



PREPERATIONS FOR ONLINE REGISTRATION,  
ORIENTATION AND CLASSES

UNIVERSITY OF NAIROBI

2020



# WELCOME NOTE



**Congratulations on your admission to the University of Nairobi. You are now part of the 2020/2021 cohort.**

**All new students are required to undertake a simple registration process to provide necessary information that will be used through out the course of your study.**

**Follow this guide to complete the Registration process; please ensure the information you provide is correct and up to date.**



# REGISTRATION



- \* The registration window will open on **Monday, 24<sup>th</sup> August** and close on **Monday 31<sup>st</sup> August 2020**.
- \* New students are required to complete the registration process online.



# REGISTRATION



## STEP 1

### • HOW TO REGISTER ONLINE:

• Click [HERE](#) to access the Student Management Information System (SMIS)

• Log in using the log in details sent to your email address you provided during your application process.

• If you haven't received the login details; write [admissions@uonbi.ac.ke](mailto:admissions@uonbi.ac.ke), undergraduate: [gs@uonbi.ac.ke](mailto:gs@uonbi.ac.ke), postgraduate:



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Log on using the Registration Number. *The year of registration must be in full eg ../2009*

Registration Number:  *Type your Student Registration Number*

Password:  *Use your National ID / Passport No. or KCSE Index No. or Registered Mobile No. as your initial password*

[Forgot your password?](#)

**Note: Digits and Letters in your Registration Number.**

- » Digit 0 (Zero) and NOT letter O in C01/..
- » Letter I and NOT Digit 1 (One) in I20/..

SMIS Allocated Registration No

**New Students**

Enter Application Ref. No as it appear in your *Letter of Offer* to get your allocated *Student Registration No*

Application Ref. No:





# REGISTRATION



## \* STEP 2:



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First Year Students:->: [Download Your Admission Letter](#)

[Download Joining Instructions](#)

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# REGISTRATION



- \* Step 2:
- \* Download Joining Instructions (Academic, Legal and Health Requirements)
- \* This document contains crucial information including the rules and regulations/Examination regulations that you are expected to adhere to during your stay at the University.
- \* Fill out forms as guided (Read point 1-22)
- \* **Scan all the forms and upload**



# Registration



- \* **STEP 3:**
- \* Pay the prescribed fees.
- \* To Find out School Fees, Click on the Student Fee Tab on the Portal
- \* Once payment is complete, **wait 48 hours to before you proceed to step 4**



# REGISTRATION



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## GOVERNMENT-SPONSORED (MODULE I) STUDENTS PAYMENT INSTRUCTIONS

1. Pay to your respective college account
2. Pay fees online. [Click here](#) for instructions

## SELF-SPONSORED PROGRAMMES (MODULE II) PAYMENT INSTRUCTIONS / OPTIONS

### 1. Bank Account

- => Cash Deposits, EFT or RTGS transfer to UON CESSP Collection Account No. **2032771362** at Bardays Bank, Plaza Branch
- => Cash Deposits, EFT or RTGS transfer to UON CESSP US\$ Dollar Account No. **2032770625** at Barclays Bank, Plaza Branch

### 2. M-Pesa Pay Bill

- => The Business Number is **300059**
- => The Account Number is your "**Student Registration Number**" (or "**Admission Ref Number**" for new student)

**\*NOTE: CASH, AGENCY BANKING AND ATM DEPOSITS ARE NOT ALLOWED\***





# REGISTRATION



## Step 4

The Online registration portal shall be opened on **August 24, 2020**

- \* Complete online registration and submit your request for registration.

**Step 5** – Wait for the confirmation of your registration.

- \* An alert shall be sent to your registered **mobile number** when this done.



# REGISTRATION



## \* **STEP 6:**

- \* Login into the SMIS portal([smis.uonbi.ac.ke](http://smis.uonbi.ac.ke)) and complete your profile
- \* **Please Note:** You shall be required to create a student email address and Active Directory account in this step



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Kindly confirm your profile details.

- » Active Directory (AD) Account is used to access [eClass](#), [webvpn](#) and UoN Wifi
- » Your AD username is your registration number WITHOUT the slashes e.g. D3312341998
- » Your initial AD password is your registration number WITH slashes e.g. D33/1234/1998
- » To reset your password or set security questions, use the AD students portal accessible at <http://adstudents.uonbi.ac.ke/>
- » For help, contact your Campus ICT office or write to [helpdeskmain@uonbi.ac.ke](mailto:helpdeskmain@uonbi.ac.ke)


Current Programme:	<input type="text"/>		
UONBI Email:	<a href="#">Click here to create UONBI Email</a>		
	Or <a href="#">Click here</a> If you already have an email.		
Personal Email:	Missing		
Active Directory (AD) Account:	<input type="text"/>	<a href="#">Click here to Activate/Reset AD account</a>	
Mobile No:	Missing	Alt Mobile phone:	<input type="text"/>
National ID / Passport no	<input type="text"/>		
	<a href="#">Click here to reload profile</a>		



# REGISTRATION




## \* STEP 7: Undertake Course Registration

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