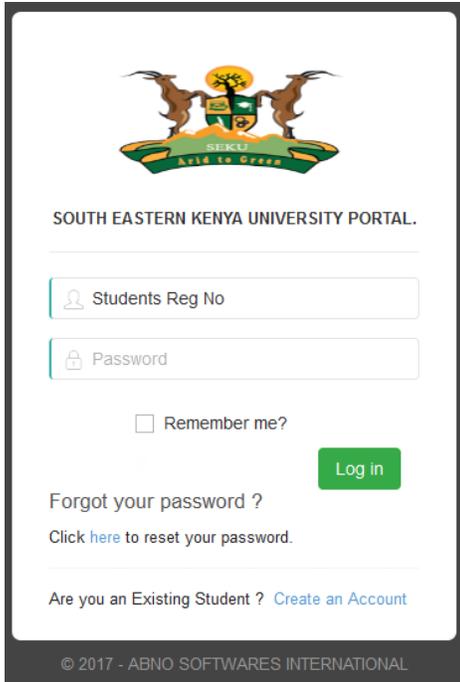


## ONLINE REPORTING GUIDE

1. Access the student portal URL <http://portal.seku.ac.ke/>
2. Enter *Registration No. and Password*



SOUTH EASTERN KENYA UNIVERSITY PORTAL.

Students Reg No

Password

Remember me?

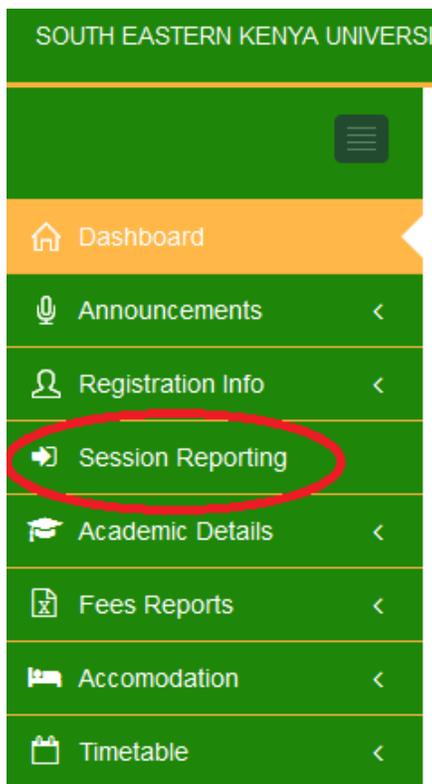
Log in

Forgot your password ?  
Click [here](#) to reset your password.

Are you an Existing Student ? [Create an Account](#)

© 2017 - ABNO SOFTWARES INTERNATIONAL

3. Click on **SESSION REPORTING.**



4. Click on **CREATE NEW**

The screenshot shows a web interface with a green sidebar menu on the left containing 'Dashboard', 'Announcements', 'Registration Info', 'Session Reporting', 'Academic Details', and 'Fees Reports'. The main content area has a red header 'Sessions Reported' and a blue 'Create New' button circled in green with an arrow pointing to it. Below the header is a table with one row: 'SEMESTER I 2016/2017'.

5. Click on **REPORT FOR TERM**

The screenshot shows a form titled 'Report For Session'. It has two input fields: 'AdmnNo' with a blacked-out value and 'Term' with the value 'SEMESTER 2 2016/2017'. Below the 'AdmnNo' field is the text 'Confirm your Admission number please.' and below the 'Term' field is 'Confirm your Current Term please.'. At the bottom, there are two buttons: 'Report For Term' (blue) and 'Back to List' (red). A red arrow points from the text 'Click here' to the 'Report For Term' button.

6. **If you Report Successfully!** You receive the message

**“Success! You have successfully reported for the term.”**

The screenshot shows the 'Sessions Reported' page with a green success message: 'Success! You have successfully reported for the term.'. Below the message is a blue 'Create New' button and a table with the following data:

Session Reported	Hostel Allocated	Date Reported
SEMESTER I 2016/2017		9/26/2016 2:50:43 PM
SEMESTER 2 2016/2017		1/6/2017 4:17:40 AM