



# THE CO-OPERATIVE UNIVERSITY OF KENYA

## STUDENT PORTAL STUDENT SELF REGISTRATION MANUAL

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

**Twitter:** [@CoopVarsityKE](#)

**Instagram:** [COOP UNIVERSITY](#)

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**Quick Link:** <https://studentportal.cuk.ac.ke/portal/>

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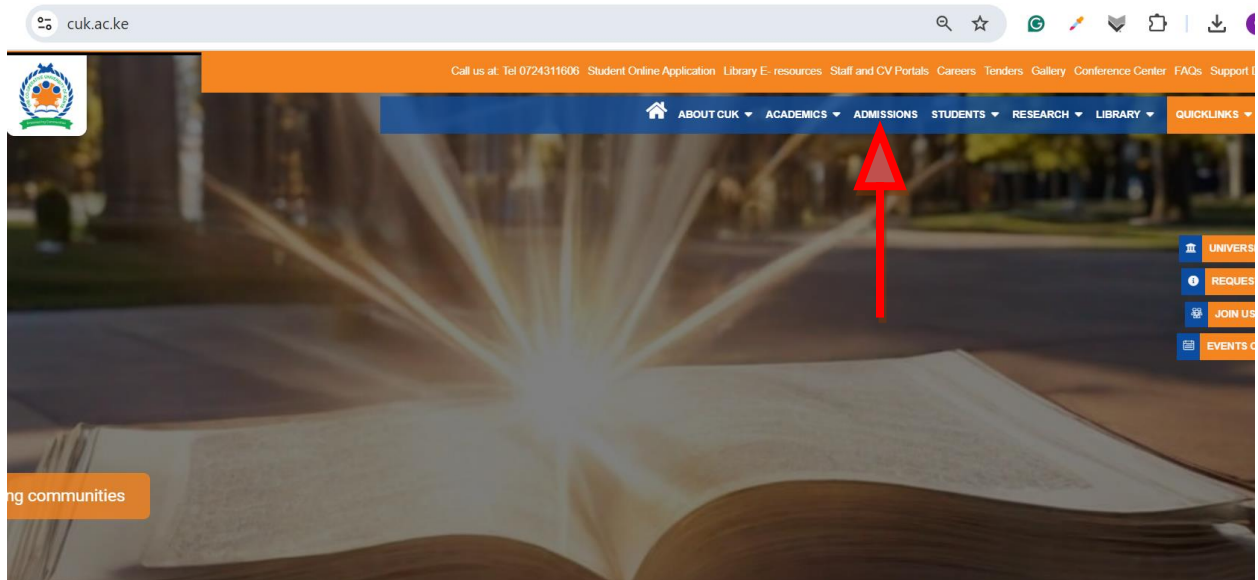
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## SECTION ONE: NEW STUDENTS SELF-STUDENT PORTAL REGISTRATION PROCEDURE

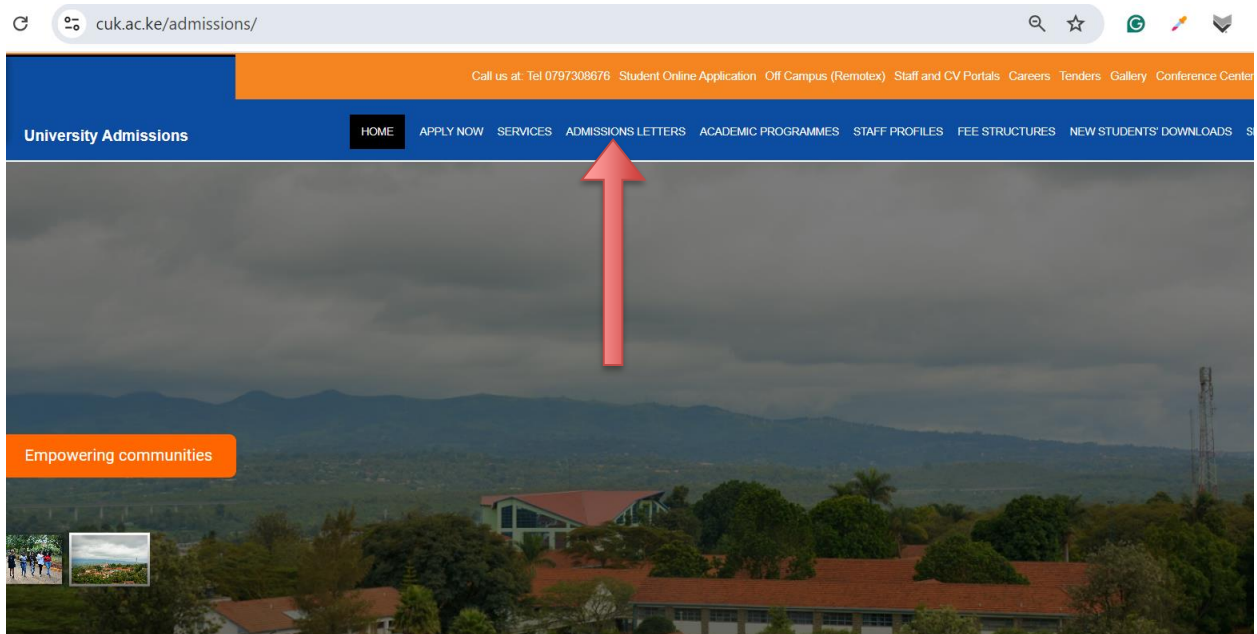
All the reporting new students are notified that the University has automated the students' registration process. In order for the registration process to be successful, students are required to have paid fees for the semester in full or at least 50% of the fees. Self-registration portal can be accessed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

