KENYATTA UNIVERSITY
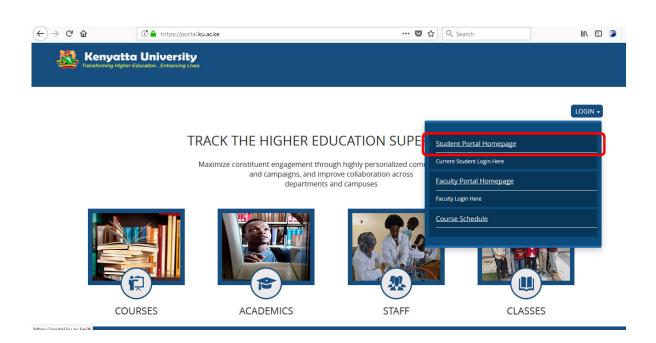
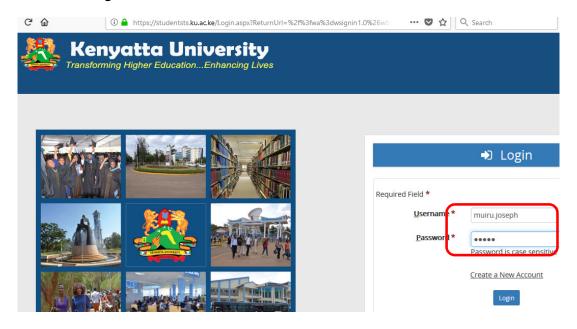1. Navigate to https://portal.ku.ac.ke

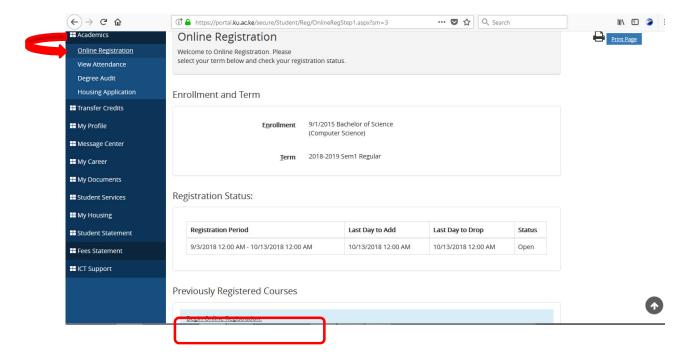2. Click on the '**Student Portal Homepage'** Link displayed

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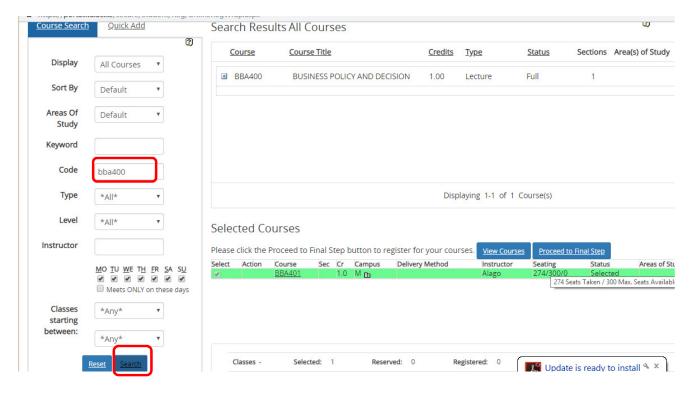4. **Click Login**

5. On the homepage click on **Academics>Online Registration** then proceed to **Begin Online Registration**
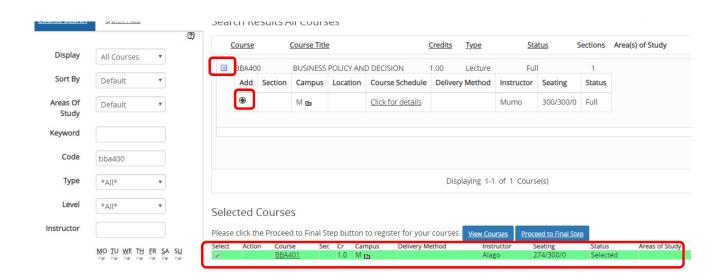
6. Type the **Course Code** that needs to be registered then click on **Search**
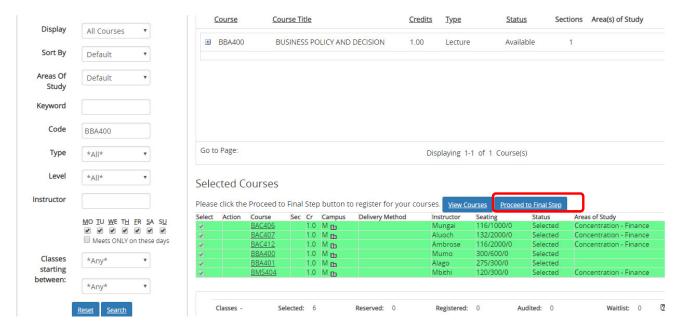

7. Once the course is added click on the **plus sign** then proceed to the **green plus sign**, the unit will appear on the selected course and its highlighted in **GREEN**

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

Display	All Courses ▼
Sort By	Default ▼
Areas Of Study	Default ▼
Keyword	
Code	BBA400
Type	*All* ▼
Level	*All* ▼
Instructor	

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

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

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

| Classes starting between: | *Any* ▼ |
| | *Any* ▼ |

[Reset] [Search]

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
✓		BAC406		1.0	M		Mungai	116/1000/0	Selected	Concentration - Finance
✓		BAC407		1.0	M		Aluoch	132/2000/0	Selected	Concentration - Finance
✓		BAC412		1.0	M		Ambrose	116/2000/0	Selected	Concentration - Finance
✓		BBA400		1.0	M		Mumo	300/600/0	Selected	
✓		BBA401		1.0	M		Alago	275/300/0	Selected	
✓		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

[Return to View Courses] Or [Register]

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

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