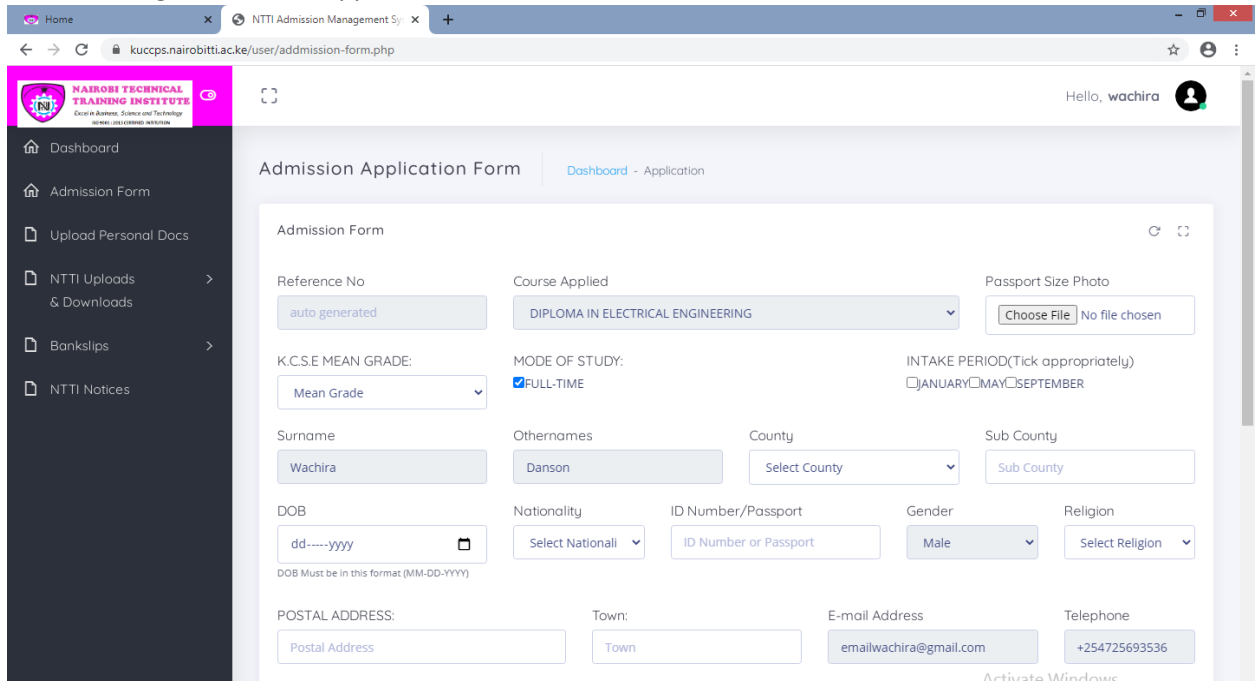
[Forgot password?](#) [Click here to register ?](#)

Now enter your email address or the contact number and the password that you entered. Click the [login](#) button.

(vii) Once you log in the following window will be displayed.



(viii) Click on Please fill the admission form.  
The following window will appear.



SECTION B: KCSE & KCPE DETAILS

#	Index No	Year
KCSE DETAILS	36611012006	2019
KCPE DETAILS	kcpe Index No	2015

SECTION C: GUARDIAN DETAILS

Names	Telephone	Email
Fullnames	Telephone	Guardian Email

Declaration

hereby state that the information provided above is true to my knowledge.

Signature /Initials of your names

Submit

- (ix) Fill in all the required details. Ensure that you tick that the information provided is true and put your signature or initials of your names and then click **submit** when all the required fields are filled.
- (x) The following window will appear. It is a report generated by the system showing all the details you have entered. It has also generated your serial number and admission number.

Admission Application Form

**Your Admission Form has been submitted. Scroll down to download the admission letter.**  
Please note your **Serial No & Admission No** below which will be required to fill the admission letter.

