



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 14th 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

Accessing the Registration Portal

- Click to Registration portal and follow the instructions:
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 7th - Friday 18th September,2020

Sensitization/Training on Online Learning

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

5. INTER/INTER FACULTY TRANSFERS

Monday 7th - Friday 14th September, 2020

This process is online. The application portal will be activated at midnight on 6th 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 14th September 2020

How to Login:

- Log in to student portal: 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 18th September 2020

7. TEACHING AND LEARNING

Monday 21st September, 2020 - Commencement of Teaching and Learning

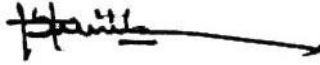
8. HELP DESK

In case you require further assistance, please contact:

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.

A handwritten signature in black ink, appearing to read 'H.O.D.', with a long horizontal line extending to the right from the end of the signature.

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