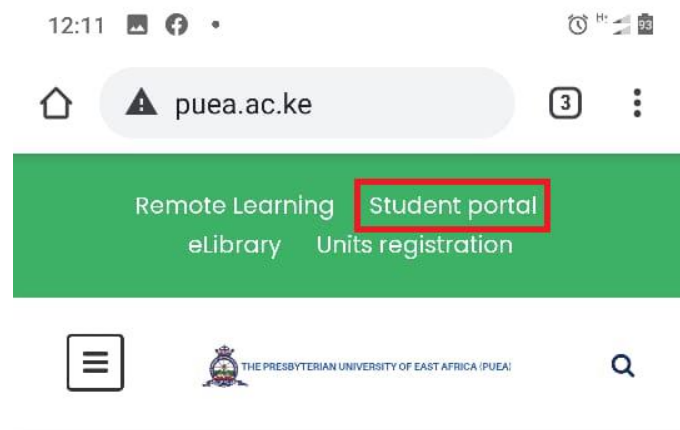


## HOW TO REGISTER UNITS ONLINE ON THE STUDENT PORTAL

### STEP 1: NAVIGATE TO YOUR STUDENT PORTAL VIA THE UNIVERSITY WEBSITE (PUEA.AC.KE)



LOG IN TO THE PORTAL BY ENTERING YOUR FULL REGISTRATION NUMBER AS THE USERNAME AND YOUR CURRENT PASSWORD

Good Afternoon ! Welcome !  
Log in to continue to Student Portal.

