



# THE CO-OPERATIVE UNIVERSITY OF KENYA

## STUDENT PORTAL AND EMASOMO STUDENT SELF REGISTRATION MANUAL

### Contact Information:

**Telephone:** [0724311606](tel:0724311606)

**Email:** [ictsupport@cuk.ac.ke](mailto:ictsupport@cuk.ac.ke); [admissions@cuk.ac.ke](mailto:admissions@cuk.ac.ke); [enquiries@cuk.ac.ke](mailto:enquiries@cuk.ac.ke).

**Facebook:** [The Co-operative University of Kenya](https://www.facebook.com/TheCooperativeUniversityofKenya)

**Twitter:** [@CoopVarsityKE](https://twitter.com/CoopVarsityKE)

**Instagram:** [COOP UNIVERSITY](https://www.instagram.com/COOP_UNIVERSITY)

**LinkedIn:** [The Co-operative University of Kenya](https://www.linkedin.com/company/TheCooperativeUniversityofKenya)

### Quick Link:

a) <https://studentportal.cuk.ac.ke/portal/>

b) <https://emasomo.cuk.ac.ke/>

## TABLE OF CONTENT

<b>SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE</b>	2
A) Procedure 1 (Update Admission Information)	2
B) Procedure 2 (Registration Activation)	4
C) Procedure 3 (Finance Registration And Units Registration)	5
<b>SECTION TWO: ACTIVATION OF CUK EMAIL ADDRESS</b>	9
<b>SECTION THREE: REGISTRATION OF EMASOMO CREDENTIALS</b>	15

# SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE

All the reporting new students are notified that the University has automated the students' registration process. In order for the registration process to be successful, students are required to have paid fees for the semester in full or at least 50% of the fees. Self-registration portal can be accessed on the University website ([www.cuk.ac.ke](http://www.cuk.ac.ke)) by following the procedure below:

## A) Procedure 1 (Update Admission Information)

1. Access the University website ([www.cuk.ac.ke](http://www.cuk.ac.ke)) on the top menu, click on **ADMISSION** tab and on the dropdown menu click on **Admission Letters** it will redirect you to the Student self-service Portal.



2. On the Student Self-Service portal your KCSE index number slash the year of completion for KCSE e.g. **12345678910/2020** in the space labeled **“Enter your KCSE Index No to print your Admission Letter”**



## Student Self-Service Portal



Update Admission Info. Registration Activation

### SECTION A - INSTRUCTIONS

1. On **Student Details** tab, update your particulars.
3. On **Parents/Guardian Details** tab, update the names and contact particulars of your parent/guardian

### SECTION B - ADMISSIONS

Identity Number:

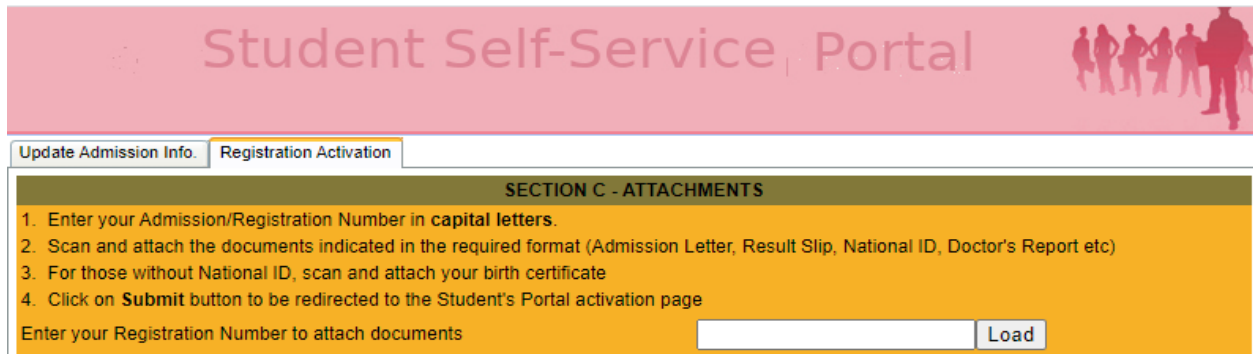
Enter your KCSE Index No or Registration Number (e.g 12345 / 2019)

3. Click **“Check Status”**
4. Fill in the details in the following fields: -
  - Mobile Number
  - ID Number (Use guardian’s ID number if you do not have a national ID)
  - Gender
  - Email address
  - Year of birth
  - County (*Indicate County of birth*)
  - Ethnicity
  - Accommodation details (*Choose Non-Resident*)
  - Guardian details
5. Click **Submit Details**
6. Click **Download Admission Letter**
7. Click **Download Joining Instructions**

## B) Procedure 2 (Registration Activation)

1. Click on **Registration Activation** Tab

**NB:** Registration Activation window appears as follows:



The screenshot shows the 'Student Self-Service Portal' header with a group of student silhouettes on the right. Below the header is a navigation bar with two tabs: 'Update Admission Info.' and 'Registration Activation'. The 'Registration Activation' tab is active. The main content area is titled 'SECTION C - ATTACHMENTS' and contains a list of four instructions: 1. Enter your Admission/Registration Number in capital letters. 2. Scan and attach the documents indicated in the required format (Admission Letter, Result Slip, National ID, Doctor's Report etc) 3. For those without National ID, scan and attach your birth certificate 4. Click on **Submit** button to be redirected to the Student's Portal activation page. Below the instructions is a text input field labeled 'Enter your Registration Number to attach documents' and a 'Load' button.

