



ONLINE SELF-REGISTRATION PROCEDURE

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

The screenshot shows the Rongo University website. The browser address bar displays 'rongovarsity.ac.ke'. The top navigation bar includes links for 'Alumni', 'Vacancies (0)', 'Tenders (0)', 'Staff', 'ICT Support', 'Academic Programmes', and 'Student Portal'. A red arrow points to the 'Student Portal' link with the text 'Click to access student portal'. To the right of the navigation bar is a 'Call today 0770308255' and social media icons. Below the navigation bar is a dark blue header with links for 'HOME', 'ABOUT US', 'ADMINISTRATION', 'ACADEMIC', 'STUDENT AFFAIRS', 'RESEARCH & EXTENSION', and 'LIBRARY'. A large banner image shows a group of people, including the Principal Secretary, wearing face masks. The text 'PRINCIPAL SECRETARY VISITS RONGO UNIVERSITY' is overlaid on the banner. Below the banner, a paragraph reads: 'The Principal Secretary (PS), University Education and Research, Amb. Simon Nabukwesi, on 16th July 2020 visited Rongo University. During the visit, he was accompanied by senior officials from the Ministry [...]'.

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



Student Number
ZOO/9002/2020

Password

Log In

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.

Click on the edit profile. This will allow you to update all required fields.

The screenshot shows the Uni-Plus user interface. On the left is a sidebar with navigation links: My Profile, My Fees Statement, My Fee Structure, My Exam Card, My Specialization, Admission Registration, Finance Registration, Unit Registration, Credit Transfers, and My Units. The main content area is titled 'Welcome September Twenty Twenty,' and features a 'My Profile' section with an 'edit profile...' link. Below this are tabs for 'My Account', 'Academic', 'Contacts', 'Next of Kin', and 'Attachments'. The 'My Account' tab is active, displaying a list of personal details. A 'Picture Preview' box is visible next to the details. At the bottom of the details list, there are links for 'change password' and 'leave a comment...'. Two red arrows provide instructions: one points to the 'edit profile...' link, and the other points to the 'change password' link.

Student Number	ZOO/9002/2020
Salutation	Mr.
Last Name	SEPTEMBER
Other Name	TWENTY TWENTY
Full Name	September Twenty Twenty
Gender	Male
Marital Status	Single
ID/Passport No.	01111111
Birth Certificate No.	
Nationality.	KENYA
County	
Ethnicity	
Religion.	CHRISTIANITY
Any Physical Impairment?	
Birth Date	Thu 1 st Jan 1970
Password	change password
Comments	leave a comment...

Click on this link to change your password.

STEP 4:

ACTION ONE: Update the records under My Account

September Twenty Twenty [logout](#)

Uni-Plus

Welcome September Twenty Twenty.

My Profile

Save changes...

My Account Academic Contacts Next of Kin Attachments

Student number ZOO/9002/2020

Salutation Mr.

Last Name SEPTEMBER

Other Names TWENTY TWENTY

Gender Male

Marital Status Single

ID /Passport No. 01111111

Birth Certificate No. 54545454

Nationality KENYA

County Machakos

Ethnicity Kamba

Religion. CHRISTIANITY

Any Physical Impairment? Give details. NO

Date of Birth 1999-05-05 e.g YYYY-MM-DD

Activate Windows
Go to PC settings to activate Windows

ACTION TWO: Update the records under Academic

September Twenty Twenty [logout](#)

Uni-Plus

Welcome September Twenty Twenty.

My Profile

Save changes...

My Account Academic Contacts Next of Kin Attachments

Programmes ZOO : BACHELOR OF SCIENCE IN ZOOLOGY

School SOS : School of Science, Technology & Engineering

Level UNDER GRADUATE(BACHELORS)

Center RUC-MAIN CAMPUS

Study Method R

Admission Year 2020

Status ACTIVE

Last School Attended MACHAKOS HGH SCHOOL

School Address P.O. BOX 103 MACHAKOS

KCSE Mean Grade B (PLUS)

Any Other Sch. Attended & Qualification attained NA

ACTION THREE: Update the records under Contacts

September Twenty Twenty [logout](#)

Uni-Plus

Welcome September Twenty Twenty,

[My Profile](#)

Save changes...

