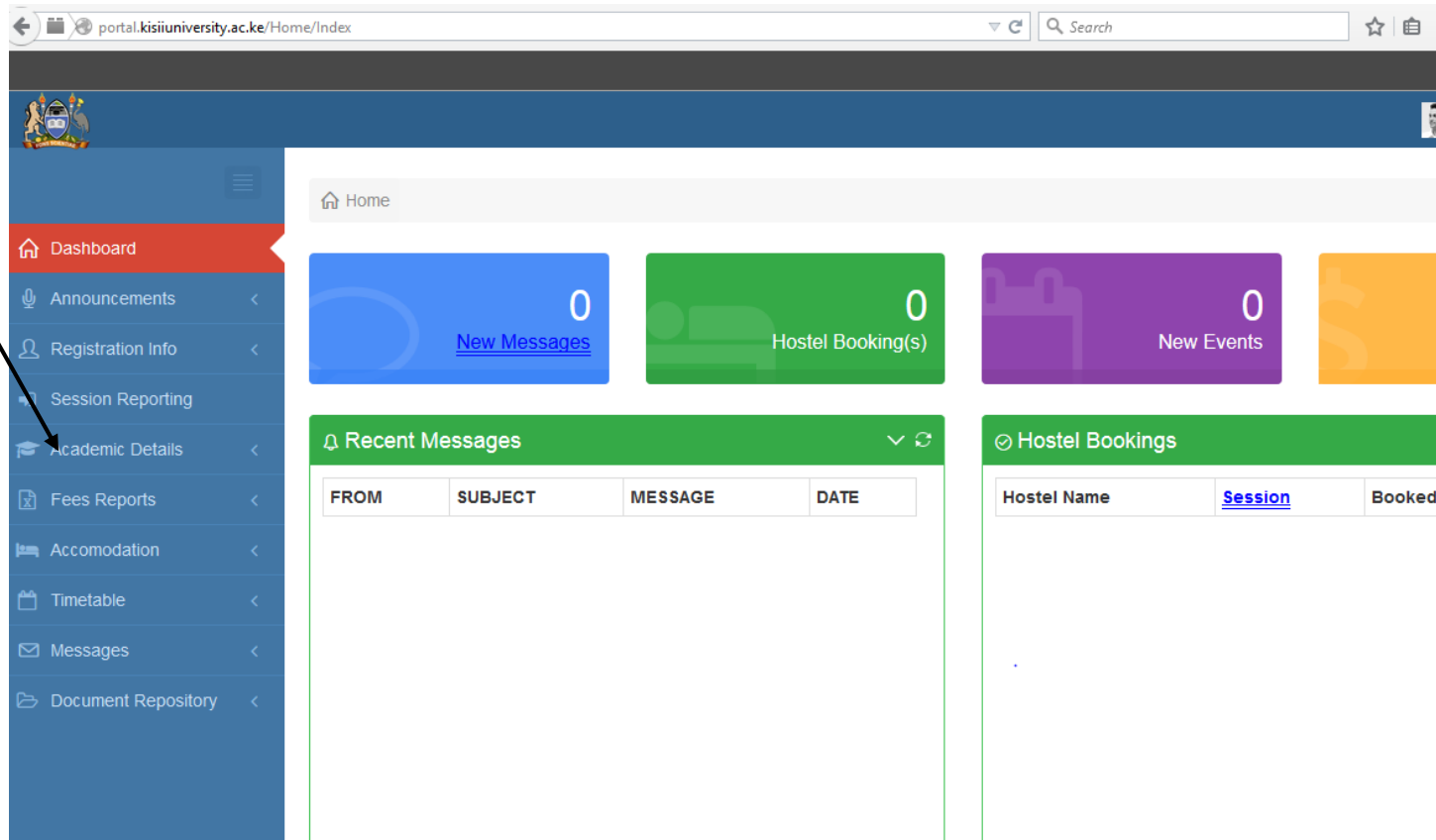


## STUDENT ONLINE UNIT REGISTRATION

Log in to the student portal via your credentials.

