

MKSU TRAINING MANUAL

1.MKSU Portal Account Creation/ Accessing Manual

Welcome to Machakos University Online Portal

This guide will help you create your MKSU portal account step by step. Please follow the instructions carefully and refer to the screenshots provided.

Requirements:

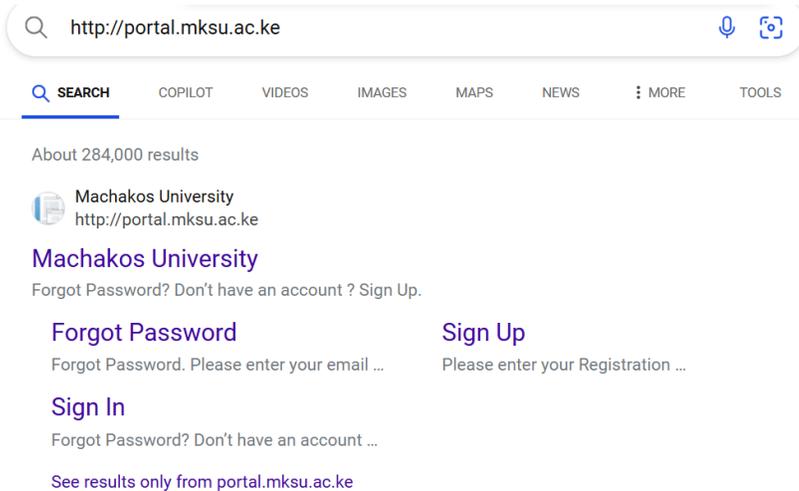
Before starting, make sure you have:

- A valid Admission/Registration Number/Staff Number
- An active email address
- Access to internet

Step 1: Visit the MKSU Student Portal

1. Open your browser (e.g., Chrome, Firefox)
2. Go to: <http://portal.mksu.ac.ke>

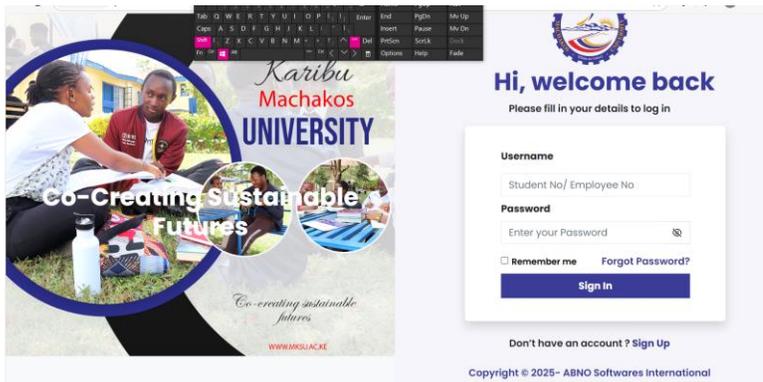
3. This is what you should see



4. 5. Click on it

Step 2: Click on *Sign Up* or *Sign in*

- Look for a label **“Don't have an account ? Sign Up”** or **“Sign in”**



- Click "sin up" to register
- Click sign into login if u already have an account

Step 3: Fill in Your Details

To sign up:

- Enter the required fields:
 - **Username** (Reg No or Staff No)
 - **Password** (Choose a secure password)

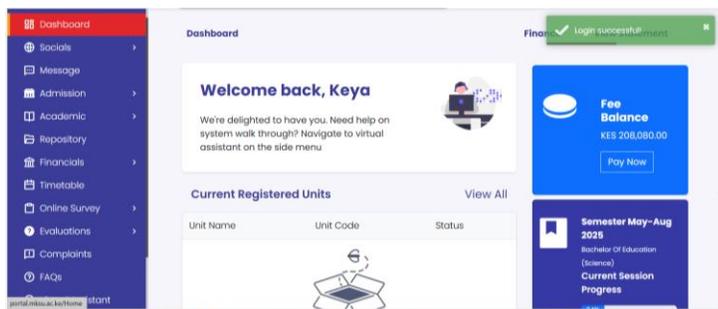
- Confirm password
- Select if student or staff.

To sign in:

- Enter the required fields:
 - **Username** (Reg No or Staff No)
 - **Password**

Step 4: Submit the Registration Form

- Click **“Submit”** or **“Sign In”**
- You should see a success message (Login Successful) or email verification notice

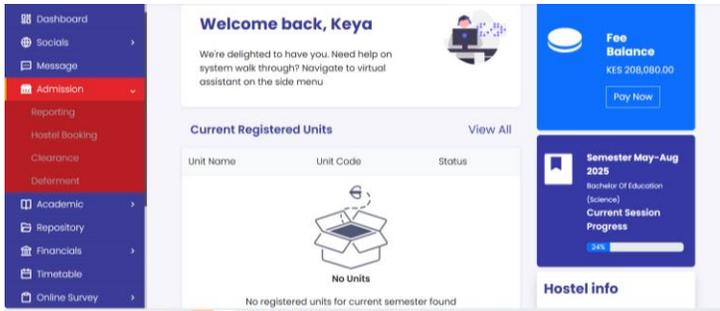


You're In!

