

## User Guide Manual Desktop/Laptop Version



صندوق تطوير قطاع الاتصالات وتقنية المعلومات  
Information & Communication Technology Fund

- **PORTAL ACCOUNT CREATION**  
(Non-SmartPass Account)
- **SCHOLARSHIP SUBMISSION**

## ICTFund Scholarship Submission Process

### User

UAE local applicants

### Creating new account

1. Navigate to [TRA E-Services Portal](#) and log in if you already have a verified portal account.
2. If you don't have an account, click on [Register Now](#) to create a new account as shown in Figure [1.1].

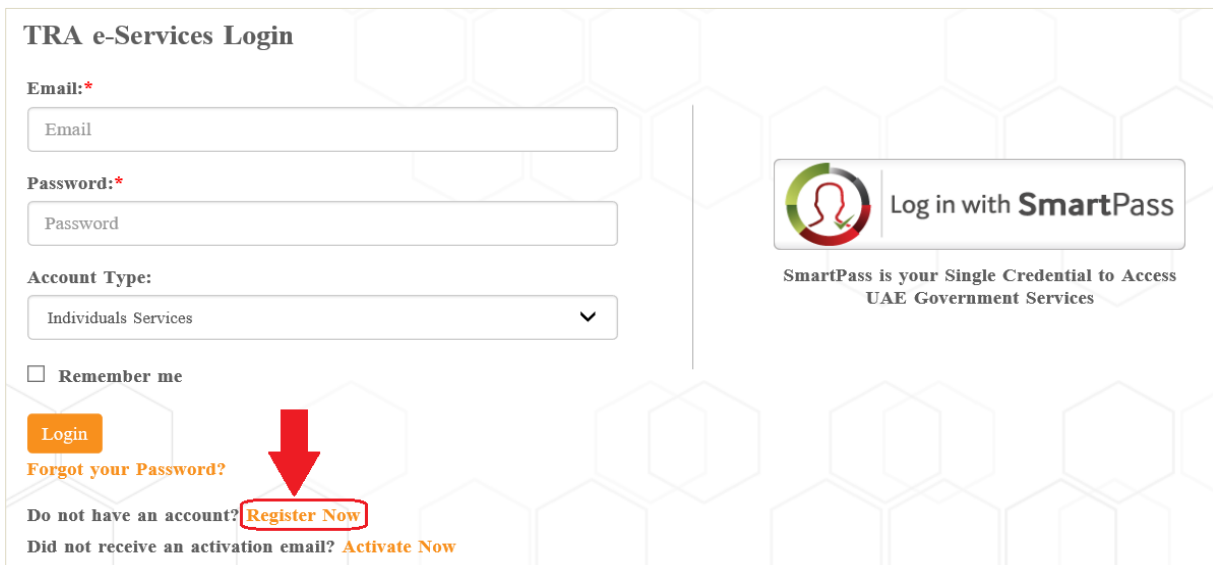


Figure [1.1]

