

**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*

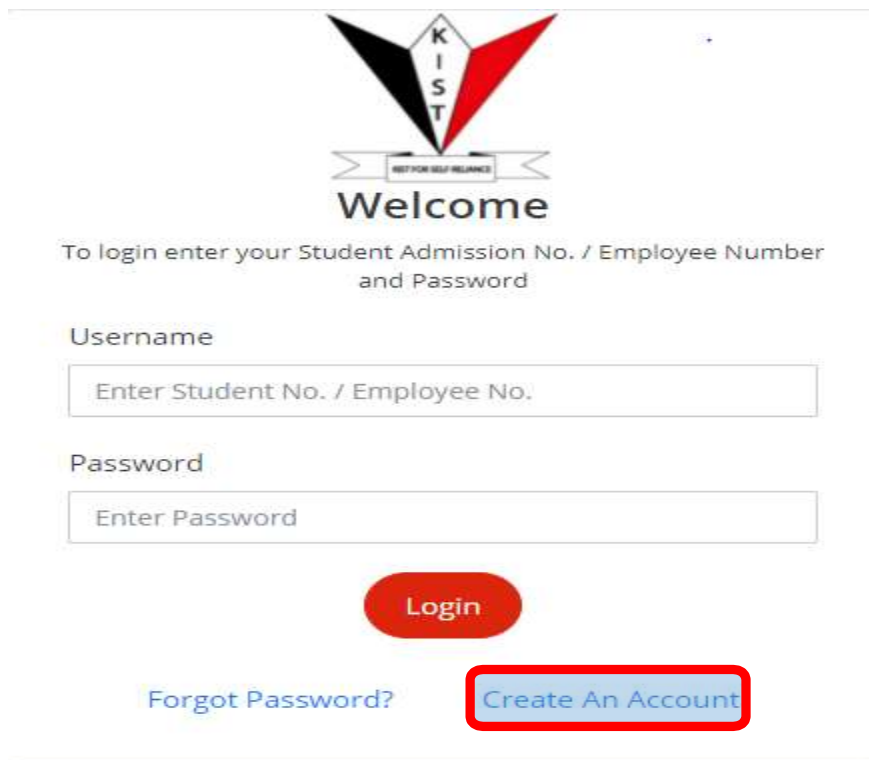
[portal.kist.ac.ke](https://portal.kist.ac.ke)

### 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 ☰ 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



**Welcome**

To login enter your Student Admission No. / Employee Number and Password

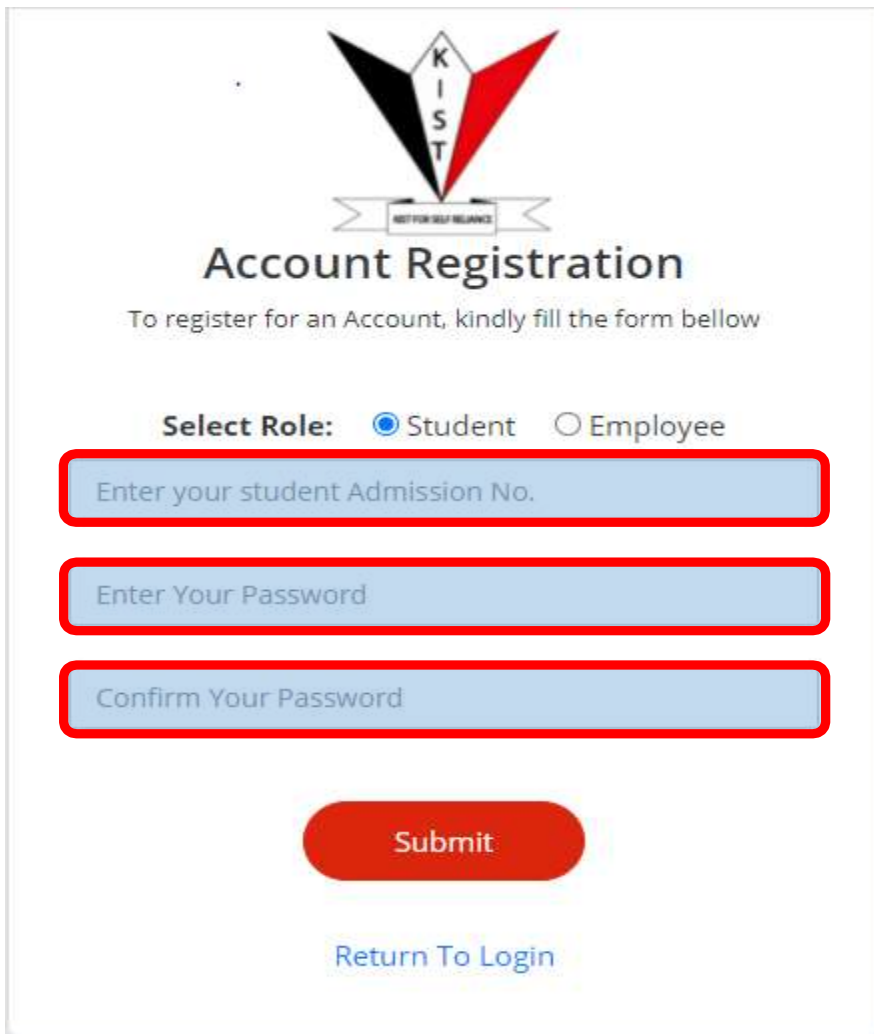
Username  
Enter Student No. / Employee No.

