



TUTORIAL: How to Book Hostels Online

DISCLAIMER

- You can only book the university hostel after registering for the semester, registering your course units, and paying 80% of the fee
- You should also have paid accommodation fees of Kshs. 10,000
- No cash payments are allowed.
- Payments are made through the official University bank accounts

STEP 1: Open any browser on your **computer/laptop** or **mobile phone**. Navigate to the university website by typing in the url: www.puea.ac.ke. While on the homepage of the website, click on the **student portal** link that is located at the top bar menu

The screenshot shows the homepage of The Presbyterian University of East Africa (PUEA). The browser address bar displays <https://puea.ac.ke>. The top navigation menu includes links for Online Application, KENET Laptop, Exam TimeTable, Staff Portal, Student portal (highlighted with a red box), eLibrary, Remote Learning, Tenders, and Student Pass. The main banner features the university's name, logo, and contact information: 0723 799 904, 0739 552 223; <https://puea.ac.ke>; [onlineapp.puea.ac.ke:881](mailto:admissions@puea.ac.ke); and admissions@puea.ac.ke. A central image shows two students holding books, with text indicating 'MAY 2023 INTAKE ONGOING' and 'APPLY ONLINE NOW'. A red 'APPLY ONLINE NOW' button is visible on the right. Below the banner, there are links for 'Apply Now', 'Graduation Booklets', 'Downloads', and 'Application Form'. A section titled 'Competency Based Curriculum (CBC) training workshop' provides information about a two-day workshop held on May 2nd and 3rd, 2023. The bottom of the page shows a video player with three frames of a person speaking.



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STEP 2: You will be redirected to the students' portal login page. **Enter your login credentials (Username and Password)** and proceed to log in. Use your full registration number (**e.g. X37/GV/10000/2022**) as your username and also as your default password.

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

Username

Enter username

This connection is not secure. Logins entered here could be compromised. [Learn More](#)

[View Saved Logins](#)

Remember me [Log In](#)

[Forgot your password?](#)

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STEP 3: While on the Students' portal dashboard, click on the Hostel Booking link located on the left side of the portal

The screenshot shows the PUEA Student Dashboard. The left sidebar contains a navigation menu with the following categories and items:

- HOME
 - Dashboard
- ACADEMICS
 - Programme Change Request
 - Course Registration
 - Course Units Audit
 - Exam Card
 - Results Slip
 - Course/Lecturers Evaluation
 - Academic Requisition
- FINANCIALS
 - Fee Statements
 - Receipts
- WELFARE
 - Hostel Booking** (highlighted with a red box)
- SETTINGS
 - Change Password

The main content area displays the user's profile information:

Field	Value	Field	Value
Reg. No	G30/GV/12341/2022	Name	MITHIKA, SAMUEL KIMATHI
ID No	000000	Gender	Male
Phone Number	0778911172,0790050543	Address	54885
Email	mithika.samuel@students.puea.ac.ke	Date of Birth	2002-01-30

Below the profile information is a section titled "Important Documents" with a table of downloadable PDF files:

Download	Name	ext	Date Uploaded
	MAY - AUGUST SEMESTER 2023 NURSING TEACHING TIMETABLE.pdf	.pdf	08/05/2023
	MAY-AUGUST 2023 QUAD SEMESTER DRAFT 1 TEACHING TIMETABLE.pdf	.pdf	08/05/2023
	May-August 2023 Quad Semester Important Dates.pdf	.pdf	04/05/2023
	May-August 2023 Semester Calendar of Events.pdf	.pdf	04/05/2023
	PUBLIC HOLIDAY (IDD-UL-FITR)2023.pdf	.pdf	20/04/2023
	FINAL (REVISED) EXAMINATION TIMETABLE FOR JANUARY-APRIL SEMESTER,2023 -(20TH APRIL 2023).pdf	.pdf	20/04/2023
	SUCCESS WISHES CIRCULAR - JAN - APRIL 2023 EXAMS.pdf	.pdf	17/04/2023
	FINAL EXAMINATION TIMETABLE FOR JANUARY-APRIL SEMESTER,2023 -(12TH APRIL 2023).pdf	.pdf	13/04/2023



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STEP 4: Depending on your gender, the relevant hostel name will appear. Click on the **Available Room** button to view the available rooms.

The screenshot shows a web browser window displaying the 'Hostel List' page. The browser's address bar shows the URL 'students.puea.ac.ke:1880/Welfare/HostelList'. The user is logged in as 'MITHIKA, SAMUEL KIMATHI'. The page features a dark blue sidebar with navigation options: HOME (Dashboard), ACADEMICS (Programme Change Request, Course Registration, Course Units Audit, Exam Card, Results Slip, Course/Lecturers Evaluation, Academic Requisition), FINANCIALS (Fee Statements, Receipts), WELFARE (Hostel Booking), and SETTINGS (Change Password). The main content area is titled 'Hostel List' and contains a table with the following data:

Hostel No	Description	Action
MENS HOSTEL	CONSTEN MENS HOSTEL	Available Room

At the bottom of the page, there is a footer that reads '© 2023 PUEA. Designed by DSL Systems'. The Windows taskbar at the bottom shows the system tray with a search bar, task icons, and system information: 18°C Mostly cloudy, 11:42 AM, 9/11/2023.



