

The Management University of Africa

Student Portal Guide

V1.0

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Introduction

The student portal management system is an online based student administration platform that allows students, lecturers and administrators to enrich the information and service delivery to student community. e.g Unit registration, student billings and exam results.

The purpose of this document is to assist students in the early stages of using student portal.

Step by step Guide

Step 1. How to access student portal

To access the student portal visit the University Website www.mua.ac.ke. Click on Student Portal.

Step 2. Login in to the student portal

Once you open the student portal link, you will be prompted for a username and password. Key in your **admission number** as username and password on the prompt. But, for first login **go to >>[step 3. First login](#)**

Step 3. First login

For first login you would be required to click **forgot password**. This will take you to a reset password page. Enter your admission number and click **Reset Password**. This will generate and send a password to your email address.

Step 4. Registration of Units

On the navigation pane to the left below the Dashboard click on **Academics then Course registration**

Under Academics Menu>course Registration. Specify using the drop down list the **registration type** and your **student type**. Then click **Register**

Detailed Guide

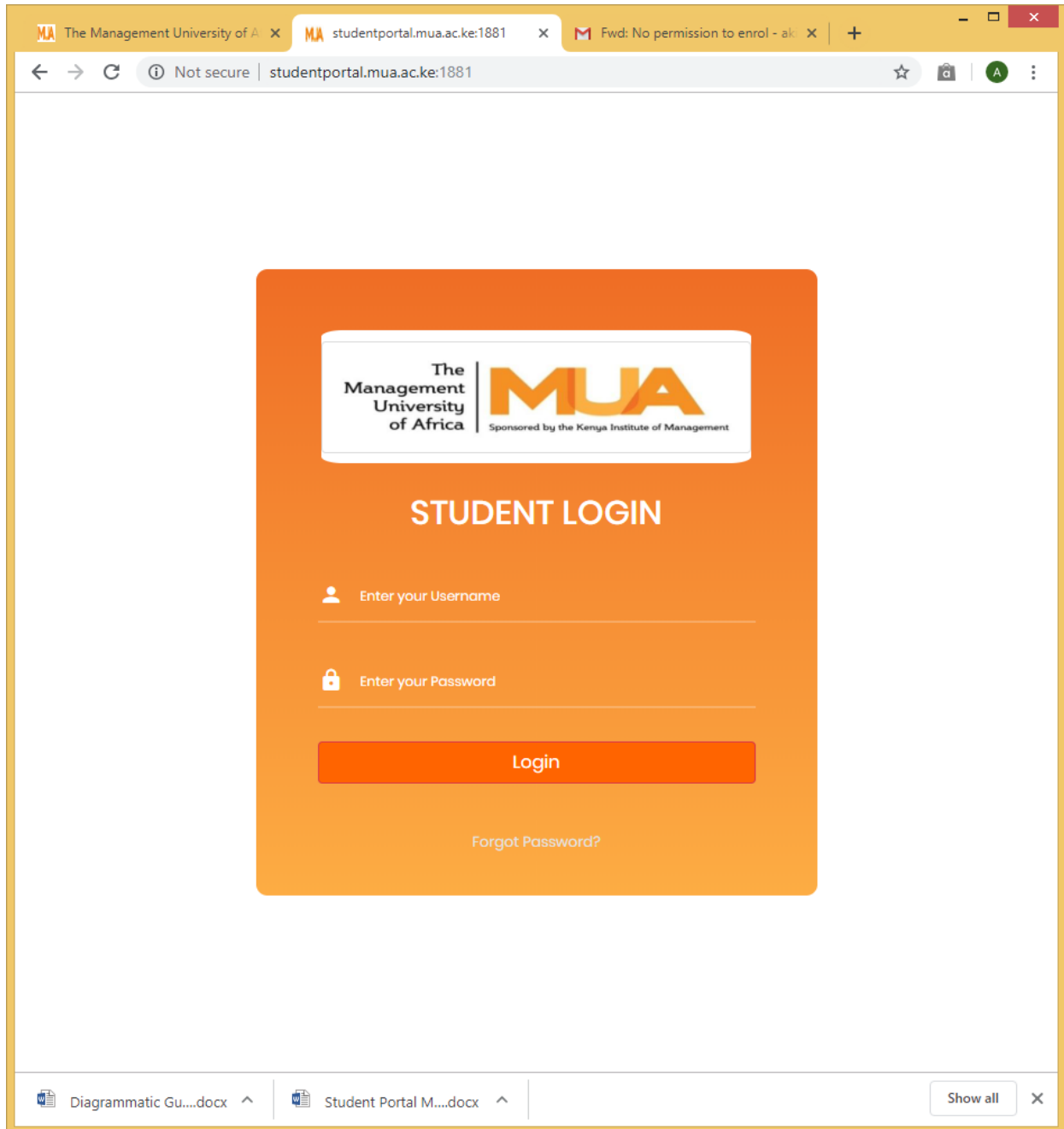
Step 1. How to access student portal

To access the student portal visit the University Website www.mua.ac.ke. Click on Student Portal.

The screenshot shows a web browser window displaying the MUA Student Portal. The browser's address bar shows www.mua.ac.ke. The website header includes the MUA logo, the tagline "Enabling Futures, Impacting Progress", and contact information: Hotline: +254 20 236 1160 and Email: info@mua.ac.ke. A search bar is also present. The navigation menu is highlighted in orange and includes links for Home, About us, Academics, Resources, Media Centre, University Library, Contacts, Students, Research, and Training And Consultancy. The "Students" link is expanded, showing a dropdown menu with the following options: Alumni, Student Portal, Student e-learning Platform, and Student Downloads. An orange arrow points from a text box labeled "Click Student portal" to the "Student Portal" option in the dropdown menu. The main content area features a photograph of several people, including a man in a suit being interviewed by a woman holding a microphone. The browser's taskbar at the bottom shows several open documents, including "Diagrammatic Gu...docx" and "Student Portal M...docx".

