

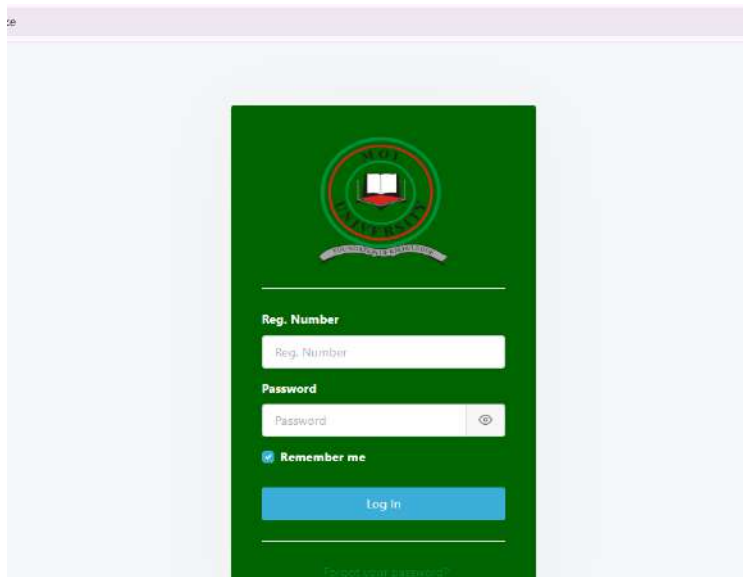
# WELCOME TO MOI UNIVERSITY

## COURSE REGISTRATION

### Step by Step Procedure

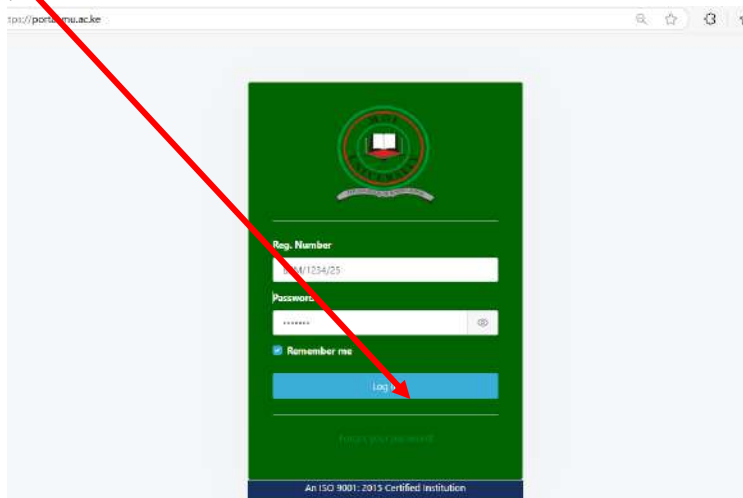
#### 1. Visit the Student Portal

Go to: <https://portal.mu.ac.ke>

A screenshot of the MOI University Student Portal login page. The page has a light blue background. In the center, there is a green rectangular box containing the university's logo at the top. Below the logo, there are two input fields: 'Reg. Number' and 'Password'. The 'Reg. Number' field contains the text 'Reg. Number'. The 'Password' field contains the text 'Password' and has an eye icon to its right. Below these fields is a checkbox labeled 'Remember me' which is checked. At the bottom of the green box is a blue button labeled 'Log In'. Below the 'Log In' button, there is a link that says 'Forgot your password?'. The browser's address bar at the top shows 'https://portal.mu.ac.ke'.

