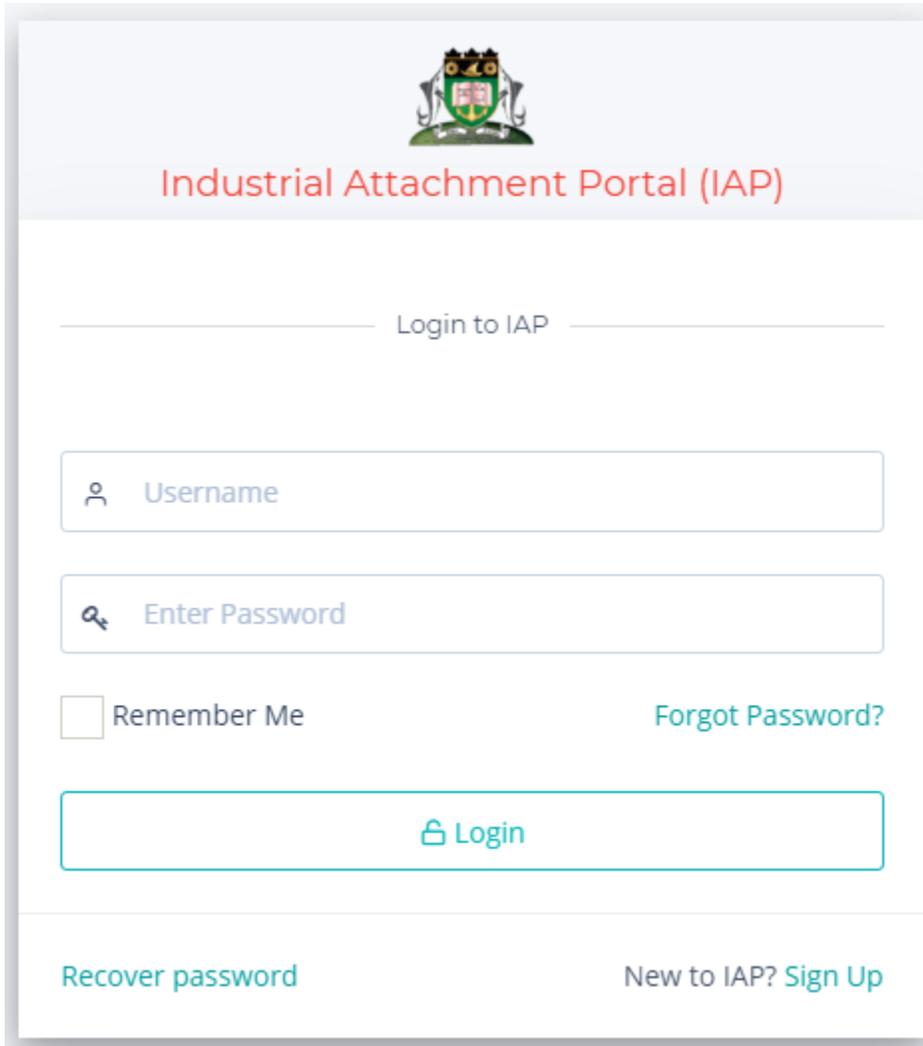


ACCESSING THE INDUSTRIAL ATTACHMENT PORTAL

1. Open any web browser
2. Type iap.tum.ac.ke on the address bar



Industrial Attachment Portal (IAP)

Login to IAP

Username

Enter Password

Remember Me [Forgot Password?](#)

