

STEP BY STEP PROCEDURE ON HOW TO REGISTER ONLINE

Below is a step by step procedure on how to log into the University of Nairobi SMIS portal, book room for 2023/2024 Academic Year, Upload the mandatory documents online and update your profile on the system.

1. a) One should have student registration as allocated in admission letter

b) Password: birth certificate and year of examination
or KCSE index number

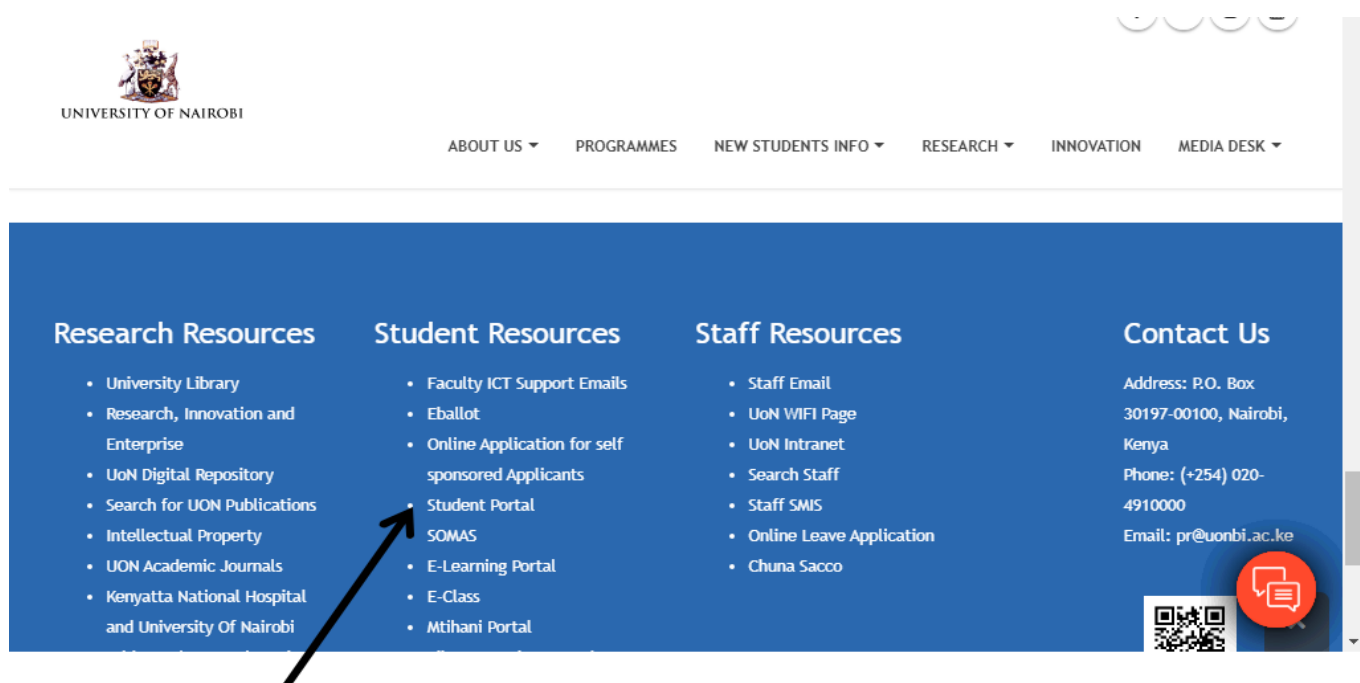
E.g.: J31/0000/2023

Password: 00000000002022

2. Search website of university of Nairobi

Through: <https://www.uonbi.ac.ke/>

3. Scroll Down To Student Recourses Click on Student Portal



The screenshot shows the University of Nairobi website. At the top left is the university's crest and the text 'UNIVERSITY OF NAIROBI'. A navigation menu includes 'ABOUT US', 'PROGRAMMES', 'NEW STUDENTS INFO', 'RESEARCH', 'INNOVATION', and 'MEDIA DESK'. Below the menu is a blue banner with four columns of resources:

