## **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



#### 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:
  - o Username (Reg No or Staff No )
  - **Password** (Choose a secure password)

- Confirm password
- $\circ$  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

Socials Message	•	We're delighted	to have you. Need help on bugh? Navigate to virtual		C	Fee Balance
M Admission		assistant on the	side menu			Pay Now
		Current Regist	ered Units	View All		
		Unit Name	Unit Code	Status		Semester May-Aug
			0			Bachelor Of Education
🛱 Academic						(science) Current Session
Repository						Progress
m Financials			XY			(24%)
💾 Timetable			No Units			
Conline Survey	6	his see	letered upits for ourrent con	anator found	Host	el info

• Click 'Reporting'

28 Dashboard	Reporting		+ Repo
Socials			
	Semester	Date Reported	Туре
Admission 🔶	Semester Jan-Apr 2025	1/30/2025 1:03:52 PM	Reported Online
	Semester Septenber- December 2024	9/9/2024 12:00:00 AM	Reported Via ERP
Academic >			
B Repository			
🖽 Timetable			

Click '+Report'

28 Dashboard		
Socials		
🖾 Message	Online Reporting	
Admission		
	Sorry, Your current semester (Semester May-Aug 2025) details has not been updated	(cohort
	promition more party in require your model and hour warrants.	
🖽 Academic		
Repository		
financials	5 -	
🗒 Timetable		
🗂 Online Survey		

• 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.

器 Dashboard	Units/Curriculum
Socials	
🖻 Message	Unit Registration Unit History Curriculum
Admission >	
🕽 Academic 🗸 🗸	Unit Registration
	Program : Bachelor Of Education (Science) Class : E37-2024
	Unit Registration: Closed
	Reported status : Not reported / Reporting pending
Repository	
Financials >	
🛱 Timetable	
🗂 Online Survey 🔹 🔸	
Evaluations	

• 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"

Dashboard		Units/Curriculum
Socials	>	
Message		Unit Registration Unit History Curriculum
Admission		
cademic	->	Unit Registration
Repository		Program : Bachelor Of Education (Science) Class : E37-2024
		Unit Registration: Closed
		Reported status, restaported reporting partiting
Timetable		
	->	
Evaluations	->	
Complaints		

- 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



# 5. Accessing Transcripts.

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



• Click on transcript/Result slip.

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- 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

Socials Socials Message Admission	We're delighte system walk th assistant on th	d to have you. Need help on rough? Navigate to virtual e side menu		0	Fee Balance KES 208,080,00
	Current Regi	stered Units	View All		
	Unit Name	Unit Code	Status		Semester May-Aug 2025
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Academic >					(Science) Current Session
Repository					Progress
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• Click on clearance.

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Socials	,
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Admission	~
🛙 Academic	•
🔓 Repository	
🟦 Financials	•
💾 Timetable	
🖞 Online Survey	,

- 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