Username  
Enter username

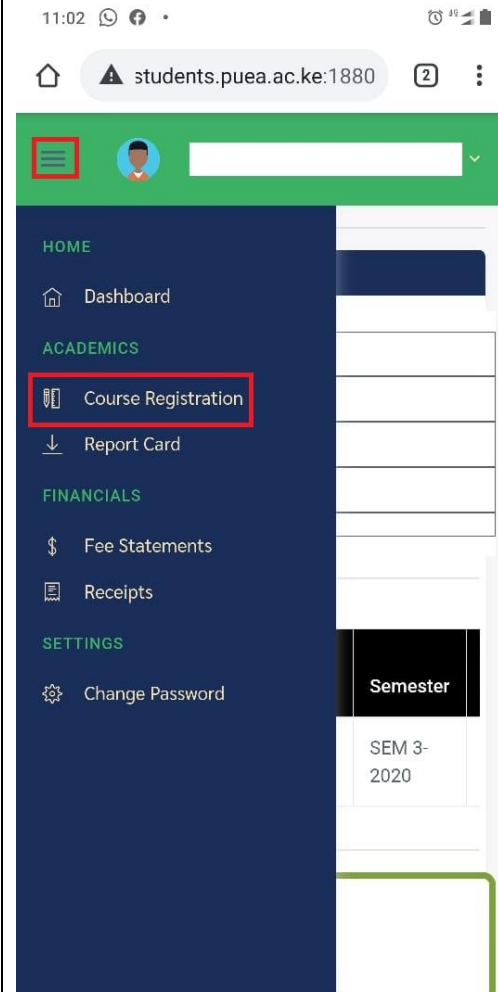
Password  
Enter password

Remember me

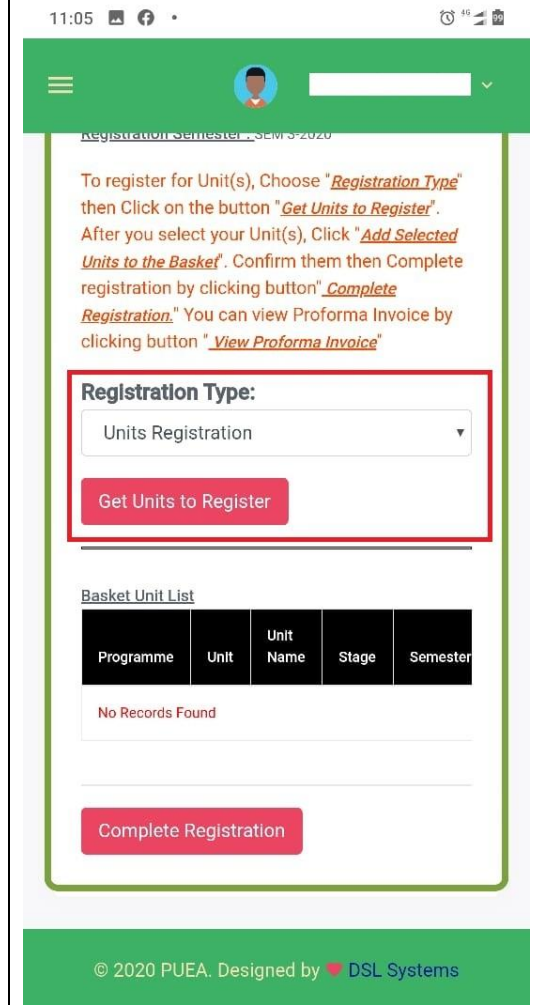
Log In

[Forgot your password?](#)

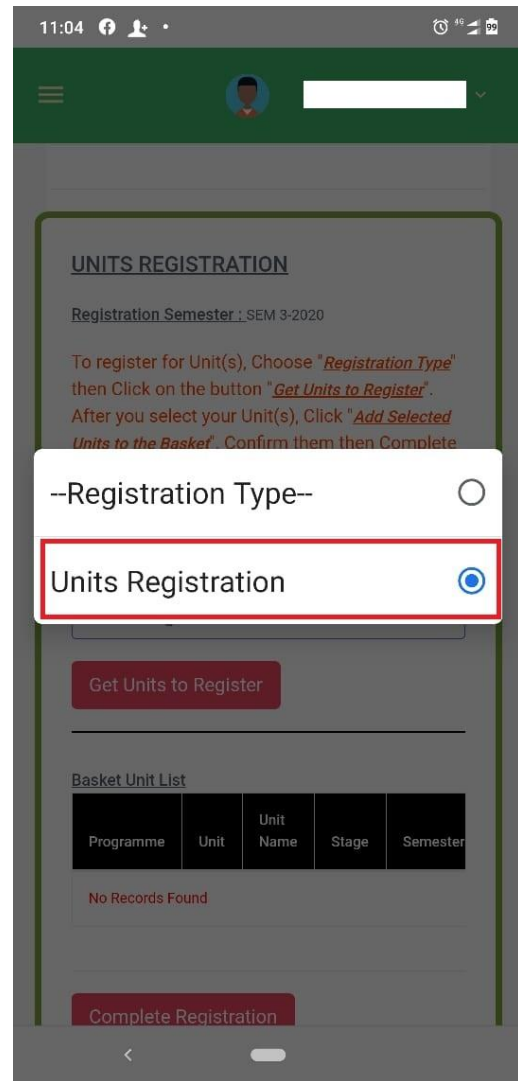
### STEP 2: NAVIGATE TO THE COURSE REGISTRATION PAGE



