

# EMBU COUNTY BURSARY & SCHOLARSHIP MANAGEMENT SYSTEM- USER GUIDE

## A. REGISTRATION PROCESS

1. Go to the Embu County Government website, <https://bursary.embu.go.ke/login> to begin your application.
2. Click the register button at the bottom of the page:

REQUIREMENTS

REGISTRATION IS A 2 PART PROCESS

You will require the following

PART 1[ACCOUNT REGISTRATION]

1. Parent/Guardian
  - o Full name
  - o Id Number
2. NEMIS NUMBER(Secondary Schools)
3. ID NUMBER(College/university/VTC)

PART 2[BURSARY APPLICATION]

1. Siblings Name Institution, fee balances and total fees
2. Parent/Guardian monthly income

Download a how-to manual

3. Select the institution (place of schooling)

Institution Type

BOARDING SECONDARY ▾

Please select institution type

BOARDING SECONDARY

DAY SECONDARY

SPECIAL SCHOOL

VTC

\* PLEASE SELECT A VALID INSTITUTION

- a) If your school or institution is not available, kindly follow this process: **Click +add** and enter the details of your school, then send the request.

**i** If your search for your institution with all its alternative names did not yield any results please contact us, and we will add it for you

[ + add ]

SUGGEST INSTITUTION

INSTITUTION

Institution

KANGARU SCHOOL

Institution Type

Please select Institution type

Gender

Select Gen

County

Please select county

BANK ACCOUNT

Bank

select bank

Account Number

KANGARU SCHOOL

Account Name

KANGARU SCHOOL

Branch

EMBU

Send Request

Enter the school/ Institution details and send the request. Check back after One (1) hour and the details will be available.

4. Enter the **NEMIS Number** for secondary school students and **National ID number** for institutions of higher learning. If a student in higher institution of learning does not have a National ID, enter parents ID number. **Kindly note that NEMIS and ID number will be your username**

**Institution Type**

DAY SECONDARY

KAMIU SECONDARY SCHOOL

- Please select a valid institution

**NEMIS NUMBER**

XVN2344

- Please enter nemis number

**Institution Type**

VTC

JEREMIAH NYAGAH TECHNICAL I

- Please select a valid institution

**NATIONAL ID**

11223344

- Please enter National ID Number

5. Enter Personal Details: Gender, Names, Date of Birth and **Click continue**
- Kindly ensure you input the correct date of birth.
6. Enter your parent or guardian details: Phone number is not a must. **Click continue**
- Only input details of one parent even if both are available.
7. Enter your School Identification details:
- Admission number is applicable for all students
  - Course: Only for Students in institutions of higher learning
  - Level: for all students: i.e. Form 1/2/3/4 or year 1/2/3/4

PLEASE ENTER YOUR PERSONAL INSTITUTIONAL DATA

<p><b>ADM NUMBER</b></p> <p>ad FOR ALL STUDENTS</p>	<p><b>LEVEL</b></p> <p>INDICATE FORM FOR SECONDARY AND YEAR FOR OTHERS</p>
<p><b>COURSE</b></p> <p>ONLY FOR STUDENTS IN HIGHER INSTITUTIONS OF LEARNING</p>	
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

8. Enter your location (**HOME AREA**): where your home is in Embu County.

WHERE ARE YOU FROM ?

<p><b>SELECT COUNTY</b></p> <p>EMBU</p>	<p><b>WARD</b></p> <p>RUGURU NGANDORI</p>
<p><b>VILLAGE</b></p> <p>Kangaru</p>	
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

9. Create your credentials:

- a) Username: This will be your Nemis or ID Number and entered previously
- b) Phone: This will be used to recover your password incase one forgets
- c) Password: Enter a password used for login. This could be numeric (numbers), alphanumeric (combination of words and numbers) or alphabets.

**Click continue**

10. Verify the information and click **COMPLETE** which takes you to the **APPLICATION PROCESSS**

11. On completion, the system will open the log in page and your username will be displayed as below:

Registration successful: your username  
is 25091984

Embu County Bursary & Scholarship  
Management System

Sign In

USERNAME

National ID / NEMIS Number

PASSWORD

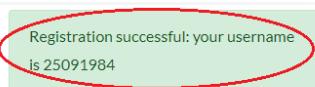
password

LOGIN

Register      Forgot Password

## B. BURSARY APPLICATION PROCESS

1. Log in with your username (NEMIS or National ID number) and enter password.



Embu County Bursary & Scholarship  
Management System

Sign In

USERNAME

National ID / NEMIS Number

PASSWORD

password

LOGIN

Register

Forgot Password

2. Click CURRENT BURSARY



28052023  
17 Yrs

Location: EMBU COUNTY - RUGURU  
NGANDORI WARD

Village: ena

MY APPLICATIONS

CURRENT BURSARY

MY BURSARY APPLICATIONS

#	County	Bursary	Amount	Status	Print
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NO BURSARY APPLICATION

3. Click MAKE APPLICATION

MY APPLICATIONS

CURRENT BURSARY

Make Application

**4. Fill in Bursary request form:**

- Parent/ Guardian Status: Select applicable.
- Fill in amount being requested.
- Fill in the current fee balance (if any)
- Fill in the **TOTAL FEE** payable **annually/ per year** in your school.

