

USER GUIDE ON ACTIVATION OF A KVB ACCOUNT ON THE KVB PORTAL

1. On the KVB Website (www.kenyavetboard.or.ke), click on the Portals Section
2. Click on **First Time Login for Practitioners**. (Kindly note that this is to be accessed only by registered practitioners who are accessing the portal for the first time)
3. On the page titled “**Search KVB registration number**”, type your KVB registration number as it appears on the KVB register <https://kenyavetboard.or.ke/en/registers> (e.g. 0001 for BVM (no prefix), VTA00001 for veterinary technologists – Bsc. Degree, VTB00001 for veterinary technologists - Diploma, VTC00001 for veterinary technicians - certificate) and the letters in blue below the email address section (if the **letters** are not clear, click them to refresh).
4. Ensure your name is captured correctly and verify your KVB number.
5. Type in your active/formal personal email address, phone number, national ID number, date of birth, gender, County and Sub-County of practice for account activation and click the button titled “**Send OTP to Email**” (KVB will be communicating through your active/official email address and phone number. **NO CYBER EMAILS ARE ALLOWED**).
6. An activation email will be sent to the active/formal email address in **step 5** which reads; **“We have received your request to reset password and have provided the link below to facilitate the same. Kindly click here to update your password”**.
7. Click on the link; “**Click here**” which directs you to update your password. After password update, you will be redirected to the login page where you can login.
8. Successful login opens the practitioner management system home page containing several modules.

VERIFICATION AND UPDATE OF DETAILS

1. Log in and go to “**my profile**”.
2. Click the “**update missing information**” option to edit.
3. You will have the option to update your mobile number, national ID number, email address and upload your photo (kindly ensure it is a passport photo – dimensions 600x600 pixels), KCSE Certificate, National ID and University/College Academic Certificate. Once you have successfully uploaded the documents and updated your details, a red button titled KVB ID shall appear. This shall enable you to download your KVB Card.

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