



Tutorial For Online Application of Courses

Step 1: Use the following link (<http://onlineapp.puea.ac.ke:881/ssp/register>) to access the Online Application Portal page. While on the landing page, click the “Click here to Create an Account” to create an account with The Presbyterian University of East Africa.

The screenshot shows a web browser window displaying the 'Self Sponsored Student Login' page. The browser's address bar shows the URL <http://onlineapp.puea.ac.ke:881/ssp/login-register>. The page header features the PUEA logo and navigation links: Home, Apply, Our Programmes, Enquiry, Admission Letter, and Login / Create Account. The main content area is titled 'Self Sponsored Student Login' and contains a light blue box with the text: 'Do You have an account with the Presbyterian University of East Africa Application Portal? If yes, [Click here to Login](#) If not, [Click here to Create an Account](#)'. Below this is a login form with three input fields: 'Email', 'Password', and 'Security Stamp'. The 'Security Stamp' field contains the text '29 + 24 ='. There is a 'Remember Me' checkbox and a blue 'Login' button. A link for 'Forgot Your Password?' is located at the bottom left of the form. The footer of the page includes the copyright notice '© 2023 All rights reserved Presbyterian University of East Africa' and 'Developed by DSL Systems & Solutions Ltd.'. The Windows taskbar at the bottom shows the system tray with the date '03/08/2023' and time '08:28'.



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Step 2: Proceed to fill in your details as instructed to create your account

The screenshot shows a web browser window with the URL `onlineapp.puea.ac.ke:881/ssp/register`. The page title is "Register - Presbyterian University of East Africa". The browser's address bar shows "Not secure" and the URL. The page content includes a navigation menu on the left with "Online Application Portal" and "Applications". The main content area is a registration form titled "Create Account/ Sign In". The form fields are: "Username Type*" (dropdown menu set to "Email"), "National ID or Passport or Birth Certificate Number" (text input with "12345678"), "Email" (text input with "example@gmail.com"), "Phone Number" (text input with "0712345678"), "Surname" (text input with "Doe"), "Other names" (text input with "John"), "Set Password" (password input with "*****"), "Confirm Password" (password input with "*****"), and "Security Stamp" (text input with "25" and a calculation "8 + 17 ="). A "Submit" button is at the bottom of the form. The footer of the page reads "© 2023 All rights reserved Presbyterian University of East Africa". The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray shows the date and time as "08:32 03/08/2023" and the weather as "13°C Mostly cloudy".



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Step 3: After creating your account you will be redirected to the login page.

Login - Presbyterian University

Not secure | onlineapp.puea.ac.ke:881/login

Home Apply Our Programmes Enquiry Admission Letter **Login / Create Account**

Self Sponsored Students Login

Do You have an account with the Presbyterian University of East Africa Application Porta? If yes, [Click here to Login](#). If not, [Click here to Create an Account](#).

Email

Password

Security Stamp $23 + 17 =$

Remember Me

[Login](#)

[Forgot Your Password?](#)

Government Sponsored Students Login (KUCCPS)

Please ensure you have already received a letter from KUCCPS which indicates you have been granted an offer in Presbyterian University of East Africa

KCSE Index No

Security Stamp $8 + 26 =$

[Login](#)

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Step 4: Use your email and password for the account that you created to log in on the Self Sponsored Students Login section.

The screenshot shows a web browser window displaying the login page for the Presbyterian University of East Africa. The browser's address bar shows the URL `onlineapp.puea.ac.ke:881/login`. The page features a navigation menu with links for Home, Apply, Our Programmes, Enquiry, Admission Letter, and Login / Create Account. The main content area is divided into two sections: 'Self Sponsored Students Login' and 'Government Sponsored Students Login (KUCCPS)'. The 'Self Sponsored Students Login' section contains a message asking if the user has an account, with links to 'Click here to Login' and 'Click here to Create an Account'. Below this is a login form with fields for Email (example@gmail.com), Password (masked with dots), and Security Stamp (23 + 17 =, with a dropdown showing 4d). There is a 'Remember Me' checkbox and a 'Login' button. A 'Forgot Your Password?' link is also present. The 'Government Sponsored Students Login (KUCCPS)' section includes a note about receiving a letter from KUCCPS, a 'KCSE Index No' field (e.g. 4567/2018), and a 'Security Stamp' field (8 + 26 =). A 'Login' button is located below these fields. The footer of the page contains copyright information: '© 2023 All rights reserved Presbyterian University of East Africa' and 'Developed by DSL Systems & Solutions Ltd.'. The Windows taskbar at the bottom shows the system tray with a search bar, weather (13°C Mostly cloudy), and date/time (08:35 03/08/2023).