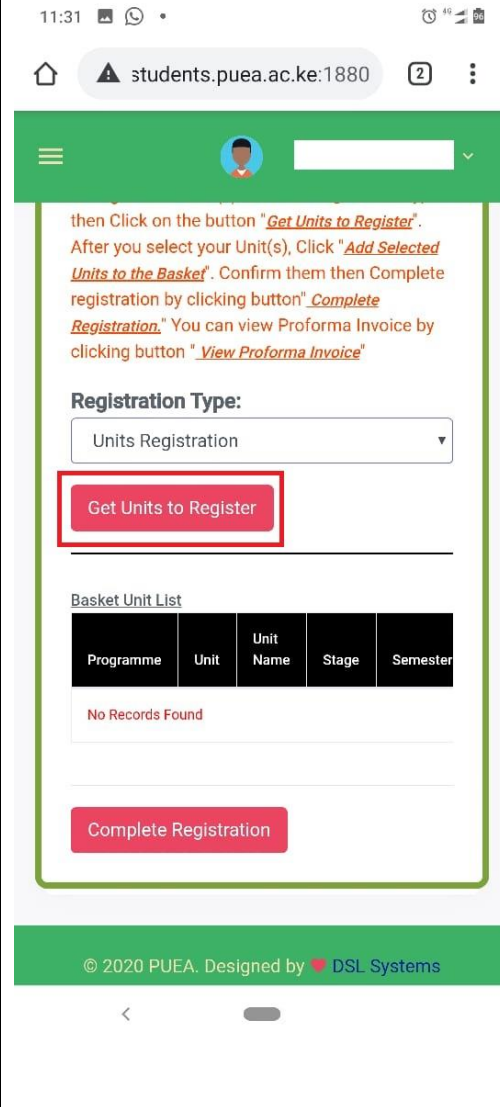
### STEP 3: SCROLL DOWNWARDS TO THE REGISTRATION TYPE SECTION



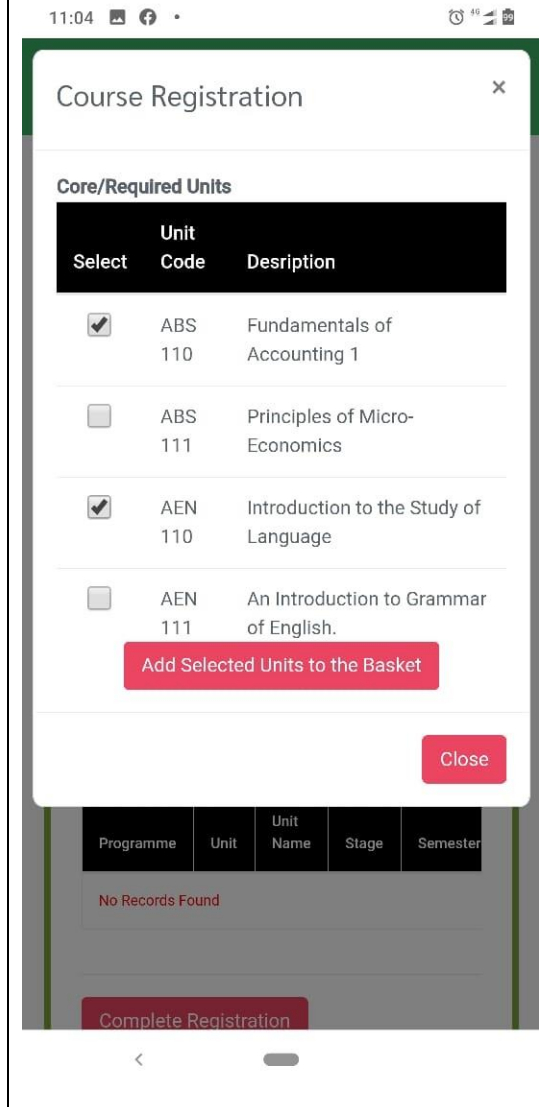
**STEP 4: TAP THE DROP DOWN MENU IN THE REGISTRATION TYPE SECTION AND SELECT THE UNITS REGISTRATION OPTION**



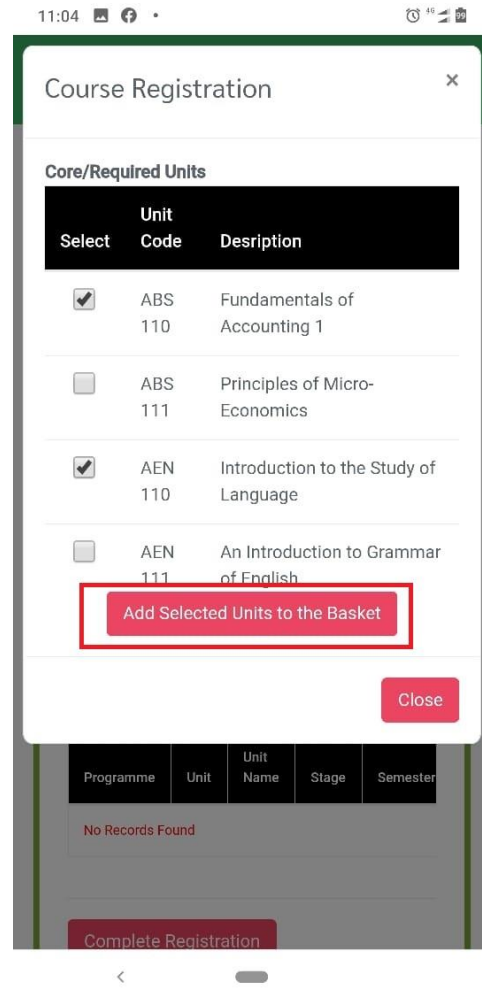
**STEP 5: TAP THE "Get Units to Register" BUTTON**



