



PREPARATIONS FOR ONLINE REGISTRATION, ORIENTATION AND CLASSES

UNIVERSITY OF NAIROBI

2021



WELCOME NOTE



Congratulations on your admission to the University of Nairobi. You are now part of the 2021/2022 cohort.

All new students are required to undertake a simple registration process to provide necessary information that will be used through out the course of your study.

Follow this guide to complete the Registration process; please ensure the information you provide is correct and up to date.



REGISTRATION



- ❑ The online registration window will open on **Monday, 13th September 2021**
- ❑ New students are required to complete the registration process online.



• HOW TO REGISTER ONLINE:

- Click [HERE](#) to access the Student

Management Information System (SMIS)

- Log in using the log in details sent to your email address you provided during your application process.

- If you haven't received the login details; write to: admissions@uonbi.ac.ke



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

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 Registered Mobile No. as your initial password

Login

[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

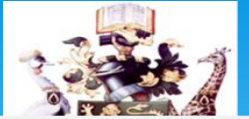
Enter Application Ref. No as it appear in your **Letter of Offer** to get your allocated **Student Registration No**

Application Ref. No: Get Allocated Registration No

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STEP 2:



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

[Download Joining Instructions](#)

(Regular/Integrated)

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□ Step 2:

□ Download Joining Instructions (Academic, Legal and Health Requirements)

- This document contains crucial information including the rules and regulations/Examination regulations that you are expected to adhere to during your stay at the University.
- Fill out forms as guided (Read point 1-22)
- **Scan all the forms and upload**



☐ **STEP 3:**



- ☐ Pay the prescribed fees.
- ☐ To Find out School Fees, Click on the Student Fee Tab on the Portal
- ☐ Once payment is complete, **wait 48 hours to before you proceed to step 4**



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GOVERNMENT-SPONSORED (MODULE I) STUDENTS PAYMENT INSTRUCTIONS

1. Pay to your respective college account
2. Pay fees online. [Click here](#) for instructions

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

1. Bank Account

- => Cash Deposits, EFT or RTGS transfer to UON CESSP Collection Account No. **2032771362** at Bardays Bank, Plaza Branch
- => Cash Deposits, EFT or RTGS transfer to UON CESSP US\$ Dollar Account No. **2032770625** at Bardays Bank, Plaza Branch

2. M-Pesa Pay Bill

- => The Business Number is **300059**
- => The Account Number is your "Student Registration Number" (or "Admission Ref Number" for new student)

NOTE: CASH, AGENCY BANKING AND ATM DEPOSITS ARE NOT ALLOWED



The Online registration portal shall be opened on **September 13, 2021** ☐

Complete online registration and submit your request for registration.

Step 5 – Wait for the confirmation of your registration.

☐ An alert shall be sent to your registered **mobile number** when this done.



□ STEP 6:



- Login into the SMIS portal (smis.uonbi.ac.ke) and complete your profile
- **Please Note:** You shall be required to create a student email address and Active Directory account in this step



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[Download Joining Instruction:](#)


K (Regular/Integrated)

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:			
UONBI Email:	Click here to create UONBI Email		
	Or Click here If you already have an email.		
Personal Email:	Missing		
Active Directory (AD) Account:		Click here to Activate/Reset AD account	
Mobile No:	Missing	Alt Mobile phone:	
National ID / Passport no			
	Click here to reload profile		

STEP 7: Undertake Course Registration



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