Follow the steps indicated below to access the students’ portal. In case of challenges, contact the ICT department through the following email, ict.support@kemu.ac.ke or visit the ICT Department or Students Records office during normal working hours.

**Step 1:** Visit the University website [www.kemu.ac.ke](http://www.kemu.ac.ke), then under Students Menu on the homepage or Campus Life at the bottom of the site, click on the New Students portal or enter the URL on your web browser ([portal2.kemu.ac.ke](http://portal2.kemu.ac.ke))

**Step 2:** If this is your first time and you don’t have an account, create one as shown below.

Click the highlighted link on your browser to create an account.
Step 3: Fill in the details as required
Step 4: Upon creation of the account, an activation link is sent to the email address that you provided during registration. Sometimes the link might delay but the account will be active. Kindly try to log in after a few minutes.

NB: *If your Email address is not captured in the system, contact/visit the ADMISSIONS OFFICE.*

Step 5: Log in to your email address to access the activation link.

NB: *If you don't find the email containing the activation link in your inbox, check in the spam folder of your mail box.*

Step 6: Click on to the link to automatically activate your portal account and by doing so you get direct access on to the Log in page where you key in your *Registration No.* and *Password.*
Units registration

The user is supposed to access the portal and log in for you to register units. The portal home page after logging in will appear as the one shown below.

Steps to register units:

Access the Academic Details menu

Click on Unit Registration

Session Reporting

If you get a message about reporting for the semester, click on semester reporting and report for the current semester.
A list of different units that are on offer is displayed.

Select the units you want to register for that particular session and click the button shown below to register.
A list of registered units will be displayed where you add more or edit the registered units as shown below.

By following the above steps, you will have registered the units accordingly.
Generate exam card. Print 2 copies and present them for approval and clearance.
You can scroll through the various menu items as shown in the figure above, to access the various resources and services from the system.