

INSTRUCTIONS ON HOW TO LOG IN AS EXISTING CANDIDATES AT PSPTB ONLINE REGISTRATION SYSTEM (ORS)

These instructions apply to CANDIDATES who attended examinations before **September 2019**, and they have not yet created an account in the Online Registration System.

You will be required to update information including personal details (email, phone number, birth certificate etc.), next of kin, academic details and employment history.

PS: Use a valid and personal email. (e.g. example@gmail.com)

Use a valid Phone number (e.g. 0672XXXXXX)

STAGE 1: LOG IN

1. Log in into the system through this link
<https://registration.psptb.go.tz/user/login>
2. In the email field, write your email address which contain your registration number in this format CR_No@psptb.go.tz (e.g. cr035842@psptb.go.tz, cr033837@psptb.go.tz, cr035158@psptb.go.tz)
3. And use “[surname.email](#)” or “[lastname.email](#)” as your password

PSPTB | Home

registration.psptb.go.tz

Login

Email *

cr03456@psptb.go.tz

Password *

Forgot Password Cancel Login

Professionals & Technicians Registration

Registration Instructions

Existing Members Guide

New Member Registration

Consulting Firm Registration

Professional register

Registered Firms

Help Desk

General +255-22-2865860

Examination

(v) Practising Procurement and Supplies Professionals; (vi) Any other interested persons; for more info visit PSPTB website (www.psptb.go.tz)

VENUE: DAR ES SALAAM, LAW SCHOOL OF TANZANIA

Register Now

2021

Feb

17

500000.0 Tshs

THREE DAYS WORKSHOP ON ANTICORRUPTION AND ETHICS IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT: FROM 17TH – 19TH FEBRUARY, 2021, IN DODOMA

At the end of the program, participants will be able to:(a) Relate professional code of ethics against professional conduct. (b) Relate professional code of ethics against professional conduct. (c) Advance ability to identify corruption red flags and apply preventive measure. (d) Good governance practice

LAPF

Register Now

2020

Nov

8

800000.0 Tshs

FIVE DAYS WORKSHOP ON UNDERSTANDING AND MASTERING THE PREPARATION OF TENDER DOCUMENTS FOR GOODS AND WORKS FROM 8TH – 12TH MARCH 2021 AT VETA NJIRO HOTEL IN ARUSHA

Develop competence to prepare and customize standard tender documents for specific procurement.

STAGE 2: MAKE APPLICATION:

1. When you have successfully logged into your account and you have not yet updated your **form FOUR Index number**, you will be required to do so.
2. Write the number according to the format provided (e.g. **SXXXX-XXXX, CSEE, 2009**), then Click the Red Button (**Check Form 4 Index No**). It should pop up your names.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/update-form-four-index`. A modal dialog box is open, displaying the message: "registration.psptb.go.tz says. If you are PHILIPO A KIBONA click (OK) button to continue. If you are not click (CANCEL) button to update again". The user's profile information is visible, including personal details and registration information.

Personal Information

First Name	Philipo
Middle Name	A
Surname	Kibona
Gender	Male
Date of Birth	Jan,16 1989
Place of Birth	Moshi Vijijini
Marital Status	Single
Nationality	Tanzania, United Republic of

Address Po Box 5993, Dar Es Salaam

Phone 255737622477

Email cr03XXXX@psptb.go.tz

Registration No: 03XXXX

Form 4 Index No:

Form 4 Exam Type:

