CUK/ASR/SRM/01

# THE CO-OPERATIVE UNIVERSITY OF KENYA

## STUDENT PORTAL STUDENT SELF REGISTRATION MANUAL


Contact Information:

| | |
|---|---|
| Telephone: | 0724311606 |
| Email: | ictsupport@cuk.ac.ke; admissions@cuk.ac.ke; enquiries@cuk.ac.ke. |
| Facebook: | The Co-operative University of Kenya |
| Twitter: | @CoopVarsityKE |
| Instagram: | COOP_UNIVERSITY |
| LinkedIn: | The Co-operative University of Kenya |


Quick Link: https://studentportal.cuk.ac.ke/portal/

TABLE OF CONTENT

SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE 2

A) Procedure 1 (Update Admission Information) 2

B) Procedure 2 (Registration Activation) 5

C) Procedure 3 (Finance Registration and Units Registration) 6

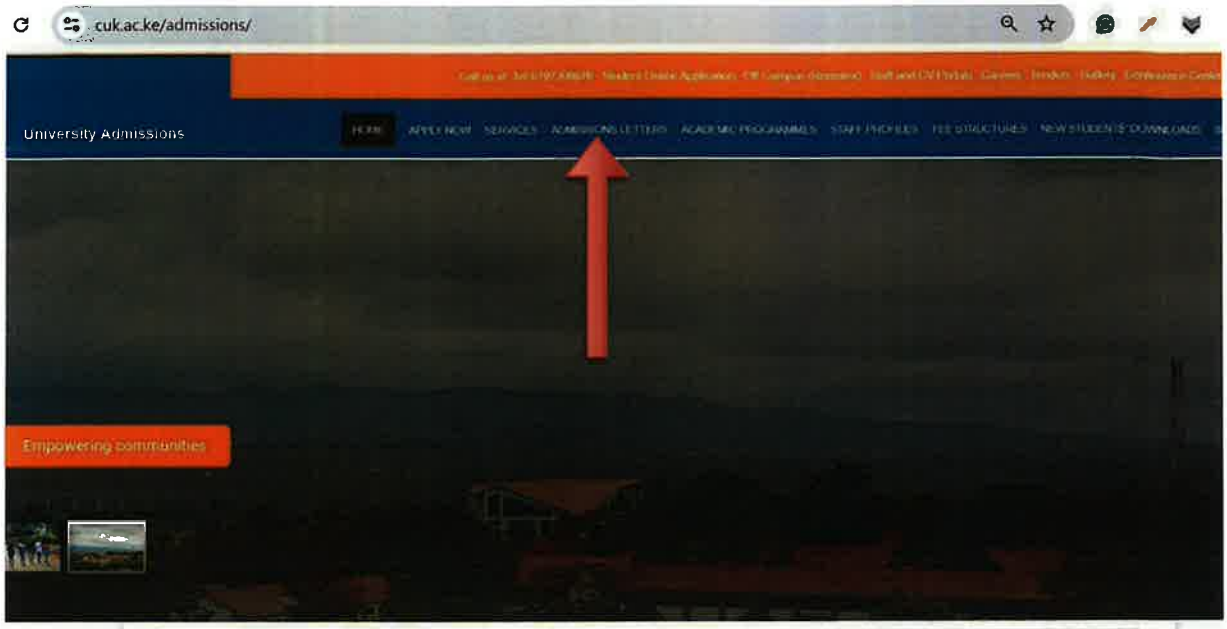
SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE

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:

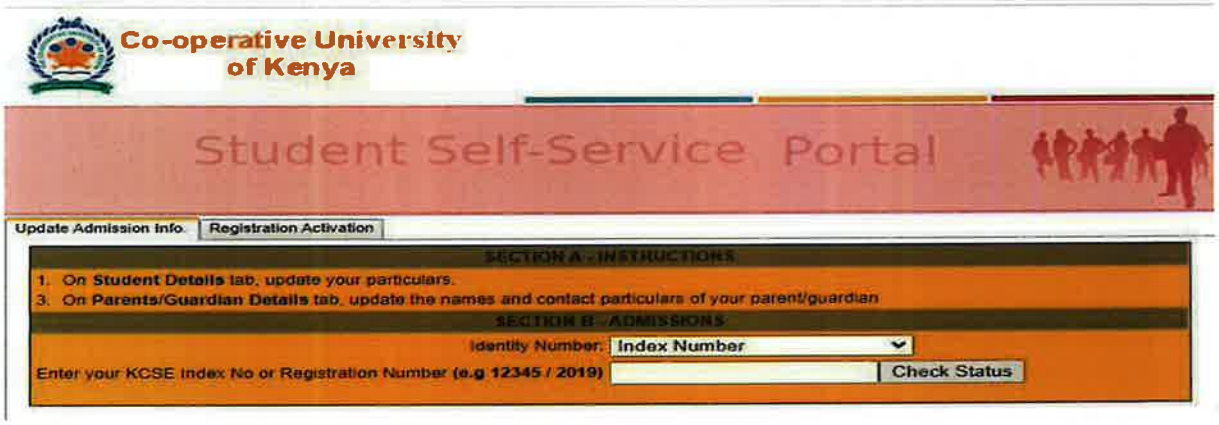
A) Procedure 1 (Update Admission Information)

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. 12345678910/2023 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;

- Admission letter
- KCSE result slip
- National ID or Birth Certificate
- New Students Admission Forms
- University Fund - Scholarship Application Form

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)



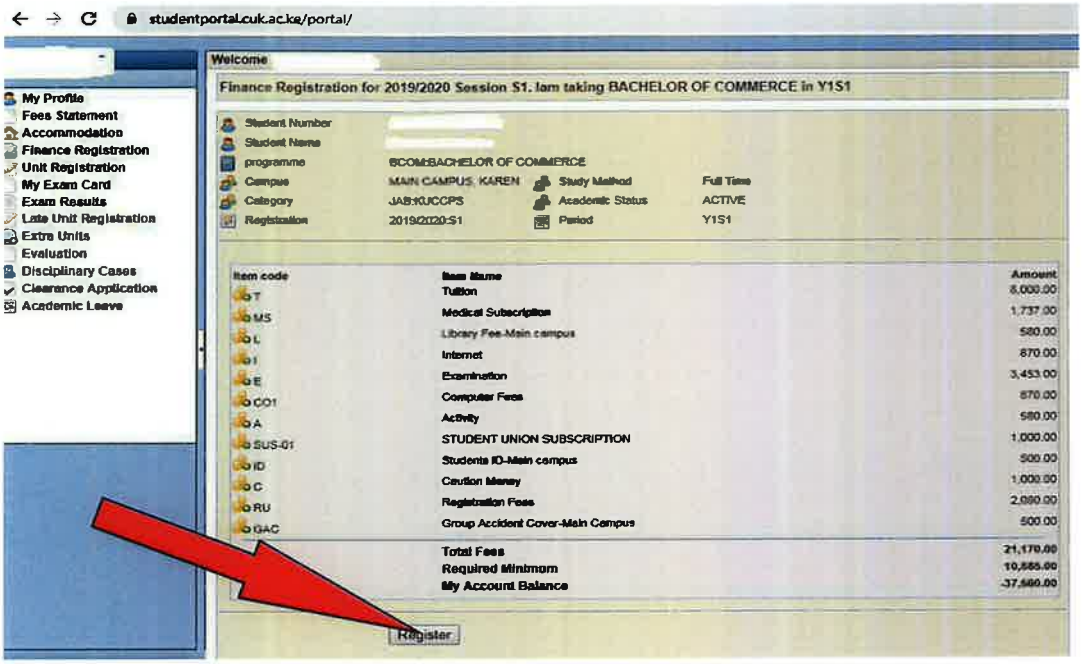

1. Enter your Admissions number in the first text box labeled Student Number
2. Enter your Admission Number in the second text box labeled Password
3. Click on Log In

