

KARATINA UNIVERSITY

DIRECTORATE OF ICT

2021/2022 ACADEMIC YEAR

PROCEDURE FOR USE OF THE UNIVERSITY STUDENTS' PORTAL

CONGRATULATIONS ON YOUR ADMISSION TO KARATINA UNIVERSITY!

As a bonafide student of Karatina University, you now have access to the Students Portal for all your information.

Your student portal screen sample is as shown below

The screenshot displays the Karatina University Students Portal dashboard. The top navigation bar includes the KarUSTUDENT logo and a menu icon. The sidebar on the left lists various navigation options under 'MAIN NAVIGATION' and 'PERIODIC ACTIVITIES'. The main content area features three summary cards: 'TOTAL BILLED: Ksh. 32,000.00', 'TOTAL PAID: Ksh. 32,000.00', and 'BALANCE: Ksh. 0.00'. Below these are two main sections: 'User Profile' and 'Personal Information'. The 'User Profile' section shows a profile picture and programme details: 'A102 - Bachelor of Science in Agricultural Extension Education'. The 'Personal Information' section contains fields for Admission No., ID/ Passport, Full Name, Gender, Date of Birth, Phone Number, Email Address, Postal Address, University Email, and University Email Password. An 'Update Profile' button is located in the top right corner of the Personal Information section.

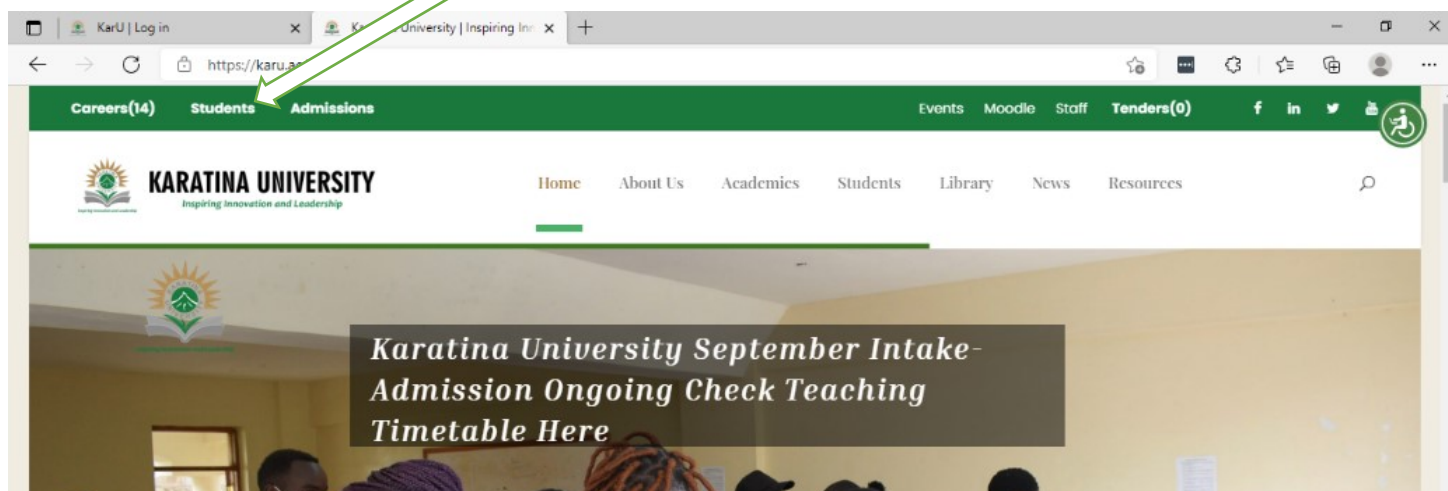
This manual will enable you interact with the student portal with ease and manage your student information at the click of a button.

The student portal is available on all web browsers (*Google Chrome; Mozilla Firefox; Google Edge; Opera*) on Desktop PCs, laptops, Android devices and Apple (iOS) devices.

