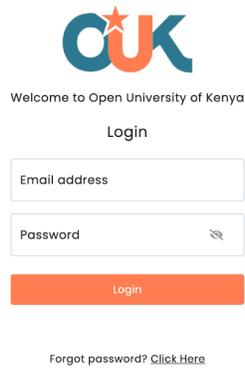


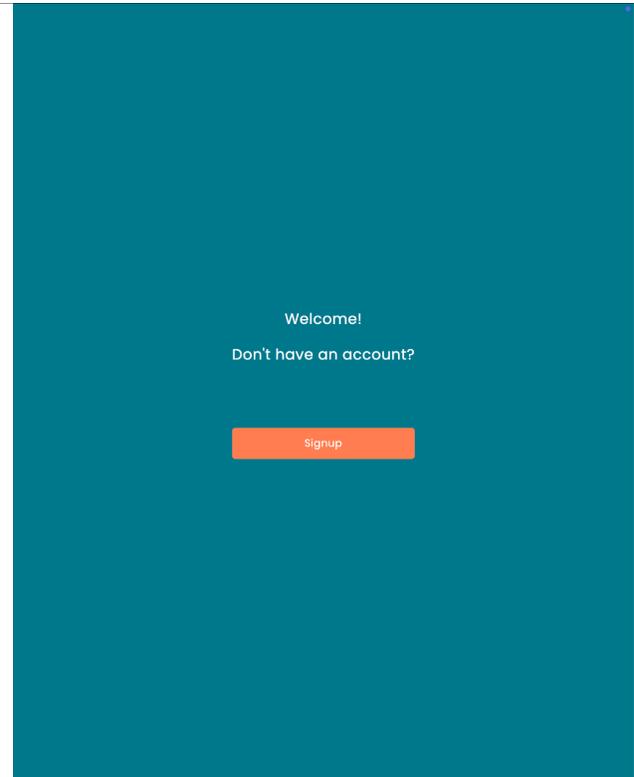
## Applicant - Student Application Guide

## 1. Application & Admission

**instruction:** Go to [admissions.ouk.ac.ke](https://admissions.ouk.ac.ke) to submit your application.



The screenshot shows the login page for the Open University of Kenya. At the top is the OUK logo, which consists of the letters 'OUK' in a stylized font with a star above the 'U'. Below the logo, the text 'Welcome to Open University of Kenya' is displayed. Underneath, the word 'Login' is centered. There are two input fields: 'Email address' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is an orange 'Login' button. At the bottom, there is a link that says 'Forgot password? [Click Here](#)'.



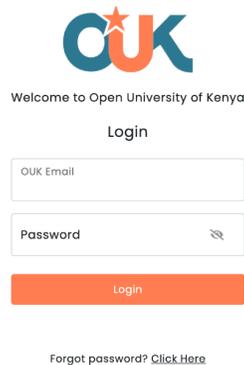
The screenshot shows the signup page for the Open University of Kenya. The background is a solid teal color. At the top, the text 'Welcome!' is centered. Below it, the text 'Don't have an account?' is centered. At the bottom, there is an orange 'Signup' button.

