

Tutorial on how to create your personal email and update your safaricom number which will be used to purchase subsidized bundles under the education plan

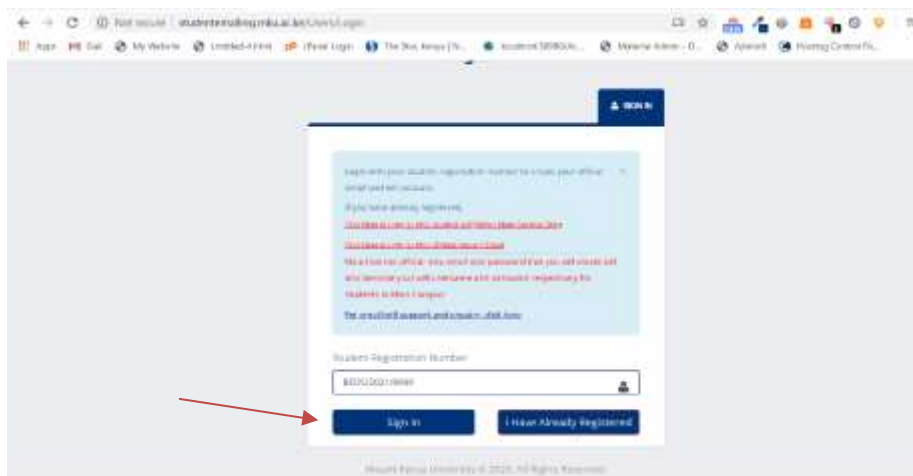
Step 1

Click on the link or copy and paste the link <https://studentemailreg.mku.ac.ke/> to your browser and enter your registration number

Note that you can also access the link via the student portal by clicking on the **Students Email** link as highlighted in the screen shot below.



Once the link loads, enter your registration number and click on sign in as shown below.

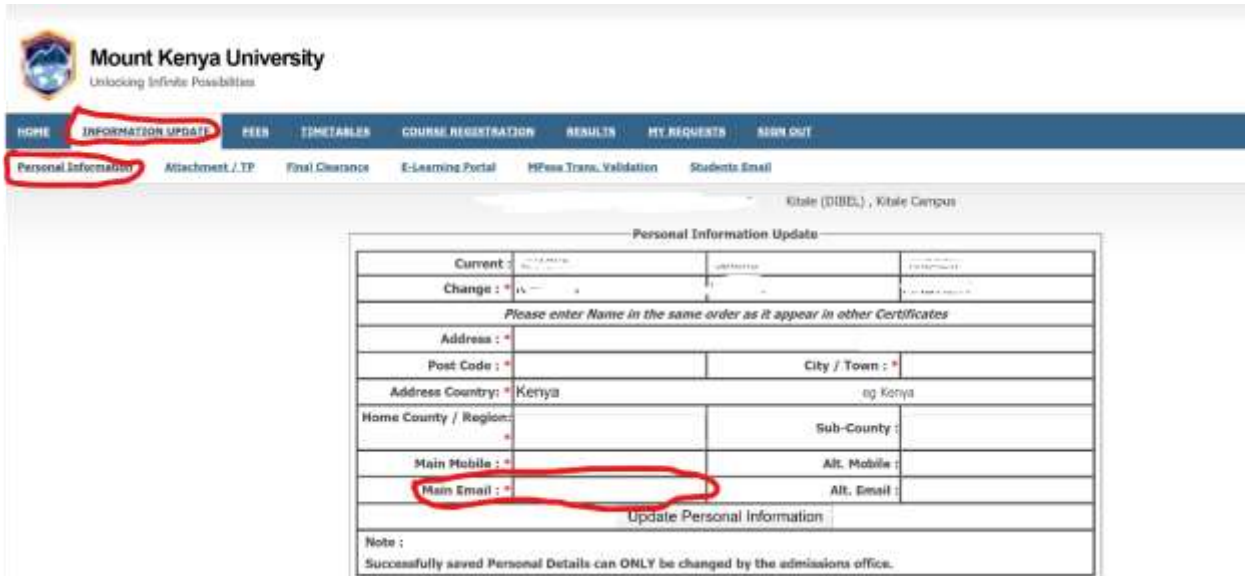


Step 2

Choose your active email from the drop down and request a verification code by clicking on the Send verification code button.