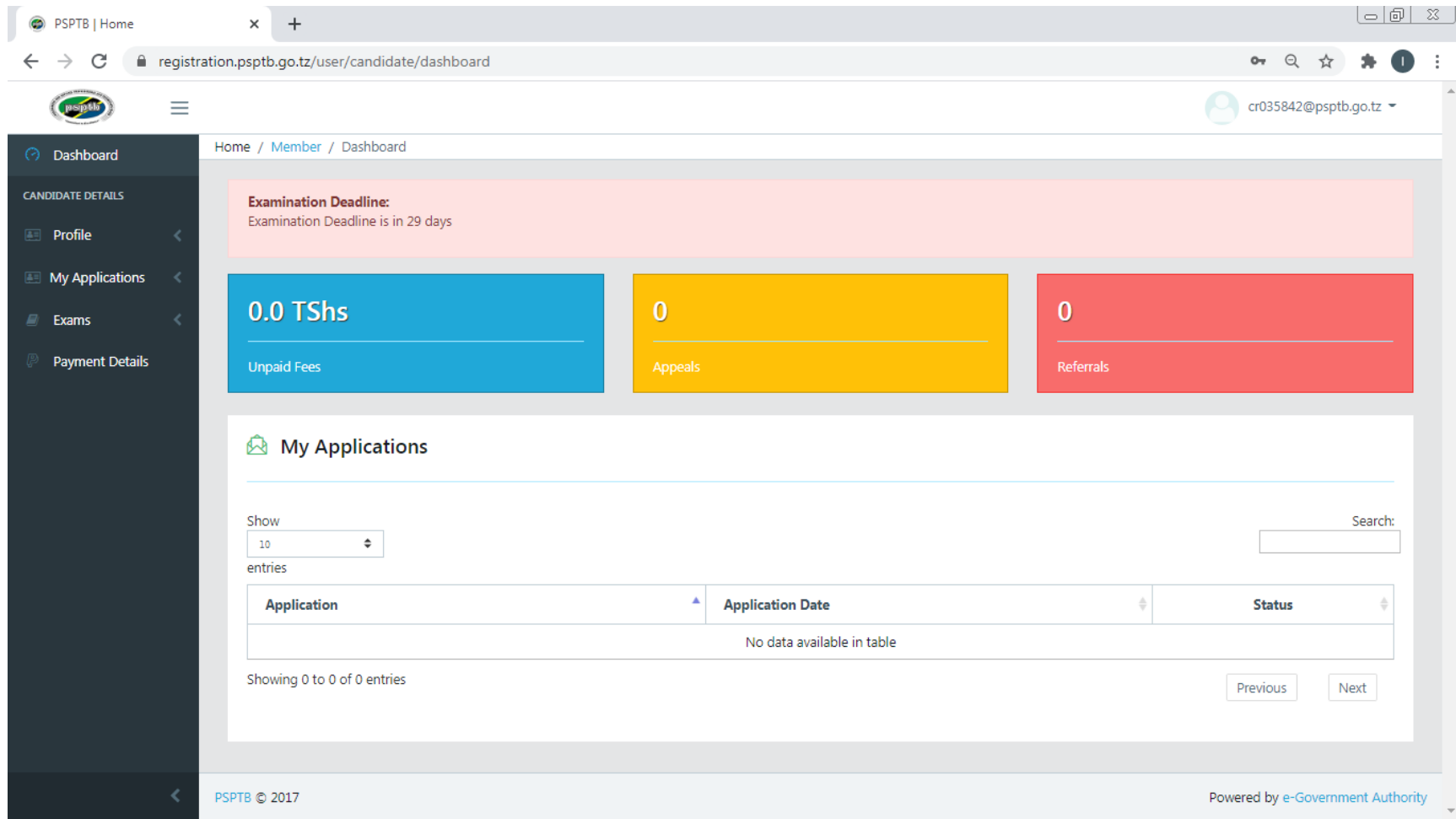
Form 4 year:

Update form 4 index no

Form 4 index no i.e S0001-0009, EQ2018000001, B0001-1009

Form IV index No	S1649-0156	Exam Type	CSEE	Completion Year	2009	Check Form 4 Index No
------------------	------------	-----------	------	-----------------	------	-----------------------

3. After updating your Index number, you will be required to log in again, and welcomed to Candidate's dashboard.
4. This is where you can update all information required.



