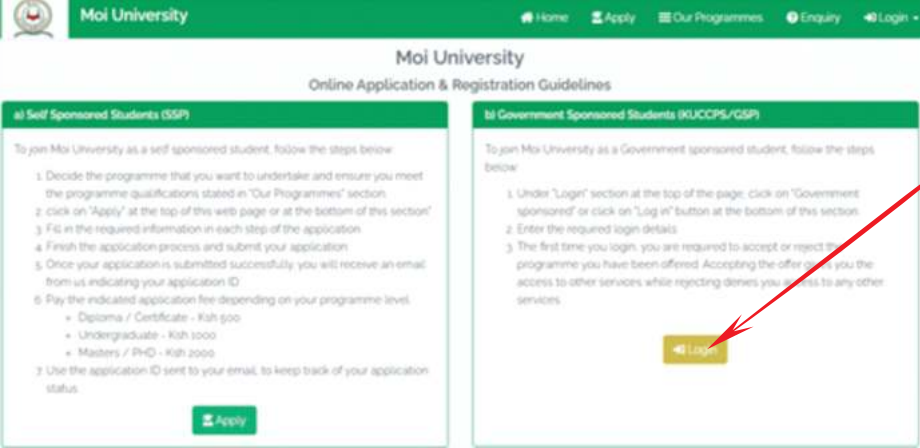





# Moi University

## Online Registration Process Guideline for Government Sponsored Students

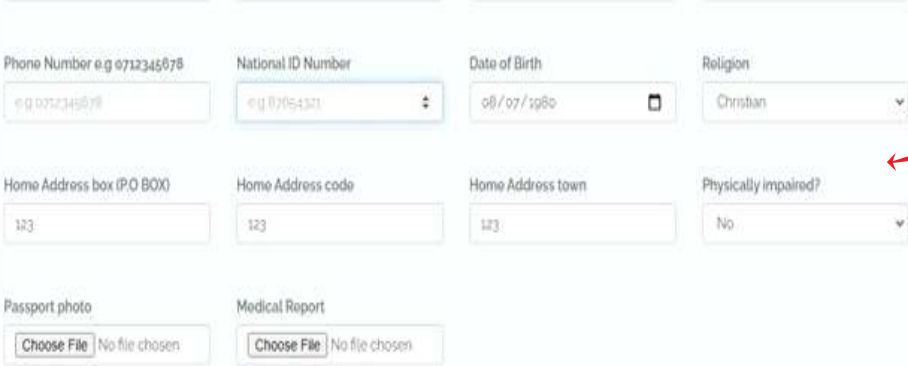


1. 


On the Moi university online application portal  
Via <https://admissions.mu.ac.ke/>,  
click on login

2. 

Fill in your KCSE Index number and click login

3. 

Fill in your personal details as required

4. 

Fill in your Marital Status, Parent, Siblings and Residence details





# Moi University

## Online Registration Process Guideline for Government Sponsored Students



5. **Step 3/6 - Academic qualifications / Attachments (skip if none)**

Level/Type: --Select--  
 Institution name: e.g. Kenyatta University  
 From date: mm/dd/yyyy  
 To date: mm/dd/yyyy  
 Award/Final Grade: e.g. A or First class honors  
 Date of award: mm/dd/yyyy  
 Certificate (Maximum size - 2 MB): Choose File No file chosen

**Add** **Back** **Skip**

Add all your academic qualifications by filling the required details for each qualification and then **Click on Add**

6. **Step 4/6 - KCSE Results Details**

Subject: --Select--  
 Grade: --Select--  
 Action: **Add**

**Back**

Add all your KCSE academic grades

7. **Step 5/6 - Emergency Contact Persons information**

These are the people who can be contacted incase of an emergency.

a) Emergency Contact Person 1 info  
 name: e.g. Mary Wema  
 Relationship: e.g. Mother  
 Phone number: e.g. 0712345678  
 Email: e.g. jifira@gmail.com

b) Emergency Contact Person 2 info  
 name: e.g. John Doe  
 Relationship: e.g. Father  
 Phone number: e.g. 0712345678  
 Email: jifira@gmail.com

**Back** **Next**

Fill in the contact information of people who can be contacted incase of an emergency

8. **Step 6/6 - Conclusion**

Games of interest? e.g. Hockey, Basketball, Football  
 Clubs, societies & hobbies of interest: e.g. Red cross  
 How did you hear about us? --Select--

