



PRESBYTERIAN UNIVERSITY OF EAST AFRICA (PUEA)
NEW STUDENTS ORIENTATION
ICT DEPARTMENT

Motto: Finding new paths



Introduction

The PUEA ICT department has several systems and services that support students' activities within campus. They include:-

- Website**
- Student Portal**
- WIFI**
- 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
- *www.puea.ac.ke*



Student Portal

- **The university has a students' portal that students can use to access various services including: -**
- **units' registration, printing of exam cards and results slip, course/lecturer evaluation, and viewing fee statements, receipts and link to our eLearning portal.**
- **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:

<https://students.puea.ac.ke:2525/>

□ The log in credentials for the student portal are:

□ Username: full registration number in capital letters (eg. **X35/GV/00000/2024**)

□ Password: full registration number in capital letters (eg. **X35/GV/00000/2024**)

NB: To reset your portal password click forgot password enter your registration number then click reset.



Unit Registration

Students are expected to register their course units online via their portal. A print out of the course statement is available once a student registers the unit successfully. Students are advised to download and save the course statement to their email address. A tutorial on course registration can be found on the university website on the downloads section. 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@2025****
- **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 university website on the downloads section**



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.)**



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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.

□ Students who have not been taken a passport photo should visit the ICT Department for photo-taking.



ICT Support

Students can get and ICT support from the ICT office or directly contact the ICT team via:

□ **Email: ictteam@puea.ac.ke**



The end, Thank you.