THE CO-OPERATIVE UNIVERSITY OF KENYA

STUDENT PORTAL AND EMASOMO STUDENT SELF REGISTRATION MANUAL

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Quick Link:

a) https://studentportal.cuk.ac.ke/portal/
b) https://emasomo.cuk.ac.ke/

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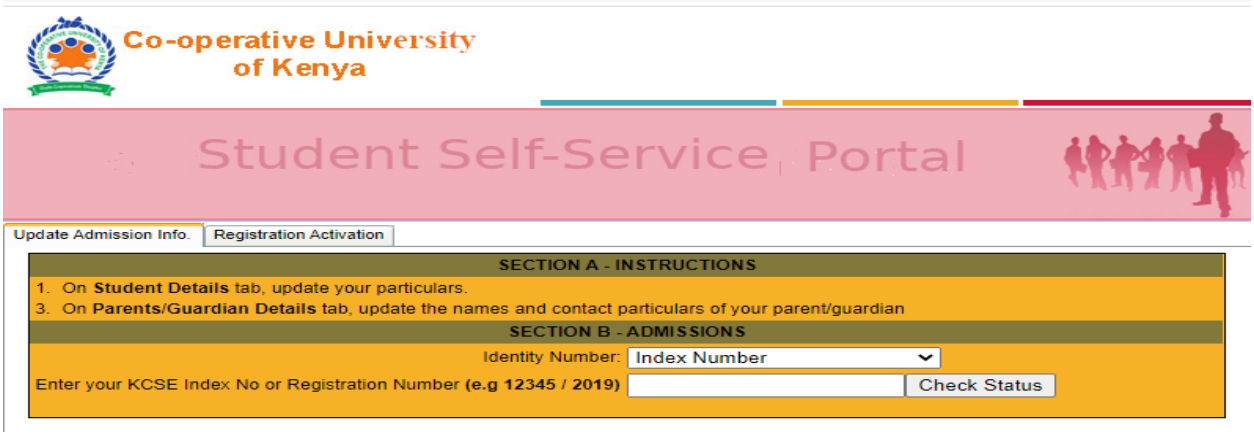
SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE

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) by following the procedure below:

A) Procedure 1 (Update Admission Information)

1. Access the University website (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"**



3. Click "**Check Status**"
4. Fill in the details in the following fields: -

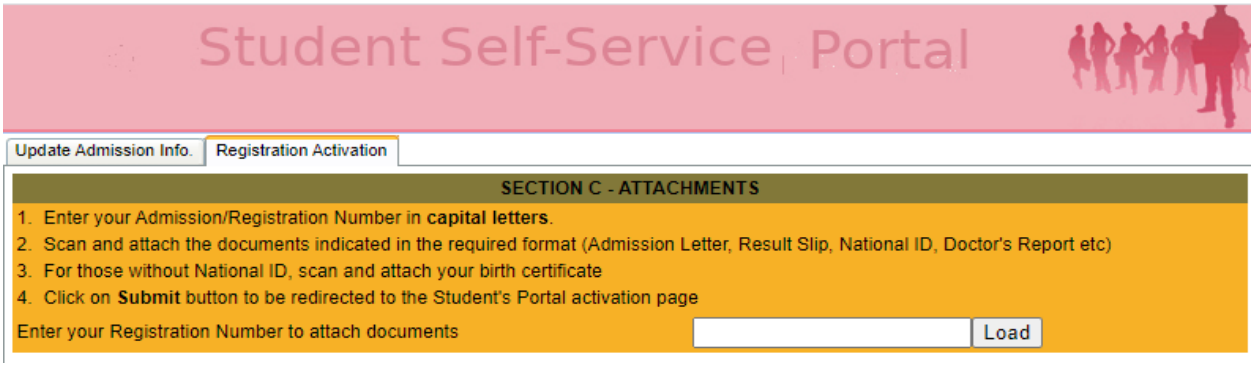
    - Mobile Number
    - ID Number (Use guardian's ID number if you do not have a national ID)
    - Gender
    - Email address
    - Year of birth
    - County ***(Indicate County of birth)***
    - Ethnicity
    - Accommodation details ***(Choose Non-Resident)***
    - Guardian details

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:



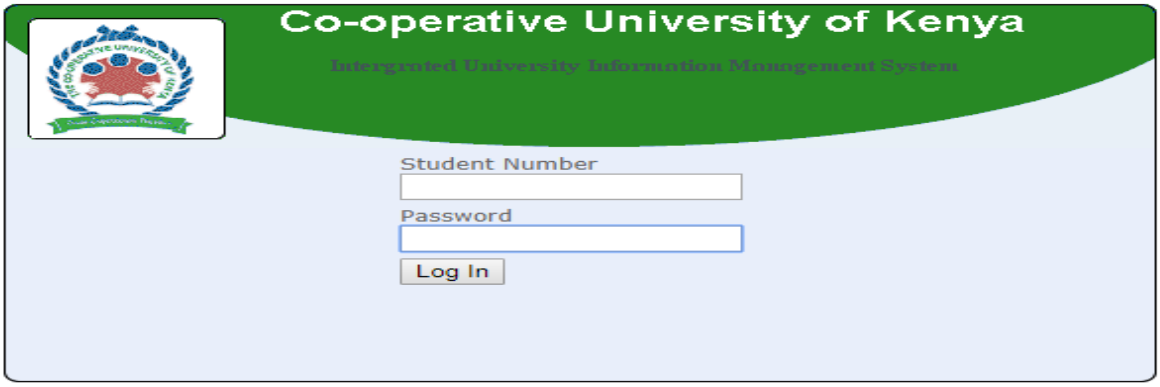
2. Enter your Admission Number (**use capital letters**)
3. Click **Load** to view your updated data.
4. Proceed and attach documents indicated as **attachments (Kindly observe the file format and size as indicated)**

