



# ONLINE INDUSTRIAL ATTACHMENT APPLICATION PORTAL USER MANUAL- APPLICANT LEVEL.

ICT, EDUCATION & INTERNSHIP DEPT - APPLICATIONS DEVELOPMENT SECTION

Empowering Our people through Technology

Contact us: +254715911384 | [attachment@makueni.go.ke](mailto:attachment@makueni.go.ke)

GOVERNMENT OF  
**MAKUENI**  
COUNTY

IVA System Version 1.0

“Wauni wa kwika nesa na ulungalu”

# INTRODUCTION

---

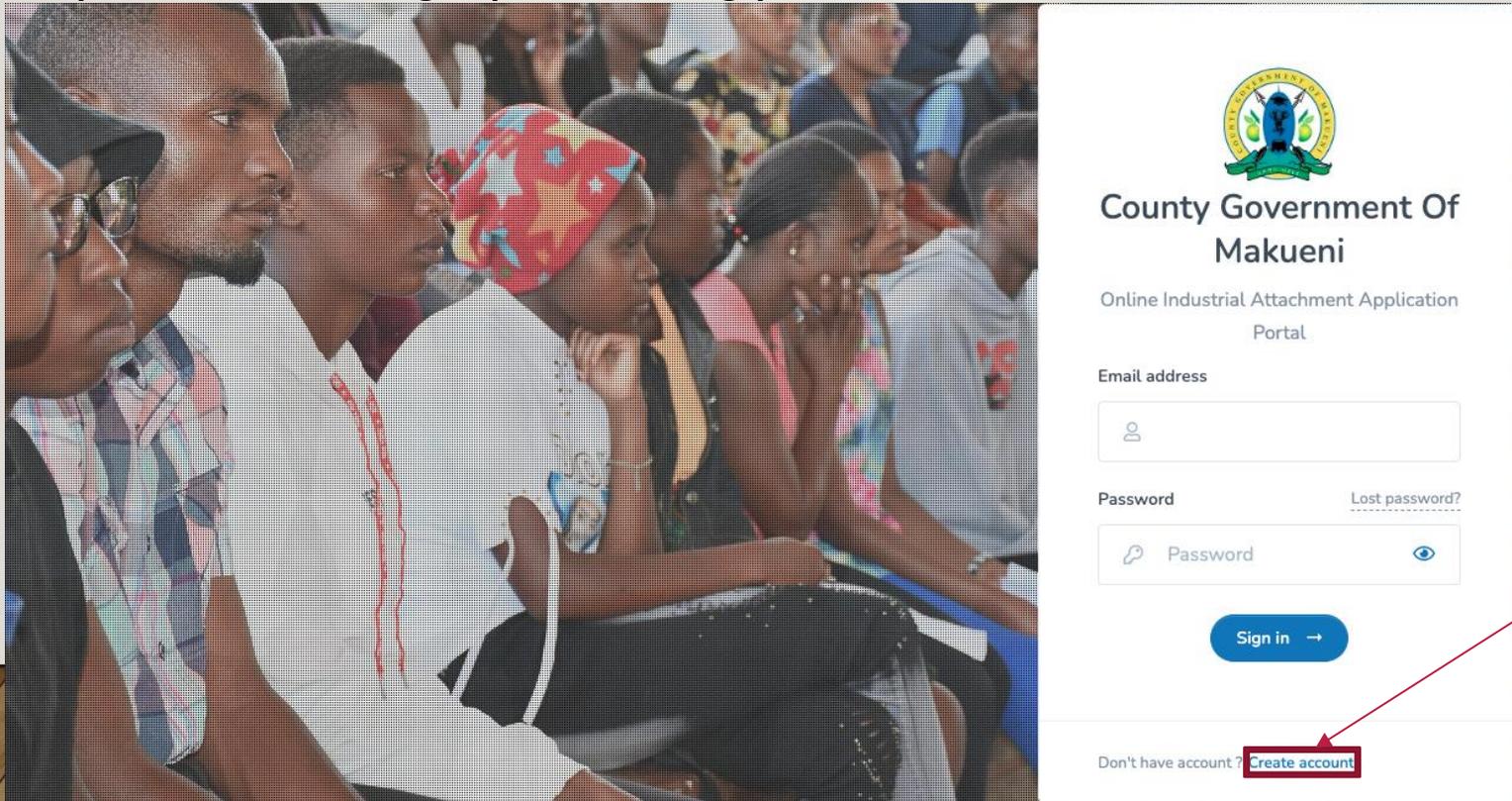
Online Attachment Application (IVA) System is an online portal which allows students to signup, login and submit their attachment applications online without having to visit the County Government of Makueni IMV offices. The online system fully automates attachment application process and applications management by the relevant County Government of Makueni officers.

