

LAIKIPIA

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DEPARTMENT OF COMPUTING AND INFORMATICS

LAIKIPIA UNIVERSITY STUDENT PORTAL GUIDE

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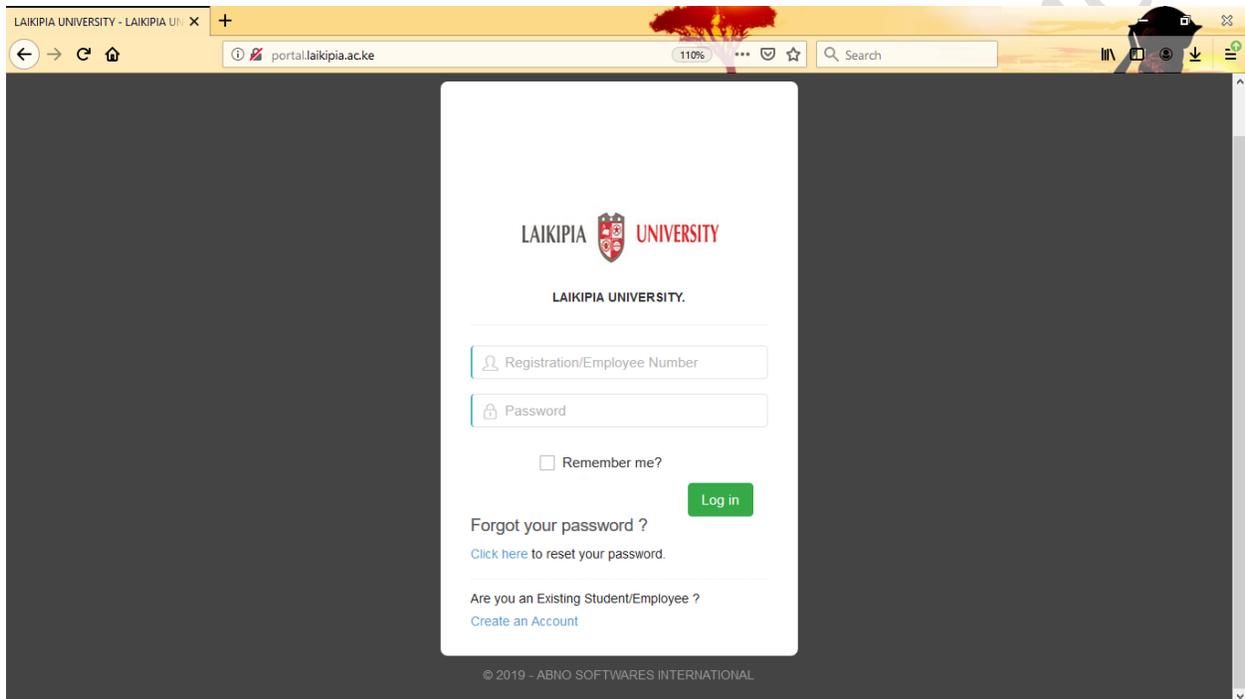
INTRODUCTION

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.

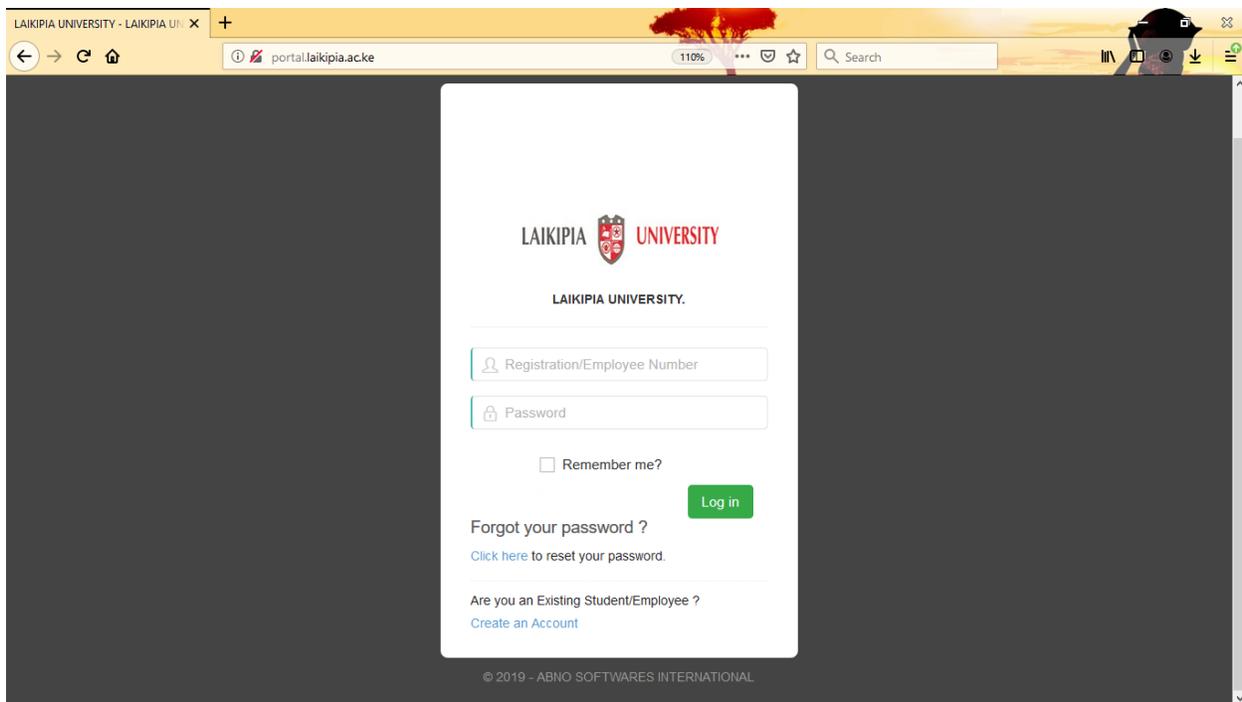
On the address bar, type portal.laikipia.ac.ke



