Architects and Quantity Surveyors Registration Board

Manual document

for

External Users

(Version 1.1)

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Contents

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AQRB REGISTRATION SYSTEM MANUAL FOR EXTERNAL USERS

1.0 How to run the system

You can use or run the system using desktop computer, laptop, tablet and phone using browser such as chrome, Microsoft Edge or Mozilla Firefox provided your device has internet connection

Steps

    i.   Open your browser, on top address bar type https://ors.aqrb.go.tz   then press enter as show on picture bellow.
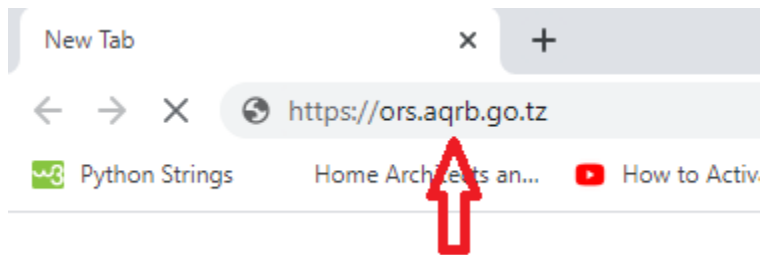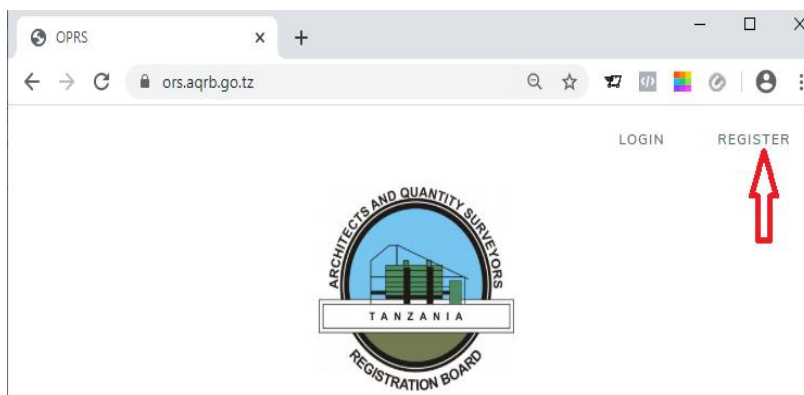

    ii.   When opened, click login at the top right corner only if you have already registered or click Register link if you want to use the system for the first time

1.1 Register as new user

To register as new user click Register at the top right corner or register link after login page opened and follow steps bellow:

    i.   Click Register or Register as new user link as show bellow

ii. Type your full name at the full name field, email address at the email field, and password, re-type password at the confirm password field then press Register button

Note: You will use these email and password you have typed in to access services via this system every time you want to access them.

iii.   Confirmation email notification will be sent to your email you have used to register into the system. Login to your email and confirm, after that; login into system using your email and password.

2.0   Online Project Registration

To registration project online, you should have the following documents :

- Duly filled, signed and stamped Project registration application form (**This will be obtained from the system after completing step one**).

- Copies of Agreement

- Copies of Architectural Drawings (stamped)

- Copy of building permit, corresponding to the drawings

- Letter of Consent from Authors of Drawings(for cases Post Contract services)

- Copies of relevant pages of Bills of Quantities

After login to the system follow steps bellow:

i.   On the left side main menu click **Projects**. when project window opened; on the top right corner click **Create new project application**
ii.   Fill all required form and click **Save** button (Step 1: Project information)
iii.   Click **download form** to get project registration form in pdf format, fill the missing part of the form, print, sign it and stamp then scan and save into your computer. Note: This form will be required on the next step. If you have finished click **Next,** you can click **Previous** only if you have written incorrect information on step 1
iv.   Upload all required documents including drawings individually by choosing the document and click its corresponding **Upload document** button.
v.   When you have uploaded all documents click Finish. Process of project will registration will be finished. Wait at least half an hour, AQRB office will evaluate your project and gives you required fees to be paid in order to register your project.
vi.   Login again using your username (email) and password to follow status of your application for project registration.
vii.   If your project evaluated successful then download the invoice available on the home page and pay. When payment done, print receipt obtain via system and bring it at the nearest AQRB office to collect stickers.

3.0   Individual Registration

To register as Professional, Graduate, Technician or Draughtsman you should have the following full scanned document

- Application letter
- Application form
- Passport size picture
- Academic certificates(O-level, A-level, college or university certificate
- Curriculum Vitae (CV)
- Birth certificate

After login to the system follow steps bellow:

i.   For those registered before system on left side menu click **Professional registered before the System**, inter your registration number then click **submit** button. You details will retrieved to your home page, now you can edit your information if necessary. if you are applying for the first time at left side menu click **Registration for Individual** when opened at the top right corner click **Create application**

ii.   Fill all fields in form and click **Save** button (Step 1: Project information)

iii.   Upload all required document including passport size picture.
       Review your information. If all are correct click **finish.**

iv.   Navigate to the home page and download your invoice then finalize payment.

v.   Login again using your username (email) and password to follow status of your application.

4.0   Application for Firm

To register a firm make sure you have the following full scanned documents

- Application letter.
- Application form
- Business name registration certificate
- Certificate of compliance
- Certificate of incorporation
- Business license
- Ownership of share
- Passport size picture (if more than one owner upload all picture)
- Birth certificate (if more than one owner join all into single file)

After login to the system follow steps bellow:

i. On left side menu click **Application for firm** when opened click **Create application**
ii. Fill all fields in form and click **Save** button (Step 1: Information)
iii. Upload all required document including passport size picture.
   Review your information. If all are correct click **finish**
iv. Navigate to the home page and download your invoice then finalize payment.
v. Login again using your username (email) and password to follow status of your application.

5.0   CPD Hours

You can notify the Board that; you have attended activity recognized by the Board and you want to be considered for CPD hours through the system.

To do that, login into system, on left side click **CPD hours**. you name will appear, click **Add new** then proceed, when finished click **save**. Login after a time to see status of your application

6.0   Register for AQRB Event

You can register for any announced AQRB event via system. Login into system, on left side menu click **Register for event**. When opened, see listed event, view advert of the particular event, read it after that click **Apply event**. Fill the form and click **submit.**

Note: For those registered by Board as Professional, names entered into the form should be the same as registered by the Board.

7.0   Register as Student

You can register as student currently undertaking Architecture, Building Economics/Quantity Surveying and Allied discipline so as to let the Board (AQRB) make close follow up on you after completion of your studies. This will help the Board to prepare you for practical training, sitting the Board exams and finally to be registered as professional

To register as student; login into system on left side menu click **Undergraduate link**. When opened, read note seen with red color then Click button **Create application as graduate**. Fill required

information and finally click **submit.** Your information will be successfully submitted to the Board, you can edit these information later in case you want to change some information example phone number or email address.