# I. THE APPLICANT LEVEL.

---

## ROLES:-

I. Has a permission to signup – creating portal account.



Click  
Create Account

# ROLES:-

Cont...



Online Industrial Attachment Application Portal

Full names (as they appear in National ID) \*

Email address \*      Phone number \*

Password \*      Confirm password \*

County \*

Select County ▾

Sub county \*      Ward \*

**Sign up** 

After filling in all the required details,  
Click **Signup**

# ROLES:-

Cont...



**County Government Of Makueni County  
Department Of ICT, Education & Internship**

Greetings, Alexander Musembi.

Welcome to County Government Of Makueni Online Industrial Attachment Application portal. Your account has been set up, but before you can now login to the portal and apply for Industrial Attachment, We need you to verify your email address.

[Click here to verify your email](#)

After a successful Signup, a notification will be send to your email prompting you to verify your email address.

# ROLES:-

## 2. Login

The image shows a login page for the County Government Of Makueni. At the top is the government's logo. Below it, the text reads "County Government Of Makueni" and "Online Industrial Attachment Application Portal". There are two input fields: "Email address" and "Password". The "Password" field has a "Lost password?" link next to it. A blue "Sign in" button with a right-pointing arrow is highlighted with a red box. At the bottom, there is a link that says "Don't have account ? Create account".

After a successful email address verification the user will be prompted to login.

Enter your email address and the password you used to sign up.

**Click Sign in**

# ROLES:-

## 3. The actual application process.



Online Industrial Attachment Application Portal

Full names (as they appear in National ID) \*

Email address \* Phone number \*

Password \* Confirm password \*

County \*

Select County

Sub county \* Ward \*

[Sign up](#)

SIGN UP



County Government Of Makueni County  
Department Of ICT, Education & Internship

Greetings, Alexander Musembi.  
Welcome to County Government Of Makueni Online Industrial Attachment Application portal. Your account has been set up, but before you can now login to the portal and apply for Industrial Attachment, We need you to verify your email address.  
[Click here to verify your email](#)

EMAIL VERIFICATION



County Government Of Makueni

Online Industrial Attachment Application Portal

Email address

Password Least password?

