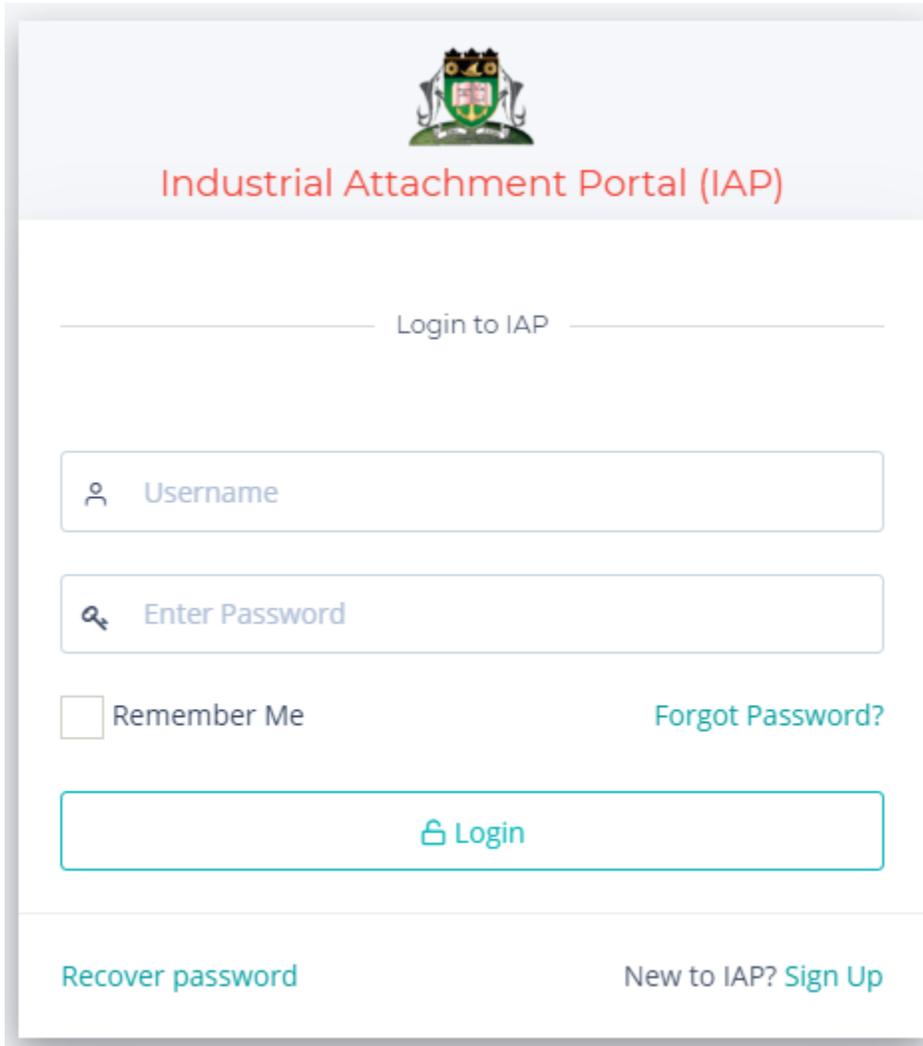


ACCESSING THE INDUSTRIAL ATTACHMENT PORTAL

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?](#)

