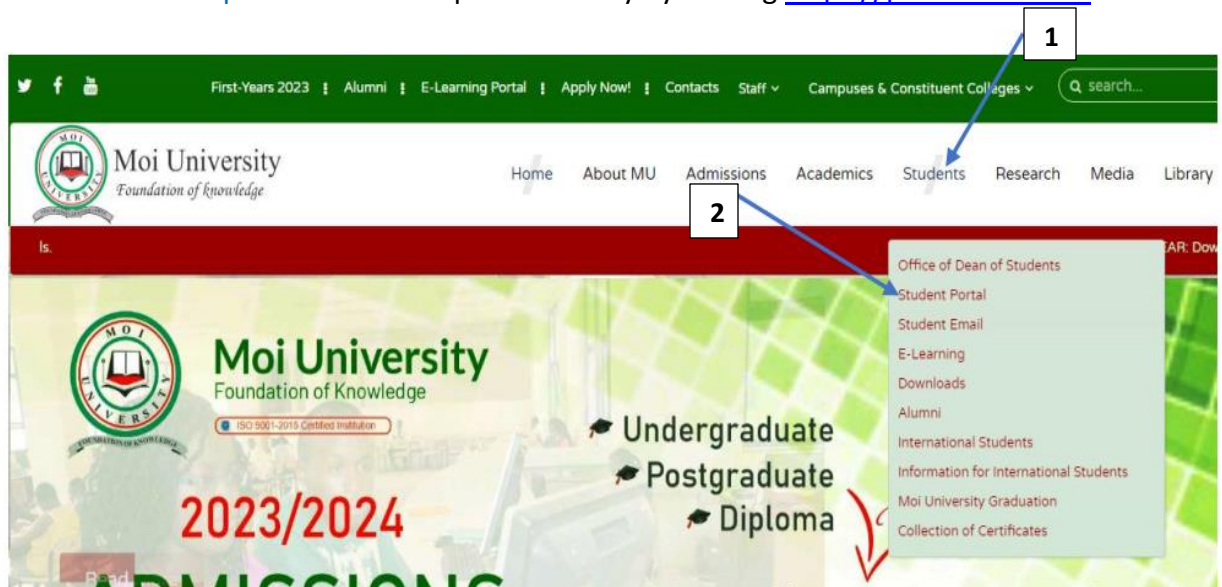


PROCEDURE FOR ROOM BOOKING & FILLING OF THE NON RESIDENCE FORM

A. BOOKING PROCEDURE

All rooms shall be booked online as outlined in the procedure below:

1. Visit the University website <https://www.mu.ac.ke>, go to the main menu 'Students' and click [student portal](#) or visit the portal directly by clicking <https://portal.mu.ac.ke>



2. A new page opens taking you to the portal's login page <https://portal.mu.ac.ke> (see screenshot below).

The screenshot shows the login page of the portal. It features the Moi University logo at the top. Below the logo, there are two input fields: 'Reg. Number' and 'Password'. The 'Remember me' checkbox is checked. A blue 'Log In' button is positioned below the input fields. At the bottom, there is a link for 'Forgot your password?'.

3. To use the system for the first time, click **Forgot your password** then enter your Reg. No and click **Reset Password**.

