



## **QUICK USER GUIDELINES ON PRIVATE NURSERIES REGISTRATION**

The Kenya Forest Service is seeking the public (individual/company/group/institution) who own tree nursery to voluntarily register their Institutional and Private Tree Nurseries to enable the organization establish a comprehensive and credible tree nursery database in the country. To register your nursery, please follow the following guidelines;

### **1. User E-Registration**

Visit the Kenya Forest Service Website ([www.kenyaforestservice.org](http://www.kenyaforestservice.org)) and clicking the **E-Nursery** tab to proceed to user registration page.

- a. Provide all the information requested on the registration page. Applicant name should be provided as given on the National ID card
- b. The password should have a minimum of 8 characters consisting of at least one number/alphabet.
- c. Provide us with working email for system communication purpose
- d. Upon successful user registration, an email will be sent with login link that will enable you to proceed to tree nursery registration form.

### **2. E- Nursery Registration**

The module captures the nursery information; follow the instruction below to register your nursery;

- a. Login to E-Nursery registration system
- b. Click Create Nursery Details
- c. Fill the form;
  - i. Fill the general nursery details and click next
  - ii. Fill the nursery staff details and click Next
  - iii. Fill the nursery species distribution information and click Next
  - iv. Confirm the information and Submit the form; if edit is needed, this can be done by clicking previous button at the bottom of the page.
  - v. Download the pdf of the submitted form.

### **3. Nursery Registration Status**

- a. Login into the E-Nursery System
  - b. Click my application tab on the user dashboard
  - c. Navigate to each sub-tab as displayed to retrieve relevant information
4. Upon nursery information verification by KFS; an email will be sent to the applicant (via the email address provided during registration) with notification message of

application status. Nursery Registration information can either be rejected or approved; however the applicant can amend and resubmit the nursery information for further consideration.

5. For any assistance/help please contact KFS Helpdesk on 020 - 2020285; 020-2014663; 020 - 2689865 or [enursery@kenyaforestservice.org](mailto:enursery@kenyaforestservice.org)