



St. Paul's University

ICT DEPARTMENT

Student Portal First time online activation

Other available User Manuals are:

Turn-it-in Instructors manual.

Turn-it-in Students manual.

Turn-it-in how to reset my password.

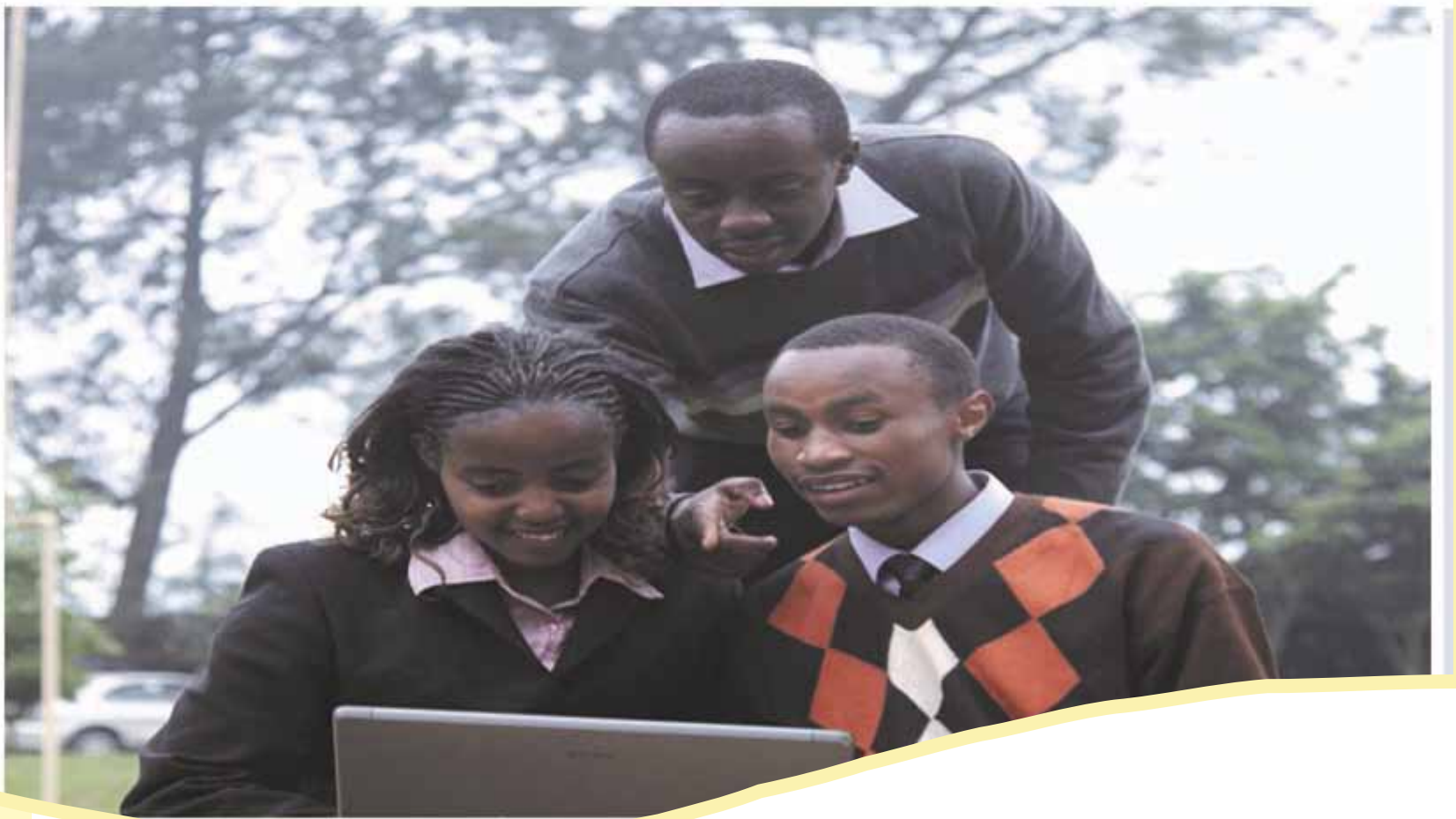
How to set up a recovery email address.

How to book or drop units.

How to view your exam results.