Step 2. Login in to the student portal

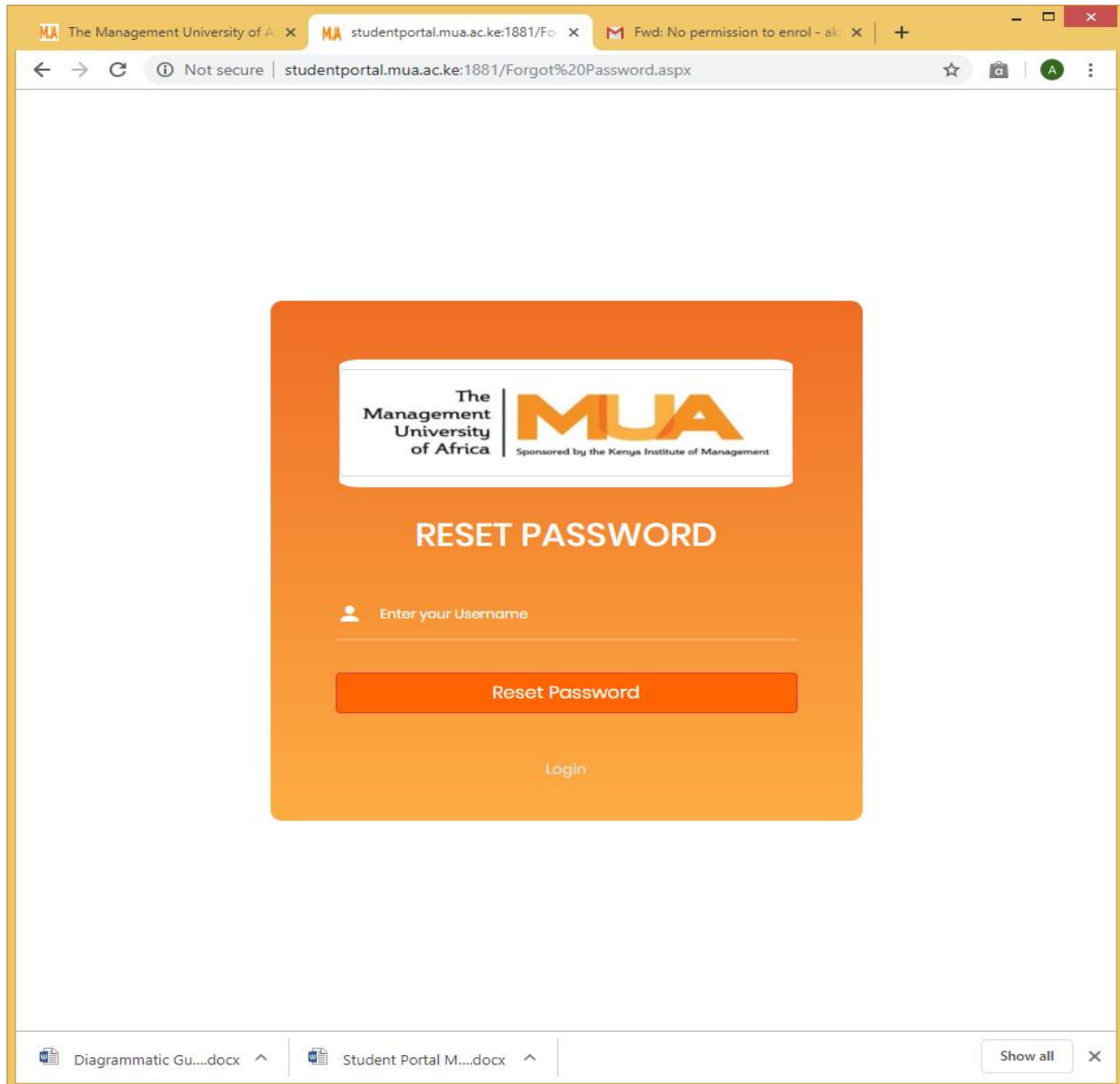
Once you open the student portal link, you will be prompted for a username and password. Key in your **admission number** as username and password on the prompt. But, for first login **go to >>[step 3 First login](#)**



The screenshot shows a web browser window with the URL `studentportal.mua.ac.ke:1881`. The page features the MUA logo (The Management University of Africa, Sponsored by the Kenya Institute of Management) and a central orange box titled "STUDENT LOGIN". Inside this box, there are two input fields: "Enter your Username" and "Enter your Password", each with a corresponding icon (a person and a lock). Below the fields is a prominent orange "Login" button. At the bottom of the box, there is a link for "Forgot Password?". The browser's taskbar at the bottom shows two open documents: "Diagrammatic Gu...docx" and "Student Portal M...docx".

Step 3. First login

For first login you would be required to click **forgot password**. This will take you to a reset password page. Enter your admission number and click **Reset Password**. This will generate and send a password to your email address.



Use the sent password and your **admission number** as your username to login.