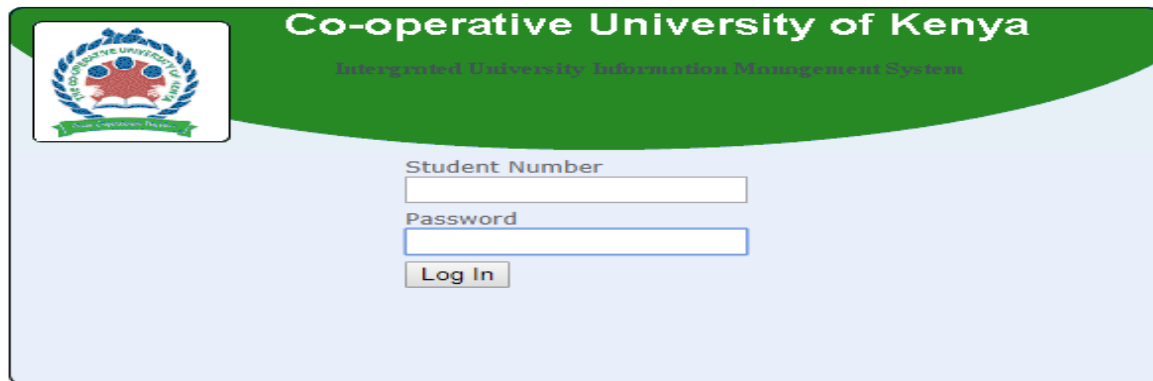
2. Enter your Admission Number (**use capital letters**)
3. Click **Load** to view your updated data.
4. Proceed and attach documents indicated as **attachments** (**Kindly observe the file format and size as indicated**)

**Documents to be uploaded are;**

- Medical Examination Report (Doctors report)
  - Admission letter
  - KCSE result slip
  - National ID or Birth Certificate
5. Click on **submit** button. You will be redirected to the Students portal as shown in procedure 3 below:

### C) Procedure 3 (Finance Registration And Units Registration)

#### Co-operative University of Kenya Students Portal



The login form features the university's logo on the left and a green header with the text 'Co-operative University of Kenya' and 'Integrated University Information Management System'. The login fields are labeled 'Student Number' and 'Password', with a 'Log In' button below them.

1. Enter your Admissions number in the first text box labeled **Student Number**
2. Enter your Admission Number in the second text box labeled Password
3. Click on **Log In**

**NOTE:** *Students will be required to change their password as directed.*

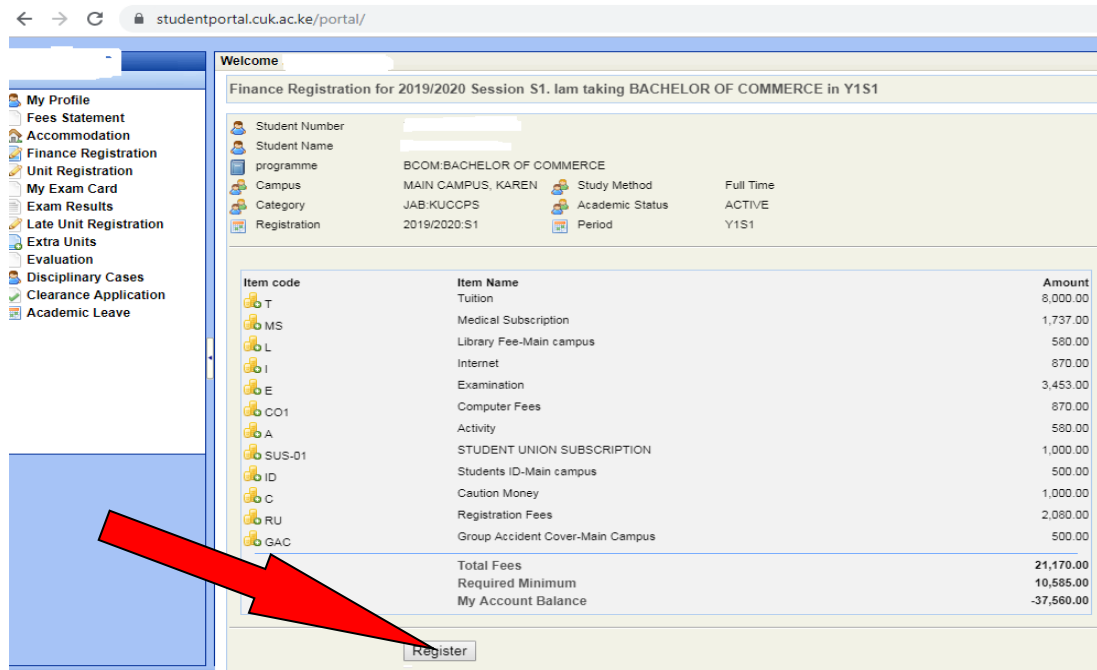
**NB:** Registration window appears as follows:



The registration window shows a sidebar menu on the left with a red arrow pointing to 'Finance Registration'. The main content area displays the 'My Profile' section with a table of student information.