- Research Resources**
 - University Library
 - Research, Innovation and Enterprise
 - UoN Digital Repository
 - Search for UON Publications
 - Intellectual Property
 - UON Academic Journals
 - Kenyatta National Hospital and University Of Nairobi
- Student Resources**
 - Faculty ICT Support Emails
 - Eballot
 - Online Application for self sponsored Applicants
 - Student Portal
 - SOMAS
 - E-Learning Portal
 - E-Class
 - Mtihani Portal
- Staff Resources**
 - Staff Email
 - UoN WIFI Page
 - UoN Intranet
 - Search Staff
 - Staff SMIS
 - Online Leave Application
 - Chuna Sacco
- Contact Us**
 - Address: P.O. Box 30197-00100, Nairobi, Kenya
 - Phone: (+254) 020-4910000
 - Email: pr@uonbi.ac.ke

A black arrow points to the 'Student Portal' link in the 'Student Resources' column. In the bottom right corner of the banner, there is a QR code and a red speech bubble icon.

Click on

5. Next page appears

Portal Home Student Fees Timetables Course Registration Results Enquiries Book Room Logout

Change Password My profile Student ID Inter Faculty Clearance Status Caution Refund Academic Tracking

E-Ballot system

Vote for your Faculty and Campus Student Association.
[E-Ballot 2022- 2023.](#)

Application For Temporary (Deferment)/Permanent Withdrawal From And Readmission to Academic Programme
[Permanent -Temporary Withdrawal Form.](#)

Log on using the Registration Number. *The year of registration must be in full eg ../2009*

Registration Number: *Type your Student Registration Number*

Password: *Use your National ID / Passport No. or KCSE Index No. or Application Reference No. as your initial password*

[Forgot your password?](#)

Note: Digits and Letters in your Registration Number.

- » Digit 0 (Zero) and NOT letter O in C01/..
- » Letter I and NOT Digit 1 (One) in I20/..

SMIS Allocated Registration No

New Students

Enter Application Ref. No as it appear in your *Letter of Offer* to get your allocated *Student Registration No*

Application Ref. No:

Then click login

Type your password here

Type your registration number here

e.g.:

The screenshot shows a web browser window with the URL smis.uonbi.ac.ke. The page header includes the University of Nairobi logo and the tagline "A world-class university committed to scholarly excellence". A navigation menu contains links for Portal Home, Student Fees, Timetables, Course Registration, Results, Enquiries, Book Room, and Logout. Below this is a secondary menu with links for Change Password, My profile, Student ID, Inter Faculty, Clearance Status, Caution Refund, and Academic Tracking.

E-Ballot system

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[Forgot your password?](#)

Note: Digits and Letters in your Registration Number.

- » Digit 0 (Zero) and NOT letter O in C01/..
- » Letter I and NOT Digit 1 (One) in I20/..

6. This screen appears:

University of Nairobi
A world-class university committed to scholarly excellence

Portal Home Student Fees Timetables Course Registration Results Enquiries **Book Room** Logout

Change Password My profile Student ID Inter Faculty Clearance Status Caution Refund Academic Tracking

(Regular/Integrated)

NEW
First Year Students:-> [Download Your Admission Letter](#) [Download Joining Instructions](#)

You are required to have:

- An official "@students.uonbi.ac.ke" email account. [Click here](#) to create one.
- An Active Directory account.

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GOVERNMENT-SPONSORED (MODULE I) STUDENTS PAYMENT INSTRUCTIONS

1. Bank Account
=> Cash Deposits,EFT or RTGS transfer to UON MODULE I Collection Account No. 2032770838 at ABSA Bank, Plaza Branch
2. M-Pesa Pay Bill
=> The Business Number is 503003
=> The Account Number is your "Student Registration Number"

SELF-SPONSORED PROGRAMMES (MODULE II) PAYMENT INSTRUCTIONS / OPTIONS

1. Bank Account
=> Cash Deposits, EFT or RTGS transfer to UON MODULE II Collection Account No. 2032771362 at ABSA Bank, Plaza Branch
=> Cash Deposits, EFT or RTGS transfer to UON US\$ Dollar Account No. 2032770625 at ABSA Bank, Plaza Branch

For fees payment use these account details

booking for room click this

7. Next page after clicking book room appears as

University of Nairobi
A world-class university committed to scholarly excellence

Portal Home Student Fees Timetables Course Registration Results Enquiries **Book Room** Logout