Login

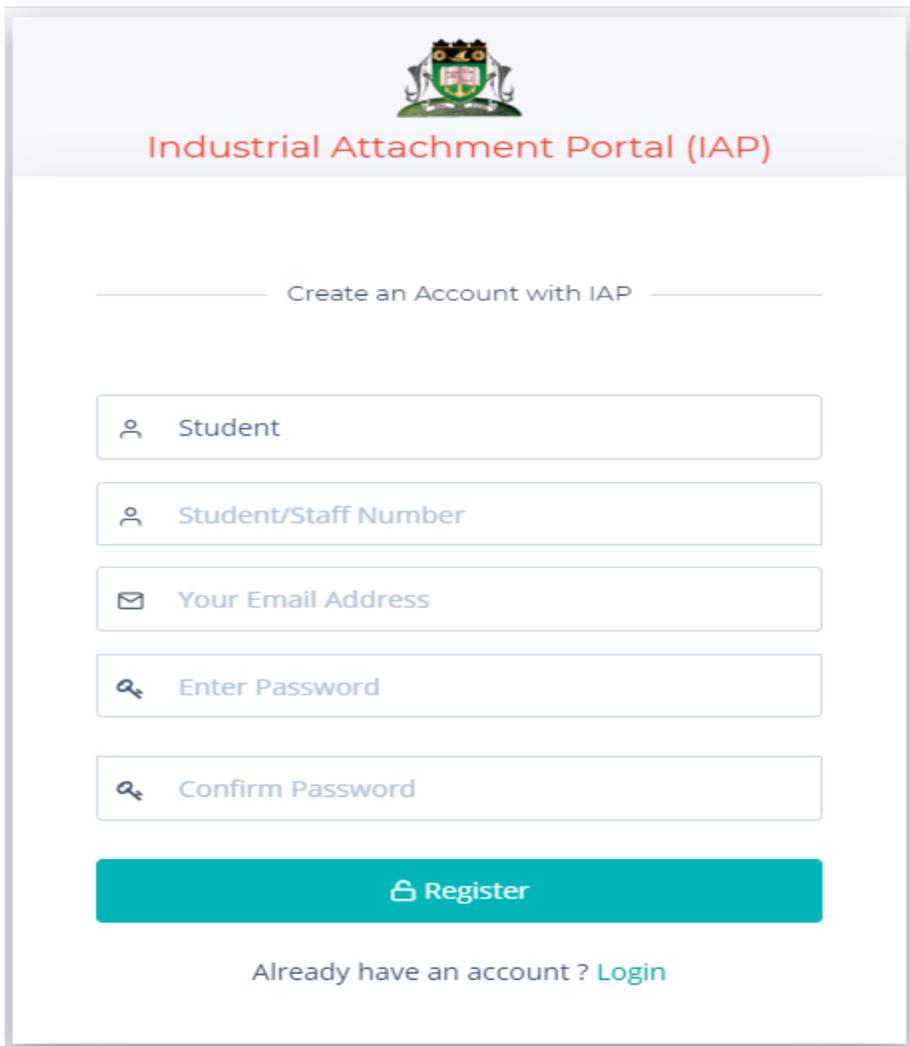
[Recover password](#) [New to IAP? Sign Up](#)

If you already have an account jump to **LOGIN INTO TUM IAP PORTAL** section below otherwise continue creating an account if you are a lecturer.

CREATING AN ACCOUNT WITH TUM IAP PORTAL [**FOR LECTURERS**]

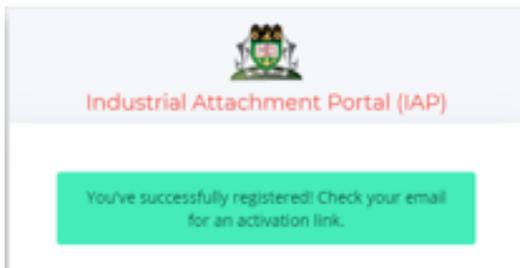
1. Click on **Sign Up** link on the lower right corner of the login screen.
2. Fill all the fields of the form below and click on Register button to submit the registration details
 - a. Select Lecturer in the first field
 - b. For student/staff Number enter a valid staff number

- c. For email enter a valid email that you can access



The screenshot shows the registration page for the Industrial Attachment Portal (IAP). At the top, there is a crest logo and the text "Industrial Attachment Portal (IAP)". Below this is a heading "Create an Account with IAP". The form consists of five input fields: "Student", "Student/Staff Number", "Your Email Address", "Enter Password", and "Confirm Password". Each field has a small icon to its left (person, person, envelope, key, and key respectively). Below the fields is a teal "Register" button with a white lock icon. At the bottom, there is a link that says "Already have an account ? Login".