The screenshot shows the PSPTB Candidate Dashboard. The browser address bar displays 'registration.psptb.go.tz/user/candidate/dashboard'. The user is logged in as 'cr035842@psptb.go.tz'. The dashboard includes a sidebar with navigation links: Dashboard, CANDIDATE DETAILS, Profile, My Applications, Exams, and Payment Details. The main content area features an 'Examination Deadline' banner indicating 29 days remaining. Below this are three summary cards: '0.0 TShs' for Unpaid Fees, '0' for Appeals, and '0' for Referrals. The 'My Applications' section includes a search bar, a table with columns for Application, Application Date, and Status, and a message stating 'No data available in table'. The footer shows 'PSPTB © 2017' and 'Powered by e-Government Authority'.

PSPTB | Home

registration.psptb.go.tz/user/candidate/dashboard

cr035842@psptb.go.tz

Home / Member / Dashboard

Examination Deadline:
Examination Deadline is in 29 days

0.0 TShs
Unpaid Fees

0
Appeals

0
Referrals

My Applications

Show: 10 entries

Search:

Application	Application Date	Status
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

PSPTB © 2017

Powered by e-Government Authority

STEP 1: PROFILE

A. PERSONAL DETAILS

- To update personal information, click “Update My Details” at the Top right.
- To update Photo, click the Update Passport Size Photo button, then choose the appropriate picture (It Should be a **Clear Visible Passport Size Photo with Blue Background**).

PSPTB | Home


registration.psptb.go.tz/user/candidate/details

cr035842@psptb.go.tz

Profile / Personal Details

Personal Details

[Update My Details](#)



Ors P Ictt

[Update Passport Size Photo](#)

Picture format accepted (.jpg, .jpeg, .png)

First Name	Ors	Middle Name	P
Surname	Ictt	Gender	male
Nationality	Tanzania, United Republic of	Marital Status	Single
Date of Birth	Oct, 16 1989	Place of Birth	Moshi Vijijini

Birth Certificate [View BirthCertificate](#)

PSPTB © 2017

Powered by e-Government Authority

- **PS:** Use a valid and personal email. (e.g. example@gmail.com)
Use a valid Phone number (e.g. **0738441972**) – it will be used to send SMS for payment activities.
Write **only one Number**.

PSPTB | Home

registration.psptb.go.tz/user/candidate/21063/update/

cr035842@psptb.go.tz

Dashboard

CANDIDATE DETAILS

Profile

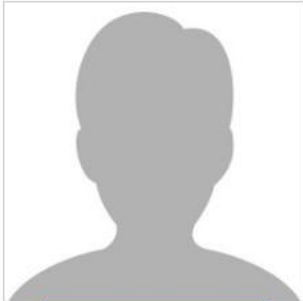
My Applications

Exams

Payment Details

Profile / Personal Details / Update Personal Details

Update Personal Details



Update Passport Size Photo

Picture format accepted (.jpg, .jpeg, .png)

First Name	Ors	Middle Name	P
Sur Name	Ictt	Gender	Male
Nationality	Tanzania, United Republic of	Marital Status	Single
Place of Birth	Moshi Vijijini	Date of Birth	1989-10-16
Address and Place	P.O Box 5993, Dar es Salaam	Phone	0737622477
Email	orsictt@gmail.com	Birth Certificate	Choose File Ist - Birth Certificate.pdf

Save

PSPTB © 2017

Powered by e-Government Authority

- After updating your Personal Details, clicks SAVE.
- The system will log you out.
- Use your new Email to log in again. (your Personal Email you provided when updating information)

To change your default password, click the arrow below the default email, and then click CHANGE PASSWORD

PSPTB | Home

registration.psptb.go.tz/user/candidate/21063/update/

orsictt@gmail.com

Account

- Change Password
- Logout

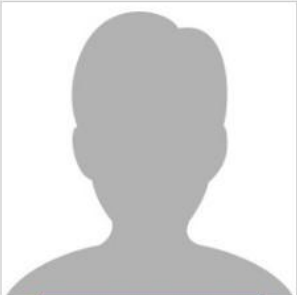
Dashboard

CANDIDATE DETAILS

- Profile
- My Applications
- Exams
- Payment Details

Profile / Personal Details / Update Personal Details

Update Personal Details



Update Passport Size Photo

Picture format accepted (.jpg, .jpeg, .png)

