User Guide Manual
Desktop/Laptop Version

ICT Fund
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.
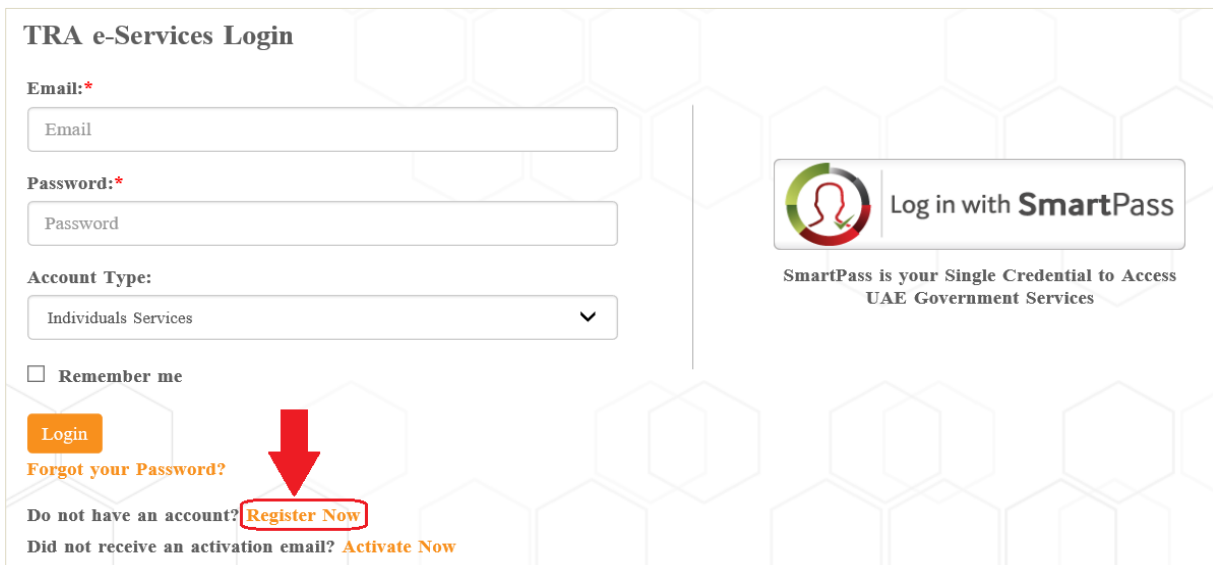2. If you don't have an account, click on **Register Now** to create a new account as shown in Figure [1.1].

Figure [1.1]

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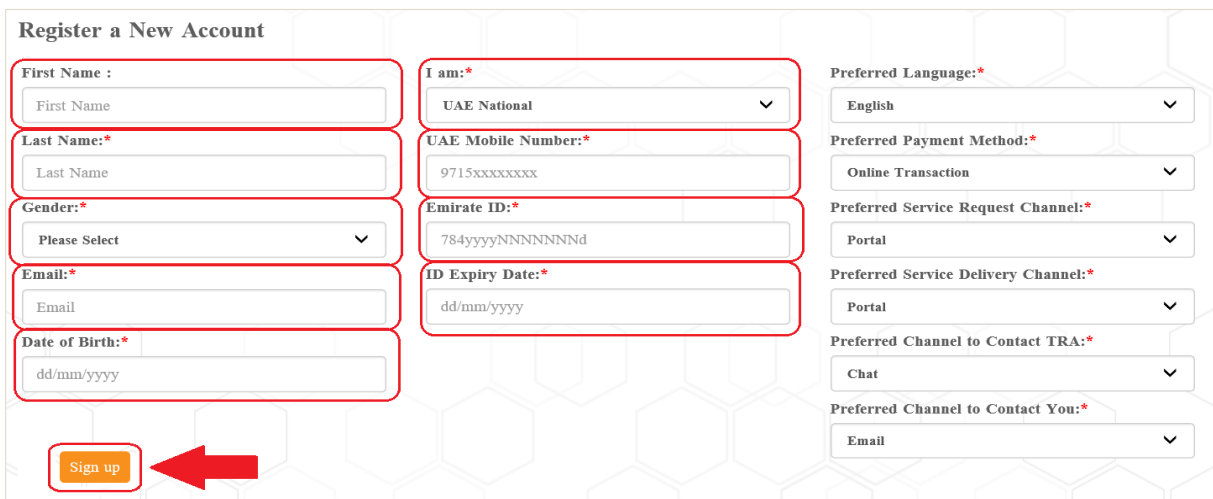