Serial No	NTTI759137
Admission No	3015
Course Applied	DIPLOMA IN ELECTRICAL ENGINEERING
Student Pic	
Surname	Wachira
Othernames	Danson
County Name	Migori
DOB	2001-07-12
Nationality	Kenyan
Gender	Male

Take note of the Serial No and the Admission No given. You will be required to indicate these numbers on your admission letter.

When you Scroll down the page , the following will appear.

Admission Form  
 Upload Personal Docs  
 NTTI Uploads & Downloads  
 Bankslips  
 NTTI Notices

**Nationality** Kenyan  
**Gender** Male  
**Category** Kucccps  
**Postal Address** 30039-100100  
**Email Address** emailwachira@gmail.com

#	Index No	Year
1	36611012006	2019
2	15784658	2015

**Admin Remark** selected  
**Admin Status** Selected  
**Admin Remark Date** 2020-08-25 08:32:01

**Declaration :** I hereby state the information provided above is true to my knowledge. (dwm)

[Download Admission Letter](#)

Activate Windows  
 Go to PC settings to activate Windows.

Copyright © 2020 NTTI ONLINE Admission . All rights reserved.

- (xi) Click on the **DOWNLOAD ADMISSION LETTER**. The following window will appear.

Admissions Letter and Instru... Home NTTI Admission Management Syst...

https://kuccps.nairobitti.ac.ke/user/ntti-downloads.php

Hello, Nyaga

**Downloads** Dashboard - NTTI Documents

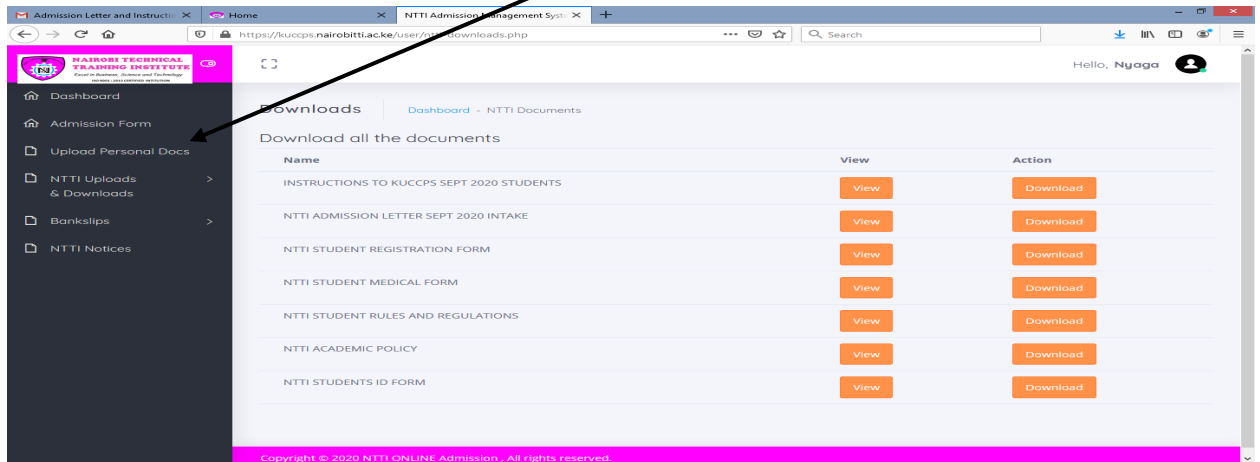
Download all the documents

Name	View	Action
INSTRUCTIONS TO KUCCPS SEPT 2020 STUDENTS	<a href="#">View</a>	<a href="#">Download</a>
NTTI ADMISSION LETTER SEPT 2020 INTAKE	<a href="#">View</a>	<a href="#">Download</a>
NTTI STUDENT REGISTRATION FORM	<a href="#">View</a>	<a href="#">Download</a>
NTTI STUDENT MEDICAL FORM	<a href="#">View</a>	<a href="#">Download</a>
NTTI STUDENT RULES AND REGULATIONS	<a href="#">View</a>	<a href="#">Download</a>
NTTI ACADEMIC POLICY	<a href="#">View</a>	<a href="#">Download</a>
NTTI STUDENTS ID FORM	<a href="#">View</a>	<a href="#">Download</a>