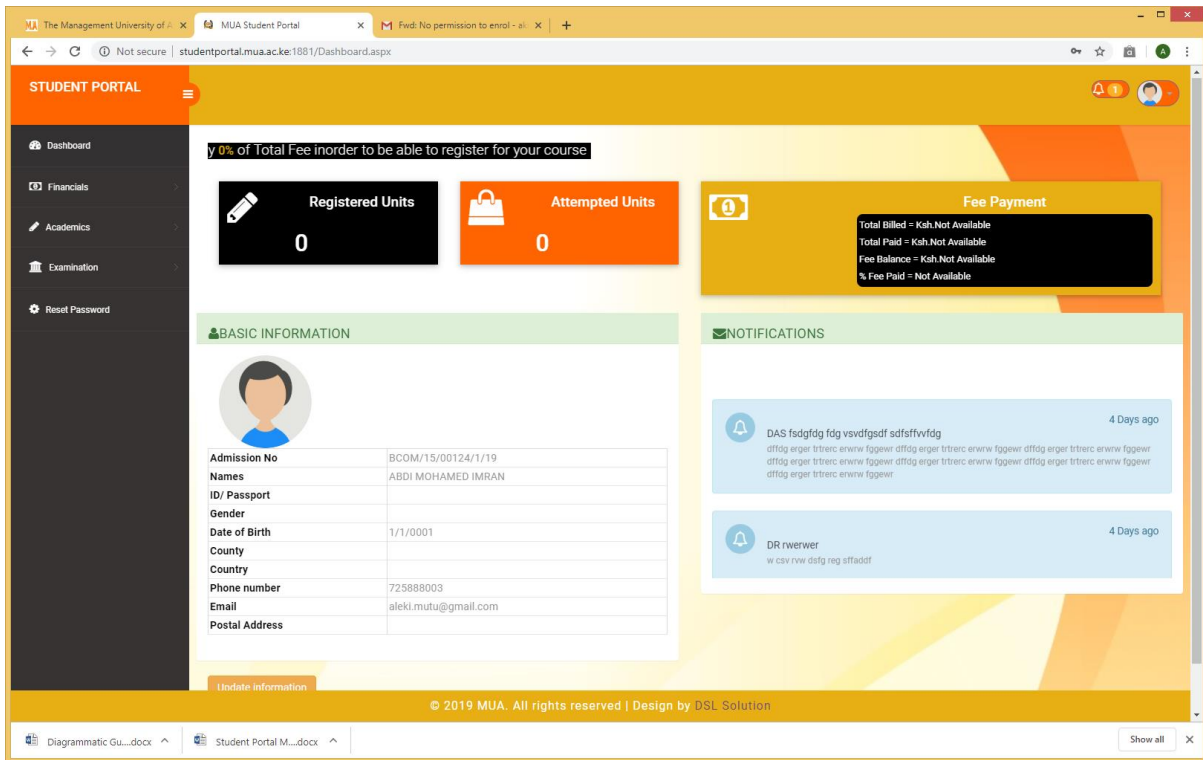
Enter your admission number as your username e.g. **BDS/12/00201/1/19**

or ODLBDS/12/00154/1/18

NOTE. After successful login ensure you change to your preferred password using reset password link on the left pane.

You will get the screen shown below

This is a summary of your student account. You can click on any of the summary buttons to show you the details.

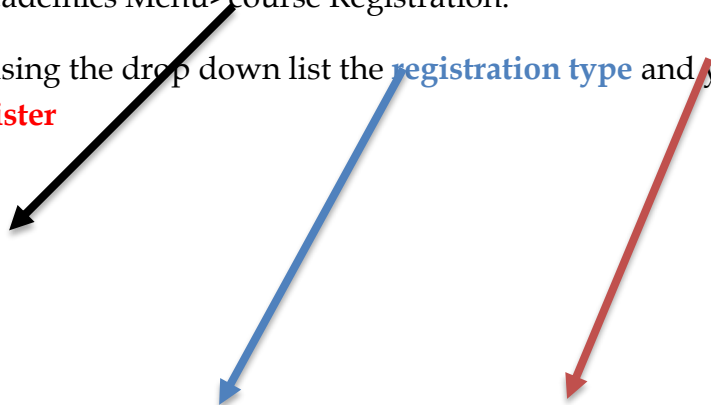


Step 4. Registration of Units

On the navigation pane to the left below the Dashboard click on **Academics** then **Course registration**

Under Academics Menu > course Registration.

