### HOW TO ADMIT A NEW STUDENT ON ERP

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

Audante (Annie ante 1 int					To admit a new student go to
counce Appresins chi					admissions then click on NEW
REFERENCE	STUDENT NO.	Incipita Officiala	PROGRAMME		
1004132		Jeans deno	EAGED A OF EAGE TEAT SCENE F		Click on Create Student from. I 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
•				Sendar Artists	
Include old students	i.	€AI OCu	rent Students only OApplicants only	E pets	NOTE: use the above stages if you captured applicants in the
Name Jecinta Oti	eno				system.
Stud. No.			Apply Select Exit	(2) C	If not the click new and fill in
Programme				1	the Details
Sub Count				5	ut
	and the second se				

# Then,

emic/Work Background /00010/2018	Enroiment Stu	ident Name	Jecinta Otieno	containd or clotaile
/00010/2018				remainder deraits
	Pro	gramme	BACHELOR OF EDUCATION SCIENCE	
Name(s) Jecinta Otieno		partment	CURRICULUM AND INSTRUCTIONAL TECHNOLOGY	Then click on
ule 🔛	Birth Date Sch	nool/Faculty	FACULTY OF EDUCATION AND SOCIAL SCIENCES	SAVE&CONTINUE then
yan 🖂	Domicile			click on the add button
	Religion Cla	ns Code	EDS/J18/M	to fill the student
2	District Eve	nt/Reason	New Student	enrollment profile
	otal of 1 invoice	(s) were ge QK (8 s)	d Date 🕅 3/16/2018	Then pick the Class Coo from a drop down arrow
BACHELOR OF EDUCA	ncy Contacts Add	itional Info	Save Dat	Student Pick the Stay status and
	There are no i	terns to show	Briegh	Then SAVE
p i	an V SPT A th Clanguage (Emerge BACHELOR OF EDUCA	an Domicile Sel an Domicile Religion Cla Religion Cla SubCounty Event SubCounty Contacts A total of 1 invoice Clanguage Emergency Contacts BACHELOR OF EDUCATION SCIENC There are no l		School/Faculty FACULTY OF EDUCATION AND SOCIAL SCIENCES      IDIFESTION     School/Faculty FACULTY OF EDUCATION AND SOCIAL SCIENCES      IDIFESTION     School/Faculty FACULTY OF EDUCATION AND SOCIAL SCIENCES      Class Code     EDSUISM     Event/Reason     New Student      Class Code     EDSUISM     Event/Reason     New Student      Subcounty      A total of 1 invoice(s) were generated.      Subcounty      Class Code     EDSUISM     Event/Reason     New Student      Subcounty      Class Code     EDSUISM     Event/Reason     New Student      Subcounty      Class Code     EDSUISM     Event/Reason     New Student      Subcounty      There are no items to show.      Event     There are no items to show.      Event