My Profile	
Programme	DMF : DIPLOMA IN MICRO-FINANCE
School	FC : SCHOOL OF BUSINESS AND ECONOMICS
Level	DIPLOMA
Campus	MAIN CAMPUS, KAREN
Center	MAIN CAMPUS
Study Method	Full Time
Admission Year	2020

4. Click on **Finance Registration**
5. Click on **Register**



studentportal.cuk.ac.ke/portal/

Welcome

Finance Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1

Student Number			
Student Name			
programme	BCOM-BACHELOR OF COMMERCE		
Campus	MAIN CAMPUS, KAREN	Study Method	Full Time
Category	JAB:KUCCPS	Academic Status	ACTIVE
Registration	2019/2020:S1	Period	Y1S1

Item code	Item Name	Amount
T	Tuition	8,000.00
MS	Medical Subscription	1,737.00
L	Library Fee-Main campus	580.00
I	Internet	870.00
E	Examination	3,453.00
CO1	Computer Fees	870.00
A	Activity	580.00
SUS-01	STUDENT UNION SUBSCRIPTION	1,000.00
ID	Students ID-Main campus	500.00
C	Caution Money	1,000.00
RU	Registration Fees	2,080.00
GAC	Group Accident Cover-Main Campus	500.00
Total Fees		21,170.00
Required Minimum		10,585.00
My Account Balance		-37,560.00

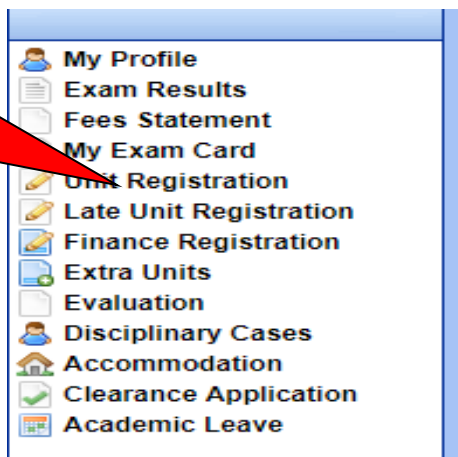
Register

#### Fee Payment Methods

1. Deposit at any branch of Co-operative bank A/C 01129062663600 – Karen Branch
2. M-Pesa Paybill no. 400222 A/C no. 723#admission number

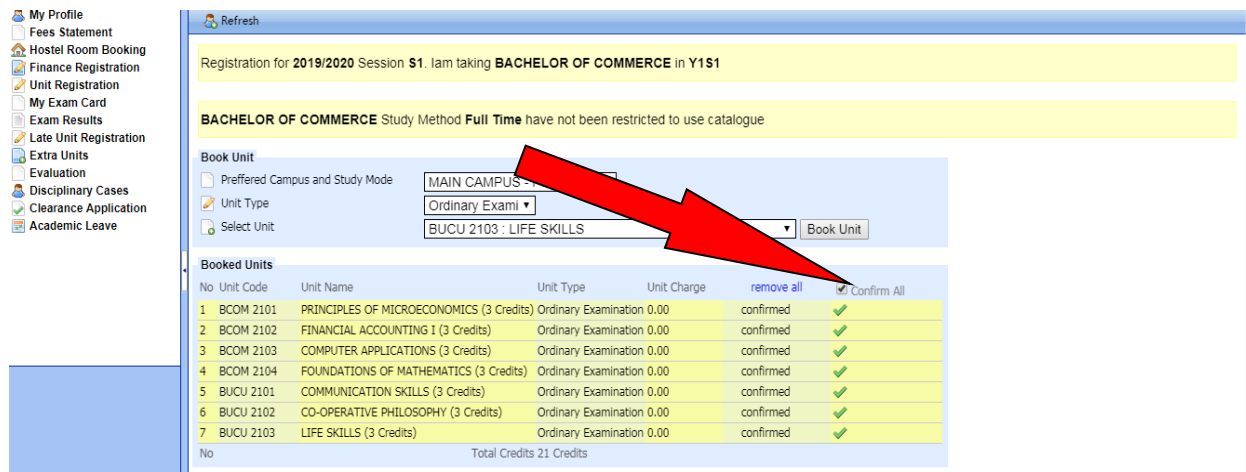
**NOTE:** *Finance registration is only possible for those who have paid at least 50% of the total fees.*

6. Click on **Unit Registration** to register for units on offer for the semester.



- My Profile
- Exam Results
- Fees Statement
- My Exam Card
- Unit Registration
- Late Unit Registration
- Finance Registration
- Extra Units
- Evaluation
- Disciplinary Cases
- Accommodation
- Clearance Application
- Academic Leave

7. Click on **Confirm All** to book for units



Registration for 2019/2020 Session S1. I am taking **BACHELOR OF COMMERCE** in Y1S1