My Account Academic **Contacts** Next of Kin Attachments

Postal Address P.O. BOX 103

Postal Code 90100

Home Town MACHAKOS

Phone 1 0700000000

Phone 2 0700000000

Email ZOO90022020@rongovarsit

Official Email

ACTION FOUR: Update the records under Next of Kin

September Twenty Twenty [logout](#)

Uni-Plus

Welcome September Twenty Twenty,

[My Profile](#)

Save changes...

My Account Academic Contacts **Next of Kin** Attachments

Type Guardian

Relationship Father

Surname WAMARIA

Other Names KEN

Gender Male

Postal Address P.O. BOX 103

Home Town MACHAKOS

Phone No 0700000000

Email WAMARIA@GMAIL.COM

Add

Click on ADD in order to add extra next of kin

Uni-Plus

- My Profile
- My Fees Statement
- My Fee Structure
- My Exam Card
- My Specialization
- Admission Registration
- Finance Registration
- Unit Registration
- Credit Transfers
- My Units

September Twenty Twenty [logout](#)

Welcome September Twenty Twenty.

My Profile

Save changes...

My Account
Academic
Contacts
Next of Kin
Attachments

Type

Relationship

Surname

Other Names

Gender

Postal Address

Home Town

Phone No

Email

Add

No	Name	Relationship	Gender	Phone No	Email	Options
1	WAMARIA KEN	Father	Male	070000000	WAMARIA@GMAIL.COM	edit delete

ACTION FIVE: Upload all the required documents

Uni-Plus

- My Profile
- My Fees Statement
- My Fee Structure
- My Exam Card
- My Specialization
- Admission Registration
- Finance Registration
- Unit Registration
- Credit Transfers
- My Units

September Twenty Twenty [logout](#)

Welcome September Twenty Twenty.

My Profile

Save changes...

My Account
Academic
Contacts
Next of Kin
Attachments

Academic Certificates

1. Admission Letter

2. KCSE Certificate/Result Slip

3. Secondary Sch. Leaving Certificate

Forms

1. ACCEPTANCE FORM

2. STUDENT DETAILS

3. STUDENTS ENTRANCE MEDICAL EXAMINATION

Identification Documents

1. Birth Certificate

2. National Identity Card/Waiting Card

3. Passport Size Photograph

Admission letter.pdf

Result slip.pdf

KCSE LEAVING CERTIFICATE.pdf

ACCEPTANCE FORM.pdf

STUDENTS DETAILS FORM.pdf

Medical form.pdf

Birth Certificate.pdf

Waiting card.pdf

new.jpg

ACTION SIX: CLICK ON SAVE CHANGES

September Twenty Twenty [logout](#)

Uni-Plus

- My Profile
- My Fees Statement
- My Fee Structure
- My Exam Card
- My Specialization
- Admission Registration
- Finance Registration
- Unit Registration
- Credit Transfers
- My Units

Welcome September Twenty Twenty,

My Profile

Save changes...

CLICK ON SAVE

My Account | Academic | Contacts | Next of Kin | **Attachments**

Academic Certificates

1. Admission Letter	Admission letter.pdf ✖
2. KCSE Certificate/Result Slip	Result slip.pdf ✖
3. Secondary Sch. Leaving Certificate	KCSE LEAVING CERTIFICATE.pdf ✖

Forms

1. ACCEPTANCE FORM	ACCEPTANCE FORM.pdf ✖
2. STUDENT DETAILS	STUDENTS DETAILS FORM.pdf ✖
3. STUDENTS ENTRANCE MEDICAL EXAMINATION	Medical form.pdf ✖

Identification Documents

1. Birth Certificate	Birth Certificate.pdf ✖
2. National Identity Card/Waiting Card	Waiting card.pdf ✖
3. Passport Size Photograph	new.jpg ✖

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

September Twenty Twenty [logout](#)

Uni-Plus

Welcome September Twenty Twenty.