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:

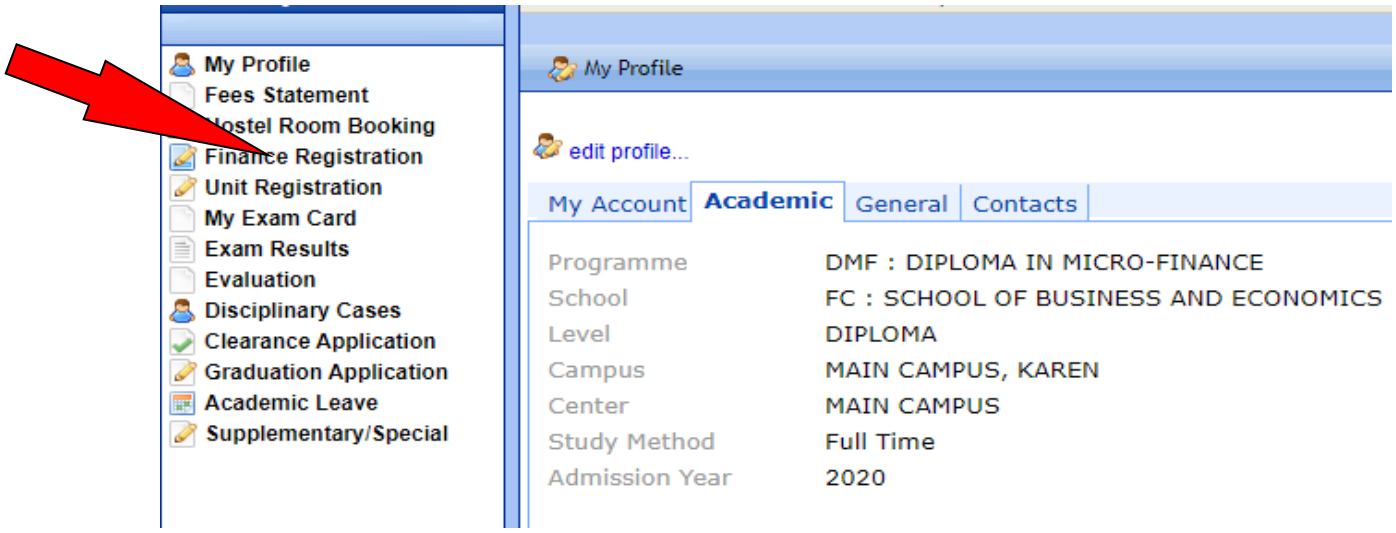
C) Procedure 3 (Finance Registration And Units Registration)



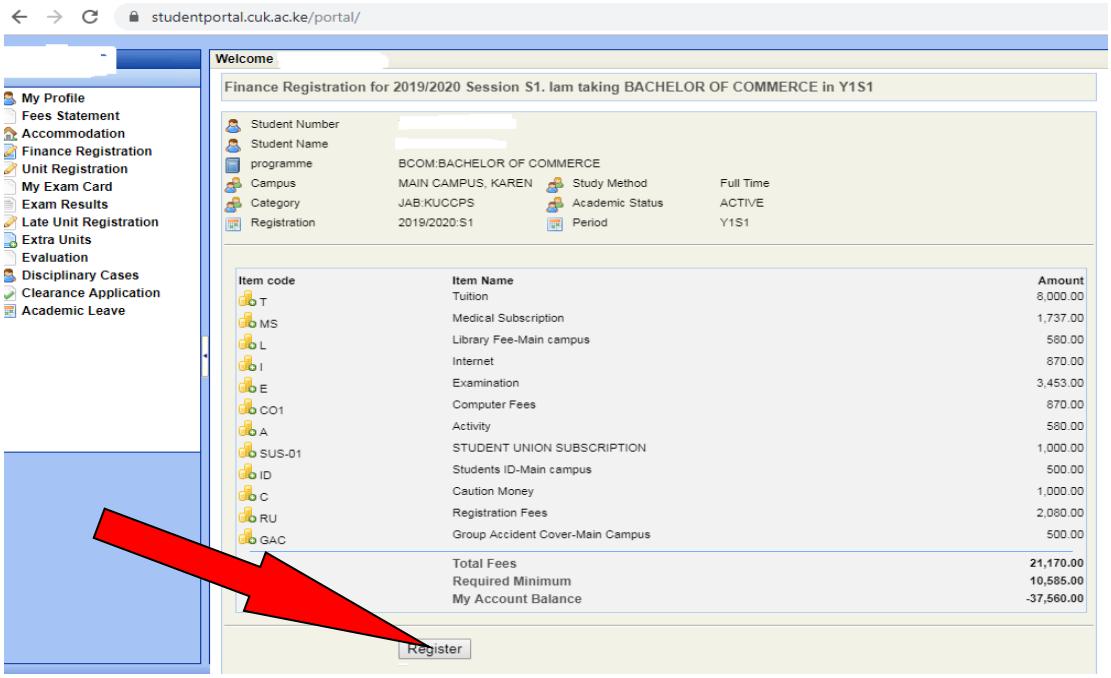
1. Enter your Admissions number in the first text box labeled **Student Number**
2. Enter your Admission Number in the second text box labeled Password
3. Click on **Log In**

