



THE CO-OPERATIVE UNIVERSITY OF KENYA

STUDENT PORTAL AND EMASOMO STUDENT SELF REGISTRATION MANUAL

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Instagram: [COOP_UNIVERSITY](#)

LinkedIn: [The Co-operative University of Kenya](#)

Quick Link:

a) <https://studentportal.cuk.ac.ke/portal/>

b) <https://emasomo.cuk.ac.ke/>

TABLE OF CONTENT

SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE	2
A) Procedure 1 (Update Admission Information)	2
B) Procedure 2 (Registration Activation)	4
C) Procedure 3 (Finance Registration And Units Registration)	5
SECTION TWO: ACTIVATION OF CUK EMAIL ADDRESS	9
SECTION THREE: REGISTRATION OF EMASOMO CREDENTIALS	15

SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE

All the reporting new students are notified that the University has automated the students' registration process. In order for the registration process to be successful, students are required to have paid fees for the semester in full or at least 50% of the fees. Self-registration portal can be accessed on the University website (www.cuk.ac.ke) by following the procedure below:

A) Procedure 1 (Update Admission Information)

1. Access the University website (www.cuk.ac.ke) on the top menu, click on **ADMISSION** which will redirect you to the admissions website,



- 1a. On the Admissions website www.cuk.ac.ke/admissions/ click on admissions Letters



2. On the Student Self-Service portal your KCSE index number slash the year of completion for KCSE e.g. **12345678910/2020** in the space labeled “Enter your KCSE Index No to print your Admission Letter



Update Admission Info. Registration Activation

SECTION A - INSTRUCTIONS

1. On **Student Details** tab, update your particulars.
3. On **Parents/Guardian Details** tab, update the names and contact particulars of your parent/guardian

SECTION B - ADMISSIONS

Identity Number: Index Number

Enter your KCSE Index No or Registration Number (e.g 12345 / 2019)

Check Status

3. Click **“Check Status”**
4. Fill in the details in the following fields: -
 - Mobile Number
 - ID Number (Use guardian’s ID number if you do not have a national ID)
 - Gender
 - Email address
 - Year of birth
 - County (*Indicate County of birth*)
 - Ethnicity
 - Accommodation details (*Choose Non-Resident*)
 - Guardian details
5. Click **Submit Details**
6. Click **Download Admission Letter**
7. Click **Download Joining Instructions**

B) Procedure 2 (Registration Activation)

1. Click on **Registration Activation** Tab

NB: Registration Activation window appears as follows:



The screenshot shows the 'Student Self-Service Portal' interface. At the top, there is a navigation bar with two tabs: 'Update Admission Info.' and 'Registration Activation'. Below the tabs is a section titled 'SECTION C - ATTACHMENTS' with a yellow background. It contains four numbered instructions: 1. Enter your Admission/Registration Number in capital letters. 2. Scan and attach the documents indicated in the required format (Admission Letter, Result Slip, National ID, Doctor's Report etc). 3. For those without National ID, scan and attach your birth certificate. 4. Click on **Submit** button to be redirected to the Student's Portal activation page. Below the instructions is a text input field labeled 'Enter your Registration Number to attach documents' and a 'Load' button.

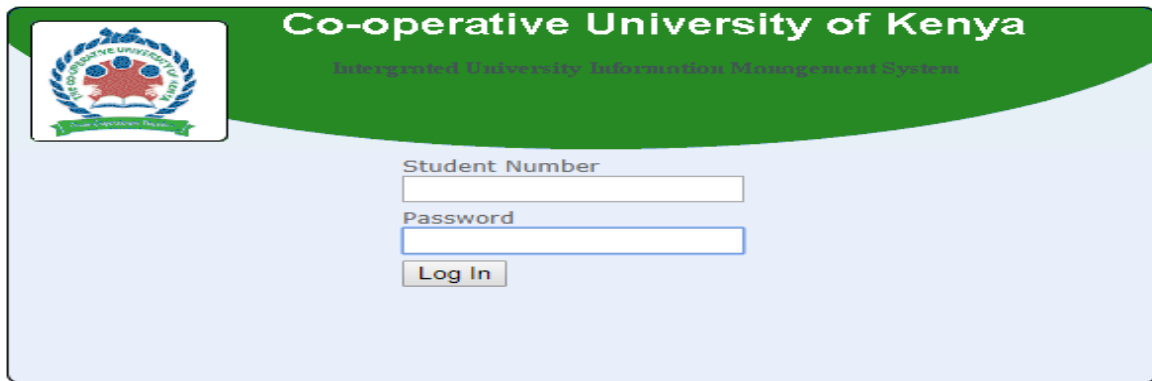
2. Enter your Admission Number (**use capital letters**)
3. Click **Load** to view your updated data.
4. Proceed and attach documents indicated as **attachments (Kindly observe the file format and size as indicated)**