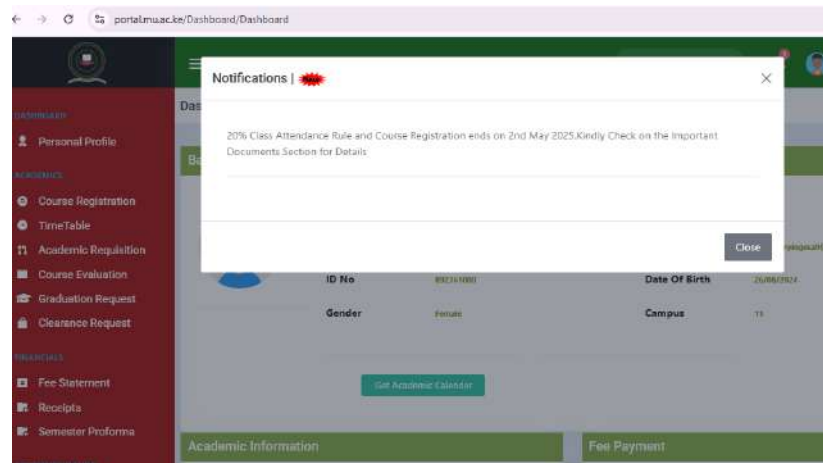
#### 2. Log In

- Use your Registration Number as the username.
- Enter your password.
- Click Login.

A screenshot of the MOI University Student Portal login page, similar to the one above. However, a red arrow points from the 'Log In' button to the 'Remember me' checkbox. The 'Reg. Number' field contains the text '1234/25'. The 'Password' field contains the text 'password'. The browser's address bar at the top shows 'https://portal.mu.ac.ke'. At the bottom of the green box, there is a link that says 'Forgot your password?'. Below the green box, there is a blue bar with the text 'An ISO 9001:2015 Certified Institution'.

*NB: If you forgot your password, use the "Forgot password" to reset the password. A new password will be sent to your email captured in the system during application.*

Make sure you read the notification displayed and adhere to the instructions therein.  
Close the notification to continue...

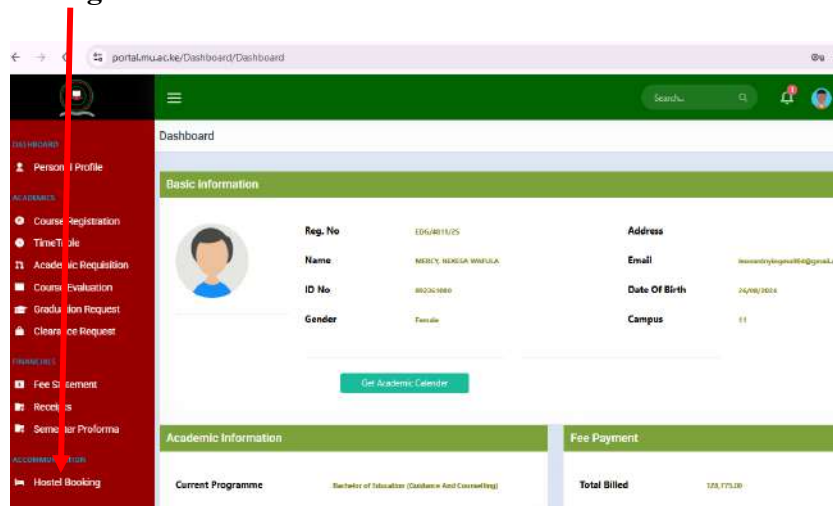


For one to register courses he/she must **book a room** or **fill non-resident form**.

### Option1: Booking a Hostel Room

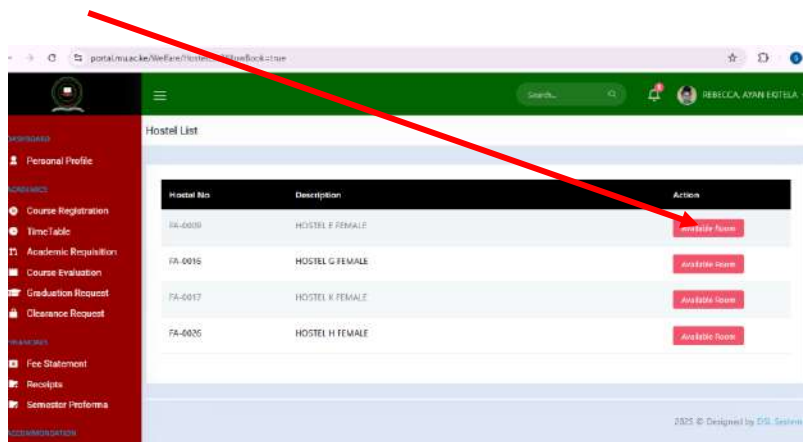
#### Navigate to Hostel Booking

On the dashboard, find the menu labelled “**Accommodation**” then Click “**Hostel Booking**”.

