HOME PAGE.

This is the very first page of the registration and assessment system. To access it, copy this link (https://registration.surveyorsofuganda.org) to your browser or go to the institution website.

1. Link to the login page
2. Link to the register page or account creation page. This initiates a one-time account creation process.
3. The navigation links to the available information.
LOGIN PAGE

The login page allows the users who already have accounts with the system to login with their email and passwords they set during registration. If you do not have the account, click on “create account” button.

REGISTRATION (Account creation)

This page allows you to create an account with the system so that you can fully access the membership dashboard. Please take note of the notifications on the form.
COMPLETE YOUR PROFILE PAGE
This is a one-time process that will help the Secretariat to verify your information.

Upload a photo form. Please make sure you crop the photo to reflect your full face since it will be used for your registration. *Click finish if you do not have a photo now, you will update it later*
REGISTRATION STATUS

This is a one-time process that will ask you to provide the information about your registration. Choose **YES** if you are already registered with the institution and **NO** for the new candidates who want to attain registration form the institution of surveyors of Uganda.

If you select YES, a page asking for your membership details will appear. Please provide the information to the best of your knowledge and the secretariat will be able to cross check your information with what the institution has. If it doesn’t match, the he/she will adjust accordingly.
After the one-time process, this page will appear with a notification alerting you to wait on the institution as it verifies your membership. This is a check to prevent non members from accessing the core functionality of the system.

NOTE: - Keep checking your email for the confirmation message from the institution
- New candidates will not see this page because it does not apply to them.
MEMBERSHIP DASHBOARD

This the main page that has all the functionality a candidate needs to apply for registration.

NOTE: Different membership levels have different dashboards.

1. Notification area.
2. Left side bar with options that are as well reflected on the progress tracker
3. Click to select a counsellor
4. Click to select competencies that you are going to attempt for your chapter
5. Selecting Technical core Competencies
6. Selecting mandatory competencies
7. Selecting Technical Optional competencies
8. Managing education Records
9. Attaching supporting documents
10. Recording employment Record
11. Recording Critical Analysis Report
12. Continued Professional Development
Red Buttons marked 3-12 make up the progress tracker and will change from ‘Red’ to ‘Orange’ then to ‘Green’ respectively with explanatory words on then depicting the status of the corresponding activity or task.

SELECTING COMPETENCIES

Select competencies from the dropdown

Switch the tab from left to right in that order.

Click on the competency from the list.

Selected competencies appear in this section for you to select the level you would like to attempt the competency to. Blue color represents the allowed target levels

The selected competencies appear on this section. Click on the red top right button to remove the competency from the list.
COMPETENCY DEMONSTRATION

This is the page where you can attempt competencies you previously selected.

1. Click on the ‘competencies selected’ on the progress tracker OR the ‘competencies’ on the left-side bar to get to this page.

2. The blue “i” info icon has helpful information on the competency corresponding to it.

3. Click View details to attempt the competency to the selected target levels.
ATTEMPTING A PARTICULAR COMPETENCY

Clicking on “view details” of a particular competency leads you to this page.

Make use of the text area to express your summary of experience on that particular competency.

Attempt level 1, level 2 and level 3 in that order.

Please read the level information on each level to get an insight of what is expected of you to achieve the targeted level.

Use the save and continue if you want to update your summary of experience later on before you submit it to the counsellor for review.
CPD Continued Professional Development

This is where you can Record and Manage all your CPD s.

Click on the Record CPD to record a new CPD session you have attended. Make sure you scroll down to read the latest CPD policy. The secretariat will have to approve the claimed points you indicated when recording the CPD.
PROFILE UPDATE

Let us edit the data we entered during registration. Find biography on the left-side bar and click on the tab you would like to view and for this case, we are concentrating on personal information.

To edit a picture, browse for a picture by clicking in the picture or the click the browse button.

To edit the other personal information, click on update button below the respective section, edit and click save.