# Re Admission / Session Reporting continuing Students on the System



	STUDENT NO.	NAMES	GENDER	STUDENT TYPE	PRO	GRAMME 3		To report a
1 ED	S/00010/2018	Jecinta Otieno	Female	GSSP	BACHELOR OF EDUC	ATION SCIENCE	CURRICL	continuing student
2 ED	S/0138/14	Abdalla Kasim Andulu	Male	GSSP	BACHELOR OF EDUC	ATION SCIENCE	CURRICL	
	Student Repo	Student No. BAB/00	64/14	G	i0			Click off me New
			Names N	NABWIRE MWANAISH	A			the student number
			Gender F	EMALE	Student Type GSSP			then click on GO
					DE	BIOTECHNOLOGY		
¢		1 A total	of 1 invoice(s)	K [10 s]			2	Search beside the
<	e old		Campus Session S	K [10 s] MAIN CAMPUS SEMESTER 2 2017/2018	[YEAR 4, SEMESTER 2]		2	Or Click on the search beside the GO then filter for the student
< include Date(s)	e old		Campus Session Date	K [10 s] MAIN CAMPUS SEMESTER 2 2017/2018	[YEAR 4, SEMESTER 2] Status Active	Đ	2 Edit	or Click on the search beside the GO then filter for the student
< include Date(s) Stud. No	e old		Campus Session Class Elass Class Class	K [10 s] MAIN CAMPOS SEMESTER 2 2017/2018 16 March 2018 SAB/S14/M	(YEAR 4, SEMESTER 2) Status Active Stay NON F	RESIDENT	2 Edit ting	Or Click on the search beside the GO then filter for the student Finally click on
< include Date(s) Stud. No Name(s) Gender	e old b. Update St	udent Enrolment	Campus Session S Date 1 Class E	K [10 s] Main CAMPUS EMESTER 2 2017/2018 I6 March 2018 SAB/S14/M	[YEAR 4, SEMESTER 2] Status Active Stay NON F Staye	RESIDENT Exit	2 Edit ting	Finally click on the source of the search beside the GO then filter for the student
Include Date(s) Stud. No Name(s) Gender Class	e old	udent Enrolment	Campus Session S Date 1 Class E	K [10 s] Main CAMPUS EMESTER 2 2017/2018 6 March 2018 8AB/514/M	(YEAR 4, SEMESTER 2) Status Active Stay NON F Save Save	ERESIDENT Evit	2 Edit bing t	Finally click on SAVE NOTE: This can only
Include Date(s) Stud. No Name(s) Gender Class Session	oid Update St	udent Enrolment Study Mode Campus	Campus Session S Date 1 Class E [Not Specified] [Not Specified]	K [10 s] Maint CAMPUS EMESTER 2 2017/2018 BAB/S14/M	(YEAR 4, SEMESTER 2) Status Active Stay NON F Save Save Save	RESIDENT Exit Import Report	2 Edit ting t Print *	Finally click on SAVE NOTE: This can only be succesful if the
Include Date(s) Stud. No Name(s) Gender Class Session Stay Sta	cold Update St	udent Enrolment Study Mode Campus Student Type	Campus Session S Date 1 Class E [Not Specified] [Not Specified] [Not Specified]	K [10 s] Maint CAMPUS REMESTER 2 2017/2018 BAB/S14/M	(YEAR 4, SEMESTER 2) Status Active Stay NON F Save Save Sync	RESIDENT Exit Import Report Invoices	2 Edit ting t Print ¥ Exit	Finally click on SAVE NOTE: This can only be succesful if the cohort planner is set

## ONLINE PORTAL REGISTRATION AND OWN REPORTING

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

semane	
Enter Student No. / Employee No.	
assword	
Enter Password	

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

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

register for an	Account, kindly fill the fo	on orm bellov
Select Role:	● Student O Em	nployee
Enter your stud	dent Admission No.	
Enter Your Pas	sword	
Confirm Your F	Password	
F	Submit Return To Login	

4. If you forgot your password, click <u>Forgot Password?</u> Enter Student number and Click **Reset Password.** 

	A reset link will be sent to mail.
User	name
Ent	ter Employee No   Registration No
	Return To Login

#### 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.

≡		
Manual TRANSING	Latest News	
	Current Registered Units	<
🖀 Home	Latest Event	
🛗 News & Events		
Reporting		
. Fees		
Units		
🕿 Examinations		
https://portal.kmtc.ac.ke/reporting		

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

THE DECAL TRANSPORT	<b>Reporting</b> My Reportin	g History		+ Report Now
	#	Semester	Date Reported	Туре
A Home	1	SEMESTER 1 2021/2022	02 Sep 2021	Reported Online
News & Events	2	SEMESTER 2 2020/2021	21 May 2021	Reported Via ERP
<b>A a u</b>	3	SEMESTER 1 2020/2021	18 Jan 2021	Reported Via ERP
• Reporting	4	SEMESTER 2 2019/2020	11 Mar 2020	Reported Via ERP
• Fees				
Units				

#### 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 <u>MUST</u> REPORT FOR A NEW SESSION EVERY SEMESTER (Within 7 days of opening)