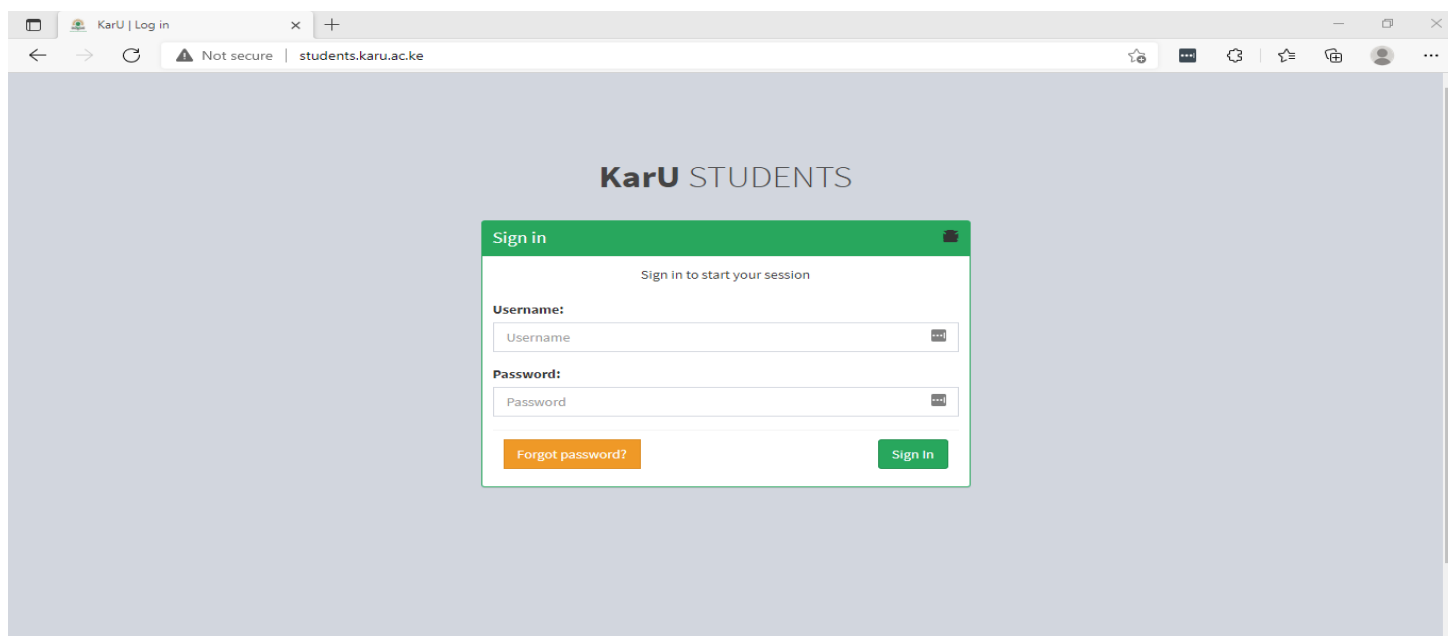
STEP 1: LOG IN AND ACCESS OF YOUR PORTAL

- a) Visit Karatina University Website by clicking using [this link](#) or typing <https://karu.ac.ke> in your Web Browser.
- b) On the website use the link in the attached picture on the website (or use <http://students.karu.ac.ke>) to access the portal

[Student Portal Link](#)



- c) You will then get to the student login page (as per the attached image).
 - For the “**USERNAME**” section, kindly type in your admission number (e.g., B101/00001G/21)
 - For the first login, in the “**PASSWORD**” field kindly use your details as provided during your registration (either your Birth Certificate Number or ID Number)



NOTE: If during your first login, you receive an error Incorrect Username or Password, kindly send a scanned copy of your ID or birth certificate using your official school email address (e.g., first.last@s.karu.ac.ke) to admissions@karu.ac.ke for the details to be updated on your students portal. You can also visit the Admissions Office at the Main Campus to update the information.

STEP 2: CHANGING YOUR PASSWORD

In order to ensure that your student portal is secure, it is recommended that on your first log in you change your portal password

In order to change your password:

- Using Step 1 above, log in to your students portal
- On your student portal dashboard, select “**SETTINGS**” option and then the “**CHANGE PASSWORD**” option. The attached screen will appear on your portal
- Enter your current password and then put in a new password and confirm the new password and then confirm with “**CHANGE PASSWORD**”.
- Upon confirmation, **KEEP YOUR PASSWORD SAFE AND DO NOT SHARE IT WITH OTHER STUDENTS!!**

KarUSTUDENT ≡ Online

MAIN NAVIGATION

- Dashboard
- Financials
- Academics
- Special Exams
- Students Clearance
- Settings
 - Change password**

PERIODIC ACTIVITIES

- Accommodation
- Lecturers Evaluation
- KarU Election

Change Password

Current Password:

New Password:

Confirm New Password:

[Back?](#) [Change Password](#)

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STEP 3: REGISTRATION OF SEMESTERS