[My Profile](#)

[edit profile...](#)

My Account | [Academic](#) | [Contacts](#) | [Next of Kin](#) | [Attachments](#)

Student Number: ZOO/9002/2020

Salutation: Mr.

Last Name: SEPTEMBER

Other Name: TWENTY TWENTY

Full Name: SEPTEMBER TWENTY TWENTY

Gender: Male

Marital Status: Single

ID/Passport No.: 01111111

Birth Certificate No.: 54545454

Nationality: KENYA

County: Machakos

Ethnicity:

Religion: CHRISTIANITY

Any Physical Impairment?: NO

Birth Date: Wed 5th May 1999

Password: [change password](#)

Comments: [leave a comment...](#)

Click on the Admission Registration to register for the semester

STEP 6: Click on register

Uni-Plus

Welcome September Twenty Twenty.

[Options](#)

[Refresh](#)

Admission Registration for 2020/2021 Session S1. I am taking BACHELOR OF SCIENCE IN ZOOLOGY in Y1S1

Student Number: ZOO/9002/2020

Student Name: SEPTEMBER TWENTY TWENTY

programme: ZOO:BACHELOR OF SCIENCE IN ZOOLOGY

Campus: RONGO UNIVERSITY MAIN CAMPUS

Category: GSSP:GSSP

Registration: 2020/2021:S1

Study Method: Regular

Academic Status: ACTIVE

Period: Y1S1

Click on Register

[Register](#) [Cancel](#)

Successful admission registration

The screenshot displays the Uni-Plus student portal interface. On the left, a sidebar menu lists various student services, with 'Finance Registration' highlighted by a red arrow. The main content area shows a confirmation message for admission registration, followed by a table of student details.

Uni-Plus

Welcome September Twenty Twenty,

Options ▾

Refresh

Admission Registration

Your Admission Registration successfull. Proceed to Finance Registration.

Admission Registration for 2020/2021 Set September Twenty Twenty BACHELOR OF SCIENCE IN ZOOLOGY in Y1S1

Student Number	ZOO/9002/2020
Student Name	SEPTEMBER TWENTY TWENTY
programme	ZOO:BACHELOR OF SCIENCE IN ZOOLOGY
Campus	RONGO UNIVERSITY MAIN CAMPUS
Study Method	Regular
Category	GSSP:GSSP
Academic Status	ACTIVE
Registration	2020/2021:S1
Period	Y1S1

Admissions Registered Cancel

Finance 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 be able to view the fees structure

SEPTMBER TWENTY TWENTY [logout](#)

Uni-Plus

- My Profile
- My Fees Statement
- My Fee Structure
- My Exam Card
- My Specialization
- Admission Registration
- Finance Registration
- Unit Registration
- Credit Transfers
- My Units

Welcome SEPTMBER TWENTY TWENTY,

Category	GSSP:GSSP	Academic Status	ACTIVE
Registration	2020/2021:S1	Period	Y1S1

Item code	Item Name	Amount
ACTY	Activity Fees	750.00
AMTY	AMENITY FEE	1,300.00
CM	Caution Money	1,000.00
CUE	COMMISSION FOR UNIVERSITY FEE	1,000.00
EXM	Exam Fees	1,000.00
ICT	ICT Service fee	3,000.00
KUCCPS	KUCCPS fee	1,500.00
LAB	Laboratory/practical fee	4,000.00
LF	Library Fee	500.00
MED	Medical fee	1,000.00
RF	Registration Fees	500.00
RUSA-M	RUSA Membership fee	500.00
RUSA-S	RUSA Subscription fee	300.00
SI	Student ID	500.00
TFG	Tuition Fees	8,000.00
Total Fees		24,850.00
Required Minimum		24,850.00
My Account Balance		0.00

[Register](#)

- Under **My Profile** menu ensure that your profile has the correct information
 - Programme
 - Study Centre
 - Mode of Study
 - Year of Study
 - Session
 - Country e.t.c
- Under **My Fees Statement** menu, check your fees account balance.
 - You will not be able to register if you have fees arrears.
- Under **My Fee Structure** menu check if the fee structure is available.
- After confirming all of the above records,
 - Proceed with Registration by clicking on **Register** button
 - You will be prompted to confirm your registration
 - If successful, you will get a feedback information, else a fail message

NB: All queries be directed to Student Finance Office.
The management reserves the rights of De-Registration if need be.