Password  
Enter Password

Login

[Forgot Password?](#) [Create An Account](#)

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



**KIST**  
NOT FOR SELF RELIANCE

## Account Registration

To register for an Account, kindly fill the form bellow

Select Role:  Student  Employee

Enter your student Admission No.

Enter Your Password

Confirm Your Password

Submit

[Return To Login](#)

- 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](http://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

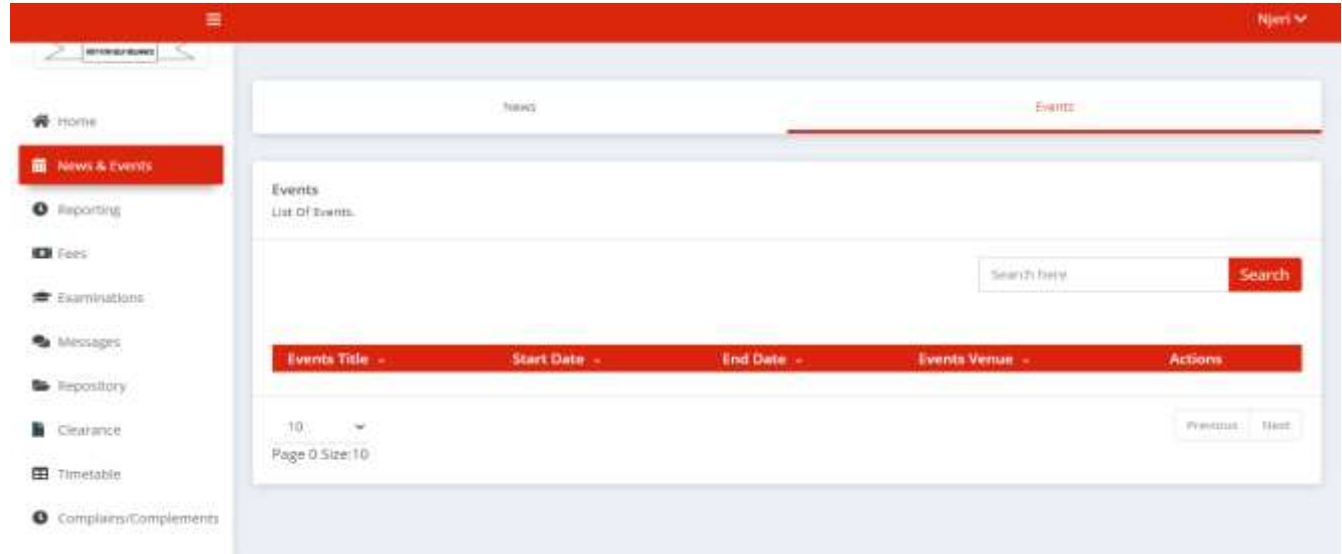
Upon log in the following dashboard will appear

The dashboard features a red header with a menu icon and the user name 'Njeri'. On the left is a navigation menu with icons for Home, News & Events, Reporting, Fees, Examinations, Messages, and Repository. The main content area includes: 'Latest News' (empty), 'Current Registered Units' (with a left arrow), 'Latest Event' (empty), 'Your Fee Balance: KES 71,100.00' (orange box), and 'Current Hostel: No hostel History' (blue box).

### NEWS & EVENTS

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

The 'News & Events' section has a red header with a menu icon and the user name 'Njeri'. The left navigation menu includes Home, News & Events (highlighted), Reporting, Fees, Examinations, Messages, Repository, Clearance, Timetable, and Complaints/Complements. The main content area shows a toggle for 'News' and 'Events', a 'List of News' section with a search bar and 'Search' button, a table header with columns 'News Title', 'Category', 'Status', and 'Actions', a page size selector set to '10', and 'Previous' and 'Next' navigation buttons.



