

# Portal Login Procedures for September 2020 Intake Cohort

## **1. Unit registration in the Student Portal**

Log in to the Students Portal using your registration number as the username and ID number/birth certificate number as the password

- In the student portal on top left find and click on the tab click with a **book symbol/ academics**
- then click register units
- Select and tick on your units as per the teaching timetable, at the bottom click on select units then click submit units.
- If any unit in the timetable (the time table can be found on the university website under **Academics** tab then **Teaching Timetable**; download and scroll down to your course) is not present in your student portal, please report to Registrar's (ASA) office.
- After successful registration, click on the registered units tab and they will appear.
- if any of the registered units is not correct you can click drop unit

## **2. Student email login process**

Students should log in to the Students portal, check their student email address under their profile (xxxx.xxxx@students.kyu.ac.ke)

Then follow these simple steps:

- Go to gmail.com (If you are using the phone on mail app add an account **type of email choose google**)
  - and click sign then enter the KyU student email address
  - click next you will be required to enter password.
  - Password is your registration number and ensure it is in capital letters then click next and you will be required to create a new password enter your ID number which you can always remember easily.

### **3. Masomo portal Login procedure**

- From the university website click Masomo.
- On Masomo portal log in using your registration number as the username and ID number/birth certificate number as the password
- Kindly scroll down and update your **school** and **gender** then click **update profile**
- Click on Home tab, go to your school then your course then your year and current semester (eg. Y1S1)  
after clicking on the unit you will be required to enter
- enrollment key is the **unit code in capital letter**  
(Use unit code as enrollment keys and ensure no spaces and in capital letters. For example: Unitcode SPC 3240 the Enrollment key should be SPC3240  
**NB: the space between c and 3 in unit code is not present on enrollment key.**)
- go to your school then your course then your year and current semester after clicking on the unit you will see the weeks under the weeks you will see the file to download or a link to join class as per timetable

### **3. Exams portal Login procedure**

- From the university website click Exam.
- On Exam portal log in using your registration number as the username and ID number/birth certificate number as the password
- Kindly scroll down and update your **school** and **gender** then click **update profile**
- Click on Home tab, go to your school then your course then your year and current semester (eg. Y1S1)  
after clicking on the unit you will be required to enter
- enrollment key is the **unit code in capital letters**  
(Use unit code as enrollment keys and ensure no spaces and in capital letters. For example: Unitcode SPC 3240 the Enrollment key should be SPC3240  
NB: the space between c and 3 in unit code is not present on enrollment key.)
- Attempt the mock exam which prepares you for the final exam