Documents to be uploaded are;

- Medical Examination Report (Doctors report)
 - Admission letter
 - KCSE result slip
 - National ID or Birth Certificate
5. Click on **submit** button. You will be redirected to the Students portal as shown in procedure 3 below:

C) Procedure 3 (Finance Registration And Units Registration)

Co-operative University of Kenya Students Portal



Co-operative University of Kenya
Integrated University Administration Management System

Student Number

Password

Log In

1. Enter your Admissions number in the first text box labeled **Student Number**
2. Enter your Admission Number in the second text box labeled Password
3. Click on **Log In**

NOTE: *Students will be required to change their password as directed.*

NB: Registration window appears as follows:



My Profile	My Profile
Fees Statement	
Hostel Room Booking	
Finance Registration	edit profile...
Unit Registration	
My Exam Card	
Exam Results	
Evaluation	
Disciplinary Cases	
Clearance Application	
Graduation Application	
Academic Leave	
Supplementary/Special	

My Account	Academic	General	Contacts
Programme	DMF : DIPLOMA IN MICRO-FINANCE		
School	FC : SCHOOL OF BUSINESS AND ECONOMICS		
Level	DIPLOMA		
Campus	MAIN CAMPUS, KAREN		
Center	MAIN CAMPUS		
Study Method	Full Time		
Admission Year	2020		

4. Click on **Finance Registration**
5. Click on **Register**

studentportal.cuk.ac.ke/portal/

Welcome

Finance Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1

Student Number			
Student Name			
programme	BCOM-BACHELOR OF COMMERCE		
Campus	MAIN CAMPUS, KAREN	Study Method	Full Time
Category	JAB:KUCCPS	Academic Status	ACTIVE
Registration	2019/2020:S1	Period	Y1S1

Item code	Item Name	Amount
T	Tuition	8,000.00
MS	Medical Subscription	1,737.00
L	Library Fee-Main campus	580.00
I	Internet	870.00
E	Examination	3,453.00
CO1	Computer Fees	870.00
A	Activity	580.00
SUS-01	STUDENT UNION SUBSCRIPTION	1,000.00
ID	Students ID-Main campus	500.00
C	Caution Money	1,000.00
RU	Registration Fees	2,080.00
GAC	Group Accident Cover-Main Campus	500.00
Total Fees		21,170.00
Required Minimum		10,585.00
My Account Balance		-37,560.00

Register

Fee Payment Methods

1. Deposit at any branch of Co-operative bank A/C **01129062663600** – Karen Branch
2. M-Pesa Paybill no. **400222** A/C no. **723#admission number**

NOTE: *Finance registration is only possible for those who have paid at least 50% of the total fees.*

6. Click on **Unit Registration** to register for units on offer for the semester.

- My Profile
- Exam Results
- Fees Statement
- My Exam Card
- Unit Registration**
- Late Unit Registration
- Finance Registration
- Extra Units
- Evaluation
- Disciplinary Cases
- Accommodation
- Clearance Application
- Academic Leave

7. Click on **Confirm All** to book for units

Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1

BACHELOR OF COMMERCE Study Method Full Time have not been restricted to use catalogue

Book Unit

Preferred Campus and Study Mode: MAIN CAMPUS
Unit Type: Ordinary Exami
Select Unit: BUCU 2103 : LIFE SKILLS

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	remove all	Confirm All
1	BCOM 2101	PRINCIPLES OF MICROECONOMICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
2	BCOM 2102	FINANCIAL ACCOUNTING I (3 Credits)	Ordinary Examination	0.00	confirmed	✓
3	BCOM 2103	COMPUTER APPLICATIONS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
4	BCOM 2104	FOUNDATIONS OF MATHEMATICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
5	BUCU 2101	COMMUNICATION SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
6	BUCU 2102	CO-OPERATIVE PHILOSOPHY (3 Credits)	Ordinary Examination	0.00	confirmed	✓
7	BUCU 2103	LIFE SKILLS (3 Credits)	Ordinary Examination	0.00	confirmed	✓

Total Credits 21 Credits

NOTE: *Application for accommodation will be opened one (1) week to the actual reporting date.*

