

PROCEDURE FOR ROOM BOOKING

All rooms shall be booked online as outlined in the procedure below:

1. Visit the University website <https://www.mu.ac.ke>, go to the main menu 'Students' and click [student portal](https://portal.mu.ac.ke) or visit the portal directly by clicking <https://portal.mu.ac.ke>

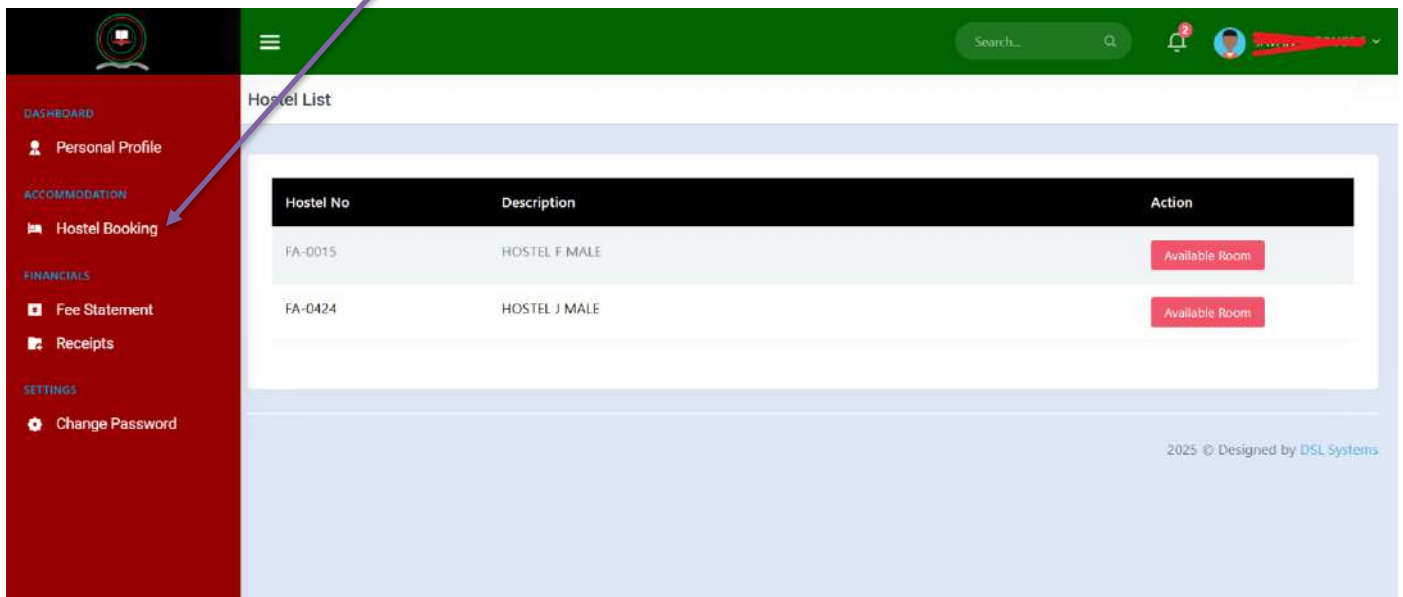


2. A new page opens taking you to the **portal's login page** <https://portal.mu.ac.ke> (see screenshot below).

The screenshot shows the login page of the Moi University Student Portal. The page has a green background with the university's logo at the top. Below the logo, there are two input fields: 'Reg. Number' and 'Password'. The 'Reg. Number' field has a placeholder text 'Reg. Number'. The 'Password' field has a placeholder text 'Password' and a toggle icon (an eye) to the right. Below the password field, there is a checkbox labeled 'Remember me' which is checked. At the bottom, there is a blue 'Log In' button. Below the button, there is a link that says 'Forgot your password?'.