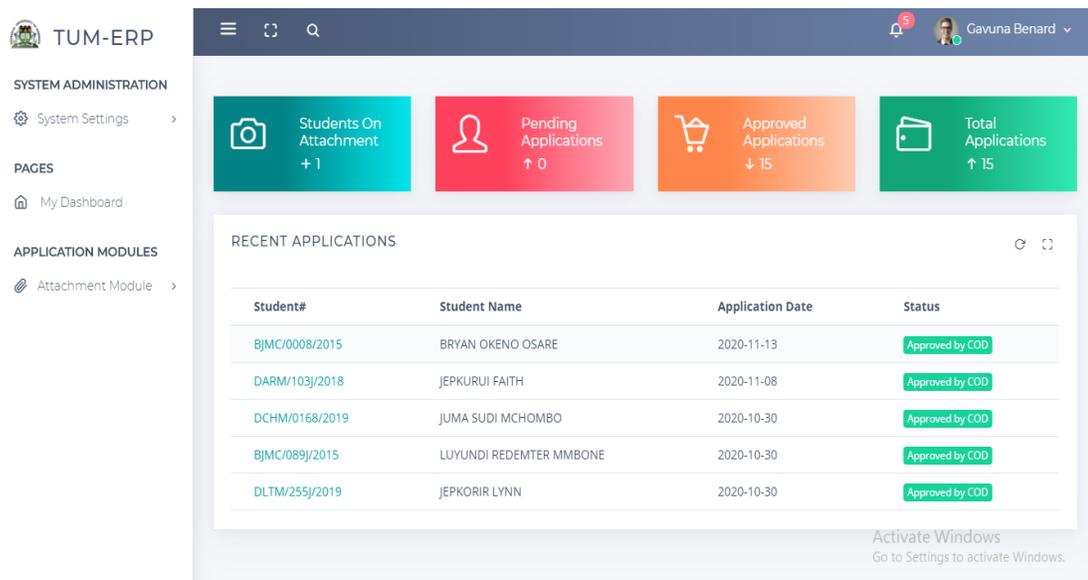
3. Once successfully registered, you will get the message below telling you to open your email and activate your account.



4. Access your email address and click on the link to activate your new account login for confirmation. Until this is done the login will not be active.

LOGIN INTO TUM IAP PORTAL

1. Enter your staff number (for lecturer) as username or your registered username (for CODs, Liaison, Finance, Administrator e.t.c)
2. Enter your National ID as password
3. Click login button
4. If successfully you will be redirected to your respective dashboard as shown below.