8. Click on **Accommodation** to book and reserve University hostel

My Profile

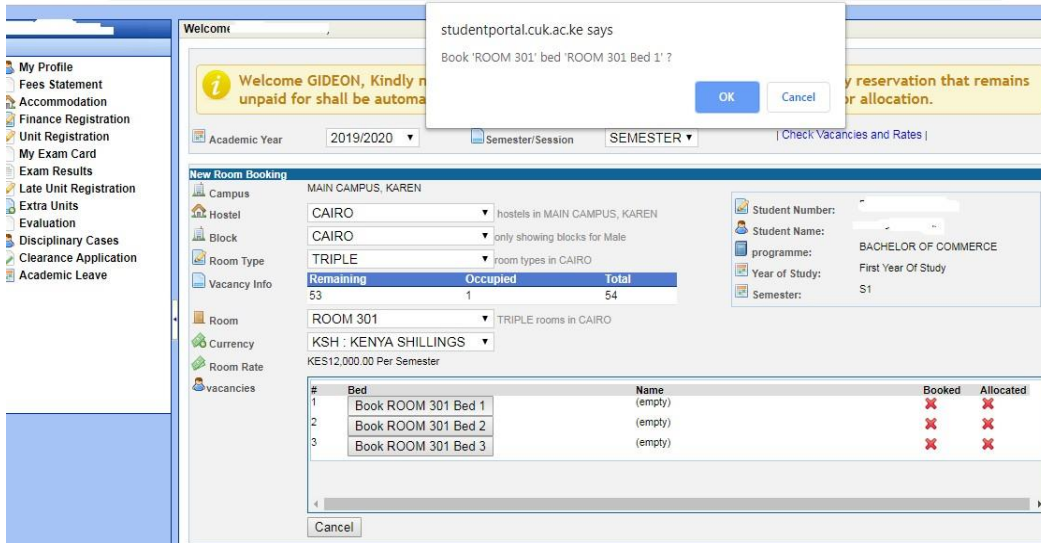
edit profile...

My Account Academic General Contacts

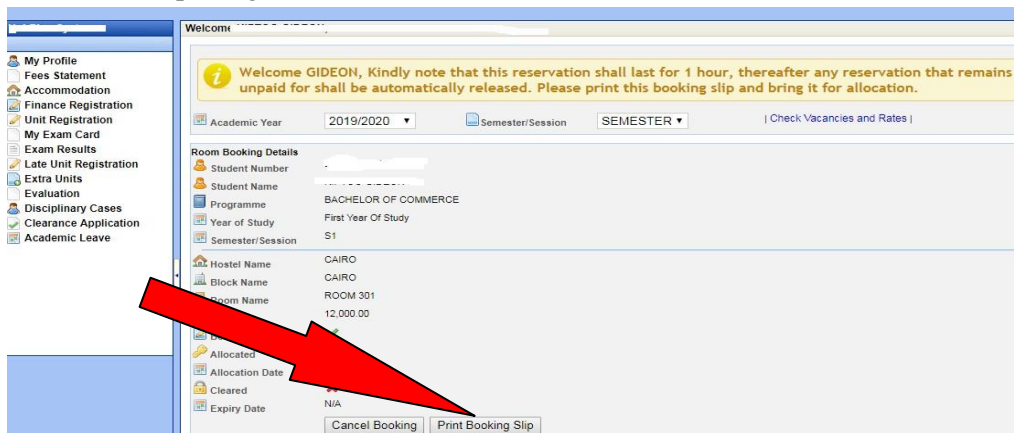
Programme: DMF : DIPLOMA IN MICRO-FINANCE
School: FC : SCHOOL OF BUSINESS AND ECONOMICS
Level: DIPLOMA
Campus: MAIN CAMPUS, KAREN
Center: MAIN CAMPUS
Study Method: Full Time
Admission Year: 2020

9. Choose your hostel accordingly and click on **Submit**

NOTE: *Hostel Room Booking is only possible for those who have done Finance Registration.*



(Ensure you print your room booking report for presentation at accommodation office for keys/mattress collection on reporting date)



NOTE: After booking the hostel, ensure payment for accommodation is done within the first one hour after booking. Failure to which, the room will automatically be released for booking to a different person.