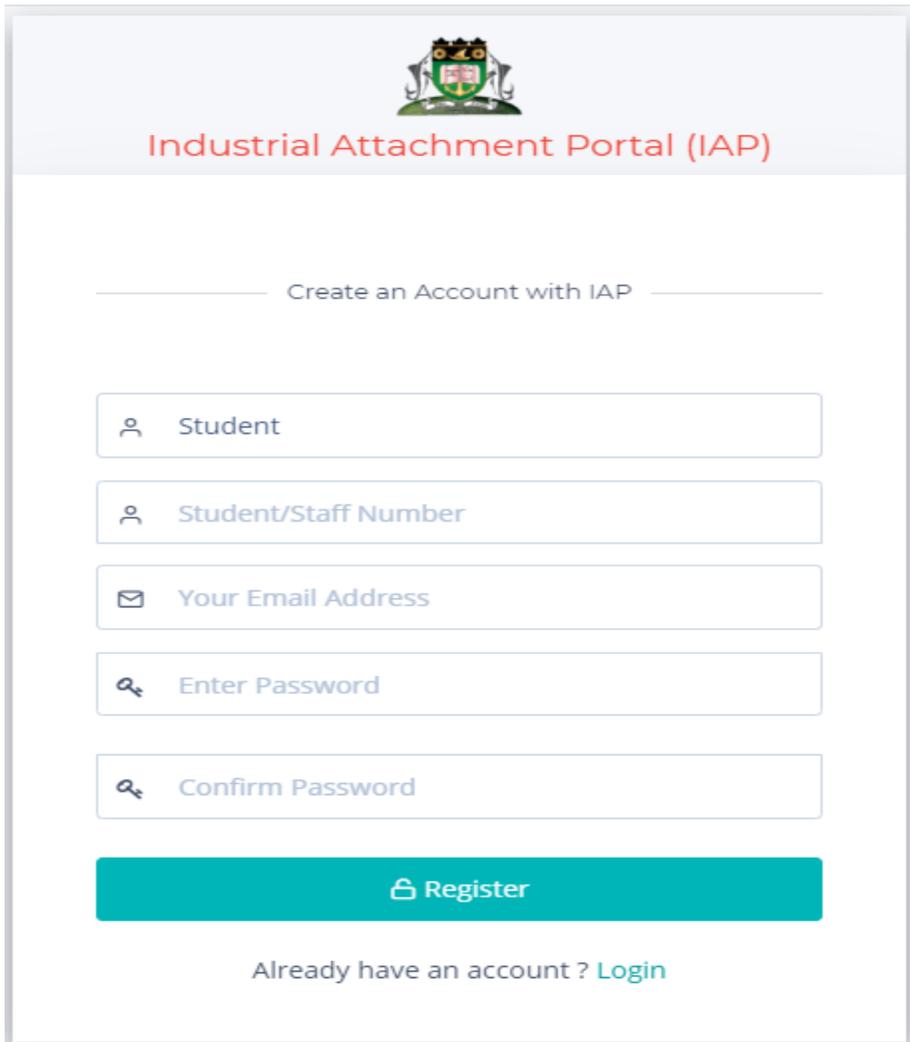
Login

[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.

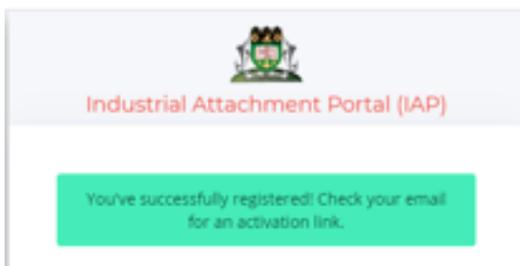
CREATING AN ACCOUNT WITH TUM IAP PORTAL

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. For student/staff Number enter a valid student number
 - b. For email enter a valid email that you can access



The image shows the registration page for the Industrial Attachment Portal (IAP). At the top center is the university crest. Below it, the text "Industrial Attachment Portal (IAP)" is displayed in red. A horizontal line separates the header from the main content, which is titled "Create an Account with IAP". The form consists of five input fields, each with a small icon on the left: a person icon for "Student", a person icon for "Student/Staff Number", an envelope icon for "Your Email Address", a key icon for "Enter Password", and a key icon for "Confirm Password". Below these fields is a prominent teal "Register" button with a white key icon. At the bottom of the form, there is a link that says "Already have an account ? Login".

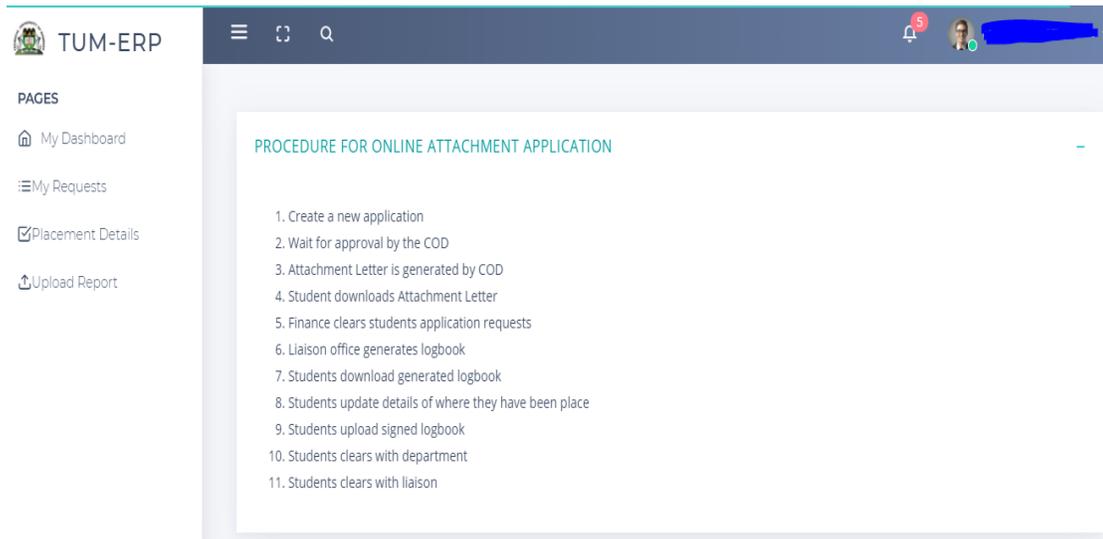
3. Once successfully registered, you will get the message below telling you to open your email and activate your account.



