



## MASENO UNIVERSITY

### Guidelines to portal activation and fees payment

#### 1. Portal activation

After downloading admission letter and other admission materials, every student is expected to login to their student portal in order to perform functions such as fees payment and hostel booking. Each student must therefore activate their portal account by following the below steps;

- On the letter download portal click on **Self Admissions**

The screenshot displays the MASENO Online student portal interface. The top navigation bar is teal with the text 'MASENO Online' and a graduation cap icon. Below this is a row of four colored icons: a green bar chart, a blue pencil, an orange group of people, and a red gear. A left sidebar contains a list of menu items: 'Dashboard' (with a globe icon), 'Offer Letter' (with a document icon), 'Fee Structure' (with a 'P' icon), 'Joining Instructions' (with a download icon), 'Self Admissions' (with a checkmark icon and circled in red), and 'Settings' (with a gear icon and a dropdown arrow). Below the sidebar is an 'Update Profile' button. The main content area is titled 'Update Your Personal Information' and includes a note: 'Please note that fields with asteric(\*) are mandatory.' Below the note is a list of expandable sections: 'Personal Data', 'Family Information', 'Residence', 'Emergency Contact Persons', and 'Academic background'.

- Click on **Register**

Click the register button to confirm your admission to **MASENO UNIVERSITY**

Register

- Click on student portal and login using your admission number as both username and password. All letters must be in capital letters eg. APS/00001/024

Congratulations

**You are already admitted to Maseno University.**

Use Your admission number as your **USERNAME** and **PASSWORD** to set your password and login to the students portal:

Want to update your profile? [Click here to update profile details](#)

Click to access students portal: [Students portal](#)

[Back to the Website](#) [Students portal](#)

## 2. Fees payment

Kindly note that **NO MONEY** is payable in cash or at the banks. All payments must be done through eCiziten on the student portal by following the steps as illustrated in the next page;

# Students' **GUIDE**

## FOR FEE PAYMENT

### FOR ALL STUDENTS

THROUGH eCitizen PLATFORM



**CHECK YOUR FEES STATEMENT TO CONFIRM THE PAYMENT**



**Alert**

**NO FEES SHOULD BE PAID TO ANY INDIVIDUAL**  
MASENO IS A CORRUPTION FREE ZONE!

<https://www.maseno.ac.ke/>

*Fountain of Excellence*



**MASENO UNIVERSITY**  
FOUNTAIN OF EXCELLENCE