SECTION TWO: ACTIVATION OF CUK EMAIL ADDRESS

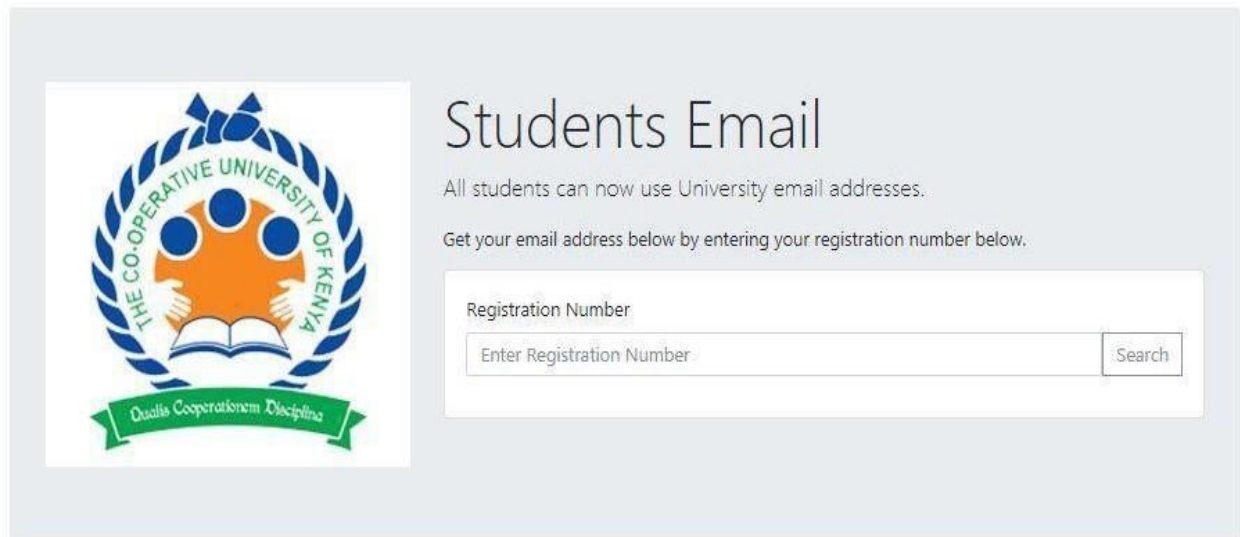
All students are required to activate their student's email that shall be used for official communication and correspondence. This help document outlines the procedure of how students can access the online portal (ujumbe.cuk.ac.ke) where they can access and activate their personalized email address.


- A) Visit the University website (www.cuk.ac.ke) on the main menu, under Students
Click on **Email Activation**



The screenshot displays the website of The Co-operative University of Kenya. At the top, there is an orange header with contact information: phone numbers (0724311606, 0734794790, 020 2679456) and an email address (enquiries@cuk.ac.ke). Below this is a navigation bar with links for UNIPLUS, TVET, STUDENT EMAIL LOGIN, DACSIS, CAREERS, TENDERS, STAFF CV PORTAL, and OFF CAMPUS. The main header features the university's logo and name, 'The Co-operative University of Kenya', with the tagline 'Quality co-operative training'. A search bar is located to the right. The main navigation menu includes HOME, ABOUT, ADMISSIONS, CAMPUSES, ACADEMICS, RESEARCH, STUDENTS, LIBRARY, CONFERENCE CENTRE, and QUICK LINKS. The 'STUDENTS' menu is expanded, showing a list of options: E-Masomo, Students email activation (highlighted with an orange arrow), E-Learning, Students Portal, Aids Control Unit, HELB Information page, Orientation Page, Accommodation, Downloads, Fees Structures, and Graduation Page. The background of the page shows a banner for the 'SCHOOL OF BUSINESS AND ADMINISTRATION' with an 'Intake Ongoing' notice and a list of admission requirements for degree holders.

B) You will be redirected to this page (ujumbe.cuk.ac.ke)