**BACHELOR OF COMMERCE** Study Method **Full Time** have not been restricted to use catalogue

**Book Unit**

☐ Preferred Campus and Study Mode: MAIN CAMPUS

☒ Unit Type: Ordinary Exami

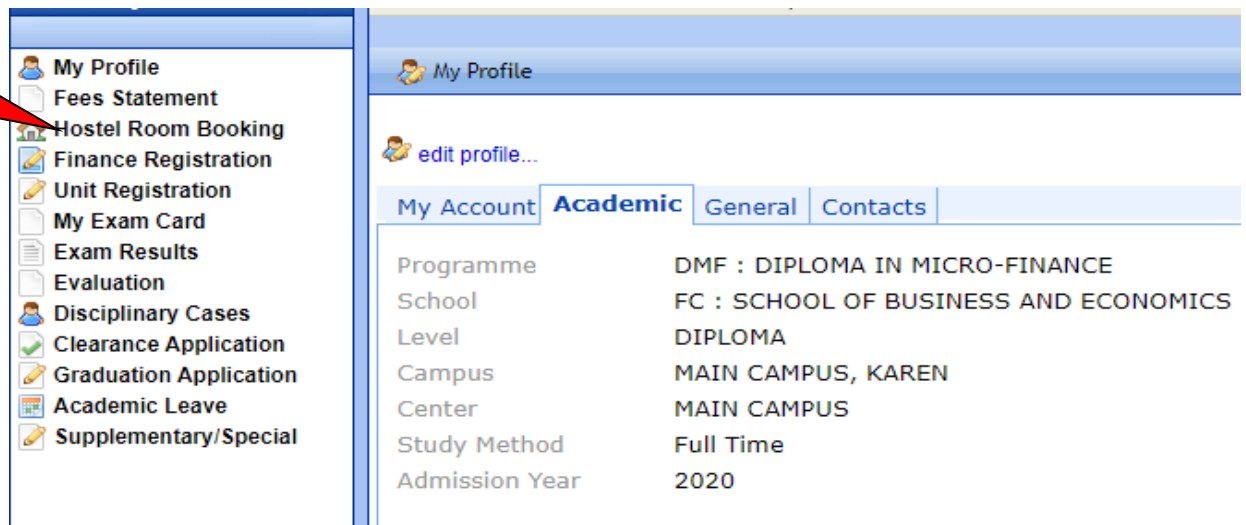
☐ Select Unit: BUCU 2103 : LIFE SKILLS

**Booked Units**

No	Unit Code	Unit Name	Unit Type	Unit Charge	remove all	Confirm All
1	BCOM 2101	PRINCIPLES OF MICROECONOMICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
2	BCOM 2102	FINANCIAL ACCOUNTING I (3 Credits)	Ordinary Examination	0.00	confirmed	✓
3	BCOM 2103	COMPUTER APPLICATIONS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
4	BCOM 2104	FOUNDATIONS OF MATHEMATICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
5	BUCU 2101	COMMUNICATION SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
6	BUCU 2102	CO-OPERATIVE PHILOSOPHY (3 Credits)	Ordinary Examination	0.00	confirmed	✓
7	BUCU 2103	LIFE SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
Total Credits				21 Credits		

**NOTE:** *Application for accommodation will be opened one (1) week to the actual reporting date.*

8. Click on **Accommodation** to book and reserve University hostel



**My Profile**

[edit profile...](#)

**My Account** **Academic** **General** **Contacts**

Programme	DMF : DIPLOMA IN MICRO-FINANCE
School	FC : SCHOOL OF BUSINESS AND ECONOMICS
Level	DIPLOMA
Campus	MAIN CAMPUS, KAREN
Center	MAIN CAMPUS
Study Method	Full Time
Admission Year	2020

9. Choose your hostel accordingly and click on **Submit**

**NOTE:** *Hostel Room Booking is only possible for those who have done Finance Registration.*



studentportal.cuk.ac.ke says  
Book 'ROOM 301' bed 'ROOM 301 Bed 1' ?

OK Cancel

Welcome GIDEON, Kindly note that this reservation shall last for 1 hour, thereafter any reservation that remains unpaid for shall be automatically released. Please print this booking slip and bring it for allocation.

Academic Year: 2019/2020 Semester/Session: SEMESTER

**New Room Booking**

Campus: MAIN CAMPUS, KAREN

Hostel: CAIRO

Block: CAIRO

Room Type: TRIPLE

Remaining	Occupied	Total
53	1	54

Room: ROOM 301

Currency: KSH : KENYA SHILLINGS

Room Rate: KES12,000.00 Per Semester

#	Bed	Name	Booked	Allocated
1	Book ROOM 301 Bed 1	(empty)	✗	✗
2	Book ROOM 301 Bed 2	(empty)	✗	✗
3	Book ROOM 301 Bed 3	(empty)	✗	✗

Cancel

(Ensure you print your room booking report for presentation at accommodation office for keys/mattress collection on reporting date)

Room Booking Details

Student Number: [REDACTED]

Student Name: [REDACTED]

Programme: BACHELOR OF COMMERCE

Year of Study: First Year Of Study

Semester/Session: S1

Hostel Name: CAIRO

Block Name: CAIRO

Room Name: ROOM 301

Room Rate: 12,000.00

Allocated: [REDACTED]