Figure [1.2]

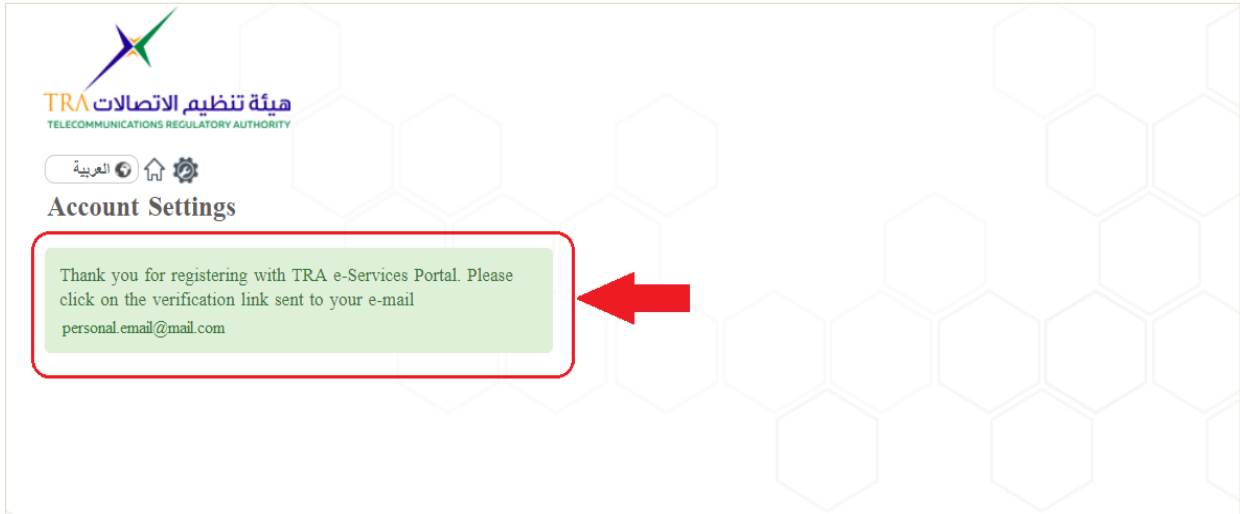4. After you enter your information, verification notification message will appear as shown in Figure [1.3].

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].