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

NB: Registration window appears as follows:



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

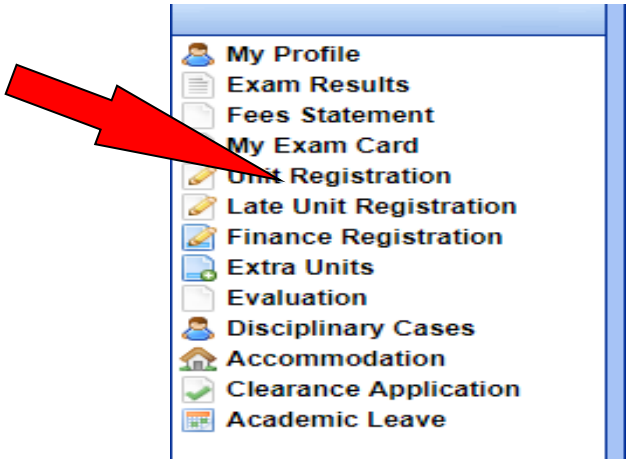


Fee Payment Methods

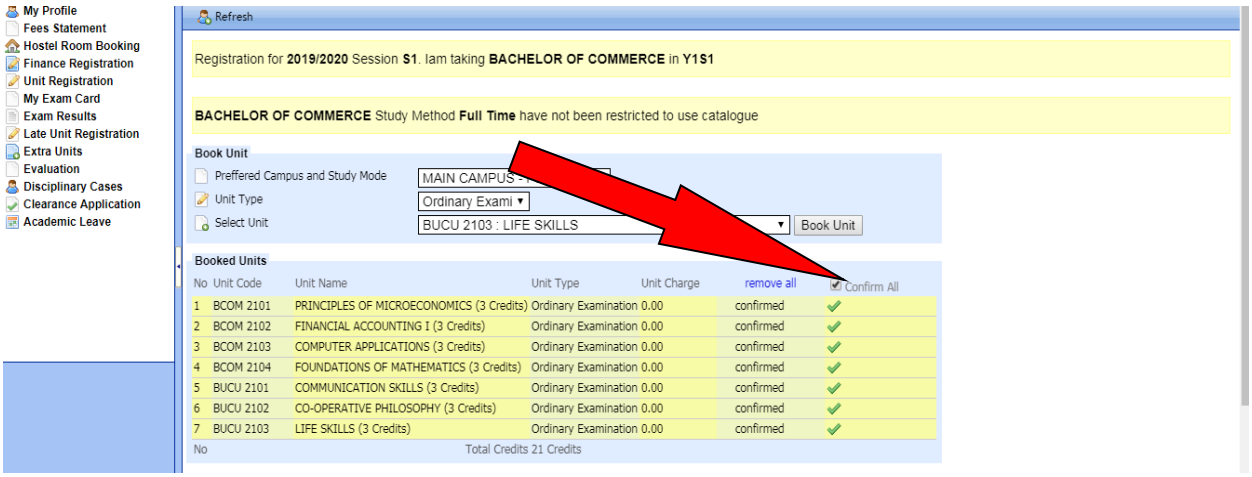
1. Deposit at any branch of Co-operative bank **A/C 01129062663600** – Karen Branch
2. M-Pesa Paybill no. **400222** A/C no. **723#admission number**

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.

