

**THE UNITED REPUBLIC OF TANZANIA
THE MINISTRY OF EDUCATION SCIENCE AND
TECHNOLOGY**

**TEMIS PORTAL
Certificate Verification User Manual**

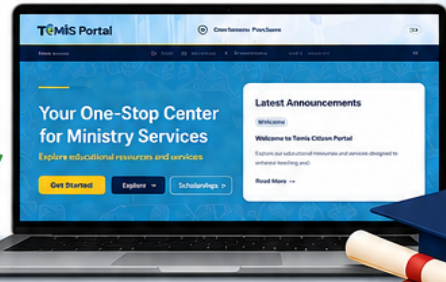
Official Portal URL: <https://temis.moe.go.tz/>



CERTIFICATE VERIFICATION USER MANUAL

A step-by-step guide to apply for, track and manage your certificate verification requests on the Temis Portal.

<https://temis.moe.go.tz>



1 ACCESSING THE SYSTEM



- Open the application in a browser.
- The public landing page is the starting point.
- Use navigation or sign-in controls to log in.
- If not authenticated and you try to open a protected page, you will be redirected to the home page with the message:

"Please sign in to access that page."

2 LOGGING IN



- Enter your login credentials.
- The app uses authentication to protect certificate verification routes.
- After successful login, you can access protected pages under the secure area.

3 OPENING CERTIFICATE VERIFICATION



- Navigate to Certificate Verifications from the sidebar or visit: `/certificate-verifications`
- If signed in, the site loads the verification workflow.
- If not authenticated, you will see an authentication required message.

4 STARTING A NEW CERTIFICATE VERIFICATION



- Click the button or link to start a new verification.
- The workflow follows a multi-step form:

- 1 Personal Details
- 2 Academic Details & Certificate Upload
- 3 Declaration and Submission

5 THE 3-STEP WORKFLOW



A guided process to ensure accurate and complete submissions.

1 STEP 1: PERSONAL DETAILS



Provide your basic information.

- Full name
- National ID or passport number
- Date of birth
- Phone number
- Email address
- Postal address

Complete all required fields before moving to the next step.

2 STEP 2: ACADEMIC DETAILS & CERTIFICATE UPLOAD



Add your education qualifications and upload supporting certificates.

- Qualification level
- Qualification type
- Marks or grades
- Index number
- Examination year
- Certificate attachment / upload

Upload each certificate file as required by the form.

3 STEP 3: DECLARATION & SUBMISSION



- Review the information you entered.
- Confirm that your details are correct.
- Agree to the declaration and submit the request.
- Once submitted, your application is sent for verification.

9 VIEWING THE APPLICATION DASHBOARD

After submission, you will be redirected to your dashboard: `/certificate-verifications/dashboard`

Monitor your applications in one place.

Certificate Verification Dashboard

Total Requests: 1 (All verification requests) | In Progress: 0 (Declaration pending) | Submitted: 0 (Awaiting verification) | Attended: 1 (Successfully verified) | Rejected: 0 (Blocked or rejected)

Reference	Request Date	Certificate Type	Purpose	Status	Actions
MOEST-CERT-20260423-00001	4/23/2026	Certificate	Scholarship	Attended	View Details

TOTAL REQUESTS: 1 | ATTENDED: 1 | IN PROGRESS: 0 | REJECTED: 0

10 APPLICATION STATUS CATEGORIES

The portal tracks certificate verification requests in stages and status states.

- In Progress**: Application is being completed or waiting to be submitted.
- Submitted**: Request has been sent for verification.
- Approved / Attended**: Request has been processed and approved.
- Partial Approval**: Some certificates are approved while others may require correction.
- Rejected / Blocked**: Request was denied or blocked.

11 CONTINUING OR EDITING AN EXISTING APPLICATION



- If your application is not complete, you can continue it from the dashboard.
- Click "Continue" or view details for a saved application.
- The application may reopen at the correct step.
- You can also resume directly via: `/certificate-verifications?applicationId=<id>&stage=<stage>`

12 VIEWING DETAILS AND RESULTS



- Open application details to view full data, uploaded certificates and notes.
- Rejected requests will show a rejection reason.
- Approved applications may allow you to download or preview approval details.

13 FINAL APPROVAL



- When approved, the status changes to Approved or Attended.
- Dashboard shows the approved request with the correct status label.
- Approval includes reference number and secure token for record keeping.

14 TROUBLESHOOTING & SESSION ISSUES



- Session expired? Log in again.
- Use logout/login to refresh your session.
- If data doesn't load, try refreshing or logging in again.
- Contact support if status does not update after a reasonable time.

15 NOTES



- All certificate verification routes are protected and require authentication.
- The workflow is a step-by-step form to guide you.
- The dashboard is the primary place to monitor progress and review results.

1. Overview

This manual explains how to use the TEMIS Portal for certificate verification services. It guides users from accessing the system to final approval and tracking application status.

Step	Description
1■■ Access Portal	Open https://temis.moe.go.tz/ and sign in.
2■■ Login	Use your credentials to access secure services.
3■■ Start Verification	Open the Certificate Verification section.
4■■ Fill Details	Enter personal and academic details.
5■■ Upload Certificates	Attach academic certificates and documents.
6■■ Submit	Review, declare and submit the application.
7■■ Track Status	Monitor progress through the dashboard.

■ Accessing the System

- Open the portal in your browser.
- Use the navigation menu to sign in.
- Protected pages require authentication.

■ Certificate Verification Workflow

- Personal Details
- Academic Details & Uploads
- Declaration and Submission

■ Uploading Certificates

- Upload scanned certificates and supporting documents.
- Ensure all uploads are clear and readable.

■ Dashboard & Tracking

- Track statuses such as In Progress, Submitted, Attended, and Rejected.
- Search and monitor all requests from the dashboard.

■ Final Approval

- Approved applications receive a reference number.
- Verification results can be reviewed from the dashboard.

TEMIS Portal

Secure Access • Transparent Process • Verified Results
<https://temis.moe.go.tz/>