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 top menu, click on Email Activation
B) You’ll be redirected to this page ([ujumbe.cuk.ac.ke](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 to the gmail.com login 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. “bbtc07/0000/2050” 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.