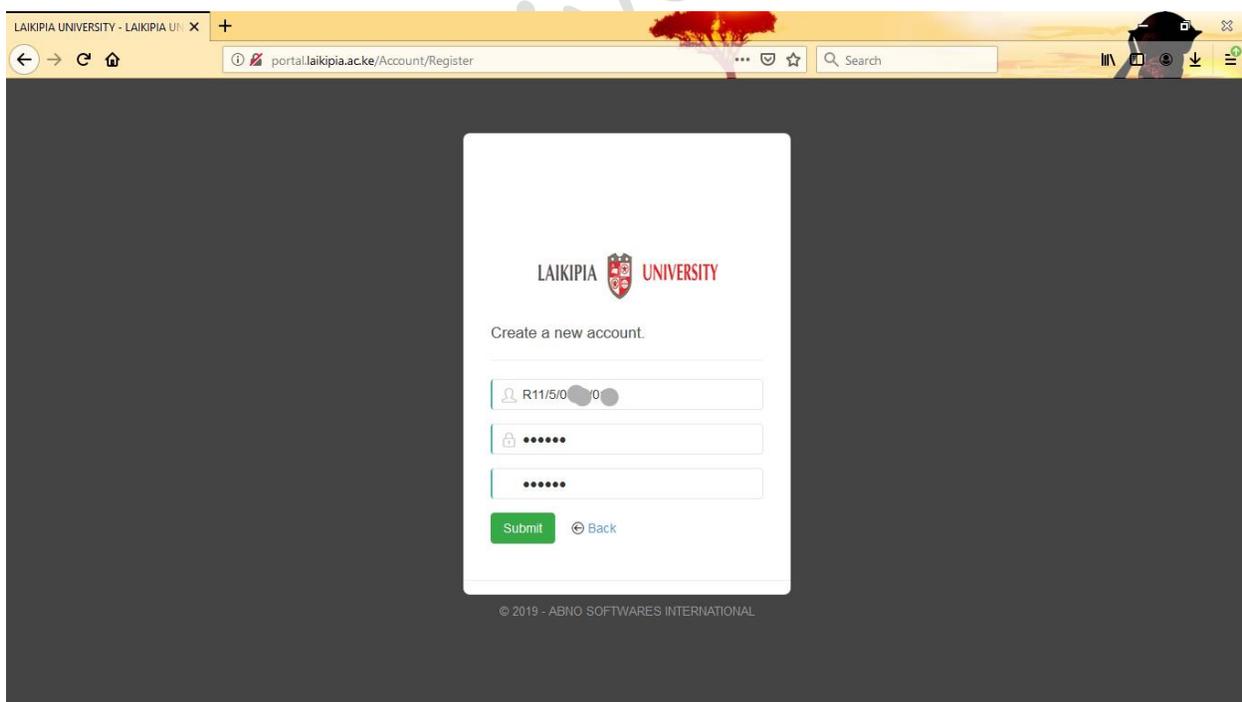
HOW TO CREATE AN ACCOUNT

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.

