

KENYA METHODIST UNIVERSITY

KeMU

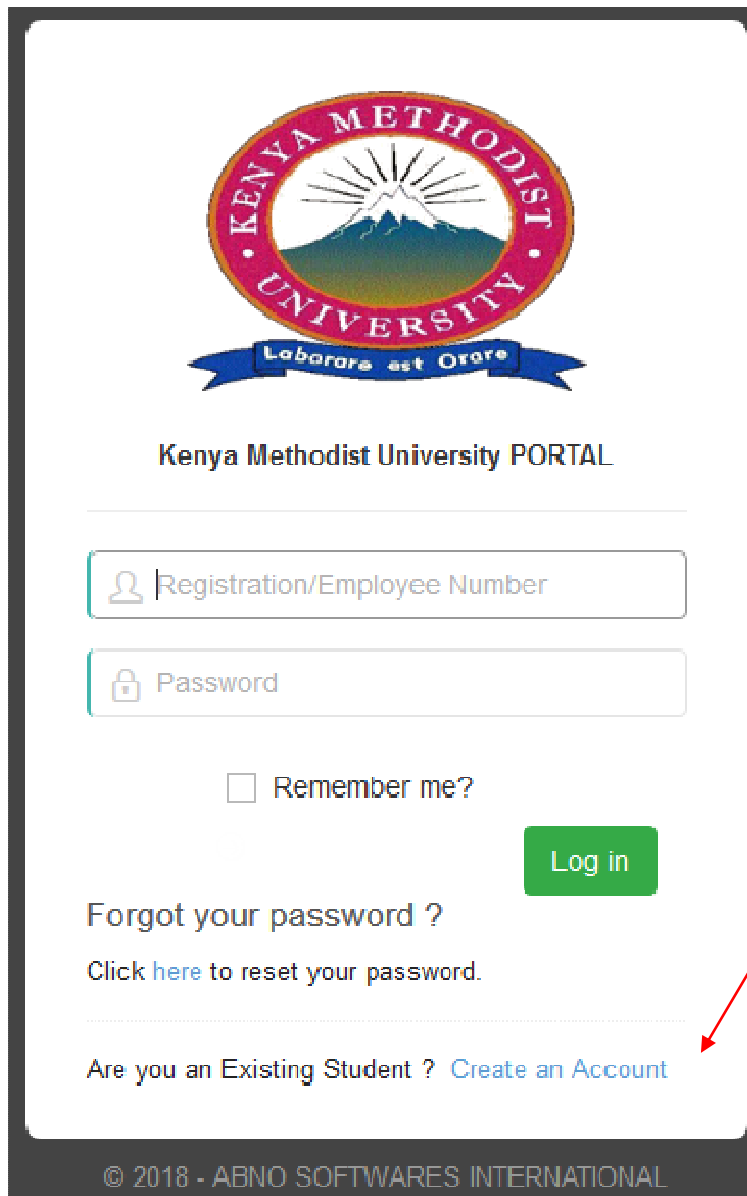
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) DIRECTORATE


ACCESSING THE STUDENTS' PORTAL

Follow the steps indicated below to access the students' portal. In case of challenges, contact the ICT department through the following email, ict.support@kemu.ac.ke or visit the ICT Department or Students Records office during normal working hours.

Step 1; Visit the University website www.kemu.ac.ke, then under **Students Menu on the homepage** or **Campus Life at the bottom of the site**, click on the **New Students portal** or enter the URL on your web browser (portal2.kemu.ac.ke)

Step 2; If this is your first time and you don't have an account, create one as shown below.




Kenya Methodist University PORTAL

Remember me?


Forgot your password ?
Click [here](#) to reset your password.

Are you an Existing Student ? [Create an Account](#)

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Click the highlighted link on your browser to create an account


Step 3; Fill in the details as required



Kenya Methodist
University Portal

Create a new account.

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

[← Back](#)

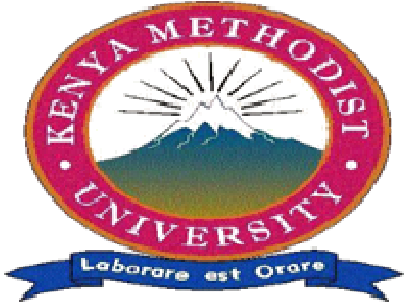
Step 4; Upon creation of the account, an activation link is sent to the email address that you provided during registration. Sometimes the link might delay but the account will be active, Kindly try to log in after a few minutes.