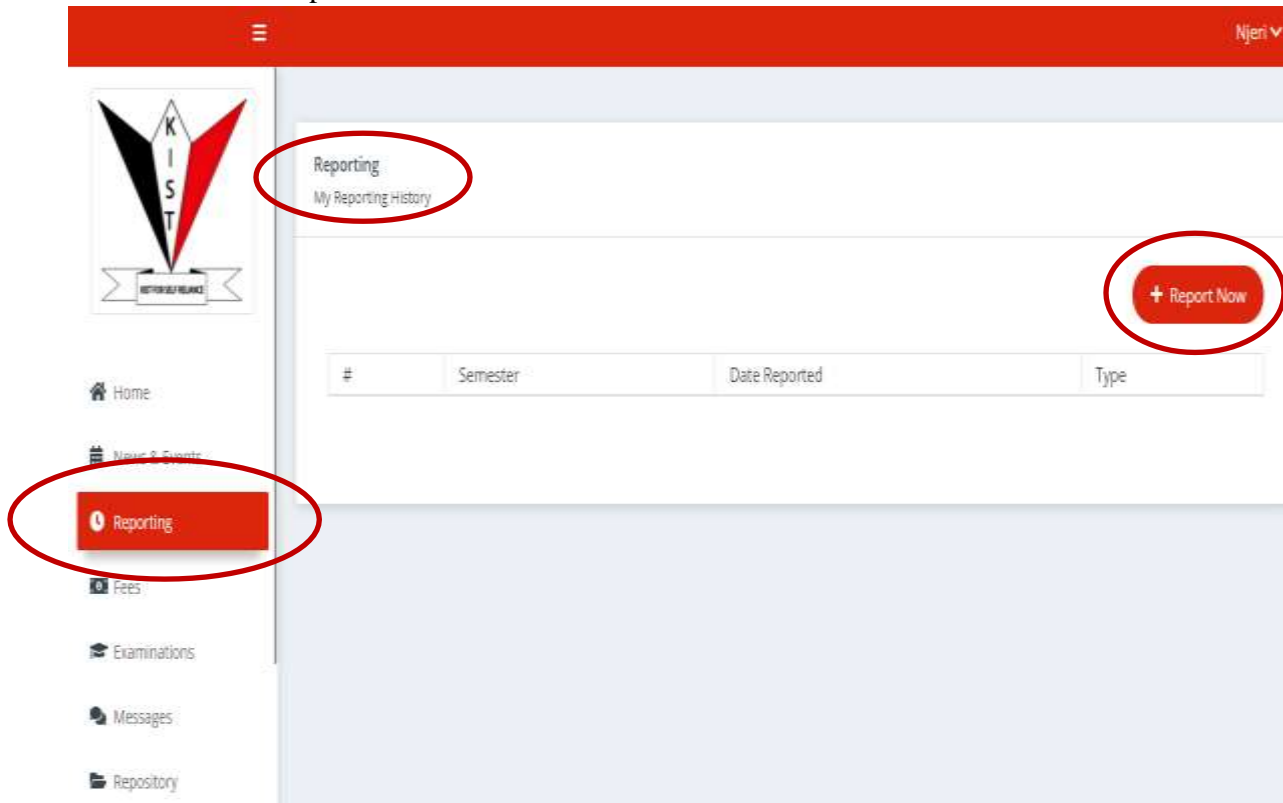
### REPORTING FOR THE TERM (COMPULSORY)

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 in session**)