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

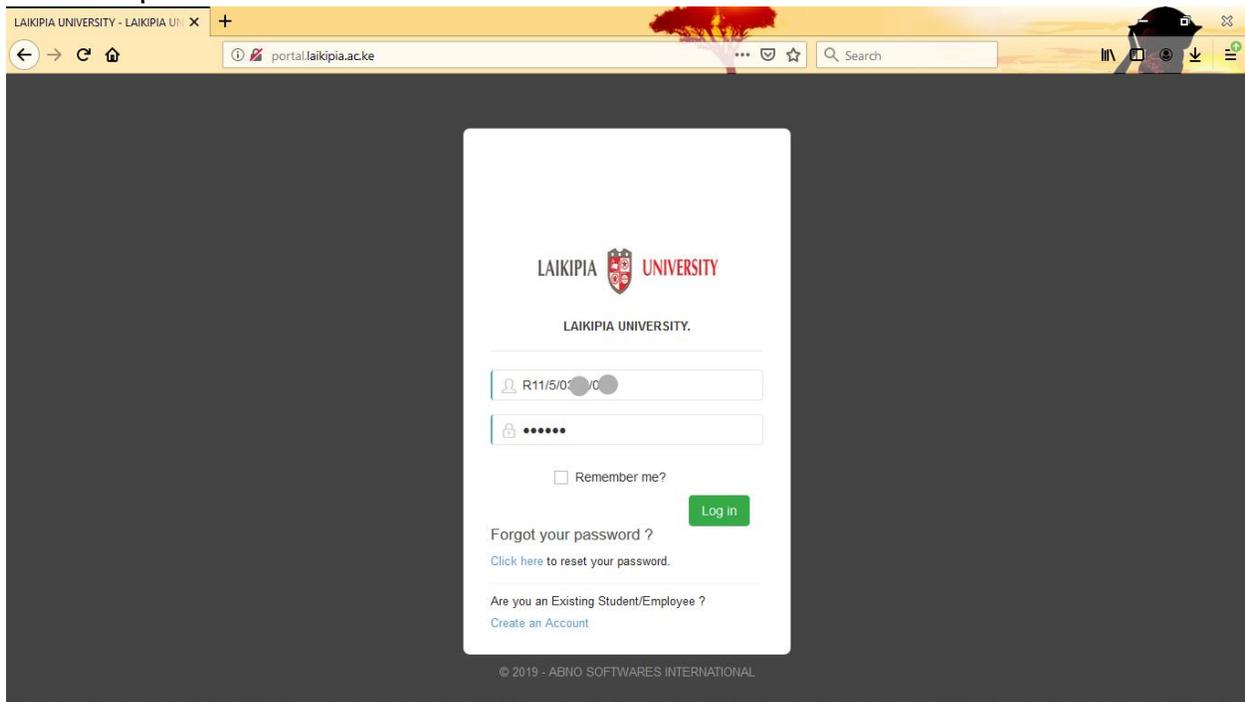


- ii. Proceed by typing your registration number in the required field and create your own password. The password should have a minimum of 8 characters.



- iii. Once the registration number and password are captured, wait for 5- 10 minutes to facilitate the activation of your student portal account.

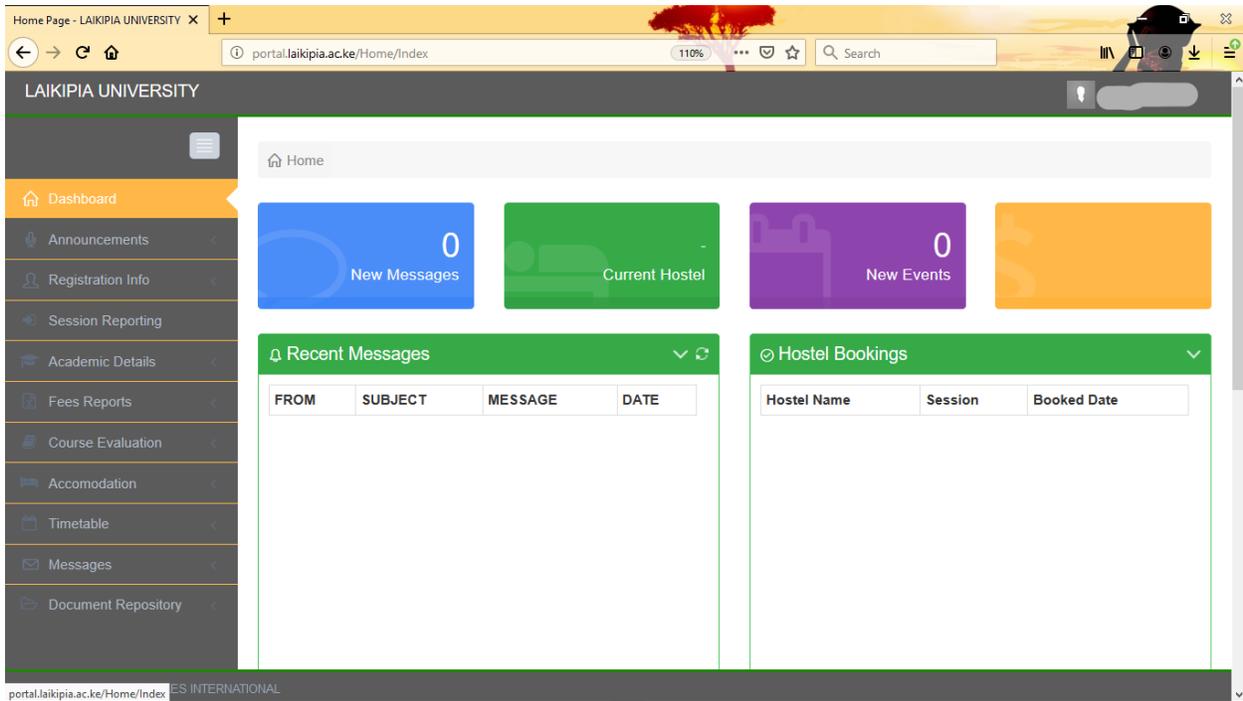
- iv. Proceed to log in with your registration number and the password you created in step 2 above as shown below.