Room Booking

Room Application and Confirmation Links

- [Regular Students Room Application 2023/2024 Academic Year](#)

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GOVERNMENT-SPONSORED (MODULE I) STUDENTS PAYMENT INSTRUCTIONS

1. Bank Account
=> Cash Deposits,EFT or RTGS transfer to UON MODULE I Collection Account No. 2032770838 at ABSA Bank, Plaza Branch
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Click here

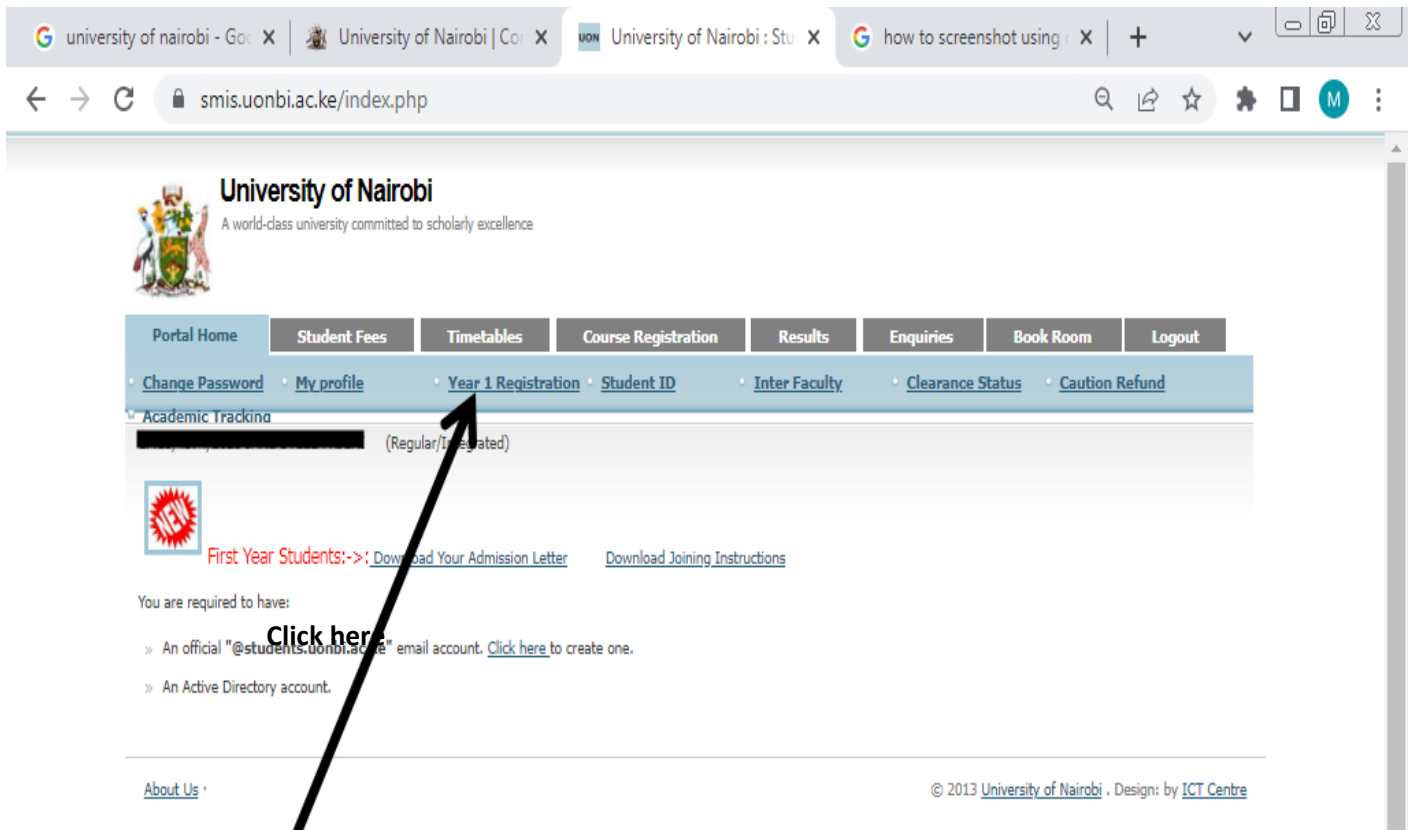
8. Next page appears

- Fill in personal details and submit the application
- You will be notified the status of allocation of room

