



NEW STUDENTS ORIENTATION

ICT DEPARTMENT



Introduction



- ▶ The PUEA ICT department has several systems and services that support students' activities within campus. They include:-
 - ▶ Website
 - ▶ Student Portal
 - ▶ WIFI
 - ▶ ODeL LMS
 - ▶ Unit Registration
 - ▶ Email
 - ▶ Computer Lab
 - ▶ Student ID
 - ▶ ICT Support Services



UNIVERSITY 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:

www.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.



Student Portal

- ▶ You can access the student portal via this link:
<http://students.puea.ac.ke:1880>
- ▶ 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**)



Unit 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.

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@2023

- ▶ 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:

<https://puea.ac.ke/wp-content/uploads/2021/09/Tutorial-on-How-to-Log-in-to-the-Student-E-mail.pdf>

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Email - Access procedure

- **Type** : gmail.com
- Enter your PUEA Email in full and click next
- Enter your password
- Click next to continue



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.
- ▶ The Computer lab is only accessible and allowed for legal content access such assignments, research etc.
- ▶ We also have computers in the Library that can equally be used for
- ▶ *(The university computer lab is located at the Library basement.)*
- ▶ *The University also partnered with **KENET** to participate in the Students Laptops Purchase Programme (**SLPP**)*



Students 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.
- ▶ Passports will be taken on 25th, 26th and 27th of September in the university studio as per the schedule on Memo.



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