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.

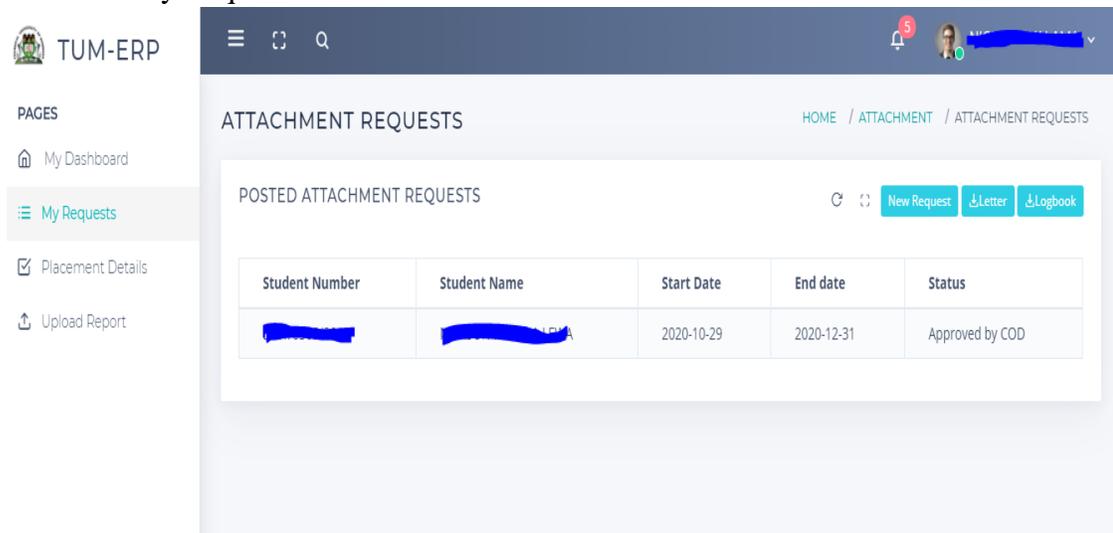
LOGIN INTO TUM IAP PORTAL

1. Enter the student number as username
2. Enter your password
3. Click login button
4. If successfully you will be redirected to your dashboard as shown below.



MAKING AN INDUSTRIAL ATTACHMENT REQUEST

1. Click on My Requests



2. Click New Request button to apply for attachment

TUM-ERP

ATTACHMENT REQUESTS

HOME / ATTACHMENT / ATTACHMENT REQUESTS

POST AN ATTACHMENT REQUEST

View Requests

Surname

Other Names

Student Number

Class Code

Email Address

Contact Number

Mobile

Attachment Period

Select Attachment Period

Year

Select Year

Attachment request sent successfully. Check my requests for details

Activate Windows
Go to Settings to activate Windows.