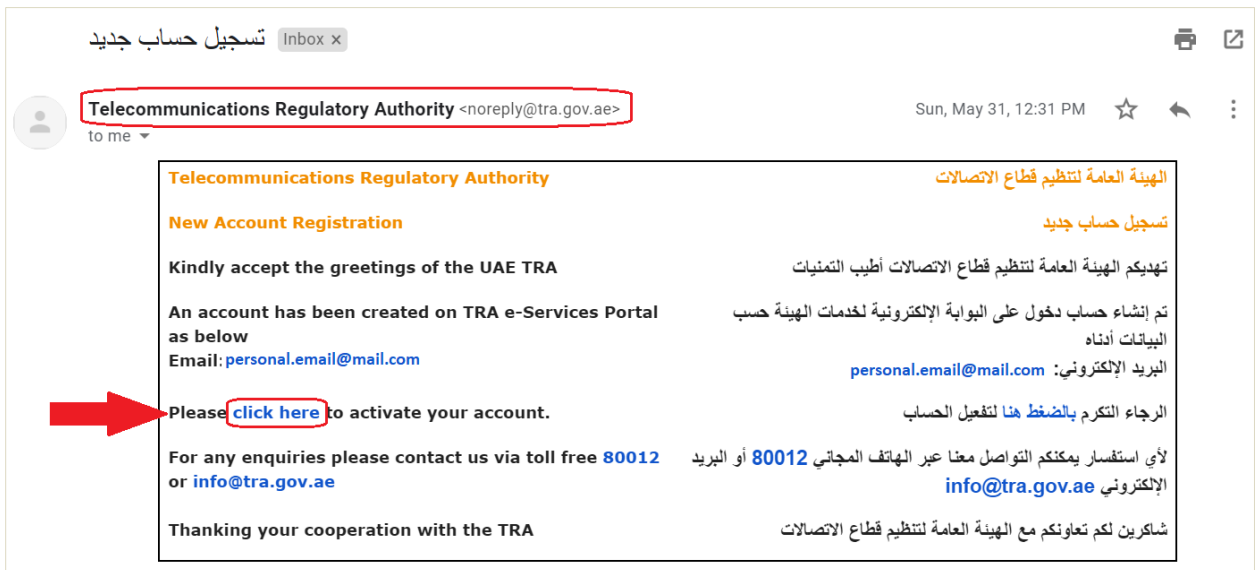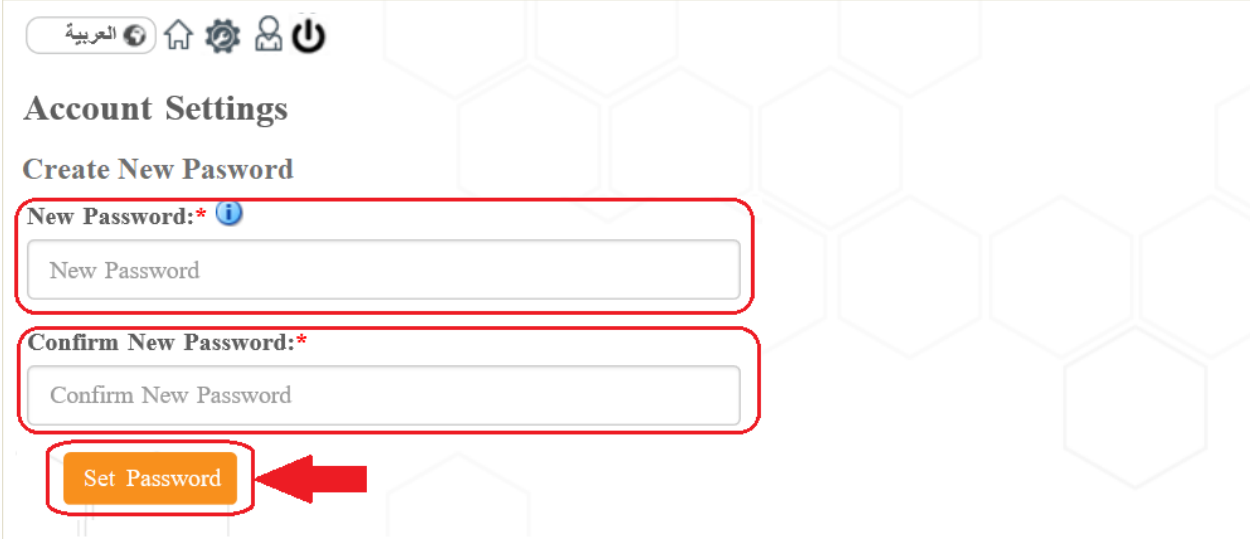⚠ *Note: TRA Verification email might be in Spam or Junk or Social and promotions folders.*

Figure [1.4]