First Name: Ors

Middle Name: P

Sur Name: Ictt

Gender: Male

Nationality: Tanzania, United Republic of

Marital Status: Single

Place of Birth: Moshi Vijijini

Date of Birth: 1989-10-16

Address and Place: P.O Box 5993, Dar Es Salaam ✓

Phone: 0737622477 ✓

Email: orsictt@gmail.com ✓

Birth Certificate: Choose File No file chosen

Save

PSPTB © 2017

Powered by e-Government Authority

B. CONTACT DETAILS

- You can edit your contact details and add next of kin.
- To add NEXT OF KIN, click the ADD NEXT OF KIN button at the right top, fill all the information, then click SAVE.

The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/candidate/contacts`. The page features a dark sidebar with navigation links: Dashboard, CANDIDATE DETAILS (Profile, Personal Details, Contact Details, Academic Details, Employment History), My Applications, Exams, and Payment Details. The main content area shows a modal titled "Add Next of Kin" with the following fields:

- Full Name:
- Address:
- Phone:
- Email:

At the bottom right of the modal are "Close" and "Save" buttons. In the background, a table with columns "Email" and "Action" is partially visible, along with a "+ Add Next of Kin" button. The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency". The system clock in the bottom right corner shows 3:52 PM on 8/29/2019.

C. ACADEMIC DETAILS

- To add Academic Qualification, click the ADD ACADEMIC DETAILS at the Top right.
- Start with the FORM FOUR LEVEL up to higher level you have attained.
- You can also add a Professional Qualification such as CPSP, Graduate Category Certificate.
- At the REGISTRATION FIELD: For O LEVEL and A LEVEL, write your index number
For UNIVERSITY/COLLEGE, write your Registration Number
- Attachments should be in **PDF Format (Size: less than 1 MB)**

The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/candidate/academics/add`. The page title is "PSPTB | Home". The user is logged in as `regina.mbogo@psptb.go.tz`. The left sidebar contains navigation links: Dashboard, CANDIDATE DETAILS, Profile, My Applications, Exams, and Payment Details. The main content area is titled "Add Academic Qualifications" and includes a message "All fields are required". The form fields are as follows:

Field	Value	Status
School / College / Institution	Mzumbe University (MU)	
Registration #/Index No	Like its appeared on your Transcript (College Registration Number)	✓
Qualification Type	Bachelor's Degree	
Start Date	10-2010	
Programme/Combination	eg. Bsc in Procurement and Supply Management	✓
Date of Completion	06-2013	
Certificate / Award	Boniface Mushi - Degree Certificate.pdf	

At the bottom right of the form, there are "Cancel" and "Save" buttons.

For **Secondary School** or where **college/university** isn't listed, scroll up to **OTHER INSTITUTION**

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/candidate/academics/add`. The page title is "PSPTB | Home". The user is logged in as `regina.mbogo@psptb.go.tz`. The breadcrumb trail is "Profile / Academic Qualifications / Add Academic Qualifications".

The main heading is "Add Academic Qualifications". A light blue banner states "All fields are required".

The form is divided into two columns:

- Left Column:** "School / College / Institution". A dropdown menu is open, showing options: "Select your option", "Forest Training Institute (FTI)", "Kilimanjaro Christian Medical College (KCMCo)", "Muslim University of Morogoro (MUM)", "Community Development Training Institute", "Dar es Salaam University College of Education (DUCE)", and "Other Institution" (highlighted in blue).
- Right Column:**
 - "Registration #/Index No": A text input field with "Registration #" as a placeholder.
 - "Start Date": A date picker field.
 - "Date of Completion": A date picker field.
 - "Certificate / Award": A text input field with a "Choose File" button and "No file chosen" text.

