

1) **How to do course registration:**

- 2) Open your browser and navigate to <https://studentportal.mku.ac.ke/>
- 3) Login with your **Registration number** and **National ID no./Passport no.** as password

tion [Students Email](#)

Registered Students	
Student ID / Reg. Number:	BBM/2023/52534
	Type your Student ID / Reg. Number The year of registration must be in full eg ../2010
Password:	*****
	Use either your National ID / Passport No. or Mobile No. or Telephone No. (Without Spaces) as your initial password
<input type="button" value="Login"/>	

Note: Digits and Letters in your Student ID / Reg. Number.

- » Digit 0 (Zero) and NOT letter O
- » Letter I and NOT Digit 1 (One)

4) Click on **Information update** and then **personal information**



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5) When on personal information:

- a. On personal information input your data on required fields(*) and click on **update personal information**

Personal Information Update		
Current :	BUSINGE	FRED
Change : *	BUSINGE	FRED
<i>Please enter Name in the same order as it appear in other Certificates</i>		
Address : *		
Post Code : *		City / Town : *
Address Country: *	Kenya	eg Kenya
Home County / Region: *		Sub-County :
Main Mobile : *		Alt. Mobile :
Main Email : *		Alt. Email :
<input type="button" value="Update Personal Information"/>		
Note : Successfully saved Personal Details can ONLY be changed by the admissions office.		

- b. On official email click **create official email**

Official Email	
Send Vevification Code <input checked="" type="radio"/> By Main Email <input type="radio"/> By SMS (Kenya Only)	
Official Email : *	bmmcr202444949@mylife.mku.ac.ke
Password Hint :	
<i>Dont have Teams Account?</i> <input type="button" value="Create Official Email"/>	

- c. It opens this form and you required to enter a password (has a capital, small letter and number) input a hint (a word to help you remember your password) Click on **confirm email**

address and you will receive an **Email** with a **verification token** which you input on the space and **confirm email address**

Official Email Address

1. UNIPACK SMS Verification Code successfully sent to your Mobile Number (25078*321).**

2. The Verification Code is valid for 5 Minutes.

3. Enter Verification Code sent to 25078*321**

Email:

Avoid using \$ & Space ' ' Characters in the Password

Make sure your password has a Capital Letter, Small Letter and a Digit

Password should be atleast Six Charcters

New Password : *

Confirm Password : *

Password Hint :

*Check Verification Code sent to 25078***321*

Verification Code : *

d. Click go **back to student info details** and on the programme option update select the available student option and click **Update option Details**

Programme Option Update

Current :	BUSINGE	FRED
Student Option : *	BBM DEPT (BBM 2018) ▾	
<input type="button" value="Update Option Details"/>		

e. Next choose a **specialization** under programme option update by clicking on the drop down under **Dept/subject**, then under **specialization** type select specialization and click on **update option details**

Programme Option Update

Current :	BUSINGE	FRED
Student Option : *	BBM DEPT (BBM 2018) ▾	
Assign Student New Departments		
Dept. / Subject	Specialization Type	Remarks
1. Select Dept. / Subject ▾	Select Specialization Type ▾	1
<i>Entries will be Saved / Updated.</i>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Select Dept. / Subject <ul style="list-style-type: none"> BANKING AND FINANCE ENTREPRENEURSHIP HUMAN RESOURCE MANAGEMENT INTERNATIONAL BUSINESS MARKETING MANAGEMENT RISK MANAGEMENT AND INSURANCE SUPPLIES AND PROCUREMENT MANAGEMENT ACCOUNTING </div>		
<input type="button" value="Update Option Details"/>		

6) Next get to Course registration with Course codes available at the timetable on the noticeboard

- 7) On the table below just add all your course codes as shown on the timetable and Click **Register courses**

REGISTER COURSES		
Fee Balance : 0; Available Amount: 0		
Course Code	Exam Type	Class/Group
1. BET3207	First Attempt	Class I
2. BET3210	First Attempt	Class I
3. BET3211	First Attempt	Class I
4.	First Attempt	Class I
5.	First Attempt	Class I
6.	First Attempt	Class I
7.	First Attempt	Class I
8.	First Attempt	Class I

Register Courses

Guide Notes

1. Pay the Required Amount for the number of units you want to register.
2. Identify the COURSE CODE and Group(where applicable) from the Class Timetable. Group applies only to large classes. Otherwise select Class I.
3. Enter course code , select exam type and group for each course you want to register. Click Register Courses to process Provisional Registration.

ONLY Courses in the Timetable(Online) can be registered Online.
 You can register with another group/class if your preferred class is full.
 Successfully registered courses will appear on the Registered Courses Section and a provisional invoice generated based on your current semester.

- 8) The Course codes are moved to a provisional table and you required to check whether the course codes corresponds to the course unit names and click **confirm selected courses**

Registered Courses						
Select	Code	Course Title	Exam Type	Class/Group	Status	Amount
<input type="checkbox"/>	BET3207	Subject Methods History	First Attempt	Class I	Provisional	0
<input type="checkbox"/>	BET3210	Subject Methods Mathematics	First Attempt	Class I	Provisional	0
<input type="checkbox"/>	BET3211	Subject Methods Geography	First Attempt	Class I	Provisional	0
Tuition Charges						0
Administrative Charges :						0
Grand Total						0

- 9) Once confirmed the table appears as shown and with confirmed units click on **eLearning course enrollment** . With that done you fully registered and can attend class.

2022/2023 May/Aug Semester

Confirmed Courses							
Course Code and Title	Exam Type	Class	Group	Select	Registration Status	Fee	Served By
1. BUCU007 - Communication Skills...	First Attempt	Class I	Thika (DIBEL)	<input type="checkbox"/>	Valid	0	GITHINJI ANN 23-Apr-23 16:44
2. BUCU008 - Fundamentals of Digi...	First Attempt	Class I	Thika (DIBEL)	<input type="checkbox"/>	Valid	0	GITHINJI ANN 23-Apr-23 16:44
3. BUCU009 - Climate Change and D...	First Attempt	Class I	Thika (DIBEL)	<input type="checkbox"/>	Valid	0	GITHINJI ANN 23-Apr-23 16:44
4. BUCU010 - Entrepreneurial Mind...	First Attempt	Class I	Thika (DIBEL)	<input type="checkbox"/>	Valid	0	GITHINJI ANN 23-Apr-23 16:44
5. BUCU011 - Health Literacy	First Attempt	Class I	Thika (DIBEL)	<input type="checkbox"/>	Valid	0	GITHINJI ANN 23-Apr-23 16:44
Tuition Charges						0	
Administrative Charges :						0	
Grand Total						0	

eLearning Courses Enrollment