

# THE SIAYA NATIONAL POLYTECHNIC

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## Portal elective application procedures for Trainees

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Step 1: Copy the link provided or open the link provided

Step 2: Paste the copied link to your browser and open it / click enter / go

For further steps see the guidelines on the next page

Step 1 Copy and Paste the copied link  
(<https://siayapolytechnic.ac.ke>) here  
then click enter

Step 2 Key in Admission  
number e.g. BHT5/0000/S24

Step 3 Key in Password

Step 4 Click Log in

SIAYA INSTITUTE OF TECHNOLOGY PORTAL

Log in

User name or email

Password

Remember me

Forgot password?

Log in

Not yet Registered ?

Sign Up | Email activation

Financial Infographic Academic Infographic

OutStanding Balance

Ksh21,989.00

Announcements

4

Step 5 Click Elective Application

- Quick Navigation
- Exam Card
- My Group chat
- Dashboard
- Elective application
- Staff/Student Clearance
- Fees
- Online Student Reporting
- ECitizen Management
- Unit registrations
- My Attachments



Elective application

Elective application header info

+ Apply for Elective

Search...

Q

▼ Show advanced filters

Actions

Seat

↑↓

Period

↑↓

Name

↑↓

Status

↑↓

Step 6 Click Apply For Elective

No data available in table

Showing 0 to 0 of 0 entries Show 10 entries

- Quick Navigation
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Apply for Elective

Election category

SIT MOCK 2025 ELECTION

Elective seat

CS FINANCE AND RESOURCES

Name

Georgina Ogolla

Remarks

Good leaders deliver results

National ID

Select file



Step 7 Click Dropdown Arrow and choose TSNP 2026 Election

Step 8 Click Dropdown Arrow and choose Elective Seat of choice

Step 9 Key in Your official Names

Step 10 Key in Remarks

Step 11 Click Select file and upload National ID as an Image

Browse to locate ID in your phone or computer storage



Quick Navigation

Exam Card

My Group chat

Dashboard

Elective application

Staff/Student Clearance

Fees

Online Student Reporting

ECitizen Management

Unit registrations

My Attachments

Collage ID

Collage ID

Elective application

Search...

Show advanced

PassPort

PassPort

Actions

Showing 0 to 0 of 0

Select file...

Select file...

Step 12 Click Select file and upload College ID as an Image  
Browse to locate ID in your phone or computer storage

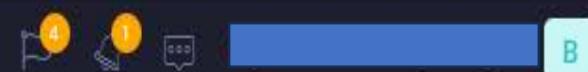
Step 13 Click Select file and upload Passport and letter of application as one as an Image

Browse to Passport in your phone or computer storage

Step 14 Click Save

Cancel

Save



## Step 15 Click Actions for more options

Search



Show advanced filters

Actions

Seat

Period

Name

Status



CS FINANCE AND RESOURCES

SIT MOCK 2025 ELECTION

Georgina Ogolla

Draft

View

Show 10 entries

1 2 3 4

Edit

Submit

Delete

## Step 16 Click Edit to make changes

## Step 17 Click Submit

Details

Adm: BTH5/4630/J25

Name: Georgina Ogolla

Recommendation:

Election category: SIT MOCK 2025 ELECTION

Student: Adhiambo Georgina Ogolla

Status: Draft

Elective seat: CS FINANCE AND RESOURCES

PassPort:

Collage ID:

National ID:

**Step 18 Click View and Confirm Application Details**

**Step 19 Click Close**

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# **SINAPTO CONSTITUTION ARTICLE 12: VOTER ELIGIBILITY**

The trainee must have:

- i. Reported Online for the current term/session.
- ii. Registered for course units.
- iii. Registered at the Department (HOD to provide Evidence).
- iv. Formally registered for attachment.
- v. Must have trainee's ID and national ID or any other legal form of identification.

# **SINAPTO CONSTITUTION ARTICLE 13: ASPIRANT ELIGIBILITY**

No trainee shall be allowed to contest:

- i. For any elective post in the Trainees' Organization if by so doing it will compromise his/her Academic performance.
- ii. Without demonstrating that class work would not suffer by obtaining an average mean mark of pass (50%) in the previous Institute examinations.
- iii. If the trainee has not been in the Institute for more than two consecutive terms/sessions.

# **SINAPTO CONSTITUTION ARTICLE 13: ASPIRANT ELIGIBILITY**

- v. If one has been suspended from the Institute at any one time.
- vi. If at the time of elections, the trainee would not be present at the Institute the next succeeding term.
- vii. If there is a proven Criminal record or a pending disciplinary case at the Institute.
- viii. If he/she has suffered from mental sickness/temporary insanity or any other infirmity that may hinder his/her academic performance and leadership.
- ix. Members of the Council, upon successful completion of their term, are not eligible for reelection as per the Academic Policy (7.10.8) so as to pave way for new and fresh trainee leadership