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

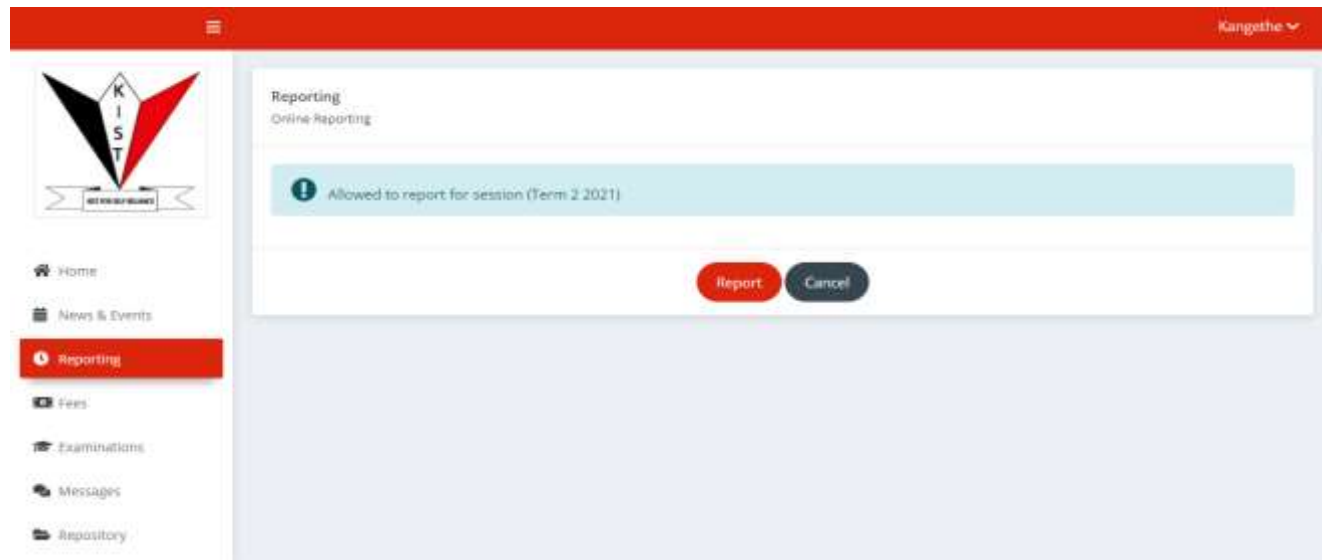
#### The Procedure for Reporting

1. Click on Reporting
2. Click on Report now



3. Select the term you are reporting online

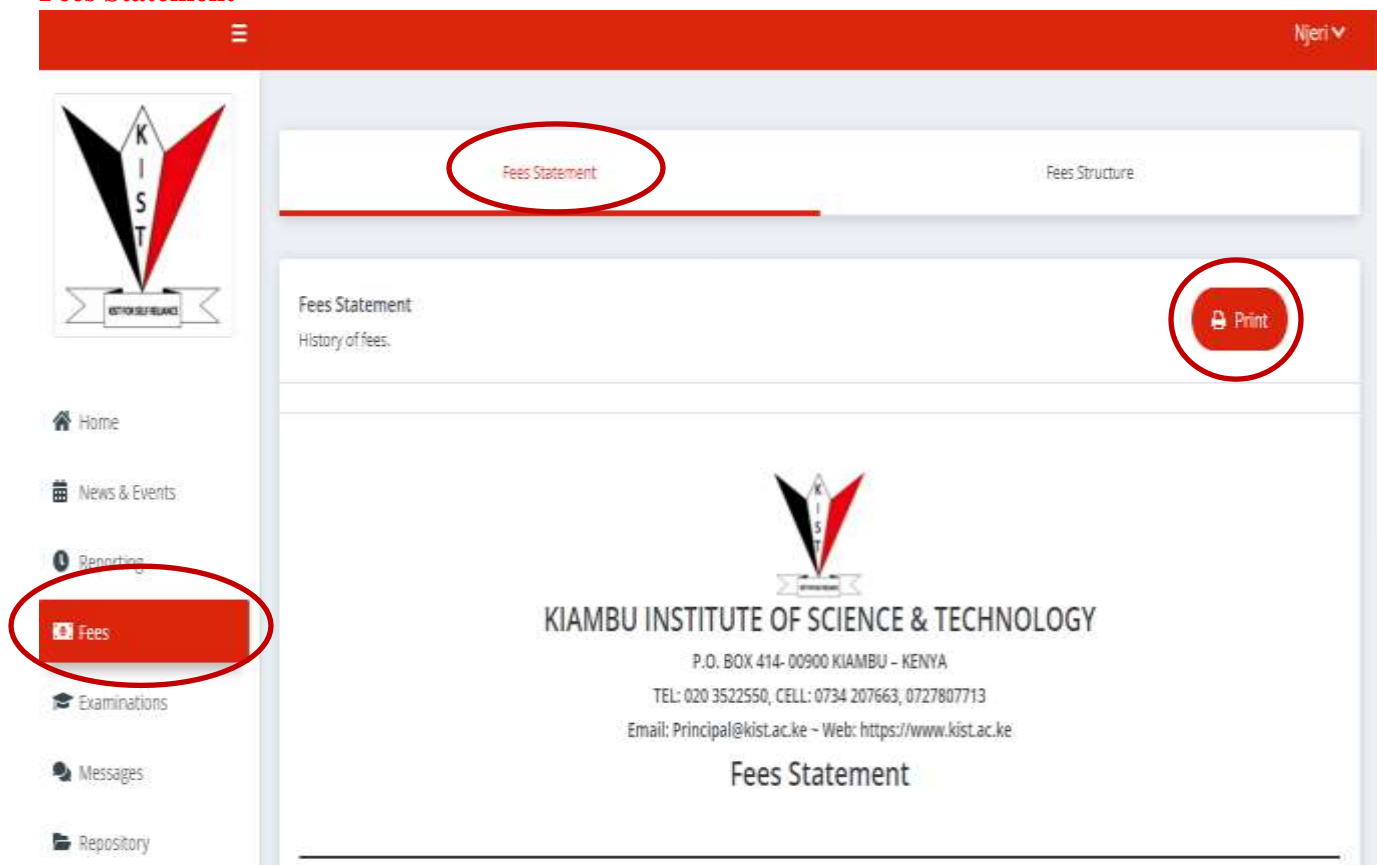
4. Click Report



### ACCESSING THE FEES STATEMENT

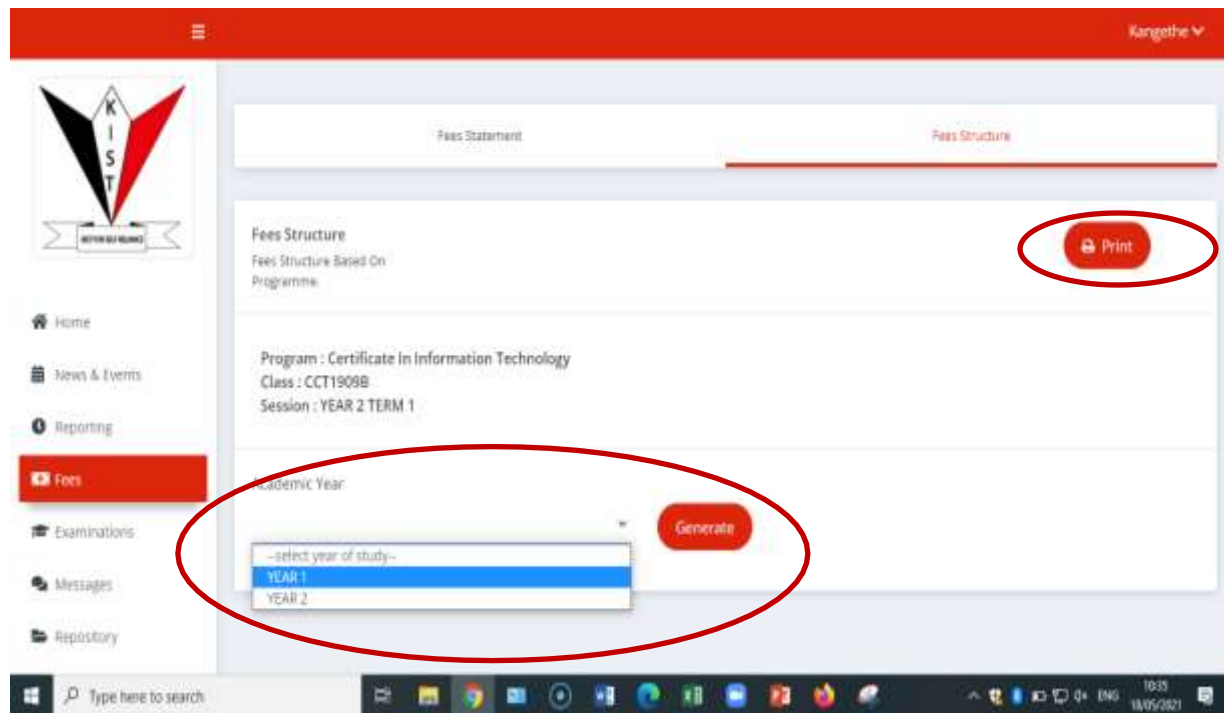
From the portal you can access the fees statement and the fees structure the fees statement (a negative sign on the balance means the student has a prepayment e.g. -1900)