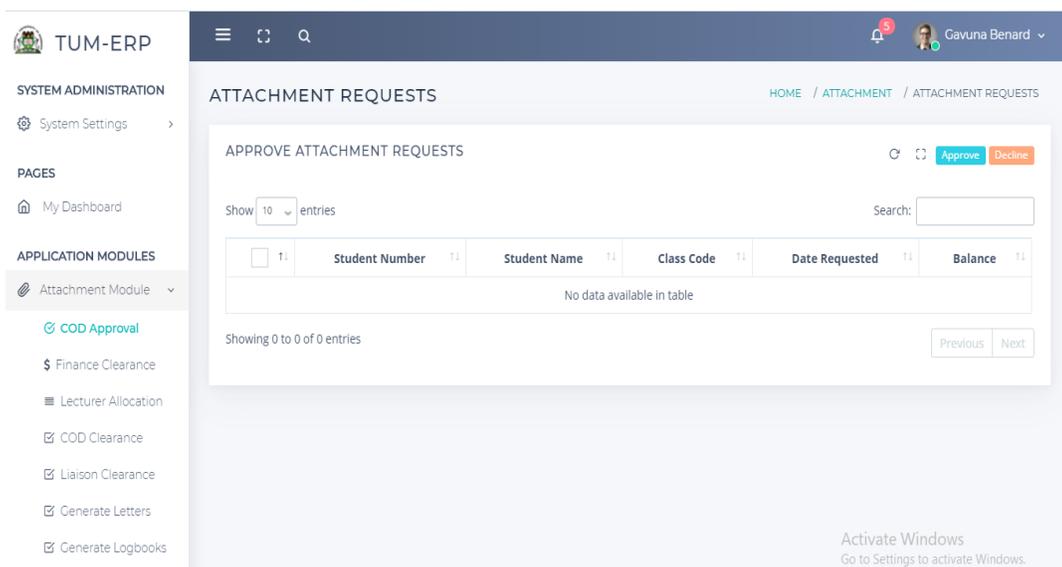


The screenshot shows the TUM-ERP dashboard. The left sidebar contains navigation options: SYSTEM ADMINISTRATION (System Settings), PAGES (My Dashboard), and APPLICATION MODULES (Attachment Module). The main content area features four summary cards: Students On Attachment (+1), Pending Applications (0), Approved Applications (15), and Total Applications (15). Below these is a 'RECENT APPLICATIONS' table with columns for Student#, Student Name, Application Date, and Status. The table lists five entries, all with a status of 'Approved by COD'. A footer message reads 'Activate Windows Go to Settings to activate Windows.'

Student#	Student Name	Application Date	Status
BJMC/0008/2015	BRYAN OKENO OSARE	2020-11-13	Approved by COD
DARM/103/2018	JEPKURUI FAITH	2020-11-08	Approved by COD
DCHM/0168/2019	JUMA SUDI MCHOMBO	2020-10-30	Approved by COD
BJMC/089/2015	LUYUNDI REDEMTER MMBONE	2020-10-30	Approved by COD
DLTM/255/2019	JEPKORIR LYNN	2020-10-30	Approved by COD

APPROVING STUDENTS ATTACHMENT REQUESTS

1. Click on COD Approval link on the left of your screen



The screenshot shows the 'APPROVE ATTACHMENT REQUESTS' page in the TUM-ERP system. The left sidebar is expanded to show the 'Attachment Module' with 'COD Approval' selected. The main content area has a breadcrumb trail 'HOME / ATTACHMENT / ATTACHMENT REQUESTS' and a title 'ATTACHMENT REQUESTS'. Below the title is a section 'APPROVE ATTACHMENT REQUESTS' with 'Approve' and 'Decline' buttons. A search bar and a table are present. The table has columns for Student Number, Student Name, Class Code, Date Requested, and Balance. The table is currently empty, displaying 'No data available in table'. A footer message reads 'Activate Windows Go to Settings to activate Windows.'

Student Number	Student Name	Class Code	Date Requested	Balance
No data available in table				

2. Select the request(s) then click Approve button.
3. If the student after verification does not meet the requirements to proceed for attachment, select the student then click Decline button.