- v. Click on the log in tab

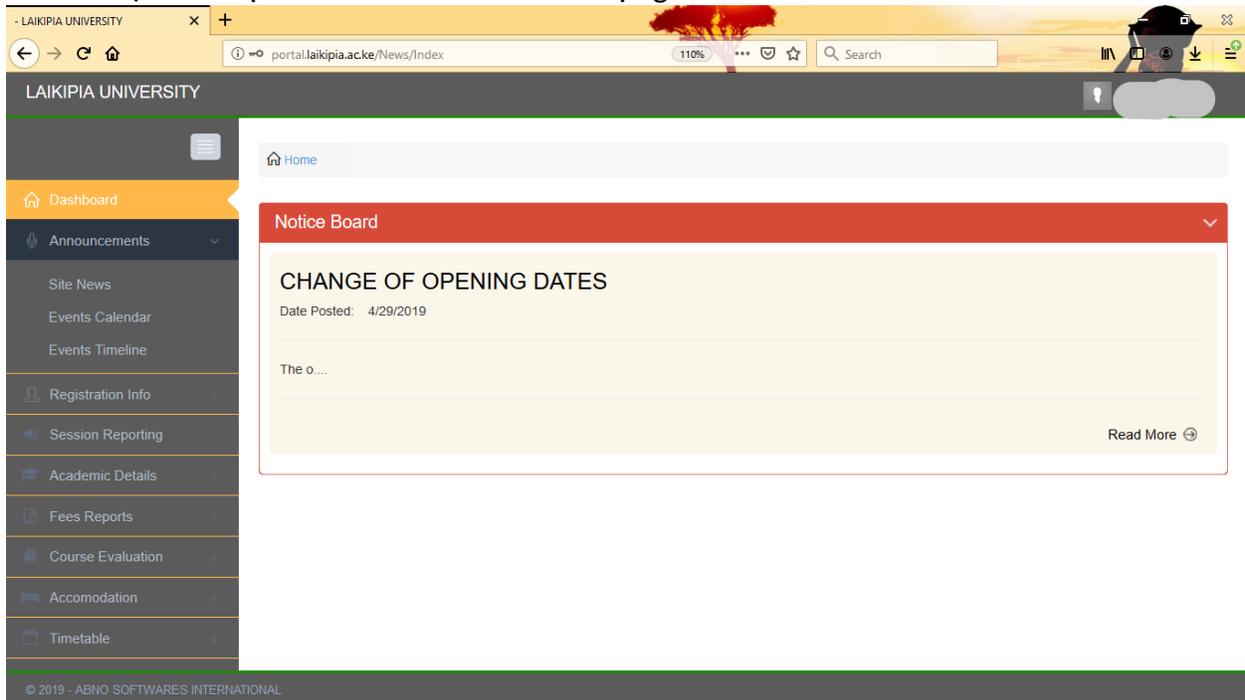
INTERACTING WITH THE PORTAL

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



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.



The screenshot shows the Laikipia University website interface. The browser address bar displays 'portal.laikipia.ac.ke/News/Index'. The website header includes the Laikipia University logo and a search bar. A navigation menu on the left lists various services: Dashboard, Announcements, Site News, Events Calendar, Events Timeline, Registration Info, Session Reporting, Academic Details, Fees Reports, Course Evaluation, Accommodation, and Timetable. The 'Announcements' tab is selected, displaying a 'Notice Board' section. The notice board contains a yellow announcement titled 'CHANGE OF OPENING DATES' posted on 4/29/2019. The text of the announcement is partially visible as 'The o....' and a 'Read More' link is provided at the bottom right of the notice.

Registration Information



Details - LAIKIPIA UNIVERSITY

portal.laikipia.ac.ke/Student/Details

LAIKIPIA UNIVERSITY

Home Details

View Student Details

Personal Data

Full Names: [Redacted] Registration No.: 30/00018

Birth Date: 30/11 12:00:00 AM ID Number: 317

Gender: Male Marital Status:

Nationality: Kenya Telephone No: 01154

County: KAKAMEGA District:

Home Address: [Redacted] Email: [Redacted]@student.laikipia.ac.ke

Sponsor: GSSP Source: KUCCPS

Religion: Programme: BACHELOR OF

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- The registration info tab contains the information about the student captured during the enrolment process.
- 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.

The screenshot shows the Laikipia University portal at the URL `portal.laikipia.ac.ke/Onlinereporting/Index`. The left sidebar contains a navigation menu with items: Home, Dashboard, Announcements, Registration Info, Session Reporting, Academic Details, Fees Reports, Course Evaluation, Accomodation, Timetable, Messages, and Document Repository. The main content area displays a 'Sessions Reported' form with a 'Create New' button and three input fields: 'Session Reported', 'Hostel Allocated', and 'Date Reported'.

The screenshot shows the Laikipia University portal at the URL `portal.laikipia.ac.ke/Onlinereporting/Create`. The left sidebar is identical to the previous screenshot. The main content area displays a 'Report For Session' form with two input fields: 'AdmnNo' (containing 'R11/5/0...0') and 'Term' (containing 'SEMESTER 3 2018/2019'). Below the fields are two buttons: 'Report For Term' and 'Back to List'.

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.



ACADEMIC DETAILS

Unit Registration

Laikipia University

Home LoadUnits

Register Selected Units

Please proceed to unit registration

	CODE	UNIT NAME	GROUP TYPE	PREREQUISITE
YEAR 1				
SEMESTER 1				
CORE UNITS (Core units are compulsory)				
<input type="checkbox"/>	BCOM 100	Introduction to Business	CORE	
<input type="checkbox"/>	BCOM 101	Principles of Microeconomics	CORE	
<input type="checkbox"/>	BCOM 170	Business Maths I	CORE	
<input type="checkbox"/>	BCOM110	Principles of Accounting I	CORE	
<input type="checkbox"/>	COMS-111	Communication Skills	CORE	
<input type="checkbox"/>	HURI 111	Human Rights	CORE	
SEMESTER 2				
CORE UNITS (Core units are compulsory)				
<input type="checkbox"/>	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.



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

The screenshot shows the 'LoadUnits' page on the LAIKIPIA UNIVERSITY portal. The page features a navigation menu on the left and a main content area. At the top of the main content area, there is a red button labeled 'Register Selected Units'. Below this button, there is a light blue box with the text 'Please proceed to unit registration'. The main content area contains a table with the following columns: CODE, UNIT NAME, GROUP TYPE, and PREREQUISITE. The table is divided into two sections: 'YEAR 1' and 'SEMESTER 1', and 'SEMESTER 2'. Under 'SEMESTER 1', there are several rows of units, each with a checkbox in the first column. The units listed are: BCOM 100 (Introduction to Business), BCOM 101 (Principles of Microeconomics), BCOM 170 (Business Maths I), BCOM110 (Principles of Accounting I), COMS-111 (Communication Skills), and HURI 111 (Human Rights). Under 'SEMESTER 2', there is one row of units: BCOM102 (Principles of Management). The page footer contains the text '© 2019 - ABNO SOFTWARES INTERNATIONAL'.