#### Fees Statement



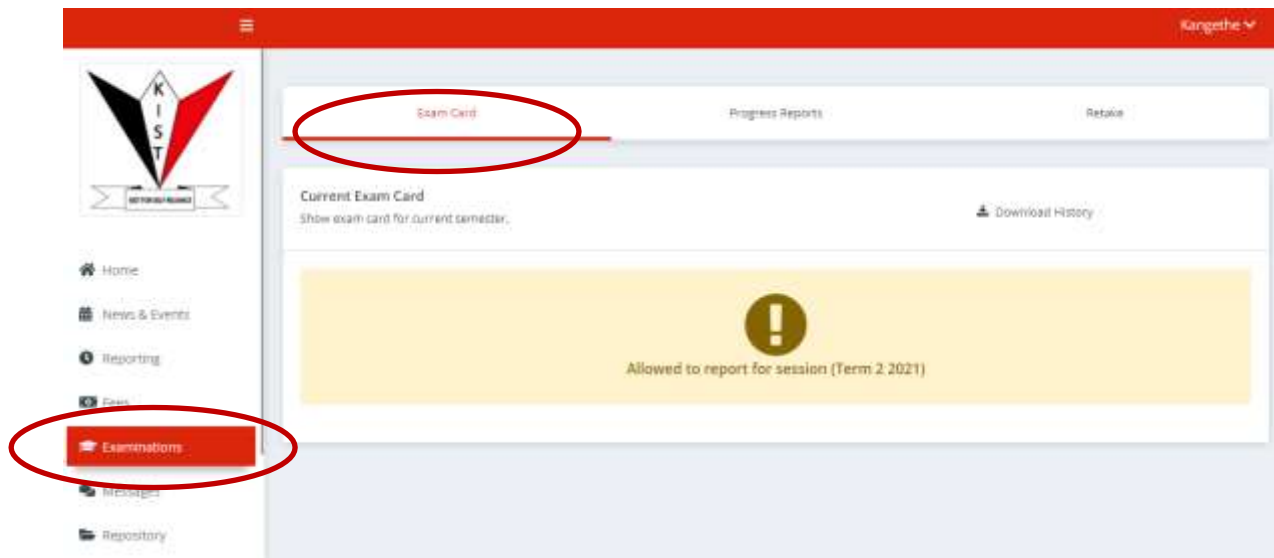
#### Fees structure

Select the academic year then click on generate



### 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

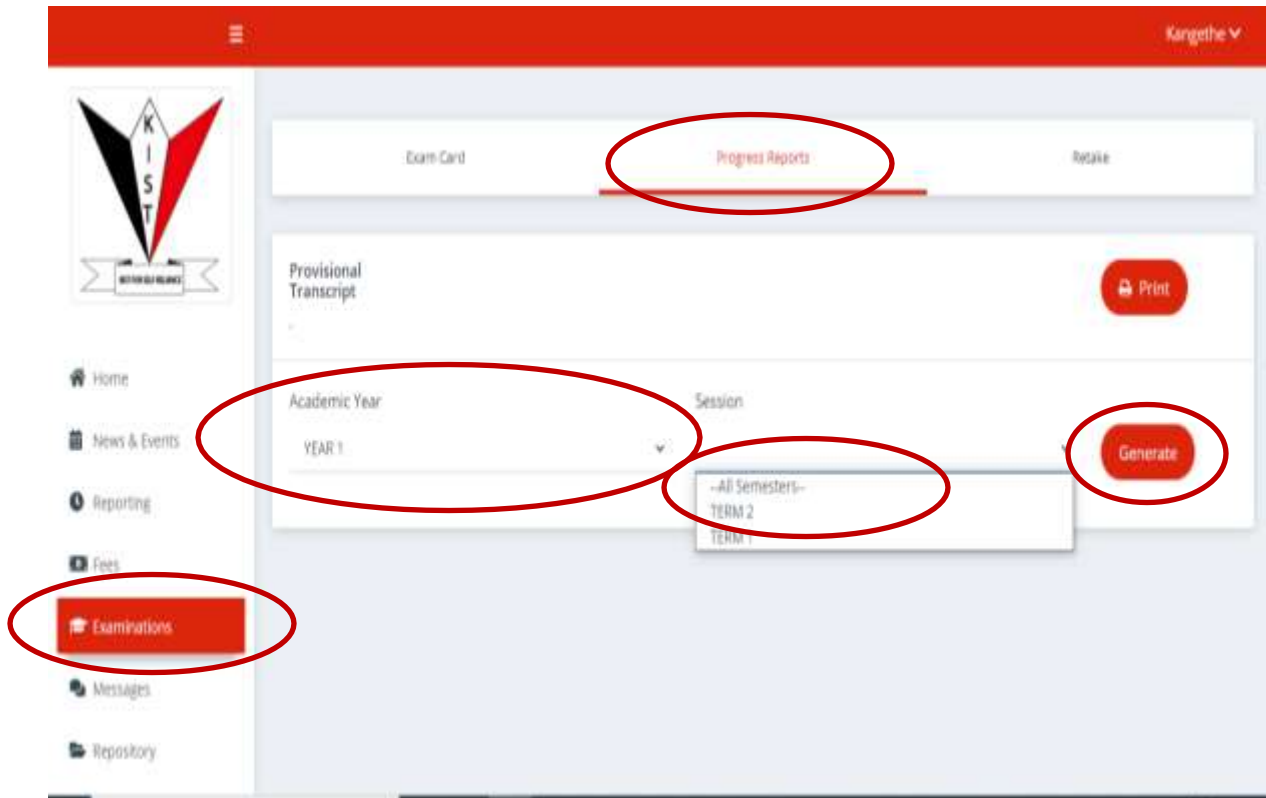


### ACCESSING THE INTERNAL EXAM RESULTS (PROGRESS REPORTS)

1. Click on examinations

## portal.kist.ac.ke

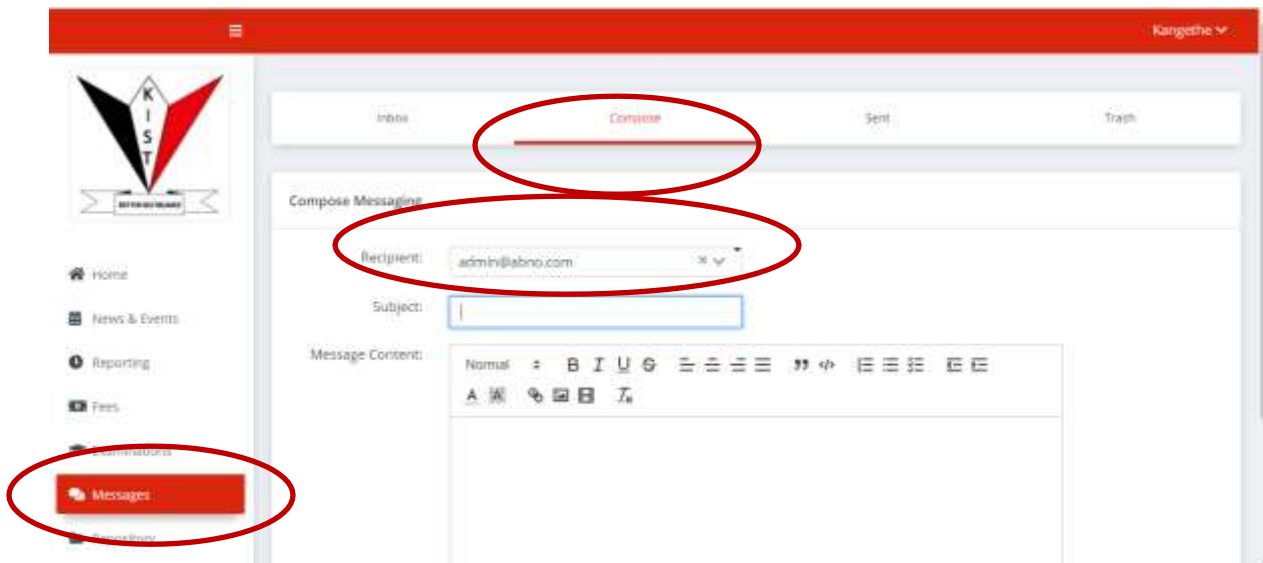