- Using Step 1 above, log in to your students portal
- On your student portal dashboard, select "**SEMESTER REGISTRATION**" option. The following screen will appear on your portal
- Kindly check the semester details in the "**Stage:**" column, and if they are okay, click on the "**REGISTER**" button

KarUSTUDENT Semester Registration Deadline: Thursday, 30 September 2021

Semester Registration

Student No:	A. N. Onther	Semester Code:	SEM1 21/22
Names:	B102/****G/21	Settlement Type:	KUCCPS
Programme Code:	A102	Stage:	Year 1 Semester2

Register

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NOTE:

- The registration deadline for the semester is displayed in a RED BANNER at the top of your student portal (e.g. **Semester Registration Deadline: Thursday, 30 September 2021**). Please take note that the said date.
- For issues with the wrong semesters, kindly liaise with the Admissions Office at the Main Campus or write an email to admissions@karu.ac.ke detailing the issue. Provide your registration number

STEP 4: REGISTRATION OF UNITS

- Using Step 1 above in this tutorial, log in to your students portal
- On your student portal dashboard, select “**ACADEMICS**” option followed by the “**REGISTER UNITS**” option (see attached screen)
- Select all checkboxes for your respective units in your programme and then select option “**SELECT UNIT(S)**”. The options will be in the icon form



example shown:

- Upon selection of all options, the units will appear under the “**SELECTED UNITS**” sub-option (see screen attached). Upon selection, **VERIFY THAT ALL UNITS ARE CORRECT** and then select “**SUBMIT UNITS**”

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MAIN NAVIGATION

- Dashboard
- Financials
- Academics
 - Register Units
 - Provisional Results
 - Provisional Transcript
 - Exam Cards
- Special Exams
- Students Clearance
- Settings

PERIODIC ACTIVITIES

- Accommodation
- Lecturers Evaluation

Units Registration

Student No: B100/0001G/21 Semester: SEM1 21/22

Names: A. N. Another E-mail: student@email.com

Programme: Bachelor of Science in Agricultural Extension Education 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.

Select Unit(s)

SELECTED UNITS

Unit	Description	
AEE 100	Introduction to Agricultural Extension	Remove/Deregister
PHY 120	General Physics for Agriculture	Remove/Deregister
UCC 100	Information Literacy	Remove/Deregister

Submit Unit(s)

REGISTERED UNITS:

- If you select any wrong option, use the option “**Remove/Deregister**” before submission. This will ensure that all your units that are submitted are correct.
- Upon submission, your units registered will fall under “**Registered Units**” (see screenshot attached)

REGISTERED UNITS:

Unit	Description
EDU 110	Introduction to Education I
HIS 110	Introduction to African History to 1884
HIS 111	Introduction to Historical Studies

STEP 5: VIEWING OF FEE STATEMENTS AND FEE BALANCES

Your student dashboard allows you to view your fee balances and credited payments for on the home screen

In order to view your detailed fee statement;

- Using Step 1 above in this tutorial, log in to your students portal
- On your student portal dashboard, select “**FINANCIALS**” option followed by the “**FEE STATEMENT-PDF**” option (see attached screen). A PDF copy of your fee statement will be available for you to view/download. (Note: You will need [Adobe Reader](#)/any other PDF viewer to view the statement upon download)

SELECT " FEE STATEMENT – PDF "

My Fees statement

FeeStatement-1.pdf

KARATINA UNIVERSITY
P.O. BOX 1957—10101,Kagochi, Karatina, Nyeri
(+254) 20 2176 713;(+254) 729 /
info@karu.ac.ke/<https://www.karu.ac.ke>

FEE STATEMENT

DATE	DOC. NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE
09/07/2021	RC/COOP-79082	PT76KYCLPE 716188 254729612485-Bank		34,500.00	(34,500.00)
09/07/2021	TRANS00466614	Fees for E100-Y1S1	8,000.00		(26,500.00)
09/07/2021	TRANS00466615	Activity Fee	1,300.00		(25,200.00)
09/07/2021	TRANS00466616	Amenity Fee	1,200.00		(24,000.00)
09/07/2021	TRANS00466617	Caution	2,000.00		(22,000.00)
09/07/2021	TRANS00466618	CUE QUALITY ASSURANCE	1,000.00		(21,000.00)
09/07/2021	TRANS00466619	Examination fee	2,000.00		(19,000.00)
09/07/2021	TRANS00466621	Student ID Card	1,000.00		(18,000.00)
09/07/2021	TRANS00466622	Internet Fee	2,000.00		(16,000.00)
09/07/2021	TRANS00466623	KUCCPS PLACEMENT FEE	1,500.00		(14,500.00)
09/07/2021	TRANS00466624	Amenity Fee	500.00		(14,000.00)
09/07/2021	TRANS00466625	Library fee	2,000.00		(12,000.00)
09/07/2021	TRANS00466626	Medical Fee	2,000.00		(10,000.00)
09/07/2021	TRANS00466627	Registration Fee	500.00		(9,500.00)
09/07/2021	TRANS00466628	Teaching Practise	3,000.00		(6,500.00)
09/07/2021	TRANS00467391	Accommodation Fees	6,500.00		
			34,500.00	34,500.00	