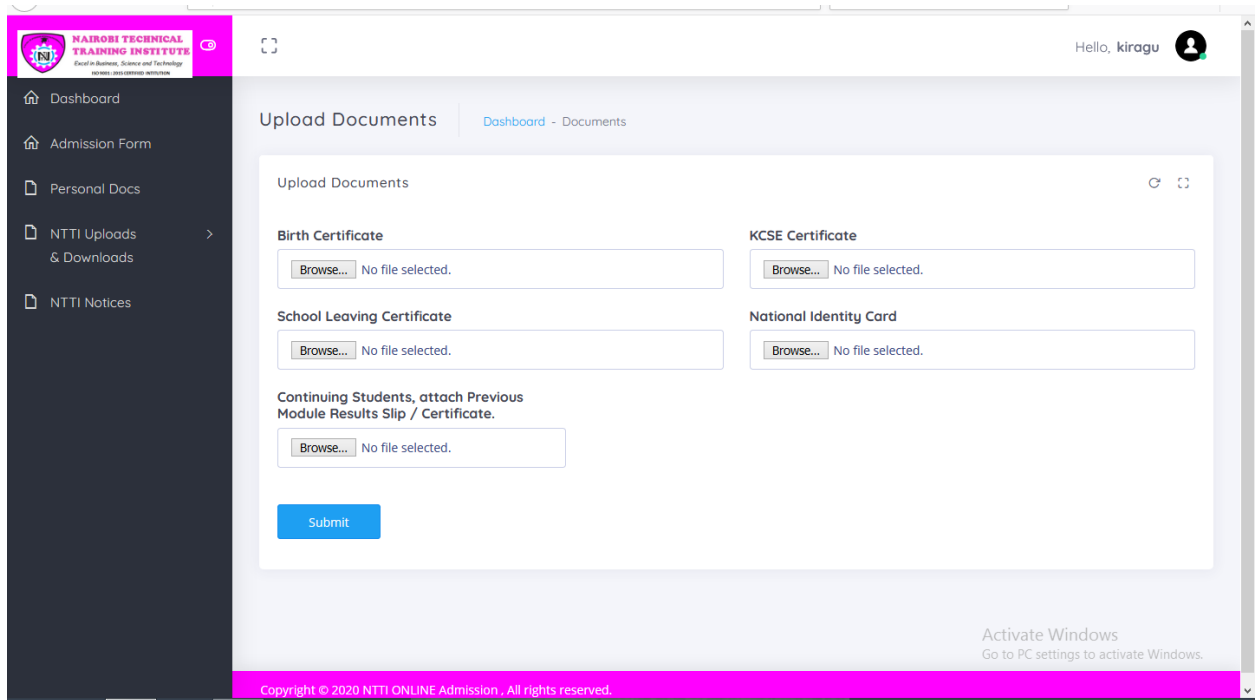
Copyright © 2020 NTTI ONLINE Admission . All rights reserved.

- (xii) Download the documents, print (back to back) and fill them in. Ensure that you fill in the correct details in the forms that you download. This will be your Original Admission Documents. Keep them safely. You will be required to submit these documents on registration day at the institute. (The registration date will be communicated later)

(xiii) After completing the downloads, click on the Upload Personal Docs on the left of the window.