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.

The screenshot shows the 'Load Transcript' page on the LAIKIPIA UNIVERSITY portal. The page features a navigation menu on the left and a main content area. At the top of the main content area, there is a red button labeled 'My Transcripts'. Below this button, there is a form with a dropdown menu for 'Academic Year'. The dropdown menu is open, showing a list of academic years: --Select Academic Year--, 2018/2019, 2017/2018, 2016/2017, 2015/2016, and 2019/2020. The page footer contains the text '© 2019 - ABNO SOFTWARES INTERNATIONAL'.

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PROVISIONAL UNDERGRADUATE TRANSCRIPT

STUDENT NAME:	[REDACTED]	REG NO:	R11/5/01/0
PROGRAMME:	BACHELOR OF COMMERCE		
SCHOOL/FACULTY:	SCHOOL OF BUSINESS	ACADEMIC YEAR:	2018/2019
YEAR OF STUDY:	YEAR 1		
ADMISSION DATE:	9/3/2018		

CODE	UNIT TITLE	UNITS	HOURS	GRADE
Key To Grading				
Range	Points	Other Keys		
70-100	A	Symbol	Names	Audited Unit

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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.

LAIKIPIA UNIVERSITY

My Result Slip

Academic Year: --Select Academic Year--

Session: --Select Term--

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PROVISIONAL UNDERGRADUATE RESULT SLIP

STUDENT NAME:	[REDACTED]	REG NO.:	R11/5/01510
PROGRAMME:	BACHELOR OF COMMERCE		
DEPARTMENT:	DEPARTMENT OF COMMERCE		
SCHOOL/FACULTY:	SCHOOL OF BUSINESS	ACADEMIC YEAR:	2018/2019
YEAR OF STUDY:	YEAR 2		

CODE	UNIT TITLE	UNITS	HOURS	GRADE
Export to Pdf				

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Fees Reports

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

- Click on 'Fees Reports' then 'Fees Structure' and select the course or unit you want.
- 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.

LAIKIPIA UNIVERSITY

Home LoadFeeStructure

Stage: YEAR 2 Semester: SEMESTER 1

View Fees Export to Pdf

ACCOUNT	AMOUNT
Student Union	500.00
Tuition Fees	8000.00
Registration Fee	2000.00
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
Total Amount:	26,000.00

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The system provides an option to save the fee structure in a desired designation as shown below.

LAIKIPIA UNIVERSITY

Home LoadFeeStructure

Stage: YEAR 2

View Fees Export to Pdf

ACCOUNT	AMOUNT
Student Union	500.00
Tuition Fees	8000.00
Registration Fee	2000.00
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
Total Amount:	26,000.00

Opening Fee Structure.pdf

You have chosen to open:

Fee Structure.pdf
which is: PDF Document (31.6 KB)
from: http://portal.laikipia.ac.ke

What should Firefox do with this file?

Open with TWINUI (default)

Save File

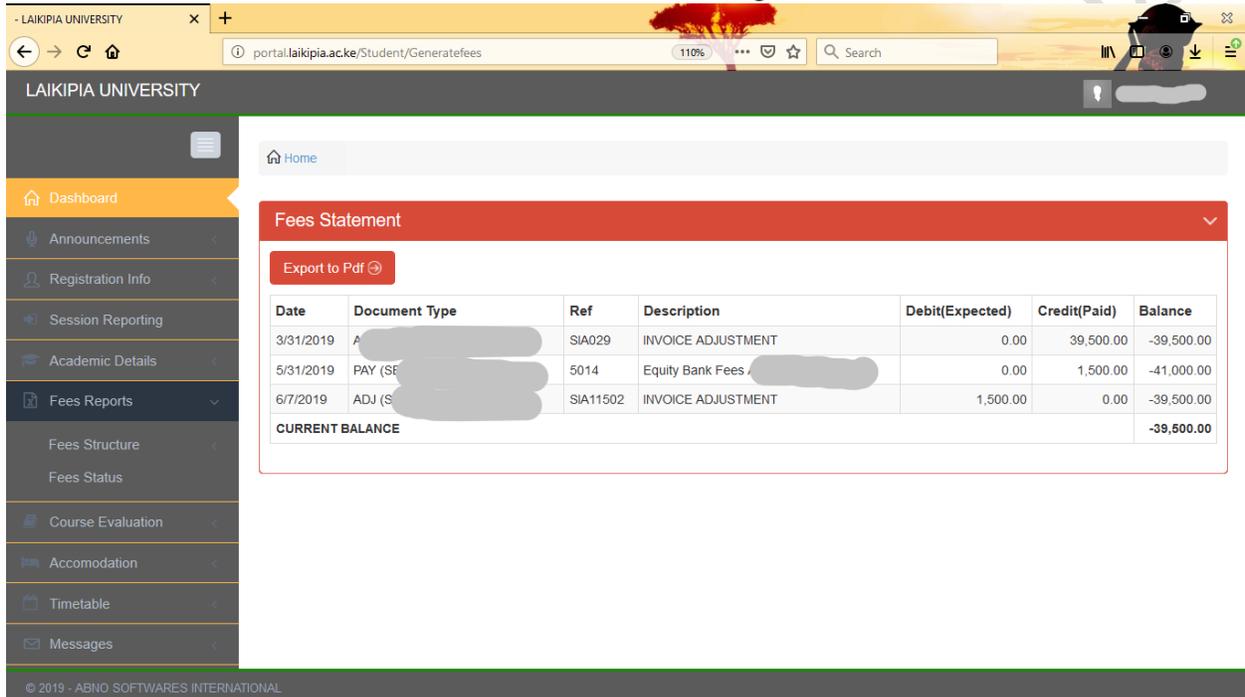
Do this automatically for files like this from now on.