3. Fill in all the required information then click on [Sign up](#) as shown in Figure [1.2].

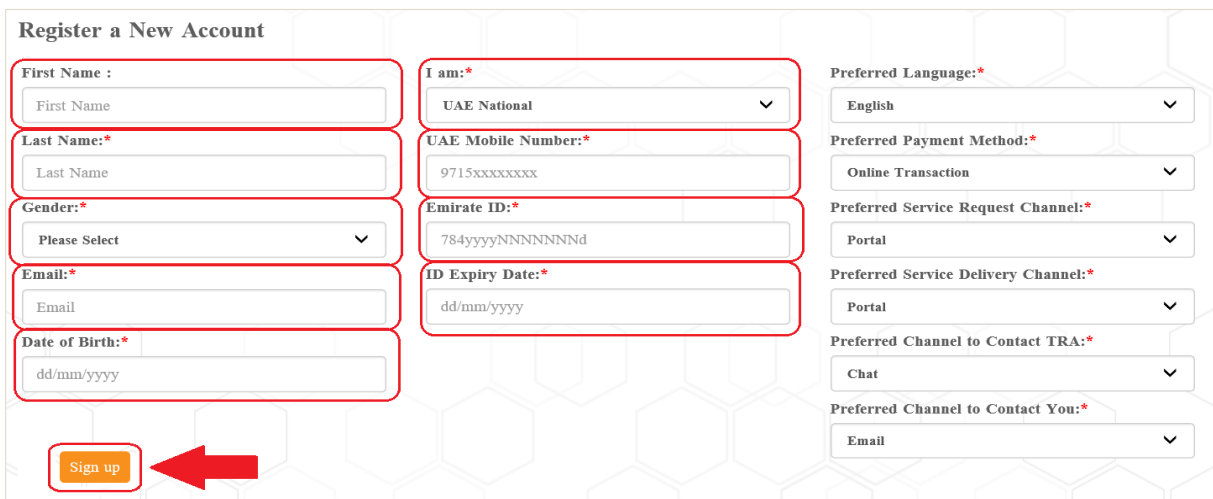


Figure [1.2]

4. After you enter your information, verification notification message will appear as shown in Figure [1.3].

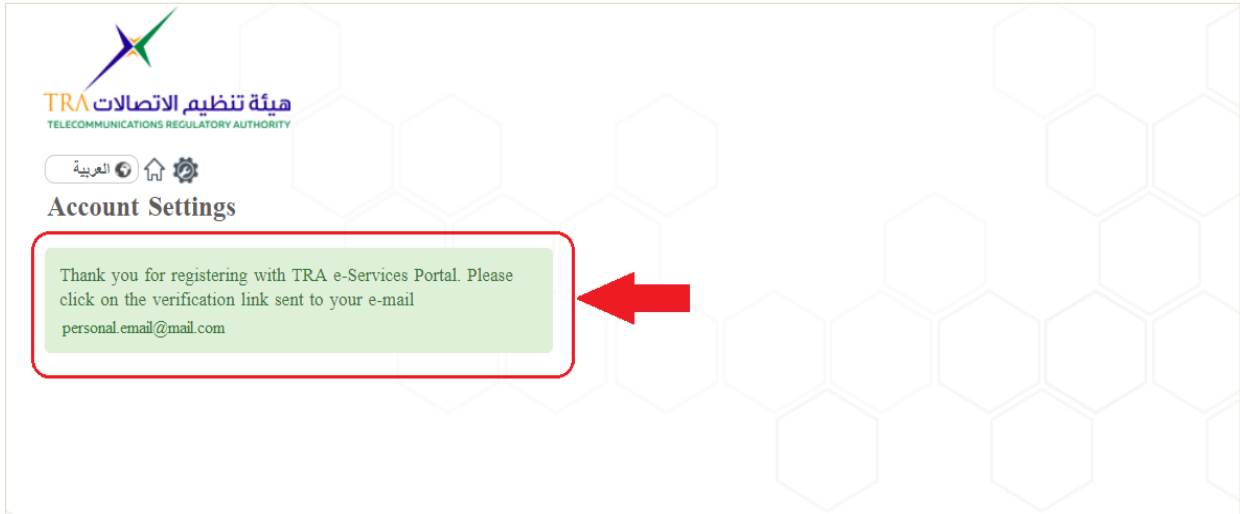


Figure [1.3]

5. You will receive a verification email on your personal email. To activate your account, click on [click here](#) as shown in Figure [1.4].