2. Click on progress reports
3. Select the academic year
4. Select the session(term)
5. Click generate



## SENDING MESSAGES ON THE PORTAL

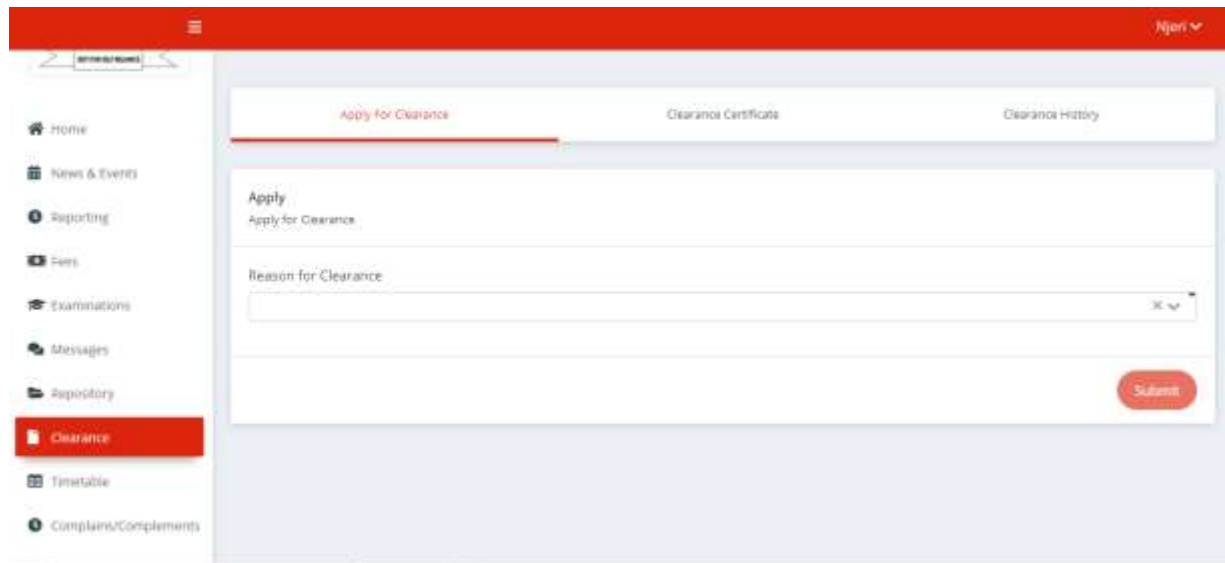
1. Click on messages
2. Click on compose
3. Enter the recipient
4. Enter the subject
5. Write the message
6. Click send(the message from the your KIST email)