GENERATING ATTACHMENT LETTERS

1. Click on Generate Letters link on the left of your screen

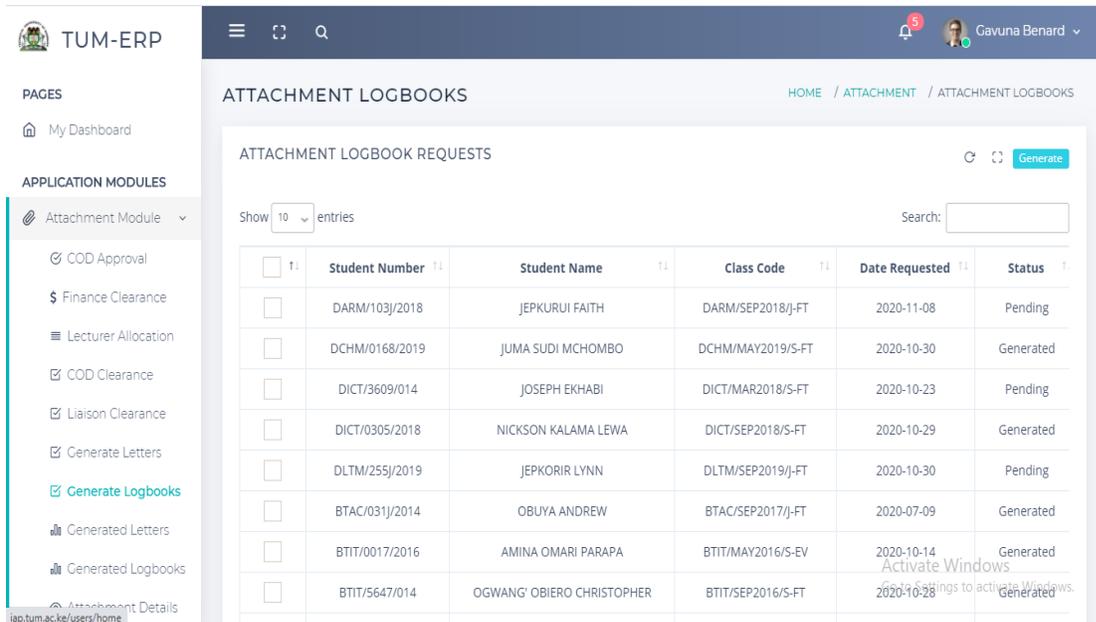
The screenshot shows the TUM-ERP system interface. The left sidebar contains the 'APPLICATION MODULES' section, where 'Generate Letters' is highlighted. The main content area is titled 'ATTACHMENT LETTERS' and features a table of requests. The table has columns for 'Student Number', 'Student Name', 'Class Code', 'Date Requested', and 'Status'. The 'Generate' button is visible in the top right corner of the table area.

<input type="checkbox"/>	Student Number	Student Name	Class Code	Date Requested	Status
<input type="checkbox"/>	DARM/103J/2018	JEPKURUI FAITH	DARM/SEP2018/J-FT	2020-11-08	Pending
<input type="checkbox"/>	DCHM/0168/2019	JUMA SUDI MCHOMBO	DCHM/MAY2019/S-FT	2020-10-30	Generated
<input type="checkbox"/>	DICT/3609/014	JOSEPH EKHABI	DICT/MAR2018/S-FT	2020-10-23	Generated
<input type="checkbox"/>	DICT/0305/2018	NICKSON KALAMA LEWA	DICT/SEP2018/S-FT	2020-10-29	Generated
<input type="checkbox"/>	DLTM/255J/2019	JEPKORIR LYNN	DLTM/SEP2019/J-FT	2020-10-30	Pending
<input type="checkbox"/>	BTAC/031J/2014	OBUYA ANDREW	BTAC/SEP2017/J-FT	2020-07-09	Generated
<input type="checkbox"/>	BTIT/0017/2016	AMINA OMARI PARAPA	BTIT/MAY2016/S-EV	2020-10-14	Generated
<input type="checkbox"/>	BTIT/5647/014	OGWANG' OBIERO CHRISTOPHER	BTIT/SEP2016/S-FT	2020-10-28	Generated
<input type="checkbox"/>	BTIT/024J/2014	NICHOLAS FRANCIS MUTHURI	BTIT/SEP2016/J-FT	2020-10-29	Generated

2. Type pending on the search box to get the requests that have not been generated letters for
3. Select the request(s) then click Generate button.

GENERATING ATTACHMENT LOGBOOKS

1. Click on Generate Letters link on the left of your screen



The screenshot shows the TUM-ERP interface. On the left, there is a navigation menu with 'Generate Logbooks' highlighted. The main content area is titled 'ATTACHMENT LOGBOOKS' and contains a table of 'ATTACHMENT LOGBOOK REQUESTS'. The table has columns for Student Number, Student Name, Class Code, Date Requested, and Status. A 'Generate' button is located in the top right corner of the table area.