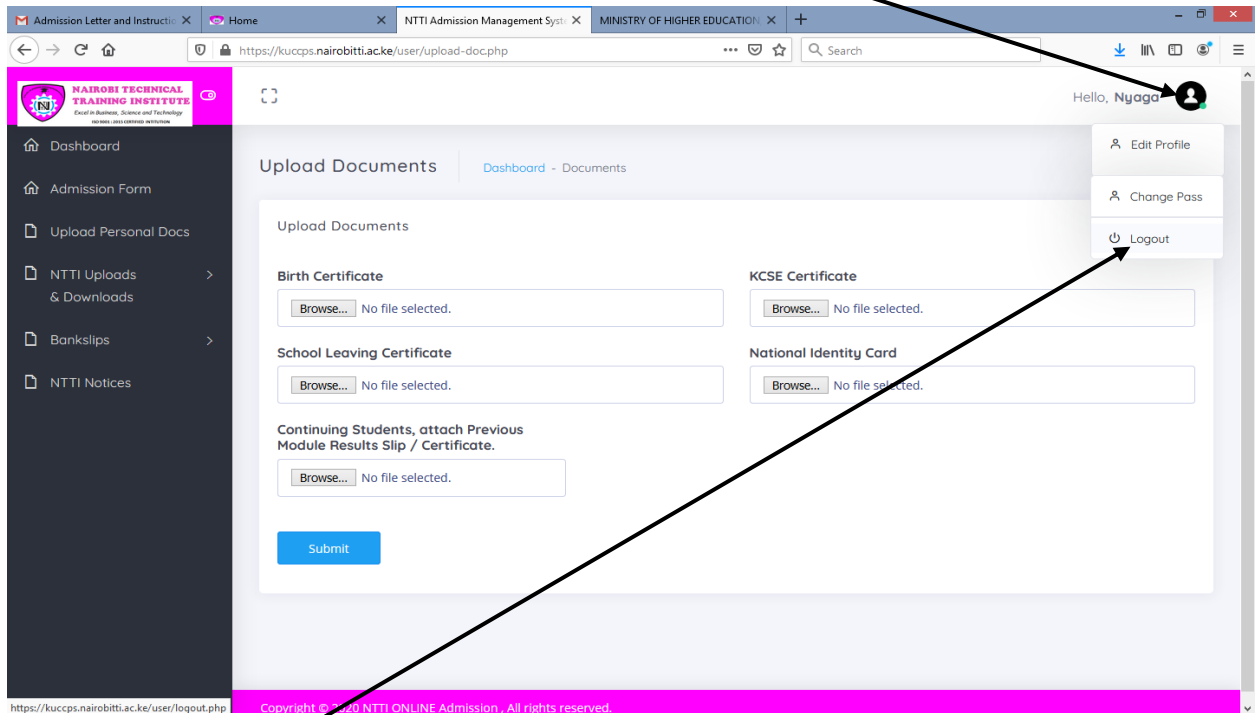


The following window will be opened. Scan and upload (i) Your Birth Certificate (ii) KCSE Certificate or Result slip (iii) School Leaving Certificate (iv) National Identity Card.



(xiv) You can now **LOG OUT** of the system. By clicking on the log out button shown below.

(xv)

