



ENGINEER'S REGISTRATION SYSTEM

SYSTEM GUIDE ON CPD



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

Existing member:

- i. Send mobile SMS by writing ERB PEXXXX to **15200** (i.e. ERB PE1 234 to 15200);
- ii. You must have a balance of at least Tshs. 100 in your phone as Airtime (NOT SMS bundle OR MPESA or TIGO PESA or AIRTEL Money).
- iii. You will receive an SMS with the system Username and Password

3. User login

- I. Once user has a username and password.
- II. The login portal shall be obtained from the top right-hand corner (Member login).
- III. By Clicking **Member Login**, the system shall prompt to enter username and Password.
- IV. If successful the system shall redirect to the User dashboard. If failed the system will display an error.

4. Updating Profile on the User Dash Board Menu by clicking profile Menu and update the following:

- a. Personal Details
 - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and personal details 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 Details
 - 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 **255 762 XXX XXX**) (E-mail should be a valid and active for receiving notifications and announcements)
- c. Academic Details
 - 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)

5. CPD

The Engineer can navigate to the left-hand to **CPD Log menu**, then click on **CPD Records** sub menu then Select **CPD Activities**, then navigate to top right and then click **Request PDUs button** by filling the following information:

- I. Choose CPD activity type (i.e. A.1 Relevant postgraduate degree, diploma or certificate courses);
- II. Type the CPD Activity name (i.e. AED 2018);
- III. Type Start date and End date of the CPD activity;
- IV. Attach evidence in PDF format (i.e Participation certificates / Receipt of course / programme payments / Invitation letters with recommendation to attend / Programme of the event/activity / Attendance list).

After filling the information above press **submit and repeat the same to other CPD activities**