<input type="checkbox"/>	Student Number	Student Name	Class Code	Date Requested	Status
<input type="checkbox"/>	DARM/103J/2018	JEPKURUI FAITH	DARM/SEP2018/J-FT	2020-11-08	Pending
<input type="checkbox"/>	DCHM/0168/2019	JUMA SUDI MCHOMBO	DCHM/MAY2019/S-FT	2020-10-30	Generated
<input type="checkbox"/>	DICT/3609/014	JOSEPH EKHABI	DICT/MAR2018/S-FT	2020-10-23	Pending
<input type="checkbox"/>	DICT/0305/2018	NICKSON KALAMA LEWA	DICT/SEP2018/S-FT	2020-10-29	Generated
<input type="checkbox"/>	DLTM/255J/2019	JEPKORIR LYNN	DLTM/SEP2019/J-FT	2020-10-30	Pending
<input type="checkbox"/>	BTAC/031J/2014	OBUYA ANDREW	BTAC/SEP2017/J-FT	2020-07-09	Generated
<input type="checkbox"/>	BTIT/0017/2016	AMINA OMARI PARAPA	BTIT/MAY2016/S-EV	2020-10-14	Generated
<input type="checkbox"/>	BTIT/5647/014	OGWANG' OBIERO CHRISTOPHER	BTIT/SEP2016/S-FT	2020-10-28	Generated

2. Type pending on the search box to get the requests that have not been generated logbooks for
3. Select the request(s) then click Generate button.

CLEARANCE OF STUDENTS PRECEEDING FOR ATTACHMENT IN STUDENT FINANCE

1. Click on Finance Clearance link on the left of your screen
2. Type pending on the search box to get the requests that have not been cleared
3. Select the request(s) then click Approve button. You can click the plus sign to view the payment details of the student.
4. If the student does not qualify as a result of pending payments, choose Deline to stop the student from downloading the logbook
5. Declined requests can be approved by the system admin

STUDENT FINANCE CLEARANCE

HOME / ATTACHMENT / FINANCE CLEARANCE DETAILS

FINANCE CLEARANCE DETAILS

Show 10 entries Search:

Attachment ID	Student Number	Student Name	Class Code	Stage	Semester	Balance
ATT000001	BTAC/031J/2014	OBUYA ANDREW	BTAC/SEP2017/J-FT	3	II	18205.000
ATT000002	BTIT/0017/2016	AMINA OMARI PARAPA	BTIT/MAY2016/S-EV	3	I	73400.000
ATT000003	BSIT/005J/2014	GITARI NJOROGE JEFF	BSIT/Sep2016/J-FT	4	II	.000
ATT000004	DICT/3609/014	JOSEPH EKHABI	DICT/MAR2018/S-FT	2	I	33005.000
ATT000005	BSEE/004J/2014	AGARO WENSLAUS	BSEE/SEP2014/J-FT	5	II	-30.000
ATT000006	BSEE/0143/2012	MWANGOME ALEX MWAKUNI	BSEE/May2013/S-PT	5	II	.000
ATT000007	BJMC/0017/2012	EMITILA MERCY ATELO	BJMC/SEP2015/S-PT	4	I	.000
ATT000008	BTIT/5647/014	OGWANG' OBIERO CHRISTOPHER	BTIT/SEP2016/S-FT	4	II	-14961.000

LECTURER ALLOCATION

1. Click on Lecturer Allocation link on the left of your screen

LECTURER ALLOCATION

HOME / ATTACHMENT / ALLOCATE LECTURER

Choose Lecturer

Show 10 entries Search:

<input type="checkbox"/>	Student Number	Student Name	Start Date	End date	Lecturer
<input type="checkbox"/>	BTAC/031J/2014	OBUYA ANDREW	2020-09-24	2020-11-20	GAVUNA BENARD
<input type="checkbox"/>	BTIT/0017/2016	AMINA OMARI PARAPA	2020-10-15	2020-10-15	MATOLO MUSAU
<input type="checkbox"/>	BSEE/0143/2012	MWANGOME ALEX MWAKUNI	2020-10-26	2020-12-23	CHORE MAJANI
<input type="checkbox"/>	BJMC/0017/2012	EMITILA MERCY ATELO	2020-10-28	2020-12-31	GAVUNA BENARD
<input type="checkbox"/>	BTIT/5647/014	OGWANG' OBIERO CHRISTOPHER	2020-02-03	2020-07-15	MATOLO MUSAU
<input type="checkbox"/>	DICT/0305/2018	NICKSON KALAMA LEWA	2020-10-29	2020-12-31	WYURIA MGALA
<input type="checkbox"/>	DCHM/0168/2019	JUMA SUDI MCHOMBO	2020-10-30	2020-12-30	CHORE MAJANI

2. Select the student(s) to be allocated a lecturer for assessment
3. Choose the lecturer from above the student list
4. Click Save button to confirm your choice

NB: only students who have captured their places of attachment are available on the above screen.

