



PREPERATIONS FOR ONLINE REGISTRATION,
ORIENTATION AND CLASSES

UNIVERSITY OF NAIROBI

2020



WELCOME NOTE



Congratulations on your admission to the University of Nairobi. You are now part of the 2020/2021 cohort.

All new students are required to undertake a simple registration process to provide necessary information that will be used through out the course of your study.

Follow this guide to complete the Registration process; please ensure the information you provide is correct and up to date.



REGISTRATION



- * The registration window will open on **Monday, 24th August**.
- * New students are required to complete the registration process online.



STEP 1: REGISTER




STEP 1

• HOW TO REGISTER ONLINE:

• Click [HERE](#) to access the Student Management Information System (SMIS)

• Log in using the log in details sent to your email address you provided during your application process.

• If you haven't received the login details; write to
Undergraduate: admissions@uonbi.ac.ke
or, **postgraduate:** gs@uonbi.ac.ke

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Log on using the Registration Number. *The year of registration must be in full eg ../2009*

Registration Number: *Type your Student Registration Number*

Password: *Use your National ID / Passport No. or KCSE Index No. or Registered Mobile No. as your initial password*

Login

[Forgot your password?](#)

Note: Digits and Letters in your Registration Number.

- » Digit 0 (Zero) and NOT letter O in C01/..
- » Letter I and NOT Digit 1 (One) in I20/..

SMIS Allocated Registration No

New Students

Enter Application Ref. No as it appear in your *Letter of Offer* to get your allocated *Student Registration No*

Application Ref. No:

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STEP 1: REGISTER



For New Students: Click on SMIS allocated Registration Number and In the box provided, Enter ***Application Ref. No*** as it appears in your ***Letter of Offer*** to get your allocated ***Student Registration No***

* Click on Get Allocated Students number

The System will generate a Registration Number for you.



STEP 2: JOINING INSTRUCTIONS



* STEP 2:



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First Year Students:->: [Download Your Admission Letter](#)

[Download Joining Instructions](#)

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STEP 2: JOINING INSTRUCTIONS



- * Click to Download Joining Instructions (Academic, Legal and Health Requirements)
- * This document contains crucial information including the rules and regulations/Examination regulations that you are expected to adhere to during your stay at the University.
- * Fill out forms as guided (Read point 1-22)
- * **Scan all the forms and upload**



STEP 3: FEES



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GOVERNMENT-SPONSORED (MODULE I) STUDENTS PAYMENT INSTRUCTIONS

1. Pay to your respective college account
2. Pay fees online. [Click here](#) for instructions

SELF-SPONSORED PROGRAMMES (MODULE II) PAYMENT INSTRUCTIONS / OPTIONS

1. Bank Account

- => Cash Deposits, EFT or RTGS transfer to UON CESSP Collection Account No. **2032771362** at Bardays Bank, Plaza Branch
- => Cash Deposits, EFT or RTGS transfer to UON CESSP US\$ Dollar Account No. **2032770625** at Barclays Bank, Plaza Branch

2. M-Pesa Pay Bill

- => The Business Number is **300059**
- => The Account Number is your "**Student Registration Number**" (or "**Admission Ref Number**" for new student)

NOTE: CASH, AGENCY BANKING AND ATM DEPOSITS ARE NOT ALLOWED



STEP 3: FEES



- * **STEP 3:**
- * Pay the prescribed fees.
- * To Find out School Fees, Click on the Student Fee Tab on the Portal
- * [Click HERE to read Fee payment Guidelines:](#)
- * Once payment is complete, **wait 48 hours to before you proceed to step 4**



REGISTRATION CONFIRMATION



Step 4

The Online registration portal shall be opened on **August 24, 2020**

- * Complete online registration and submit your request for registration.

Step 5 – Wait for the confirmation of your registration.

- * An alert shall be sent to your registered **mobile number** when this done.



STEP 6 STUDENT PROFILE



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[Download Joining Instruction:](#)

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Kindly confirm your profile details.