Reg. Number

Reset Password

Login

An ISO 9001: 2015 Certified Institution

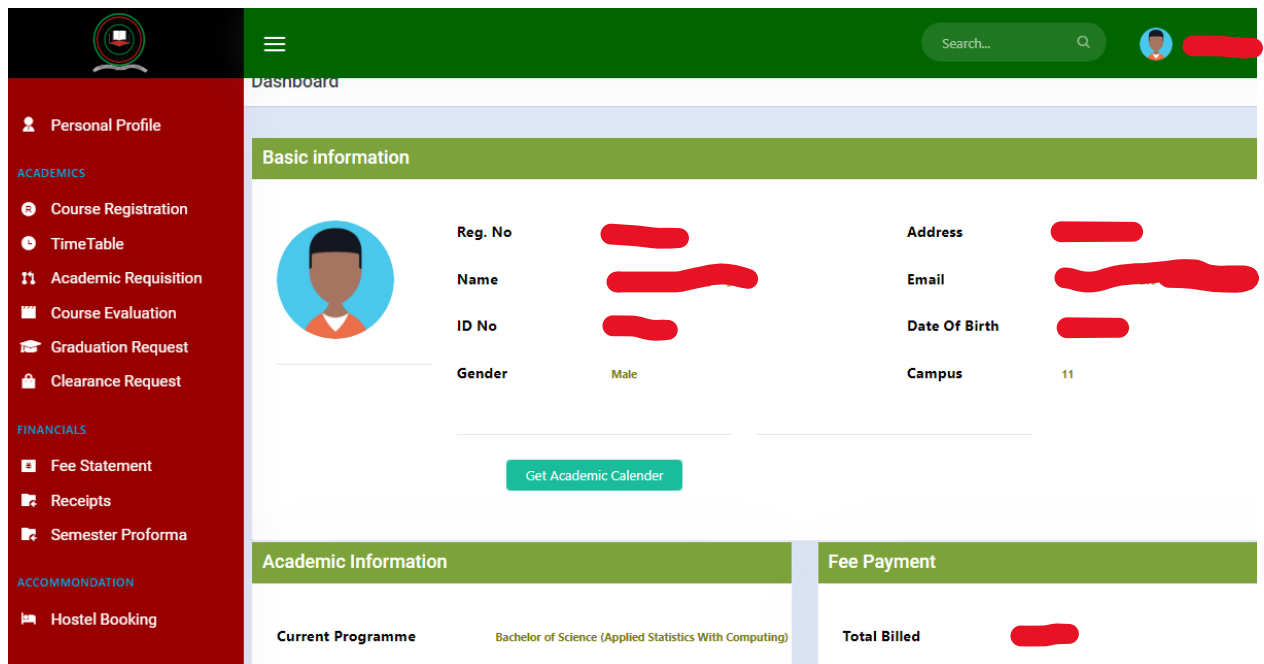
2023 © Designed by DSL Systems

After clicking the “**Reset Password**” a small window appears (see below)

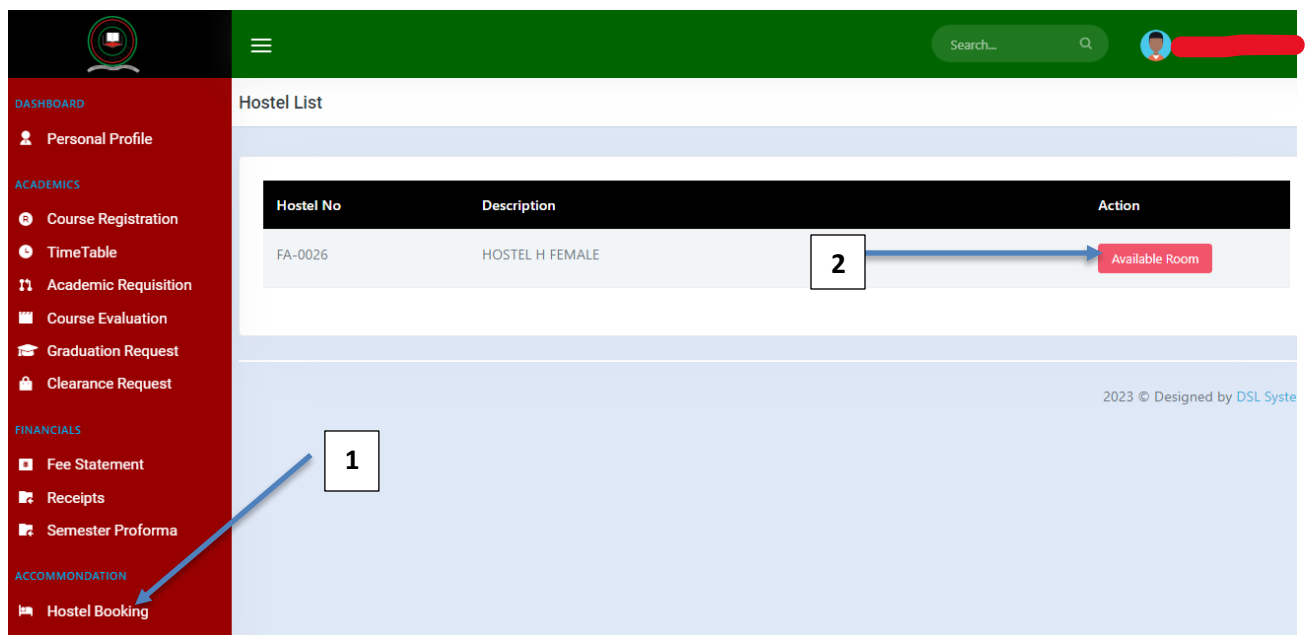
<p style="text-align: center;">Success</p> <p>An email has been sent to your email address (*****@gmail.com) with a link to reset password.</p> <p style="text-align: center;">OK</p>
--