**GUARDIAN/PARENT STATUS**

Single parent

**AMOUNT REQUESTING**

20000

**CURRENT FEE BALANCE** [Annual Fee

Balance]

5000

**FEES TOTAL** [Annual total fees]

15000

**5. Enter details of your brother/or sisters in other schools. By clicking Add Brothers/ Sisters**

**BROTHERS / SISTERS**

Add information on other siblings being supported (If Any)

**Add Brother / Sister**

**BROTHERS / SISTERS**

Add information on other siblings being supported (If Any)

Sibling #1

Brother / Sister Name

Kenneth Murangiri Njagi

Institution / School Name

Kamuthathra Primary

Study Level [Form / Year / Grade]

Standard 8

Total Fees for the year

42000

Fees paid for the year

10000

Fees balance

32000



- If you have more than one brother or sister click **Add Another Sister/ Brother**

**Add Another Brother / Sister**

**6. Enter Parent (Father/Mother) or Guardian Income (**Total Money made in a month**) by clicking **Add Income**.**

**INCOME**

PARENT / GUARDIAN INCOME (KES)

**Add Income**

**INCOME**

PARENT / GUARDIAN INCOME (KES)

Income #1

Guardian type

MOTHER

Gross income

2000



- a) If both parents/ guardians are available, click **Add Another Income**

Income #2  
**Guardian type**

FATHER

**Monthly Gross Income**

0

trash delete

- 7. Justification:** Enter in your own words the reason why you deserve the bursary. Supports only 250 words.

**JUSTIFICATION**

[Write in a few words 250 letters]

Why do you need help?

My parents are unemployed and depend on casual work to sustain the family. They have 3 other children in school and they are not able to feed and educate all of us.

- 8. Add Documents:** You can attach all the required documents required for the processing of the application e.g., Death Certificates, Fee balance, Recommendation letters etc.

Click Add Document, give it a name e.g., Death Certificate and upload

**DOCUMENT**

[Please upload accompanying documents if available]

this includes :-

- Recommendation Letters
- Fee Balance
- Death Certificate

Document #1

Fee Balance

Choose File No file chosen

trash delete

Document #2

Death Certificate

Choose File No file chosen

trash delete

- 9.** Review the application and submit to download the final application document. Should you notice any error in the information provided, or documents uploaded, click **EDIT** to make changes and complete application.

MY BURSARY APPLICATIONS				
#	County	Bursary	Amount	Status
1	EMBU COUNTY	2022 - 2023	KES25,000	
	20232024/69_10	Documents #1 Fee Balance #2 Death Certificate		⌚ Waiting review ... <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Download

Cancel Edit Complete Application

- a) If Edit was clicked by mistake, Cancel Edit and complete application to download the form.

**10.Editing Profile:** If any of the information is incorrect during the application process, you can edit your profile as follows:

1. Click the profile image on the top right of your screen/application
2. Select/ Click Profile
3. Select/ Click EDIT PROFILE

1.

2.

3. Select EDIT PROFILE

4. Select the information tab you would like to edit e.g., change ward, and **Click SAVE**

Choose Information to be updated/ Edited

STUDENT INFORMATION GUARDIAN INFORMATION INSTITUTION COUNTY INFORMATION USER INFORMATION

WHERE ARE YOU FROM ?

SELECT COUNTY: EMBU

WARD: KYENI NORTH

VILLAGE: KATHAGERI

Click Save a

Success! Profile County data updated successfully

5. **Click Cancel** to go back to the application page.

**Success!** Profile County data updated successfully

[Cancel](#)

[EDIT PROFILE](#)

5. Click cancel to go back to application page

**11. Download the application form** and together with the documents attached on the system, submit the hard copies the ward administrator.

MY BURSARY APPLICATIONS				
#	County	Bursary	Amount	Status
1	EMBU COUNTY	2022 - 2023	KES30,000	
	20232024/606_10	Documents	#1 Death Certificate #2 Fee Balance	Waiting review ...

[Edit](#)

[Download](#)



### EMBU COUNTY GOVERNMENT

DEPARTMENT OF EDUCATION

BURSARY YEAR 2023 - 2024 7th June 2023 at 6:45am

### STUDENT BURSARY & SCHOLARSHIP APPLICATION

#20232024/62\_10



STUDENT	[ GITAU MUNGA LIVIO ]	ADMISSION NUMBER	[ 54334 ]
NEMIS/ID NUMBER	[ 25091984 ]	VILLAGE	[ kangaru ]
AGE	[ 12 YEARS ]	FATHER	[ JAMES MUTHOMI KARANI ]
WARD	[ KIRIMARI ]	PHONE	[ 0723073968 ]
INSTITUTION	[ KAMIU SECONDARY SCHOOL ]	GUARDIAN/PARENT STATUS	[ One parent deceased ]
FEE BALANCE	[ KESS,000 ]	ANNUAL FEE	[ KES42,000 ]
		REQUEST	[ KES10,000 ]

**JUSTIFICATION** My parents are un employed and depend on causal jobs and have 3 childdren in school

- STUDENT CARD [tertiary]  ADMISSION LETTER [New Student]  
 FEE BALANCE [institution]  DEATH CERTIFICATE [Where Applicable]

#### My siblings in education institutions

Name	Institution	Year/Class	Total Fees	Paid	Balance
JAMES KANG'ETHE MUIGAI	Kamuthatha Primary	Standard 8	35,000	5,000	30,000
RISPER WNJA MUIGAI	Kangaru Girls	Form 2	42,000	10,000	32,000

#### Parent / Guardian Income \*Monthly (KES)

	MOTHER	FATHER
GROSS INCOME	5,000	5,000

#### OFFICIAL USE ONLY

Received by Ward Administrator

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount requested by student is [ KES10,000 ]

Recommended Amount by committee \_\_\_\_\_ Remarks:

This form was reviewed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by Ward committee members

NAME

SIGNATURE

DATE

**12. Wait to be contacted for application status or log in to view the status on the portal.**

[MY APPLICATIONS](#)

[CURRENT BURSARY](#)

MY BURSARY APPLICATIONS				
#	County	Bursary	Amount	Status
1	EMBU COUNTY	2022 - 2023	KES10,000	
	20232024/28_10	Documents		Waiting review ...