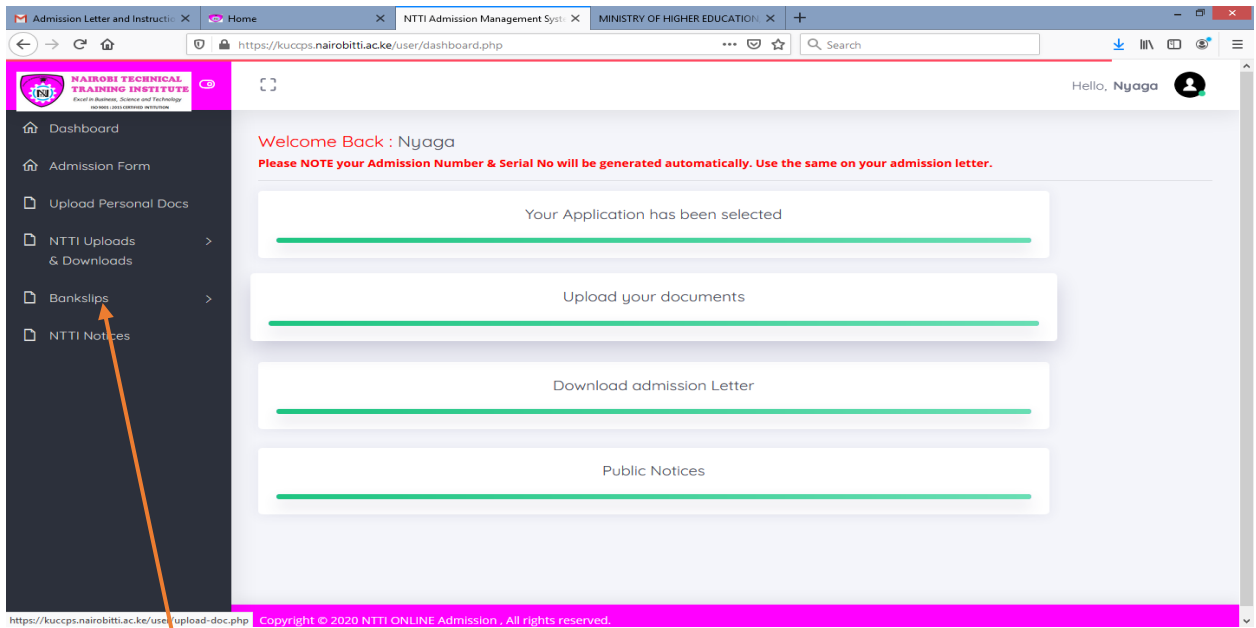


Click logout to log out of the system.

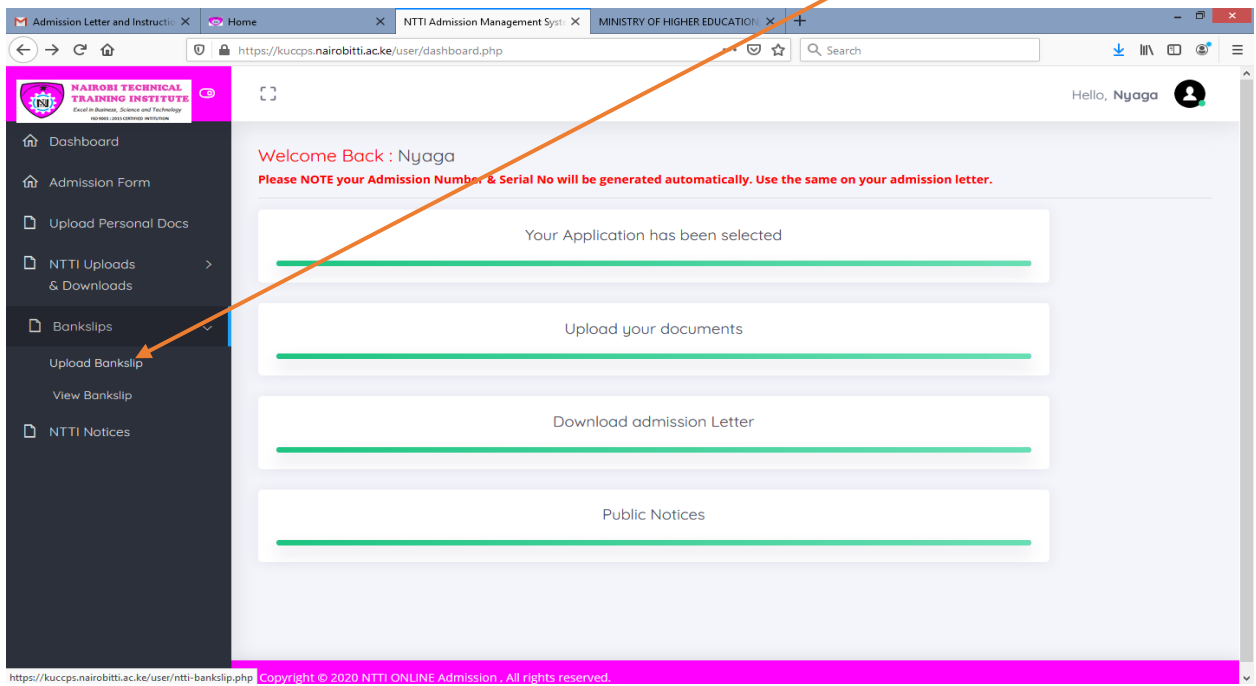
(xvi) Once you fill in the downloaded documents, kindly pay the fees as shown in the Admission Letter. After payment of fees, Scan the Bank Slip and upload it as shown below. Ensure that you write your admission number on the right hand corner of the bank slip before you scan and upload. Keep the original bank slip safely to submit to the Finance Office on the registration day. You are also advised to make a copy of the bank slip and retain it for your future use.