OK Cancel

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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.



The screenshot shows the Laikipia University portal interface. The left sidebar contains navigation options: Dashboard, Announcements, Registration Info, Session Reporting, Academic Details, Fees Reports (selected), Fees Structure, Fees Status, Course Evaluation, Accommodation, Timetable, and Messages. The main content area displays the 'Fees Statement' section with an 'Export to Pdf' button and a table of transactions.

Date	Document Type	Ref	Description	Debit(Expected)	Credit(Paid)	Balance
3/31/2019	A	SIA029	INVOICE ADJUSTMENT	0.00	39,500.00	-39,500.00
5/31/2019	PAY (SE)	5014	Equity Bank Fees	0.00	1,500.00	-41,000.00
6/7/2019	ADJ (S)	SIA11502	INVOICE ADJUSTMENT	1,500.00	0.00	-39,500.00
CURRENT BALANCE						-39,500.00

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.

LAIKIPIA UNIVERSITY

Home

Hostels Available

Find by name: [Search](#)

Name	Maximum Accomodation	Gender	Hostel	Room Type
NY-01	2	Male	NYANDO	COMMON
NY-02	4	Male	NYANDO	COMMON
NY-03	4	Male	NYANDO	QUADRUPLE
NY-04	4	Male	NYANDO	QUADRUPLE
NY-05	4	Male	NYANDO	QUADRUPLE
NY-06	4	Male	NYANDO	QUADRUPLE
NY-07	4	Male	NYANDO	QUADRUPLE
NY-08	4	Male	NYANDO	QUADRUPLE
NY-09	4	Male	NYANDO	QUADRUPLE
NY-10	4	Male	NYANDO	QUADRUPLE

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1 2 3 4 5 6 7 8 9 10 ... » »»

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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.

LAIKIPIA UNIVERSITY

Home

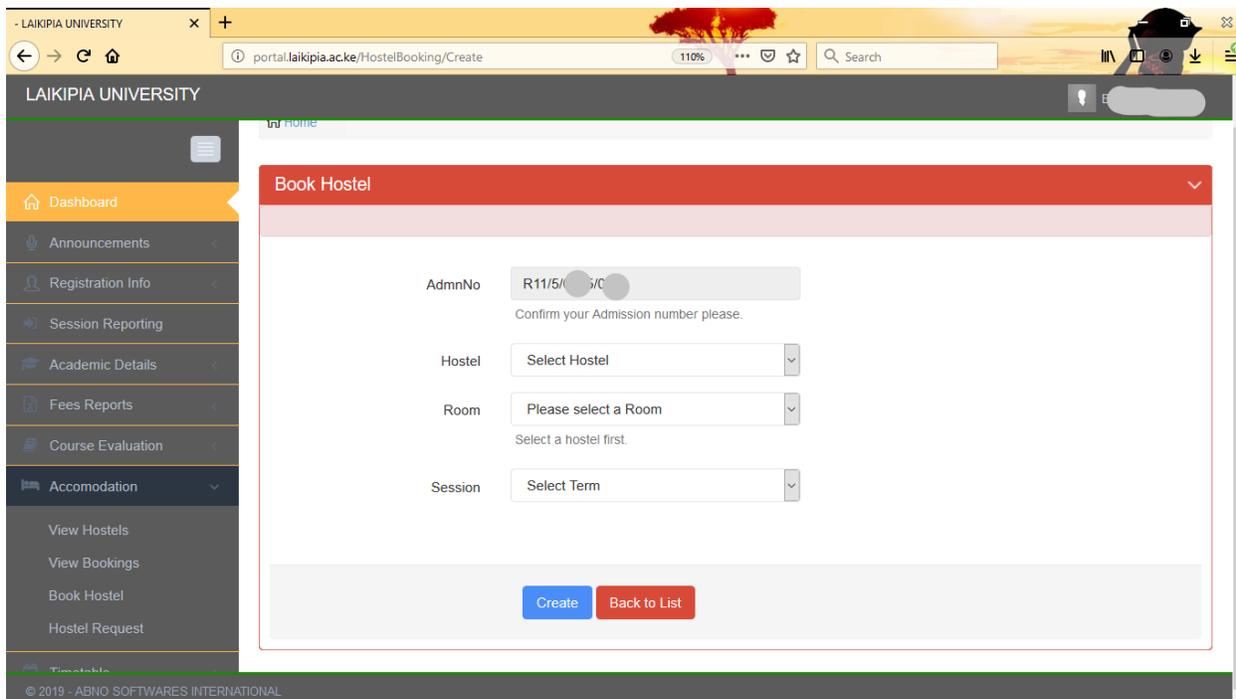
My Hostel Bookings

[Create New](#)

Hostel Room	Session Booked	Date Booked
Sorry you have no bookings at the moment. Click on Create new button to make a booking!!		