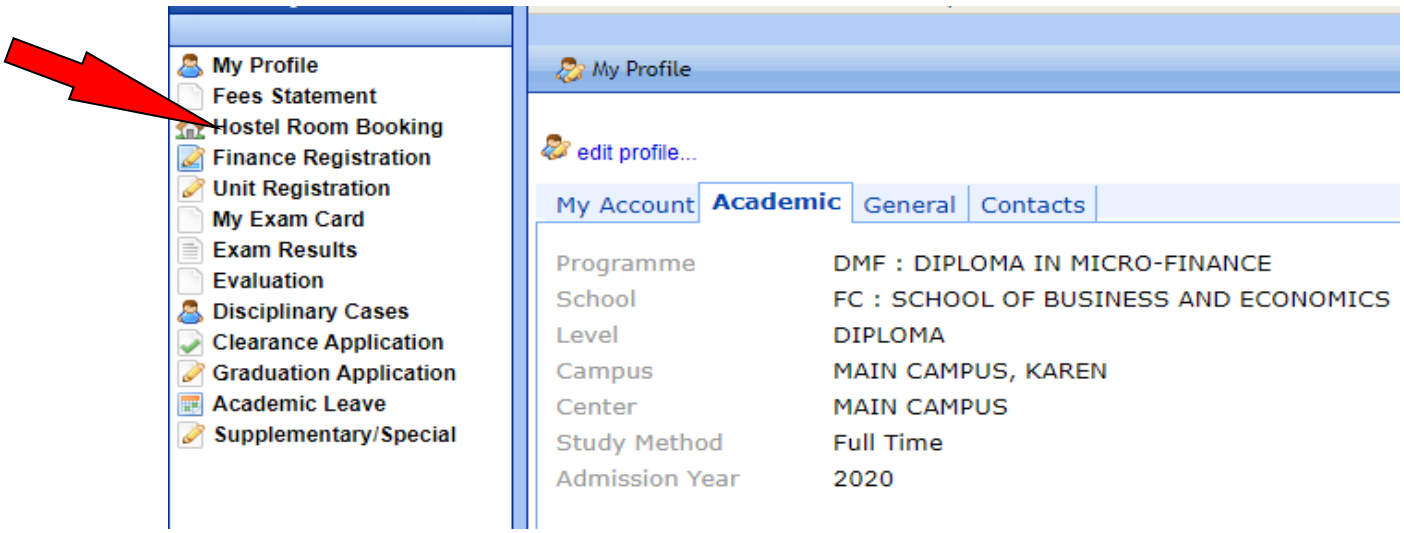


7. Click on **Confirm All** to book for units



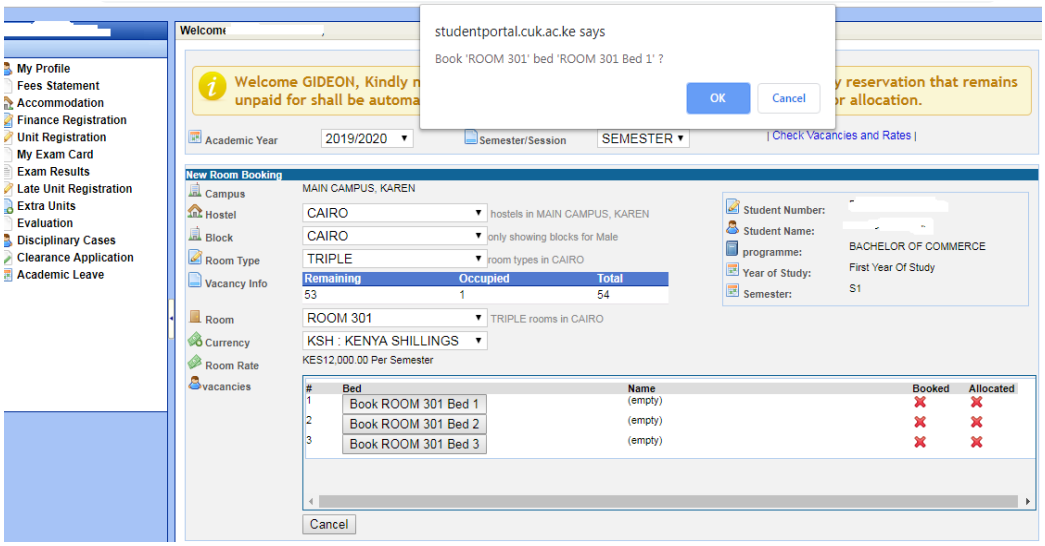
NOTE: ***Application for accommodation will be opened one (1) week to the actual reporting date.***

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

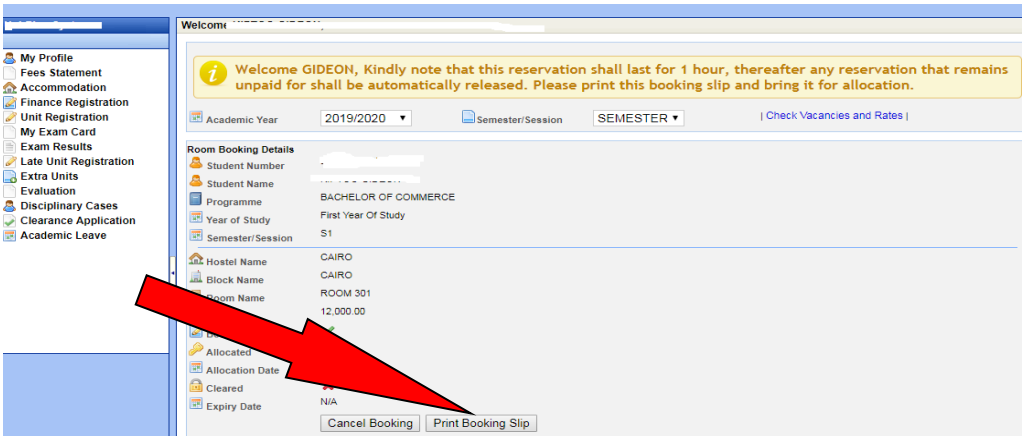


9. Choose your hostel accordingly and click on **Submit**

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



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



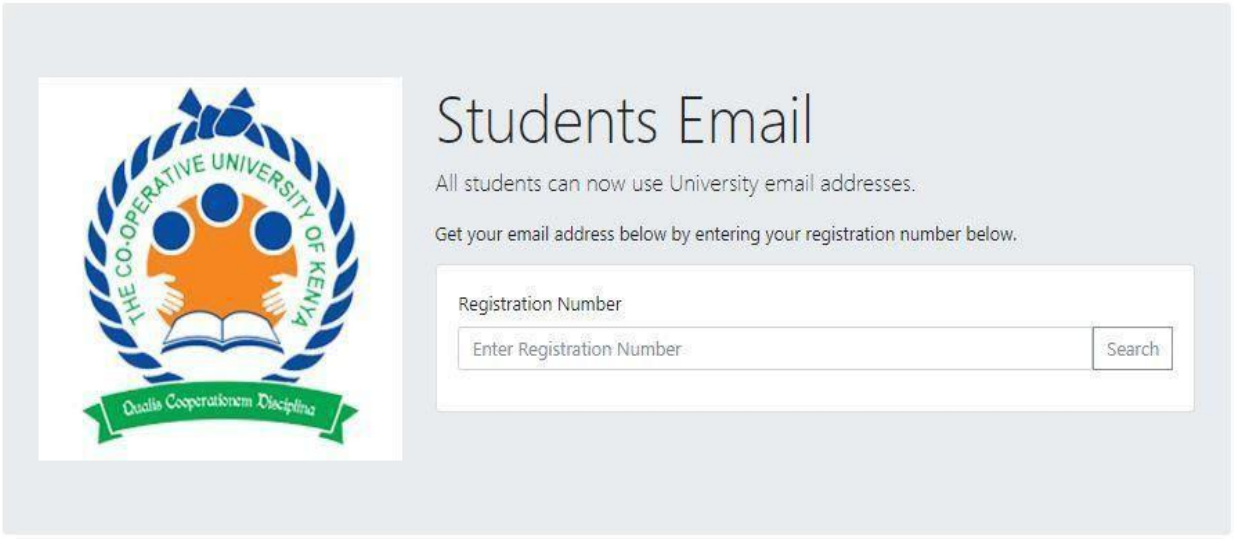
NOTE: After booking the hostel, ensure payment for accommodation is done within the first one hour after booking. Failure to which, the room will automatically be released for booking to a different person.