- a. Click ‘OK’, go to your **email**, click on the link provided and enter a suitable password that you will use to login to the student portal. A password set should be strong and easy to remember.
- b. Click login to **login** to the portal

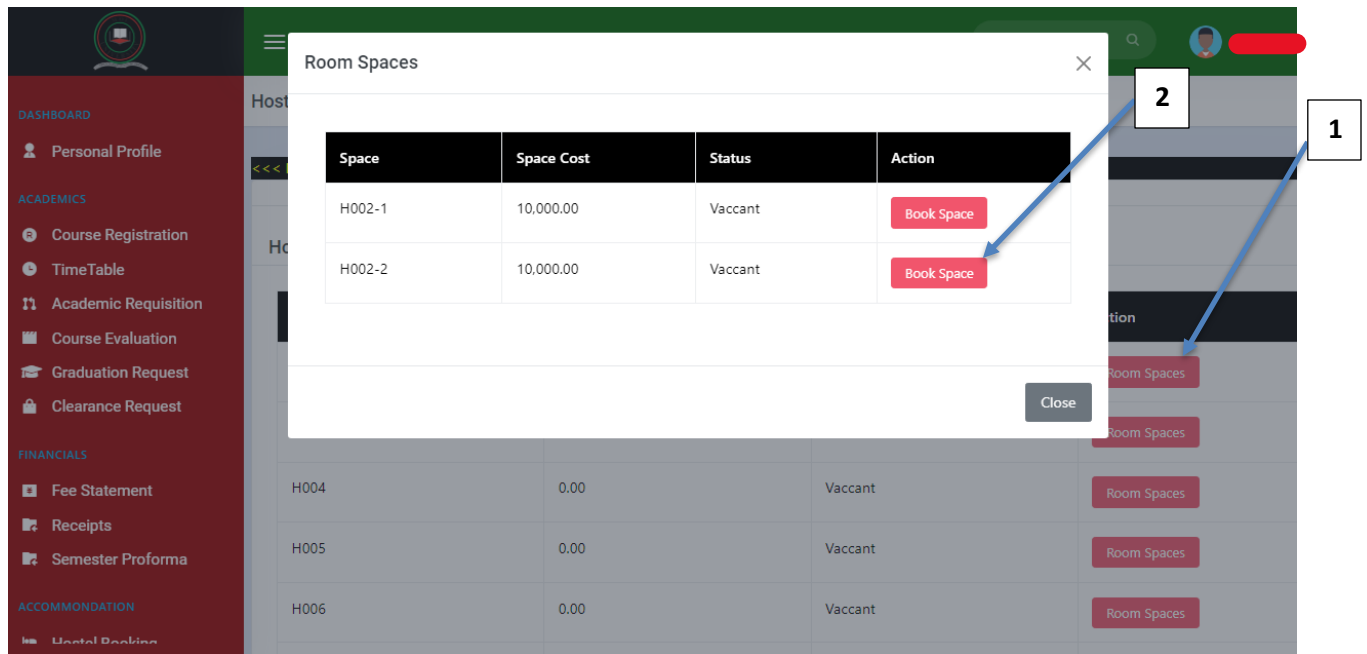
4. After a successful login, your window will appear as below (see screenshot below)