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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'



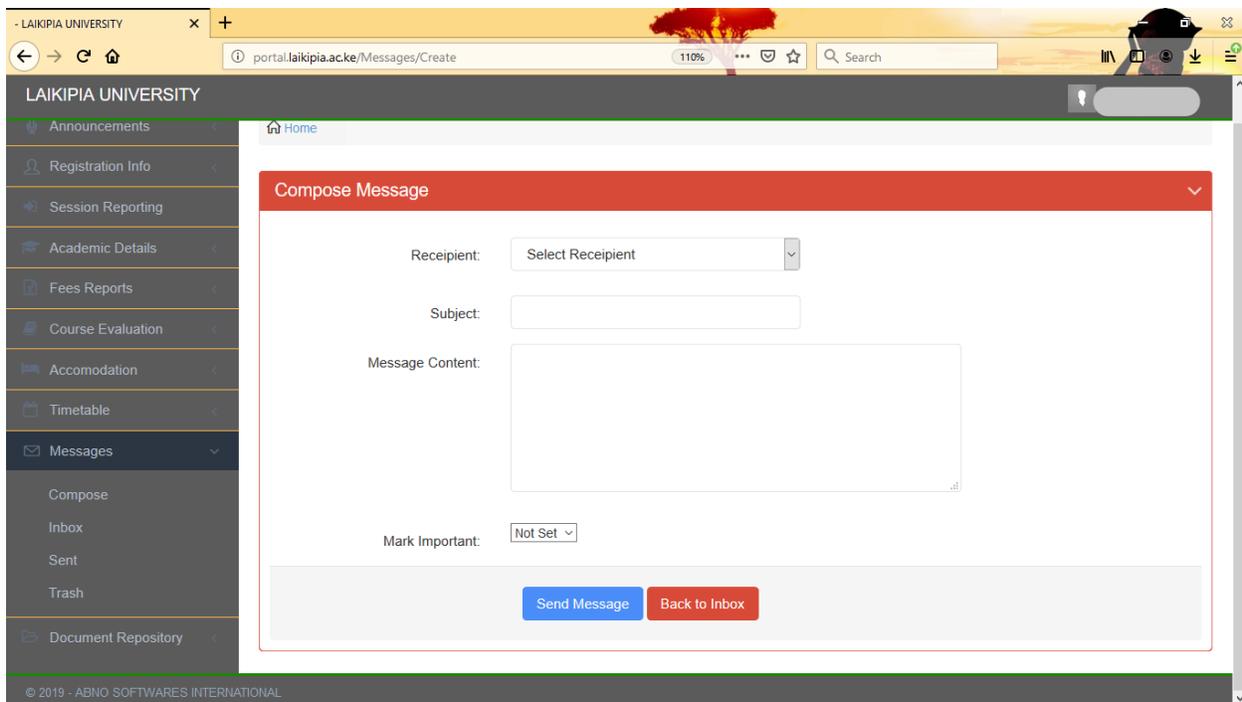
The screenshot shows a web browser window with the URL `portal.laikipia.ac.ke/HostelBooking/Create`. The page title is 'LAIKIPIA UNIVERSITY'. A sidebar menu on the left includes 'Dashboard', 'Announcements', 'Registration Info', 'Session Reporting', 'Academic Details', 'Fees Reports', 'Course Evaluation', and 'Accommodation'. Under 'Accommodation', there are links for 'View Hostels', 'View Bookings', 'Book Hostel', and 'Hostel Request'. The main content area is titled 'Book Hostel' and contains the following form fields:

- AdmnNo:** A text input field containing 'R11/5/0000/C'. Below it, a confirmation prompt reads 'Confirm your Admission number please.'
- Hostel:** A dropdown menu with the placeholder text 'Select Hostel'.
- Room:** A dropdown menu with the placeholder text 'Please select a Room'. Below it, a prompt reads 'Select a hostel first.'
- Session:** A dropdown menu with the placeholder text 'Select Term'.

At the bottom of the form, there are two buttons: a blue 'Create' button and a red 'Back to List' button.