NB: *If your Email address is not captured in the system, contact/visit the ADMISSIONS OFFICE.*

Step 5; Log in to your email address to access the activation link.

NB: *If you dont find the email containing the activation link in your inbox, check in the spam folder of your mail box.*

Step 6; Click on to the link to automatically activate your portal account and by doing so you get direct access on to the Log in page where you key in your **Registration No.** and **Password.**



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Units registration

The user is supposed to access the portal and log in for you to register units. The portal home page after logging in will appear as the one shown below.

The screenshot shows the Kenya Methodist University portal dashboard. The header includes the university name and a user profile icon. A left sidebar contains a menu with options: Dashboard, Announcements, Registration Info, Session Reporting, Academic Details, Fees Reports, Accommodation, Messages, and Document Repository. The main content area features a 'Home' breadcrumb, three summary cards for 'New Messages' (0), 'Current Hostel', and 'New Events' (0), and two tables. The 'Recent Messages' table has columns for FROM, SUBJECT, MESSAGE, and DATE. The 'Hostel Bookings' table has columns for Hostel Name, Session, and Booked Date. The footer contains the copyright notice: © 2018 - ABNO SOFTWARES INTERNATIONAL.

Steps to register units:

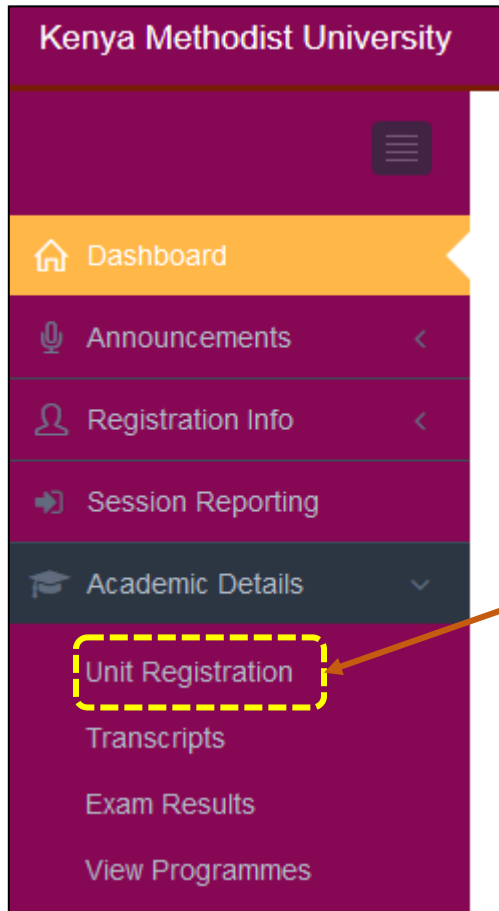
Access the **Academic Details** menu

Click on **Unit Registration**

Session Reporting

If you get a message about reporting for the semester, click on semester reporting and report for the current semester

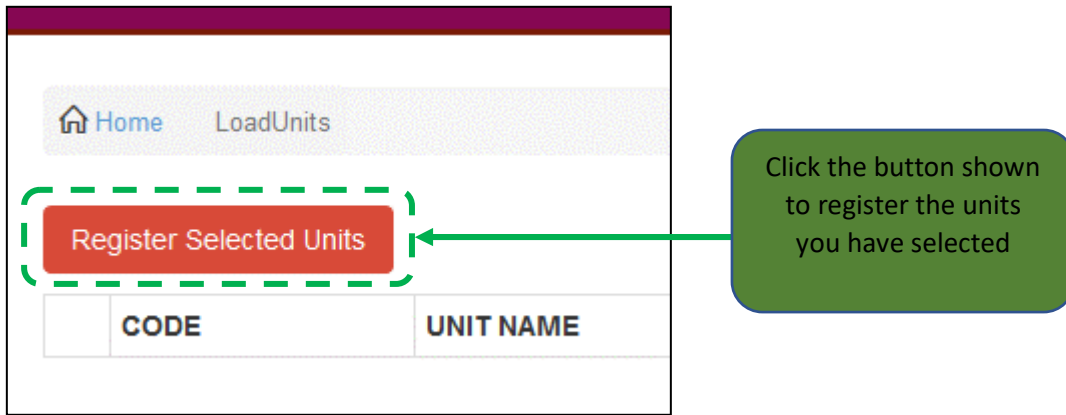
This screenshot shows the Kenya Methodist University portal with the 'Session Reporting' menu item highlighted in the left sidebar. A modal window titled 'Sessions Reported' is open, containing a 'Create New' button and a 'Session Reported' section. A black arrow points from the 'Session Reporting' menu item to the 'Create New' button. The footer contains the copyright notice: © 2018 - ABNO SOFTWARES INTERNATIONAL.



