The Management University of Africa

Student Portal Guide

V1.0
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Introduction
The student portal management system is an online based student administration platform that allows students, lecturers and administrators to enrich the information and service delivery to student community. E.g. Unit registration, student billings and exam results.

The purpose of this document is to assist students in the early stages of using student portal.

Step by step Guide
Step 1. How to access student portal
To access the student portal visit the University Website www.mua.ac.ke. Click on Student Portal.

Step 2. Login in to the student portal
Once you open the student portal link, you will be prompted for a username and password. Key in your admission number as username and password on the prompt. But, for first login go to >>step 3. First login

Step 3. First login
For first login you would be required to click forgot password. This will take you to a reset password page. Enter your admission number and click Reset Password. This will generate and send a password to your email address.

Step 4. Registration of Units
On the navigation pane to the left below the Dashboard click on Academics then Course registration

Under Academics Menu>course Registration. Specify using the drop down list the registration type and your student type. Then click Register
Detailed Guide

Step 1. How to access student portal
To access the student portal visit the University Website www.mua.ac.ke. Click on Student Portal.
Step 2. Login in to the student portal
Once you open the student portal link, you will be prompted for a username and password. Key in your admission number as username and password on the prompt. But, for first login go to >>step 3 First login
Step 3. First login
For first login you would be required to click **forgot password**. This will take you to a reset password page. Enter your admission number and click **Reset Password**. This will generate and send a password to your email address.

Use the sent password and your **admission number** as your username to login.

Enter your admission number as your username e.g. **BDS/12/00201/1/19**

or **ODLBDS/12/00154/1/18**

**NOTE.** After successful login ensure you change to your preferred password using reset password link on the left pane.

You will get the screen shown below
This is a summary of your student account. You can click on any of the summary buttons to show you the details.

**Step 4. Registration of Units**  
On the navigation pane to the left below the Dashboard click on **Academics** then **Course registration**

Under Academics Menu>course Registration.

Specify using the drop down list the **registration type** and your **student type**. Then click **Register**
After clicking register you will receive a course registration form.

Course box would be filled by default, as a student you would be required to select the module from the drop down list. Once you have selected you will receive a list of units on offer.

Please select campus, study mode and ensure you check the box under select for the specific units you are taking then click submit registration.
Step 5. Viewing of registered Units summary.
Once you have successfully submitted the registration you will get the summary of registered units below with an option of dropping a unit.

Conclusion
The system has been customized in a very friendly and easy to use format, but in case of any challenges please feel free to contact the school through 0722 224 193 or you write an email to ict@mua.ac.ke, odeladmin@mua.ac.ke