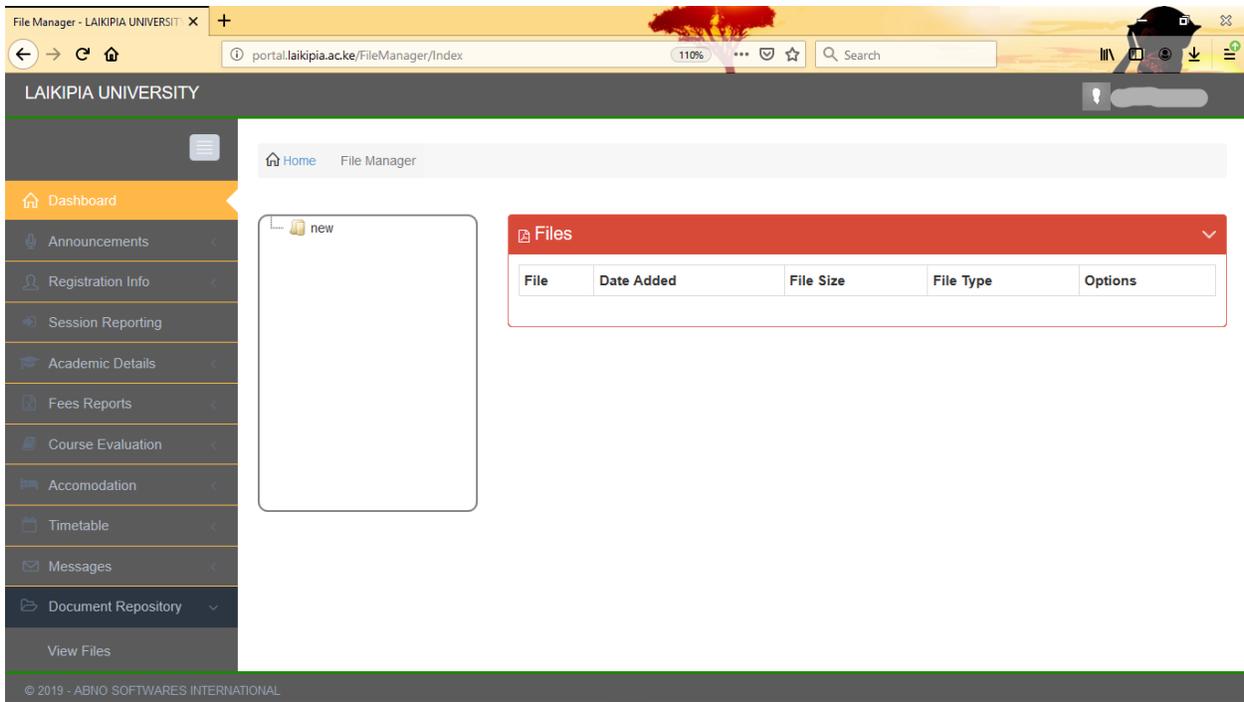
Composing messages

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.



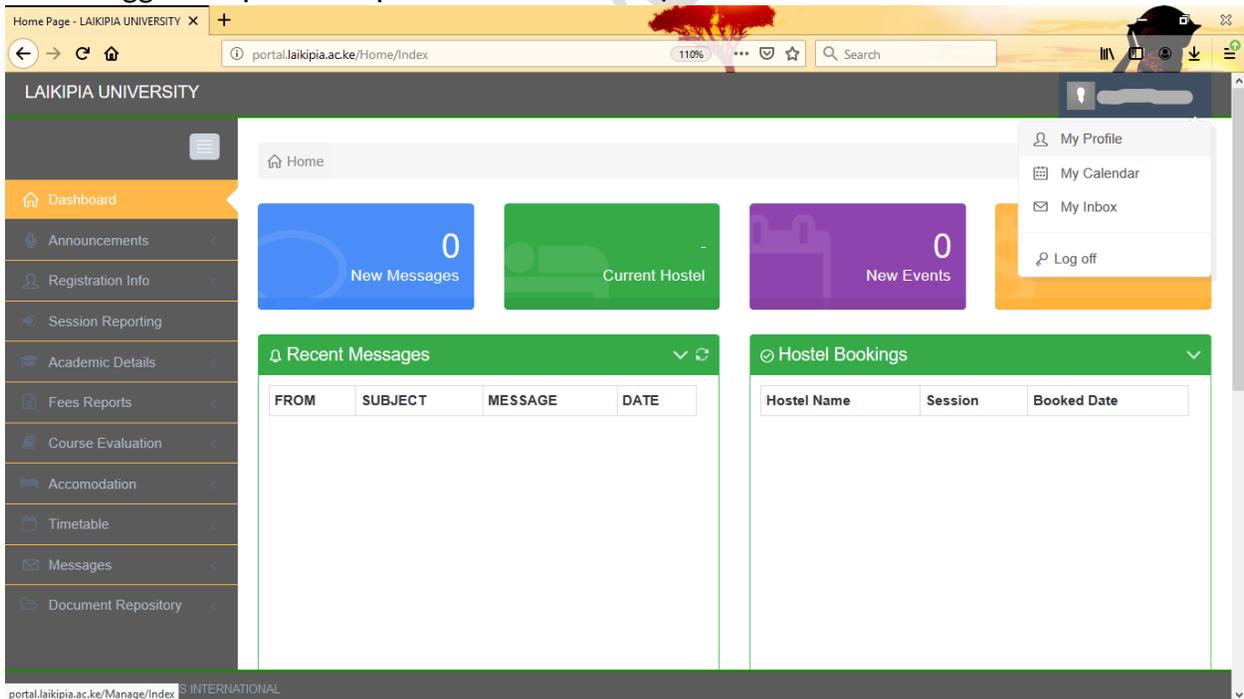
Document Repository

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.



HOW TO CHANGE PASSWORD AND VIEW PROFILE

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



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

The screenshot shows a web browser window with the URL `portal.laikipia.ac.ke/Manage/Index`. The page header includes the Laikipia University logo and navigation links for Home and Manage your account. A sidebar menu on the left lists various user services such as Dashboard, Announcements, Registration Info, Session Reporting, Academic Details, Fees Reports, Course Evaluation, Accommodation, Timetable, Messages, and Document Repository. The main content area is titled "Manage your account." and contains the following elements:

- A link to [Change your password](#).
- Phone Number: None [[Add](#)]
- External Logins: 0 [[Manage](#)]
- A checkbox for "Remember Browser" with the text "Browser is currently not remembered for two factor:" next to it.

At the bottom of the page, the copyright notice reads: © 2019 - ABNO SOFTWARES INTERNATIONAL.

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

The screenshot shows a web browser window with the URL `portal.laikipia.ac.ke/Manage/ChangePassword`. The page header includes the Laikipia University logo and navigation links for Home and Change Password. The sidebar menu is identical to the previous screenshot. The main content area is titled "Change Password." and contains the following elements:

- A heading "Change Password Form".
- Three input fields labeled "Current password", "New password", and "Confirm new password".
- A "Change password" button located below the input fields.

At the bottom of the page, the copyright notice reads: © 2019 - ABNO SOFTWARES INTERNATIONAL.

Do you Need any support, assistance?

Contact us via:

studentsupport@laikipia.ac.ke

