

# KARATINA UNIVERSITY

## OFFICE OF THE REGISTRAR (ARSA)

### KUCCPS STUDENTS 2020/2021 ACADEMIC YEAR

#### PROCEDURE FOR UNITS REGISTRATION IN THE STUDENTS PORTAL

##### Step 1

Visit Karatina University Website by clicking on this link [www.karu.ac.ke](http://www.karu.ac.ke) or typing [www.karu.ac.ke](http://www.karu.ac.ke) in your Web Browser.

##### Step 2

Scroll to see the Student Portal button on the website and click on it. Click here <http://students.karu.ac.ke/> for direct link to the portal.

The screenshot shows the Karatina University website. On the left, there are sections for 'Schools and Departments' with descriptions for the School of Agriculture and Biotechnology, the School of Business (SoB), and the School of Education and Social Sciences. On the right, there is a sidebar menu titled 'E-LEARNING' with the subtext 'Access Now'. The sidebar menu includes links for 'KARATINA UNIVERSITY Alumni Association', 'KARATINA UNIVERSITY Download Admission Letter', 'KARATINA UNIVERSITY Programmes and Qualifications', 'KARATINA UNIVERSITY Student Notice Board', 'KARATINA UNIVERSITY Student Portal' (highlighted with a red circle and a green arrow pointing to a '1' in a green box), 'KARATINA UNIVERSITY Student Resource Portal', and 'KARATINA UNIVERSITY Staff Portal'. Below the sidebar menu, there are links for 'eMail Retrieval Portal', 'Off Campus Library Access', 'Academic Profile Portal', and 'Helb Portal'. A second green arrow points to the 'KARATINA UNIVERSITY Student Portal' link, with a '2' in a green box.