At the bottom right of the form are two buttons: "Cancel" (red) and "Save" (green).

The Windows taskbar at the bottom shows the time as 4:05 PM on 8/29/2019.

In the Location field, write the Region

The screenshot shows a web browser window with the URL registration.pspbt.go.tz/user/candidate/academics/add. The page title is "Add Academic Qualifications". A light blue banner at the top of the form states "All fields are required". The form is divided into two columns. The left column contains: "School / College / Institution" (dropdown menu with "Other Institution" selected), "Other Institution Name" (text input with "e.g. Tabora Boys" and a green checkmark), "Other Institution Location" (text input with "e.g. Tabora" and a green checkmark), "Qualification Type" (dropdown menu with "Advanced Level (ACSE)" selected), and "Programme/Combination" (text input with "e.g. PCM" and a green checkmark). The right column contains: "Registration #/Index No" (text input with "Your index number. e.g. S0155-022" and a green checkmark), "Start Date" (text input with "02-2008"), "Date of Completion" (text input with "02-2010"), and "Certificate / Award" (text input with a "Choose File" button and the filename "Boniface Mushi - Advance Level Certificate.pdf"). At the bottom right of the form are "Cancel" and "Save" buttons. The browser's address bar and the PSPTB logo are visible at the top. The Windows taskbar at the bottom shows the time as 4:46 PM on 8/29/2019.

PSPTB | Home

registration.pspbt.go.tz/user/candidate/academics/add

PSPTB

regina.mbogo@psptb.go.tz

Profile / Academic Qualifications / Add Academic Qualifications

Add Academic Qualifications

All fields are required

School / College / Institution: Other Institution

Registration #/Index No: Your index number. e.g. S0155-022 ✓

Other Institution Name: e.g. Tabora Boys ✓

Other Institution Location: e.g. Tabora ✓

Qualification Type: Advanced Level (ACSE)

Start Date: 02-2008

Date of Completion: 02-2010

Programme/Combination: e.g. PCM ✓

Certificate / Award: Choose File Boniface Mushi - Advance Level Certificate.pdf

Cancel Save

4:46 PM 8/29/2019

NB: At the CERTIFICATE /AWARD
Combine Academic Certificate and Transcript (For UNIVERSITY /COLLEGE). Copies of all attachments should be certified. Attachments should be in **PDF Format (Size: less than 1 MB)**

D. EMPLOYMENT DETAILS

For those who are employed /have been employed, click the ADD EMPLOYMENT button at the right top, and fill all the information, then click SUBMIT.

The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/candidate/add/employment`. The page features a dark sidebar on the left with navigation links: Dashboard, CANDIDATE DETAILS (Profile, My Applications, Exams, Payment Details), and a home icon. The main content area is titled 'Add Employment Details' and contains the following form fields:

- Employer Name ***: Text input field.
- Position ***: Text input field.
- Job Description**: Text area.
- From ***: Text input field.
- To ***: Text input field.
- Phone ***: Text input field.
- Physical Address ***: Text input field.
- Email**: Text input field.
- Website**: Text input field.

A green 'Back' button is located at the top right of the form, and a blue 'Submit' button is at the bottom right. The footer of the page includes 'PSPTB © 2017' and 'Powered by e-Government Agency'. The system tray at the bottom right shows the time as 3:53 PM on 8/29/2019.

STEP 2: EXAMS

A. EXAMINATIONS

- To apply for examinations, Click the APPLY FOR EXAMS and fill all the required information, then click SUBMIT.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/examinations/myapplications`. The page is titled "Examination Applications" and features two buttons: "Apply for Exam" (blue) and "Apply as a Private Candidate" (yellow). Below these buttons, there are two tabs: "Normal Candidate Applications" (blue) and "Private Candidate Applications" (yellow). A search bar is located to the right of the tabs. Below the search bar is a table with the following columns: #, Application Date, CR No, Exam Date, Stage, Tuition Center, Exam Center, Status, and Actions. The table is currently empty, displaying the message "No data available in table". The left sidebar contains a navigation menu with items: Dashboard, CANDIDATE DETAILS, Profile, My Applications, Exams, Examinations, Exam Results, Referral, Appeal, and Payment Details. The footer of the page includes the text "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the time as 3:58 PM on 8/29/2019.