NOTE: For any billing errors/discrepancies, kindly liaise with the Student Finance section for resolution of your billing.

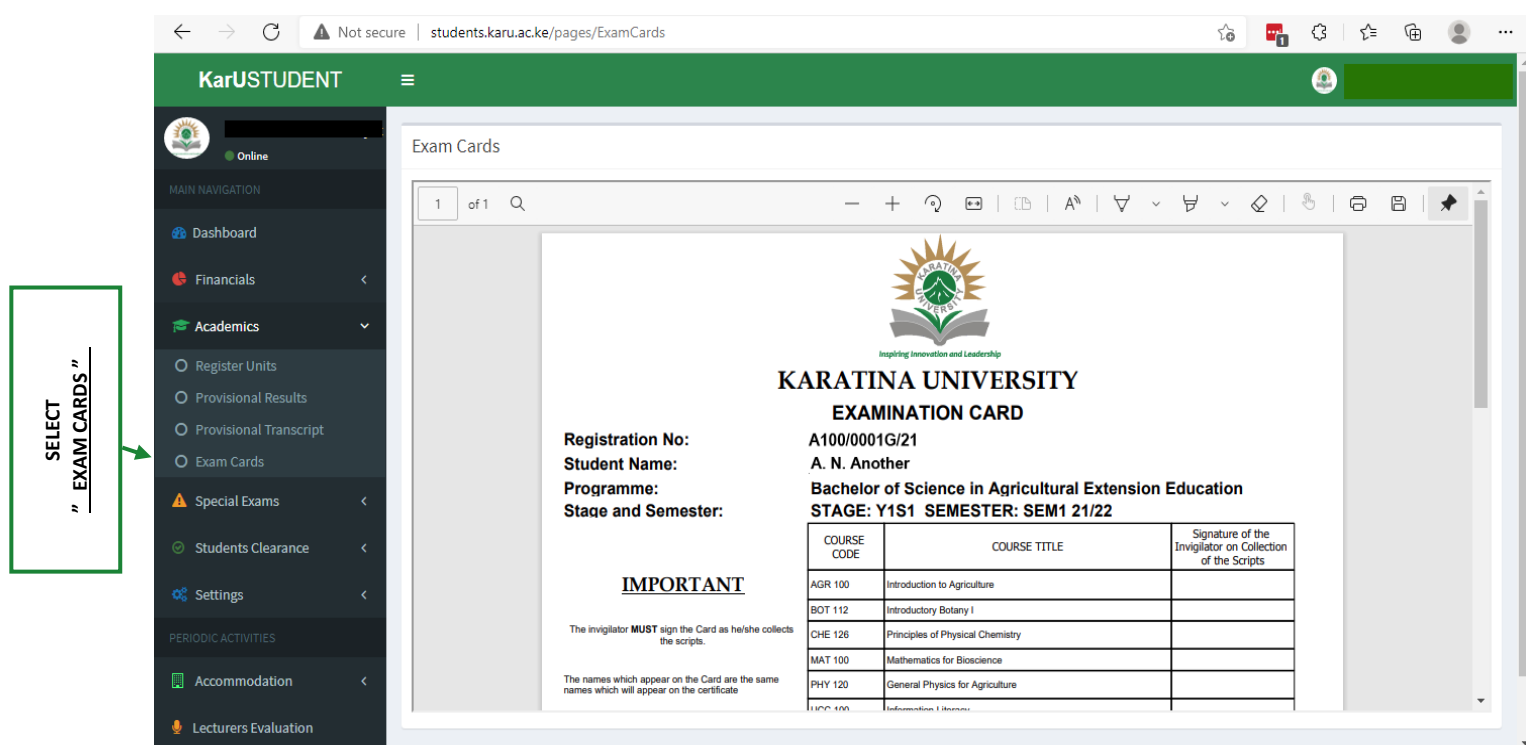
STEP 6: GENERATION OF EXAMINATION CARDS

The student portal allows for students to download and print exam cards subject to successful registration of the semester, units and full payment of school fees.