**⚠ Note: TRA Verification email might be in Spam or Junk or Social and promotions folders.**

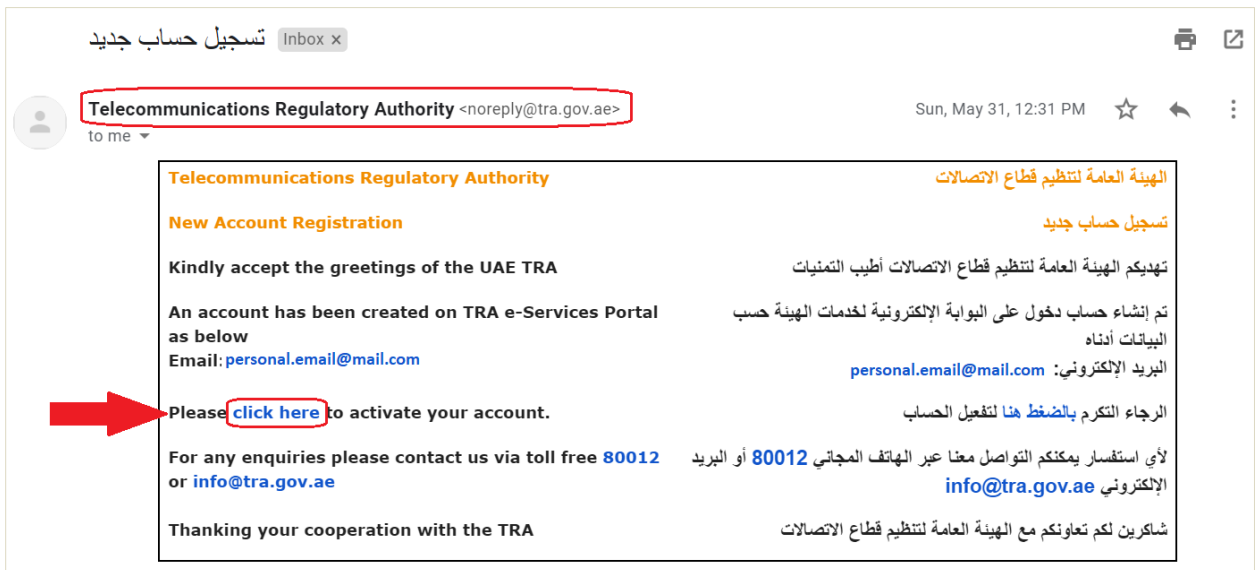
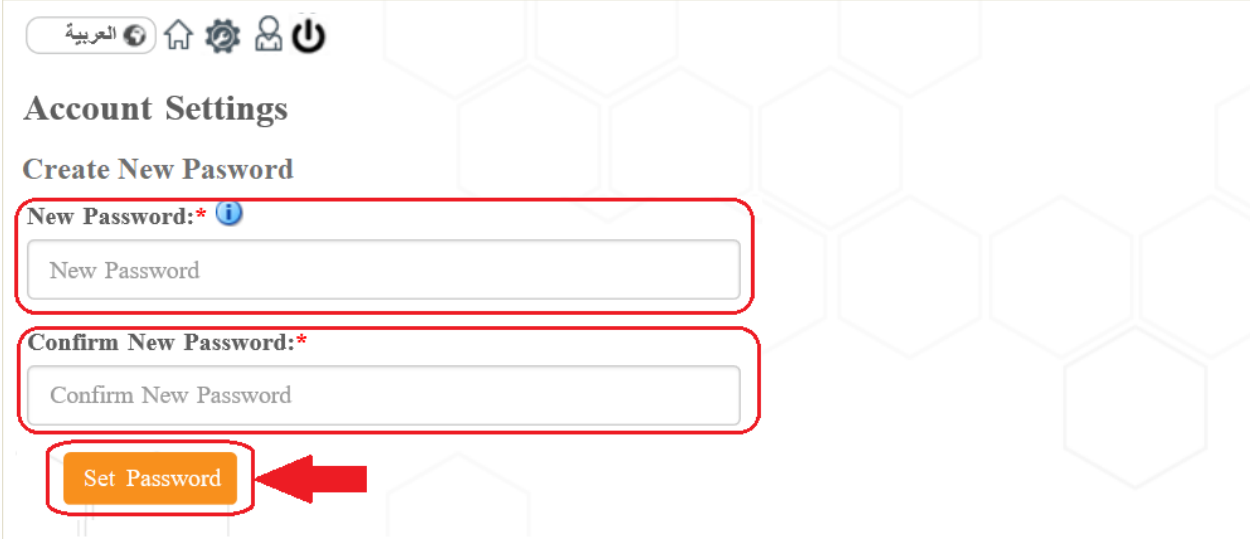


Figure [1.4]

- After verifying your account, enter a new password then click set password as shown in Figure [1.5].

