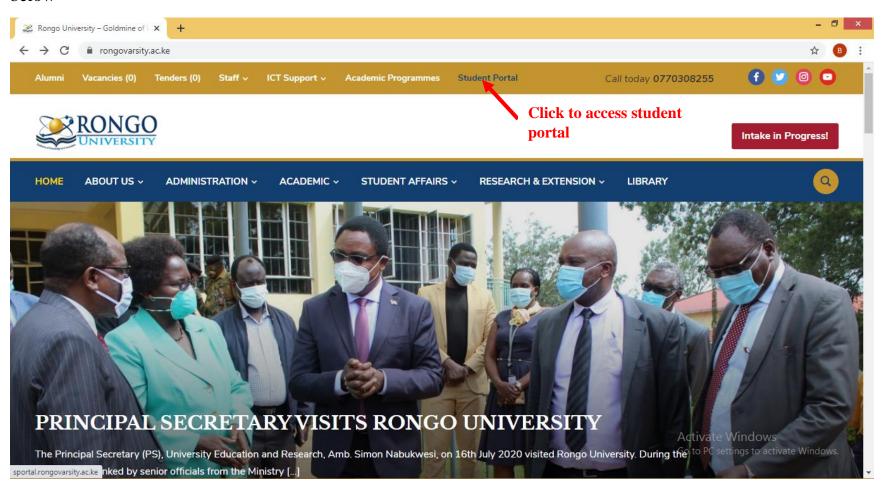


#### ONLINE SELF-REGISTRATION PROCEDURE

**STEP 1:** Go to the Rongo University website <u>www.rongovarsity.ac.ke</u> and click on the student portal as shown below



**STEP 2:** Once the login page for the student portal has fully loaded, use your admission number (student number provided by Rongo University) both as student number and password to login.

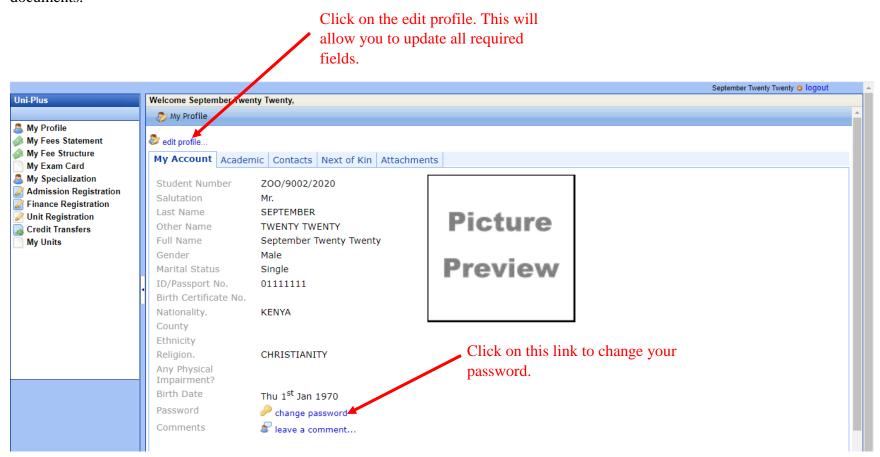
**NOTE:** Kindly note that the login credentials (Admission number) is case sensitive. Key it in as provided by the university i.e. in upper case or capital