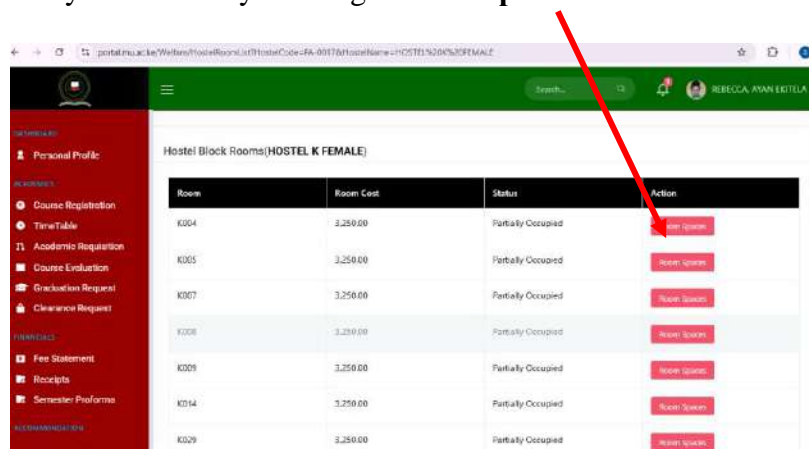


#### Choose Hostel

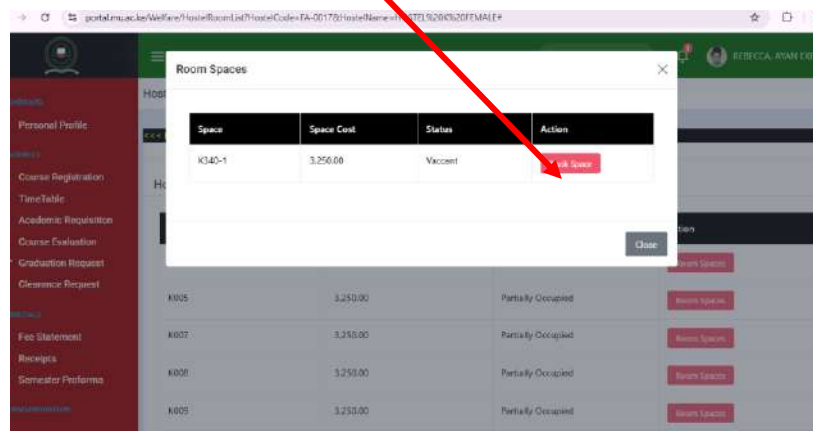
A list of available hostels, with names will appear as shown below.  
Select your preferred hostel and room type.  
Click “**Available Room**”.



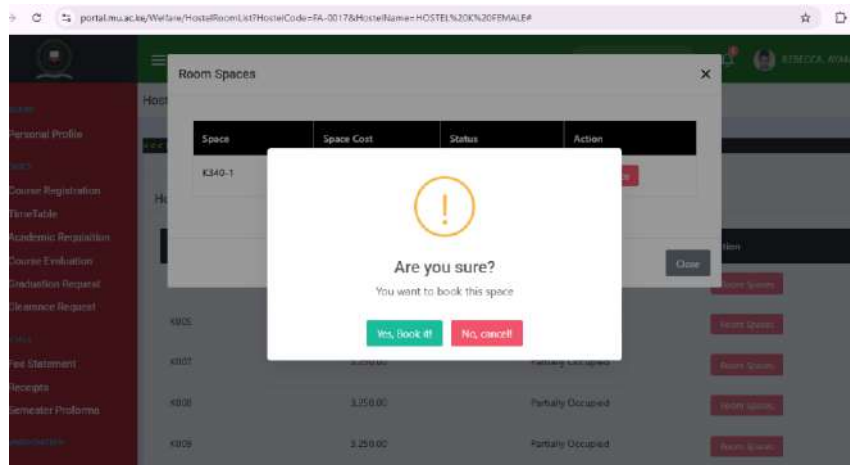
Select room space of your choice by clicking **“Room Spaces”**.