Click on the *Academic Details* menu as shown below.

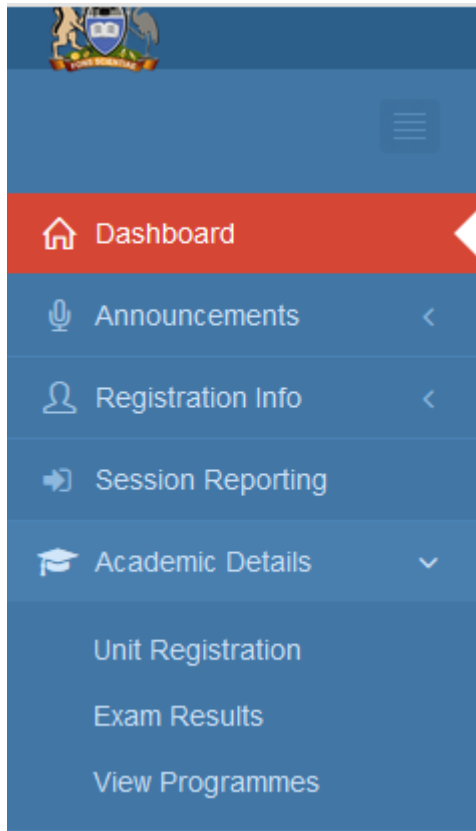


The screenshot shows a web browser window with the URL `portal.kisiiuniversity.ac.ke/Home/Index`. The dashboard features a left-hand navigation menu with the following items: Dashboard, Announcements, Registration Info, Session Reporting, Academic Details, Fees Reports, Accomodation, Timetable, Messages, and Document Repository. The 'Academic Details' item is highlighted with a red bar and an arrow pointing to it. The main content area displays a 'Home' header, a 'New Messages' widget with 0 messages, a 'Hostel Booking(s)' widget with 0 bookings, and a 'New Events' widget with 0 events. Below these are two tables: 'Recent Messages' and 'Hostel Bookings'.

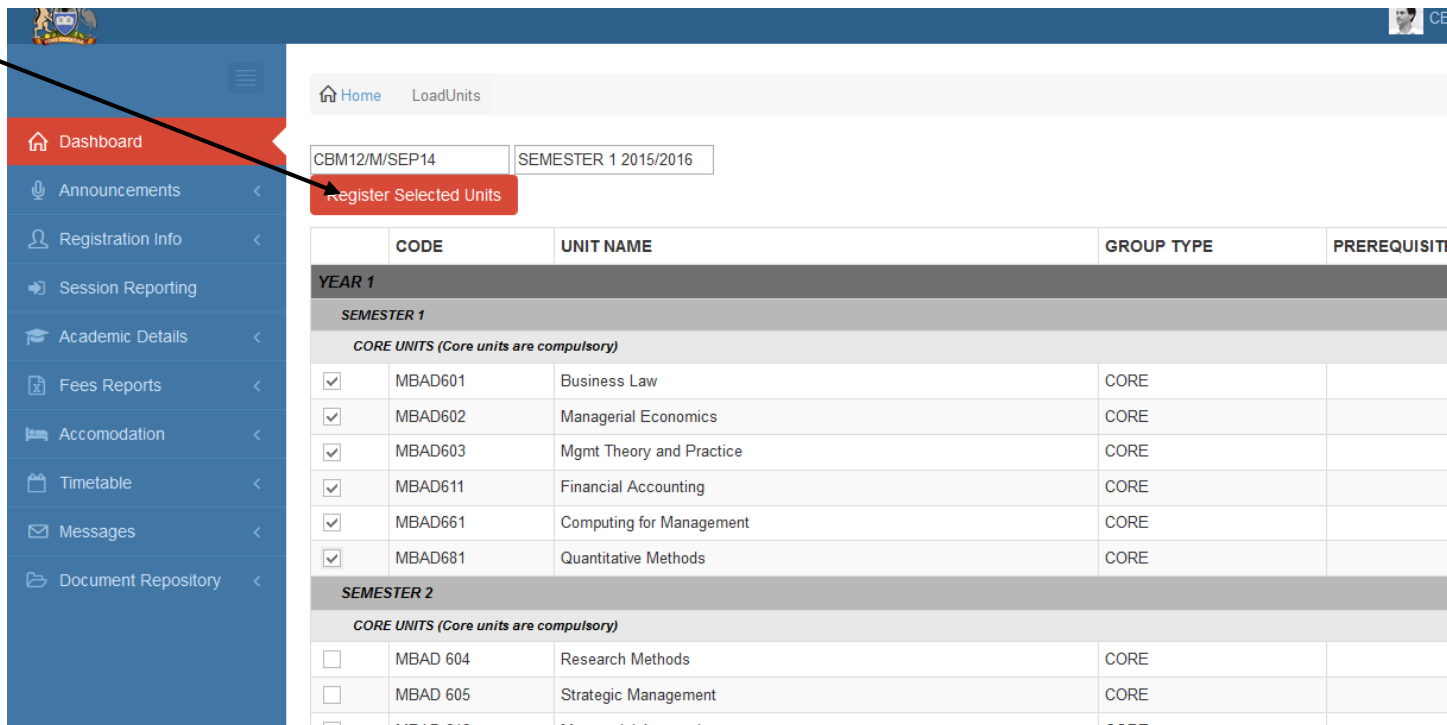
| FROM | SUBJECT | MESSAGE | DATE |
|------|---------|---------|------|
|------|---------|---------|------|