3. Click login to **login** to the portal

4. Click on the **Hostel Booking** under the **Accommodation** tab on your left as shown below:

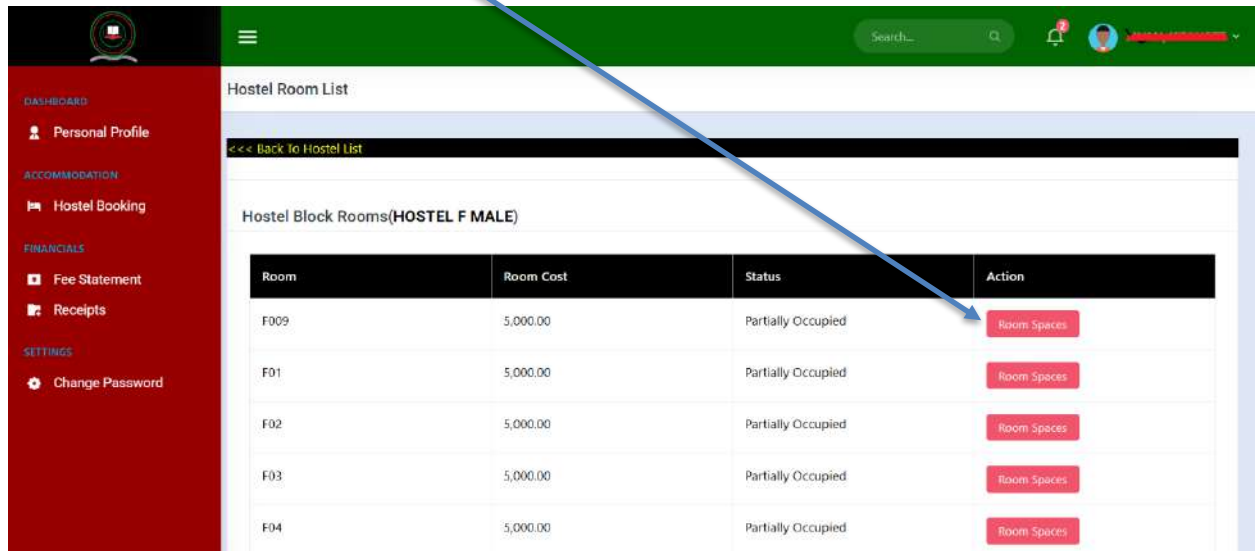


The screenshot displays a web portal interface. On the left is a dark red sidebar with a menu. The menu is organized into sections: DASHBOARD, ACCOMMODATION, FINANCIALS, and SETTINGS. Under the ACCOMMODATION section, the 'Hostel Booking' option is highlighted with a purple arrow. The main content area has a green header bar with a search bar and user profile. Below the header, the page is titled 'Hostel List'. It contains a table with three columns: 'Hostel No', 'Description', and 'Action'. The table lists two hostels, both marked as 'Available Room'.

Hostel No	Description	Action
FA-0015	HOSTEL F MALE	Available Room
FA-0424	HOSTEL J MALE	Available Room

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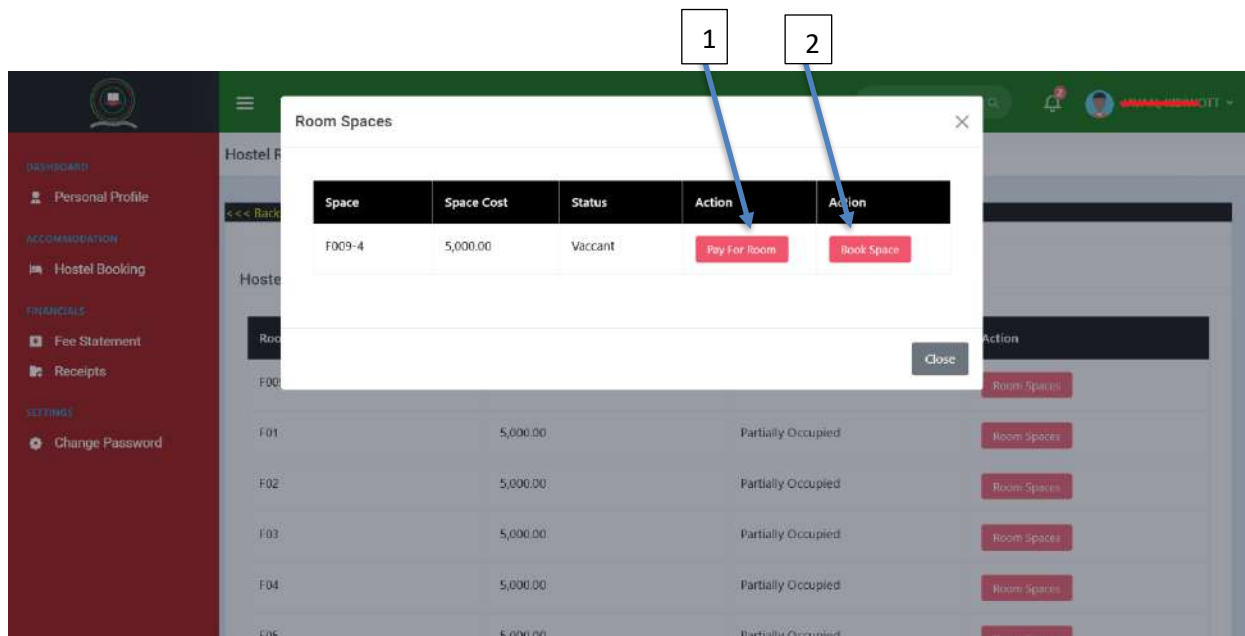
5. Click on **Available Room** as shown above on your preferred Hostel. Available Room will display all vacant room spaces. Click **Room Spaces** button against the room you wish to book.