### A) Procedure 1 (Update Admission Information)

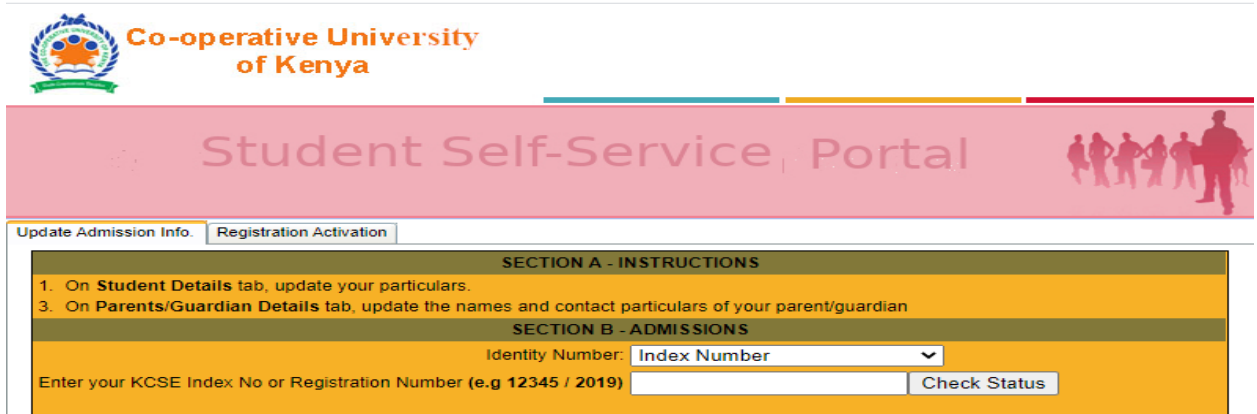
1. Access the University website ([www.cuk.ac.ke](http://www.cuk.ac.ke)) on the top menu, click on **ADMISSION** tab and on the dropdown menu click on **Admission Letters** it will redirect you to the Student self-service Portal.



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- On the Student Self-Service portal your KCSE index number slash the year of completion for KCSE e.g. **12345678910/2023** in the space labeled **“Enter your KCSE Index No to print your Admission Letter”**



- Click **“Check Status”**
- 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



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- Accommodation details (*Choose Non-Resident*)
  - Guardian details
5. Click **Submit Details**
  6. Click **Download Admission Letter**
  7. Click **Download Joining Instructions**