SECTION TWO: ACTIVATION OF CUK EMAIL ADDRESS

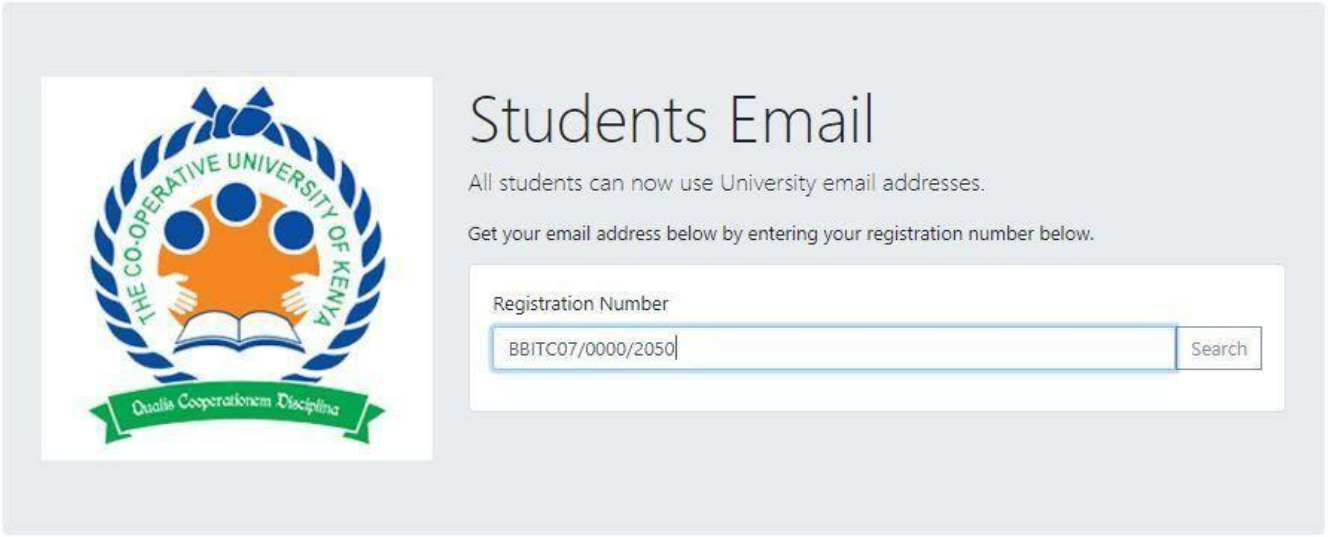
All students are required to activate their student's email that shall be used for official communication and correspondence. This help document outlines the procedure of how students can access the online portal (ujumbe.cuk.ac.ke) where they can access and activate their personalized email address.

A) Visit the University website (www.cuk.ac.ke) on the main menu, under Students
Click on **Email Activation**

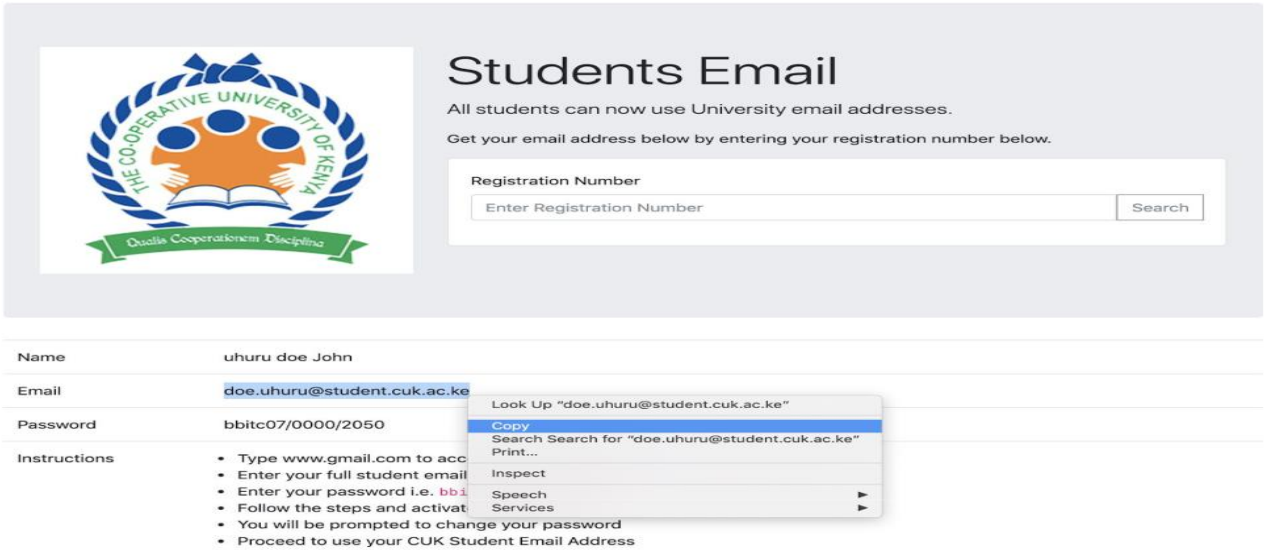
B) You will be redirected to this page (ujumbe.cuk.ac.ke)

