



THE CO-OPERATIVE UNIVERSITY OF KENYA

STUDENTS EMAIL ACTIVATION HELP DOCUMENT


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**



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B) You'll be redirected to this page (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

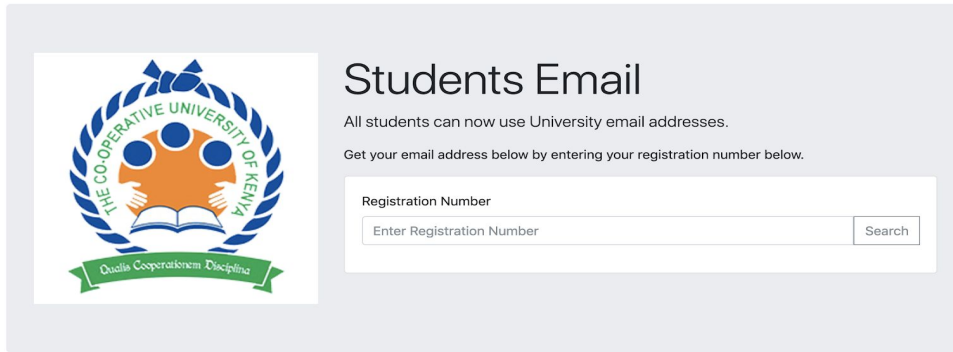
All students can now use University email addresses.

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

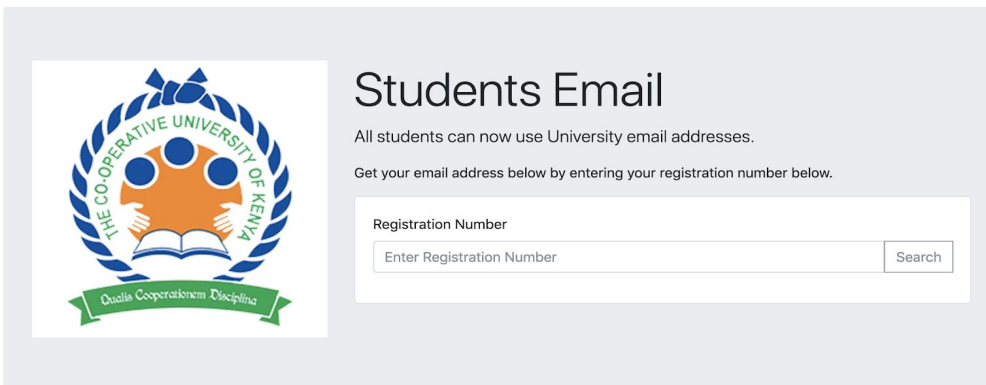
Registration Number



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 login page.



