



DEPARTMENT OF INFORMATION COMMUNICATION AND TECHNOLOGY

GARISSA UNIVERSITY STUDENT MANAGEMENT PORTAL TRAINING MANUAL AND FEE PAYMENT GUIDELINESS

Ease of access for Students portal and registration process:

Make sure you have the following details before you proceed with registration process:

- (i) **K.C.P.E Index number**
- (ii) **K.C.S.E Index number**
- (iii) **Your phone IMEI (dial *#06#)**

Step 1:

- (i) Open your browser and click www.gau.ac.ke (Garissa University website) under announcements click the following link <http://self-help-portal.gau.ac.ke:82/>
- (ii) Click **login here** highlighted in **Dark Blue color**.

The screenshot shows a web browser window with the URL self-help-portal.gau.ac.ke:82/. The page header includes the Garissa University logo and the text 'Garissa University (Oasis of Innovation)'. The main content area features a green banner with the text 'Welcome to Garissa University Online Admission Portal'. Below this is a 'Congratulations!' message: 'We are excited to see you here! Your academic progress is a great contribution not only to yourself but also to the nation. Garissa university will provide you with the environment for nurturing your dream! Good Luck!'. The 'Self Registration' section contains two options: 'GSSP (KUCCPS)' with instructions to enter the KCSE Index Number followed by the year (e.g., 12345678/2023), and 'PSSP (Self Sponsored)' with instructions to enter the KCSE Index Number without the year (e.g., 12345678). At the bottom of the registration section are two buttons: 'Start here' (green) and 'Login here' (blue).

Step 2:

- (i) Enter students registration number i.e. **E100/P0000/24**.
- (ii) Enter your default password as: **12345**.
- (iii) Click **login** highlighted in **Navy Blue Color**.
- (iv) It will prompt you to set up a new **password**.
- (v) Set up the new password and continue with registration process.

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self-help-portal.gau.ac.ke:82/login/

Garissa University
(Casis of Innovation)

Home Enquiries Login

Please login below

Registration Number
E300/P2451/23

Password

Login Forgot Password ?

92°

Search

ENG US 3:08 PM 12/5/2024

Step 3:

(3.1). Fill in your personal details and click “**next**” button at the bottom right highlighted in **Green**.

NOTE: All fields are Mandatory.

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self-help-portal.gau.ac.ke:82/my-portal/

Home Finance Nominal Roll Transcripts Accomodation Downloads Profile Notification Logout

1 Personal Info

Student
ABDULLAHI SULEIMAN

Reg Number
B300/P2541/23

Phone
798538172

IMEI Number (Dial *#06#)

Leave it like that if it is corect

If you have 2 IMEI seperate them with a comma ,

ID Passport, Birth Cert No. *

D.O.B. *
mm/dd/yyyy

Gender
M

I.e if you write your id number is enough.

Email
suleiman.abdullahi.gaitho@gmail.com

Disability *

Leave it like that if it is corect

Write None if not disabled.otherwise write the dissability.

2 Next of Kin

Relationship *

Contact *

Name *

93°

Search

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(3.2). continue filling your detail and double click “Next” button highlighted in Green to go back click “Previous” high lightened in Navy Blue.

The screenshot shows a web browser window with the URL 'self-help-portal.gau.ac.ke/82/my-portal/'. The page has a green header with navigation links: Home, Finance, Nominal Roll, Transcripts, Accomodation, Downloads, Profile, Notification, and Logout. The main content area contains a registration form with the following fields:

- Citizenship * (dropdown menu)
- County * (dropdown menu)
- Constituency * (dropdown menu)
- Sub-Location * (dropdown menu with a warning icon and text: "Please select an item in the list.")
- Location * (dropdown menu)
- Ward * (dropdown menu)
- Ethnicity * (dropdown menu with the value "Le Somali, Kikuyu, Giriama" selected)
- Academic section:
 - Programme: MASTER OF BUSINESS ADMINISTRATION
 - KCSE Year: 2011
 - KCSE Index Number: 1000000000
 - KCSE Grade * (dropdown menu)
 - KCPE Index * (dropdown menu)
 - Mode of Study (dropdown menu with value "Select here")
 - Settlement Type (dropdown menu with value "Select here")
 - Current Year (dropdown menu with value "Select here")
 - Level (dropdown menu with value "Select here")

At the bottom of the form are two buttons: "Previous" (highlighted in Navy Blue) and "Next" (highlighted in Green).

(3.3). After successfully click the “submit” button in Green

The screenshot shows the same web browser window after clicking the "Submit" button. The page displays the Garissa University logo and name, followed by the same navigation header. The main content area shows a confirmation message:

Please Click Submit

Previous Submit Ensure that all fields have been filed.

The "Submit" button is highlighted in Green, and the "Previous" button is highlighted in Navy Blue.

Step 4:

After Updating all your details on the portal, please click on **Nominal Roll** right at the top and sign the Nominal Roll.



DEPARTMENT OF INFORMATION COMMUNICATION AND TECHNOLOGY

MAKING PAYMENTS (FEE PAYMENTS) THROUGH e-CITIZEN

Note: Before you start these processes make sure the student has updated her/his bio data at the new students' portal, failure to which the transactions might not reflect on the student's portal.

STEP 1:

- (i) Open your browser and click www.gau.ac.ke (Garissa University website) under announcements click the following link <http://self-help-portal.gau.ac.ke:82/>
- (ii) Once you are in your **Students portal**, click "**HOME**" button right at the **left on top corner**.
- (iii) Click on "**Click to pay button**".
- (iv) Please enter amount you wish to pay **i.e. ksh 10000**.
- (v) **Click next** and enter the **paying m-pesa number** i.e. 0723999....

NOTE: The money should be in your M-pesa account or wallet for a successful transaction.

Make the payment by clicking "**Click to pay**" and the system will generate the receipt automatically.

Paid	Balance	Status
1.00	61,999.00	Uncleared

Registered	Completed
3	0

Year	Sem
V2K1	SFM1 2024

Step 6:

Click **Finance** Tab at the top to generate the receipt and visit students finance for correct billing and confirmation.