Allocation Date: [REDACTED]

Cleared: N/A

Expiry Date: [REDACTED]

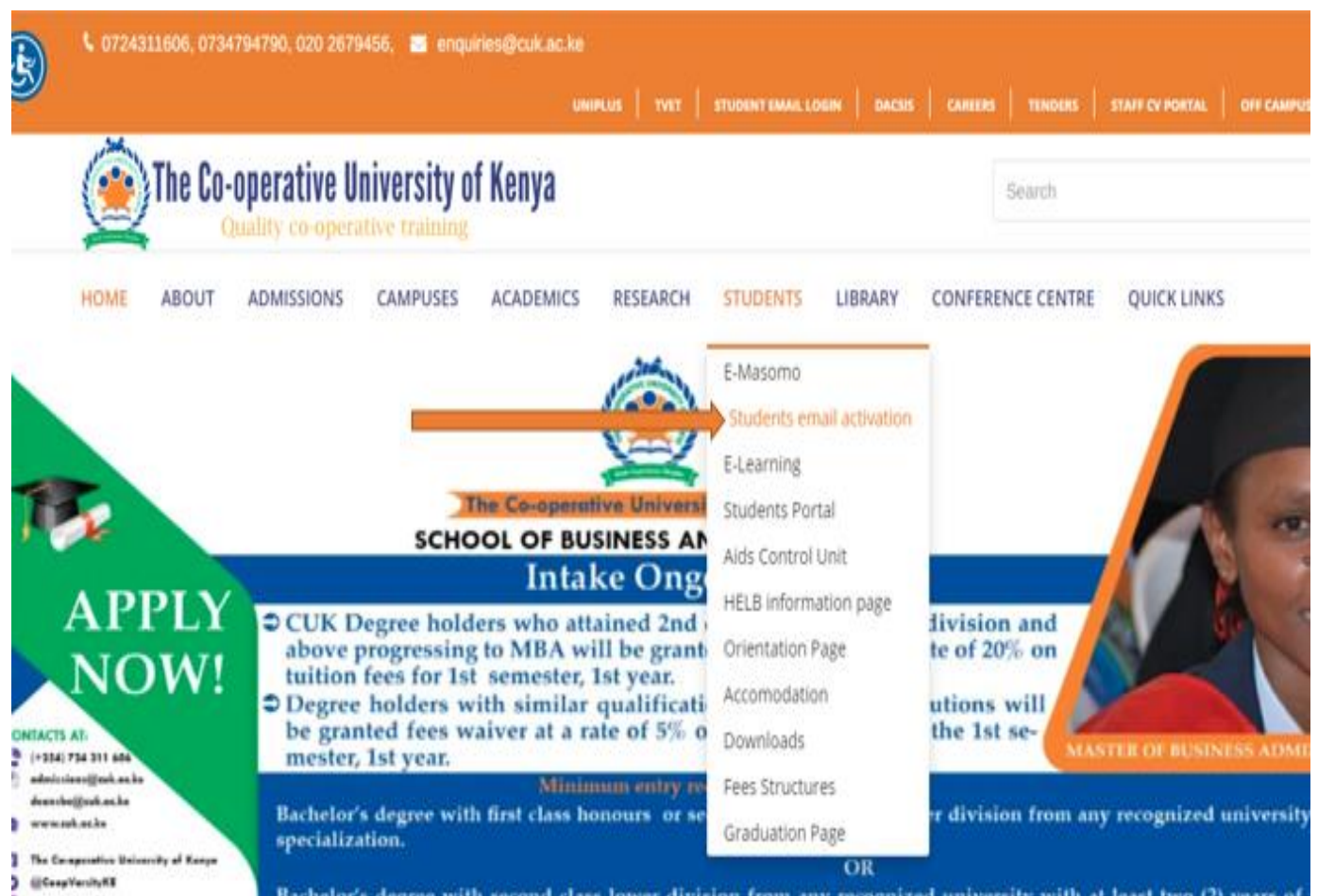
Cancel Booking Print Booking Slip

**NOTE:** After booking the hostel, ensure payment for accommodation is done within the first one hour after booking. Failure to which, the room will automatically be released for booking to a different person.


## SECTION TWO: ACTIVATION OF CUK EMAIL ADDRESS

All students are required to activate their student's email that shall be used for official communication and correspondence. This help document outlines the procedure of how students can access the online portal ([ujumbe.cuk.ac.ke](http://ujumbe.cuk.ac.ke)) where they can access and activate their personalized email address.

- A) Visit the University website ([www.cuk.ac.ke](http://www.cuk.ac.ke)) on the main menu, under Students Click on **Email Activation**



B) You will be redirected to this page ([ujumbe.cuk.ac.ke](http://ujumbe.cuk.ac.ke))




## Students Email

All students can now use University email addresses.

Get your email address below by entering your registration number below.

Registration Number

C) Enter your Registration/Admissions number as shown below.




## Students Email

All students can now use University email addresses.

Get your email address below by entering your registration number below.