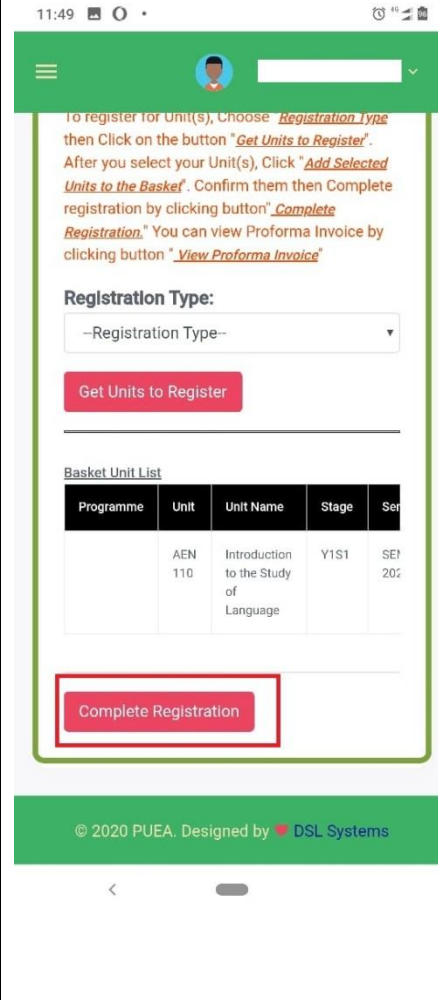
**STEP 6: SELECT ALL THE UNITS ISSUED BY YOUR DEPARTMENT FOR REGISTRATION**



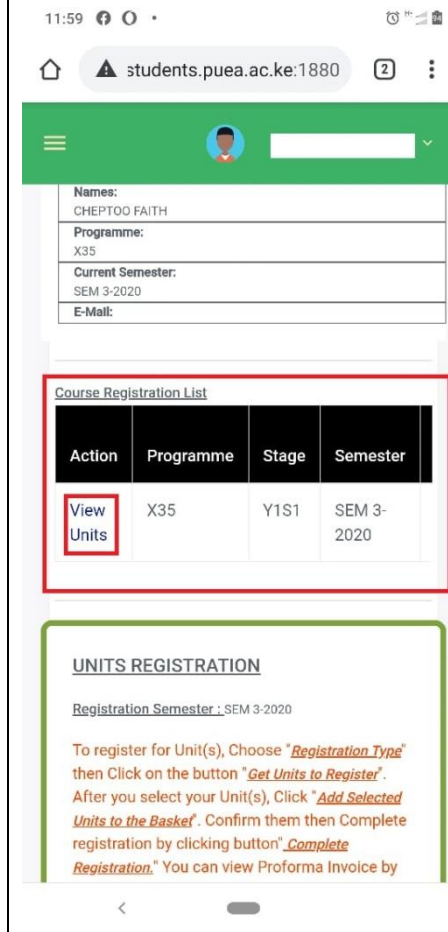
**STEP 7: WHEN DONE SELECTING THE UNITS, TAP THE “Add selected units to the basket” BUTTON**



**STEP 8: TAP THE CLOSE BUTTON AND SCROLL DOWNWARDS TO THE “Complete Registration” BUTTON**



**STEP 9: TO CONFIRM THAT ALL YOUR UNITS HAVE BEEN REGISTERED, SCROLL UPWARDS ON THE PAGE TO FIND THE “Course Registration List” SECTION. THEN TAP VIEW UNITS**



**COMMENTS:**

- **AFTER FOLLOWING ALL THE STEPS, YOUR ONLINE COURSE REGISTRATION WILL BE COMPLETE**
- **IF YOU HAVE PROBLEMS WITH THE REGISTRATION PROCESS, SEEK HELP FROM THE ICT OFFICE**
- **CONFIRM THE UNITS THAT YOU ARE REQUIRED TO TAKE THIS SEMESTER FROM YOUR DEPARTMENT BEFORE REGISTERING ONLINE.**