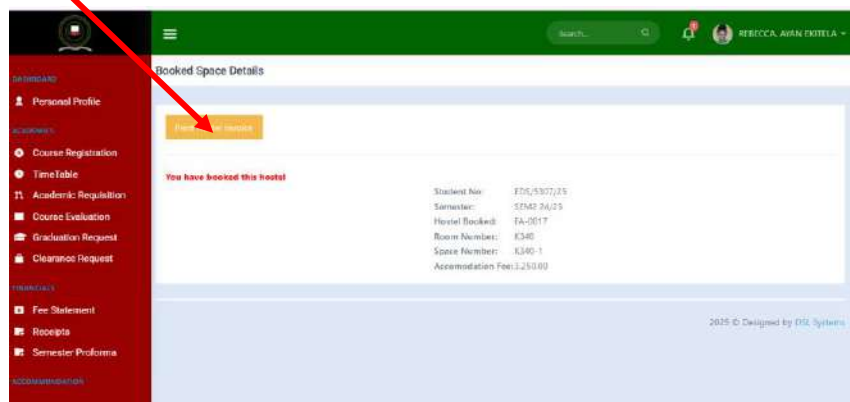
Book bed space by clicking on **“Book Space”** as shown below.



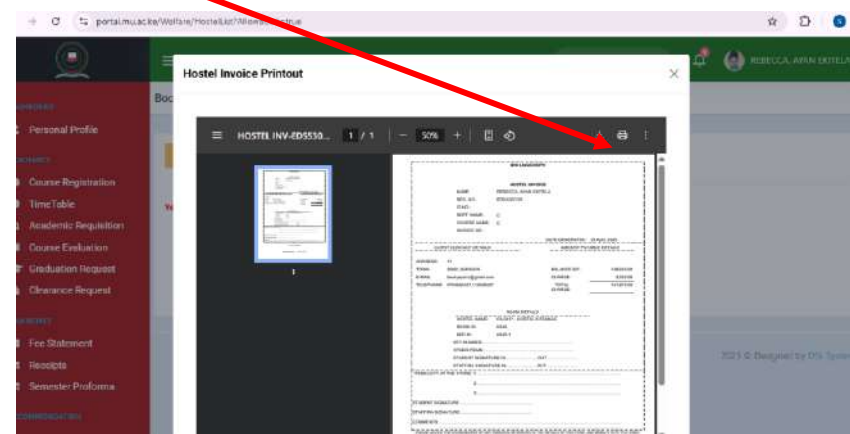
To confirm the booking click **“Yes Book it”** as shown below



Click to **Print Hostel Invoice**



Click **printer icon** to print the invoice, if your computer is connected to a printer or Download, save and print later.



**NB:** After printing the invoice present it to the house keeper as you check-in the room

**Option 2: Filling Non-Resident form**

If you decide not to stay in the University's hostel, you must fill a **non-resident form** and submit.

Navigate to **course registration** as shown below.

The screenshot shows the 'Course Registration' page. On the left is a sidebar with navigation options: Personal Profile, Course Registration, Time Table, Academic Registration, Course Evaluation, Graduation Request, Clearance Request, Fee Statement, Receipts, Semester Profile, Hostel Booking, Exam Card, and Programme Transfer. The main area displays a 'Registration List' table with columns: Action, Stage, Semester, Unit Taken, Settlement Type, Registration Date, Register For, Unpaid Charges, and Total Fee. Two rows are visible for semesters Y1S1 and Y1S2. Below the table is a 'COURSE REGISTRATION' section with instructions and a 'Filters' dropdown menu. The 'Filters' dropdown is currently set to 'Non-Resident'.