3. Fill the online form with all the details required
4. Click on Save button

TUM-ERP

ATTACHMENT REQUESTS

HOME / ATTACHMENT / ATTACHMENT REQUESTS

POST AN ATTACHMENT REQUEST

View Requests

Attachment request sent successfully. Check my requests for details

Surname

Other Names

Student Number

Class Code

Email Address

Contact Number

Mobile

Attachment Period

Jan - Apr

Year

2021

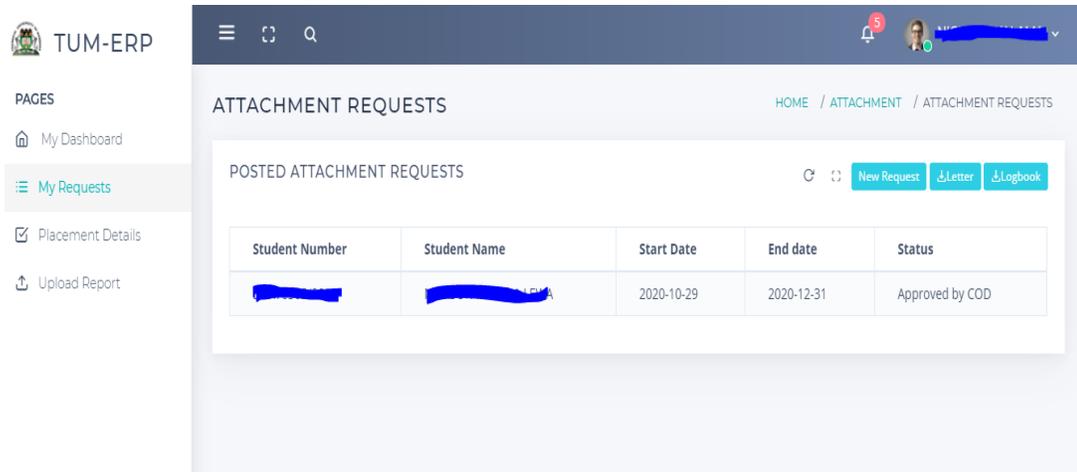
Activate Windows
Go to Settings to activate Windows.

5. Once successfully submitted click the arrow after your name in top right then click Logout.

NB: You can always login to monitor the status of your application from Approval by your COD to printing your Logbook

DOWNLOADING ATTACHMENT LETTER

1. You can only download your letter once the status of your request changes to Letter Generated.



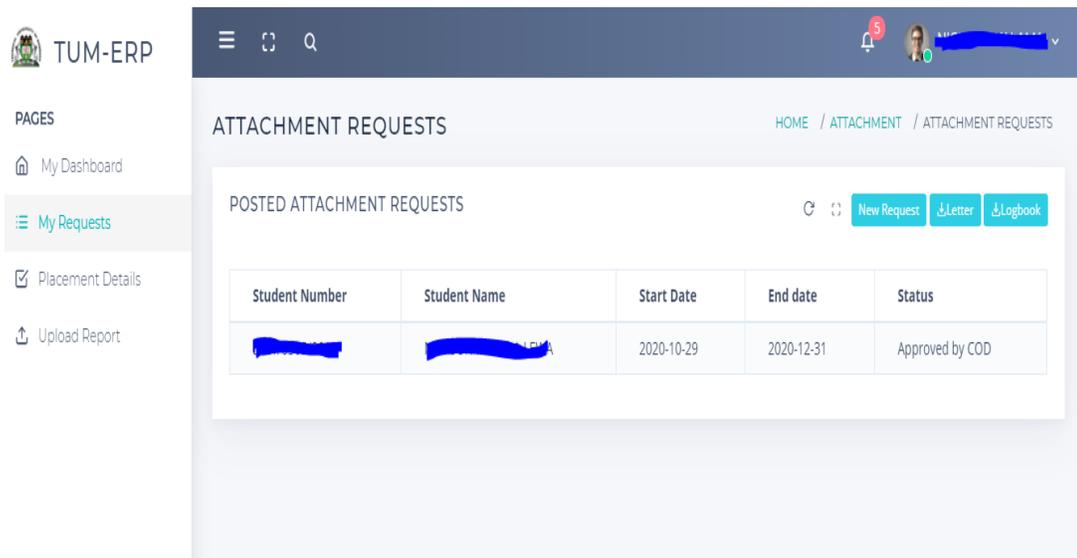
The screenshot shows the TUM-ERP interface. On the left is a sidebar with 'PAGES' including 'My Dashboard', 'My Requests' (highlighted), 'Placement Details', and 'Upload Report'. The main content area is titled 'ATTACHMENT REQUESTS' and contains a sub-section 'POSTED ATTACHMENT REQUESTS'. At the top right of this section are buttons for 'New Request', 'Letter', and 'Logbook'. Below is a table with the following data:

Student Number	Student Name	Start Date	End date	Status
[REDACTED]	[REDACTED]	2020-10-29	2020-12-31	Approved by COD

2. Click on Letter to download attachment letter

DOWNLOADING ATTACHMENT LOGBOOK

1. You can only download your logbook once the status of your request changes to Logbook Generated.



This screenshot is identical to the one above, showing the TUM-ERP interface with the 'ATTACHMENT REQUESTS' section. The table contains the same data as in the previous screenshot:

Student Number	Student Name	Start Date	End date	Status
[REDACTED]	[REDACTED]	2020-10-29	2020-12-31	Approved by COD

2. Click on Logbook to download attachment logbook

UPDATING PLACEMENT DETAILS

1. Click Placement Details link on the left panel of your screen

The screenshot shows the 'UPDATE YOUR PLACEMENT DETAILS' form in the TUM-ERP system. The form is divided into four sections: Attachment Details, Company Details, Supervisor Details, and Location Details. The Attachment Details section is active and contains the following fields:

- First Name: *
- Last Name: *
- Email Address: *
- Phone Number: *
- Start Date: * (2020-10-29)
- End Date: * (2020-12-31)

Navigation buttons 'Previous' and 'Next' are visible at the bottom right of the form. A watermark 'Activate Windows' is present in the bottom right corner.