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

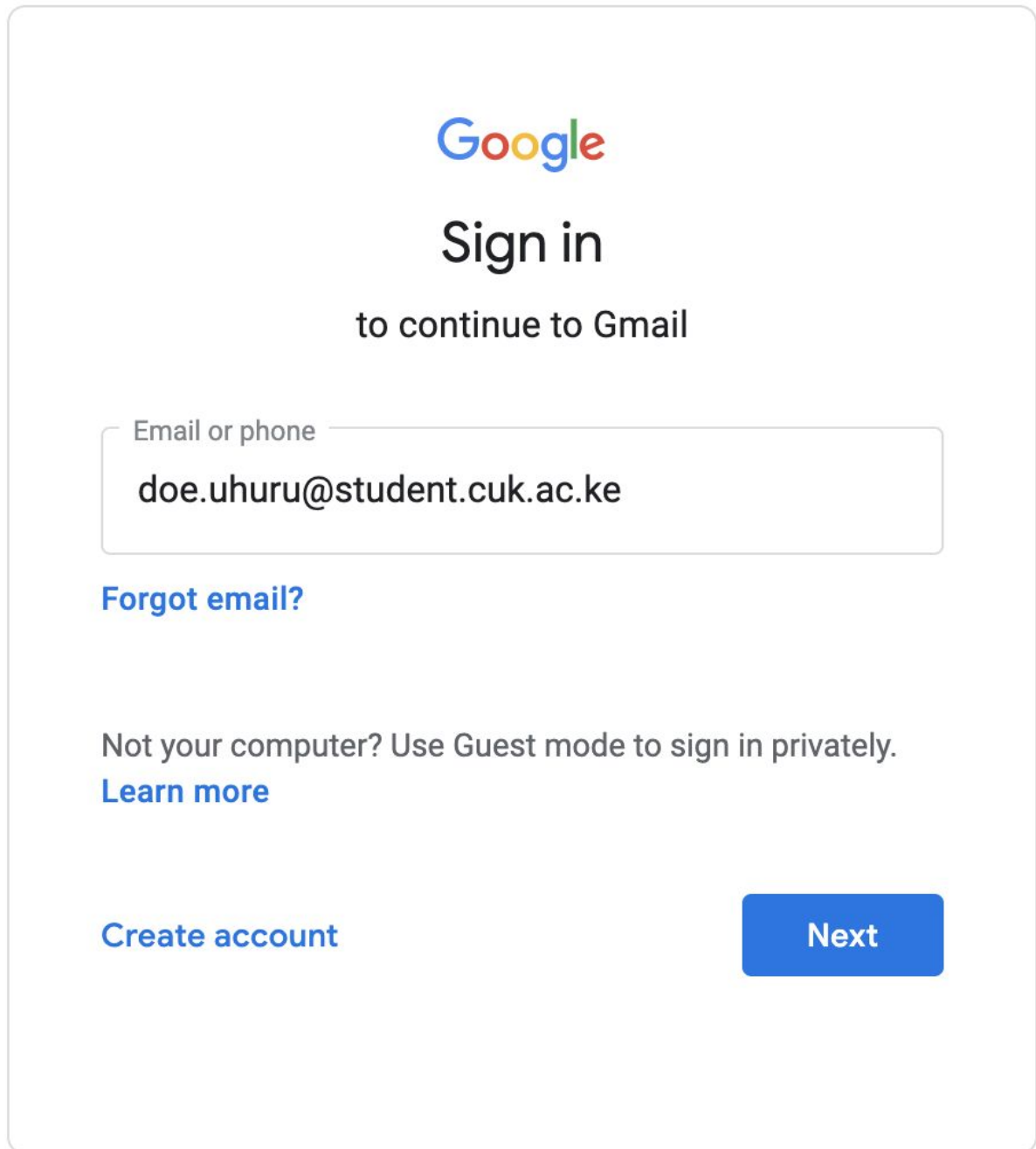


Name	uhuru doe John
Email	doe.uhuru@student.cuk.ac.ke
Password	bbitc07/0000/2050
Instructions	<ul style="list-style-type: none"> Type www.gmail.com to access Gmail or Click on Gmail Enter your full student email address i.e. doe.uhuru@student.cuk.ac.ke Enter your password i.e. bbitc07/0000/2050 Follow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



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E) Paste or type your personalized email details as shown above on the 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](#)