Further, before students can download an exam card, you **MUST** evaluate all your lecturers as per Step 6 of this tutorial. *(Please note that if no evaluation is done, you will be redirected to the Lecturers Evaluation page)*

To generate your exam card,

- c) Using Step 1 above in this tutorial, log in to your students portal.
- d) On your student portal dashboard, select “**ACADEMICS**” option followed by the “**EXAM CARDS**” option (see attached screen). A PDF copy of your examination card will be available for you to view/download. **(Note:** You will need [Adobe Reader](#)/any other PDF viewer to view the statement upon download)



The screenshot shows the Karatina University Student Portal. On the left, a sidebar menu is visible with the following options: Dashboard, Financials, Academics, Register Units, Provisional Results, Provisional Transcript, Exam Cards, Special Exams, Students Clearance, Settings, Accommodation, and Lecturers Evaluation. The 'ACADEMICS' option is expanded, and 'EXAM CARDS' is highlighted with a green box and an arrow pointing to it. The main content area displays the 'Exam Cards' page, which includes the Karatina University logo, the text 'KARATINA UNIVERSITY EXAMINATION CARD', and the following details:

Registration No: A100/0001G/21
 Student Name: A. N. Another
 Programme: Bachelor of Science in Agricultural Extension Education
 Stage and Semester: STAGE: Y1S1 SEMESTER: SEM1 21/22

Below this information is a table with columns for COURSE CODE, COURSE TITLE, and Signature of the Invigilator on Collection of the Scripts. The table lists the following courses:

COURSE CODE	COURSE TITLE	Signature of the Invigilator on Collection of the Scripts
AGR 100	Introduction to Agriculture	
BOT 112	Introductory Botany I	
CHE 126	Principles of Physical Chemistry	
MAT 100	Mathematics for Bioscience	
PHY 120	General Physics for Agriculture	
INFO 100	Information Literacy	

Below the table, there is an 'IMPORTANT' section with the following text:

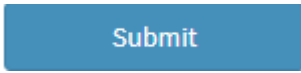
The invigilator **MUST** sign the Card as he/she collects the scripts.

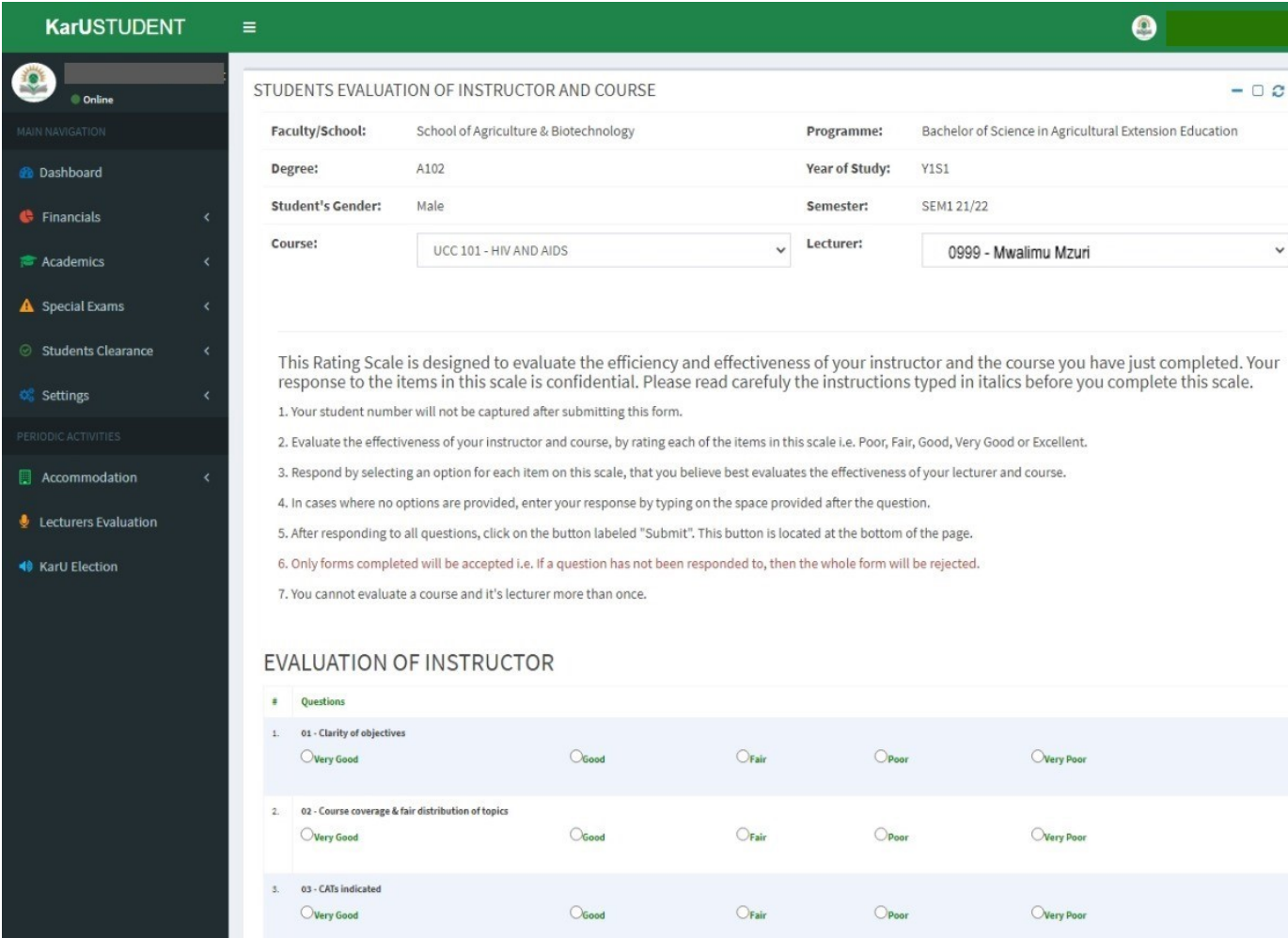
The names which appear on the Card are the same names which will appear on the certificate