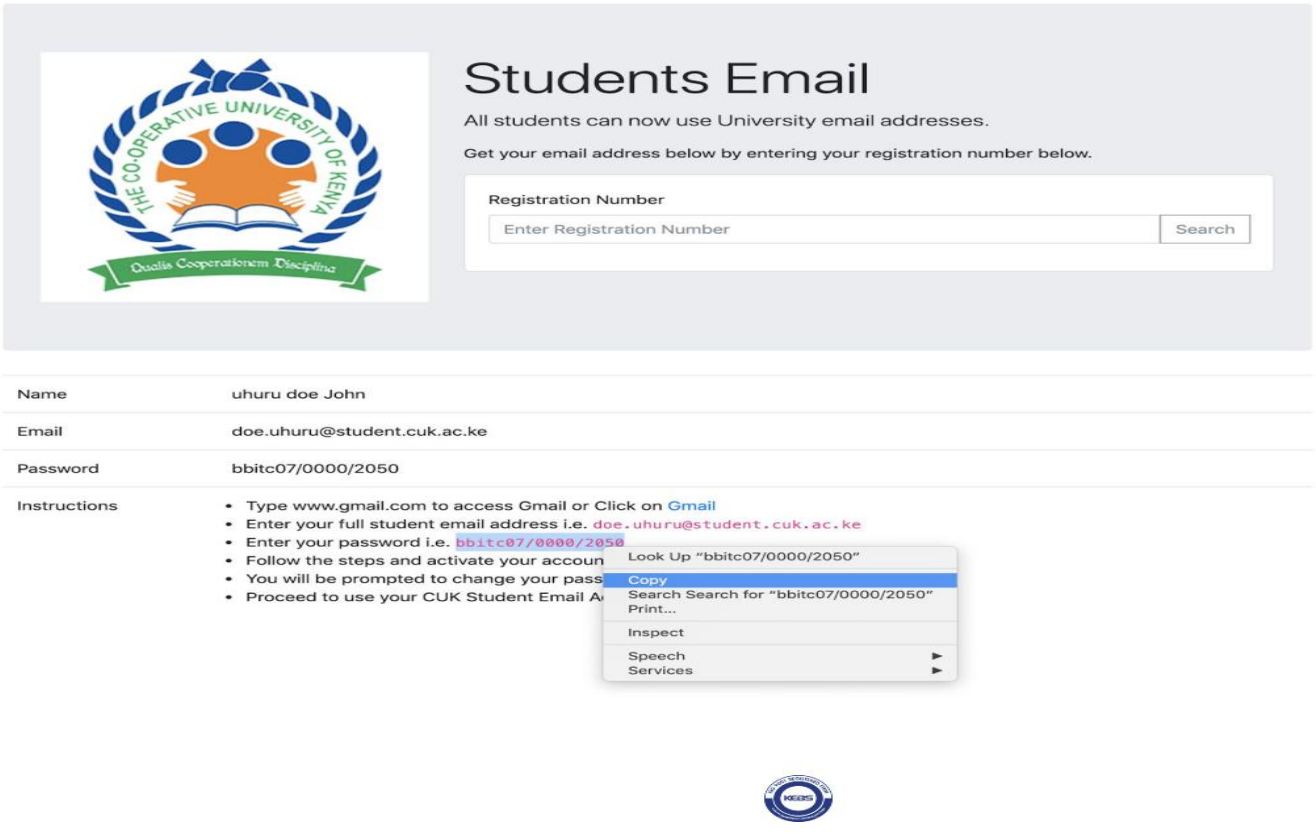


C) Enter your Registration/Admissions number as shown below.