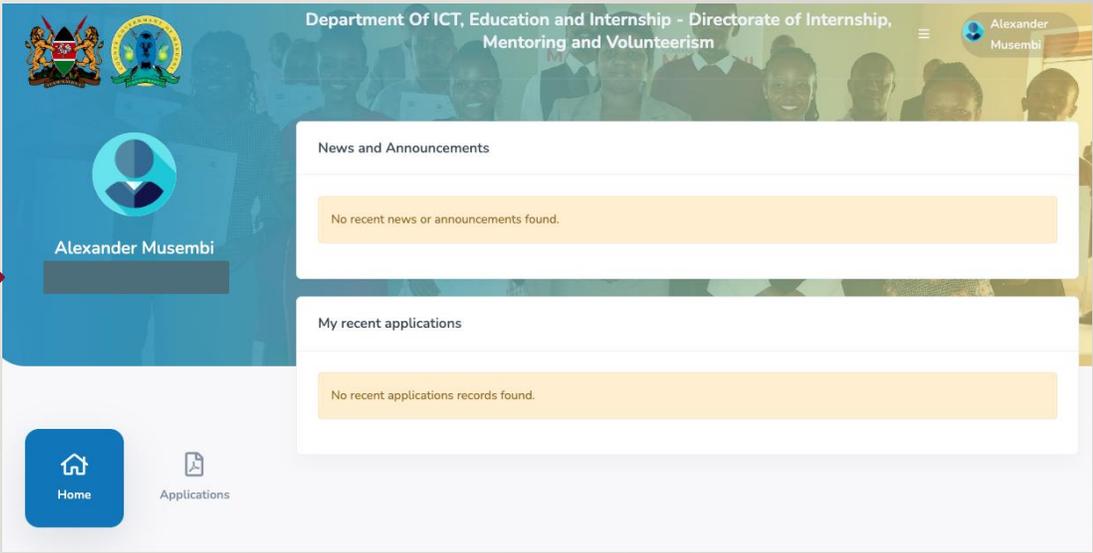
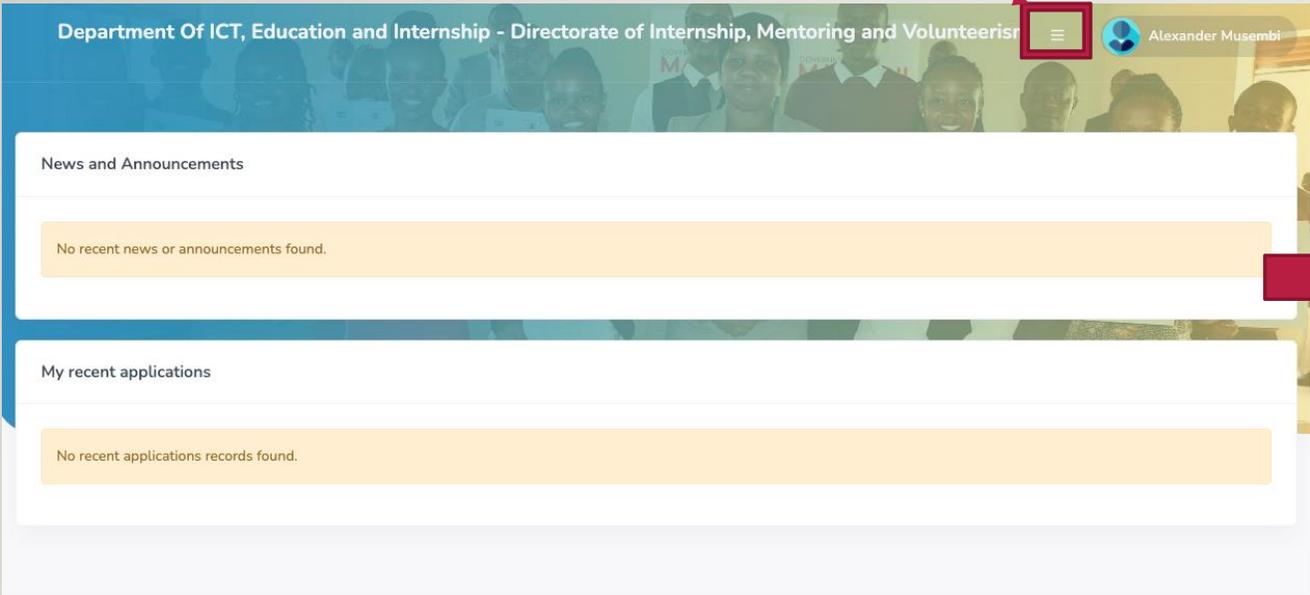
[Sign in](#)

Don't have account? [Create account](#)

LOG IN

# APPLICANTS HOME DASHBOARD

For small screen devices [Click here](#)



# APPLICATION PROCESS.

---

## APPLICATION STAGES.

1. Academic Background Details.
2. Files & Documents upload.
3. Confirm Details.

# I. ACADEMIC BACKGROUND

A. Click Applications

The screenshot shows a user interface for an industrial application form. On the left is a sidebar with a user profile for 'ALEX CHALO' and a session ID 'GoMC-2023-835-X3Y'. Below the profile are navigation buttons: Home, Applications (highlighted with a red arrow), My Profile, and End Session. The main form area is titled 'Industrial Application Form - Kindly fill all indicated values' and has three steps: 1. Academic Background, 2. Files & Documents, and 3. Confirm Details. Step 1 is active. It contains a checkbox for terms and conditions, and several required fields: Institution, College / University; Course undertaking; Academic level; Year of study; Department intrested; and Directorate intrested. A 'Next' button is at the bottom right, with a red arrow pointing to it from a text box.

Industrial Application Form - Kindly fill all indicated values

1 Academic Background      2 Files & Documents      3 Confirm Details

I accept Terms, Conditions, Privacy Policy and Code of Conduct of Makueni County Government \*

Institution, College / University \*      Course undertaking \*

Academic level \*      Year of study \*

Department intrested \*

Directorate intrested \*

B. Fill in all the marked fields then click next. → Next

# 2. FILES & DOCUMENTS.

Industrial Application Form - Kindly fill all indicated values

1 Academic Background — 2 Files & Documents — 3 Confirm Details

Allowed File Size 3MBs & File Type Is PDF

Recomendation letter from Institution *	Attachment application letter *
<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Choose file"/> No file chosen
Copy of National ID *	KCPE Certificate*
<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Choose file"/> No file chosen
KCSE Certificate*	School leaving certificate *
<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Choose file"/> No file chosen
Provisional Transcripts or Provisional Driving License*	Current resume or CV*
<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Choose file"/> No file chosen

Upload all the required documents in **PDF form**. For all the marked fields.