| Hostel Name | <a href="#">Session</a> | Booked |
|-------------|-------------------------|--------|
|-------------|-------------------------|--------|

The menu is collapsible and avails more sub menus as shown:



Click on the *Unit Registration* menu and the tab/window appears as shown:



Home LoadUnits

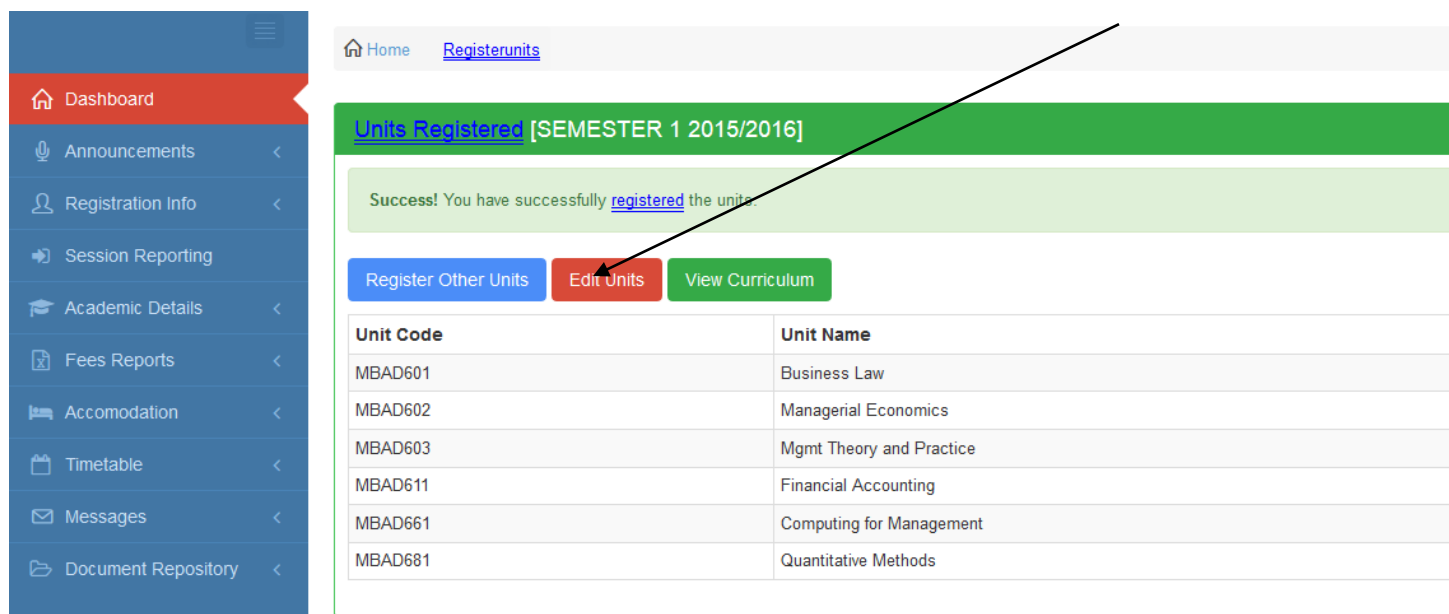
CBM12/M/SEP14 SEMESTER 1 2015/2016

**Register Selected Units**

|   | CODE     | UNIT NAME                | GROUP TYPE | PREREQUISIT |
|---|----------|--------------------------|------------|-------------|
| <b>YEAR 1</b>                                 |          |                          |            |             |
| <b>SEMESTER 1</b>                             |          |                          |            |             |
| <b>CORE UNITS (Core units are compulsory)</b> |          |                          |            |             |
| <input checked="" type="checkbox"/>           | MBAD601  | Business Law             | CORE       |             |
| <input checked="" type="checkbox"/>           | MBAD602  | Managerial Economics     | CORE       |             |
| <input checked="" type="checkbox"/>           | MBAD603  | Mgmt Theory and Practice | CORE       |             |
| <input checked="" type="checkbox"/>           | MBAD611  | Financial Accounting     | CORE       |             |
| <input checked="" type="checkbox"/>           | MBAD661  | Computing for Management | CORE       |             |
| <input checked="" type="checkbox"/>           | MBAD681  | Quantitative Methods     | CORE       |             |
| <b>SEMESTER 2</b>                             |          |                          |            |             |
| <b>CORE UNITS (Core units are compulsory)</b> |          |                          |            |             |
| <input type="checkbox"/>                      | MBAD 604 | Research Methods         | CORE       |             |
| <input type="checkbox"/>                      | MBAD 605 | Strategic Management     | CORE       |             |