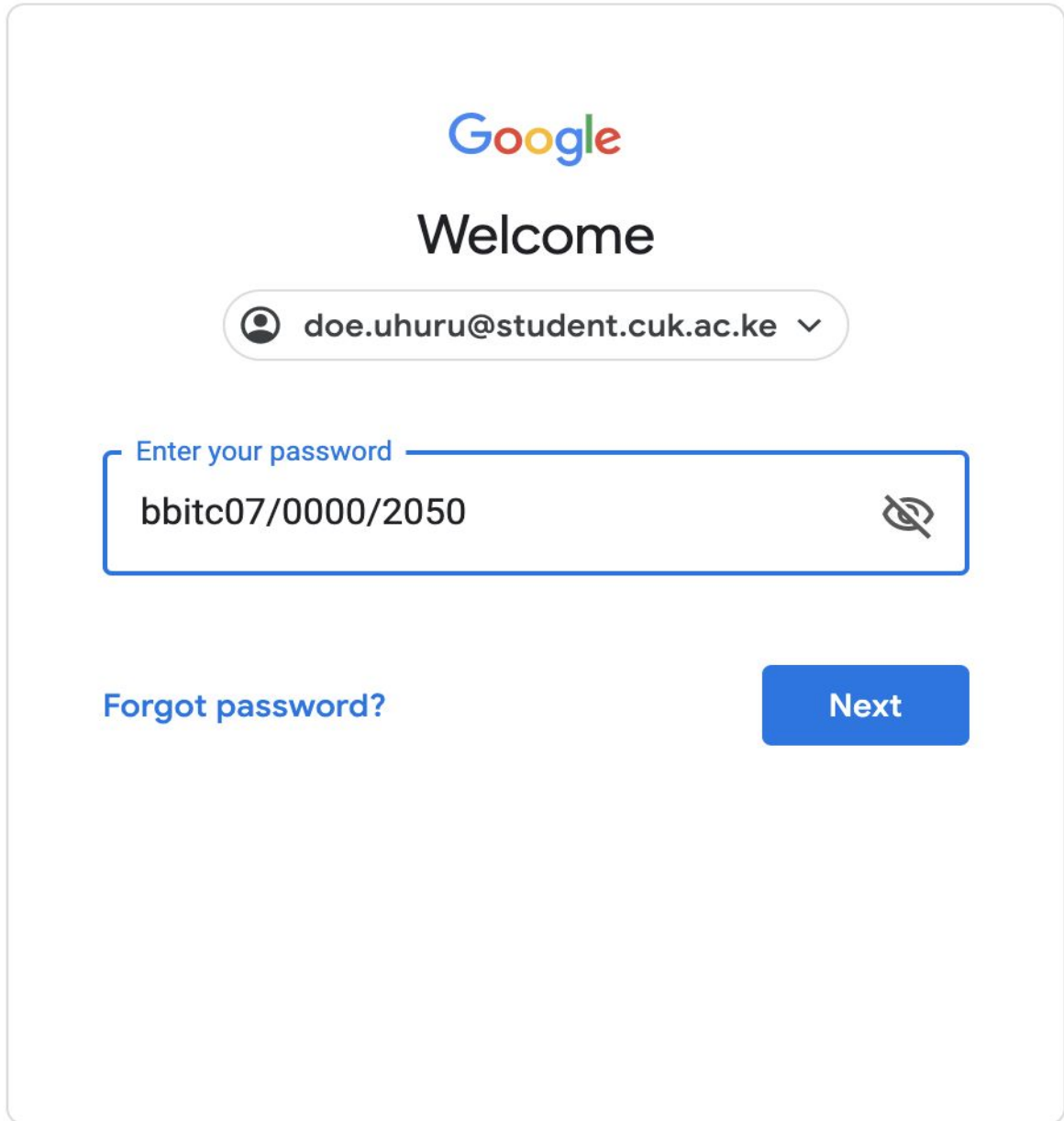
[Privacy](#)

[Terms](#)



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- 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 login interface. At the top is the Google logo. Below it is the word "Welcome". A rounded rectangle contains a person icon and the email address "doe.uhuru@student.cuk.ac.ke" with a dropdown arrow. Below this is a password input field with the placeholder text "Enter your password" and the password "bbitc07/0000/2050". To the right of the password field is an eye icon. Below the password field are two links: "Forgot password?" and a blue button labeled "Next".