6. After verifying your account, enter a new password then click set password as shown in Figure [1.5].
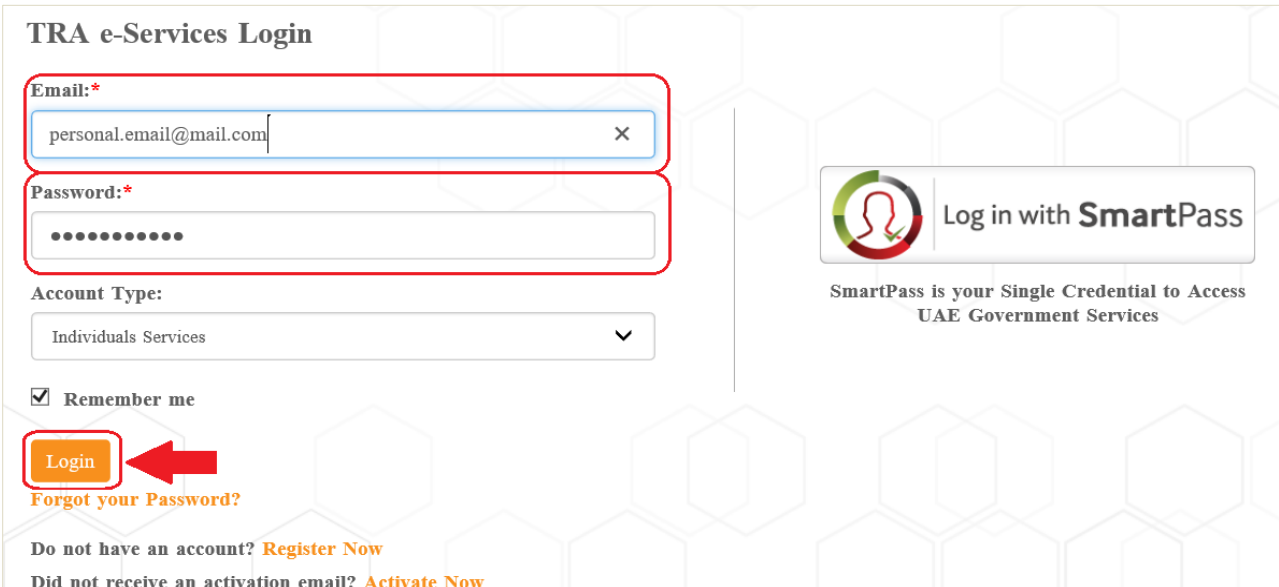
> ⚠ **Note:** *Password should contain at least (8 characters including capital, small, special character and numbers).*

Figure [1.5]

7. Now you can log in on the main page using your personal email and password as shown in Figure [1.6]

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].
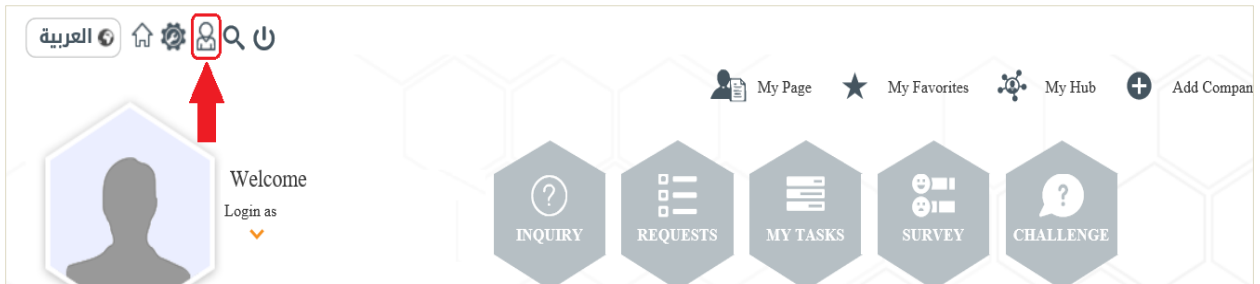

Figure [1.7]

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].

| Basic Info | Preference Info | Contact Info | Change Password | Security Settings |

Account Number:
70

First Name in English :

Last Name in English : *

First Name in Arabic :

Last Name in Arabic :

Save   Cancel

Email:*

Gender:*
Male

Date of Birth:*
/   /1992

Job Title:
Job Title

I am:*
UAE National

Emirate ID:*
784

ID Expiry Date:*
/   /2030

Emirate ID Copy: ⓘ (View your ID)
CLEAR   UPLOAD

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]

| Basic Info | Preference Info | Contact Info | Change Password | Security Settings |

UAE Mobile Number: *

971564771331 !

Click to verify mobile

Building

Street:

Street

Save   Cancel

Emirate:

Dubai

Mobile Number Verification   X

A verification code will be sent to your mobile

Send OTP   Cancel

Figure [1.9]