COD/LIAISON CLEARANCE

1. Click on COD Clearance or Liaison Clearance link on the left of your screen depending on the role

TUM-ERP

PAGES

- My Dashboard

APPLICATION MODULES

- Attachment Module
- COD Approval
- Finance Clearance
- Lecturer Allocation
- COD Clearance
- Liaison Clearance**
- Generate Letters
- Generate Logbooks
- Generated Letters
- Generated Logbooks

ATTACHMENT CLEARANCE [HOME](#) / [ATTACHMENT](#) / [ATTACHMENT CLEARANCE](#)

APPROVE ATTACHMENT CLEARANCE [Approve](#) [Decline](#)

Show entries Search:

<input type="checkbox"/>	Reg. Number	Student Name	Start Date	End date	Actions
<input type="checkbox"/>	BJMC/0017/2012	EMITILA MERCY ATELO	2020-10-28	2020-12-31	Report

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Activate Windows
Go to Settings to activate Windows.

2. You may click the Report button to view the signed logbook
3. Once you verify that the student indeed completed the attachment successfully, you select the student and click the Approve button.
4. Otherwise, select the student and click on Decline button to indicate that the attachment is incomplete.

REPORTS

A. GENERATED LETTERS

1. You may view a report of the generated attachment letters by clicking on Reports>>Generated Letters link on the left of the page.

The screenshot displays the TUM-ERP interface for the 'GENERATED LETTERS' report. The sidebar on the left lists various application modules, with 'Generated Letters' highlighted. The main content area shows a table of generated letters with the following data:

Student Number	Student Name	Date Generated	Period	Year	Dept.	Doc. ID
BTAC/031J/2014	OBUYA ANDREW	2020-10-15	Sep-Dec	2020	DAS	382740
BTIT/0017/2016	AMINA OMARI PARAPA	2020-10-15	Sep-Dec	2020	DCI	323720
BSIT/005J/2014	GITARI NJOROGE JEFF	2020-10-15	Sep-Dec	2020	DCI	200427
DICT/3609/014	JOSEPH EKHABI	2020-10-26	Sep-Dec	2020	DCI	635852
BSEE/004J/2014	AGARO WENSLAUS	2020-10-28	Sep-Dec	2020	DEE	754867
BSEE/0143/2012	MWANGOME ALEX	2020-10-26	Sep-Dec	2020	DEE	743784

2. You can filter the report by any criteria by directly searching on the search box.
3. The report can be exported into different formats or printed directly.
4. The Doc. ID may be used to verify the authenticity of the attachment letter by making sure that it matches with the one from the scanned QRcode.

B. GENERATED LOGBOOKS

1. You may view a report of the generated logbooks by clicking on Reports>>Generated Logbooks link on the left of the page.

The screenshot shows the TUM-ERP system interface. The main content area is titled 'GENERATED LOGBOOKS' and contains a sub-section 'GENERATED LOGBOOKS DETAILS'. Above the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print', and a search box. The table lists the following data:

Student Number	Student Name	Date Downloaded	Period	Year	Dept.	Doc. ID
BTAC/031J/2014	OBUYA ANDREW	2020-10-15	Sep-Dec	2020	DAS	363970
BTIT/0017/2016	AMINA OMARI PARAPA	2020-10-15	Sep-Dec	2020	DCI	610312
BSIT/005J/2014	GITARI NJOROGE JEFF	2020-10-21	Sep-Dec	2020	DCI	281087
BSEE/0143/2012	MWANGOME ALEX MWAKUNI	2020-10-26	Sep-Dec	2020	DEE	243931
BJMC/0017/2012	EMITILA MERCY ATELO	2020-10-28	Sep-Dec	2020	DMG	774740
BTIT/5647/014	OGWANG' OBIERO	2020-10-28	Sep-	2020	DCI	549072

2. You can filter the report by any criteria by directly searching on the search box.
3. The report can be exported into different formats or printed directly.
4. The Doc. ID may be used to verify the authenticity of the logbook by making sure that it matches with the one from the scanned QRcode.