Rongo University Students Portal

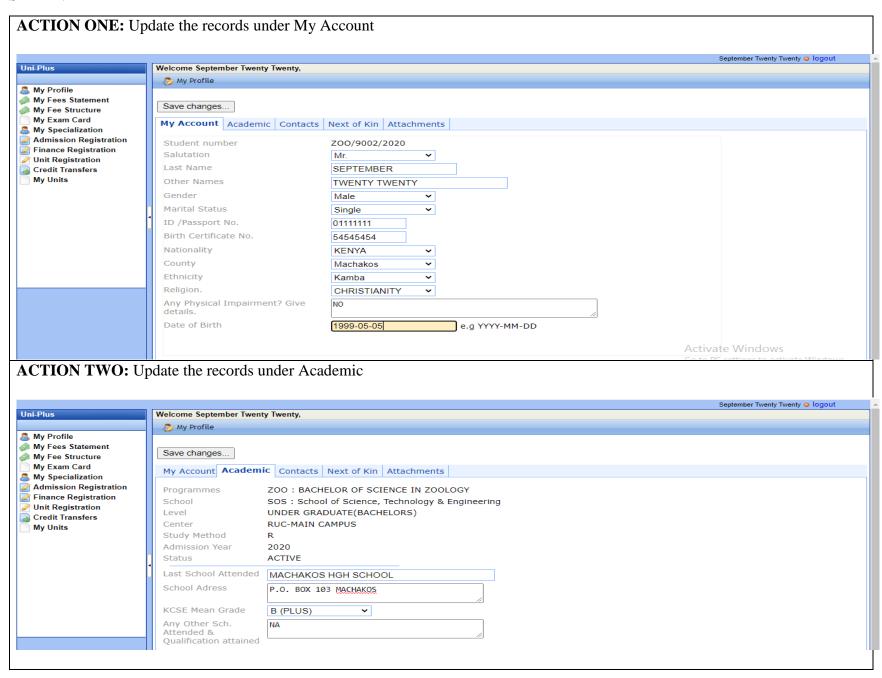


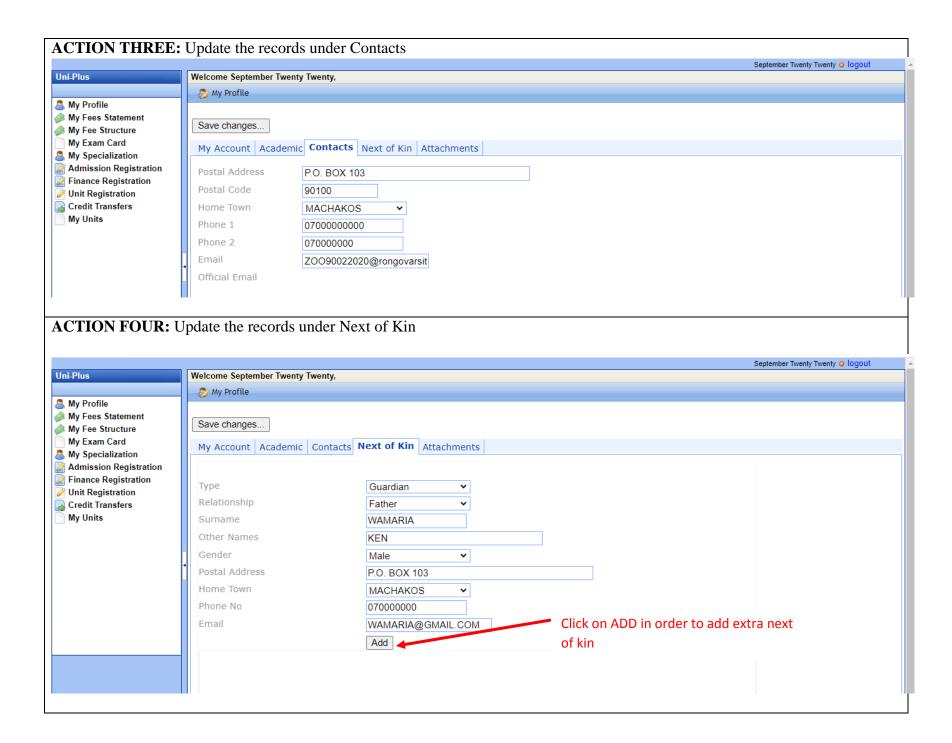
Insert your admission number as the student number and password as shown below then click on the login button