NOTE: Room Application For: 2023/2024 Academic Year

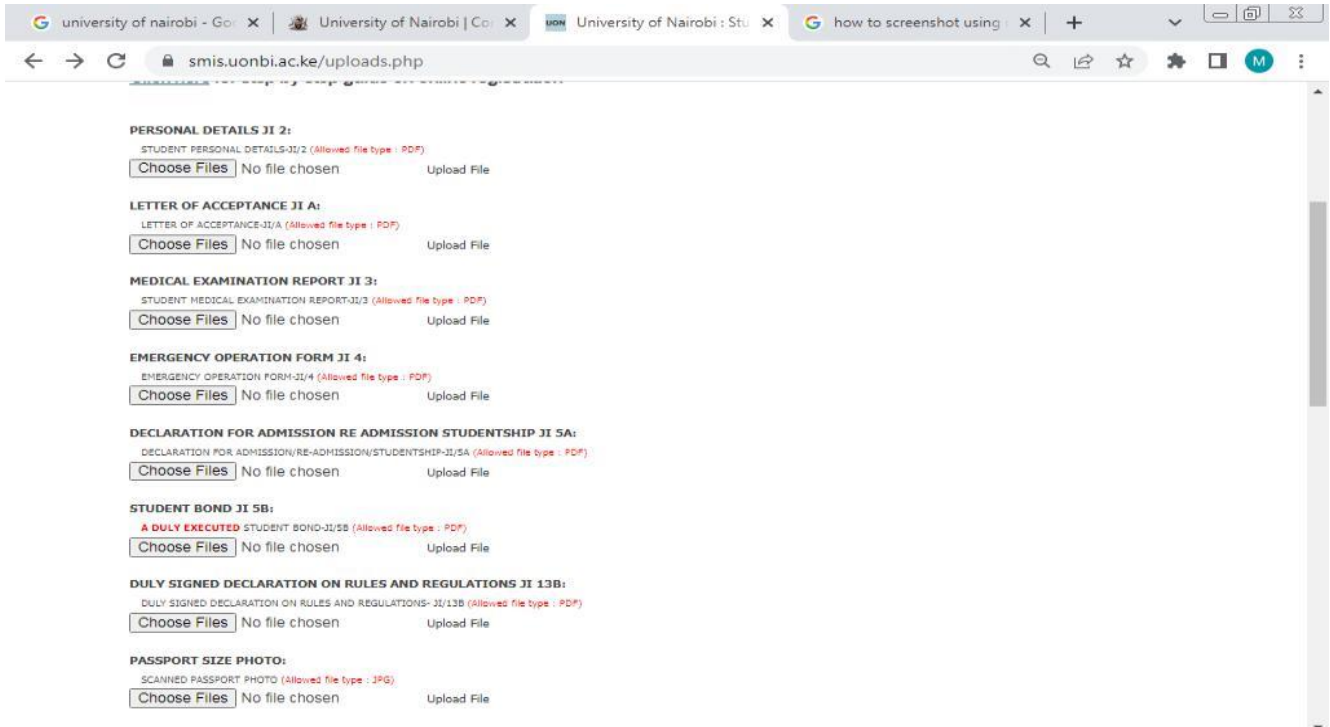
The Room Application Deadline is: 2023-10-03, There are few Days Remaining to the End of the Room Application Period

9. Uploading document online



The screenshot shows a web browser window displaying the University of Nairobi student portal. The browser's address bar shows the URL sms.uonbi.ac.ke/index.php. The page header includes the University of Nairobi logo and the tagline "A world-class university committed to scholarly excellence". Below the header is a navigation menu with the following items: Portal Home, Student Fees, Timetables, Course Registration, Results, Enquiries, Book Room, and Logout. A secondary menu contains: Change Password, My profile, Year 1 Registration, Student ID, Inter Faculty, Clearance Status, and Caution Refund. The "Year 1 Registration" item is highlighted with a red arrow and the text "Click here". Below the navigation menu, the page displays "Academic Tracking" for a student with a redacted name and "(Regular/Integrated)" status. A red "NEW" badge is present next to the text "First Year Students:->". Below this, there are two links: "Download Your Admission Letter" and "Download Joining Instructions". A section titled "You are required to have:" lists two requirements: "An official '@students.uonbi.ac.ke' email account. [Click here](#) to create one." and "An Active Directory account." At the bottom of the page, there is a footer with "About Us" and "© 2013 University of Nairobi . Design: by ICT Centre".