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STEP 5: On the page that appears, click the **Room Spaces button** on any vacant room to view the bed spaces available

The screenshot displays the 'Student Hostel Room List' page for PUEA. The page title is 'PUEA | Student HostelRoomList'. The URL is 'students.puea.ac.ke:1880/Welfare/HostelRoomList?HostelCode=MENS_HOSTEL&HostelName=CONSTEN_MENS_HOSTEL'. The user is logged in as 'MITHIKA, SAMUEL KIMATHI'. The page shows a table of 'Hostel Block Rooms(CONSTEN MENS HOSTEL)'. The table has four columns: 'Room', 'Room Cost', 'Status', and 'Action'. All rooms are marked as 'Vaccant' and have a 'Room Spaces' button in the Action column. The table data is as follows:

Room	Room Cost	Status	Action
MH 1	10,000.00	Vaccant	Room Spaces
MH 10	10,000.00	Vaccant	Room Spaces
MH 11	10,000.00	Vaccant	Room Spaces
MH 12	10,000.00	Vaccant	Room Spaces
MH 15	10,000.00	Vaccant	Room Spaces
MH 16	10,000.00	Vaccant	Room Spaces
MH 17	10,000.00	Vaccant	Room Spaces
MH 18	10,000.00	Vaccant	Room Spaces
MH 21	10,000.00	Vaccant	Room Spaces
MH 22	10,000.00	Vaccant	Room Spaces
MH 23	10,000.00	Vaccant	Room Spaces
MH 31	10,000.00	Vaccant	Room Spaces
MH 32	10,000.00	Vaccant	Room Spaces



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STEP 6: On the page that appears, click on the **Book Space** button to select a room space from the available spaces.

The screenshot shows a web browser window with the URL: `students.puea.ac.ke:1880/Welfare/HostelRoomList?HostelCode=MENS_HOSTEL&HostelName=CONSTEN_MENS_HOSTEL#`. The page displays a table of hostel rooms with a modal window titled "Room Spaces" overlaid on top.

Room Spaces Modal Window Table:

Space	Space Cost	Status	Action
MH 1-2	10,000.00	Vaccant	Book Space
MH 1-3	10,000.00	Vaccant	Book Space

Background Table (Hostel Block Rooms):

Room	Space Cost	Status	Action
MH 1	10,000.00	Vaccant	Room Spaces
MH 10	10,000.00	Vaccant	Room Spaces
MH 11	10,000.00	Vaccant	Room Spaces
MH 12	10,000.00	Vaccant	Room Spaces
MH 15	10,000.00	Vaccant	Room Spaces
MH 16	10,000.00	Vaccant	Room Spaces
MH 17	10,000.00	Vaccant	Room Spaces
MH 18	10,000.00	Vaccant	Room Spaces
MH 21	10,000.00	Vaccant	Room Spaces
MH 22	10,000.00	Vaccant	Room Spaces
MH 23	10,000.00	Vaccant	Room Spaces
MH 31	10,000.00	Vaccant	Room Spaces
MH 32	10,000.00	Vaccant	Room Spaces



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STEP 7: You will receive a confirmation message that you have successfully booked your room. You will be redirected to the below page where you will see the details of the room that you have booked. You can click the **Print Hostel Invoice** button to get a receipt.

A screenshot of a web browser displaying the 'Student BookedSpace' portal. The browser address bar shows 'students.puea.ac.ke/1880/Welfare/HostelList'. The page has a green header with a user profile icon and a notification badge. A dark blue sidebar on the left contains a menu with categories: HOME (Dashboard), ACADEMICS (Programme Change Request, Course Registration, Course Units Audit, Exam Card, Results Slip, Course/Lecturers Evaluation, Academic Requisition), FINANCIALS (Fee Statements, Receipts), WELFARE (Hostel Booking), and SETTINGS (Change Password). The main content area is titled 'Booked Space Details' and features a yellow button labeled 'Print Hostel Invoice' with a red border. Below the button, a red message states 'You have booked this hostel'. To the right, booking details are listed: Student No: X37/GV/ /2020, Semester: MAY-AUGUST 2023, Hostel Booked: ALBRIGHT LADIES HOST, Room Number: AL 38, Space Number: AL 38-1, and Accomodation Fee: 0.00. The footer of the page reads '© 2023 PUEA. Designed by DSL Systems'. The Windows taskbar at the bottom shows the search bar, application icons, and system tray with a temperature of 19°C and date 5/23/2023.

STEP 8: Depending on your gender, proceed to your respective hostel and present your hostel documents to the Matron/Janitor.