Registration Number

- D) Your account details will appear as shown below. Highlight and copy the customised email address and default password as shown below and go the [gmail.com](https://mail.google.com) login page.




## Students Email

All students can now use University email addresses.

Get your email address below by entering your registration number below.

Registration Number

Name	uhuru doe John		
Email	doe.uhuru@student.cuk.ac.ke		
Password	bbitc07/0000/2050		
Instructions	<ul style="list-style-type: none"> <li>Type <a href="https://www.gmail.com">www.gmail.com</a> to access Gmail or Click on <a href="#">Gmail</a></li> <li>Enter your full student email address i.e. <a href="#">doe.uhuru@student.cuk.ac.ke</a></li> <li>Enter your password i.e. <a href="#">bbitc07/0000/2050</a></li> <li>Follow the steps and activate your account</li> <li>You will be prompted to change your password</li> <li>Proceed to use your CUK Student Email Address</li> </ul>		



## Students Email

All students can now use University email addresses.

Get your email address below by entering your registration number below.

Registration Number

Name	uhuru doe John		
Email	doe.uhuru@student.cuk.ac.ke		
Password	bbitc07/0000/2050		
Instructions	<ul style="list-style-type: none"> <li>Type <a href="https://www.gmail.com">www.gmail.com</a> to access Gmail or Click on <a href="#">Gmail</a></li> <li>Enter your full student email address i.e. <a href="#">doe.uhuru@student.cuk.ac.ke</a></li> <li>Enter your password i.e. <a href="#">bbitc07/0000/2050</a></li> <li>Follow the steps and activate your account</li> <li>You will be prompted to change your password</li> <li>Proceed to use your CUK Student Email Address</li> </ul>		



- E) Paste of type your personalized email details as shown above on the [gmail.com](https://gmail.com) login page as illustrated below and click on next

Google

Sign in  
to continue to Gmail

Email or phone

doe.uhuru@student.cuk.ac.ke

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

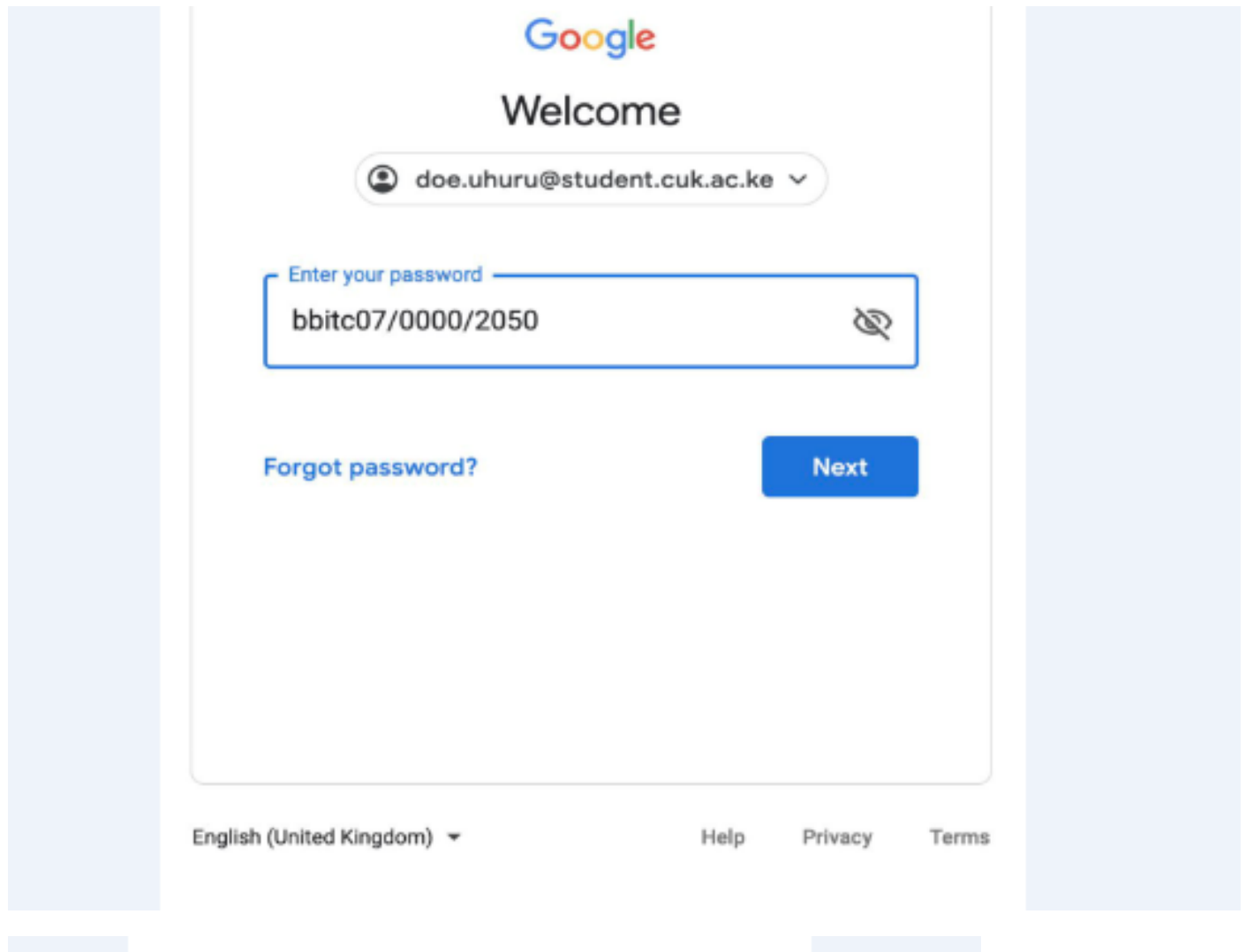
[Create account](#)