A list of different units that are on offer is displayed.

<input type="checkbox"/>	UNIT CODE	UNIT NAME	UNIT STATUS	AUDIT UNIT
<input checked="" type="checkbox"/>	BBM 100	Principles of Accounting	Pending	No
<input checked="" type="checkbox"/>	BBM 101	INTRODUCTION TO BUSINESS	Pending	No
<input checked="" type="checkbox"/>	BBM 102	INTRODUCTION TO COMPUTER SCIENCE	Pending	No
<input checked="" type="checkbox"/>	BBM 107	HEALTH AWARENESS	Pending	No
<input type="checkbox"/>	ECO 110	Introduction to Micro-Economics	Pending	No
<input type="checkbox"/>	ECO 112	Introduction to Mathematics I	Pending	No
<input checked="" type="checkbox"/>	SBM 100	STUDY AND LIBRARY SKILLS	Pending	No
<input type="checkbox"/>	BBM 103	Principles of Accounting II	Pending	No
<input type="checkbox"/>	BBM 104	PRINCIPLES OF MANAGEMENT	Pending	No
<input type="checkbox"/>	BBM 106	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	Pending	No
<input type="checkbox"/>	BBM 109	BUSINESS LAW	Pending	No
<input type="checkbox"/>	ECO 111	Introduction to Macro-Economics	Pending	No
<input type="checkbox"/>	ECO 113	INTRODUCTION TO MATHEMATICS II	Pending	No
<input type="checkbox"/>	SMB 101	BUSINESS COMMUNICATION	Pending	No

Select the units you want to register for that particular session and click the button shown below to register



A list of registered units will be displayed where you add more or edit the registered units as shown below

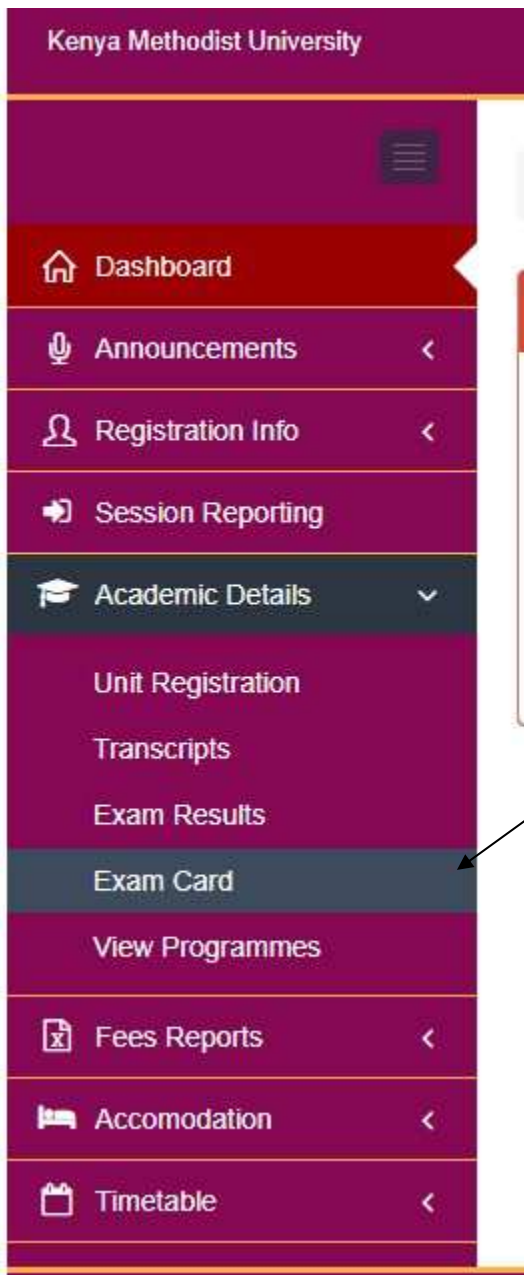
Registration Info!