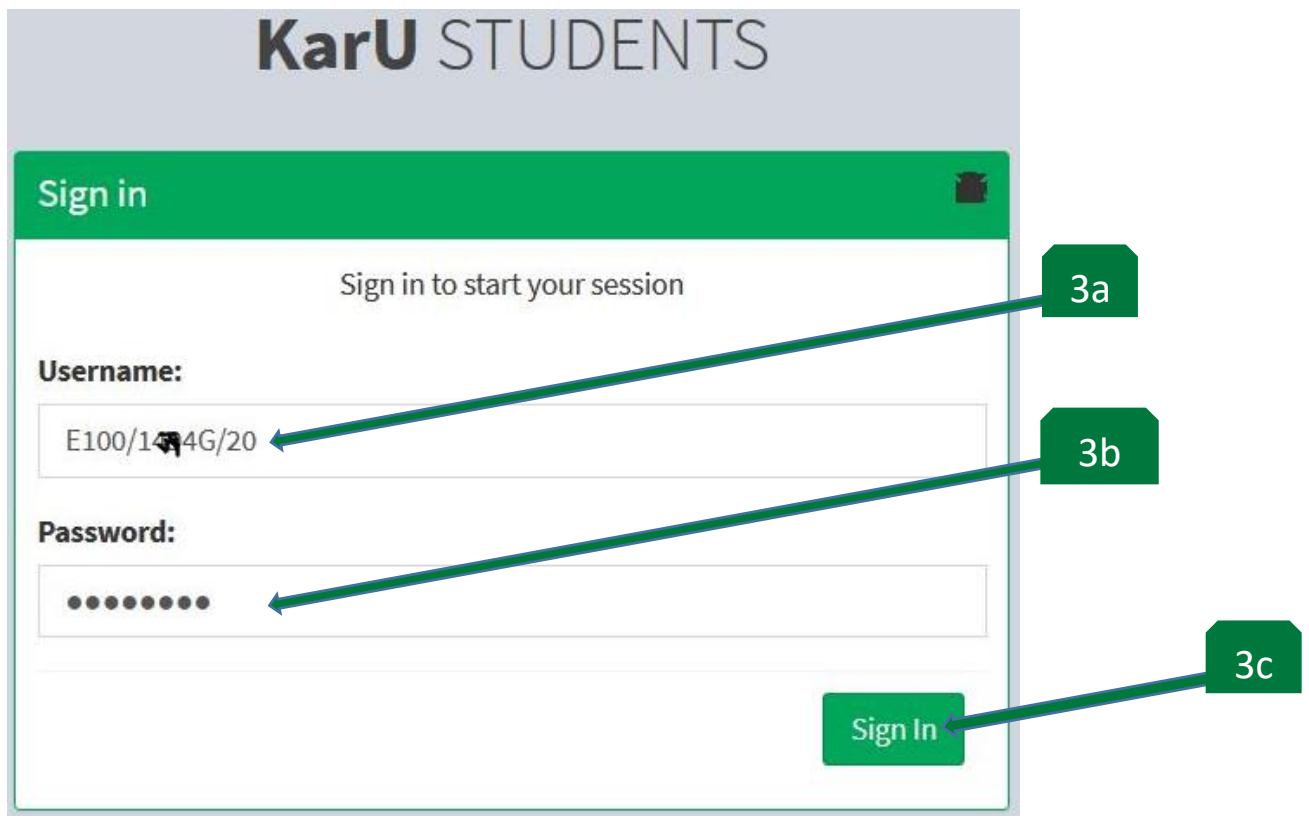
##### Step 3

1. Click on the textbox for Username (3a) and input your registration number.

*NB: Ensure the number is as indicated in the Admission Letter.*

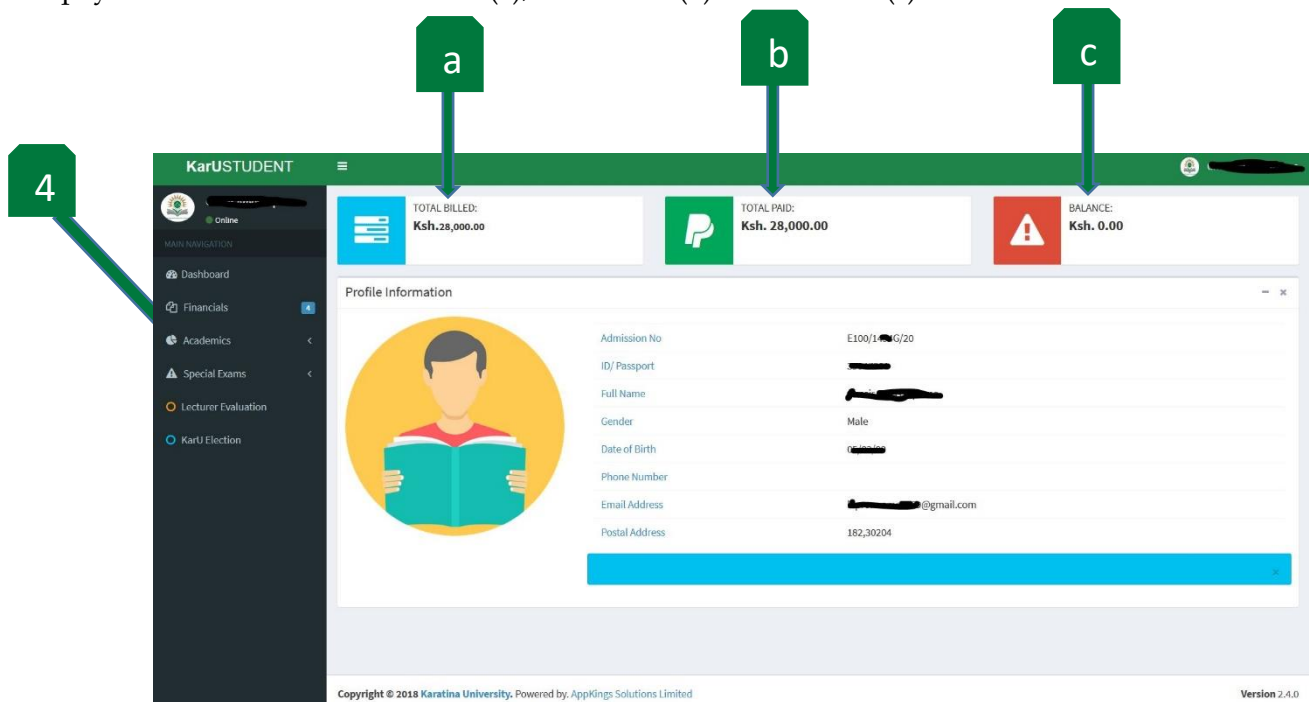
2. Click on the textbox for Password (3b) and input your National ID number or the Birth Certificate number you submitted during the registration process.
3. Click on the Sign In button (3c) to login into the Student Portal.