Under student Residents option, choose “**Non-Resident**”. This **Non-Resident Form** below will pop-up

The 'Non-Residential Form' pop-up is displayed over the course registration page. It contains the following fields: Residential Address (with a text area), Room No. (text), Landlord Name (text), Caretaker Name (text), Address (text), and Area Name (text). There is a 'Submit Form' button at the bottom right of the form. A red arrow points from the 'Non-Resident' option in the 'Filters' dropdown of the previous screenshot to this form.

Fill Non-Residential details based on where you are staying. (These details can be obtained from the landlord or caretaker of the room where you are renting).

The 'Non-Residential Form' pop-up is shown again, but with sample data filled in the fields: Residential Address (101), Room No. (10), Landlord Name (John), Caretaker Name (John), Address (101/101), and Area Name (101/101). The 'Submit Form' button is still present at the bottom right.

Depending on the option, you chose: (Either booking room or filling non-resident form) you can now register courses.

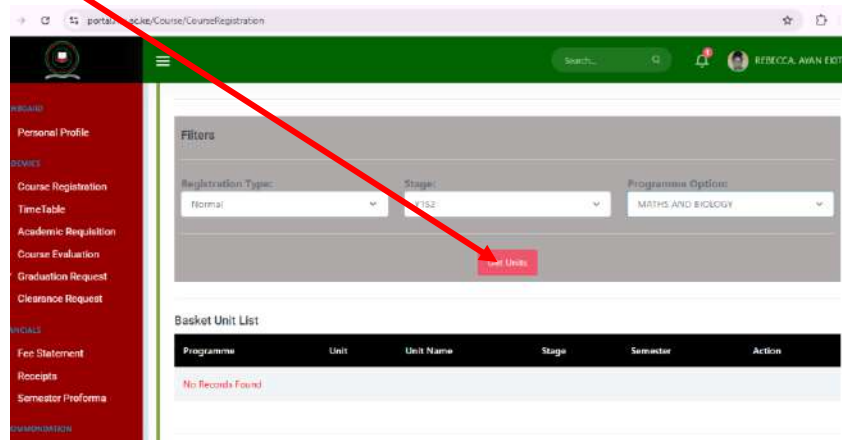
## How to register Units/Courses

### Navigate to Course Registration

- On the dashboard, find and click **Course Registration**.
- Select the registration type (e.g. **normal** for nominal roll or **supplementary** if registering for supplementary exams).
- Choose your current stage (current year & semester) e.g. Y1S2, meaning year one semester two etc.

*NB: Some programmes e.g. in school of education requires you also to choose **programme option** (your teaching subjects)*

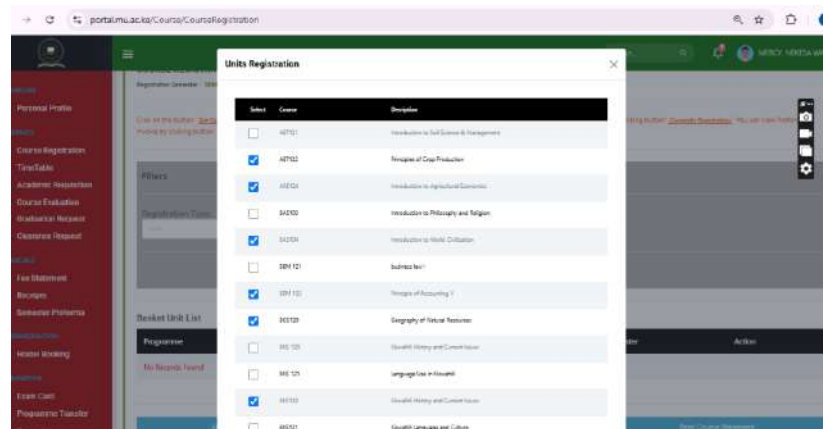
- Click **Get Units**



The screenshot shows the 'Course Registration' page. On the left is a red sidebar menu with options like 'Personal Profile', 'Course Registration', 'TimeTable', etc. The main area has a 'Filters' section with dropdowns for 'Registration Type' (Normal), 'Stage' (Y1S2), and 'Programme Option' (MATHS AND BIOLOGY). Below the filters is a 'Basket Unit List' table with columns: Programme, Unit, Unit Name, Stage, Semester, and Action. The table currently shows 'No Records Found'. A red arrow points from the 'Get Units' button (located below the filters) to the 'Units Registration' modal shown in the next screenshot.