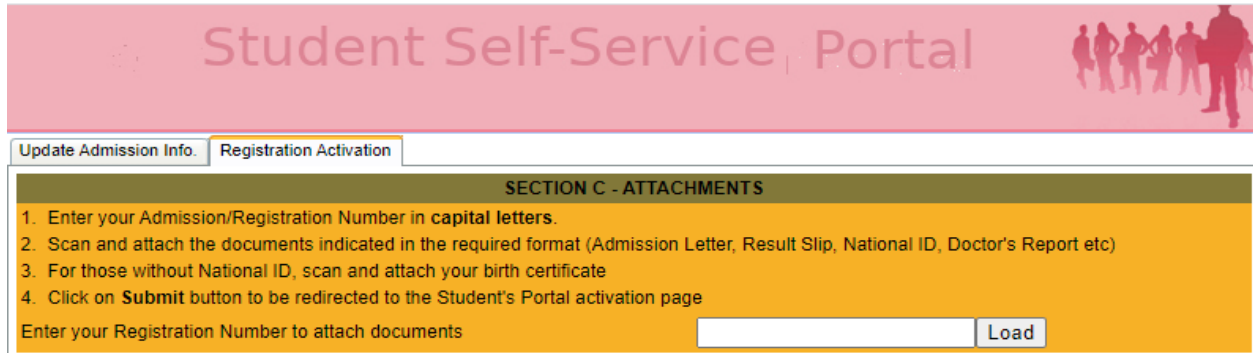


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## B) Procedure 2 (Registration Activation)

1. Click on **Registration Activation** Tab

**NB:** Registration Activation window appears as follows:



The screenshot shows the 'Student Self-Service Portal' header with a group of student silhouettes on the right. Below the header is a navigation bar with two tabs: 'Update Admission Info.' and 'Registration Activation'. The 'Registration Activation' tab is active. The main content area is titled 'SECTION C - ATTACHMENTS' and contains a list of 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;**

- Admission letter
  - KCSE result slip
  - National ID or Birth Certificate
  - New Students Admission Forms
  - **University Fund - Scholarship Application Form**
5. Click on **submit** button. You will be redirected to the Students portal as shown in procedure 3 below:



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### C) Procedure 3 (Finance Registration and Units Registration)

**Co-operative University of Kenya Students Portal**

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## Co-operative University of Kenya

Integrated University Information Management System

Student Number

Password

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
edit profile...	
My Account	<b>Academic</b>   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



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

The screenshot shows the student portal interface. On the left is a navigation menu with options like My Profile, Fees Statement, Accommodation, Finance Registration, Unit Registration, My Exam Card, Exam Results, Late Unit Registration, Extra Units, Evaluation, Disciplinary Cases, Clearance Application, and Academic Leave. The main content area is titled 'Finance Registration for 2019/2020 Session S1. I am taking BACHELOR OF COMMERCE in Y1S1'. It displays student details and a table of fees.

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
<b>Total Fees</b>		<b>21,170.00</b>
Required Minimum		10,585.00
My Account Balance		-37,560.00

At the bottom of the page, there is a 'Register' button, which is highlighted by a red arrow.

#### Fee Payment Methods

1. Deposit at any branch of **Co-operative Bank – Account No. 01129062663600** Karen branch or **Equity Bank – Account No. 1250277107862** (Karen Supreme branch)
2. M-Pesa through **E-Citizen paybill 222222**, Account number is the invoice number generated in the student portal. (*Procedure for payment available on the university website*)

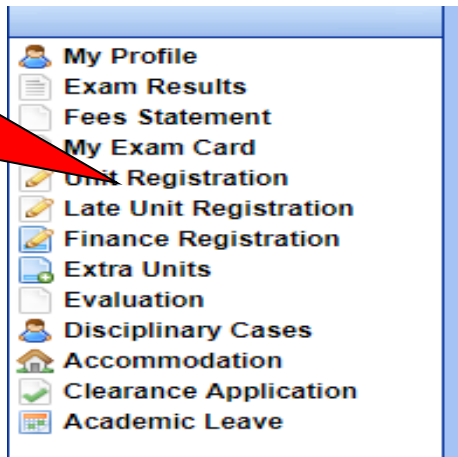
**NOTE:** *Finance registration is only possible for those who have paid at least 50% of the total fees.*



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



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

The screenshot shows the 'Book Unit' section of the system. It includes a 'Book Unit' form with fields for 'Preferred Campus and Study Mode' (MAIN CAMPUS), 'Unit Type' (Ordinary Exami), and 'Select Unit' (BUCU 2103 : LIFE SKILLS). Below the form is a table of 'Booked Units' with columns for No, Unit Code, Unit Name, Unit Type, Unit Charge, remove all, and Confirm All. A red arrow points to the 'Confirm All' button in the table.