English (United Kingdom) ▼

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



Welcome to your new account

Welcome to your new account: sylvia.munga@student.cuk.ac.ke. Your account is compatible with many [Google services](#), but your student.cuk.ac.ke administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your sylvia.munga@student.cuk.ac.ke account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

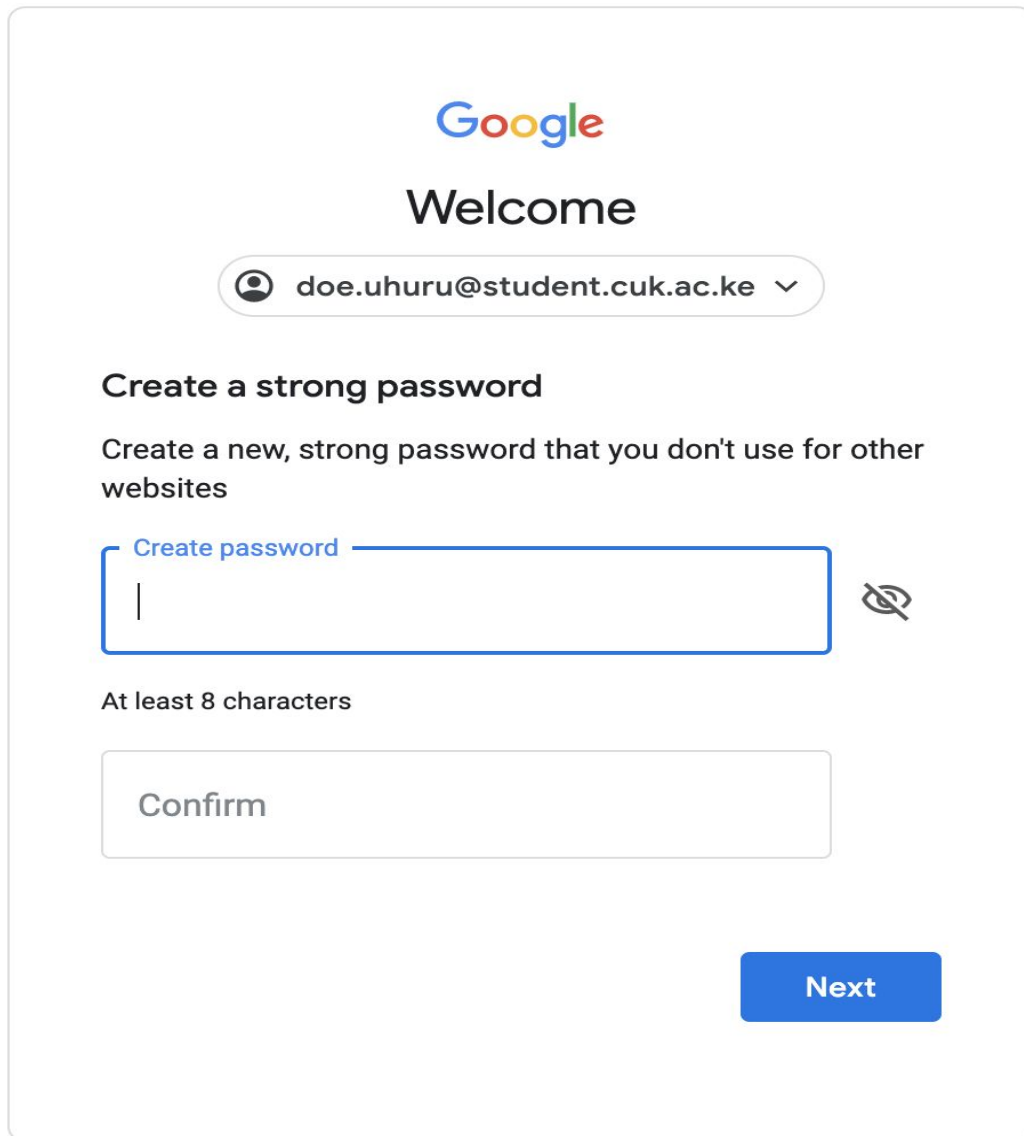
If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your sylvia.munga@student.cuk.ac.ke account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept



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



The screenshot shows the Google account creation interface. 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". 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 with the placeholder "Create password" and a vertical cursor. To the right of the field is a visibility toggle icon. Below the field is the text "At least 8 characters". There is a "Confirm" text input field below that. At the bottom right is a blue "Next" button.

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



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