



# UNIVERSITY OF NAIROBI

## TRAINING TOWARDS ONLINE CLASSES 2020

### FIRST YEAR STUDENTS(UNDERGRADUATE AND POSTGRADUATE)

Dear Students,

Welcome to the University of Nairobi and to the 2020/2021 academic year!

The Academic Division would like to make your stay at the University the best and memorable experience of your life. We are here to support you every step of the way.

As you begin the new academic year, please take advantage of the many services available to help you achieve your full potential. Take note of the following important information:

#### 1. REGISTRATION TO THE UNIVERSITY

The registration process is still on up to 14<sup>th</sup> September 2020. Only students who will have uploaded the required documents and fully registered will be allowed to start online classes.

#### **Registration Process**

- Government sponsored students (Module I) get registration numbers sent directly to them from the University via SMS and email contacts provided through KUCCPS
- Self-sponsored (Module II) and Graduate students generate their registration numbers from the application portal

#### **Accessing the Students Management Information System(SMIS) Portal**

Visit: [smis.uonbi.ac.ke](http://smis.uonbi.ac.ke)

## **Accessing the Registration Portal**

- Click to Registration portal and follow the instructions:  
[www.uonbi.ac.ke/online-registration](http://www.uonbi.ac.ke/online-registration)

### **Login details:**

#### **(a) Government Sponsored students(Module I)**

User name: Student Registration Number  
Password: School index number

#### **(b) Self Sponsored students (Module II)**

User name: Student Registration number  
Password: Application reference number

#### **(c) Postgraduate students**

User name: Student Registration number  
Password: Application reference number

## **2. APPLICATION FOR DATA BUNDLES**

The University through it's partnership with Telkom Kenya provides student Internet connectivity. This is done through the issuance of Telkom SIM card preloaded with data bundles. For a student to be issued with the Soma na Telkom University sponsored data bundles, they must apply for the same.

To apply, update your profile in the SMIS portal by clicking the link "my profile". Data bundles are only issued to students who gave registered for courses and paid the full fees.

## **3. UNIVERSITY EMAIL AND AD ACCOUNT**

A University email and active directory(AD) accounts account is prerequisite to the attendance of online classes. Ensure that you create your University of Nairobi student email account when you update the profile.

Your AD account has already been created. To access it follow the guideline given on the smis portal when updating your profile.

#### **4. TRAINING ON USE OF ONLINE PLATFORMS**

**Monday 7<sup>th</sup> - Friday 18<sup>th</sup> September,2020**

**Sensitization/Training on Online Learning**

All students are required to attend the mandatory sensitization/training sessions.

#### **5. INTER/INTER FACULTY TRANSFERS**

**Monday 7<sup>th</sup> - Friday 14<sup>th</sup> September, 2020**

This process is online. The application portal will be activated at midnight on 6<sup>th</sup> September 2020.

- The Transfer fee is Kshs.1,000/- payable at any ABSA Bank, Account Number 030948245531, Branch Queensway
- The outcome of your application will be communicated within fourteen (14) days after the deadline for applications
- The deadline for application is 14<sup>th</sup> September 2020

**How to Login:**

- Log in to student portal: [smis.uonbi.ac.ke](http://smis.uonbi.ac.ke)
- Click the icon Inter-Faculty transfer.

#### **6. REGISTRATION FOR COURSES**

The registration for course has commenced. Please consult Chairmen of Departments, Deans/Directors/Administrators of Faculties/ Schools/Institutes/Centers for assistance through the email addresses provided in the link:  
<https://www.uonbi.ac.ke/support-emails>.

The deadline for this process on 18<sup>th</sup> September 2020

#### **7. TEACHING AND LEARNING**

**Monday 21<sup>st</sup> September, 2020 - Commencement of Teaching and Learning**

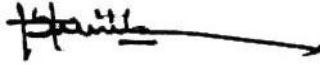
#### **8. HELP DESK**

In case you require further assistance, please contact:

[customercare@uonbi.ac.ke](mailto:customercare@uonbi.ac.ke)

Telephone number: 020491000

Please find the timetables for the training on use of online platforms for your information and reference. The link to join the training will be sent to your email directly.



**WEBUYE, H.O.D**  
**ACADEMIC REGISTRAR Ag.**

Cc

Vice Chancellor  
Deputy Vice-Chancellors  
All Principals  
Deans/Directors  
Chairmen of Departments  
Director, ODeL  
Director, ICT  
Director, Corporate Affairs  
Customer Care