PSPTB | Home

registration.psptb.go.tz/user/examinations/myapplications

regina.mbogo@psptb.go.tz

Academics / Examinations

Examination Applications

[Apply for Exam](#) [Apply as a Private Candidate](#)

Normal Candidate Applications 0 Private Candidate Applications 0

Search:

#	Application Date	CR No	Exam Date	Stage	Tuition Center	Exam Center	Status	Actions
No data available in table								

PSPTB © 2017

Powered by e-Government Agency

3:58 PM 8/29/2019

PSPTB | Home

registration.psptb.go.tz/user/examinations/applyforexam

regina.mbogo@psptb.go.tz

Dashboard / Examinations / Apply for Exam

Apply for Exam

All fields with * are required!

Tuition Provider *

Select your option

Tuition Center *

Select your option

Examination Session *

Select your option

Select Stage *

Select your option

Submit

Stage Subjects

Search:

Code	Subject Name	Weight
No data available in table		

PSPTB © 2017

Powered by e-Government Agency

4:14 PM
8/29/2019

NOTE: Make sure you tick all the subjects you attend

If you want **EXEMPTION**, please contact PSPTB through **0738441972**

- If you are in area where there is no Tuition Centre, click APPLY AS A PRIVATE CANDIDATE and fill all the required information, then click SUBMIT.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/examinations/apply-private`. The page title is "Apply for Exam as Private Candidate". The left sidebar contains a navigation menu with "Dashboard" and "CANDIDATE DETAILS" (Profile, My Applications, Exams, Payment Details). The main content area has a form with the following fields:

- Evidence of Locality ***: A file upload button labeled "Choose File" with the text "No file chosen" next to it.
- Examination Session ***: A dropdown menu with the text "Select your option".
- Select Stage ***: A dropdown menu with the text "Select your option".
- Submit**: A blue button with a document icon.

Below the form is a section titled "Stage Subjects" with a search bar and a table. The table has columns for "Code", "Subject Name", and "Weight". The table is currently empty, displaying the message "No data available in table".

The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the time as 4:15 PM on 8/29/2019.

B. EXAMS RESULTS

- Click VIEW at the Actions Column to View your results.
- If you want to Appeal, on the examination results, Click APPEAL at the respective Subject.
- If you want a transcript/provisional results, click TRANSCRIPT/PROVISIONAL RESULTS