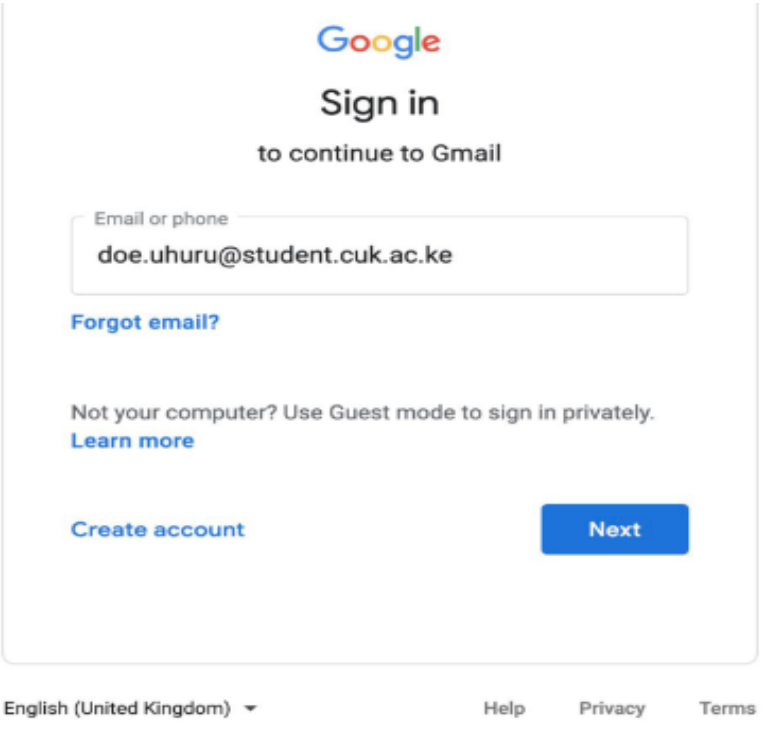


D) Your account details will appear as shown below. Highlight and copy the customised email address and default password as shown below and go the gmail.comlogin page.

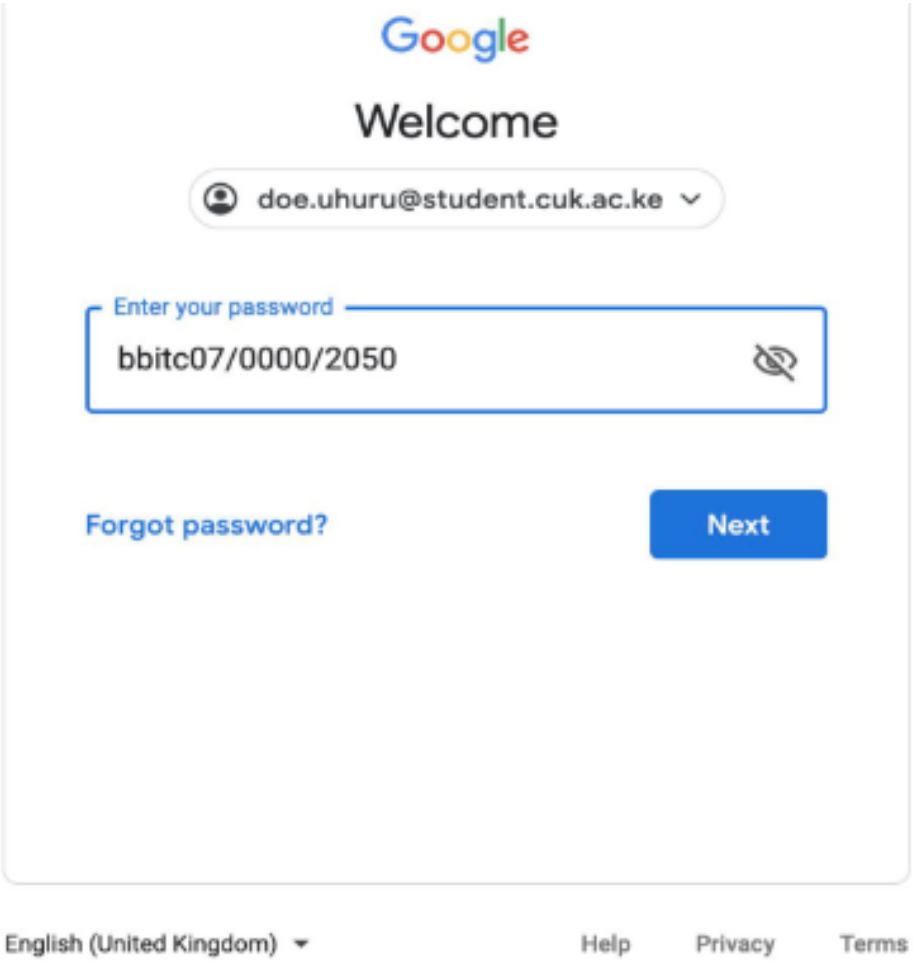




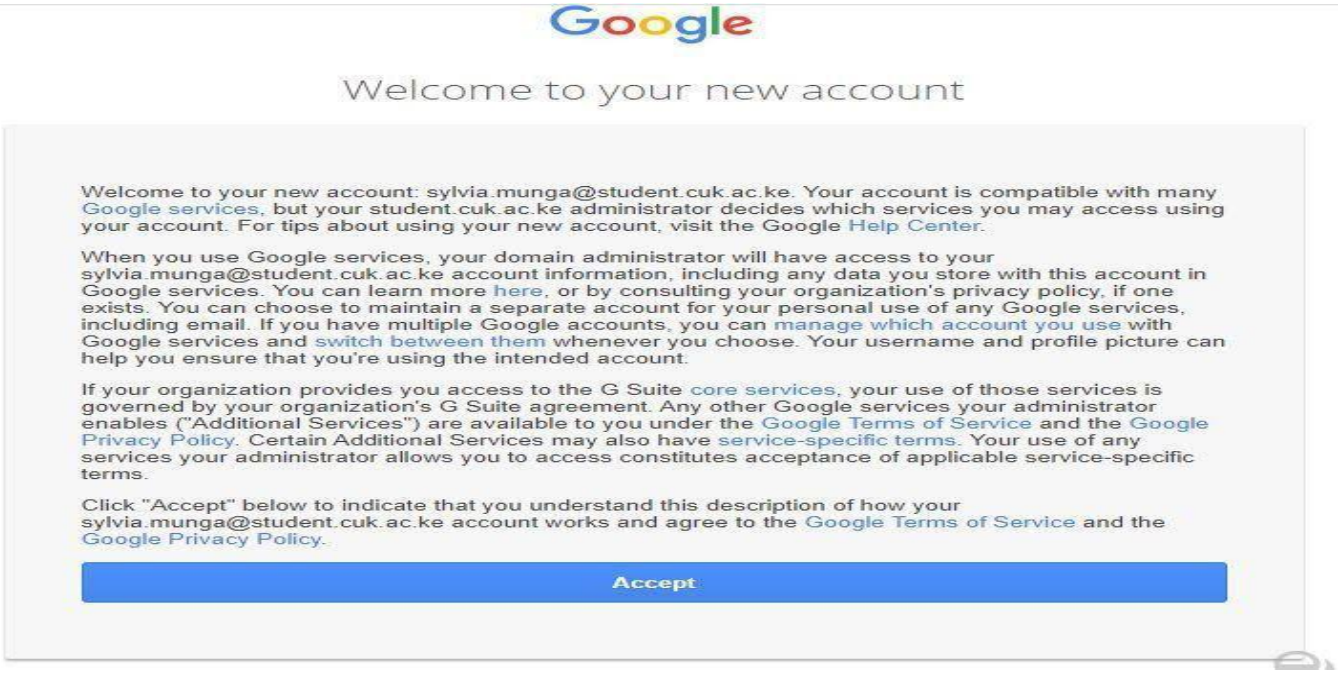
E) Paste of type your personalized email details as shown above on the gmail.com login page as illustrated below and click on next



