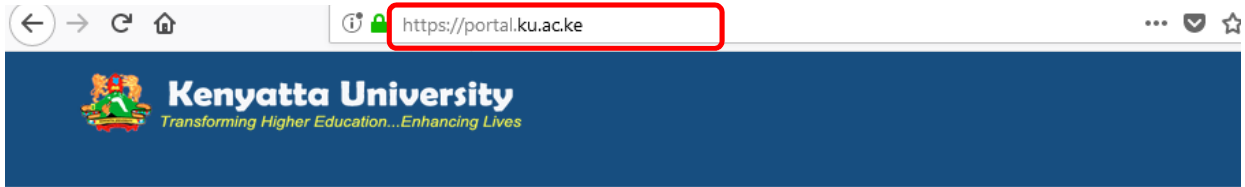




How to Register for Units on Student Portal

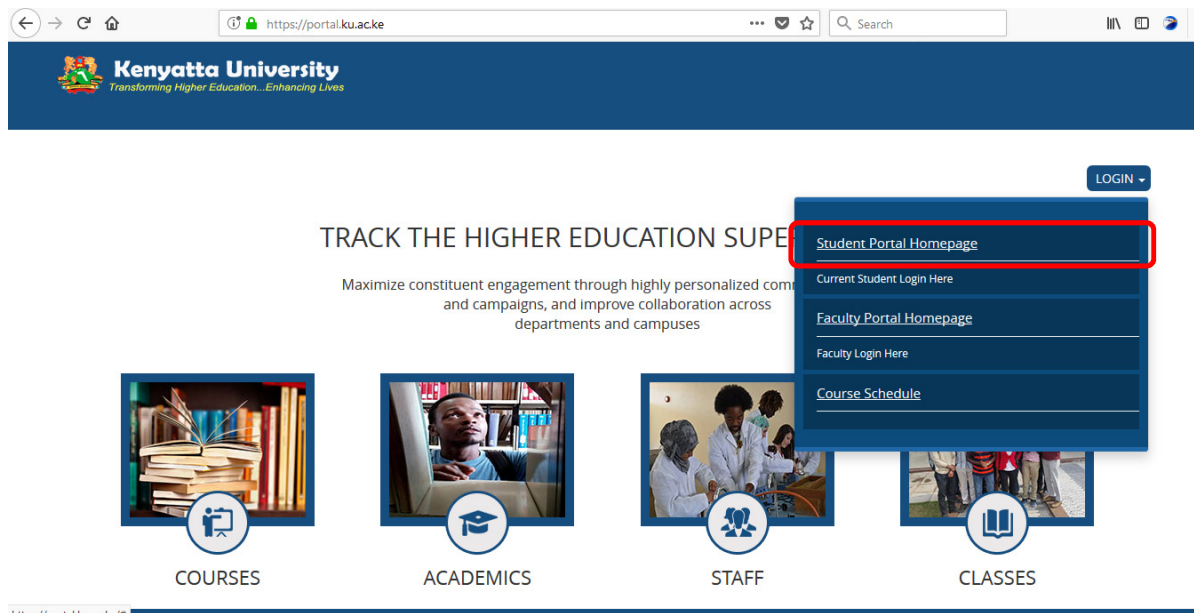
KENYATTA UNIVERSITY

1. Navigate to <https://portal.ku.ac.ke>



TRACK THE HIGHER EDUCATION SUPER

2. Click on the 'Student Portal Homepage' Link displayed





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3. On the students portal login page, enter your **Username** and **Password** in lower case
4. Click **Login**

Required Field *

Username * muiru joseph

Password *
Password is case sensitive

[Create a New Account](#)

Login

5. On the homepage click on **Academics>Online Registration** then proceed to **Begin Online Registration**

Academics

- Online Registration
- View Attendance
- Degree Audit
- Housing Application

Transfer Credits

My Profile

Message Center

My Career

My Documents

Student Services

My Housing

Student Statement

Fees Statement

ICT Support

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

Enrollment and Term

Enrollment	9/1/2015 Bachelor of Science (Computer Science)
Term	2018-2019 Sem1 Regular

Registration Status:

Registration Period	Last Day to Add	Last Day to Drop	Status
9/3/2018 12:00 AM - 10/13/2018 12:00 AM	10/13/2018 12:00 AM	10/13/2018 12:00 AM	Open