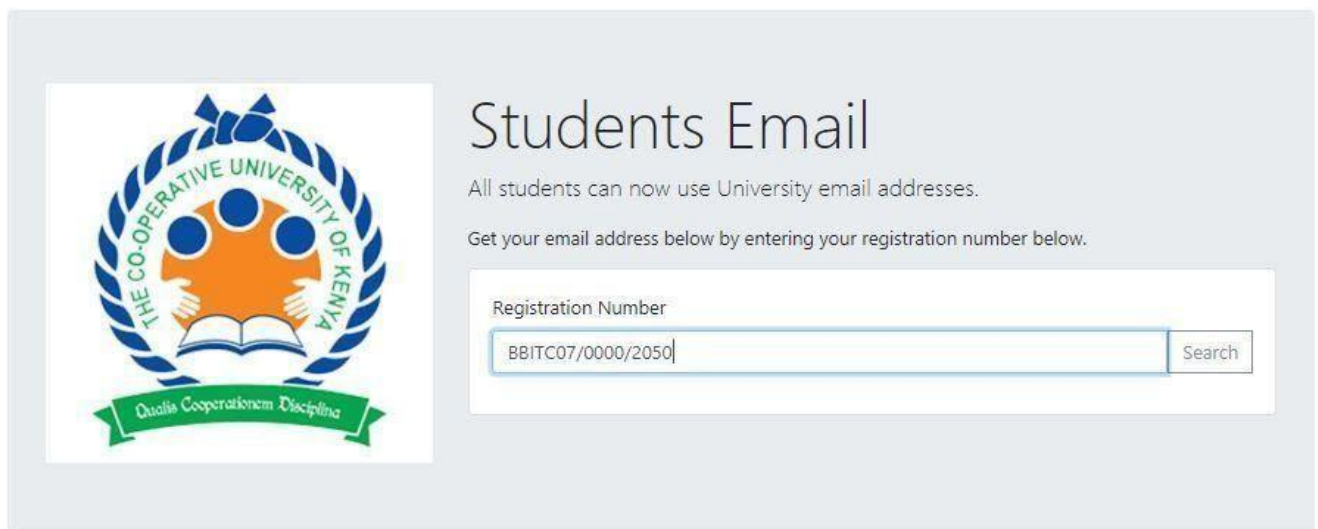
Students Email


All students can now use University email addresses.

Get your email address below by entering your registration number below.

Registration Number

C) Enter your Registration/Admissions number as shown below.






Students Email

All students can now use University email addresses.

Get your email address below by entering your registration number below.

Registration Number

D) Your account details will appear as shown below. Highlight and copy the customised email address and default password as shown below and go the [gmail.com](https://www.gmail.com) login page.




Students Email

All students can now use University email addresses.
Get your email address below by entering your registration number below.

Registration Number

Name	uhuru doe John	
Email	doe.uhuru@student.cuk.ac.ke	<div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> Look Up "doe.uhuru@student.cuk.ac.ke" Copy Search Search for "doe.uhuru@student.cuk.ac.ke" Print... Inspect Speech Services </div>
Password	bbitc07/0000/2050	