[Next](#)

English (United Kingdom) ▼

[Help](#) [Privacy](#) [Terms](#)

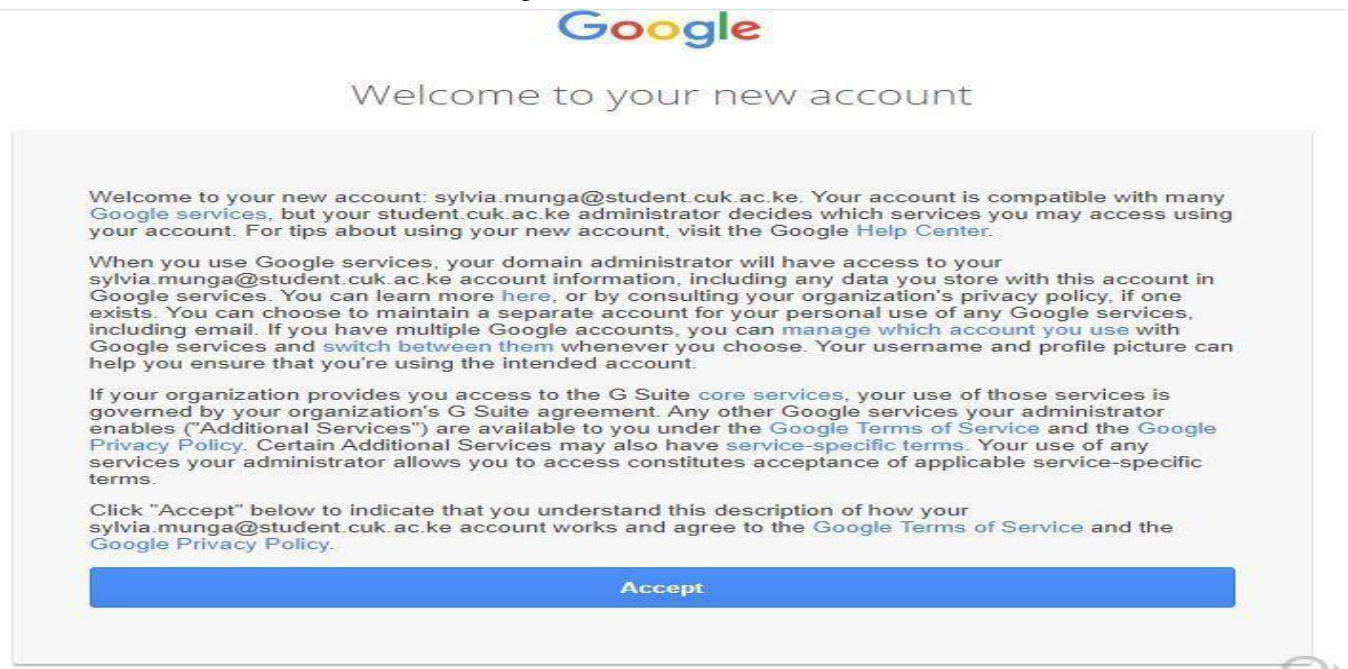
- F) Paste or type your student email account password which by default has been set as your Registration/Admission number in **small caps** click e.g.,“bbitc07/0000/2050” and click next



The image shows a Google Welcome screen for a student account. At the top is the Google logo, followed by the word "Welcome". Below this is a dropdown menu showing the email address "doe.uhuru@student.cuk.ac.ke" with a downward arrow. A password input field is labeled "Enter your password" and contains the text "bbitc07/0000/2050". To the right of the password field is an eye icon. Below the password field is a link "Forgot password?" and a blue "Next" button. At the bottom, there is a language selector "English (United Kingdom)" with a downward arrow, and links for "Help", "Privacy", and "Terms".