Note

If the email appearing in the drop down is not active or not in use, login to your student portal(<https://studentportal.mku.ac.ke/>) and update your email available under the personal information tab of student portal as highlighted in the screen shot below



Mount Kenya University
Unlocking Infinite Possibilities

HOME INFORMATION UPDATE FEES TIMETABLES COURSE REGISTRATION RESULTS MY REQUESTS SIGN OUT

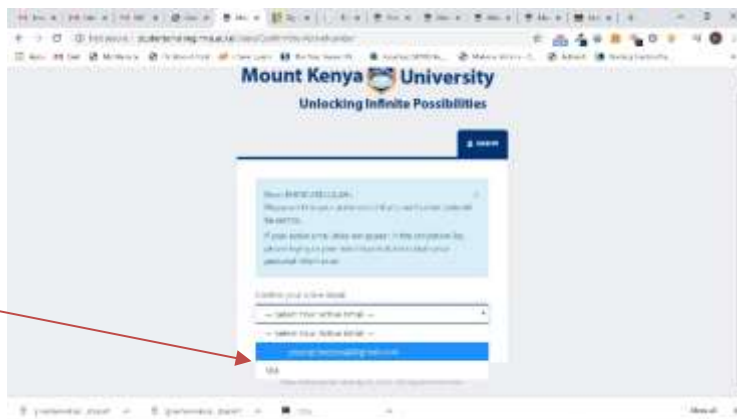
Personal Information Attachment / TP Final Clearance E-Learning Portal MPesa Trans. Validation Students Email

Kitale (DIBL), Kitale Campus

Personal Information Update

Current :		
Change :		
Please enter Name in the same order as it appear in other Certificates		
Address :		
Post Code :		City / Town :
Address Country:	Kenya	eg Kenya
Home Country / Region:		Sub-County :
Main Mobile :		Alt. Mobile :
Main Email :		Alt. Email :
Update Personal Information		
Note : Successfully saved Personal Details can ONLY be changed by the admissions office.		

Once the email is updated refresh this page (Page shown below). The updated email in the portal should now appear in the drop-down list as shown in the first image.



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Send Verification Code

Please confirm your email address by clicking on the link below to verify your email.

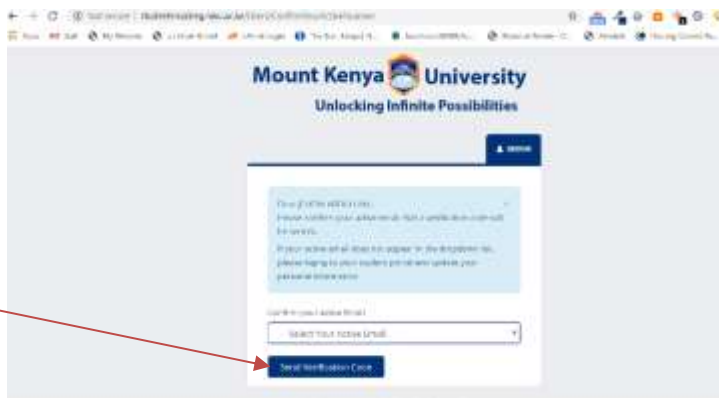
If you have any questions or need assistance, please contact our support team.

Confirm your email address

SEARCH YOUR REGISTERED EMAIL

Send Verification Code

Select the email and click on send verification code



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Send Verification Code

Please confirm your email address by clicking on the link below to verify your email.

If you have any questions or need assistance, please contact our support team.

