# KIST STUDENTS PORTAL MANUAL

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# How to Sign Up On the Student Portal SUMMARY

## CREATING AN ACCOUNT ON THE STUDENTS PORTAL

Type the link on the browser https://portal.kist.ac.ke/login/register

- 1. Enter your correct admission number e.g.DEP/0001/21 or CCT/0550/23
- 2. Enter your national ID number as the password
- 3. Confirm password by entering your national ID number as the password again
- 4. Registration successful a verification link has been sent to your Kist student email

5. Login to you student email using the procedure below click on "confirm account" to enable/activate your account

# Ask from your class rep a list of all students Kist students emails

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#### ACCESSING YOUR KIST STUDENT EMAIL ACCOUNT USING A SMARTPHONE

- 1. On your Android phone or tablet Playstore download Gmail App
- 2. Open the Gmail app
- 3. In the top right, tap your profile picture or Tap 3 lines  $\equiv$  It's at the top-left corner of the screen then click settings
- 4. Tap Add another account.
- 5. Tap Google
- 6. Enter the Kist student email address e.g. mwauradct0001@kist.ac.ke
- 7. Tap Next. This brings you to the password screen
- 8. Enter your email password e.g. dct000121
- 9. Tap Next. Once your password is authenticated, you'll be signed in to the account

#### **Student Dashboard**

- 1) Access the portal via https://portal.kist.ac.ke
- 2) Click on create a new account for the first time access as shown below



Account Registration
To register for an Account, kindly fill the form bellow
Select Role:  Student O Employee
Enter your student Admission No.
Enter Your Password
Confirm Your Password
Submit Return To Login

3) Enter your **student admission number** as captured on the student ID eg **DCT/0001/21** as shown below

- 4) Enter your **preferred password e.g. your national ID number** and repeat the **same password**
- 5) Click **SUBMIT** to submit your sign up details
- 6) Login to your KIST student email to confirm your account creation
- 7) Click on the link provided on your email for account confirmation
- 8) You will be directed to the student portal
- 9) Login using your **Student Admission number** as **username** and the **preferred password** set during account creation.

#### **RESETTING PASSWORD/CHANGING PASSWORD**

- 1) Click on forgot password on portal.kist.ac.ke
- 2) Type your admission number
- 3) Click reset password
- 4) Login to your Kist Student Email
- 5) Click on reset password from the email received
- 6) Reset password to your National ID No

Upon log in the following dashboard will appear

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# **NEWS & EVENTS**

The latest institute news and events will be accessible via this section

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## **REPORTING FOR THE TERM (COMPULSORY)**

Before the beginning of every term every student who is expected to be in session during that term **MUST** report in the system (**NB: only those expected to insession**)

The reporting will enable the students to access the reported term fees statement among other facilities

#### **The Procedure for Reporting**

- 1. Click on Reporting
- 2. Click on Report now



3.Select the term you are reporting online 4.Click Report



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#### **ACCESSING THE FEES STATEMENT**

From the portal you can access the fees statement and the fees structure the fees statement (a negative sign on the balance means the student has a prepayment e.g. -1900)

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	Fees Statement History of fees.
A Home	
<ul> <li>News &amp; Events</li> <li>Reporting</li> </ul>	x 3 T
I Fees	KIAMBU INSTITUTE OF SCIENCE & TECHNOLOGY
Examinations	P.O. BOX 414- 00900 KIAMBU – KENYA TEL: 020 3522550, CELL: 0734 207663, 0727807713 Email: Principal@kist.ac.ke – Web: https://www.kist.ac.ke
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## **ACCESSING THE EXAM CARD**

The student will be able to access the exam card for the internal examinations for the term he/she has reported online based on the institute fees policy

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# ACCESSING THE INTERNAL EXAM RESULTS (PROGRESS REPORTS)

1. Click on examinations

- 2. Click on progress reports
- 3. Select the academic year
- 4. Select the session(term)
- 5. Click generate



## SENDING MESSAGES ON THE PORTAL

- 1. Click on messages
- 2. Click on compose
- 3. Enter the recipient
- 4. Enter the subject
- 5. Write the message
- 6. Click send(the message from the your KIST email)

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# CLEARANCE

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# ACCESSING TIMETABLE FROM THE PORTAL

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Incase of any challenges in creation of account kindly send an email to <a href="mailto:support@kist.ac.ke">support@kist.ac.ke</a> for assistance