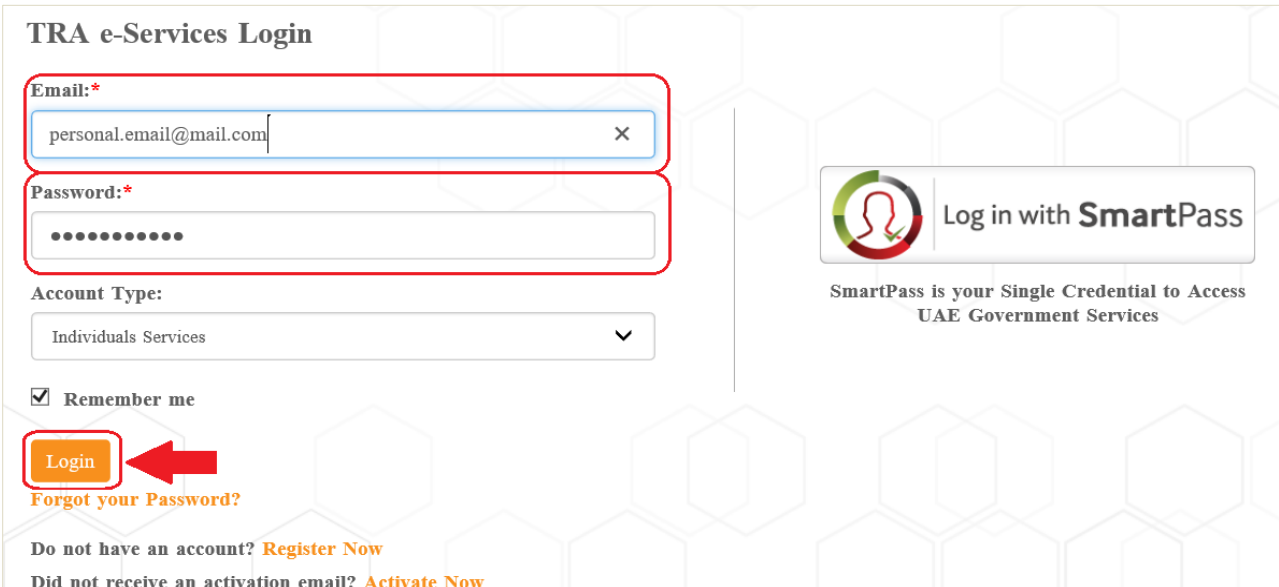
**⚠ Note:** Password should contain at least (8 characters including capital, small, special character and numbers).



The screenshot shows the 'Account Settings' page with a 'Create New Password' section. It features two text input fields: 'New Password:\*' and 'Confirm New Password:\*'. Below these fields is an orange 'Set Password' button, which is highlighted with a red border and a red arrow pointing to it from the right.

Figure [1.5]


- Now you can log in on the [main page](#) using your personal email and password as shown in Figure [1.6]



The screenshot shows the 'TRA e-Services Login' page. It features a form with the following elements: an 'Email:\*' field containing 'personal.email@mail.com', a 'Password:\*' field with masked characters, an 'Account Type:' dropdown menu set to 'Individuals Services', a checked 'Remember me' checkbox, and a 'Login' button highlighted with a red box and a red arrow pointing to it from the right. Below the button are links for 'Forgot your Password?', 'Do not have an account? Register Now', and 'Did not receive an activation email? Activate Now'. On the right side, there is a 'Log in with SmartPass' button and text stating 'SmartPass is your Single Credential to Access UAE Government Services'.

Figure [1.6]

## Complete Your personal information

8. After you log in to your account, select My profile icon  to complete your information as shown in Figure [1.7].

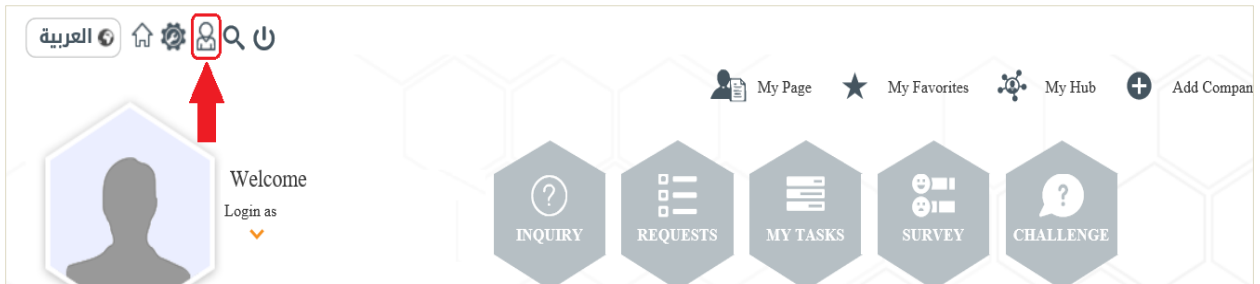


Figure [1.7]

9. Select **Basic Info** then enter your First and Last name in Arabic, and upload your Emirates ID then click on **Save** as shown in Figure [1.8].