2. Fill the online form with all the details required
3. Click Submit to finish.

UPLOADING SIGNED LOGBOOK ON COMPLETION OF ATTACHMENT

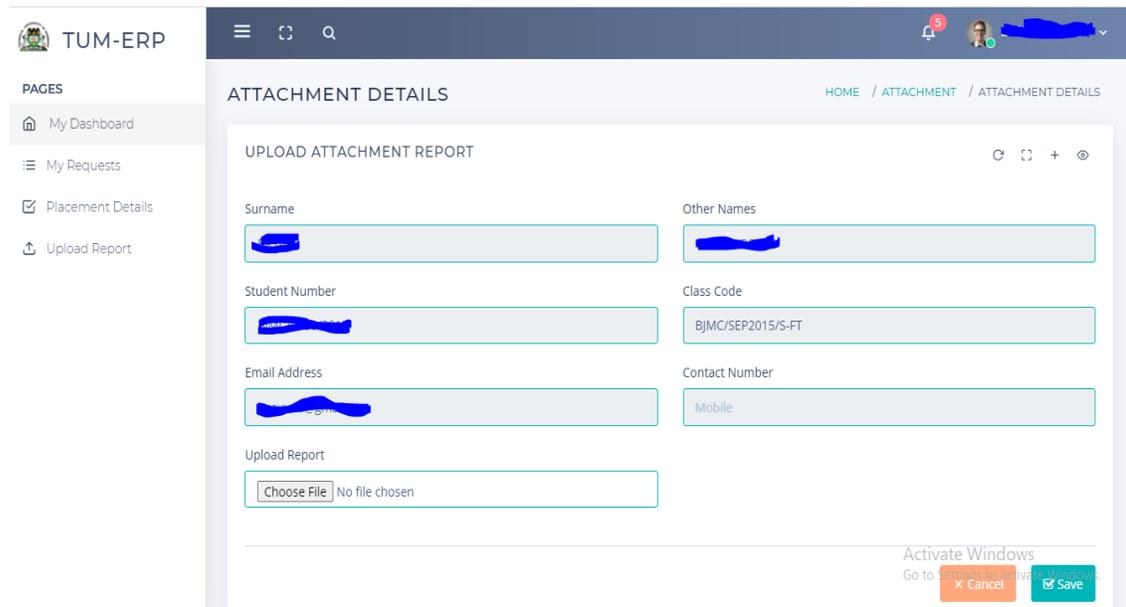
1. Click Upload Report link on the left panel of your screen

The screenshot shows the 'UPLOAD ATTACHMENT REPORT' page in the TUM-ERP system. The page displays a table of attachment reports with the following columns:

Attachment ID	Student Number	Student Name	Start Date	End date	Status	Actions
ATT000009	[REDACTED]	[REDACTED]	2020-10-29	2020-12-31	Approved by COD	View Upload

Below the table, it shows 'Showing 1 to 1 of 1 entries' and navigation buttons 'Previous', '1', and 'Next'. The left sidebar shows the 'Upload Report' link is selected.

2. Click upload button



The screenshot shows the TUM-ERP interface. On the left is a sidebar with 'PAGES' including 'My Dashboard', 'My Requests', 'Placement Details', and 'Upload Report'. The main content area is titled 'ATTACHMENT DETAILS' and contains a form for 'UPLOAD ATTACHMENT REPORT'. The form has the following fields:

- Surname: [Redacted]
- Other Names: [Redacted]
- Student Number: [Redacted]
- Class Code: BJMC/SEP2015/S-FT
- Email Address: [Redacted]
- Contact Number: Mobile
- Upload Report: [Choose File] No file chosen

At the bottom right, there is a Windows watermark and two buttons: 'Cancel' and 'Save'.

3. Click on Choose File to upload the attachment (signed and scanned logbook)

4. Click Save to finish

NB: Kindly Logout after you finish using the system