

## Portal Registration Procedure

Before beginning the registration Procedure, ensure that

1. *You must have an active email account*  
**NB.** *If you have not registered your email account details, kindly do so with the ICT Directorate or send your admission number and email to [portal@machakosuniversty.ac.ke](mailto:portal@machakosuniversty.ac.ke).*
2. *Ensure you follow the steps below in the order in which they are arranged. Only move to the next stage after completing the preceding stage*

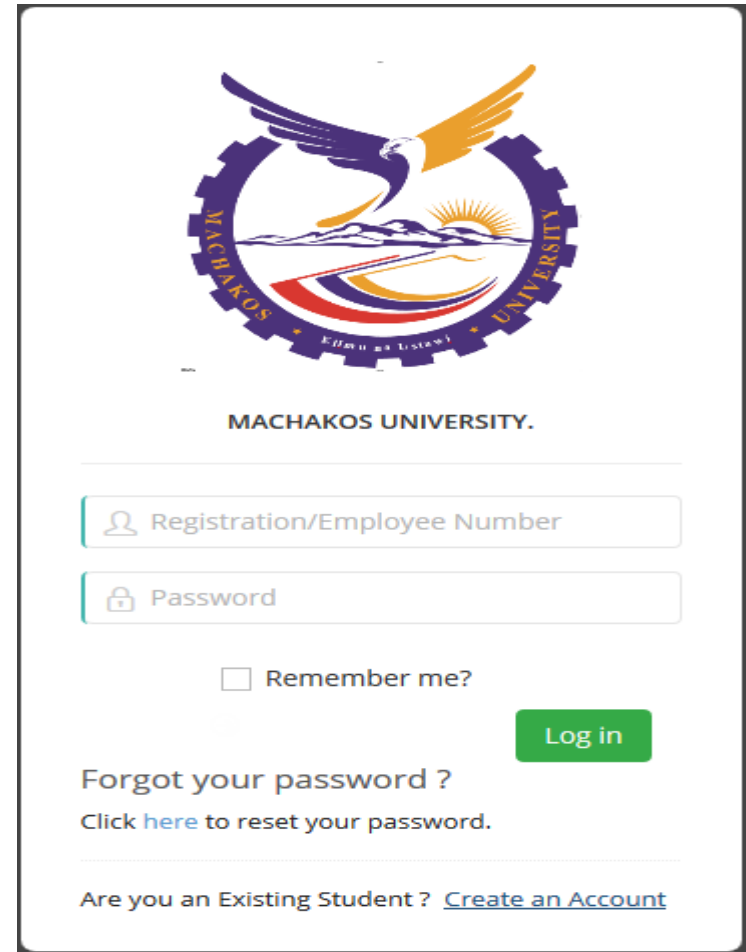
## Procedure

1. From the school website [machakosuniversity.ac.ke](http://machakosuniversity.ac.ke), click on the portal icon.

Or

Type on the address bar [http:// portal.mksu.ac.ke/](http://portal.mksu.ac.ke/)

- Fill in your details as shown i.e. your Registration number and set a password.(Use a hyphen instead of backslash e.g. E00-9009-2080 )



MACHAKOS UNIVERSITY.

Registration/Employee Number

Password

Remember me?

Log in

Forgot your password ?  
Click [here](#) to reset your password.

Are you an Existing Student ? [Create an Account](#)

Click on 'create an account' option, below the login dialogue box.

2. Click create account.



Fill your account details:



Registration Number: Enter your admission number.



Password: Set your own password.



Confirm Password: Confirm the password you set.



## MACHAKOS UNIVERSITY.


Create a new account.

Note: Will be required to reset your password if you forget.

ERROR for site owner:  
Invalid domain for site key

[Back](#)

3. Submit the details: Click on submit
4. You will receive a message that your account has been created successfully.



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INFO! Account created successfully.

Remember me?

[Log in](#)

Forgot your password ?  
Click [here](#) to reset your password.

Are you an Existing Student ? [Create an Account](#)

5. You can now proceed to log in to your account.