ATTACHMENT SCHEDULES

1. This setting is used to define the periods when students are expected to be on attachment
2. Click on Schedule link from system settings on the left of your screen
3. Click on Add button to add a new schedule
4. Fill the form and click Save Changes to confirm the schedule.
5. Click the square with a tick at the end of each schedule to edit/update an existing schedule

ATTACHMENT SCHEDULE

ATTACHMENT SCHEDULE DETAILS

Show 10 entries Search:

<input type="checkbox"/>	Schedule#	Attachment Period	Year	Start Date	End Date	Actions
<input type="checkbox"/>	S0001	Sep-Dec	2020	2020-09-01	2020-12-23	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	S0002	Jan-Apr	2021	2021-01-01	2021-04-30	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	S0003	May-Aug	2021	2021-05-01	2021-08-30	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	S0004	Jan-Apr	2020	2020-01-03	2020-04-30	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 4 of 4 entries

Previous 1 Next

Activate Windows
Go to Settings to activate Windows.

GROUP POLICY COVER

This setting is used to define the group policy acquired for a specific period to insure the students going for attachment

1. Click on Schedule link from system settings on the left of your screen
2. Click on Add button to add a new group policy
3. Fill the form and click Save Changes to confirm the group policy.
4. Click the square with a tick at the end of each group policy to edit/update an existing group policy

GROUP POLICY COVER

GROUP POLICY DETAILS

Show 10 entries Search:

<input type="checkbox"/>	Insurance#	Company Name	Group Policy No	Starts On	Ends On	Actions
<input type="checkbox"/>	INS01	Technical University of Mombasa	TUM0002846Q735	2020-05-01	2021-04-30	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

Activate Windows
Go to Settings to activate Windows.

STUDENT ASSESSMENT BY LECTURER

1. Click on Lecturer Assessment link from the left of your screen

The screenshot shows the TUM-ERP interface. On the left, there is a sidebar with 'Lecturer Assessment' selected. The main content area is titled 'STUDENT ATTACHMENT DETAILS' and contains a 'STUDENT ATTACHMENT ASSESSMENT' table. The table has the following data:

Student Number	Student Name	Start Date	End date	Score	Remarks	Actions
BTAC/031J/2014	OBUYA ANDREW	2020-09-24	2020-11-20	84	The student is very hardworking and deserves it	[Search] [Edit] [Delete]
BJMC/0017/2012	EMITILA MERCY ATELO	2020-10-28	2020-12-31	62		[Search] [Edit] [Delete]

2. Click on the square button with a tick to add/edit student assessment

The 'Student Assessment' popup form contains the following fields and table:

Student Number: BTAC/031J/2014

Student Name: OBUYA ANDREW

S/N	Assessment Criteria	Max. Marks	Marks Awarded	Remarks
1	Logbook Availability	1	<input type="text"/>	<input type="text"/>
2	Logbook Usage	1	<input type="text"/>	<input type="text"/>
3	Dressing - Suitability for job assigned	3	<input type="text"/>	<input type="text"/>
4	Reception of Supervisor by Attachee	2	<input type="text"/>	<input type="text"/>
5	Personality & Enthusiasm	2	<input type="text"/>	<input type="text"/>
6	Interpersonal Skills/Public Relations	3	<input type="text"/>	<input type="text"/>
7	Knowledge of Structure of attaching organization	3	<input type="text"/>	<input type="text"/>

3. Capture the marks awarded plus the remarks on the popup form
4. Click on Save Changes button to effect the changes.