C. REFERRAL

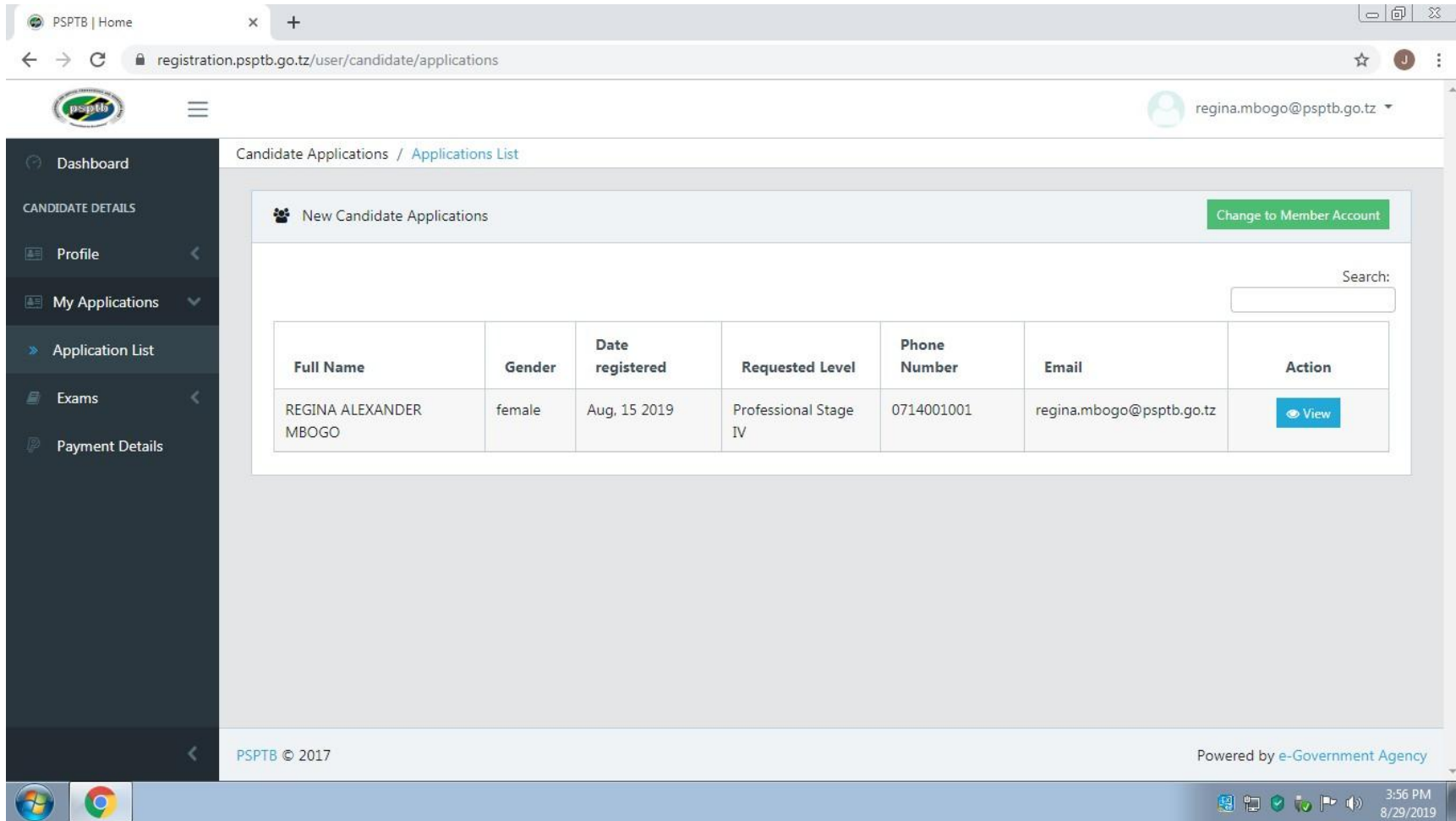
- You can pay and choose examination centre for any referred subject here.
- To pay for referred subject, click PAY NOW at the Actions Column.
- To choose examination centre click EXAMS CENTRE at the Actions Column, fill the required information and click SAVE.

D. APPEAL

- You will see the summary of the subject that you have appealed for.

STEP 3: MY APPLICATIONS

- A. Click Application List and you will see list of your applications.
Click VIEW, and you will see the summary of all information you have entered.



The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/candidate/applications. The page title is "Candidate Applications / Applications List". The left sidebar contains a navigation menu with the following items: Dashboard, CANDIDATE DETAILS, Profile, My Applications (expanded), Application List (selected), Exams, and Payment Details. The main content area displays a section titled "New Candidate Applications" with a green button labeled "Change to Member Account". Below this is a search bar and a table of applications.

Full Name	Gender	Date registered	Requested Level	Phone Number	Email	Action
REGINA ALEXANDER MBOGO	female	Aug. 15 2019	Professional Stage IV	0714001001	regina.mbogo@psptb.go.tz	View

The footer of the page includes "PSPTB © 2017" on the left and "Powered by e-Government Agency" on the right. The system clock in the bottom right corner shows 3:56 PM on 8/29/2019.

Then, Click the SUBMIT Button at the bottom.