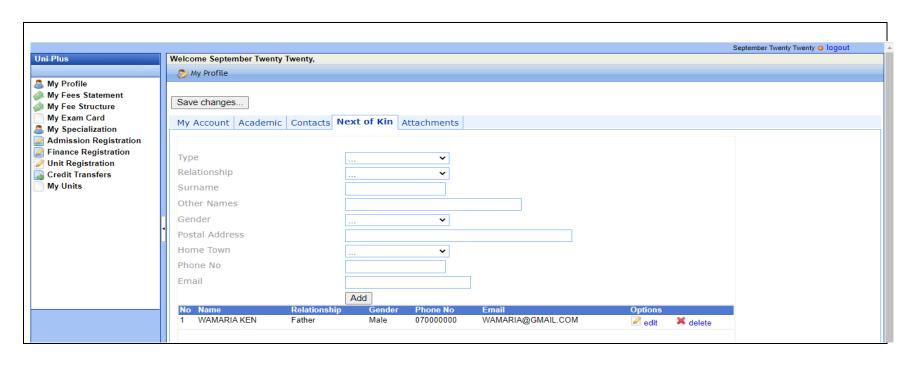
**STEP 3:** After successful login, click on the edit profile to update your records as shown below. Kindly update all the fields under the following tabs, My Account, Academic, Contacts, Next of kin and attachments. Scan your documents and Upload all the required documents.