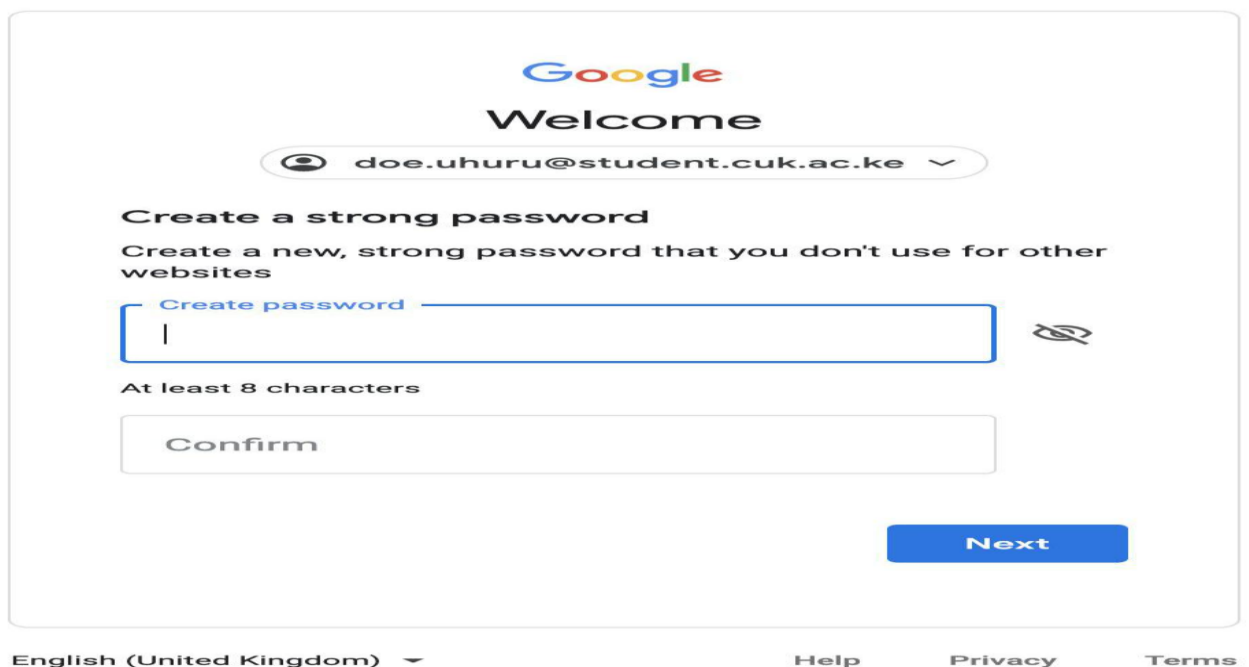


- G) You will be welcomed to your students' email where you will be required to accept the Google terms and conditions. Click on Accept.



The screenshot shows the Google account welcome page. At the top is the Google logo, followed by the heading "Welcome to your new account". Below this is a large text box containing several paragraphs of information about the account, including details about domain administrator access, Google services, and the Google Terms of Service and Privacy Policy. At the bottom of the text box is a blue button labeled "Accept".

- H) You will be prompted to reset your account password to one of your preference.



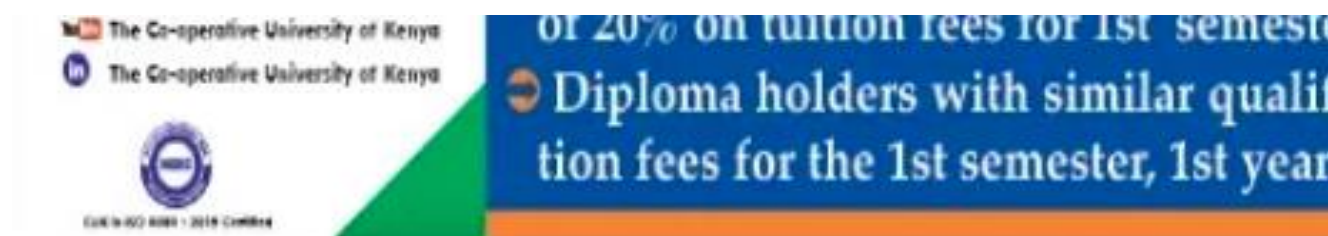
The screenshot shows the Google account password creation screen. At the top is the Google logo, followed by the heading "Welcome". Below this is a dropdown menu showing the email address "doe.uhuru@student.cuk.ac.ke". The main heading is "Create a strong password", followed by the instruction "Create a new, strong password that you don't use for other websites". There is a text input field for the password, with a "Create password" label and a "Show/Hide" icon. Below the input field is the text "At least 8 characters". There is a "Confirm" button below the input field. At the bottom right is a blue button labeled "Next". At the bottom of the screen are links for "English (United Kingdom)", "Help", "Privacy", and "Terms".

- I) You are now ready to use your student email address.

## SECTION THREE: REGISTRATION FOR EMASOMO LOGIN CREDENTIALS (USERNAME & PASSWORD)

1. Emasomo is the University's online learning platform.
2. **Note:** A student must have an active CUK student email address before completing the form below. The login credentials and all official communication are forwarded to the CUK email.
3. Kindly fill the following form for emasomo login credentials [https://docs.google.com/forms/d/e/1FAIpQLSdLHbxmNC6bEb6MS3uodjpRbK7wx\\_kvYOUFj3FVyARjsQSSLQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdLHbxmNC6bEb6MS3uodjpRbK7wx_kvYOUFj3FVyARjsQSSLQ/viewform)

The form can also be accessed from the University website at <https://www.cuk.ac.ke/> and access the links within the “**PROSPECTIVE STUDENTS**” section and register for the same as shown below.



## PROSPECTIVE STUDENTS



- New Students Self-Registration Procedure
- Registration for CUK Student eMail
- eMasomo Login Credentials Registration