

HOW TO ADMIT A NEW STUDENT ON ERP

Student Management<Student Admissions<Student Register<New<Create Student From

REFERENCE	STUDENT NO.	NAMES	PROGRAMME
A004182		Jecinta Otieno	BACHELOR OF EDUCATION SCIENCE

To admit a new student go to admissions then click on NEW

Click on **Create Student from**. It will take you to Applicants in Student Recruitment

Search the applicant by name or Number the click on **APPLY**

Highlight on the applicant the click on **SELECT**

NOTE: use the above stages if you captured applicants in the system.

If not, the click new and fill in the Details

Then,

Student Enrollment Profile (Edit Mode)

Student (Jecinta Otieno)

Personal Data | Academic/Work Background | Enrolment

Student No. EDS/00010/2018

Name(s) Jecinta Otieno

Gender Female Birth Date

Marital Status ID/Passport

Nationality Kenyan Domicile

Religion

County District

Constituency SubCounty

Postal Address

Student Type GSSP

Financial Aid SELF SPN

Email address

Academic/Work Background

Student No. EDS/00010/2018

Student Name Jecinta Otieno

Programme BACHELOR OF EDUCATION SCIENCE

Department CURRICULUM AND INSTRUCTIONAL TECHNOLOGY

School/Faculty FACULTY OF EDUCATION AND SOCIAL SCIENCES

Class Code EDS/J18A

Event/Reason New Student

A total of 1 invoice(s) were generated.

OK

Save & Continue

After Creating from applicant, the fill in the remainder details

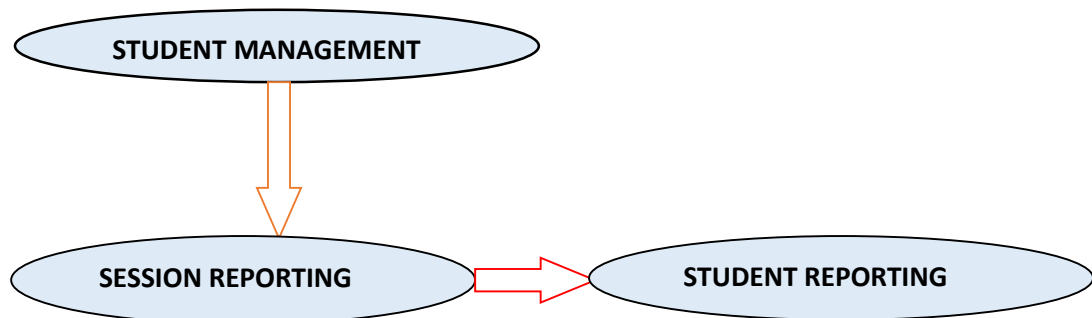
Then click on **SAVE&CONTINUE** then click on the **add button** to fill the student enrollment profile

Then pick the Class Code from a drop down arrow, Select the event as **New Student**

Pick the Stay status and the student status

Then **SAVE**

Re Admission / Session Reporting continuing Students on the System



Student Reporting

STUDENT NO.	NAMES	GENDER	STUDENT TYPE	PROGRAMME	CURRICULUM	
1	EDS/00010/2018	Jecinta Otieno	Female	GSSP	BACHELOR OF EDUCATION SCIENCE	CURRICULUM
2	EDS/0138/14	Abdalla Kasim Andulu	Male	GSSP	BACHELOR OF EDUCATION SCIENCE	CURRICULUM

Student Reporting

Student No.

Names: WABWIRE MWANAISHA
Gender: FEMALE Student Type: GSSP

A total of 1 invoice(s) were generated.

Campus: MWARI CAMPUS
Session: SEMESTER 2 2017/2018 (YEAR 4, SEMESTER 2)
Date: 16 March 2018 Status: Active
Class: BAB/S14/M Stay: NON RESIDENT

Include old
Date(s)
Stud. No.
Name(s)
Gender
Class
Session
Stay Status
Study Year

Study Mode: [Not Specified]
Campus: [Not Specified]
Student Type: [Not Specified]

To report a continuing student click on the **NEW**

Then either key in the student number then click on **GO**

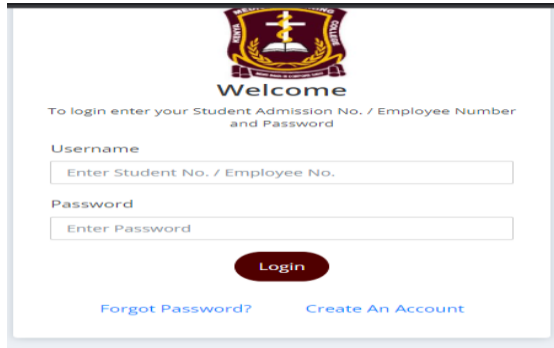
Or Click on the search beside the **GO** then filter for the student

Finally click on **SAVE**

NOTE: This can only be successful if the cohort planner is set

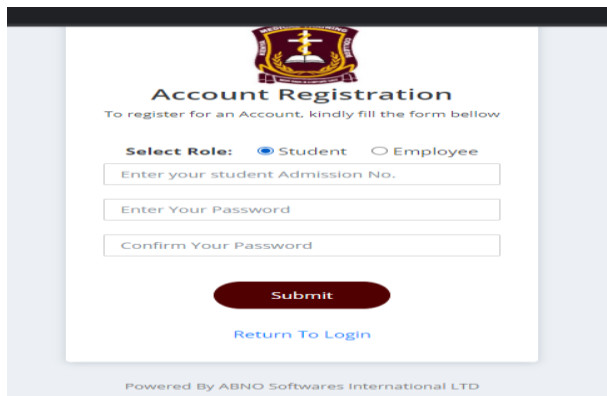
ONLINE PORTAL REGISTRATION AND OWN REPORTING

1. Open the link <https://portal.kmtc.ac.ke>
2. If you already have an account, enter **Registration No** and **password** and click **LOGIN**