(optional) Give any other information you think is useful to the University

**Back** **Submit & Finish**

Fill in the final details then click on submit

9. **Registration status**

Your Registration status:	<b>Accepted</b>
Status Description:	This means you have been reserved a slot in Moi University to undertake your studies. Click the button below to view and print your admission letter. You are expected to physically report to Moi University as indicated in the admission letter accessible below. Please also note you are required to come with a printed copy of the admission letter accessible below, on the reporting date.
Admission letter:	<b>Admission letter</b>
Start Admission Process?	<b>Start Admission Process</b>
Admission Booklet:	<b>Download</b>
Fees Structure:	<b>Download</b>
Engineering Drawing Requirements (Engineering students only)	<b>Download</b>

To view and download your admission letter click on "Admission letter" button

To start the admission process, click on "Start Admission Process" button. Ensure that you have paid full fees for the semester before clicking on the start admission process button.

Once you have clicked on the start admission process button, you will receive an email with further instructions on how to login to the student's portal for unit registration. The email will consist of:  
 The student's portal link: (https://portal.mu.ac.ke/)  
 Your registration number and password





# Moi University

## Online Registration Process Guideline for Government Sponsored Students



10.



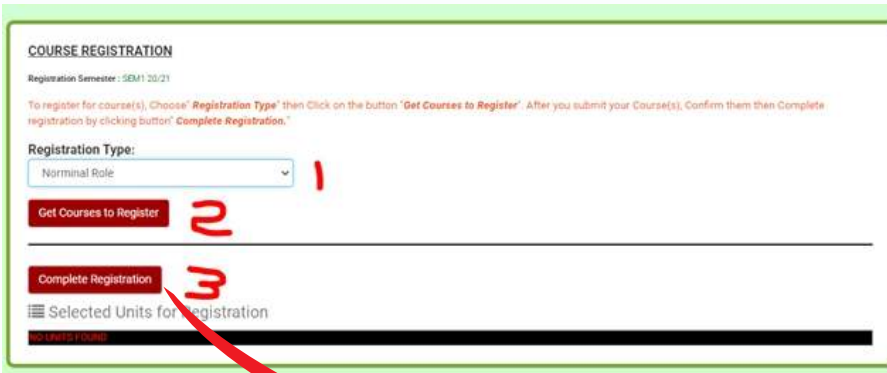
Follow the link (<https://portal.mu.ac.ke/>) and key in the registration number and password to login. You will also receive credentials to your Mu student email

11.



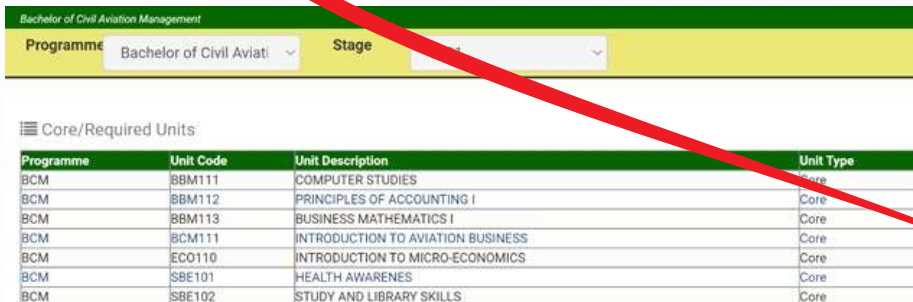
Once logged in click on Academics then Course registration

12.



Once the course registration window is loaded, select the registration type as nominal roll then click on Get Courses to Register.

13.



After clicking on get courses to register, this window will load units/courses to be registered for the semester. Proceed to click on submit registration.

The list of selected units will appear under section number 3 in the previous screenshot. Thereafter click on complete registration to complete the process of registration





# Moi University

## Online Registration Process Guideline for Government Sponsored Students



14.



To begin studying, click the link in your student portal or go to <https://e-learning.mu.ac.ke> and login with your registration number and students portal password as used in the registration processes.

15.



After successful login, go to my courses. You will see courses you registered. Click on one course to view the study materials and exercises

16.



To access the library material , to click the link in your student portal or go to the url: <http://mtl.mu.ac.ke/> and login same credentials used above.

**YOU HAVE SUCCESSFULLY REGISTERED!**  
**WELCOME TO MOI UNIVERSITY**