Go to PC settings to activate Windows.

Click on Unit registration

Click on Register to register with finance

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

Unit Registration interface

Uni-Plus

My Profile

My Fees Statement

My Fee Structure

My Exam Card

My Specialization

Admission Registration

Finance Registration

Unit Registration

Credit Transfers

My Units

TEST TWENTY TWENTY [logout](#)

Welcome TEST TWENTY TWENTY,
[Refresh](#)

Registration for 2020/2021 Session S1. I am taking **BACHELOR OF SCIENCE IN ZOOLOGY** in Y1S1

BACHELOR OF SCIENCE IN ZOOLOGY Study Method **Regular** have not been restricted to use catalogue

Book Unit

Preferred Campus and Study Mode

Rongo University MAIN - REGULAR

Unit Type

Normal Unit

Select Unit

Type to search ...

Book Unit

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	Options
No			Total Credits 0 Credits		

Other Financial

No	Item Code	Item Name	Unit of Measure	Item Charge
1	ACTY	Activity Fees	Per Semester	750.00
2	AMTY	AMENITY FEE	Per Academic Year	1,300.00
3	CM	Caution Money	Once	1,000.00
4	CUE	COMMISSION FOR UNIVERSITY FEE	Per Academic Year	1,000.00
5	EXM	Exam Fees	Per Semester	1,000.00
6	ICT	ICT Service fee	Per Semester	3,000.00
7	KUCCPS	KUCCPS fee	Once	1,500.00
8	LAB	Laboratory/practical fee	Per Semester	4,000.00
9	LF	Library Fee	Per Semester	500.00
10	MED	Medical fee	Per Semester	1,000.00

Type the Unit code on the Search area provided.

Activate Windows
Go to PC settings to activate Windows.

TEST TWENTY TWENTY [logout](#)

Welcome TEST TWENTY TWENTY,
[Refresh](#)

Registration for 2020/2021 Session S1. I am taking BACHELOR OF SCIENCE IN ZOOLOGY in Y1S1

BACHELOR OF SCIENCE IN ZOOLOGY Study Method Regular have not been restricted to use catalogue

Book Unit

☐ Preferred Campus and Study Mode: Rongo University MAIN - REGULAR
☐ Unit Type: Normal Unit
☐ Select Unit:

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	Options
No	No				
Total Credits 0 Credits					

Other Financial

No	Item Code	Item Name	Unit of Measure	Item Charge
1	ACTY	Activity Fees	Per Semester	750.00
2	AMTY	AMENITY FEE	Per Academic Year	1,300.00
3	CM	Caution Money	Once	1,000.00
4	CUE	COMMISSION FOR UNIVERSITY FEE	Per Academic Year	1,000.00
5	EXM	Exam Fees	Per Semester	1,000.00
6	ICT	ICT Service fee	Per Semester	3,000.00
7	KUCCPS	KUCCPS fee	Once	1,500.00
8	LAB	Laboratory/practical fee	Per Semester	4,000.00
9	LF	Library Fee	Per Semester	500.00
10	MED	Medical fee	Per Semester	1,000.00

1. Click on the yellow background showing COS 100 COMMUNICATION SKILLS

2. Then click on Book Unit button

Repeat the above step for all the units you are doing this semester.

Activate Windows
Go to PC settings to activate Windows.