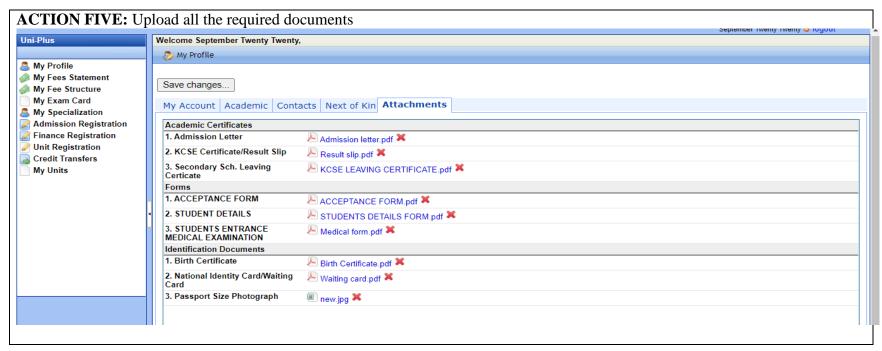


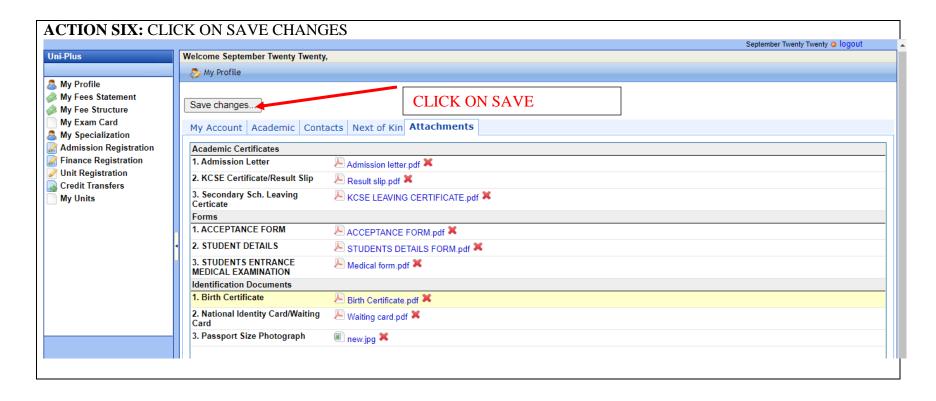
#### **STEP 4:**



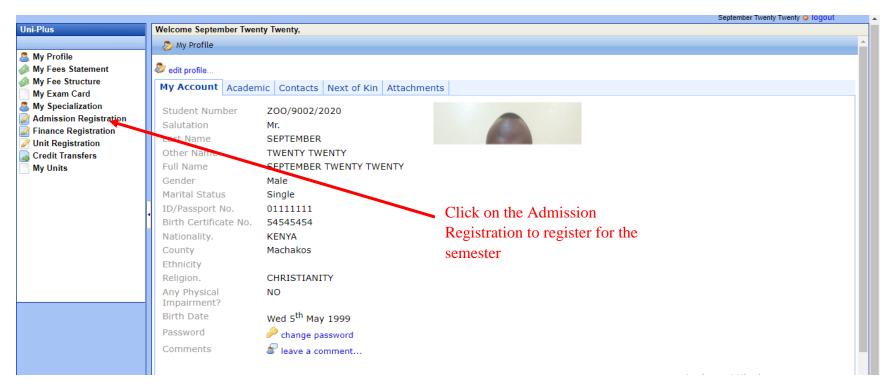




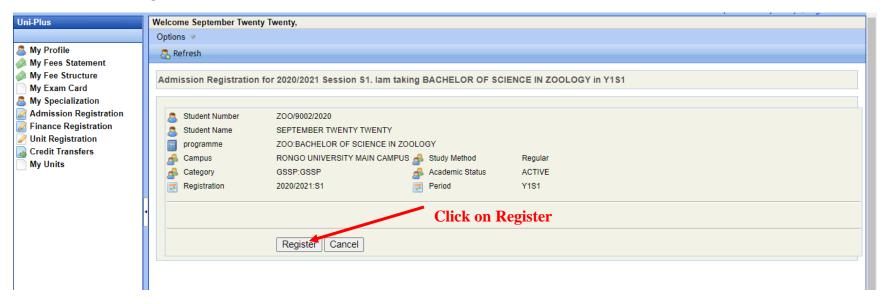




**STEP 5:** After updating and saving all the details, click on the admission registration tab as shown on the next page.



STEP 6: Click on register



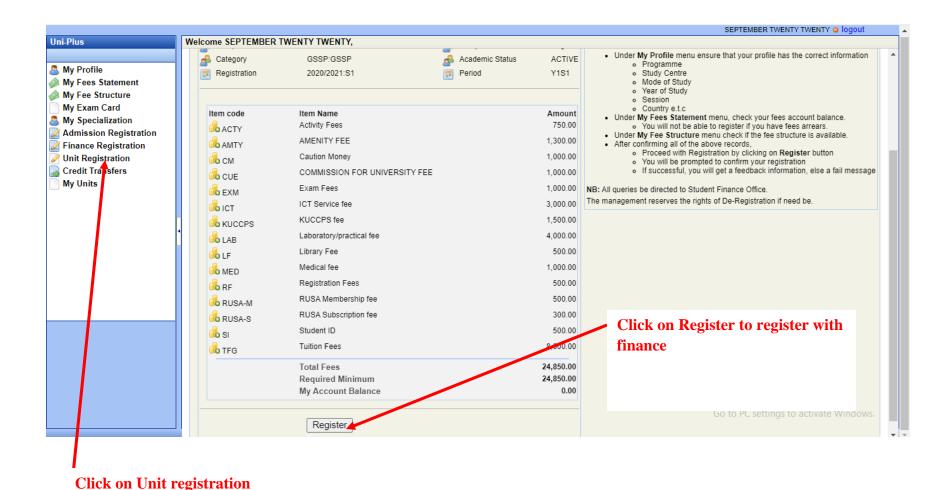
## Successful admission registration



**STEP 7:** Click on Finance Registration to register at finance.

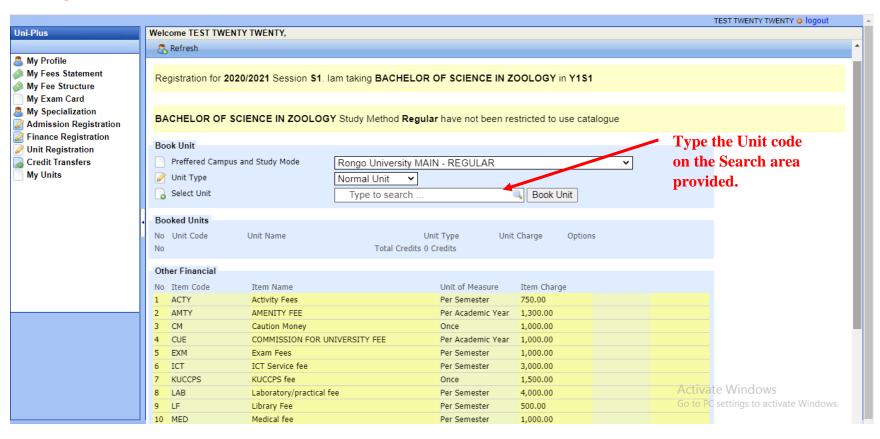
Kindly note that finance registration is based on 100% fees payment. Upon payment of fees, the student will be able to do finance registration.

