

# THE SIAYA NATIONAL POLYTECHNIC

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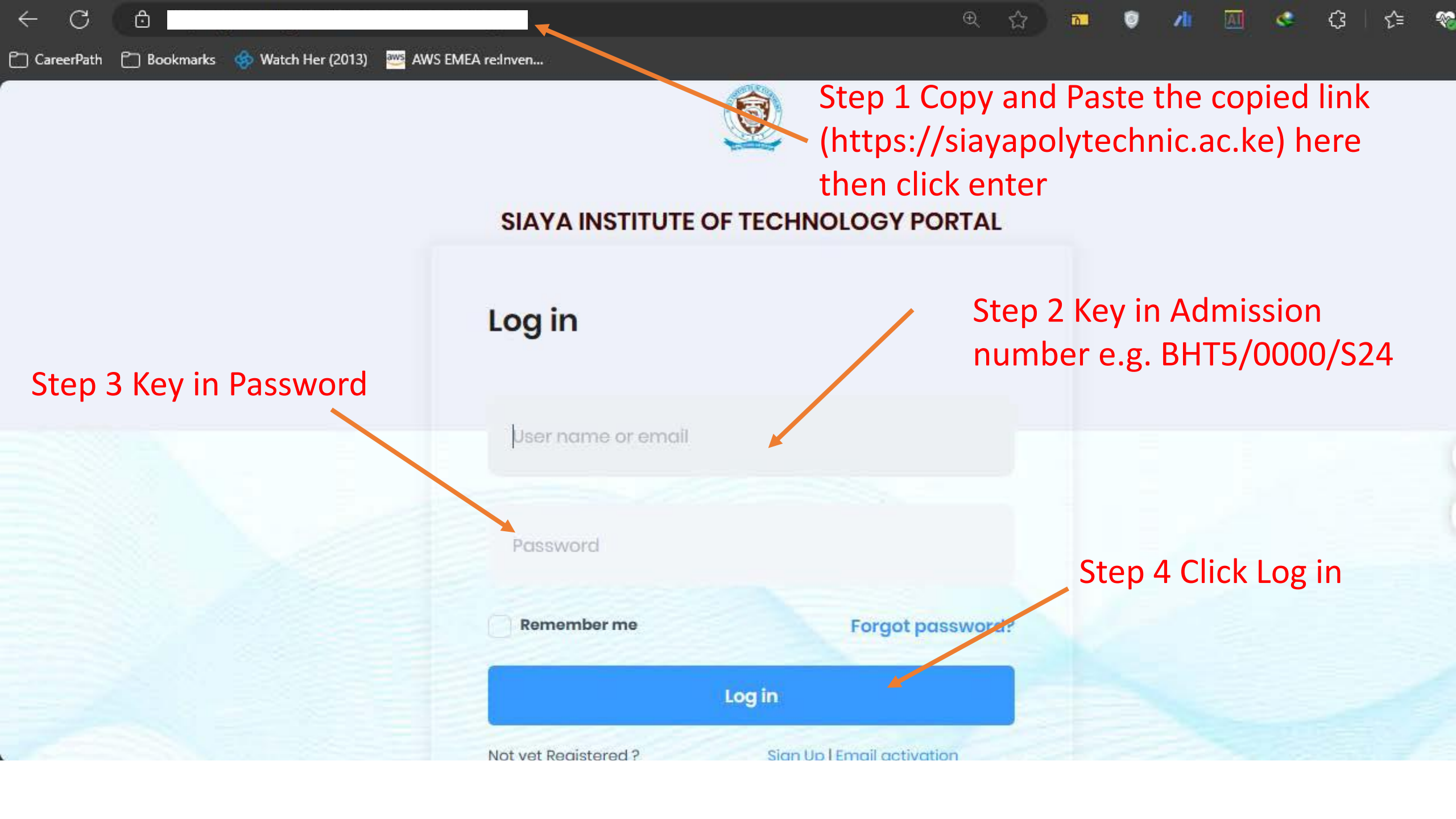
## Portal elective application procedures for Trainees

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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

## 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](#)

Step 3 Key in Password

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

Step 4 Click Log in



Dashboard

statistics and reports



Edit mode

Financial Infographic

Academic Infographic

OutStanding Balance

Ksh21,989.00

Announcements

4

Quick Navigation



Exam Card

My Group chat

Dashboard

Elective application

Staff/Student Clearance

Fees



Online Student Reporting

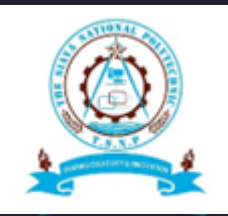
ECitizen Management



Unit registrations

My Attachments

Step 5 Click Elective Application



## Elective application

Elective application header info

+ Apply for Elective

Search...



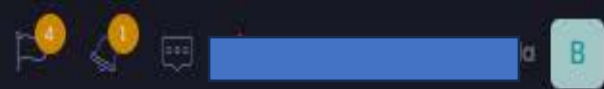
▼ Show advanced filters

Actions	Seat	↑↓	Period	↑↓	Name	↑↓	Status	↑↓
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No data available in table

Showing 0 to 0 of 0 entries Show 10 ▼ entries

Step 6 Click Apply For Elective



## 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



Elective application

Search...

▼ Show advanced

Actions

Showing 0 to 0 of 0 entries

Collage ID



Select file...

PassPort



Select file...

Cancel

Save

Step 12 Click Select file and upload Collage 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



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

Step 15 Click Actions for more options

Search						
Show advanced filters						
Actions	Seat	Period	Name	Status		
 Actions	CS FINANCE AND RESOURCES	SIT MOCK 2025 ELECTION	Georgina Ogolla	Draft		
View					Show 10 entries	
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

+ Apply for Elective



↑↓ Status ↑↓

Draft

1

Step 19 Click Close

Close



# **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