Specify using the drop down list the **registration type** and your **student type**. Then click **Register**



Course Registration List

View Units	Programme	Module/Level	Semester	Register for	Units Taken	Total Billed
	BCOM	Y1S1	JAN-APR 2019	Unit/Subject	8	0

COURSE REGISTRATION
To register for a course, Choose 'Registration Type' and 'Study Mode' then Click on the button 'Register'.

Registration Type:

Student Type:

Selected Units for Registration

Programme	Unit Code	Unit Description	Stage	Semester	Campus	Examination Center	Study Mode	
BCOM	BCM 114	FINANCIAL ACCOUNTING I	Y1S1	JAN-APR 2019	KISAJU		EVENING	Drop
BCOM	BCM 115	INTRODUCTION TO BUSINESS	Y1S1	JAN-APR 2019	KISAJU		EVENING	Drop
BCOM	JCU 105	HIV/AIDS	Y1S1	JAN-APR 2019		DUBAI	ODEL	Drop
BCOM	BCM 123	MACRO ECONOMICS	Y1S2	JAN-APR 2019	MAIN		EVENING	Drop

After clicking register you will receive a course registration form.

Course box would be filled by default, as a student you would be required to select the module from the drop down list. Once you have selected you will receive a list of units on offer.

Course Registration

Course: Bachelor of Commerce | Module: --Select Module--

Select the Units you want to register

Course Units

NO UNITS FOUND

Registration Type: Unit Registration | Student Type: Regular Student

Selected Units for Registration

Programme	Unit Code	Unit Description	Stage	Semester	Campus	Examination Center	Study Mode	
BCOM	BCM 114	FINANCIAL ACCOUNTING I	Y1S1	JAN-APR 2019	KISAJU		EVENING	Drop
BCOM	BCM 115	INTRODUCTION TO BUSINESS	Y1S1	JAN-APR 2019	KISAJU		EVENING	Drop
BCOM	JCU 105	HIV/AIDS	Y1S1	JAN-APR 2019		DUBAI	ODEL	Drop
BCOM	BCM 123	MACRO ECONOMICS	Y1S2	JAN-APR 2019	MAIN		EVENING	Drop

Please select campus, study mode and ensure you check the box under **select** for the specific units you are taking then click submit registration.

Course Registration x

Course: Bachelor of Commerce Module: Year One Semester Two

Select the Units you want to register

☰ Course Units

Programme	Unit Code	Unit Description	Campus	Study Mode	Select
BCOM	BCM 125	PRINCIPLES OF MARKETING	--Select Campus--	--Select Study Mode--	<input type="checkbox"/>
BCOM	BCM 126	QUANTITATIVE TECHNIQUES	--Select Campus--	--Select Study Mode--	<input type="checkbox"/>

Submit Registration

Close

Step 5. Viewing of registered Units summary.

Once you have successfully submitted the registration you will get the summary of registered units below with an option of dropping a unit.

COURSE REGISTRATION

To register for a course, Choose 'Registration Type' and 'Study Mode' then Click on the button 'Register'.

Registration Type: Unit Registration Student Type: Regular Student

Register

☰ Selected Units for Registration

Programme	Unit Code	Unit Description	Stage	Semester	Campus	Examination Center	Study Mode	
BCOM	BCM 114	FINANCIAL ACCOUNTING I	Y1S1	JAN-APR 2019	KISAJU		EVENING	Drop
BCOM	BCM 115	INTRODUCTION TO BUSINESS	Y1S1	JAN-APR 2019	KISAJU		EVENING	Drop
BCOM	JCU 105	HIV/AIDS	Y1S1	JAN-APR 2019		DUBAI	ODEL	Drop
BCOM	BCM 123	MACRO ECONOMICS	Y1S2	JAN-APR 2019	MAIN		EVENING	Drop

Conclusion

The system has been customized in a very friendly and easy to use format, but in case of any challenges please feel free to contact the school through **0722 224 193** or you write an email to ict@mua.ac.ke, odeladmin@mua.ac.ke