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.

Click to access student portal
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
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.

Click on this link to change your password.
STEP 4:

**ACTION ONE:** Update the records under My Account

**ACTION TWO:** Update the records under Academic
**ACTION THREE:** Update the records under Contacts

**ACTION FOUR:** Update the records under Next of Kin

Click on ADD in order to add extra next of kin
ACTION FIVE: Upload all the required documents
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

Click on the Admission Registration to register for the semester

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

Type the Unit code on the Search area provided.
N/B: Only book the units you are to take this semester.

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

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.
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)

<table>
<thead>
<tr>
<th>S/no.</th>
<th>School Accountant</th>
<th>Name</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SCHOOL OF INFORMATION, COMMUNICATION AND MEDIA STUDIES</td>
<td>Mr. Victor Otieno</td>
<td>0717 262 071</td>
</tr>
<tr>
<td>2</td>
<td>SCHOOL OF ARTS &amp; SOCIAL SCIENCES</td>
<td>Ms. Grace Achieng</td>
<td>0706 793 945</td>
</tr>
<tr>
<td>3</td>
<td>SCHOOL OF AGRICULTURE, NATURAL RESOURCES AND ENVIRONMENTAL STUDIES</td>
<td>Mr. Kepha Owuor</td>
<td>0722 558 632</td>
</tr>
<tr>
<td>4</td>
<td>SCHOOL OF EDUCATION</td>
<td>Ms. Josphine Awino</td>
<td>0710 952 019</td>
</tr>
<tr>
<td>5</td>
<td>SCHOOL OF BUSINESS AND HUMAN RESOURCE DEVELOPMENT</td>
<td>Mr. Charles Sudhe</td>
<td>0758 451 540</td>
</tr>
<tr>
<td>6</td>
<td>SCHOOL OF SCIENCE, TECHNOLOGY AND ENGINEERING</td>
<td>Mr. Dennis Ombati</td>
<td>0796 572424</td>
</tr>
</tbody>
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### SCHOOL ADMINISTRATORS

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>SCHOOL OF INFORMATION, COMMUNICATION AND MEDIA STUDIES</td>
<td>Ms. Jane Nyachwo</td>
<td>0710 739 145</td>
</tr>
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<td>2</td>
<td>SCHOOL OF ARTS &amp; SOCIAL SCIENCES</td>
<td>Mr. Jerry Rawlings Oparde</td>
<td>0711 429 114</td>
</tr>
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<td>3</td>
<td>SCHOOL OF AGRICULTURE, NATURAL RESOURCES AND ENVIRONMENTAL STUDIES</td>
<td>Mr. Brian Vonyoli</td>
<td>0721 353 544</td>
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<td>0727 484 794</td>
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<td>6</td>
<td>SCHOOL OF SCIENCE, TECHNOLOGY AND ENGINEERING</td>
<td>Ms. Maureen Mwende</td>
<td>0728 953 430</td>
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