*NB: For any error in login kindly check if you have completed the registration process in the Admission Portal. If completed then contact [admissions@karu.ac.ke](mailto:admissions@karu.ac.ke) for assistance with wrong credentials error.*



#### Step 4

After logging in, the dashboard (landing page) appears as below. On the top you can see the payment details like Total Billed (a), Total Paid (b) and Balance (c).



It shows your details as you submitted during registration in the Admission Portal.

Click on Academics (4) and choose Register Units button (5a) to open a window for registering units.

## Step 5

1. Select the units you are to do by checking the radio buttons 5(b). Make sure to select the correct number of units. The unit boxes are numbers continuously from 1 to the last number available.
2. After checking all your units radio button, click Select Unit(s) button (5c).

*NB: Check from the timetable to see how many and which units you are to do. For more information on the timetable kindly contact your School Administrator.*

5a

5b

5c

Student No: E100/104G/20  
Semester: SEM1 20/21  
Names: [REDACTED]  
E-mail: [REDACTED]@gmail.com  
Programme: Bachelor of Education (Arts)  
Stage: Y1S1

**UNITS TO REGISTER:**  
Please check the units you wish to register and then click on the button labeled "Register Unit(s)".  
To view the units registered, scroll to the bottom of this page.

1 <b>BBM 100</b> <input checked="" type="checkbox"/> Principles of Accounting 1	2 <b>BBM 101</b> <input checked="" type="checkbox"/> Introduction to Business Studies	3 <b>BLL 110</b> <input type="checkbox"/> Introduction to Academic Writing	4 <b>EDU 110</b> <input type="checkbox"/> Introduction to Education I
5 <b>GEO 110</b> <input type="checkbox"/> Introduction to Earths Physical Environment	6 <b>GEO 111</b> <input checked="" type="checkbox"/> Introduction to Remote Sensing and GIS	7 <b>HIS 110</b> <input checked="" type="checkbox"/> Introduction to African History to 1884	8 <b>HIS 111</b> <input checked="" type="checkbox"/> Introduction to Historical Studies
9 <b>KIS 110</b> <input type="checkbox"/> Introduction to Language and Linguistics in Kiswahili	10 <b>KIS 111</b> <input type="checkbox"/> Introduction to Kenya's Linguistic Landscape	11 <b>LIN 110</b> <input checked="" type="checkbox"/> Introduction to the Study of Language	

Select Unit(s)

SELECTED UNITS

## Step 6

Click OK button (6) on the pop up window.

6

KarUSTUDENT

Units Registration

Student No: E100/104G/20  
Semester: SEM1 20/21  
Names: [REDACTED]  
E-mail: [REDACTED]@gmail.com  
Programme: Bachelor of Education (Arts)  
Stage: Y1S1

You successfully selected 7 unit(s).

OK

**UNITS TO REGISTER:**  
Please check the units you wish to register and then click on the button labeled "Register Unit(s)".  
To view the units registered, scroll to the bottom of this page.

1 <b>BLL 110</b> <input type="checkbox"/> Introduction to Academic Writing	2 <b>GEO 110</b> <input type="checkbox"/> Introduction to Earths Physical Environment	3 <b>GEO 111</b> <input type="checkbox"/> Introduction to Remote Sensing and GIS	4 <b>HIS 110</b> <input type="checkbox"/> Introduction to African History to 1884
5 <b>HIS 111</b> <input type="checkbox"/> Introduction to Historical Studies	6 <b>KIS 110</b> <input type="checkbox"/> Introduction to Language and Linguistics in Kiswahili	7 <b>KIS 111</b> <input type="checkbox"/> Introduction to Kenya's Linguistic Landscape	8 <b>LIN 110</b> <input type="checkbox"/> Introduction to the Study of Language
9 <b>LIT 110</b> <input type="checkbox"/> Introduction to Literature	10 <b>LIT 111</b> <input type="checkbox"/> Themes in East African Literature	11 <b>PRT 110E</b> <input type="checkbox"/> Introduction to Faith And Reason	12 <b>THL 110 E</b> <input type="checkbox"/> Introduction to Theology

## Step 7

Click Submit Unit(s) button to submit the selected units displayed.