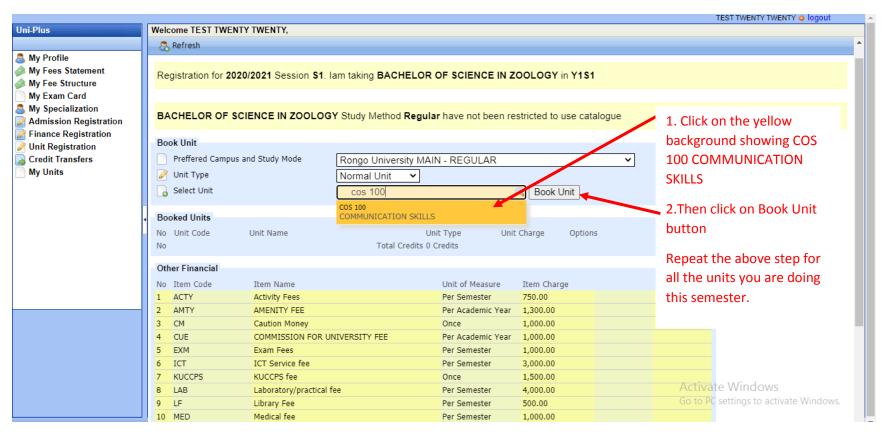
Although the student will able to view the fees structure



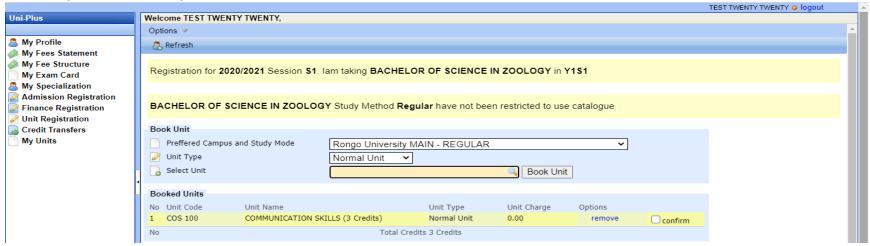
After successful finance registration, click on the unit registration to register for this semester units.