STEP 7: EVALUATION OF LECTURERS

Kindly note that you are currently required to evaluate all your lecturers for the semester before proceeding for exams. The evaluation process is simple and easy!

To undertake evaluation;

- Using Step 1 above, log in to your students portal
- On your student portal dashboard, select "**LECTURERS EVALUATION**" option. The following screen will appear on your portal
- Kindly check the course you intend to evaluate in the "**COURSE**" section. The lecturer of the unit will appear to the right part of your screen
- Fill in all radio bullets as honestly as you can (grading on a scale of "Very Good" to "Very Poor") and the press  button.
- Repeat this process until you complete evaluation for all your lecturers in your current semester.



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MAIN NAVIGATION

- Dashboard
- Financials
- Academics
- Special Exams
- Students Clearance
- Settings

PERIODIC ACTIVITIES

- Accommodation
- Lecturers Evaluation**
- KarU Election

STUDENTS EVALUATION OF INSTRUCTOR AND COURSE

Faculty/School: School of Agriculture & Biotechnology Programme: Bachelor of Science in Agricultural Extension Education

Degree: A102 Year of Study: Y1S1

Student's Gender: Male Semester: SEM1 21/22

Course: UCC 101 - HIV AND AIDS Lecturer: 0999 - Mwalimu Mzuri

This Rating Scale is designed to evaluate the efficiency and effectiveness of your instructor and the course you have just completed. Your response to the items in this scale is confidential. Please read carefully the instructions typed in italics before you complete this scale.

1. Your student number will not be captured after submitting this form.
2. Evaluate the effectiveness of your instructor and course, by rating each of the items in this scale i.e. Poor, Fair, Good, Very Good or Excellent.
3. Respond by selecting an option for each item on this scale, that you believe best evaluates the effectiveness of your lecturer and course.
4. In cases where no options are provided, enter your response by typing on the space provided after the question.
5. After responding to all questions, click on the button labeled "Submit". This button is located at the bottom of the page.
6. Only forms completed will be accepted i.e. if a question has not been responded to, then the whole form will be rejected.
7. You cannot evaluate a course and its lecturer more than once.