*NB: If there is any unit selected by mistake click Remove/Deregister (R) to remove it before you click Submit Unit button.*

The screenshot shows a user interface for selecting units. At the top, there are four unit cards: LIT 110 (Introduction to Literature), LIT 111 (Themes in East African Literature), PRT 110E (Introduction to Faith And Reason), and THL 110 E (Introduction to Theology). Below these is a 'Select Unit(s)' button. The 'SELECTED UNITS' section contains a table with columns for Unit, Description, and Remove/Deregister. The table lists units from BBM 100 to UCC 101. A red circle highlights the 'Submit Unit(s)' button. A green arrow points from a green box with the number '7' to this button. Another green arrow points from a green box with the letter 'R' to the 'Remove/Deregister' column of the table. Below the table is a 'REGISTERED UNITS' section with a black bar indicating 'NO UNITS FOUND'.

Unit	Description	Remove/Deregister
BBM 100	Principles of Accounting 1	Remove/Deregister
BBM 101	Introduction to Business Studies	Remove/Deregister
EDU 110	Introduction to Education I	Remove/Deregister
MAT 115	Discrete Mathematics I	Remove/Deregister
MAT 116	Calculus 1	Remove/Deregister
UCC 100	Information Literacy	Remove/Deregister
UCC 101	HIV AND AIDS	Remove/Deregister

## Step 8

The units registered and submitted are listed in the order they appeared in the registration window.

*NB: If you submit the wrong unit(s) contact [admissions@karu.ac.ke](mailto:admissions@karu.ac.ke) for assistance in removal. You will be required to state your registration number and the units to de-register.*

The screenshot shows the 'REGISTERED UNITS' section of the interface. It features a table with columns for Unit and Description. The table lists units from BBM 100 to UCC 101. A green arrow points from a green box with the number '8' to the row for 'EDU 110'. Above the table, there is a 'Submit Unit(s)' button and a black bar indicating 'NO UNITS FOUND'.

Unit	Description
BBM 100	Principles of Accounting 1
BBM 101	Introduction to Business Studies
EDU 110	Introduction to Education I
MAT 115	Discrete Mathematics I
MAT 116	Calculus 1
UCC 100	Information Literacy
UCC 101	HIV AND AIDS

## Step 9

If you do not have any other activity to do in the Student Portal, click on your name on the top right corner (9a) then click logout (9b).

The screenshot displays the KarU Student Portal interface. The top navigation bar is green and contains the text 'KarUSTUDENT' on the left and a user profile icon on the right. The user profile icon is highlighted with a green box labeled '9a'. Below the navigation bar, the main content area is titled 'Units Registration'. It features a form with fields for 'Student No.', 'Names', 'Semester: SEM1 20/21', 'E-mail: @gmail.com', and 'Programme: Bachelor of Education (Arts)'. Below the form, there is a section titled 'UNITS TO REGISTER:' with instructions: 'Please check the units you wish to register and then click on the button labeled "Register Unit(s)". To view the units registered, scroll to the bottom of this page.' This section contains a grid of unit cards, each with a checkbox and a title. The units listed are: 1) BLL 110 (Introduction to Academic Writing), 2) GEO 110 (Introduction to Earths Physical Environment), 3) GEO 111 (Introduction to Remote Sensing and GIS), 4) HIS 110 (Introduction to African History to 1884), 5) HIS 111 (Introduction to Historical Studies), 6) KIS 110 (Introduction to Language and Linguistics in Kiswahili), 7) KIS 111 (Introduction to Kenya's Linguistic Landscape), 8) LIN 110 (Introduction to the Study of Language), 9) LIT 110, 10) LIT 111, 11) PRT 110E, and 12) THL 110 E. A green box labeled '9b' points to the 'Logout' button in the top right corner of the main content area.