Click next to confirm your details.

### 3. CONFIRM DETAILS.

Alexander Musembi

1 Academic Background      2 Files & Documents      3 Confirm Details

<p>Full Names Alexander Musembi</p>	<p>Application Reference Number ED-MK-2023-N3V</p>
<p>Phone Number [REDACTED]</p>	<p>Instution</p>
<p>Email [REDACTED]</p>	<p>Year of study Select year</p>
<p>Home County Makueni</p>	<p>Course taking</p>
<p>Home Subcounty Mbooni</p>	<p>Academic level Select academic level</p>
<p>Home Ward Waia/Kako</p>	<p>Department applied Select department</p>

Home      Applications

My Profile      End Session

Click previous to edit any wrong input →

← Previous      Submit

Confirm your details then  
**click Submit.**

# SUCCESSFUL APPLICATION FEEDBACK EMAIL.

Industrial Attachment Application Acknowledgment Notification ▶ Inbox x  

 **County Govt Of Makeni** <noreply@makeni.go.ke> 11:42 AM (1 minute ago)     
to me ▾

Dear, Alexander Musembi.

We are pleased to inform you that we have received your application for industrial attachment. We would also like to inform you that we have received the documents we requested from you. Our team will carefully review the information you have provided, and we will get back to you as soon as possible.

Kind Regards

**Online Industrial Attachment Portal An Initiative Of County Government Of Makeni Under The Department Of ICT, Education and Internships**

# APPLICATION STATUS.

I. Queued – Details successfully received, pending approval.

The screenshot displays a user dashboard for Alex Chalo. The header includes the Department of ICT, Education and Internship logo and the user's name. The main content area is divided into two sections: 'News and Announcements' and 'My Recent Applications'. The 'My Recent Applications' section shows a single application with the status 'Queued' highlighted in a red box.

Department Of ICT, Education and Internship - Directorate of Internship, Mentoring and Volunteerism

ALEX CHALO

GoMC-2023-835-X3Y

News and Announcements

For more information kindly call or sent an email to:

attachment@makueni.go.ke

0715911384

System  
19 Apr 2023 9:27am

My Recent Applications

GoMC-IVAIS-2023-NBC

Department of ICT, Education and Internship - Information Communication Technology

Status Queued

19 Apr 2023 9:33am

Home Applications My Profile End Session

# APPLICATION STATUS CONT...

---

## 2. Declined – Qualification threshold not met.

My recent applications

ED-MK-2023-8WK Department of ICT, Education and Internship - Information Communication Technology

Status **Declined** 03 Apr 2023 10:46am

**Reason for Decline**

The directorate you have applied for its already at capacity, kindly re apply and select other directorates.

**NOTE:** Reason for decline given.

# APPLICATION DECLINE EMAIL.

Decline for Attachment ▶ Inbox x 🖨 🔗

 **County Govt Of Makueni** <noreply@makueni.go.ke> 11:46 AM (0 minutes ago) ☆ ↶ ⋮  
to me ▾

Dear, Alexander Musembi.

Thank you for taking the time to apply for the industrial attachment in Department of ICT, Education and Internship. After careful consideration, we regret to inform you that we have decided not to move forward with your application.

**Below is a message from the department/directorate you applied to.**

---

*The directorate you have applied for its already at capacity, kindly re apply and select other directorates.*

---

Kind Regards

**Online Industrial Attachment Portal An Initiative Of County Government Of Makueni Under The Department Of ICT, Education and Internships**

# APPLICATION STATUS CONT...

## 3. Approved – Qualification threshold met.

The screenshot displays a user dashboard for 'ALEX CHALO' within the 'Department Of ICT, Education and Internship - Directorate of Internship, Mentoring and Volunteerism'. The dashboard includes a navigation menu with 'Home', 'Applications', 'My Profile', and 'End Session'. A 'News and Announcements' section contains contact information for 'attachment@makueni.go.ke' and '0715911384'. The 'My Recent Applications' section lists 'GoMC-IVAIS-2023-NBC' with a status of 'Approved' and a date of '19 Apr 2023 9:35am'. A red box highlights the 'Upload insurance cover letter' button.