The screenshot shows a web application interface for hostel management. On the left is a red sidebar with navigation links: DASHBOARD, Personal Profile, ACCOMMODATION (with Hostel Booking selected), FINANCIALS (with Fee Statement and Receipts), and SETTINGS (with Change Password). The main content area is titled 'Hostel Room List' and includes a '<<< Back to Hostel List' link. Below this is a section for 'Hostel Block Rooms(HOSTEL F MALE)' containing a table with columns: Room, Room Cost, Status, and Action. The table lists five rooms (F009 to F04), all with a cost of 5,000.00 and a status of 'Partially Occupied'. Each row has a red 'Room Spaces' button in the Action column. A blue arrow points from the instruction text to the 'Room Spaces' button for room F009.

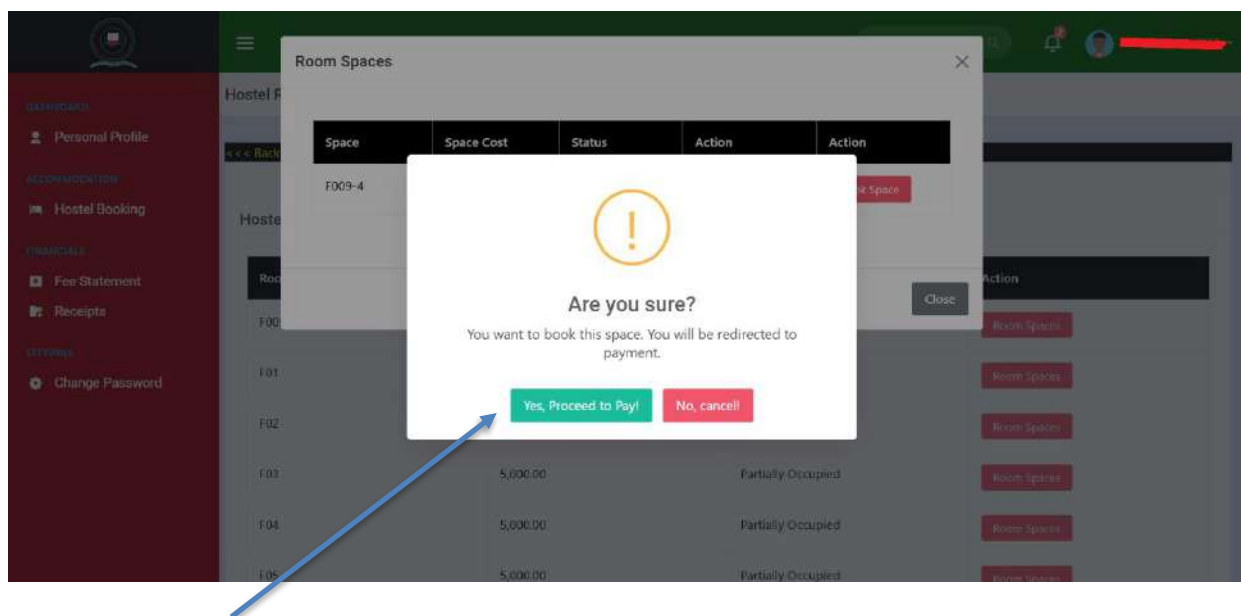
Room	Room Cost	Status	Action
F009	5,000.00	Partially Occupied	Room Spaces
F01	5,000.00	Partially Occupied	Room Spaces
F02	5,000.00	Partially Occupied	Room Spaces
F03	5,000.00	Partially Occupied	Room Spaces
F04	5,000.00	Partially Occupied	Room Spaces