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

TEST TWENTY TWENTY [logout](#)

Welcome TEST TWENTY TWENTY,
[Options](#)
[Refresh](#)

Registration for 2020/2021 Session S1. I am taking BACHELOR OF SCIENCE IN ZOOLOGY in Y1S1

BACHELOR OF SCIENCE IN ZOOLOGY Study Method Regular have not been restricted to use catalogue

Book Unit

☐ Preferred Campus and Study Mode: Rongo University MAIN - REGULAR
☐ Unit Type: Normal Unit
☐ Select Unit:

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	Options
1	COS 100	COMMUNICATION SKILLS (3 Credits)	Normal Unit	0.00	remove <input type="checkbox"/> confirm
No					
Total Credits 3 Credits					

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

TEST TWENTY TWENTY [logout](#)

Welcome TEST TWENTY TWENTY,

Options [Refresh](#)

Registration for 2020/2021 Session S1. I am taking BACHELOR OF SCIENCE IN ZOOLOGY in Y1S1

BACHELOR OF SCIENCE IN ZOOLOGY Study Method Regular have not been restricted to use catalogue

Book Unit

Preferred Campus and Study Mode: Rongo University MAIN - REGULAR

Unit Type: Normal Unit

Select Unit: [Book Unit](#)

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	Options
1	COS 100	COMMUNICATION SKILLS (3 Credits)	Normal Unit	0.00	remove <input type="checkbox"/> confirm
2	ESB 111	INVERTEBRATE ZOOLOGY (3 Credits)	Normal Unit	0.00	remove <input type="checkbox"/> confirm
3	INF 100	INTRODUCTION TO INFORMATICS (3 Credits)	Normal Unit	0.00	remove <input type="checkbox"/> confirm
4	MIC 0117	HIV AIDS AND SOCIETY (3 Credits)	Normal Unit	0.00	remove <input type="checkbox"/> confirm
5	ZOO 101	GENERAL ZOOLOGY (3 Credits)	Normal Unit	0.00	remove <input type="checkbox"/> confirm
Total Credits				15 Credits	

Other Financial

No	Item Code	Item Name	Unit of Measure	Item Charge
6	ACTY	Activity Fees	Per Semester	750.00
7	AMTY	AMENITY FEE	Per Academic Year	1,000.00
8	CM	Caution Money	Once	2,000.00

Activate Windows
Go to PC settings to activate Windows.

Click on the checkbox to confirm the units.

Note: In case there's a unit appearing on the screen that you are not doing this semester, kindly use the [remove](#) button to remove it.

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.

TEST TWENTY TWENTY [logout](#)

Uni-Plus

- My Profile
- My Fees Statement
- My Fee Structure
- My Exam Card
- My Specialization
- Admission Registration
- Finance Registration
- Unit Registration
- Credit Transfers
- My Units

Welcome TEST TWENTY TWENTY,

Options

Refresh

Registration for 2020/2021 Session S1. I am taking BACHELOR OF SCIENCE IN ZOOLOGY in Y1S1

BACHELOR OF SCIENCE IN ZOOLOGY Study Method Regular have not been restricted to use catalogue

Book Unit

Preferred Campus and Study Mode Rongo University MAIN - REGULAR

Unit Type Normal Unit

Select Unit

Booked Units

No	Unit Code	Unit Name	Unit Type	Unit Charge	Options
1	COS 100	COMMUNICATION SKILLS (3 Credits)	Normal Unit	0.00	confirmed
2	ESB 111	INVERTEBRATE ZOOLOGY (3 Credits)	Normal Unit	0.00	confirmed
3	INF 100	INTRODUCTION TO INFORMATICS (3 Credits)	Normal Unit	0.00	confirmed
4	MIC 0117	HIV AIDS AND SOCIETY (3 Credits)	Normal Unit	0.00	confirmed
5	ZOO 101	GENERAL ZOOLOGY (3 Credits)	Normal Unit	0.00	confirmed
No	Total Credits 15 Credits				

Other Financial

No	Item Code	Item Name	Unit of Measure	Item Charge
6	ACTY	Activity Fees	Per Semester	750.00
7	AMTY	AMENITY FEE	Per Academic Year	1,300.00
8	CM	Caution Money	Once	1,000.00
9	CIUF	COMMISSION FOR UNIVERSITY FEE	Per Academic Year	1,000.00

Activate Windows
Go to PC settings to activate Windows.

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 - Telephone no. 0790 130 248
- c. Ms. Philomena Kiluku - Telephone no. 0700 616 151

STUDENT FINANCE OFFICE (SCHOOL ACCOUNTANT)

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

SCHOOL ADMINISTRATORS

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