**instruction:** Once admitted, you will receive your admission letter.

**instruction:** Accept the offer, and you will be assigned a student email and registration number.

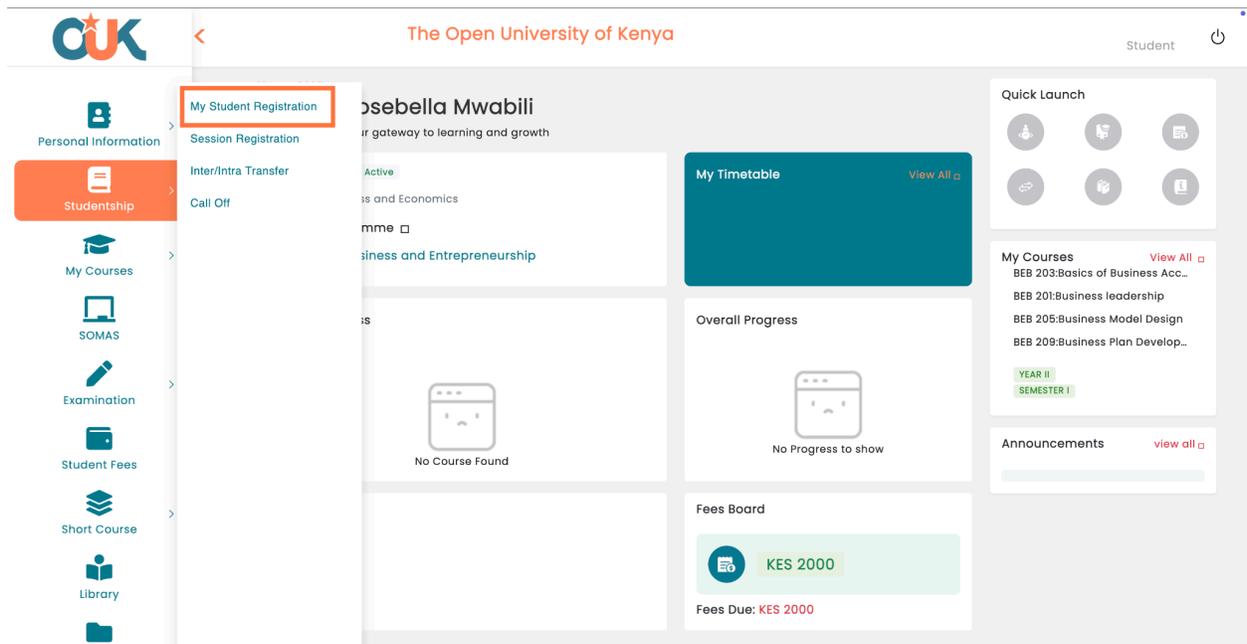
## 2. Student Registration Process

**instruction:** Visit [my.ouk.ac.ke](http://my.ouk.ac.ke) and log in using your student email and credentials.



The image shows the login page for the Open University of Kenya. At the top is the OUK logo, followed by the text "Welcome to Open University of Kenya". Below this is a "Login" heading. There are two input fields: "OUK Email" and "Password". The "Password" field has a small icon for toggling visibility. Below the fields is an orange "Login" button. At the bottom, there is a link that says "Forgot password? Click Here".

**instruction:** Navigate to "Studentship" in the main menu, select "My Student Registration," Click on "Register Button" and fill in the registration form.



The image shows the student dashboard for the Open University of Kenya. The header includes the OUK logo, the text "The Open University of Kenya", and a "Student" profile icon. A left sidebar menu contains various options, with "Studentship" highlighted in orange. Under "Studentship", "My Student Registration" is highlighted with a red box. The main content area displays the student's name "Rosebella Mwabili" and a "My Timetable" section with a "View All" link. Below this is an "Overall Progress" section showing "No Progress to show". A "Fees Board" section indicates "KES 2000" and "Fees Due: KES 2000". On the right, there are "Quick Launch" icons, "My Courses" (listing BEB 203, BEB 201, BEB 205, and BEB 209), and "Announcements".

**instruction:** The form contains pre-filled details; verify and update any necessary information before submission.

**CUK** < The Open University of Kenya Student

1 Personal Information 2 Biographical Information 3 Next of kin/Emergency Contact 4 Academic Background 5 Referral 6 Review and Submit

**Name**

First Name \*  Middle Name  Last Name \*

**Program Details**

Registration number \*  Program Name  School \*

**Address**

Country of Residence \*  County \*  Sub County \*

Constituency \*  Postal Address  Physical Address

Postal Code  City/Town

**Contact Information**

Mobile Number 1 \*  Mobile Number 2  Email \*

**Email**

Current Email \*  Personal Email \*

Previous Next

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**instruction:** After submission, wait for approval from the Admissions Office. An email notification will be sent upon approval.