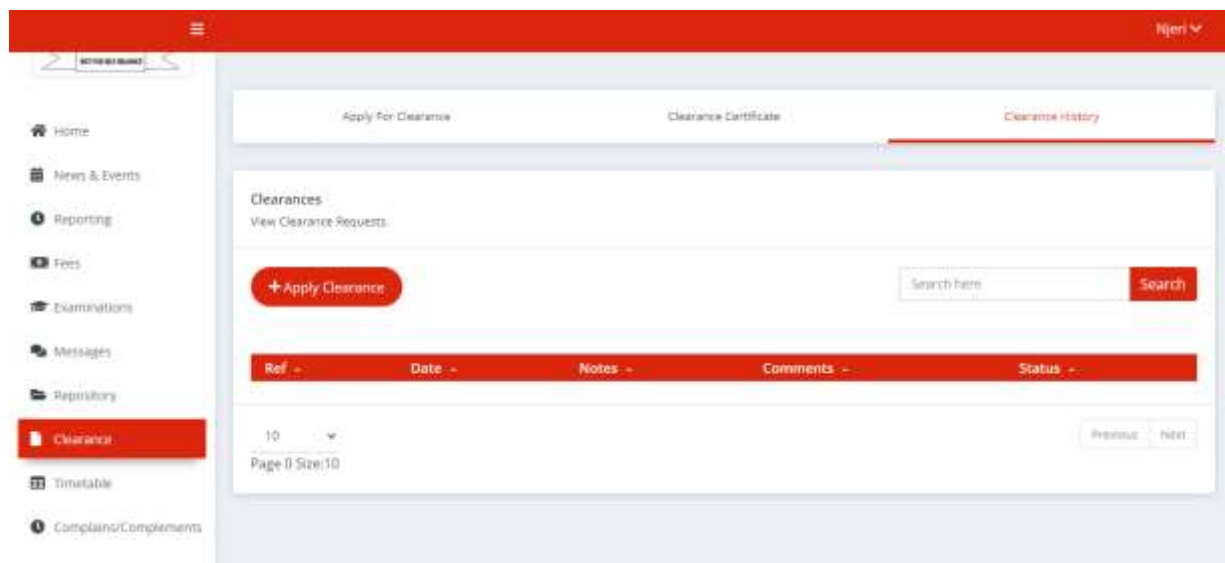
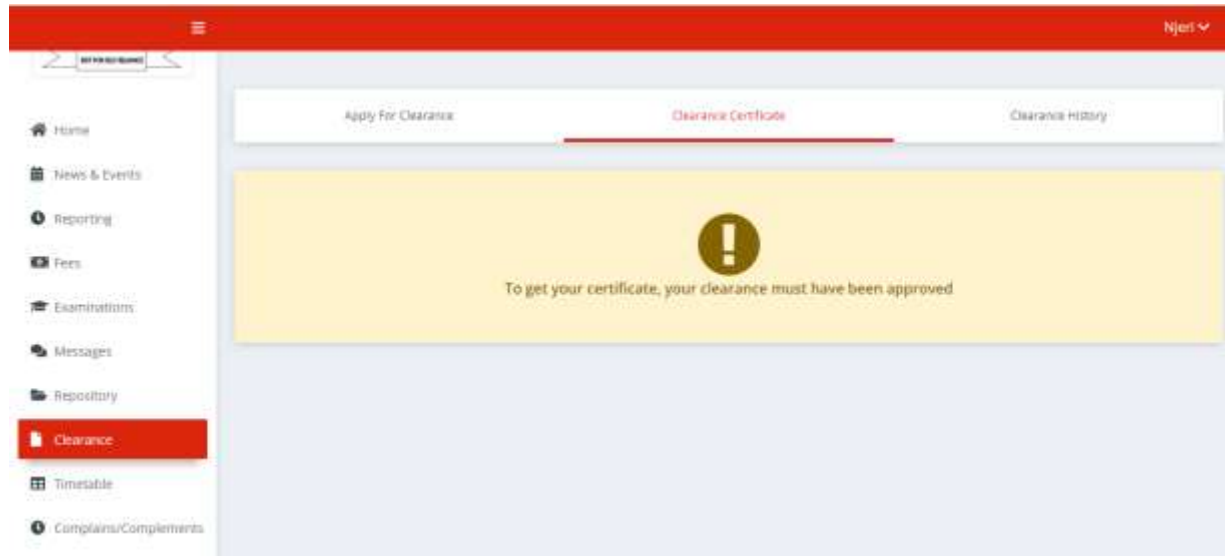