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Step 5: Upon successful login, you will be redirected to the application portal landing page. Click on “New Application” to begin making your application.

The screenshot displays the Online Application Portal interface. At the top left, the university's logo and name are visible. The main navigation menu on the left includes 'Applications'. The central content area features a prominent red banner with the text 'Click on the New Application Button to Apply' and a blue button labeled 'New Application'. Below this, a light blue notification box states 'You have no applications'. The footer of the page contains the copyright notice: '© 2023 All rights reserved Presbyterian University of East Africa' and 'Developed by DSL Systems & Solutions Ltd.'. The browser's address bar shows the URL 'onlineapp.puea.ac.ke:881/ssp/application'.



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Step 6: Choose the appropriate answer to the below question to proceed.

The screenshot displays a web browser window at the URL `onlineapp.puea.ac.ke:881/ssp/application`. The page header includes the PUEA logo and the text "Online Application Portal". A navigation menu on the left shows "Applications". The main content area features a question: "Are you a Former Student of Presbyterian University of East Africa?". Below the question is a dropdown menu with the following options: "--Select--", "--Select--", "No", and "Yes". The second "--Select--" option is currently selected. A "Close" button is visible in the bottom right corner of the dropdown menu. The footer of the page contains the copyright notice "© 2023 All rights reserved Presbyterian University of East Africa" and the developer information "Developed by DSL Systems & Solutions Ltd.". The Windows taskbar at the bottom shows the search bar, system tray with weather (13°C Mostly cloudy), and date (03/08/2023).



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Step 7: On the next page that appears, fill in your personal details as instructed. Make sure to fill in all the details before clicking the Next button

The screenshot displays the online application portal for The Presbyterian University of East Africa. The page is titled "Step 1/6- Personal & Programme Info." and contains a form with the following fields:

- Personal Data:**
 - Salutation*: Mr
 - Date of Birth*: 17/02/2000
 - Nationality*: KENYAN
 - Already have a National ID?: No
 - Birth Certificate Number*: 12345678
 - Scanned Birth Certificate*: Choose File (Window...012.svg)
 - Gender*: Male
 - Religion*: Christian
 - Ethnicity*: Kikuyu
 - Phone Number*: 0712345678
 - County*: Kiambu
 - Person With Disability?: No
 - Passport Size Photo (accepted file types: jpg, png, jpeg) Max size=2MB*: Choose File (images.jfif)
- Programme Details:**
 - Campus*: Main Campus
 - Programme Level*: Bachelors/Degree
 - Programme name*: BACHELOR OF SCIENCE IN N
 - Intake*: September-December 2023
 - Mode of Study*: Full Time

A "Next" button is located at the bottom right of the form. The page footer includes the copyright notice: "© 2023 All rights reserved Presbyterian University of East Africa".



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Step 8: On the next page that appears, fill in your High School education details are instructed. Make sure to fill in all the details before clicking the “Submit High School Qualification” button

The screenshot shows a web browser window displaying the online application portal for The Presbyterian University of East Africa. The page is titled "Step 2/6- Education" and contains the following information:

- Navigation:** A progress bar at the top shows six steps: 1. Programme, 2. Education (current), 3. Grades, 4. Contacts, 5. Extra Info., and 6. Submission.
- Instructions:**
 - High School Qualification is Mandatory:
 - If you do not have a high school certificate(s) or result slip, kindly attach any proof of results
- Required Documents:**
 - 1. KCSE Certificate/Result Slip (or CUE/KNQA equivalent for International Students)
- High School Qualifications Form:**

High School System*	Certificate Description*	Index/Exam Registration Number*	Institution name*
KCSE	Certificate	10204215383/2022	Masomo School
From Year*	To Year*	Year of Graduation*	Mean Grade/Award*
2019	2023	2023	B

Below the table, there are two "Choose File" buttons for uploading certificates, both labeled "images.jfif".
- Buttons:** A green "+ Submit High School Qualification" button and a grey "Back" button are located at the bottom of the form.

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Step 9: After clicking the “Submit High School Qualification” button, you will be redirected to a page with your filled education details. If you have any other post highschool qualification, proceed to fill the form titled “Post High School Qualifications” before clicking the “Add Qualification” button. If you do not have any other qualifications, click the Next button to proceed to the next page.

The screenshot displays the 'Step 2/6- Education' page of the online application portal. The page features a progress bar at the top with steps 1 through 6: Programme, Education (current), Grades, Contacts, Extra Info., and Submission. Below the progress bar, there are instructions and a table for High School Qualifications.