ID	UNIT CODE	UNIT NAME	TERM	UNIT STATUS	AUDIT UNIT
1	BBM 100	Principles of Accounting	SEMESTER 3 2013/2014	Pending	No
2	BBM 101	INTRODUCTION TO BUSINESS	SEMESTER 3 2013/2014	Pending	No
3	BBM 102	INTRODUCTION TO COMPUTER SCIENCE	SEMESTER 3 2013/2014	Pending	No
4	BBM 107	HEALTH AWARENESS	SEMESTER 3 2013/2014	Pending	No
5	ECO 110	Introduction to Micro-Economics	SEMESTER 3 2013/2014	Pending	No
6	ECO 112	Introduction to Mathematics I	SEMESTER 3 2013/2014	Pending	No
7	SBM 100	STUDY AND LIBRARY SKILLS	SEMESTER 3 2013/2014	Pending	No
8	BBM 103	Principles of Accounting II	SEMESTER 3 2013/2014	Pending	No
9	BBM 104	PRINCIPLES OF MANAGEMENT	SEMESTER 3 2013/2014	Pending	No
10	BBM 106	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	SEMESTER 3 2013/2014	Pending	No
11	BBM 109	BUSINESS LAW	SEMESTER 3 2013/2014	Pending	No
12	ECO 111	Introduction to Macro-Economics	SEMESTER 3 2013/2014	Pending	No
13	ECO 113	INTRODUCTION TO MATHEMATICS II	SEMESTER 3 2013/2014	Pending	No
14	SMB 101	BUSINESS COMMUNICATION	SEMESTER 3 2013/2014	Pending	No

[Edit Registered Units](#)
[Register Other Units](#)

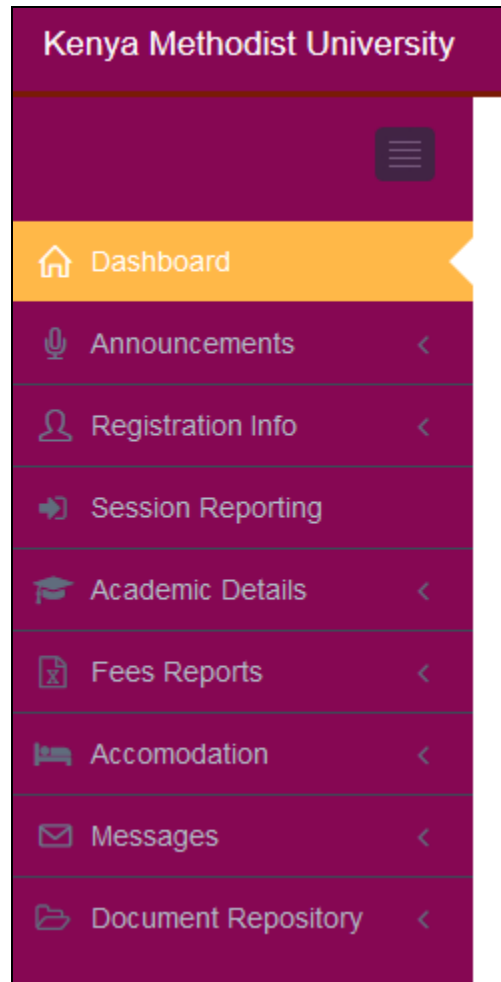
By following the above steps, you will have registered the units accordingly.

Examination clearance



Generate exam card. Print 2 copies and present them for approval and clearance.

Other resources and services



You can scroll through the various menu items as shown in the figure above, to access the various resources and services from the system.