### **Uploading the bank slip**

(A) Log in to the system in the [www.nairobitti.ac.ke](http://www.nairobitti.ac.ke) website and click on online admission portal as per step number (I) and (ii) above. Enter the email address or the contact number and the password that you used to register . Click the **login** button.  
The following window will appear.

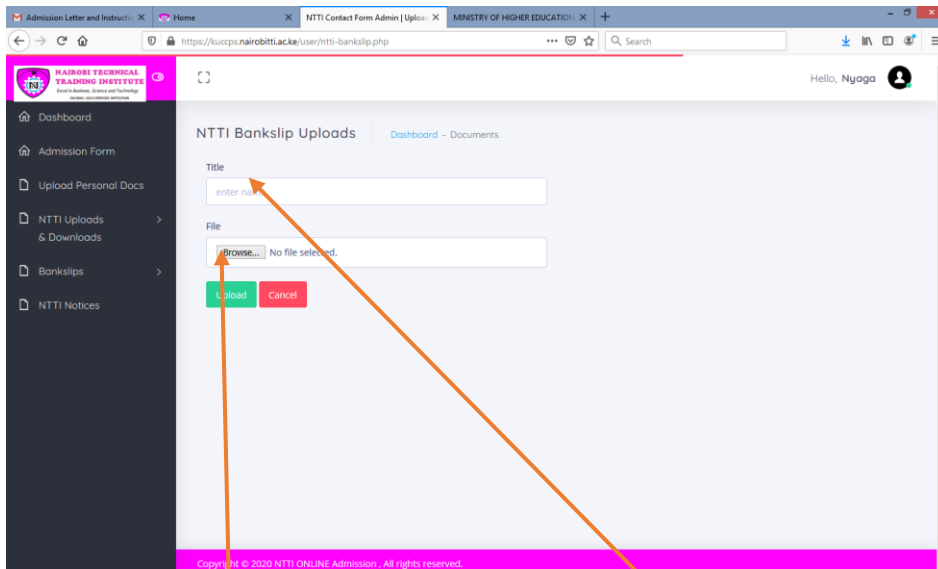


(B) Click on Bankslips tab on the left of the window. Then click on Upload Bankslip.





The following window will appear



- (C) Enter your Name and Admission number under the Title tab e.g Nyaga 3005.
- (D) Upload your scanned bank slip.

**NOTE:** At a later date, you will receive an SMS where you will be asked to scan the filled in documents that you have downloaded and upload them on the online application portal. You will upload the following :- (i) Page 1 of the filled admission letter (ii) Duly filled Medical form (iii) Page 5 (signed) of the students rules and regulations (iv) Page 9 (signed) of the Academic Policy) (v) filled Students ID Form.

On the admission letter, write the Serial Number and the Admission Number that you have been allocated.

In case of any clarification, kindly call: 020-8034403, 0721233394 or write an Email to [nairobitechnical@gmail.com](mailto:nairobitechnical@gmail.com)