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

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Account Settings

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].
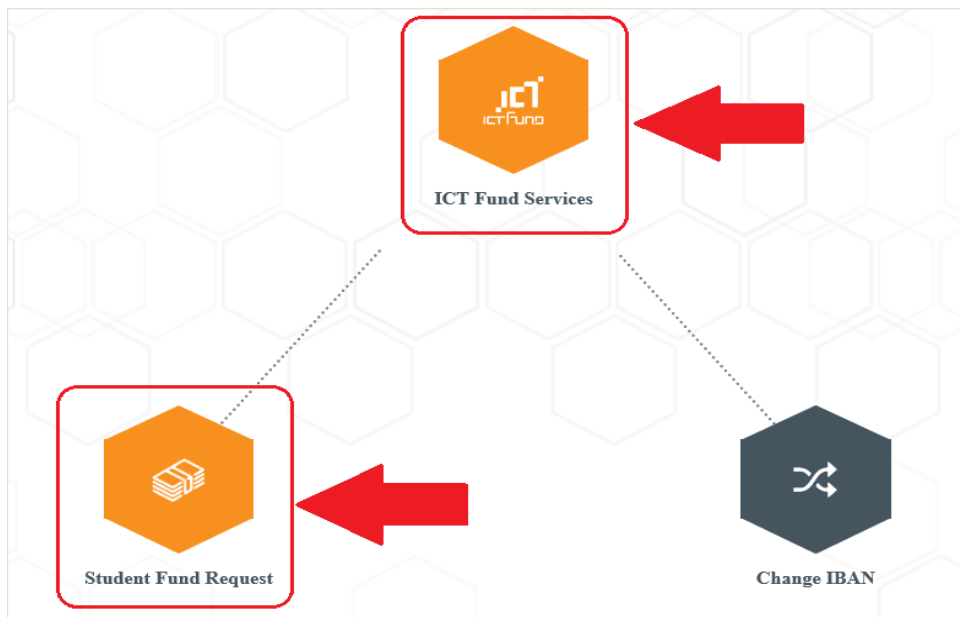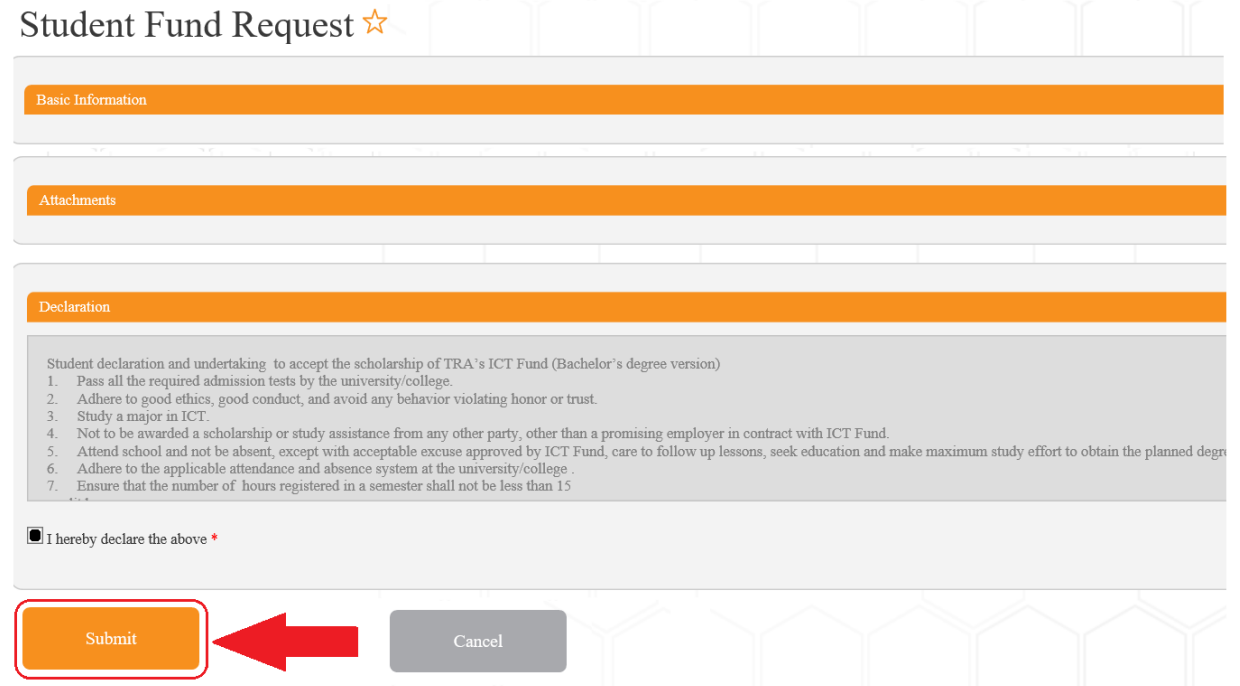

Figure [2.1]

Figure [2.2]

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

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.

Figure [2.4]

Expected Outcome

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