MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

DIRECTORATE OF ICT SERVICES (DICTS)

PROFILE GUIDELINES ON MMUST STUDENTS' ERP PORTAL

The MMUST Student ERP Portal can be accessed from the University website (Staff and Student Portal (New)) or directly through this link; https://myportal.mmust.ac.ke

Fig. 1. Login Page

FOR ALL STUDENTS:

The **Username** for ALL the Students is their EMAIL ADDRESS which can either be the customized MMUST email address or personal email address (e.g. bacb01-021182019@student.mmust.ac.ke or victorsirima@gmail.com)

Enter default **password** (Password@123). Students are advised to change their password from the default after updating their profile.

Then Click **<LOGIN>**
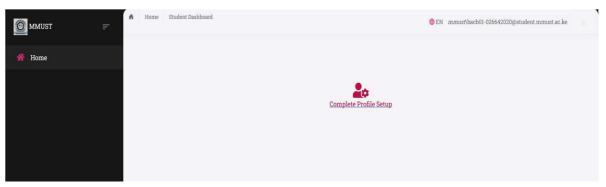
Complete Profile Setup:

Fig. 2. First Screen Page after successful login by student

Click on <Complete Profile Setup> at the center of the page.

Upload your passport and fill in your personal data, **County, Date of Birth, Next-of-Kin, etc.** and the system goes to the page 2 to update the primary and post primary records with the KCSE Mean Grade. Click <**Update**> once completed. **You are required to fill all fields on the page as ALL is mandatory!**

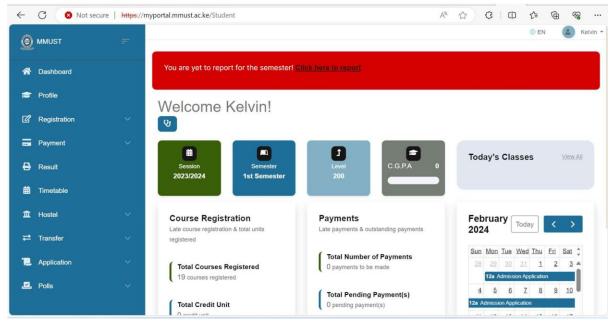Please note that changes will not be saved until you click <**Update**>.

Fig. 3. Student Dashboard before Reporting.

Once updated the whole student modules are loaded and the student dashboard is also displayed with a welcome page.

NOTE: All students are expected to "REPORT OFFICIALLY" by clicking on the 'click here to report' for the semester. Until a student report, all the fee schedule are not loaded or activated on the student user profile.
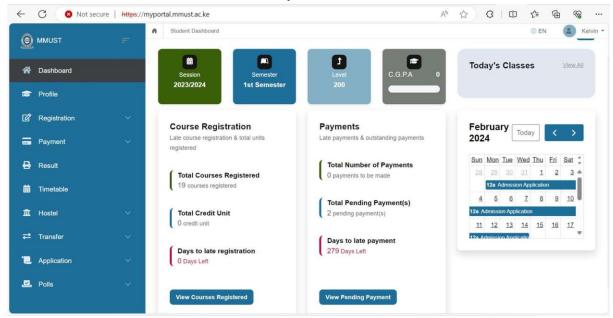

Fig. 4. Student Dashboard after Reporting.

PROFILE

The Student Profile is a summary of the updated information of the student as provided after the first successful login.
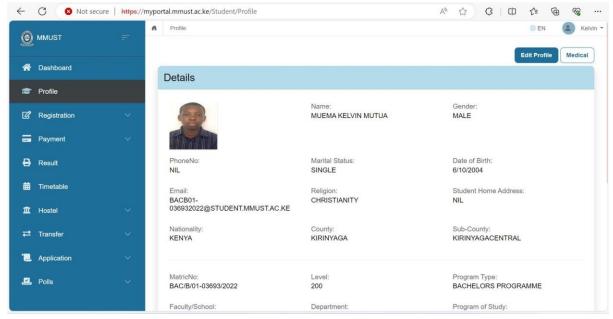

Fig. 5. Profile Page

Click on **Edit Profile** to update any other information omitted or not provided earlier while updating the Student Profile details. Click on **Update** when done.
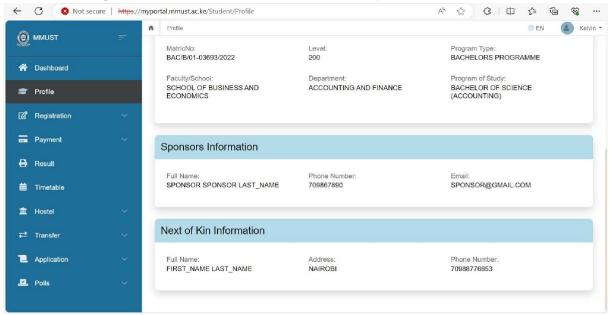

Fig. 5b. Profile Page 2