After the application is approved the applicant is required to **Upload Insurance letter.**

# APPLICATION STATUS CONT...

Department Of ICT, Education and Internship - Directorate of Internship, Mentoring and Volunteerism

ALEX CHALO

GoMC-2023-835-X3Y

News and Announcements

For more information kindly call or sent an email to:

attachment@makueni.go.ke

0715911384

System  
19 Apr 2023 9:27am

My Recent Applications

GoMC-IVAIS-2023-NBC

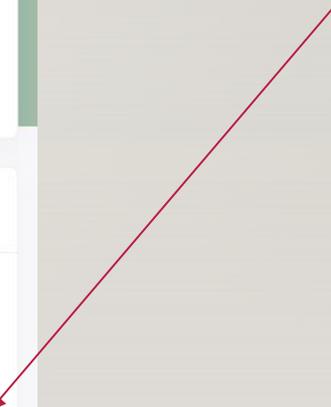
Department of ICT, Education and Internship - Information Communication Technology

Status **Approved**

19 Apr 2023 9:37am

[Download letter](#)

Download Acceptance letter.



# APPROVAL EMAIL.

Congratulations! Your Attachment Application Has Been Approved  

 Inbox x

 **County Govt Of Makueni** <noreply@makueni.go.ke> 3:02 PM (2 hours ago)   

to me ▾

---

Dear, Alexander Musembi.

We are pleased to inform you that your application for industrial attachment in Department of ICT, Education and Internship has been approved! Congratulations! We are excited to welcome you to serve the above mentioned department in County Government Of Makueni.

Your qualifications and experience have impressed us, and we are confident that you will make a valuable contribution to our team. We believe that your skills and expertise will help us achieve our goals and objectives. As an approved candidate, you will receive additional information about the next steps in the process, such as details about orientation, training, and any necessary paperwork.

Kindy download your attachment letter from your portal and print it out. You will need to present it to the department you will be attached to. Please keep an eye out for our communication and let us know if you have any questions or concerns. We appreciate your interest in our industrial attachment program and the time you took to complete the application process. We are thrilled to have you on board and look forward to working with you!

Kind Regards

**Online Industrial Attachment Portal An Initiative Of County Government Of Makueni Under The Department Of ICT, Education and Internships**

# ACCEPTANCE LETTER SAMPLE.



**To:** Alexander Musembi  
**From:** Director- Internship, Mentoring and Volunteerism  
**Date:** 03 Apr 2023  
**REF No:** ED-MK-2023-BKQ

**RE: ATTACHMENT FOR ALEXANDER MUSEMBI**

Above matter refers.

Following your successful recruitment as an attachee in the Department of ICT, Education and Internship you will be required to report to Director - Technical Training on 10 Apr 2023. Your attachment will run from 10 Apr 2023 to 10 Jul 2023 .

Submit a copy of your insurance to your supervisor and the IMV directorate. You are expected to adhere to the rules, regulations, code and ethics of the Makueni County Government. It is a requirement that you dress officially while in office. Kindly note that this is a notification for successful recruitment.

Yours Faithfully,  
**Agnetta Nyalita.**  
**Director - Internship, Mentoring and Volunteerism.**  
**Cc: Director - Technical Training.**



**To:** Director - Technical Training  
**From:** Director - Internship, Mentoring and Volunteerism  
**Date:** 03 Apr 2023  
**REF No:** ED-MK-2023-BKQ

**RE: ATTACHMENT FOR ALEXANDER MUSEMBI**

Above matter refers.

The following student has successfully been recruited to join Department of ICT, Education and Internship from 10 Apr 2023 to 10 Jul 2023 .

NAME	PROFESSION / COURSE	INSTITUTION	CONTACT
Alexander Musembi	ICT	Machakos university	

This is to kindly request your office to work on the applicant terms of reference awaiting reporting. Note that this applicant will be notified to report to the Director - Technical Training on 10 Apr 2023.

Yours Faithfully,  
**Agnetta Nyalita.**  
**Director - Internship, Mentoring and Volunteerism.**

# ACCEPTANCE LETTER SAMPLE CONT...

---

Print the acceptance letter & Submit it together with a copy of your insurance to your supervisor and the IMV directorate.

---

**END**