10. POP UP MENU OF DOCUMENT REQUIRED APPEARS



The screenshot shows a web browser window with the URL `smis.uonbi.ac.ke/uploads.php`. The page contains several sections for document uploads, each with a 'Choose Files' button and an 'Upload File' link. The sections are:

- PERSONAL DETAILS JI 2:** STUDENT PERSONAL DETAILS-JI/2 (Allowed file type : PDF). No file chosen [Upload File](#)
- LETTER OF ACCEPTANCE JI A:** LETTER OF ACCEPTANCE-JI/A (Allowed file type : PDF). No file chosen [Upload File](#)
- MEDICAL EXAMINATION REPORT JI 3:** STUDENT MEDICAL EXAMINATION REPORT-JI/3 (Allowed file type : PDF). No file chosen [Upload File](#)
- EMERGENCY OPERATION FORM JI 4:** EMERGENCY OPERATION FORM-JI/4 (Allowed file type : PDF). No file chosen [Upload File](#)
- DECLARATION FOR ADMISSION RE ADMISSION STUDENTSHIP JI 5A:** DECLARATION FOR ADMISSION/RE-ADMISSION/STUDENTSHIP-JI/5A (Allowed file type : PDF). No file chosen [Upload File](#)
- STUDENT BOND JI 5B:** A DULY EXECUTED STUDENT BOND-JI/5B (Allowed file type : PDF). No file chosen [Upload File](#)
- DULY SIGNED DECLARATION ON RULES AND REGULATIONS JI 13B:** DULY SIGNED DECLARATION ON RULES AND REGULATIONS- JI/13B (Allowed file type : PDF). No file chosen [Upload File](#)
- PASSPORT SIZE PHOTO:** SCANNED PASSPORT PHOTO (Allowed file type : JPG). No file chosen [Upload File](#)

UPLOAD ALL REQUIRED DOCUMENTS AS PER GUIDELINE AND CLICK SUBMIT DOCUMENT

11. UPDATE PROFILE

Portal Home Student Fees Timetables Course Registration Results Enquiries Book Room Logout

Change Password My profile Year 1 Registration Student ID Inter Faculty Clearance Status Caution Refund

Academic Tracking (Regular/Integrated)

First Year Students:-> [Download Your Admission Letter](#) [Download Joining Instructions](#)

You are required to have:

- » An official "students.uonbi.ac.ke" email account. [Click here](#) to create one.
- » An Active Directory account.

Kindly confirm your profile details.

- Active Directory (AD) Account is used to access eClass, webvpn and UoN Wifi
- Your AD username is your registration number WITHOUT the slashes e.g. D3312341998
- Your initial AD password is your registration number WITH slashes e.g. D33/1234/1998
- To reset your password or set security questions, use the AD students portal accessible at <http://adstudents.uonbi.ac.ke/>
- For help, contact your Campus ICT office or write to helpdeskmain@uonbi.ac.ke

Current Programme:	B.A. (JOURNALISM & COMMUNICATION STUDIES)		
UONBI Email:	Click here to create UONBI Email		
	Or Click here if you already have an email.		
Personal Email:	keilcrusher@gmail.com		
Active Directory (AD) Account:	CMC343742023	Click here to Activate/Reset AD account	
Mobile No:	723861339	Alt Mobile phone:	720108858
National ID / Passport no			
	Click here to reload profile		

CLICK HERE

FILL IN REQUIRED DETAILS ON THIS BOX

Kindly Noted the Training below and ensure you attend, Training Details will be shared later.

FIRST YEAR'S ONLINE TRAINING SCHEDULE: 2nd to 6th OTOBER 2023