- » Active Directory (AD) Account is used to access [eClass](#), [webvpn](#) and UoN Wifi
- » Your AD username is your registration number WITHOUT the slashes e.g. D3312341998
- » Your initial AD password is your registration number WITH slashes e.g. D33/1234/1998
- » To reset your password or set security questions, use the AD students portal accessible at <http://adstudents.uonbi.ac.ke/>
- » For help, contact your Campus ICT office or write to helpdeskmain@uonbi.ac.ke

Current Programme:	<input type="text"/>		
UONBI Email:	Click here to create UONBI Email		
	Or Click here If you already have an email.		
Personal Email:	Missing		
Active Directory (AD) Account:	<input type="text"/>	Click here to Activate/Reset AD account	
Mobile No:	Missing	Alt Mobile phone:	<input type="text"/>
National ID / Passport no	<input type="text"/>		
	Click here to reload profile		



STEP 6 STUDENT PROFILE



* **STEP 6:**

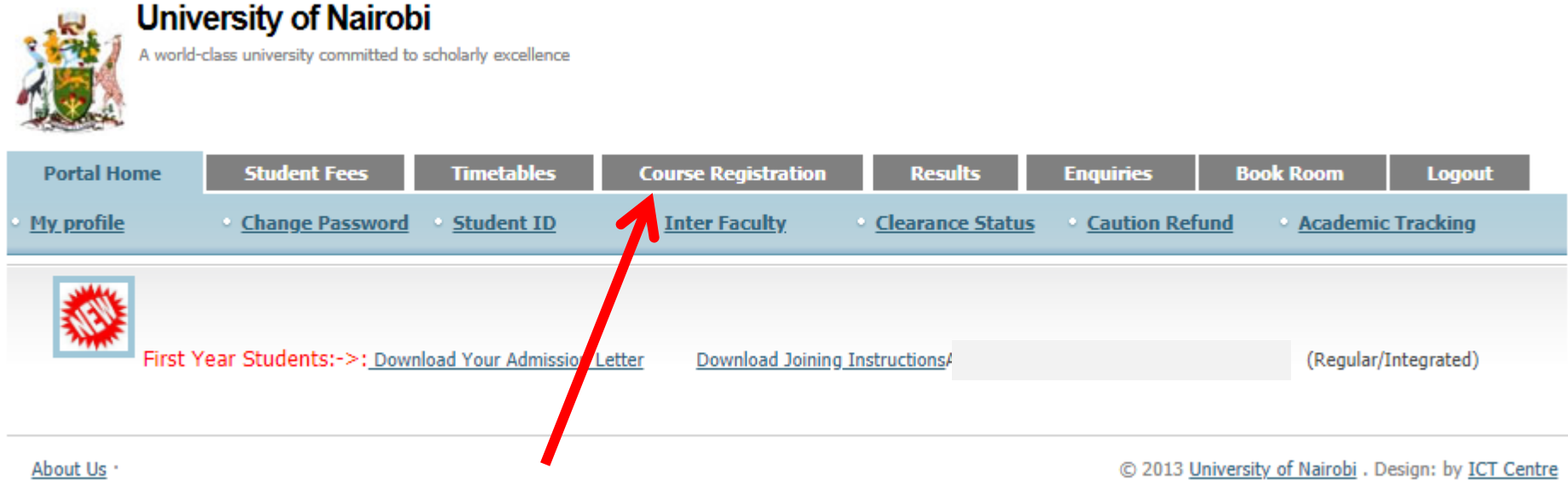
- * Login into the SMIS portal(smis.uonbi.ac.ke) and complete your profile
- * **Please Note:** You shall be required to create **a student email address** and **Active Directory account** in this step



STEP 7: COURSE REGISTRATION



* STEP 7: Undertake Course Registration



The screenshot shows the University of Nairobi website's navigation menu. The 'Course Registration' tab is highlighted in a darker grey, and a red arrow points to the 'Inter Faculty' link within its dropdown menu. Below the menu, there is a 'NEW' badge and a notification for 'First Year Students' with links to 'Download Your Admission Letter' and 'Download Joining Instructions'. The footer contains 'About Us' and copyright information for 2013.

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