LAIKIPIA

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UNIVERSITY

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DEPARTMENT OF COMPUTING AND INFORMATICS

# LAIKIPIA UNIVERSITY STUDENT PORTAL GUIDE

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# INTRODUCTION

This is a brief manual that shows the different aspects of the student portal and how to navigate through.

# HOW TO LOG IN

Open a browser from your web enabled electronic device.

On the address bar, type portal.laikipia.ac.ke

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# HOW TO CREATE AN ACCOUNT

When the page is open, you can then proceed to create an account if this is the first time you are logging on to the portal as shown by the arrow below.

Click on the hyperlink as shown above to display the window below i.

#### **2** | Page

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ii. Proceed by typing your registration number in the required field and create your own password. The password should have a minimum of 8 characters.

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- iii. Once the registration number and password are captured, wait for 5-10 minutes to facilitate the activation of your student portal account.
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iv. Proceed to log in with your registration number and the password you created in step 2 above as shown below.

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		Remember me?		
		Log in		
		Forgot your password ?		
		Click here to reset your password.		
		Are you an Existing Student/Employee ?		
		Create an Account		
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v. Click on the log in tab

# 4 | Page

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# INTERACTING WITH THE PORTAL

The screenshot below shows the home page of the student portal account.



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## Announcement

The announcements tab will display any news or events that may be ongoing in the University. A sample of the announcements page is shown below.



# **Registration Information**

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Enrollment Profile	Nationality:	Kenva	Telephone No:	0 54 )
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Dependents	Home Address:	0 Ma	Email:	on@student.laikipia.ac.ke
Other Details	Sponsor		Source:	
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- a) The registration info tab contains the information about the student captured during the enrolment process.
- b) Once the student confirms whether the registration information is recorded properly, they can proceed to report for the semester from the session reporting tab shown below.

# Session Reporting

Click on create new to report for a new semester which displays the window below.

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The details displayed should show the semester that the student is reporting for. Click on 'Report for Term' to report for the semester. This will display the window below.

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#### ACADEMIC DETAILS • •

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Exam Card	BCOM 170	Business Maths I		CORE	
Special Exam Card	BCOM110	Principles of Accounting I		CORE	
Transcripts		Communication Skills		CORE	
Exam Results		Human Rights		CORE	
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	CORE UNITS (Core	units are compulsory)			
Eees Reports	BCOM102	Principles of Management		CORE	
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Under the academic details, click on unit registration. This will display the window above which displays the list of units per course.

Scroll down to the semester that you are in and select the units that you are taking for the semester as shown below.

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Scroll back up to the top of the list once the units are selected and click on '*Register*' Selected Units'.

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#### Viewing Transcripts

To view the transcript for the previous academic year, click on 'Transcript' under 'Academic Details'. You can export the results to Pdf and save them in a desired location.

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#### Exam Results

Exam results are uploaded on the portal, once the exams are marked. To access this results, click on 'Academic Details' then 'Exam Results'. This will display a window where you will be given a chance to select the academic year and the session you wish to view.

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Fees Reports						
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## Fees Reports

To view the fee structure for a particular course or unit:

- a) Click on 'Fees Reports' then 'Fees Structure' and select the course or unit you want.
- b) In the window that appears, select the stage and the semester you want and;

Click on 'View Fees'. This will display the breakdown of the fee structure. A similar window as the one displayed below is seen.

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	Examination Fee	3000.00
	Material Development	3000.00
	Activity Fee	3000.00
	Student Medical Fee	2000.00
	Library Fee	2000.00
	Computer Charges	2500.00
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The system provides an option to save the fee structure in a desired designation as shown below.

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	Student Medical Fee			2000.00
	Library Fee			2000.00
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#### Viewing Fee Statement

To view the Fee statement, click on 'Fee Reports' and select 'Fees Status'. This will display the students Fees Statements. This window shows the payments that have been made and the balance from the fee structure remaining.

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#### Accommodation

Click on 'Accommodation'. This will display a list of options concerning the University accommodation option. View hostels will display a list of all the hostels accredited to the University as seen below.



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To book a hostel you need to first confirm whether you had previously booked for a hostel. Once you have confirmed from the window below that you have not booked any, you can now click on 'Create New' and select the hostel you wish to book.

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Alternatively, from 'Accommodation' tab, click on Book Hostel to display the window below. Once you confirm your admission number, select the hostel and room available and click on 'Create'

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#### Composing messages

The portal allows one to be able to send messages to another person through the system. This is done from the 'Messages' tab. Once you click on this tab, you are given a list of options to choose from which include compose, inbox, sent and trash as seen below. Click the compose tab to send message.



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## **Document Repository**

The portal contains several documents that are available from the repository from the website and also from the students' portal under 'Document

Repository'. To view the documents, click on 'View Files' and a list of the documents will be displayed as shown below.

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# HOW TO CHANGE PASSWORD AND VIEW PROFILE

Once Logged in, place the point the mouse on your account.

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Click on '*My Profile*' to get the following window as shown below:

Provide '*Current password*' and '*New password*' as shown below:

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Do you Need any support, assistance?

Contact us via:

studentsupport@laikipia.ac.ke

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