

User Guide Manual Desktop/Laptop Version



صندوق تطوير قطاع الاتصالات وتقنية المعلومات
Information & Communication Technology Fund

- **SCHOLARSHIP SUBMISSION**
(SmartPass Verified Account)

ICTFund Scholarship Submission Process

User

UAE local applicants

Creating new account

1. Navigate to [E-Services Portal](#) and log in using your verified **SmartPass** account as shown in figure [1.1]

العربية

TRA e-Services Login

Email:*

Password:*

Account Type:
Individuals Services

Remember me

Login

[Forgot your Password?](#)

Do not have an account? [Register Now](#)


Did not receive an activation email? [Activate Now](#)

Log in with **SmartPass**

SmartPass is your Single Credential to Access UAE Government Services

Figure [1.1]

Complete Your personal information

1. After you log in to your account, select My profile icon  to complete your information as shown in Figure [1.2].

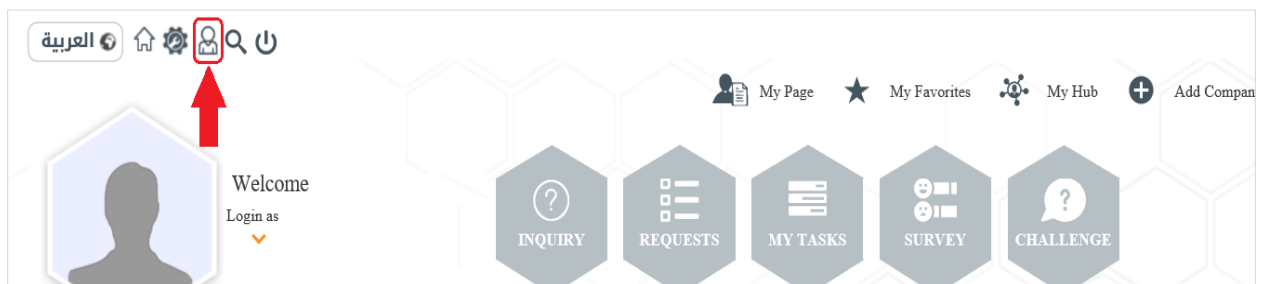


Figure [1.2]

2. Select **Contact Info** in order to enter your **Residence Emirate** then click on **Save** as shown in Figure [1.3].

The screenshot shows the 'My Profile' page with a navigation bar at the top containing icons for language (العربية), home, settings, user, and power. Below the navigation bar is the 'My Profile' section with a user profile picture and the text 'Hello Test Account'. A horizontal menu contains five tabs: 'Basic Info', 'Preference Info', 'Contact Info', 'Change Password', and 'Security Settings'. The 'Contact Info' tab is highlighted with a red border. Below the tabs are several input fields: 'UAE Mobile Number:*' (with '971' entered), 'Emirate:' (a dropdown menu with 'Dubai' selected), 'Building:' (with 'Building' entered), 'PO Box:' (with 'PO Box' entered), and 'Street:' (with 'Street' entered). At the bottom left, there is a 'Save' button highlighted with a red border and a red arrow pointing to it. Another red arrow points down to the 'Emirate:' dropdown menu.

Figure [1.3]

3. Your account has been updated successfully and you can now apply for the scholarship as shown in Figure [1.4].

The screenshot shows the 'Account Settings' page. At the top, there is a navigation bar with icons for language (العربية), home, settings, user, and power. Below the navigation bar is the 'Account Settings' section. A green notification box is displayed, containing the text: 'Profile updated successfully. Please wait, while we are redirecting you back.'

Figure [1.4]

Scholarship Application Steps

1. Select **Other Service** to access the scholarship application as shown in Figure [2.1] and Figure [2.2].



Figure [2.1]