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

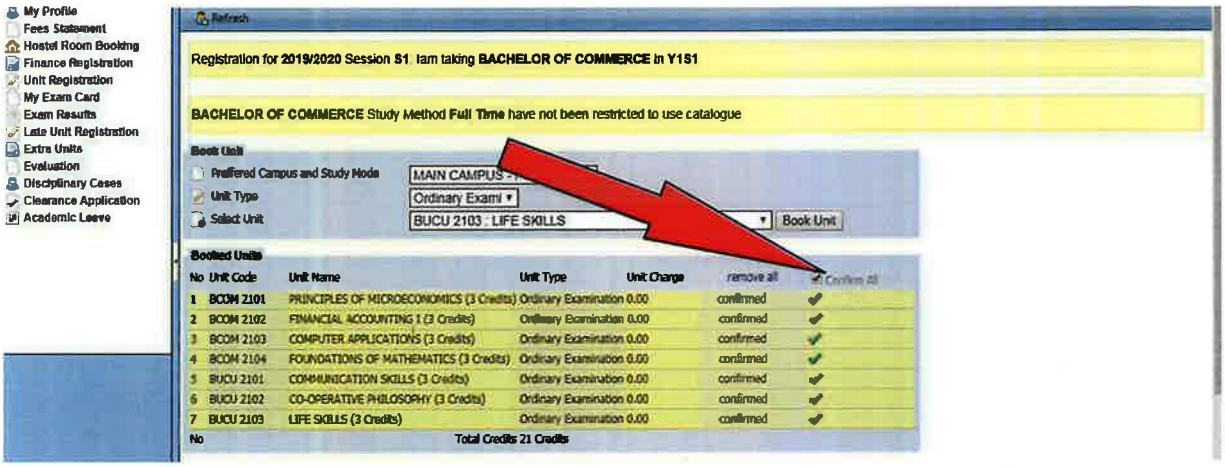
1. Deposit at any branch of Co-operative Bank – Account No. 01129062663600 Karen branch or Equity Bank – Account No. 1250277107862 (Karen Supreme branch)
2. M-Pesa though E-Citizen paybill 222222, Account number is the invoice number generated in the student portal.(*Procedure for payment available on the university website*)

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

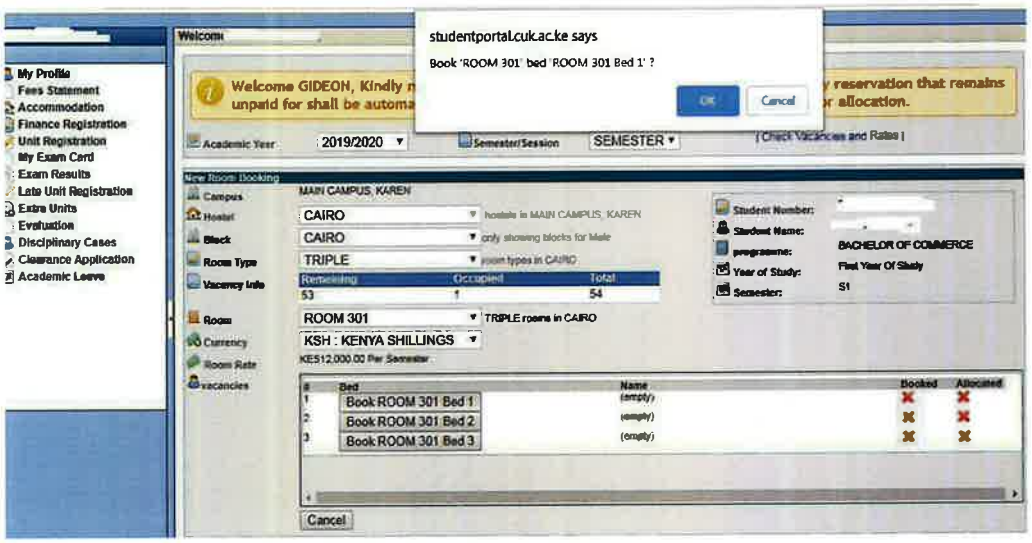



NOTE: *Application for accommodation will be opened one (1) week to the actual reporting date.*

8. Click on Accommodation to book and reserve University hostel




9. Choose your hostel accordingly and click on Submit




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

