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# ERB MANAGEMENT INFORMATION SYSTEM

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SYSTEM GUIDE



JULY 1, 2019  
ENGINEERING REGISTRATION BOARD

## 1. System Access

- a. System requirement
  - i. Internet access
  - ii. Web Browser (Microsoft Edge, Internet Explorer, Google Chrome, Firefox)
- b. System access

Link to access the system is <https://registration.erb.go.tz>.

## 2. Engineer registration

- a. **New user registration**
  - i. User should access the system through the provided link
  - ii. Through the member registration portal (Member Registration), the user should complete the provided and submit the form.
  - iii. The system will send an e-mail with the username and password to access your account
- b. **Existing member**
  - i. Send mobile SMS “**ERB** (space) Registration number to 15200  
(**Eg. ERB GE1234** or **ERB PE1234** or **ERB CE1234** to 15200)
  - ii. You will receive an SMS with the system Username and Password
  - iii. The login portal shall be obtained from the **top right-hand corner (Member login)**

## 3. User login

- a. The system shall prompt to enter username and Password
- b. If successful the system shall redirect to the Member dashboard, if failed the system will prompt the member for wrong username or password, else the system will display an error for further information.

## 4. Updating User information

- a. Personal Information
  - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and personal information menu
  - ii. The engineer can view all personal details
  - iii. The engineer can edit the personal information and save
  - iv. The engineer can upload a passport photo (Note! Picture to upload should be a recent photo - white or light-blue background.)
- b. Contact information
  - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and contact information menu
  - ii. The engineer can view all contact information
  - iii. The engineer can edit the contact information and save (Phone number should be in the format **255762876543**) (E-mail should be a valid and active for receiving notifications and announcements)
- c. Academic Information
  - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and academic information menu
  - ii. The engineer can view all academic information details
  - iii. The engineer can edit the academic information and save (All attachments should be in **pdf** format)
- d. Work Experience
  - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and Work Experience menu
  - ii. The engineer can view all Work Experience details
  - iii. The engineer can edit the Work Experience and save
- e. Membership history
  - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and Membership history menu
  - ii. The engineer can view all Membership history

iii. The engineer can edit the Membership history and save (All attachments should be in **pdf** format)

f. Referees

- i. The Engineer can navigate to the left-hand navigation menu, under profile menu and Referees menu
- ii. The engineer can view all Referees
- iii. Engineer can add referee by entering the registration number, searching the engineer referee and adding them as a referee.

**5. Engineering Application**

a. New application

- i. The Engineer can navigate to the left-hand navigation menu, under application sub menu to see all current applications
- ii. Engineer can view current application details
- iii. Engineer can submit the application
  1. The system will automatically generate a payment **control number** for the application which will be sent via SMS to the engineer

b. Engineering Upgrade status

- i. The Engineer can navigate to the left-hand navigation menu, under application sub menu to see all current applications
- ii. On the top right corner, the engineer will have an option to change status/ upgrade engineering level
  1. Once the level has been selected and all the level requirements has been met the system will create an application for the level requested
  2. Engineer can view current application details
  3. Engineer can submit the application
  4. The system will automatically generate a payment control number for the application which will be sent via SMS to the engineer

c. Engineering Board Exam

- i. The Engineer can navigate to the left-hand navigation menu, under Board Exam sub menu to see applied board exams
- ii. The engineer can apply for an upcoming board exam by completing the required information
- iii. The engineer can submit the application for processing
- iv. The Engineer can also view the Board exam results of past exams

**6. SEAP**

a. Applications

- i. The Engineer can navigate to the left-hand navigation menu, under SEAP Application sub menu to see current SEAP applications and previous SEAP application
- ii. The engineer can apply for SEAP by selecting the apply button, completing the required information and declaration
- iii. The engineer can submit the application for processing
- iv. The Engineer can also view SEAP allocation information, sponsor and progress

b. After Acceptance to SEAP

- i. Applicant to submit Appropriate documents for starting SEAP
- ii. Go to Previous Applications press view in actions
- iii. Add Documents (Tripartite agreement, Arrival form ,Declaration Form, Medical Form)

c. SEAP Quarterly Reports

- i. The Engineer can navigate to the left-hand navigation menu, under SEAP Report sub menu to see all SEAP reports
- ii. The engineer can add SEAP report by selecting the add report button, completing the required information and declaration
- iii. The engineer can submit the SEAP report for processing

## **7. Projects**

### **a. Project registration**

- i. The Engineer can navigate to the left-hand navigation menu, under My project sub menu to see all project and their status
- ii. The engineer can add project by selecting the add project button, completing the required information and attachments
- iii. The engineer can submit the project for processing and evaluation.
- iv. After successful evaluation by the Board the system will automatically generate a bill and payment control number for the application which will be sent via SMS to the engineer

## **8. Report evaluation**

### **a. For Co-opted Members, to view the assigned report ,Go to:**

- i. Reports to be evaluated
- ii. Evaluate the assigned reports with comments.