## **Unit Registration interface**

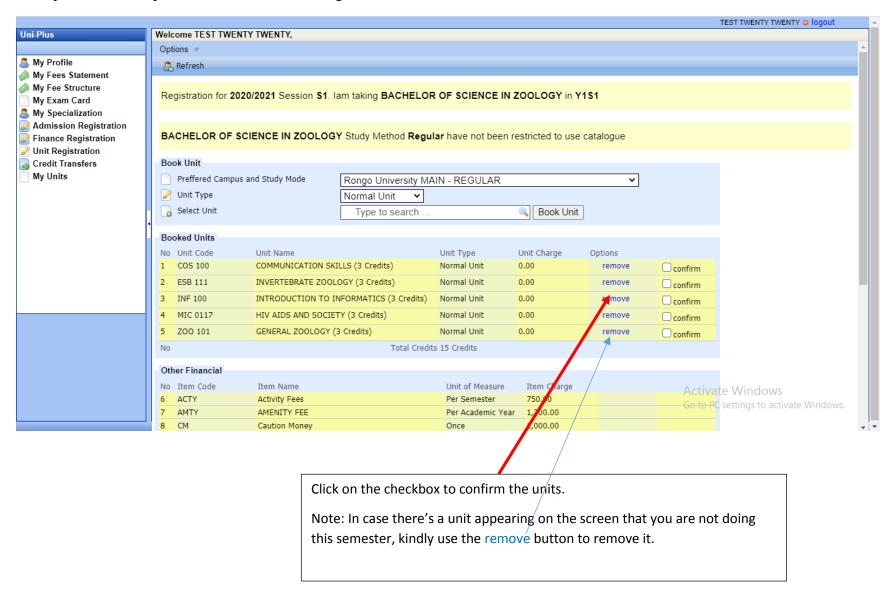




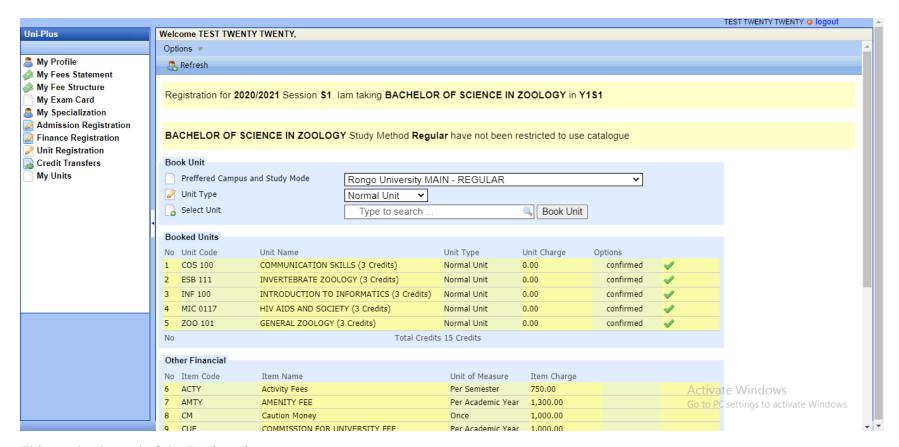
### N/B: Only book the units you are to take this semester.



Example: The below picture shows a student doing five units this semester



**NOTE:** After booking all the required units this semester, click on the checkbox to confirm the units as shown below. This marks the completion of the registration process.



This marks the end of the Registration process.

For support kindly contact the following:

#### **Admissions office**

a. Mr. Ibrahim Olang - Telephone no. 0725 907 267 or 0792 927 657

b. Mr. Collins Nyakundi
c. Ms. Philomena Kiluku
Telephone no. 0790 130 248
Telephone no. 0700 616 151

# STUDENT FINANCE OFFICE (SCHOOL ACCOUNTANT)

S/no.	School Accountant	Name	Telephone number
1	SCHOOL OF INFORMATION,	Mr. Victor Otieno	0717 262 071
	COMMUNICATION AND MEDIA		
	STUDIES		
2	SCHOOL OF ARTS & SOCIAL	Ms. Grace Achieng	0706 793 945
	SCIENCES		
3	SCHOOL OF AGRICULTURE,	Mr. Kepha Owuor	0722 558 632
	NATURAL RESOURCES AND		
	ENVIRONMENTAL STUDIES		
4	SCHOOL OF EDUCATION	Ms. Josphine Awino	0710 952 019
5	SCHOOL OF BUSINESS AND	Mr. Charles Sudhe	0720 034 371
	HUMAN RESOURCE DEVELOPMENT		
6	SCHOOL OF SCIENCE,	Mr. Dennis Ombati	0796 572424
	TECHNOLOGY AND ENGINEERING		

## SCHOOL ADMINISTRATORS

S/no.	School Administrator	Name	Telephone number
1	SCHOOL OF INFORMATION,	Ms. Jane Nyachwo	0710 739 145
	COMMUNICATION AND MEDIA	, and the second	
	STUDIES		
2	SCHOOL OF ARTS & SOCIAL	Mr. Jerry Rawlings Opande	0711 429 114
	SCIENCES	, , ,	
3	SCHOOL OF AGRICULTURE,	Mr. Brian Vonyoli	0721 353 544
	NATURAL RESOURCES AND	·	
	ENVIRONMENTAL STUDIES		
4	SCHOOL OF EDUCATION	Mr. Brian Otieno	0721 356 917
5	SCHOOL OF BUSINESS AND	Mr. Kennedy Oyier	0727 484 794
	HUMAN RESOURCE DEVELOPMENT		
6	SCHOOL OF SCIENCE,	Ms. Maureen Mwende	0728 953 430
	TECHNOLOGY AND ENGINEERING		