EVALUATION OF INSTRUCTOR

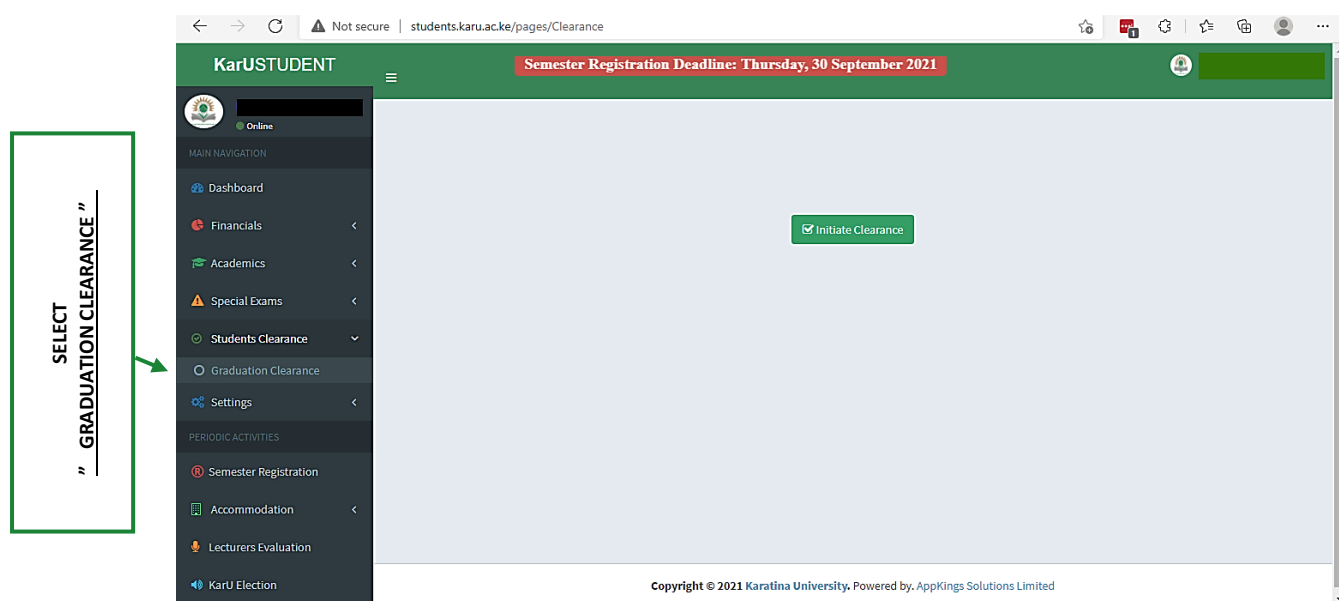
#	Questions	Very Good	Good	Fair	Poor	Very Poor
1.	01 - Clarity of objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	02 - Course coverage & fair distribution of topics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	03 - CATs indicated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

STEP 8: GENERATION OF CLEARANCE FORMS FROM KARATINA UNIVERSITY

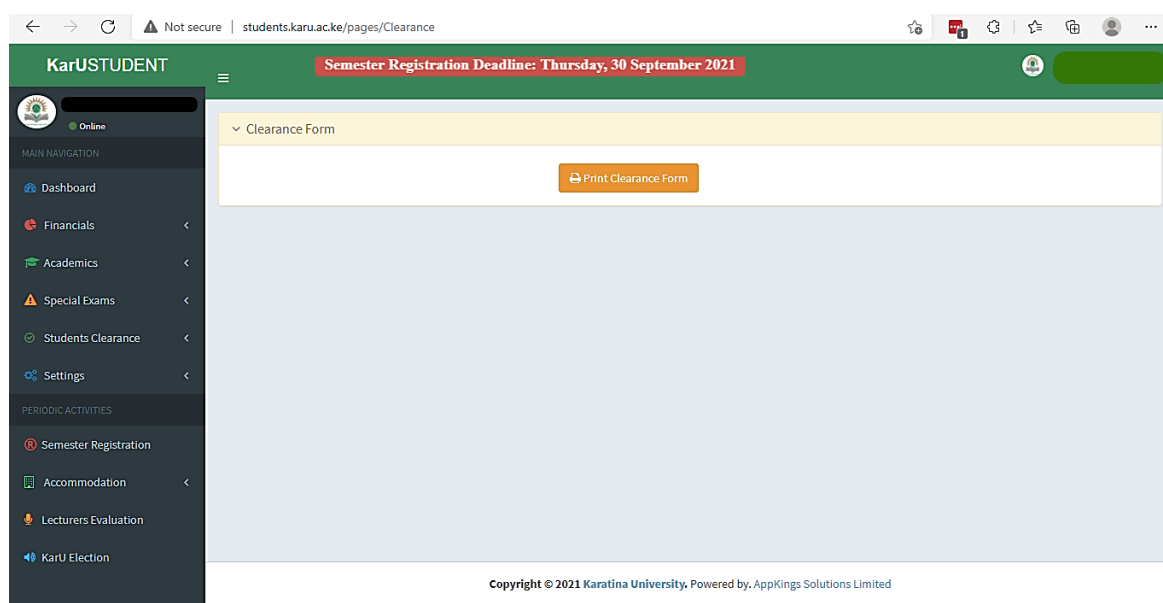
Upon completion of your studies at Karatina University, you will be required to undertake clearance using a prescribed form available on your student portal.