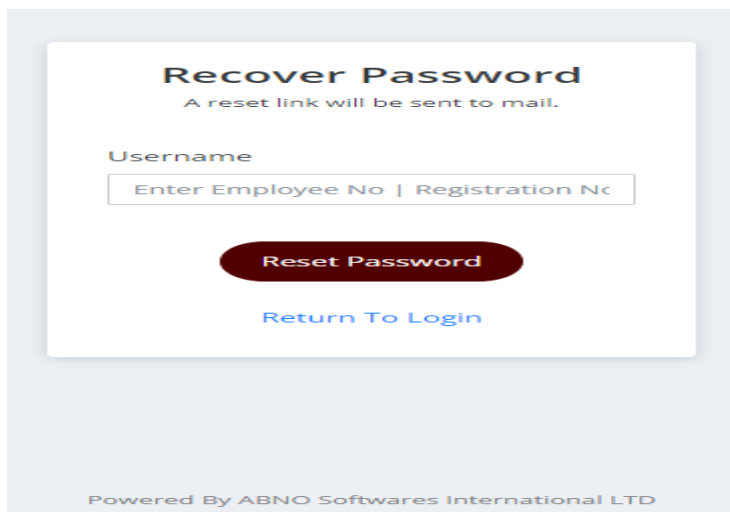


3. If you have never created an account click <https://portal.kmtc.ac.ke/login/register> OR [Create an Account](#) at the bottom of Login window.

Click on Create account > Select role (Student) > Enter Student Number > Password and Confirm password > Submit.



4. If you forgot your password, click [Forgot Password?](#) Enter Student number and Click **Reset Password.**

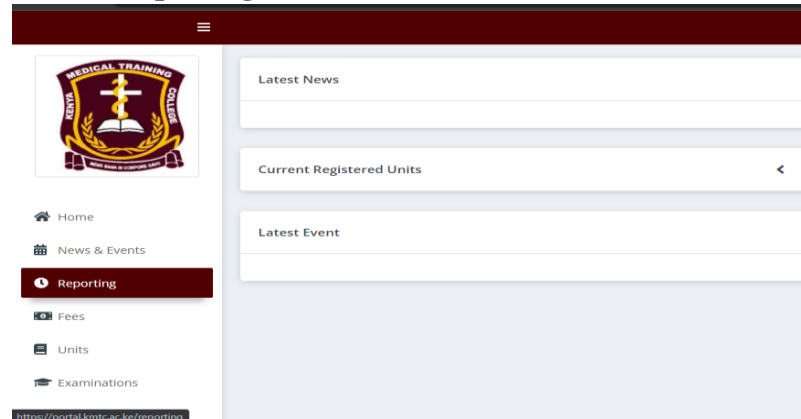


Only students who are captured into the ERP are able to Create Account

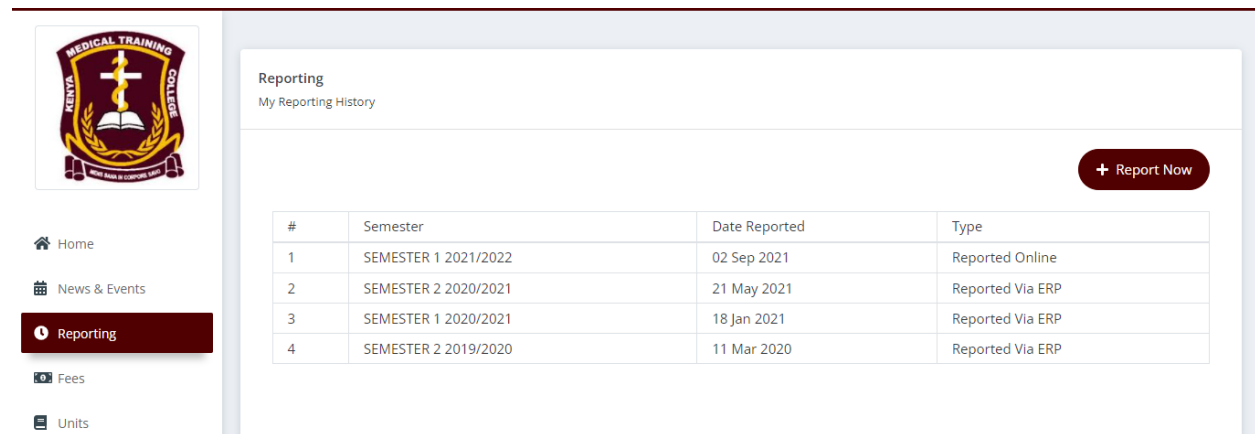
STUDENT OWN REPORTING FOR A NEW SESSION (Next Semester)

Login to Student Account on the [Student Portal](#)

1. Access the **Reporting** Tab on the Left Menu.



2. Click on **Report Now** and **Click Save**



NOTE:

- If you are using a smart phone (click some **faint gray lines** slightly above your name to get the menu),
- If you are using computer access, menu options on the left side of the browser window

STUDENTS MUST REPORT FOR A NEW SESSION EVERY SEMESTER (Within 7 days of opening)