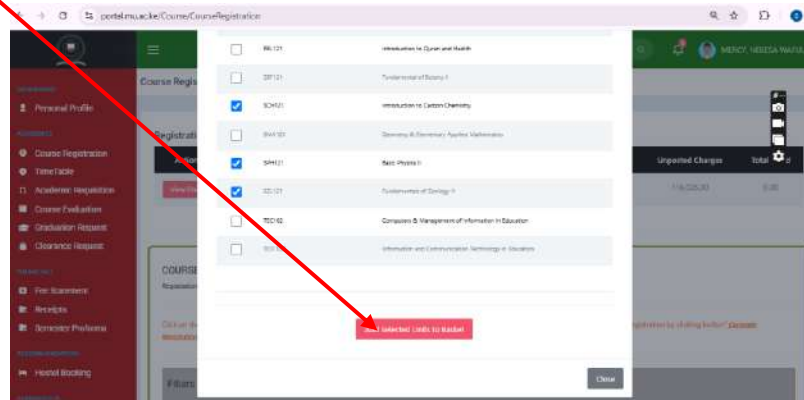
### Select Units (Courses)

- You will see a list of available courses for your semester.
- Tick the box for each course you want to register as shown below.

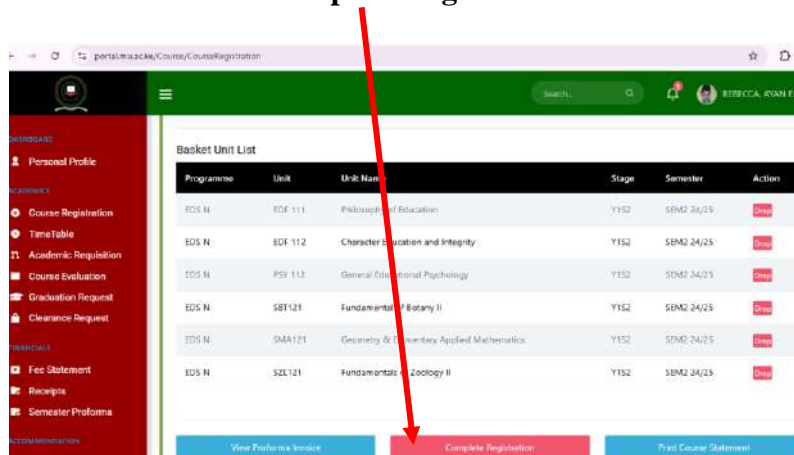


The screenshot shows the 'Units Registration' modal. It has a table with columns: 'Select', 'Course', and 'Description'. The table lists several courses with checkboxes in the 'Select' column. Some checkboxes are checked (e.g., AHTS2, AHTS3, AHTS4, BAE22, BAE23, BAE24, BAE25, BAE26, BAE27, BAE28, BAE29, BAE30, BAE31, BAE32, BAE33, BAE34, BAE35, BAE36, BAE37, BAE38, BAE39, BAE40, BAE41, BAE42, BAE43, BAE44, BAE45, BAE46, BAE47, BAE48, BAE49, BAE50, BAE51, BAE52, BAE53, BAE54, BAE55, BAE56, BAE57, BAE58, BAE59, BAE60, BAE61, BAE62, BAE63, BAE64, BAE65, BAE66, BAE67, BAE68, BAE69, BAE70, BAE71, BAE72, BAE73, BAE74, BAE75, BAE76, BAE77, BAE78, BAE79, BAE80, BAE81, BAE82, BAE83, BAE84, BAE85, BAE86, BAE87, BAE88, BAE89, BAE90, BAE91, BAE92, BAE93, BAE94, BAE95, BAE96, BAE97, BAE98, BAE99, BAE100). The 'Description' column provides details for each course.

Click “Add Selected Units to the basket”



A summary will appear. Review your selected units before submitting. After adding units to the basket click **Complete Registration**.



After Successful Registration of Units (courses), the message below will display.