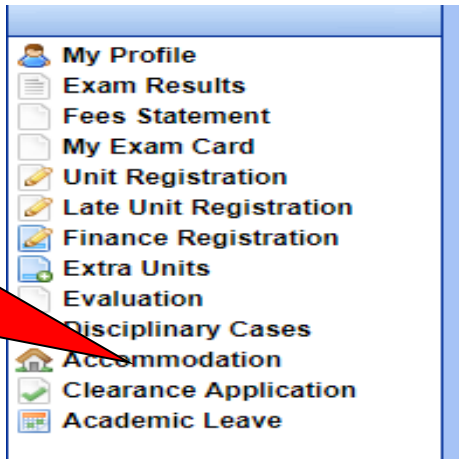
No	Unit Code	Unit Name	Unit Type	Unit Charge	remove all	Confirm All
1	BCOM 2101	PRINCIPLES OF MICROECONOMICS (3 Credits)	Ordinary Examination	0.00	confirmed	✓
2	BCOM 2102	FINANCIAL ACCOUNTING I (3 Credits)	Ordinary Examination	0.00	confirmed	✓
3	BCOM 2103	COMPUTER APPLICATIONS (3 Credits)	Ordinary Examination	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.*

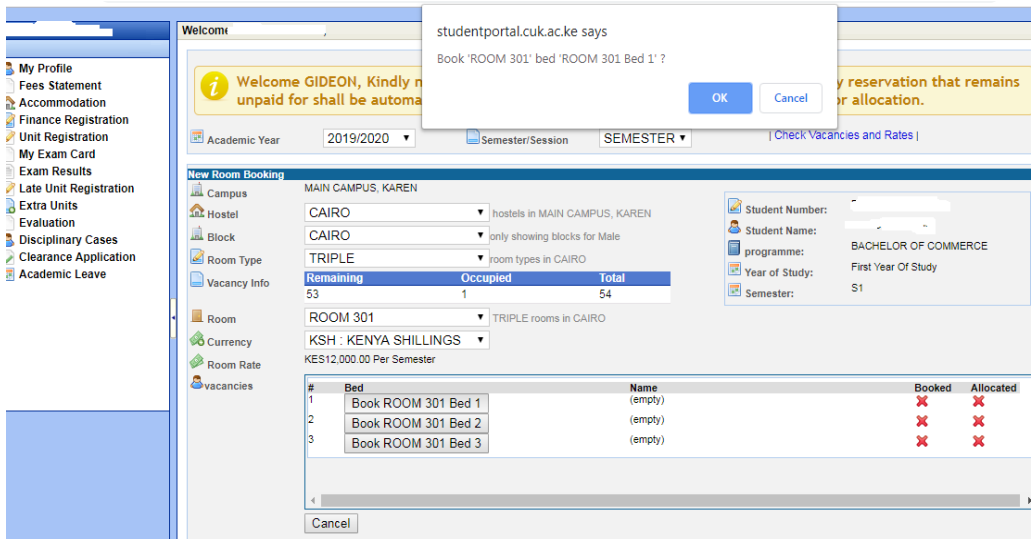
8. Click on **Accommodation** to book and reserve University hostel



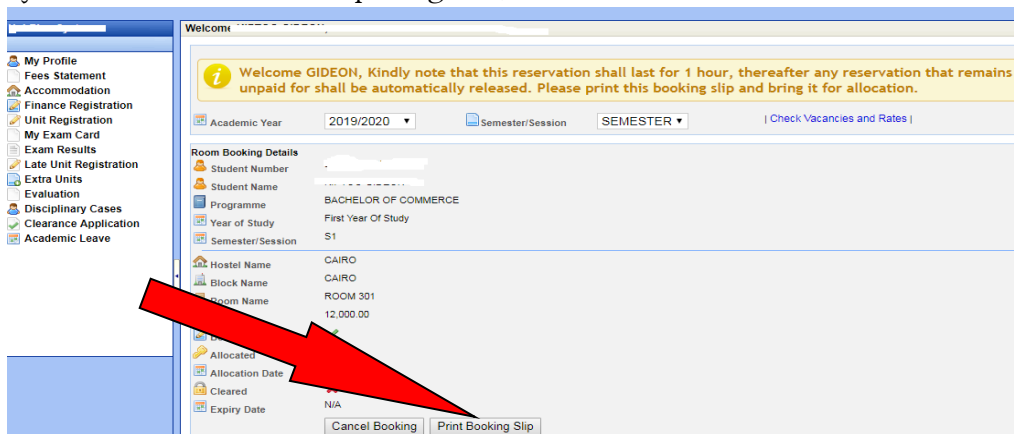
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9. Choose your hostel accordingly and click on **Submit**



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



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