Instructions	<ul style="list-style-type: none"> Type www.gmail.com to acc Enter your full student email Enter your password i.e. bbitc07/0000/2050 Follow the steps and activat You will be prompted to change your password Proceed to use your CUK Student Email Address 	



Students Email

All students can now use University email addresses.
Get your email address below by entering your registration number below.

Registration Number

Name	uhuru doe John	
Email	doe.uhuru@student.cuk.ac.ke	
Password	bbitc07/0000/2050	
Instructions	<ul style="list-style-type: none"> Type www.gmail.com to access Gmail or Click on Gmail Enter your full student email address i.e. doe.uhuru@student.cuk.ac.ke Enter your password i.e. bbitc07/0000/2050 Follow the steps and activate your account You will be prompted to change your password Proceed to use your CUK Student Email Address 	

Look Up "bbitc07/0000/2050"

Copy

Search Search for "bbitc07/0000/2050"

Print...

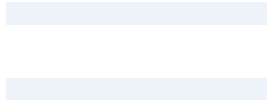
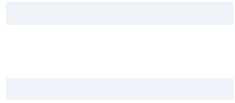
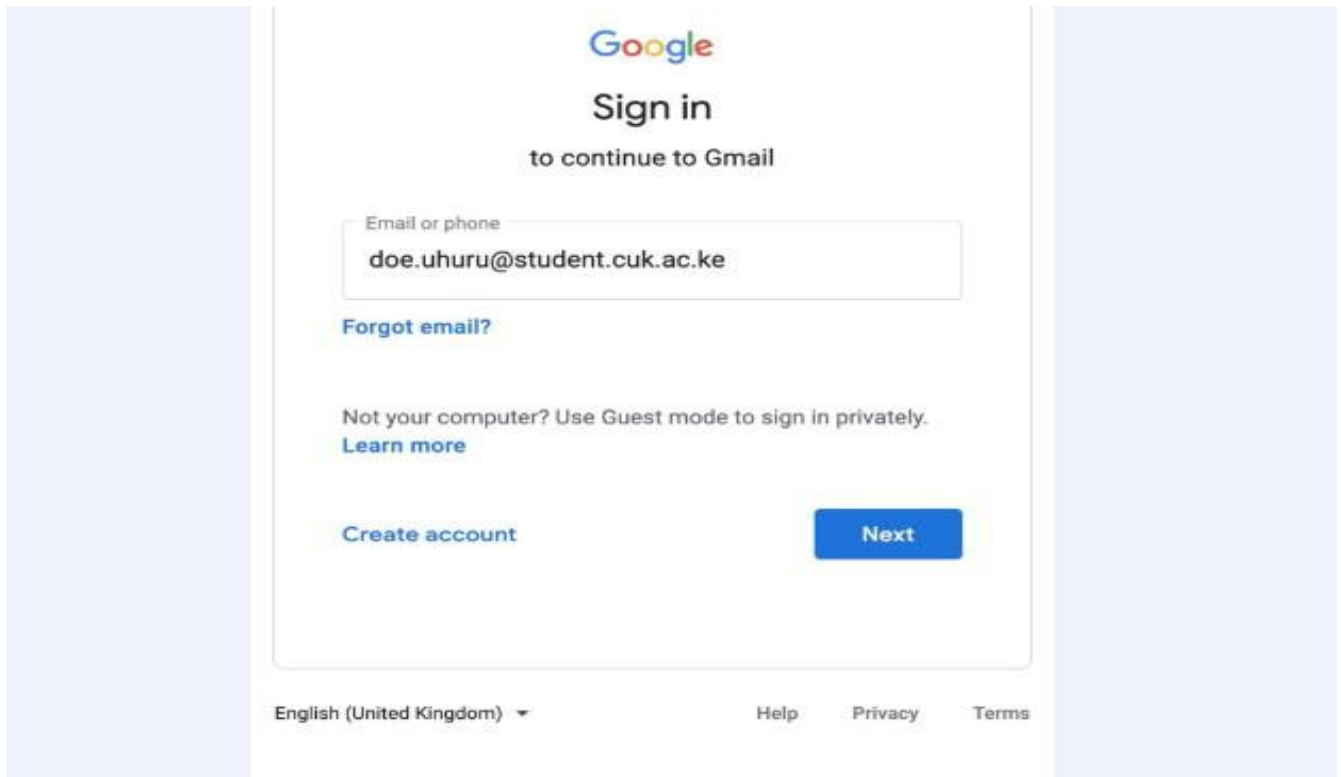
Inspect