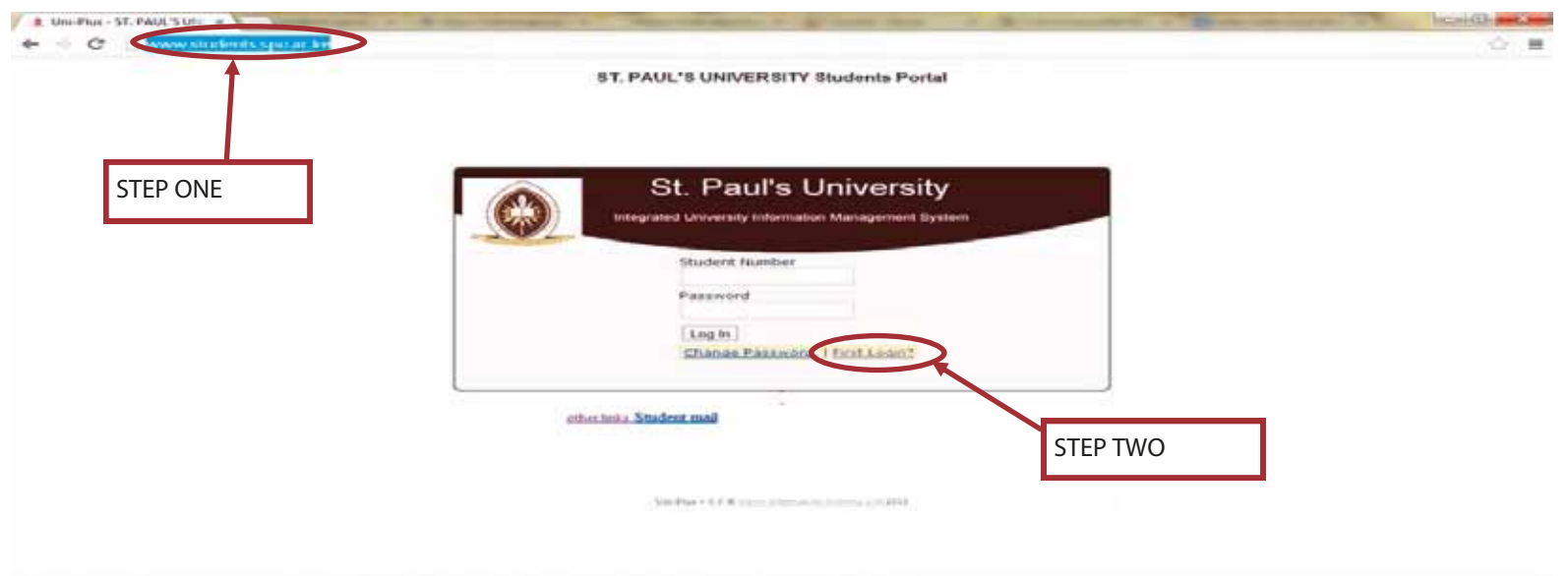
How to view your fee statement.

How to change your students portal password.



STEP 1:

Go to your browser (either Google chrome, Mozilla Firefox or Opera on the desktop) and type in the address bar www.students.spu.ac.ke then press the enter key. (see image below)



STEP 2:

The next window that opens up is the above image. If it is your first time to login, please click on the link first login as shown above. Then proceed to STEP 3.

If you have ever logged in outside any of the St. Paul's University campuses (that is from home, your office or from a cyber café), then proceed to enter your Student Number and your students' portal password then click on login. It should take you to your students portal homepage.





STEP 3:

For the first login users, after you click on the first login link (see step 2 a), the following window will open prompting you to enter your full name (OFFICIAL NAME), SPU email address (If you are not sure if you have one or cant remember your password please write to icthelpdesk@spu.ac.ke), your COMPLETE student number (such as BALM/NRB/1221/13) and a password of your choice. Then click on the submit button. (see image below)

Register

*required fields

Your Full Name*:

Email Address*:

Student Number*:

Password*:

Show Generate

Submit

STEP 4:

After clicking on the SUBMIT button, you will get a confirmation that your login details have been sent to your email.




An email message will be sent to your SPU Email address containing the following details:

Your ERP username which is your full Student number.

The password that you will use to log in to the portal.

In the event that you don't get these details, please wait for 10 minutes then try again. If the problem persists kindly write to icthelpdesk@spu.ac.ke

STEP 6:

Go to your browser (either Google chrome , Mozilla Firefox  or Opera  on the desktop) and type in the address bar www.students.spu.ac.ke then press the enter key. (refer to STEP 1)

Enter your ERP username and password (from the email sent to you) then click on login.