To generate your clearance form,



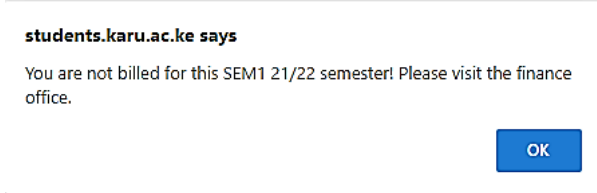
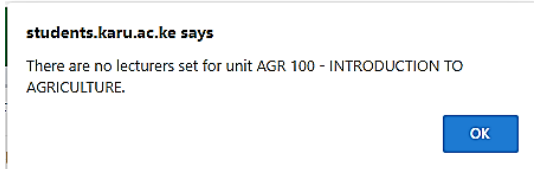
- Using Step 1 above in this tutorial, log in to your students portal.
- On your student portal dashboard, select “**STUDENTS CLEARANCE**” option followed by the “**GRADUATION CLEARANCE**” option (see attached screen). On the screen, you are then required to “**INITIATE CLEARANCE**” to comence the process as shown below

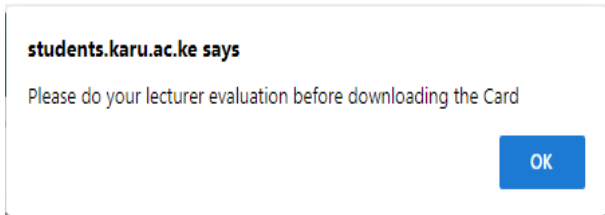
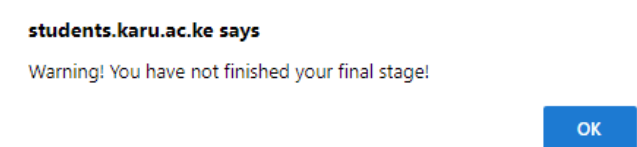


- Upon completion, a “**PRINT CLEARANCE FORM**” button will appear on your screen (as shown below). You can download/save a PDF copy of your clearance form for your reference. (**Note:** You will need [Adobe Reader](#)/any other PDF viewer to view the statement upon download)



COMMON ERROR MESSAGES AS SEEN ON THE PORTAL

S/No.	ERROR MESSAGE	SOLUTION(S)
1.	<p>During the login to your student portal, you receive the following error:</p> 	<p>a) You may have forgotten your password or keyed in your password incorrectly. Kindly check if CAPS LOCK is on, or you are using your correct document (ID, Birth Certificate Number)</p> <p>b) If you have recently changed your password, kindly input your registration number in the “USERNAME” section and then click . Your password will be emailed to you using your school email address. You can reset the password using STEP 2 of this tutorial</p>
2.	<p>While undertaking unit registration, you receive the following error:</p> 	<p>a) You have registered for your semester but have not been billed by the Student Finance. Kindly visit the office during working hours to facilitate your billing.</p>
3.	<p>During evaluation of lecturers, you receive the following error in a unit:</p> 	<p>a) Your lecturer has not been properly set in the portal. Kindly liaise with your School Administrative Assistant for all the concerned units to be tagged</p> <p>b) You may have registered for a wrong/invalid unit during unit registration. Kindly liaise with your School for the removal of wrong/invalid units</p>

S/No.	ERROR MESSAGE	SOLUTION(S)
4.	<p>While downloading your exam card, you receive the following error:</p> 	a) Kindly use STEP 7 of this tutorial to resolve this error message.
5.	<p>While trying to initiate Graduation Clearance, you receive the following error message:</p> 	<p>a) Your semester registrations have not been properly billed/you have pending examinations/you have not cleared all your outstanding fee balances.</p> <p>In order to resolve this, you may need to liaise with the Admissions Office/Office of the Dean of your school to resolve the error.</p>

QUESTIONS? SUGGESTIONS?

KINDLY LIAISE WITH THE DIRECTORATE OF ICT

(via ict@karu.ac.ke)

NOTE: This tutorial scope covers the areas highlighted only in the Students Portal (students.karu.ac.ke). For E-learning (Moodle) issues, kindly liaise with the Open, Distance and e-Learning (ODEL) Directorate at odel@karu.ac.ke