PSPTB | Home

registration.psptb.go.tz/user/candidate/application/669/details

regina.mbogo@psptb.go.tz

Dashboard

CANDIDATE DETAILS

Profile <

My Applications <

Exams <

Payment Details

Employment History

Search:

#	Institution/Company Name	Position/JobTitle	Date From	Date To	Company Email
No data available in table					

Membership Fee

Search:

#	Service	Service Date	Service Due Date	Total Amount	Control Number	Status
No data available in table						

PSPTB © 2017

Powered by e-Government Agency

3:57 PM
8/29/2019

B. You can also apply for Membership at this window if you are not yet registered.

To Apply for Membership, click CHANGE TO MEMBER ACCOUNT

The screenshot displays the PSPTB registration portal at the URL registration.psptb.go.tz/user/candidate/applications. The user is logged in as [regina.mbogo@psptb.go.tz](#). The left sidebar contains navigation links: Dashboard, CANDIDATE DETAILS, Profile, My Applications, Application List (selected), Exams, and Payment Details. The main content area shows a 'New Candidate Application' form with a table of existing applications. A modal window titled 'Upgrade To *' is open, showing a dropdown menu with the following options: Fellow category, Authorized Category, Approved Category, Graduate Category, Affiliate Category, Full technician Category, Technician Category, Temporary Category, and Individual Consultant. The table below lists the application details for REGINA ALEXANDER MBOGO.

Full Name	Gender	Date of Birth	Requested Level	Phone Number	Email	Action
REGINA ALEXANDER MBOGO	female	Aug. 15 2019	Professional Stage IV	0714001001	regina.mbogo@psptb.go.tz	View

At the bottom of the page, it says 'PSPTB © 2017' and 'Powered by e-Government Agency'. The system clock shows 4:00 PM on 8/29/2019.

STEP 4: PAYMENT DETAILS

- A. This is where you will see your Invoice/ Billed Amount for payment of any service from PSPTB.
- B. Click pay now at the ACTION COLUMN, you will see the Control Number/Payment Reference. e.g. **99465xxxxxxx** and it will be sent both to your Mobile Number and Email.
- C. Use the provided Payment Control Number as your payment reference number to make payments through **Banks** (CRDB/NMB/NBC) or **Mobile Money** (Airtel Money, TigoPesa, M-Pesa, HaloPesa , T-Pesa or EzyPesa by selecting “Government Payments”)

After Paying, the status will change to **PAID** and you will get SMS notification on your mobile and email.

Payment procedures using mobile money services are detailed below:

You can make payment through mobile phones (Airtel Money, TigoPesa, M-Pesa, HaloPesa, T-Pesa or EzyPesa). From your cell phone, call *150*60#, *150*01#, *150*00#, *150*00#, *150*88#, *160*60# or *150*02# respectively. Then

1. Select “Pay Bills /Payments”.
2. Select “Government Payments”/ MalipoyaSerikali.
3. Enter your Control Number.
4. Enter the amount of money Billed.
5. Enter your Password.
6. Save your message for future reference.

BOARD'S EXEMPTION INSTRUCTIONS

Candidates inspiring to apply exemptions for Board's examinations are obliged to adhere following instructional Guidelines:

- Examinations stages accredited for exemptions are Foundation One and Two in the Technician syllabi and Professional Stages one, two and Professional Stage Three only.
- Qualifications used for seeking exemptions shall not be more than **ten (10)** years old since acquisition/ Academic Certificate used to apply exemption should be within ten years from the date of completion.
- The qualifications used for exemption should be higher than examination stage applying for exemption.
- Exemptions will be granted on the basis of subject to subject for none-core subjects.
- The Board will continue to accept and grant exemptions to holders of qualifications from other discipline so long as they are from recognized institutions for similar non-core subjects only.
- All candidates aspiring to apply for candidates should communicate to examination department through mobile no. **0738441972** for assurance of subjects to be exempted in line with Board's Syllabus.
- Exempted subjects are due to payment in each examination stage for approved exemption fee available in the fee available in the website; <https://www.psptb.go.tz/>