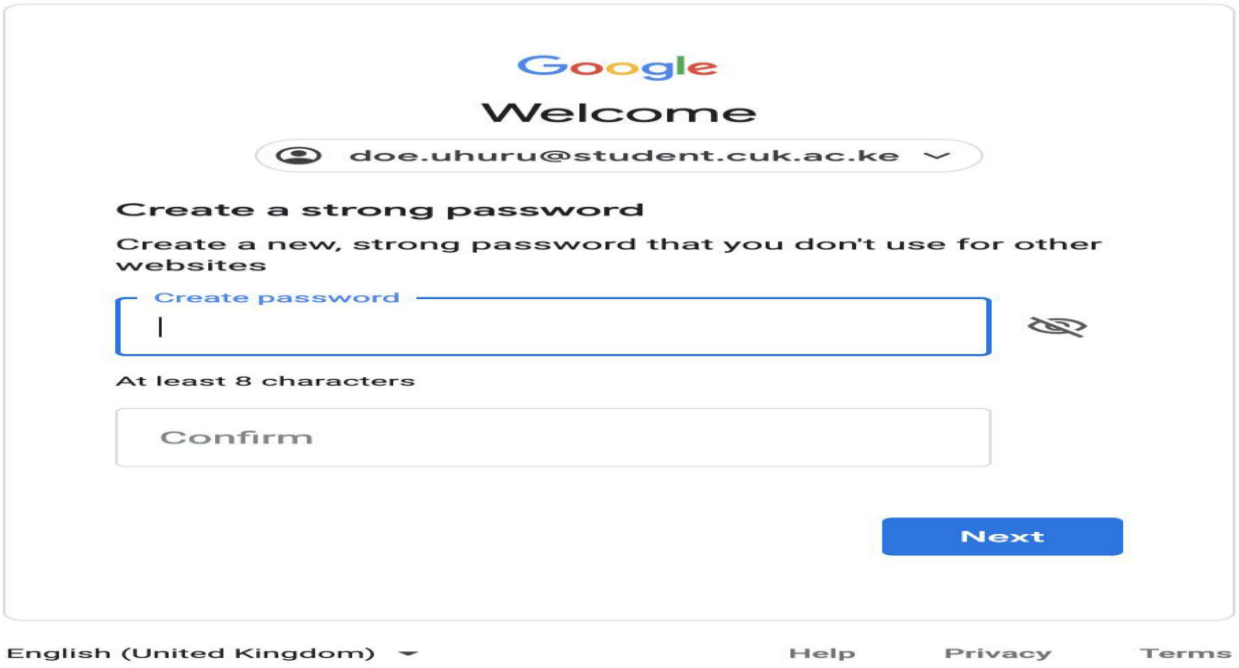
F) Paste or type your student email account password which by default has been set as your Registration/Admission number in **small caps click** e.g.,**"bbitc07/0000/2050**" and click next



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



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

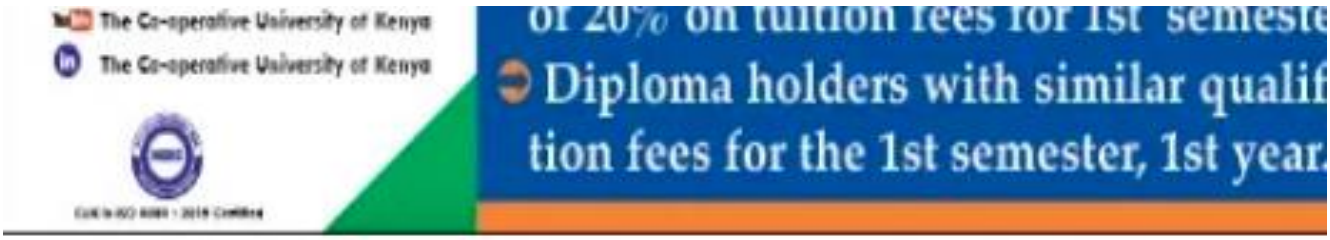


I) You are now ready to use your student email address.

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

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.**