Speech

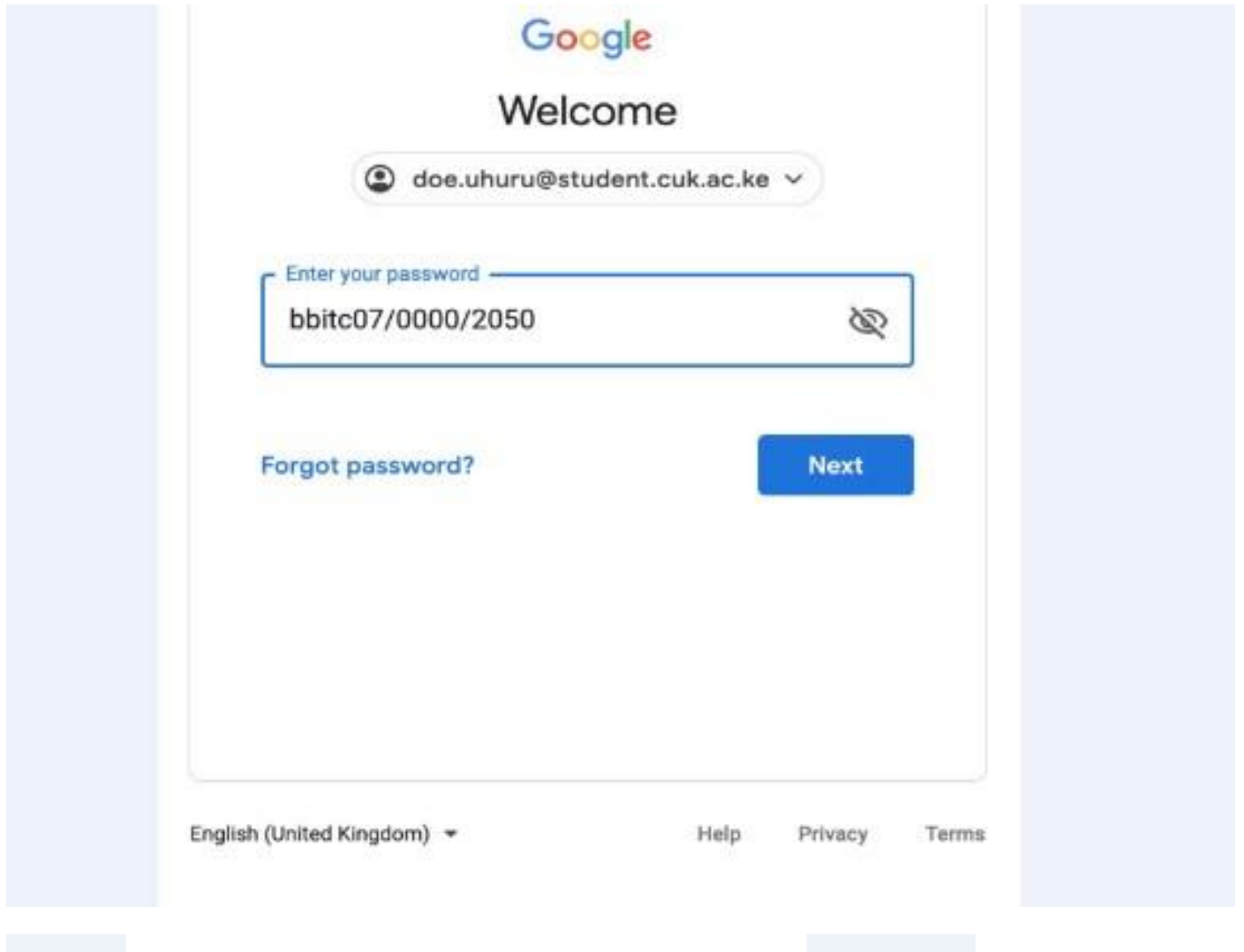
Services



E) Paste of type your personalized email details as shown above on the [gmail.com](https://mail.google.com) login page as illustrated below and click on next

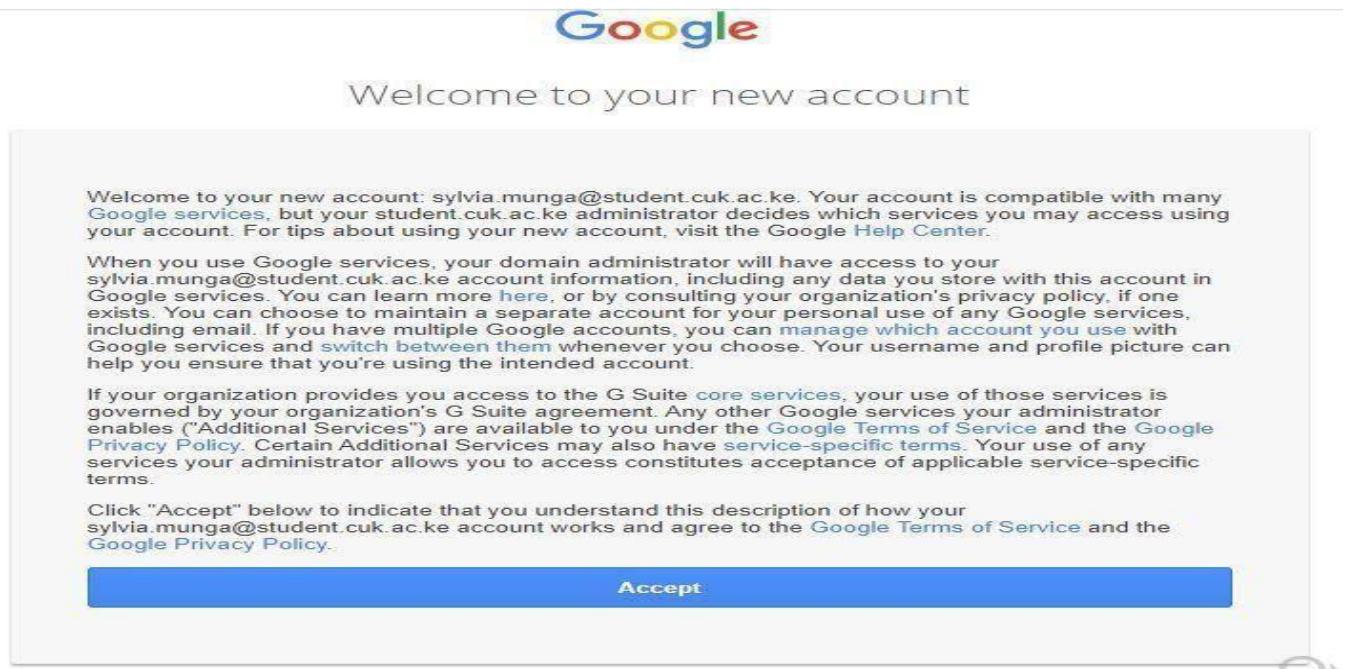


- F) Paste or type your student email account password which by default has been set as your Registration/Admission number in **small caps** click e.g.,“**bbitc07/0000/2050**” and click next

