



THE CO-OPERATIVE UNIVERSITY OF KENYA

A GUIDE ON HOW TO PAY FEES USING HELB ENABLED SMART CARD

1. Access the university website on www.cuk.ac.ke
2. Navigate to the Student Menu and access the Student portal.
(<https://studentportal.cuk.ac.ke/portal/>)

The screenshot shows the website interface for The Co-operative University of Kenya. At the top, there is a navigation bar with links for UNIPUS, TVET, STUDENT EMAIL LOGIN, DACSIS, CAREERS, TENDERS, STAFF CV PORTAL, and OFF CAMPUS (REMOTEXS). Below this is the university logo and name, followed by a search bar. A main navigation menu includes HOME, ABOUT, ADMISSIONS, CAMPUSES, ACADEMICS, RESEARCH, STUDENTS, LIBRARY, CONFERENCE CENTRE, and QUICK LINKS. A large banner for 'TVET 2020-2021 First-Time Loan application is NOW available on the HELB portal!' is displayed, with a dropdown menu for the 'STUDENTS' link containing options like E-Masomo, Students email activation, E-Learning, Students Portal, Aids Control Unit, HELB information page, Orientation Page, Accommodation, and Downloads. Below the banner, there are three columns: 'PROSPECTIVE STUDENTS' with links for New Students self registration Procedure, Registration for CUK Student eMail, and eMasomo Login Credentials Registration; 'UNIVERSITY NOTICE BOARD' with links for Re-opening of universities for final year students, Final Degree timetable for Sep-Dec 2020, and Final Diploma timetable for Sep-Dec 2020; and 'LATEST NEWS' with a news item about 'CHANGE OF GUARD-There is evidence of growth at The Co-operative University of Kenya (CUK)'. The footer contains contact information and social media links.



CUK is ISO 9001:2015 Certified

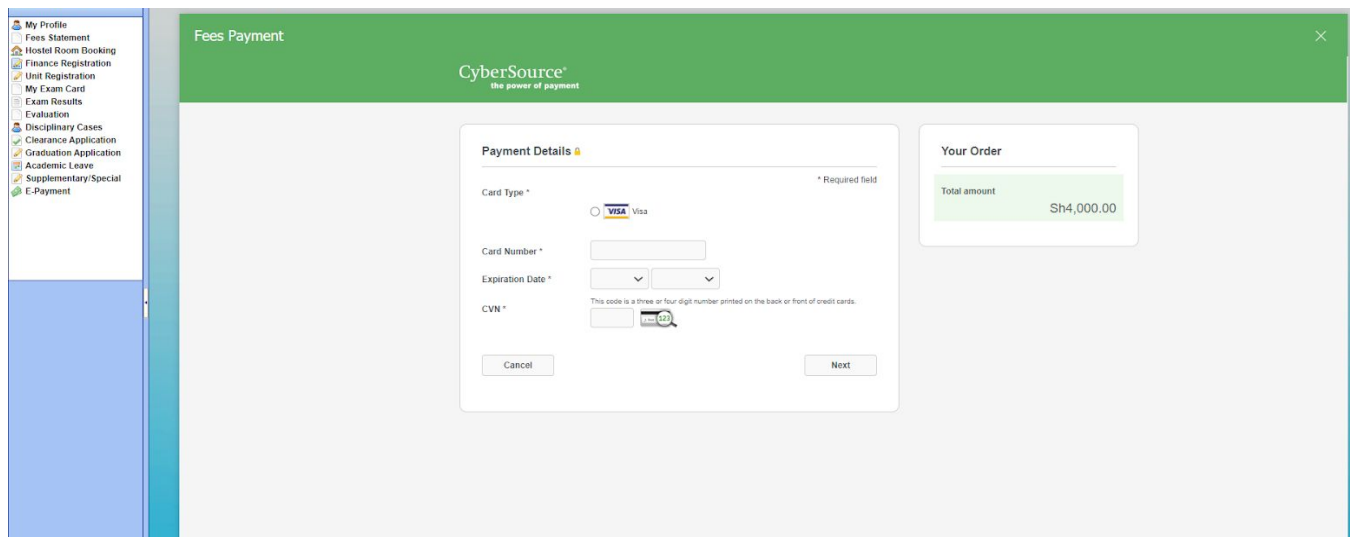
3. Log in and access the E-payment link as indicated below