## CLEARANCE

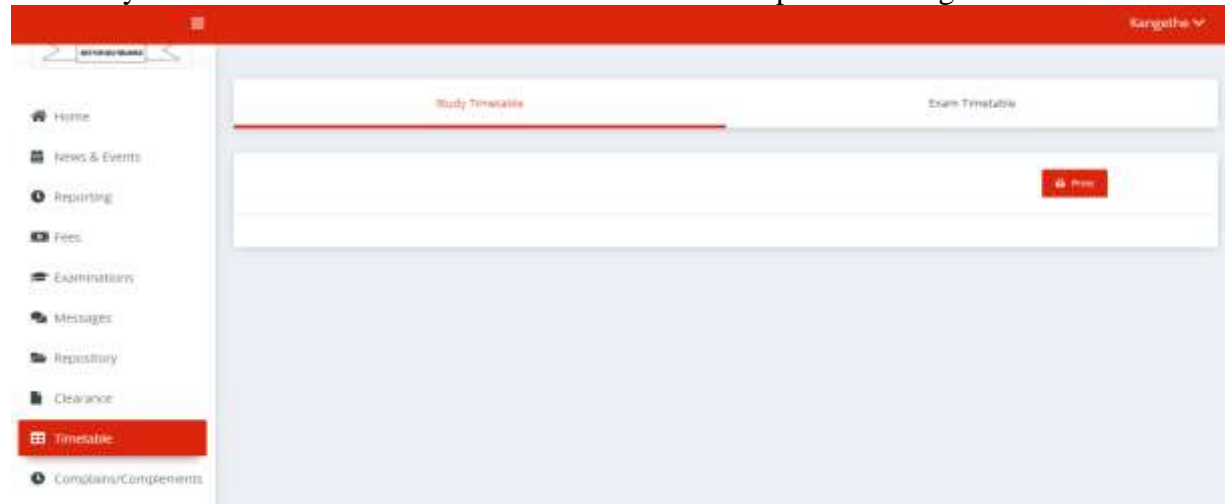
Clearance will done online via the portal,approvals will be done at different levels



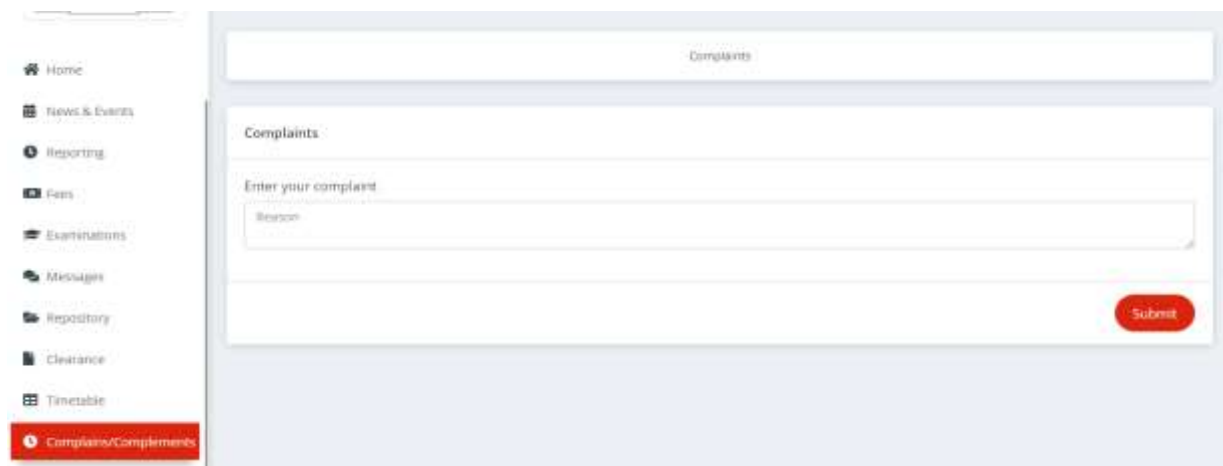
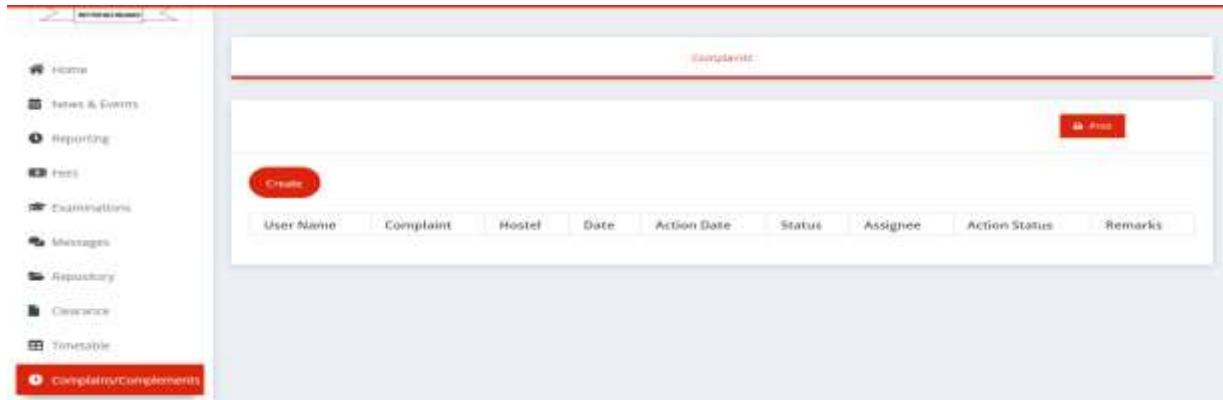


### ACCESSING TIMETABLE FROM THE PORTAL

The study and exams timetable will be accessible from the portal starting Term 3 2021



## COMPLAINS & COMPLEMENTS



Incase of any challenges in creation of account kindly send an email to [support@kist.ac.ke](mailto:support@kist.ac.ke) for assistance