High School Qualification is Mandatory:

- If you do not have a high school certificate(s) or result slip, kindly attach any proof of results

Required Documents:

- KCSE Certificate/Result Slip (or CUE/KNQA equivalent for International Students)

Category	Description	Institution	From	To	Award	Graduation Year	Action
KCSE	Secondary-School_Certificate_AP-03659	Masomo School	2019	2023	B	2023	Delete

Post High School Qualifications

Category/Type: --Select--
Qualification Description: --Select--
Institution name: e.g Masomo School
From Year: --Select--
To Year: --Select--
Year of Graduation: --Select--
Mean Grade/Award: --Select--
Certificate: Choose File No file chosen
Transcript(s): Choose Files No file chosen

+ Add Qualification

Back Next

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Step 10: On the next page that appears, fill in the Grades form as required. Choose “Not Applicable” for the subject(s) that you did not take in high school. When done, click the Next button

The screenshot shows a web browser window with the URL `onlineapp.puea.ac.ke:881/ssp/application/apply/AP-03659/step-3`. The page is titled "Step 3/6- Academic Grades (KCSE/CUE/KNQA)". The form contains a table with columns for "Subject" and "Grade". The subjects and their corresponding grades are as follows:

Subject	Grade
BIOLOGY	B-
CHEMISTRY	B-
CRE	B-
ENGLISH	A-
GEOGRAPHY	Not Applicable
HISTORY	B+
IRE	Not Applicable
KISWAHILI	B+
LITERATURE	Not Applicable
MATHS	B-
PHYSICS	C+

At the bottom of the form, there are "Back" and "Next" buttons. The browser's address bar shows the URL, and the Windows taskbar at the bottom displays the date and time as 09:05 on 03/08/2023.



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Step 11: On the next page that appears, fill in the Contacts form as required. Fill in all the parts before clicking the Next button

The screenshot displays a web browser window with the URL `onlineapp.puea.ac.ke:881/ssp/application/apply/AP-03659/step-4`. The page is titled "Step 4/6- Contacts" and is part of an online application portal for Presbyterian University of East Africa (PUEA). The user is logged in as "John".

The form is divided into several sections:

- a) Your Home Address:** Includes fields for Address box (P.O BOX)* (123), Address code* (00100), and Address town* (Nairobi).
- b) Next of Kin Details:** Includes fields for Next of Kin name* (mary wema), Next of Kin Relationship* (Mother), Next of Kin Phone number* (0712345678), and Next of Kin Email (optional) (mary@gmail.com).
- c) Marital details:** Includes a field for Marital Status* (Single).
- d) Parent details:** Includes fields for Status of father* (Deceased), Status of mother* (Alive), Full name of mother* (Mary), and Mother Phone number* (0712345678).
- Guardian Details (Optional):** Includes fields for Guardian Name (e.g Mary Wema), Guardian Phone (e.g CEO XYZ Company ltd.), and Guardian Email (e.g john@gmail.com).

Navigation buttons for "Back" and "Next" are visible at the bottom of the form. The Windows taskbar at the bottom shows the time as 09:07 on 03/08/2023, with a temperature of 13°C and weather of Mostly cloudy.



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Step 12: On the next page, fill in the Extra Info. as required. Make sure you fill all the necessary parts before clicking Next

The screenshot shows a web browser window with the URL `onlineapp.puea.ac.ke:881/ssp/application/apply/AP-03659/step-5`. The page is titled "Step 5/6- Extra Info." and is part of a six-step application process. The steps are: 1. Programme, 2. Education, 3. Grades, 4. Contacts, 5. Extra Info. (current step), and 6. Submission. The form contains the following fields:

- Sponsorship Type***: A dropdown menu with "Parent" selected.
- Sponsor Surname***: A text input field containing "Mary".
- Sponsor Other Names***: A text input field containing "Wema".
- Sponsor Phone number***: A text input field containing "0712345678".
- Sport/Game of interest (optional)**: A dropdown menu with "Football" selected.
- Club, society or hobby of interest (optional)**: A dropdown menu with "Environment" selected.
- How did you learn about Presbyterian University of East Africa?***: A dropdown menu with "University Website" selected.

At the bottom of the form, there are two buttons: "Back" and "Next". The footer of the page reads "© 2023 All rights reserved Presbyterian University of East Africa".



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Step 13: On the next page, mark the declaration fields available after carefully reading the CODE OF CONDUCT and PREVIEW APPLICATION sections. At the APPLICATION FEE PAYMENT section, choose Mpesa as the payment option.