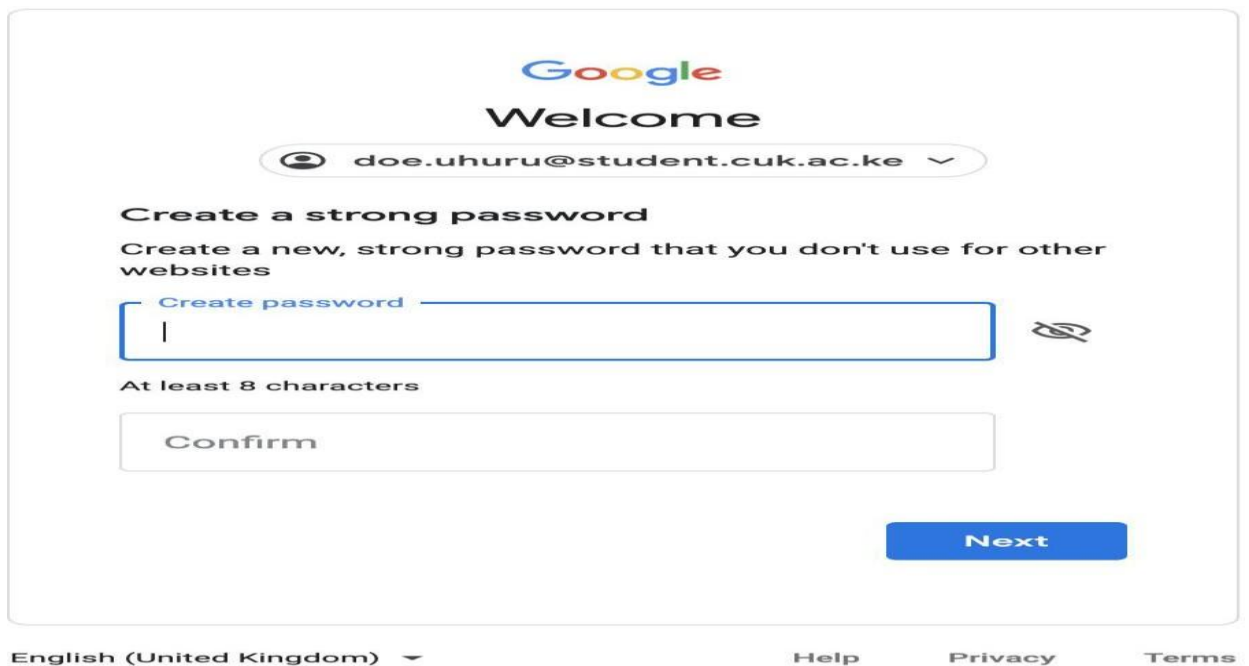


The image shows a Google login interface. At the top is the Google logo. Below it is the word "Welcome". A dropdown menu shows the email address "doe.uhuru@student.cuk.ac.ke". Below that is a password input field with the placeholder text "Enter your password" and the password "bbitc07/0000/2050". To the right of the password field is an eye icon. Below the password field is a link "Forgot password?" and a blue "Next" button. At the bottom of the page, there is a language selector "English (United Kingdom)", and links for "Help", "Privacy", and "Terms".

- G) You will be welcomed to your students' email where you will be required to accept the Google terms and conditions. Click on Accept.



- H) You will be prompted to reset your account password to one of your preference.

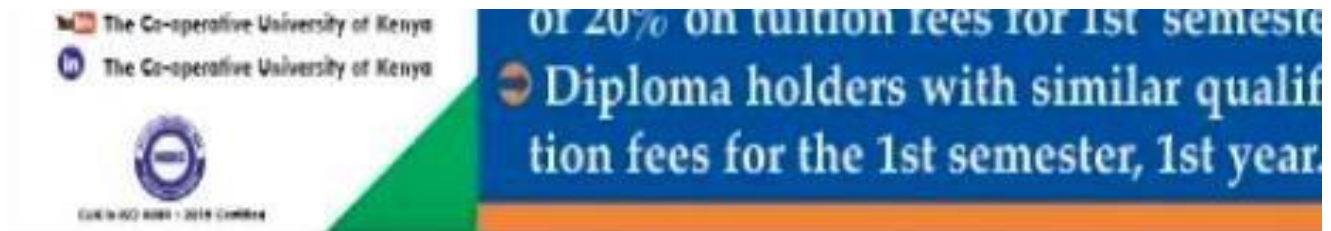


- I) You are now ready to use your student email address.

SECTION THREE: REGISTRATION FOR EMASOMO LOGIN CREDENTIALS (USERNAME & PASSWORD)

1. Emasomo is the University's online learning platform.
2. **Note:** A student must have an active CUK student email address before completing the form below. The login credentials and all official communication are forwarded to the CUK email.
3. Kindly fill the following form for emasomo login credentials https://docs.google.com/forms/d/e/1FAIpQLSdLHbxmNC6bEb6MS3uodjpRbK7wx_kvYOUFj3FVvYARjsQSSLQ/viewform

The form can also be accessed from the University website at <https://www.cuk.ac.ke/> and access the links within the “PROSPECTIVE STUDENTS” section and register for the same as shown below.



PROSPECTIVE STUDENTS



- New Students Self-Registration Procedure
- Registration for CUK Student eMail
- eMasomo Login Credentials Registration