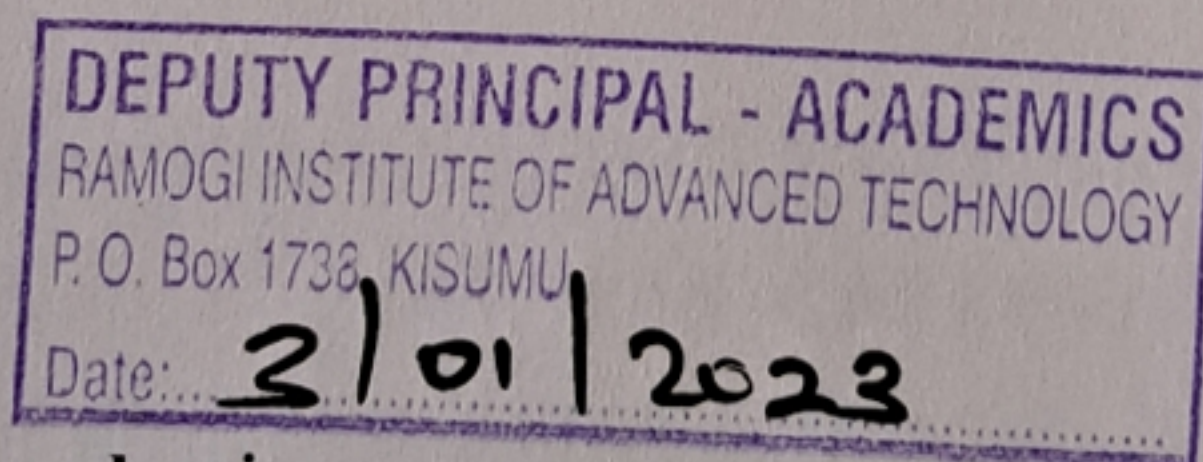# INTERNAL MEMO

TO ALL CONTINUING TRAINEES

Ramogi Institute of Advanced Technology (RIAT) wishes to communicate the following to assist all continuing trainees to adjust to the enhanced use of technology in managing training affairs:

1. All trainees are required to register in the students' portal. The portal can be accessed through a link in the RIAT website. Upon clicking on the link, a trainee will be required to enter their Admission number as the User name. Those who have not registered will be required to register as new users, whole those who are already registered will be required to access the portal by entering their username and password. Take note that hence forth, certain services will only be accessed via the students' portal.

2. Beginning January 2023, all trainees will be expected to report online via the portal. Reporting online enables the trainee to obtain the following services: access updated fees status, view and print fees statement, access exam card among other services.

3. Trainees who will fail to report online will not be allowed into the Institute. Any trainee who will manage to sneak into the compound without reporting via the portal will not get certain services such as attending class, sitting for assessment, and getting results of continuous assessment tests and examination.

4. Online reporting will be open to all trainees as from **1ST JANUARY 2023** and the deadline for online reporting is **16TH JANUARY 2023. PLEASE NOTE THAT ALL TRAINEES WHO WILL NOT HAVE REPORTED BY THE DEADLINE MAY HAVE TO DEFER THEIR STUDIES OR LOSE THEIR POSITION AS TRAINEES IN THE INSTITUTE.**

We encourage all trainees to embrace the use of technology in order to access uninterrupted service in a more efficient way.

DEPUTY PRINCIPAL - ACADEMICS
RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY
P. O. Box 1738, KISUMU
Date: 3 / 01 / 2023

Omondi David – Deputy Principal Academics

For Principal