Once the Mpesa option has been added, click on the “Make Payment Via MPESA” button to proceed

The screenshot displays the 'Step 6/6 - Payment, Declaration & Submission' page of the online application portal. The page is divided into several sections:

- DECLARATION:** Two checkboxes are checked, indicating agreement to the Code of Conduct and confirmation of the accuracy of the application information.
- APPLICATION FEE PAYMENT:** A dropdown menu shows 'MPESA' as the selected payment option.
- Payment Option 1 - M-Pesa:** A table with the following data:

Paybill Number	Account Number	Amount	Action
XXXXXX	AP-03659	1,000.00	Make Payment via MPESA

A 'Back' button is located at the bottom of the main content area. The footer of the page reads '© 2023 All rights reserved Presbyterian University of East Africa'.



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Step 14: You will be redirected to a payment page. Pay the application fee via approved university bank accounts: Coop bank business number: **400200** Acc. No: **001129122879100**, Equity Bank Business number **247247** Acc. No: **0010291525765** or Absa Bank Business number: **303030** - Acc. No: **0948234572**. Type the Mpesa transaction code that you receive in the transaction code section before clicking the “Submit” button

The screenshot shows a web browser window displaying the online application portal for Presbyterian University of East Africa. A modal window titled "Payment Information" is open, providing instructions for payment via MPESA. The instructions are as follows:

- 1. Go to MPESA Menu
- 2. Lipa na MPESA
- 3. Select Paybill
- 4. Enter Business Number as XXXXXX
- 5. Enter Account Number as AP-03659
- 6. Enter Amount As 1,000.00
- 7. Enter PIN

Below the instructions, there is a field for the MPESA transaction code, which contains "KUCCPS2023". A "Submit" button is located at the bottom of the modal.

The background page shows the "Payment Option 1 - M-Pesa" section with a table of payment options:

Paybill Number	Account Number	Amount	Action
XXXXXX	AP-03659	1,000.00	Make Payment via MPESA

The footer of the page indicates "© 2023 All rights reserved Presbyterian University of East Africa".



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Step 15: You will then be redirected to another page where you will be notified that your application has been submitted successfully. Note that the application status will read PENDING APPROVAL. At this state you will not be able to download your admission letter.

The screenshot displays the Online Application Portal interface. At the top, a green notification box states: "✓ Your application has been successfully submitted and is now going through the approval process. You shall be notified on the progress via email or SMS." Below this, a red banner prompts the user to "Click on the New Application Button to Apply" and shows a "New Application" button next to the text "Your Applications (Total = 1)".

#	Application No.	Programme Name	Status	Action
2	AP-03659	BACHELOR OF SCIENCE IN NURSING	PENDING APPROVAL	Download your Letter Here

At the bottom of the page, the copyright notice reads: "© 2023 All rights reserved Presbyterian University of East Africa". The browser's address bar shows the URL "onlineapp.puea.ac.ke:881/ssp/application".



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Step 16: The admission's office will review your application and once they approve your application, the status will change to APPROVED. You can now click the "Download your Letter Here" button to view your admission letter.

The screenshot displays the Online Application Portal interface. The browser address bar shows the URL `onlineapp.puea.ac.ke:881/ssp/application`. The page header includes the university logo and the name "THE PRESBYTERIAN UNIVERSITY OF EAST AFRICA". The main content area features a navigation menu on the left with "Applications" selected. The main content area displays a table of applications with the following data:

#	Application No.	Programme Name	Status	Action
2	AP-03659	BACHELOR OF SCIENCE IN NURSING	APPROVED	Download your Letter Here

At the bottom of the page, there is a copyright notice: "© 2023 All rights reserved Presbyterian University of East Africa". The Windows taskbar at the bottom shows the system tray with the date and time: "09:28 03/08/2023".



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Step 17: You will be redirected to a page where you will be required to download your Admission letter and Fee Structure. Click on the “Download Admission Letter” or “Download Fee Structure” button to view and download your admission letter or fee structure respectively.

The screenshot shows a web browser window displaying the Online Application Portal for The Presbyterian University of East Africa. The URL is onlineapp.puea.ac.ke:881/ssp/application/more-info/AP-03659. The page title is "Application status" and it includes a "Go Back" button. The application details are as follows:

Your Application Number:	AP-03659
Your application status:	APPROVED
Status Description:	This means your application has been accepted and approved. Click on the button below to download your admission letter and fee structure.
Stage:	3 out of 3
Application Fee:	Ksh 1000
Application Fee Balance:	Ksh 1000
Admission letter:	Download Admission letter
Fees Structure:	Download Fees Structure

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