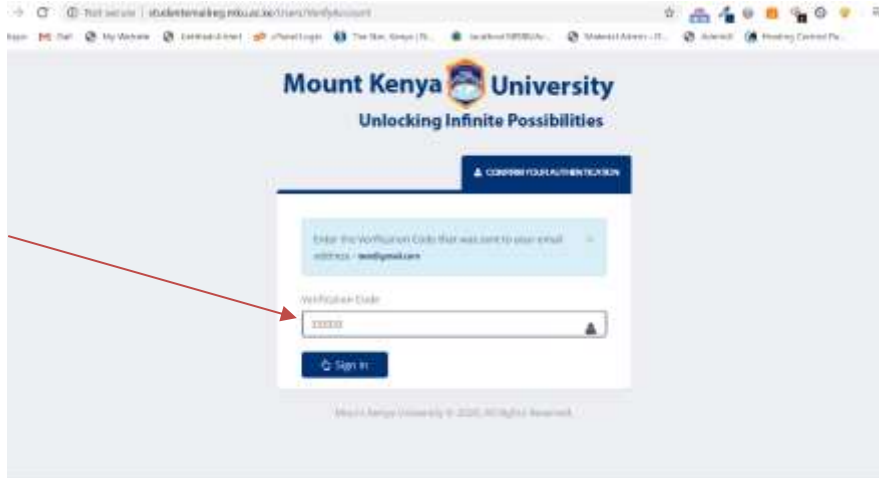
Confirm your email address

SEARCH YOUR REGISTERED EMAIL

Send Verification Code

Step 4

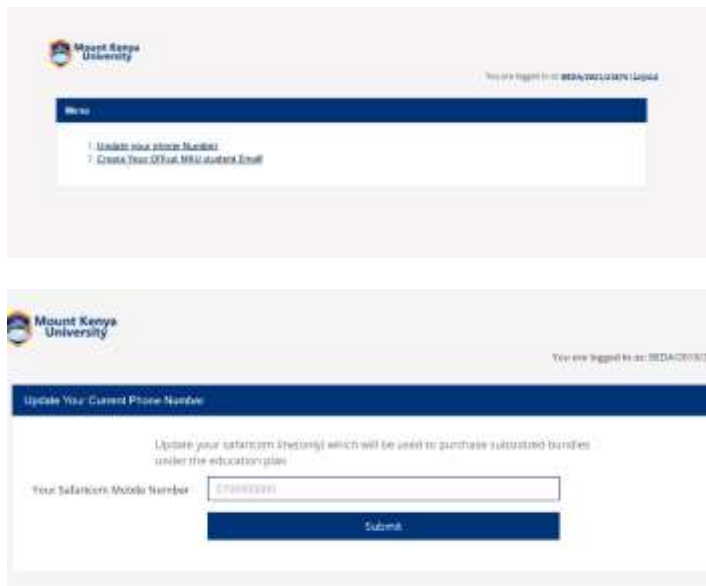
Enter the verification code that was sent your email and click on Sign In



The screenshot shows the Mount Kenya University login page. At the top, the university logo and tagline "Unlocking Infinite Possibilities" are visible. Below the logo, there is a "CONFIRM YOUR AUTHENTICATION" button. A central form prompts the user to "Enter the Verification Code that was sent to your email address - mku@gmail.com". Below this, there is a "Verification Code" input field with a red arrow pointing to it. A "Sign In" button is located below the input field. At the bottom of the page, it says "Mount Kenya University © 2020. All Rights Reserved."

Step 5

i) To update your Safaricom Line click on the link number 1 and enter your active number.



The first screenshot shows the user dashboard with a menu containing two links: "1 Update your phone Number" and "2 Create Your Official Mku Student Email". The second screenshot shows the "Update Your Current Phone Number" form. It includes the instruction: "Update your safaricom line(s) which will be used to purchase subsidized bundles under the education plan". Below this, there is a "Your Safaricom Mobile Number" input field and a "Submit" button.

ii) To create your official email click on the link number 2 and follow the provided instruction.

Official MKU Student Email and WiFi Registration Form

Create your official MKU student email here (the email is in the format **username@mylife.mku.ac.ke**)

Instructions:

1. Make sure the Official Email/Username text box is filled with one word e.g. johnsdoe or jaredoe123
2. You can use, letters, numbers and periods e.g. johnsdoe123
3. The Official Email/Username text box will pick the official student domain name @mylife.mku.ac.ke automatically, therefore, you only need to fill the text box with a word e.g. johnsdoe

Official Email/Username @mylife.mku.ac.ke

Password

Confirm Password

Alternative Email
This should be your normal gmail or yahoo email that will be used to receive your password reset job

[Reset it](#)

Submit

Note that for those who had created their email earlier and have forgotten their passwords, you can click on the reset password link and reset your passwords.