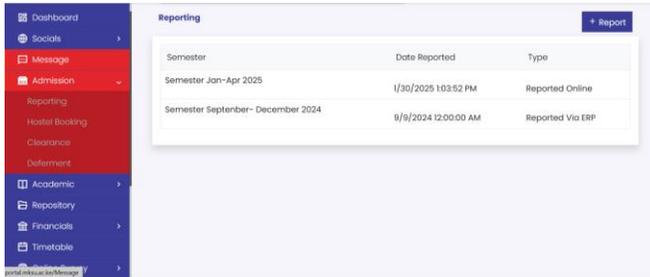
You will now access your portal dashboard where you can:

2.MKSU Session Reporting

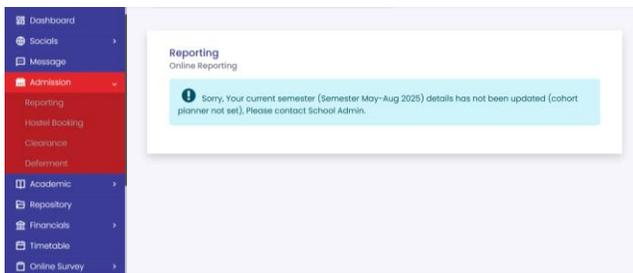
- Login to MKSU Student Portal
- Under Dashboard, Navigate to Admission



- Click 'Reporting'



- Click '+Report'

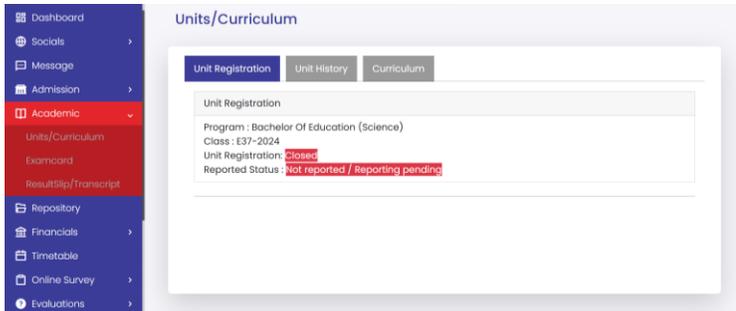


- A "Reporting Successful" Message shall pop up or one like above if the current semester has not yet been updated.

Congratulations!! You have reported session.

3.MKSU Unit Registration

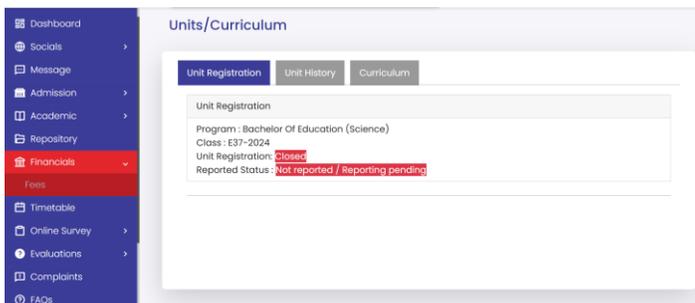
- Login in the MKSU student portal.
- Under dashboard, navigate to "Academic".
- Click Units/Curriculum
- Select the units to be registered then submit.
- You might have an error like below.



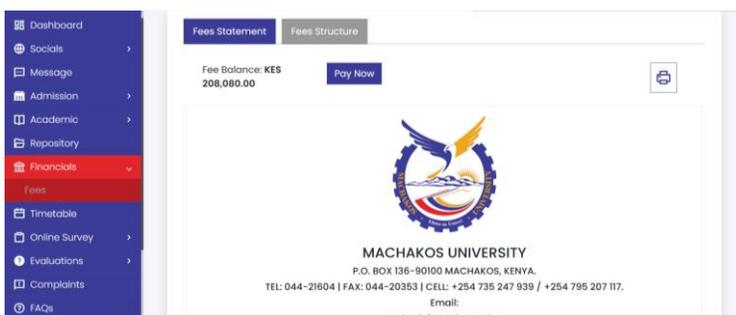
- It means that the deadline has passed, and student has not registered units.

4.MKSU Fee Payment and checking fee statement.

- Login into the student portal
- Under dashboard, navigate to "Financials"



- Click " fees ".
- Scroll down to see your fee statement.
- Click "fee structure to download it"



- How to Pay Fees using Jiunge
- Click "pay now"
- This opens jiunge platform
- Enter your email as asked to login



Log in using email and OTP

Please enter your Email Address to Login

Email*

By tapping "Continue" or "Continue with Google" you agree to Jyunge's [Terms & Conditions](#) and [Privacy Policy](#).

