ICT Information for First Year Students

The PUEA ICT department has several systems and services that support students' activities within campus.

Website

The PUEA university website contains general information about the university and important communication about the university. Students are advised to regularly visit the university website to get themselves updated. The URL to the university website is: puea.ac.ke

Student portal

The university has a students' portal that students can use to access various services including units registration, Hostel Booking, printing of exam cards and results slip, course/lecturer evaluation, and viewing fee statements and receipts. Students will also be able to view important university memos/circulars from the portal.

You can access the student portal via this link: **Students portal**

The log in credentials for the student portal are:

Username: full registration number in capital letters (eg. X35/GV/00000/2021)
Password: full registration number in capital letters (eg. X35/GV/00000/2021)

Units registration

Students are expected to register their course units online via their portal. A tutorial on course registration can be found via this link: **Online units registration** Students are advised to read through the tutorial carefully to ensure that units are registered successfully.
NB: Students that will not successfully register units online will not be able to print their exam cards.

Email

The university will issue students with corporate emails. These emails will be used for all corporate communication between students, lecturers, and management. Students will find their corporate email on the dashboard of their students' portal. The default password for the emails is **Puea@2021**. Students are required to change their passwords to a more secure one after the initial log in.
A tutorial on how to log in to your student email is available via this link: **Tutorial on how to log it to the students' email.**

Computer lab

The university computer lab is located at the Library basement. Students can access the facility to access online resources from the Internet and other computer-related services.

Student ID cards

All students are required to have a student identification card. The ICT team has prepared a passport photo-taking exercise. The passport photos will be used to produce the students' identification cards. Kindly find the schedule via this link: **passport-taking schedule**

ICT Support

Students can get and ICT support from the ICT office or directly contact the ICT team via:
Phone number: **0769 500702**
Email: **support@puea.ac.ke**