Previously Registered Courses

Add New Course



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6. Type the **Course Code** that needs to be registered then click on **Search**

Course Search Quick Add

Display: All Courses
Sort By: Default
Areas Of Study: Default
Keyword:
Code:
Type: *All*
Level: *All*
Instructor:
MO TU WE TH FR SA SU
☐ Meets ONLY on these days
Classes starting between: *Any*
Reset Search

Search Results All Courses

Course	Course Title	Credits	Type	Status	Sections	Area(s) of Study
BBA400	BUSINESS POLICY AND DECISION	1.00	Lecture	Full	1	

Displaying 1-1 of 1 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses. View Courses Proceed to Final Step

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		BBA401		1.0	M		Alago	274/300/0	Selected	

274 Seats Taken / 300 Max. Seats Available

Classes - Selected: 1 Reserved: 0 Registered: 0 Update is ready to install

7. Once the course is added click on the **plus sign** then proceed to the **green plus sign**, the unit will appear on the selected course and its highlighted in **GREEN**

Course Search Quick Add

Display: All Courses
Sort By: Default
Areas Of Study: Default
Keyword:
Code: bba400
Type: *All*
Level: *All*
Instructor:
MO TU WE TH FR SA SU
☐ Meets ONLY on these days

Search Results All Courses

Course	Course Title	Credits	Type	Status	Sections	Area(s) of Study
<input checked="" type="checkbox"/> BBA400	BUSINESS POLICY AND DECISION	1.00	Lecture	Full	1	

Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating	Status
<input checked="" type="checkbox"/>		M		Click for details		Mumo	300/300/0	Full

Displaying 1-1 of 1 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses. View Courses Proceed to Final Step

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		BBA401		1.0	M		Alago	274/300/0	Selected	



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8. Continue with the same procedure until all the units are selected, then click **Proceed to Final Step**.

Display:

Sort By:

Areas Of Study:

Keyword:

Code:

Type:

Level:

Instructor:

MO TU WE TH FR SA SU
☒ ☒ ☒ ☒ ☒ ☒ ☒
☐ Meets ONLY on these days

Classes starting between: to

Course	Course Title	Credits	Type	Status	Sections	Area(s) of Study
<input checked="" type="checkbox"/> BBA400	BUSINESS POLICY AND DECISION	1.00	Lecture	Available	1	

Go to Page: Displaying 1-1 of 1 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		BAC406		1.0	M		Mungai	116/1000/0	Selected	Concentration - Finance
<input checked="" type="checkbox"/>		BAC407		1.0	M		Aluoch	132/2000/0	Selected	Concentration - Finance
<input checked="" type="checkbox"/>		BAC412		1.0	M		Ambrose	116/2000/0	Selected	Concentration - Finance
<input checked="" type="checkbox"/>		BBA400		1.0	M		Mumo	300/600/0	Selected	
<input checked="" type="checkbox"/>		BBA401		1.0	M		Alago	275/300/0	Selected	
<input checked="" type="checkbox"/>		BMS404		1.0	M		Mbithi	120/300/0	Selected	Concentration - Finance

Classes - Selected: 6 Reserved: 0 Registered: 0 Audited: 0 Waitlist: 0

9. Once you are very sure the units are correctly selected click on REGISTER

or

our schedule.

Cr	Campus	Instructor	Seating	Status	Areas of Study
1.0	M	Mungai	117/1000/0	Selected	Concentration - Finance
1.0	M	Aluoch	133/2000/0	Selected	Concentration - Finance
1.0	M	Ambrose	117/2000/0	Selected	Concentration - Finance
1.0	M	Mumo	300/600/0	Selected	
1.0	M	Alago	275/300/0	Selected	
1.0	M	Mbithi	121/300/0	Selected	Concentration - Finance



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10. Once registered, this screen shows the list of courses that the student has registered.

Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
BAC406		1.0	M	Mungai	118/1000/0	Registered	Concentration - Finance
BAC407		1.0	M	Aluoch	134/2000/0	Registered	Concentration - Finance
BAC412		1.0	M	Ambrose	118/2000/0	Registered	Concentration - Finance
BBA400		1.0	M	Mumo	301/600/0	Registered	
BBA401		1.0	M	Alago	276/300/0	Registered	
BMS404		1.0	M	Mbithi	122/300/0	Registered	Concentration - Finance