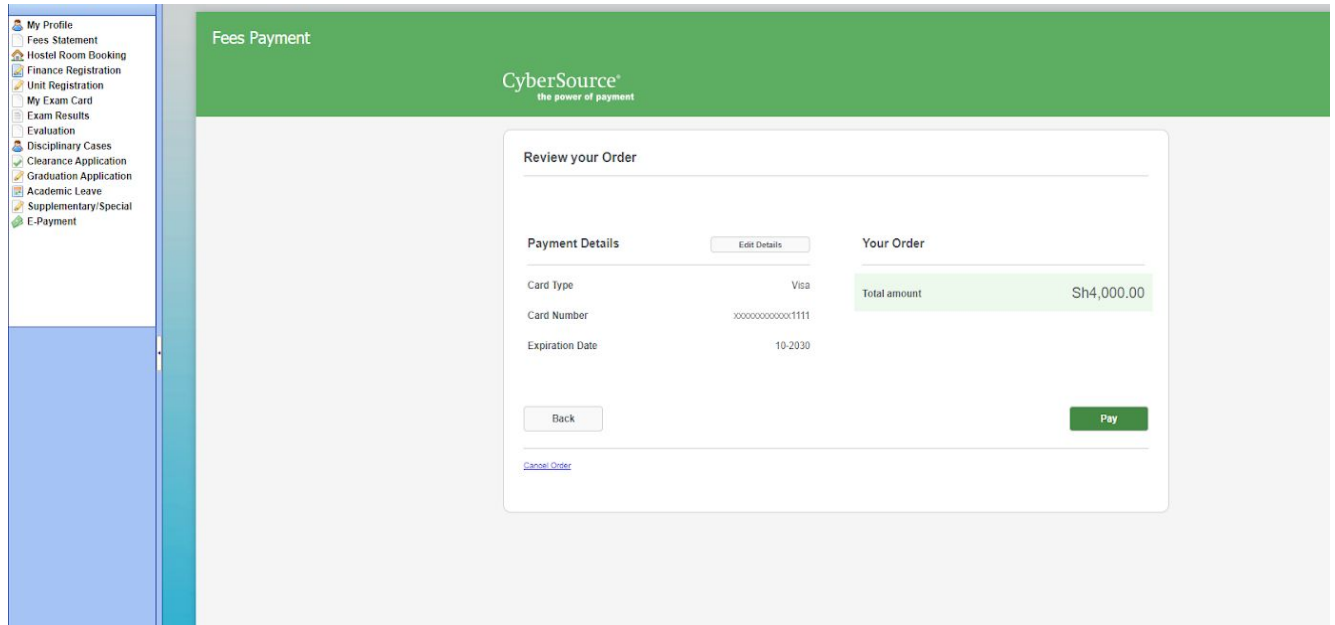
4. Enter the amount to pay e.g KES. 3,950.00

5. Proceed and confirm your payment

6. Enter your student card details as indicated below



7. Proceed and confirm payment



The screenshot displays the 'Fees Payment' page on the CyberSource website. The page features a green header with the CyberSource logo and the tagline 'the power of payment'. A left-hand navigation menu lists various services such as 'My Profile', 'Fees Statement', 'Hostel Room Booking', 'Finance Registration', 'Unit Registration', 'My Exam Card', 'Exam Results', 'Evaluation', 'Disciplinary Cases', 'Clearance Application', 'Graduation Application', 'Academic Leave', 'Supplementary/Special', and 'E-Payment'. The main content area is titled 'Review your Order' and is divided into two sections: 'Payment Details' and 'Your Order'. The 'Payment Details' section includes fields for 'Card Type' (Visa), 'Card Number' (XXXXXXXXXXXXXXXX1111), and 'Expiration Date' (10-2030). An 'Edit Details' button is located next to the 'Card Type' field. The 'Your Order' section shows a 'Total amount' of Sh4,000.00. At the bottom of the 'Review your Order' box, there are 'Back' and 'Pay' buttons, and a 'Cancel Order' link.

For enquiries and guidance contact our ICT Support Desk via the email ictsupport@cuk.ac.ke



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