| <input type="checkbox"/>                      | MBAD 610 | Managerial Accounting    | CORE       |             |

Tick/check the units which you should take this semester as per your respective curriculums and once done click on *Register Selected Units*.

After successfully registering for the units the tab appears as shown below:



Home [Registerunits](#)

### Units Registered [SEMESTER 1 2015/2016]

Success! You have successfully [registered](#) the units.

[Register Other Units](#) [Edit Units](#) [View Curriculum](#)

| Unit Code | Unit Name                |
|-----------|--------------------------|
| MBAD601   | Business Law             |
| MBAD602   | Managerial Economics     |
| MBAD603   | Mgmt Theory and Practice |
| MBAD611   | Financial Accounting     |
| MBAD661   | Computing for Management |
| MBAD681   | Quantitative Methods     |

In case you have a need to edit/drop some already registered units, click on *Edit Units* and check the units you wish to drop and click on *Drop Selected Units* as shown.

- Dashboard
- Announcements
- Registration Info
- Session Reporting
- Academic Details
- Fees Reports
- Accommodation
- Timetable
- Messages
- Document Repository

Home Edit Units

### Drop Units

| <input type="checkbox"/>            | UNIT CODE | UNIT NAME                | UNIT STATUS | AUDIT UNIT |
|-------------------------------------|-----------|--------------------------|-------------|------------|
| <input type="checkbox"/>            | MBAD601   | Business Law             | Pending     | No         |
| <input type="checkbox"/>            | MBAD602   | Managerial Economics     | Pending     | No         |
| <input type="checkbox"/>            | MBAD603   | Mgmt Theory and Practice | Pending     | No         |
| <input type="checkbox"/>            | MBAD611   | Financial Accounting     | Pending     | No         |
| <input checked="" type="checkbox"/> | MBAD661   | Computing for Management | Pending     | No         |
| <input checked="" type="checkbox"/> | MBAD681   | Quantitative Methods     | Pending     | No         |

Drop Selected Units Cancel