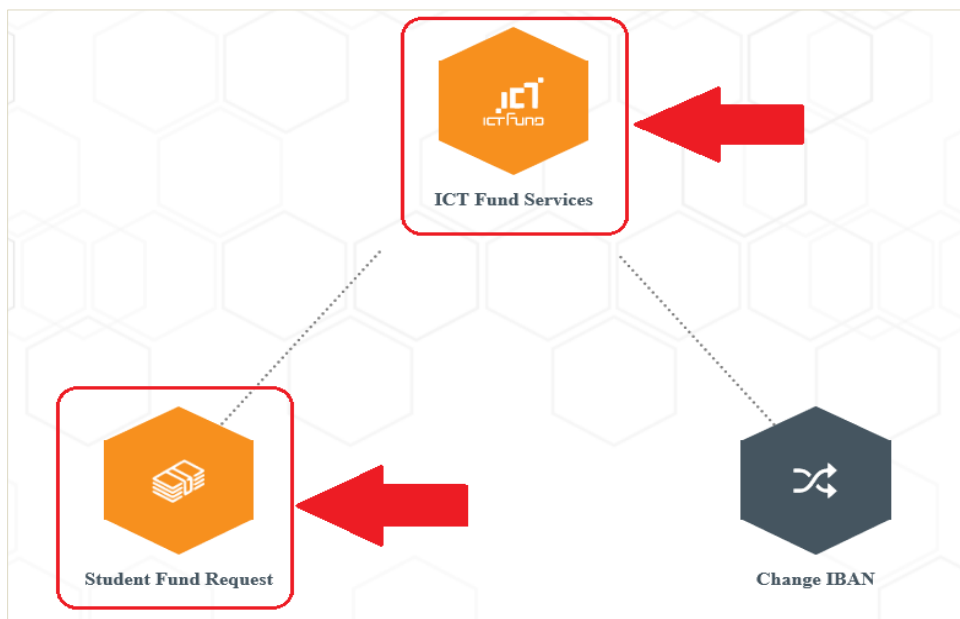
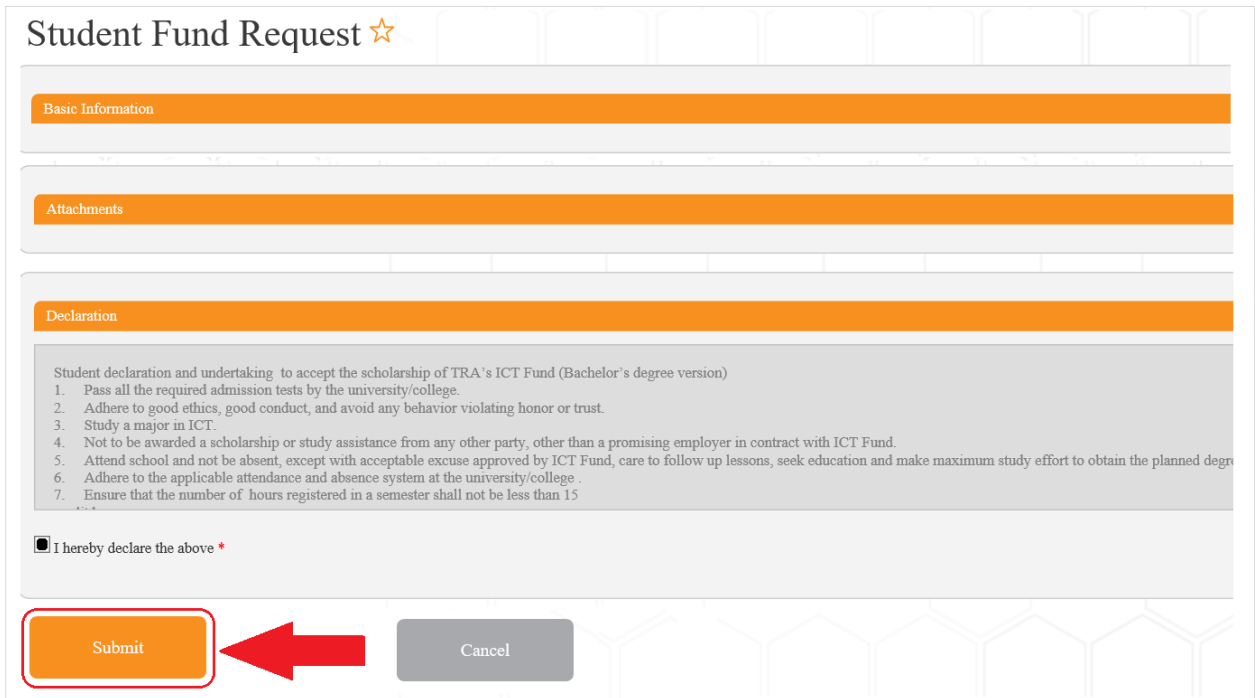


Figure [2.2]

2. Fill in the scholarship application and attach the required documents then click on **Submit** as shown in Figure [2.3].



Student Fund Request ☆

Basic Information

Attachments

Declaration

Student declaration and undertaking to accept the scholarship of TRA's ICT Fund (Bachelor's degree version)

1. Pass all the required admission tests by the university/college.
2. Adhere to good ethics, good conduct, and avoid any behavior violating honor or trust.
3. Study a major in ICT.
4. Not to be awarded a scholarship or study assistance from any other party, other than a promising employer in contract with ICT Fund.
5. Attend school and not be absent, except with acceptable excuse approved by ICT Fund, care to follow up lessons, seek education and make maximum study effort to obtain the planned degree.
6. Adhere to the applicable attendance and absence system at the university/college.
7. Ensure that the number of hours registered in a semester shall not be less than 15

I hereby declare the above *



Submit  **Cancel**


Figure [2.3]

3. Finally, your scholarship request has been submitted successfully and your scholarship ID will appear as shown in Figure [2.4]. And currently your request is under review by ICTFund team.





Your SCH request has been updated successfully as a draft.
Your Ref Number is **SCH-20-000000**



Go To Home **Go To My Requests**

Figure [2.4]

Expected Outcome

Your scholarship request has been submitted successfully and your request is under review by ICTFund team.