Continue

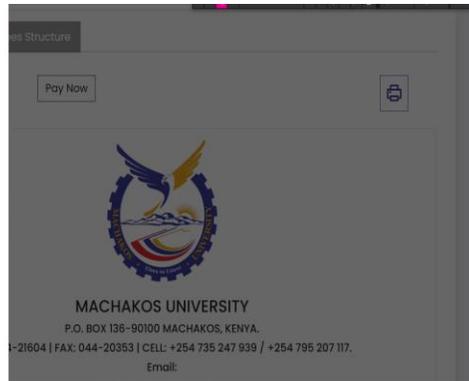
An OTP will be sent to your Email Address for verification

or

 Continue with Google

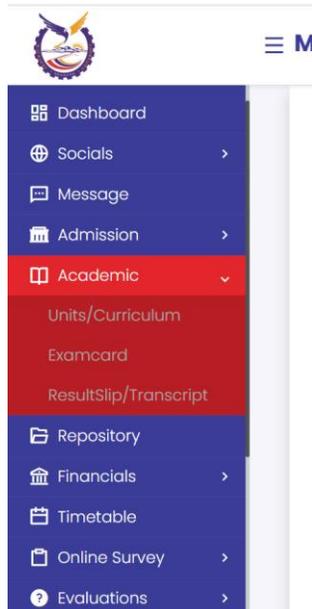
[Log in with email and password](#)

Don't you have an account? [Sign up](#)



5. Accessing Transcripts.

- Login to your student portal account.
- Under the dashboard navigate to "Academic".



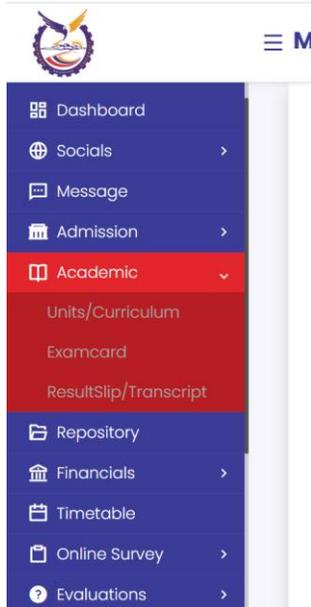
- Click on transcript/Result slip.

The screenshot shows the transcript generation form. It has two dropdown menus: 'Academic Year' with the placeholder 'Select Year of Study' and 'Session' with the placeholder '--All Semesters--'. There is a 'Generate' button to the right of the dropdowns.

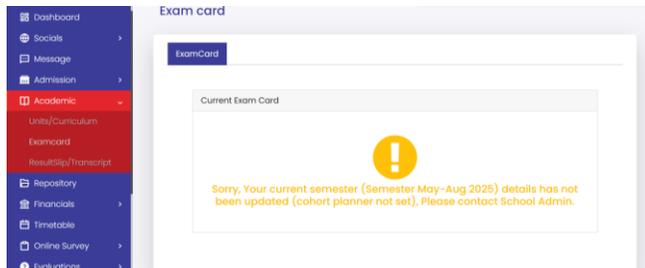
- Select the year and semesters and click "Generate".
- Now you can see your results.

6. Downloading Exam card.

- Login to your student portal account.
- Under the dashboard navigate to "Academic".



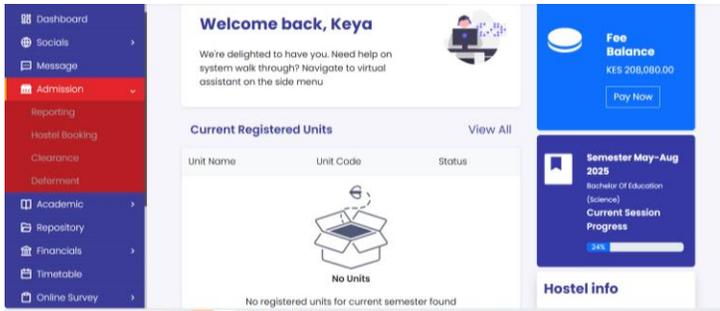
- Click on exam card.



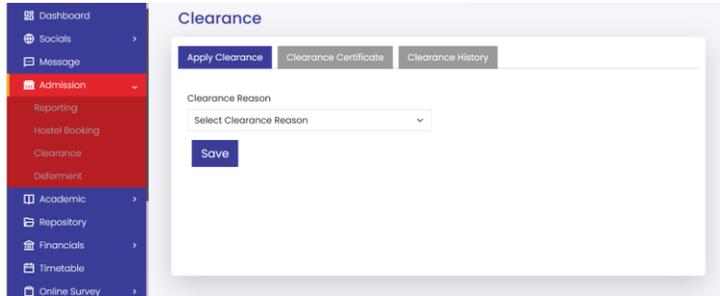
- Your exam card will appear ready for downloading.
- Click on "Download".
- If you experience an error like above the exam card is not ready for you.

7. Clearance.

- Login to MKSU Student Portal
- Under Dashboard, Navigate to Admission



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- Click on clearance.



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- Click on apply clearance, select a reason, and save to apply clearance.
- You can now click on clearance certificate to generate it.

Well done!!

Having Trouble?

Contact MKSU ICT Support:

✉ Email: ictsupport@mksu.ac.ke.

Mobile Number:

ICT Support Services: +254 735 247 939

