

OFFICE OF THE ACADEMIC REGISTRAR

KYAMBOGO UNIVERSITY

Online Enrollment Procedures for Fresh Students

STEP ONE

[www.kyu.ac.ug](https://student.kyu.ac.ug) <https://student.kyu.ac.ug>

1. **CLICK ON** Kyambogo university student portal
2. **LOGIN YOUR** Student number which is on your Provisional/ Original Admission Letter as first-time user identification
3. **YOUR PASSWORD** is the student number

There shall be a Poppin indicating login successful

STEP TWO

TO PROCEED Please enter your full name to verify your account
Thereafter **CLICK** enter

There shall be a display on the screen asking you to confirm:

- 1) Program admitted for
- 2) Registration number
- 3) Gender

If the information displayed are accurate then click YES to proceed to the next step

STEP THREE

There shall be a display requesting you to verify your contact: -

- 1) Enter your phone number or your email address
- 2) NB The phone you have enter should be at your disposal
- 3) Once you have entered the correct phone contact Please **CLICK** on the arrow with **Green Icon** reading **Get Code**
- 4) A verification token shall be sent on your phone instantly to move to the next step.

STEP FOUR

There shall be a display requesting you to verify your contact: -

- 5) Enter your phone number **or** your email address
- 6) **NB** The phone you have enter should be at your disposal
- 7) Once you have entered the correct phone contact Please **CLICK** on the arrow with **Green Icon** reading **Get Code**
- 8) A verification token shall be sent on your phone.
- 9) Enter the verification token you have received then **CLICK PROCEED** to move to the next step

STEP FIVE

A Student portal shall open again

- 1) You will be required to change the password
- 2) Please Enter that New Password Twice
- 3) Then **CLICK** Change Password
- 4) There shall be a display on the screen indicating Password Changed Successfully.
- 5) From now on, your User ID will be either your Student Number: ~~2000000000~~ or your Verified Phone Number. You may now login with your new password to continue.
- 6) There shall be a display on your screen, Welcome ~~BAKUNDA Deo-Alex~~
- 7) You will be required to verify the correctness of the information displayed
- 8) If the information is correct please click on the **GREEN ICON** then **CLICK** on **SUBMIT** at the bottom to move the next step.

STEP SIX

There shall be display indicating welcome requiring you to provide enrollment details to proceed.

ACADEMIC YEAR: 2020/2021 SEMESTER I

- 1) Enrollment status
Click on the small box New student
- 2) Select and Click the correct year of study
Then click on **ENROL** arrow at the right bottom corner
- 3) You will have enrolled successfully
- 4) A Fee structure shall be displayed for you.
- 5) Proceed by clicking on Get Payment Ref:
- 6) Generate Payment Reference by selecting what you intend to pay.
- 7) Click on continue in order to print the payment reference number
- 8) Double click anywhere on the slip to print then save it on the desktop
- 9) Print the payment slip

FINAL STEP

PROCEED TO ANY BANK TO MAKE PAYMENT