



Step 1: Open the browser on your Computer/laptop or mobile phone. Examples of browsers include:

Step 2: Type in the University's website Address(**www.puea.ac.ke**) in the URL section and press enter.





Step 3: On the website homepage, click the staff portal link located at the top menu. You will be redirected to the staff portal homepage.



Step 4: Type your PF Number in the username section and your ICT given-password in the password section. Press the Log in button when done.

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Step 5: After a successful login, a notification popup will appear on the portal dashboard. Read through the Notifications and click the close button.

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Step 6: On the right side of the dashboard, you will see the internal memo section that will have further details about the notifications. Click on each notification to view or download the attached document.





The middle section of the dashboard, contains your personal information, contact details, job details and payroll details. Click on each of the sections to view more details. This details are been updated just incase you find that there is some missing information.

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Step 7: The left section of the dashboard contains a menu with various functions of the portal. The menu contains:



- 1) A Management segment for HOD section.
- 2) An Academics segment for lecturer unit allocation.
- 3) A Requisition segment where you can make various University requisitions including leave, purchase, store, imprest and staff claim.
- 4) A report segment where you can view your payslip and p9 details.
- 5) An approvals segment where you check for pending approvals and approved documents.
- 6) Setting segment where you can change your password.



#### **Management Segment**

- Navigate to the management segment located on the portal menu. Click the HOD/Dean Section.
- A drop-down menu will appear with different sub-sections: Programme list, Lecturer list, etc.

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Student Results	↑ Personal Informe	ation		
Unit Allocations  REQUISITIONS  Leave Requisition  Purchase Requisition  Store Requisition	Name ID Number Marital Status County	Francis Kimani Njoroge 29302377	Staff No Gender Nationality Date of Birth	00385
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• To view the university's programme list, click the programme list sub-section. From here, you can view, copy and download all university programmes. You can also use the search function on the top right side of the page to search a specific programme.

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## on the Staff Portal

• Click on a specific programme code to view more information about the programme. On the page that appears, you can view the consolidated marksheet and pass list for every year and semester.

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• Click on the **view unit button** on any year to view the offered units. From this page, you can print class list, print exam attendance list, score sheet and student's thesis.

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• Click the select button on any unit and click on any of the option above.

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REPORTS	Select	UCC 002	INTRODUCTION TO COMPUTERS	
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• The second option in the HOD/Dean Section, is the lecturer list. Click on the lecturer list button to view a list of all lecturers.

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## on the Staff Portal

• Click on any lecturers` PF number and click the Assign Unit button to assign unit.

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• A pop-up window will appear, where you are supposed to select the programme category (Certificate, Diploma, Undergraduate, Masters and PhD).

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### on the Staff Portal

• Further select the course, stage, semester, unit and campus and click assign unit button when done. You can view the assigned units per lecturer on that page.

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#### **Academics Segment**

In this segment lecturers can view their assigned units. To view assigned units:

• Click on the Unit Allocations button. All your assigned units will be displayed on the page

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## on the Staff Portal

• Click the select button on any of the displayed units to assign marks, print class list, or print exam attendance.

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- To assign marks:
  - Click on the assign marks button that appears on top of the page. You will be redirected to another page where you will key in CAT 1, CAT 2, Exam marks and total marks for the students taking that course.

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### on the Staff Portal

On the same page there is a button labelled as Export to CSV file. You can also use this to bulk upload the students marks. Click on it to download a marks entry template.

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#### ✓ Use the template to fill in students' marks and re-upload them to the portal.

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Note: do not change the name of the CSV file while reuploading the marks.



✓ To re-upload marks, click the Choose file button located on the unit page. Select the CSV file with marks from your computer.

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✓ When done, click the upload button. The marks you entered in the CSV template file will be uploaded to the portal. Click the save/update button to save the marks in the system.

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