5. Click on the **Hostel Booking** under the **Accommodation** tab on your left as shown below:

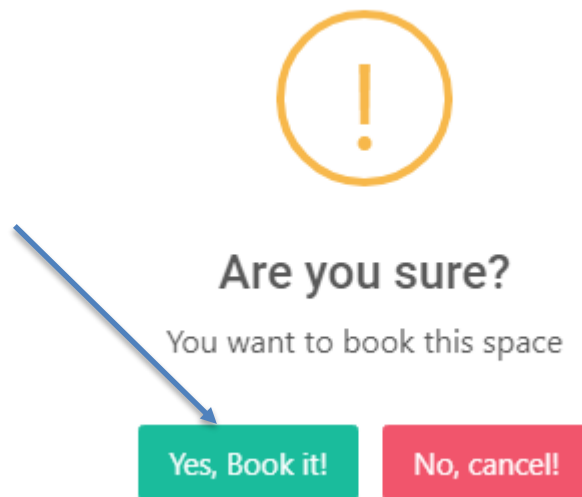


Click on **Available Room** as shown above on your preferred Hostel. Available Room will display all vacant room spaces.



Click on **Room Spaces** and select a space that is **Vaccant** by clicking on **Book Space** as shown above. (**Vaccant**=All spaces are available, **Partially Occupied**=Some spaces are available and others booked, **Fully Occupied**=All spaces are filled up.)

A confirmation window will appear as shown below:

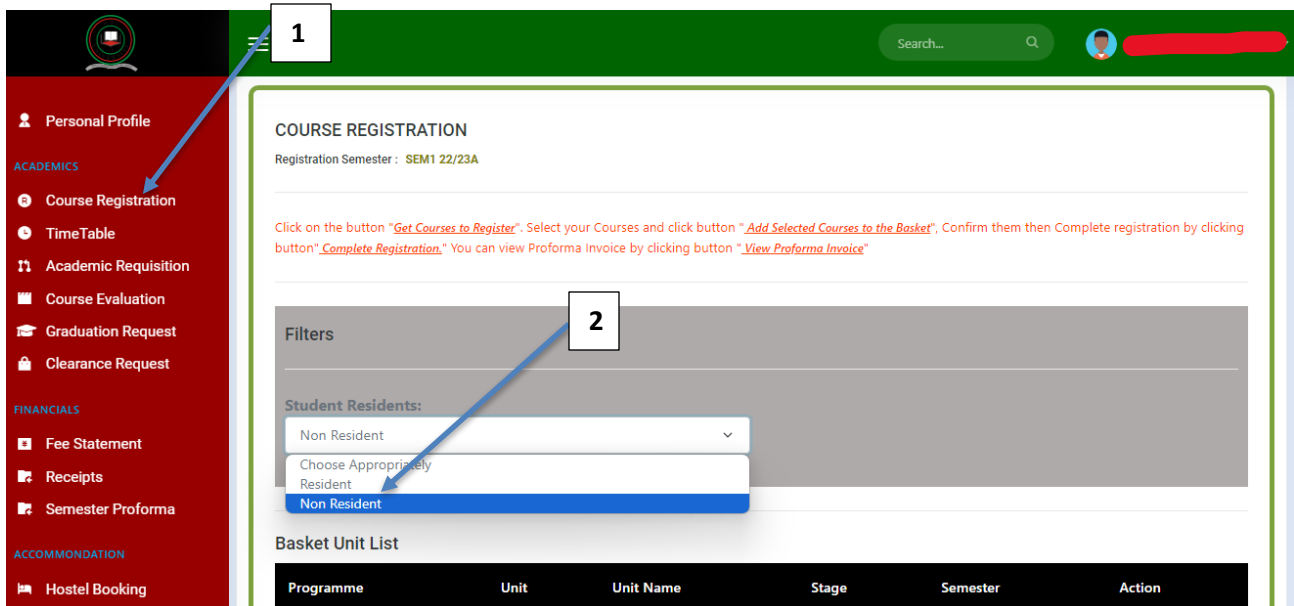


Click on '**Yes, Book it!**' to complete the Hostel Booking process.

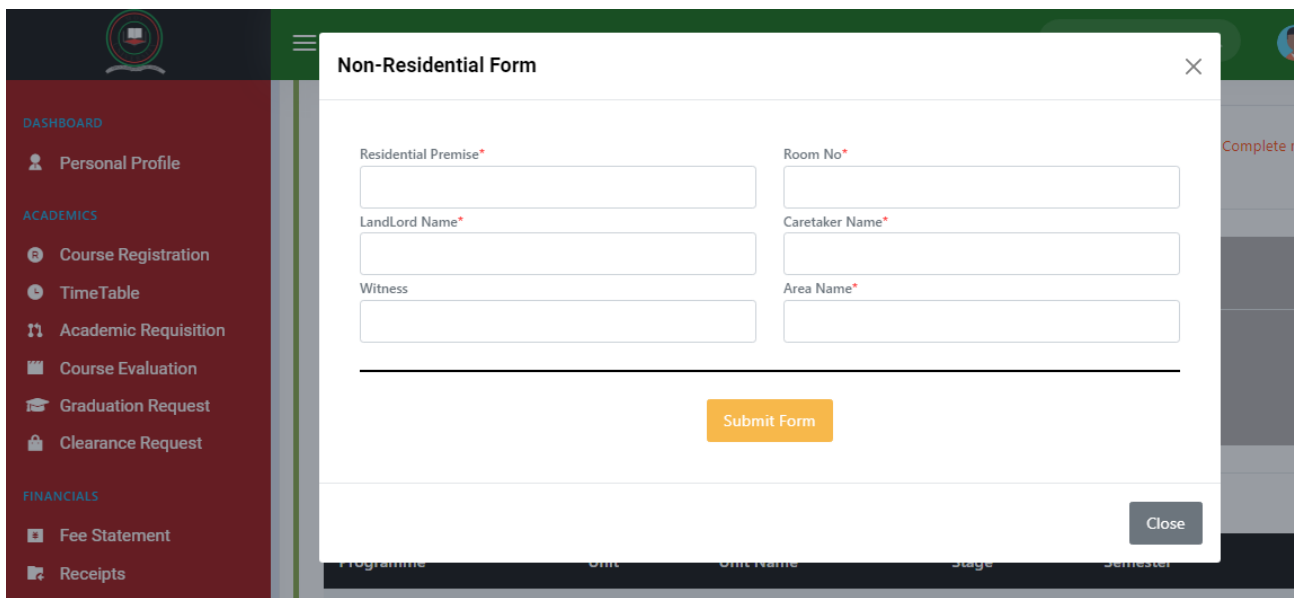
If you already made payment of fees and room charges, you will get a link to download and print your room invoice and room inventory form which will be verified by the Hostels' Department on the day of reporting before issuance of room keys and other inventory items.

B. NON-RESIDENT STUDENTS

1. Follow directions as indicated in No. 1-4 of booking procedure above.
2. Click on the **Course Registration** tab on your left, then **Non Resident** under **Students Residents** as shown below. Click on the dropdown arrow to display the available options.



3. A Non Residential Form will be generated as shown below. Fill in all the required information then click **'Submit Form'**.



4. A confirmation window will appear as shown below:



Success

Residential Information saved successfully

OK

The form will be reviewed by the relevant authorities and you will get a notification to download your form.