To change your password please see our next tutorial

www.students.spu.ac.ke

icthelpdesk@spu.ac.ke



YOUR UNIVERSITY OF CHOICE



ST. PAUL'S UNIVERSITY

ICT DEPARTMENT

CHANGE OF STUDENT PORTAL PASSWORD ONLINE

Other available User Manuals are:

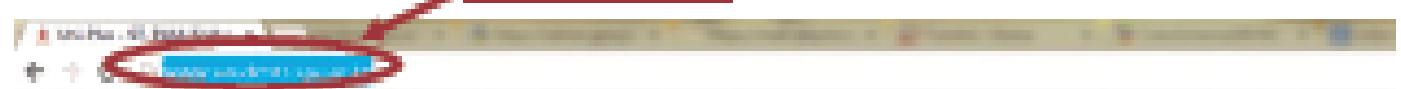
- Turn-it-in Instructors manual.
- Turn-it-in Students manual.
- Turn-it-in how to reset my password.
- How to set up a recovery email address.
- How to book or drop units.
- How to view your exam results.
- How to view your fee statement.
- How to change your students portal password.
- First login to the online students portal.



STEP 1:

Go to your browser (either Google chrome, Mozilla Firefox or Opera on the desktop) and type in the address bar www.students.spu.ac.ke then press the enter key. (see image below)

STEP ONE



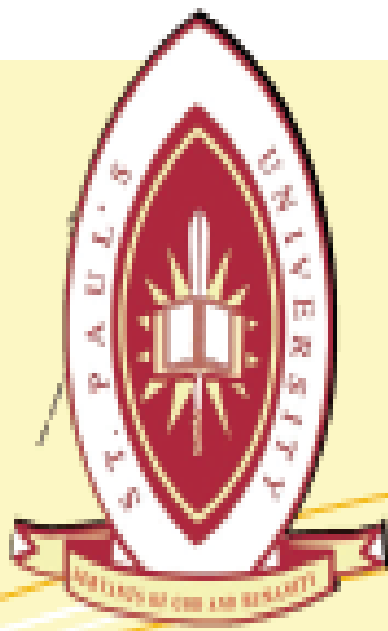
ST. PAUL'S UNIVERSITY STUDENT PORTAL



STEP TWO

STEP 2:

- The next window that opens up is the above image. If it is your first time to login, please refer to our previous manual on how to activate your SPU online portal.
- Click on the change password link as shown in the image above.



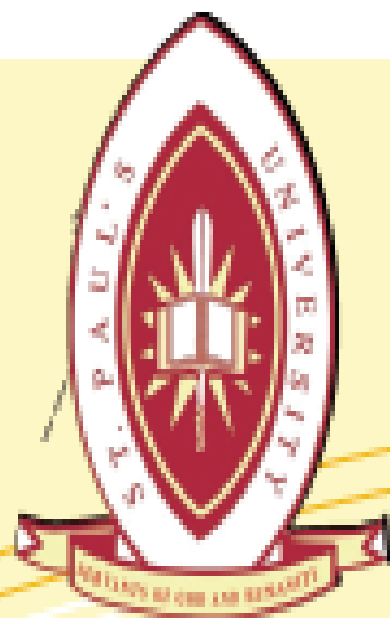
STEP 3:

- The below image should pop up.
- Enter your login details, i.e. username which is your student number (without the backslashes) and your password. (Sent to your SPU email when you first activated your online student's portal).

Then click on login.

STEP 4:

- Your browser will load the above image.
- On this page, you will be prompted to update your student profile with your OFFICIAL personal data. After you populate the fields with the relevant data click on update. The system will automatically save your edited data and review it for publish.
- Then to change the password, click on the "CHANGE PASSWORD" tab as shown above.



Encountering any problems???

Write to us: it@helpdesk@spsu.ac.ke

STEP 5:

After you click on the "change password" tab the next page that loads is the below page.

- Read on the domain policy password requirements to ensure that your new password matches our system requirements.
- Enter your old password, followed by the new password in the next Omni box then type your new password again in the below Omni box. Then click on okay.

STEP 6:

- The next thing that we request you to do is to click on the enrolment tab. (as shown below).

- You will be requested to register some questions and answers. Click on the drop down list (as shown in the above image). A list of questions will drop and click to select one that you can easily remember. Type in your answer in the below Omni box and confirm the same answer in the next Omni box. Repeat the same with the second drop down list, and then click on update.
- Most of you might wonder how important this is, but the system uses your selected questions and answers that are personal to you to authenticate that it's actually you who wants to either reset your password or unlock your account.
- Now sign out, at the middle top part of your screen and go to www.students.ac.ke from your browser, then login with your username and new password.