Figure [1.8]

10. Then select **Contact Info** to enter your residence emirate, verify your mobile number by clicking on verify icon and **Send OTB** , then click on **Save** as shown in Figure [1.9] and Figure [1.10]

The screenshot shows a user interface for updating contact information. At the top, there are five tabs: 'Basic Info', 'Preference Info', 'Contact Info' (which is highlighted with a red border), 'Change Password', and 'Security Settings'. Below the tabs, there are several input fields: 'UAE Mobile Number:\*' with the value '971564771331' and a yellow warning icon; 'Emirate:' with a dropdown menu showing 'Dubai'; 'Building'; and 'Street:'. At the bottom left, there are 'Save' and 'Cancel' buttons. A modal window titled 'Mobile Number Verification' is open in the center, displaying the message 'A verification code will be sent to your mobile' and two buttons: 'Send OTP' and 'Cancel'. Red arrows point to the 'Send OTP' button in the modal and the 'Save' button on the form. A black tooltip with the text 'Click to verify mobile' is positioned over the mobile number field.

Figure [1.9]

Finally, your account has been completed successfully and you can now apply for the scholarship as shown in Figure [1.10].

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

Figure [1.10]

## 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]

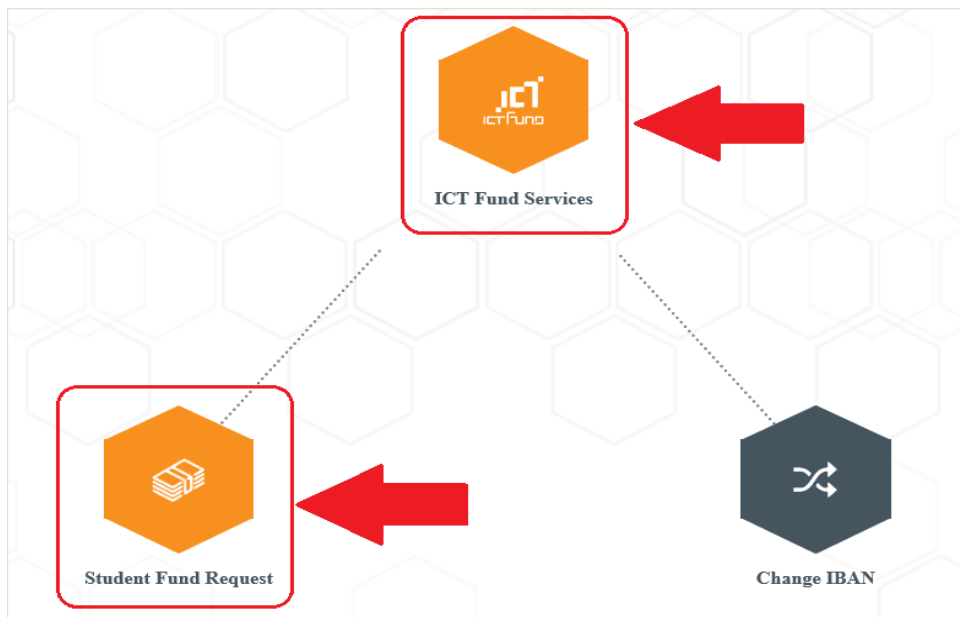
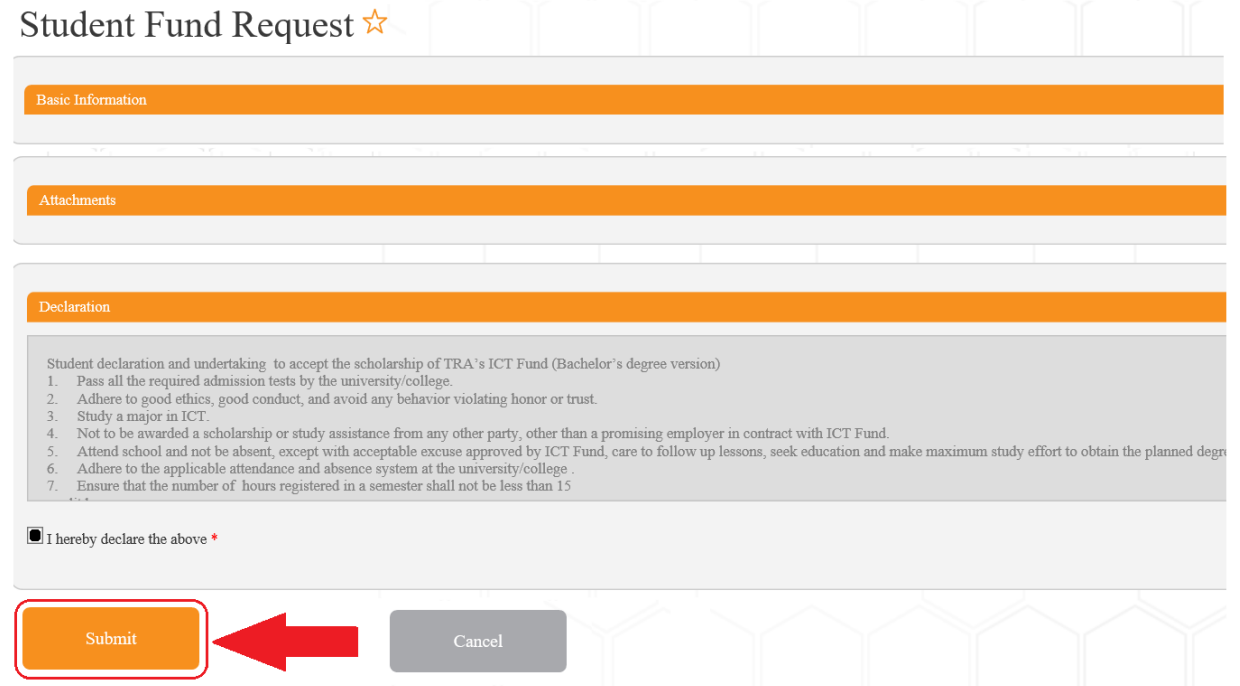