6. Click on **Room Spaces** and select a space that is **Vacant** by clicking on **Book Space** as shown above. (**Vacant**=All spaces are available, **Partially Occupied**=Some spaces are available and others booked, **Fully Occupied**=All spaces are filled up.)

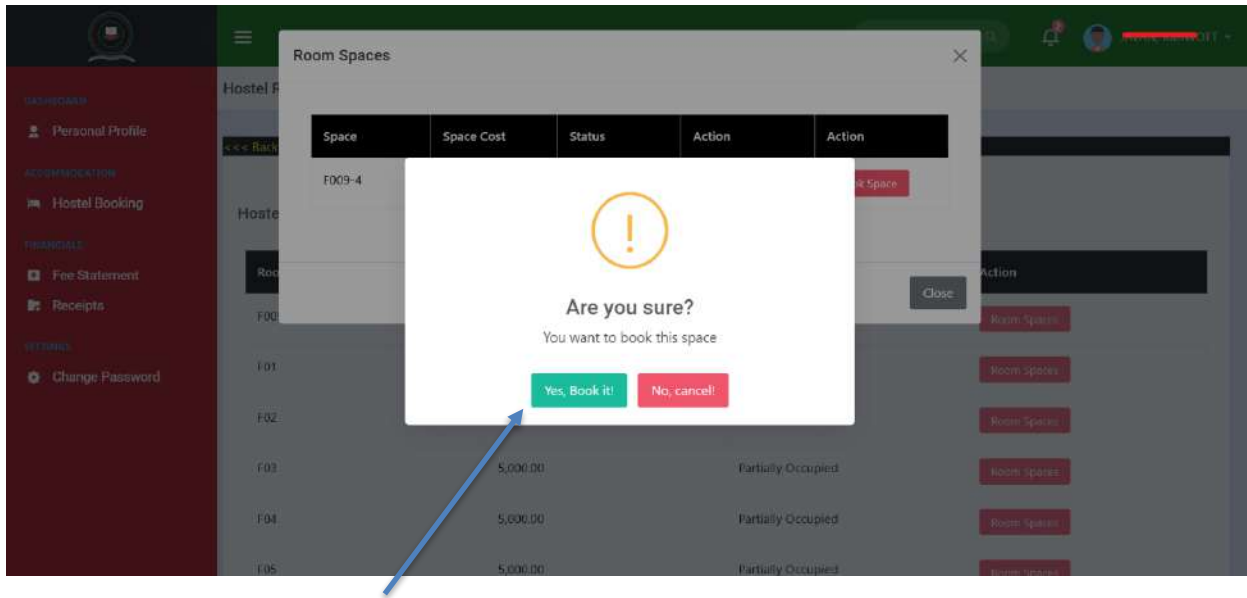


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7. Ensure you have the room amount in your M-PESA then Click **Pay for Room** button as shown in the screenshot above, if you do not have the room amount, click **Book space** button to reserve the room for 2 hours after which the room will be reversed automatically to allow for others to book.
8. If you click **Pay for Room**, the confirmation window box will appear as shown in the screenshot above,



9. Click on **'Yes, Proceed to Pay!'** to make the hostel room payment by following the instructions.
10. To complete the Hostel room booking process, repeat steps 5 and 6 and on step 7 click on **Book Room** button to complete.



Click **Yes, Book it** button to complete the process.

Print or Save the hostel invoice at the top and payment receipt which will be verified by the Hostels' Department on the day of reporting before issuance of room keys and other inventory items.