Figure [2.2]

2. Fill in the scholarship application and attach the required documents then click 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)

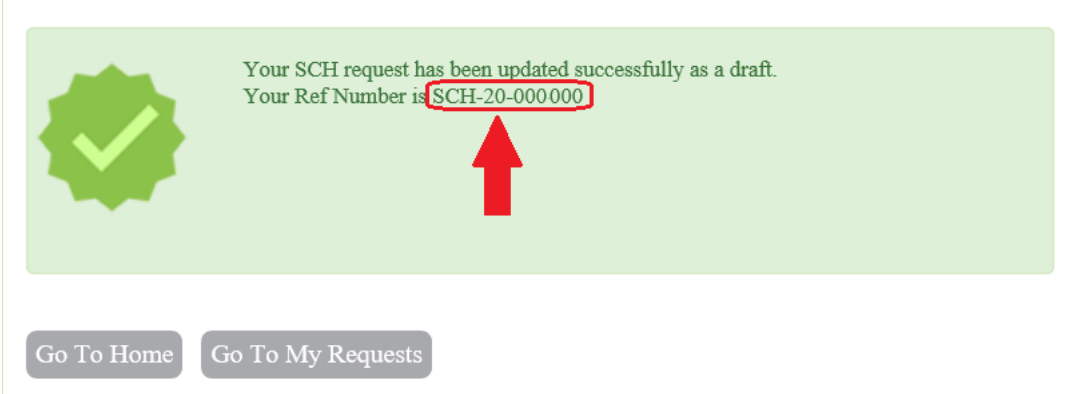
1. Pass all the required admission tests by the university/college.
2. Adhere to good ethics, good conduct, and avoid any behavior violating honor or trust.
3. Study a major in ICT.
4. Not to be awarded a scholarship or study assistance from any other party, other than a promising employer in contract 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]. 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.