**CUK** < The Open University of Kenya Student

**Registration**

Show 10 entries Search:

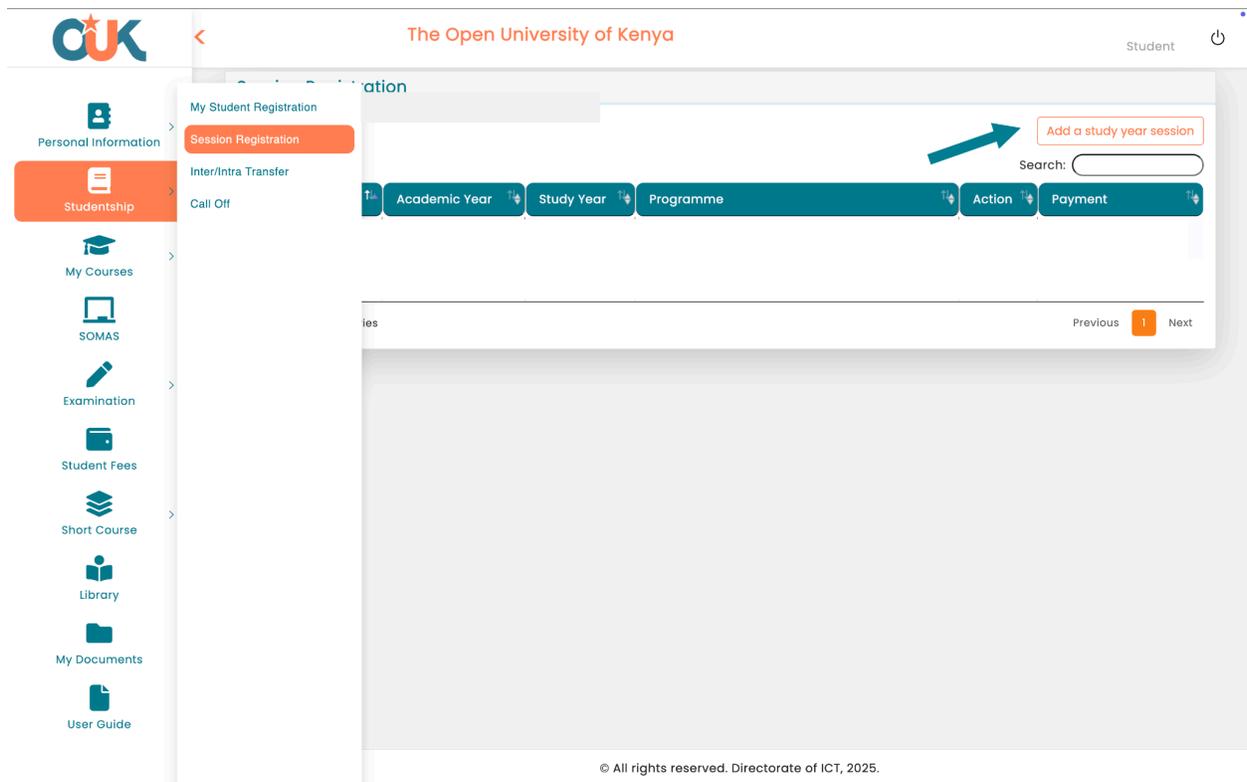
Programme Name	Registration	Registration Status
Bachelor of Business and Entrepreneurship	<a href="#">Register</a>	Registration Approved

Showing 1 to 1 of 1 entries Previous 1 Next

**CUK** Studentship © All rights reserved. Directorate of ICT, 2025.

### 3. Course & Session Registration

**instruction:** Return to "Studentship," select "Session Registration," click on "Add a Study Year Session," choose your program, and save.



**instruction:** Sometimes, the system may prompt you to confirm payment. Click the button, and it will indicate "*Payment Completed*" if no payment is required.

The Open University of Kenya

Student

My Student Registration

Session Registration

Inter/Intra Transfer

Call Off

Add a study year session

Search:

Academic Year	Study Year	Programme	Action	Payment
2023-2024	2	Bachelor of Business and Entrepreneurship	Edit	Payment Completed

Previous 1 Next

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**instruction:** Navigate to "My Courses," click on "Course Registration," select preferred courses based on your level of study, and use the checkboxes to register.

The Open University of Kenya

Student

Registered Courses

Course Registration

Credit Transfer

Exemption

Bachelor of Technology Education Course Year : 1

Courses Offered Courses Registered Confirmed Courses

Search:

Code	Title	Credits	Instructor	Select
BCT 121	Building and Civil Engineering Technology and Practice II	3		<input checked="" type="checkbox"/>
BEB 109	Critical Thinking	3	JAMES CHOGE	<input checked="" type="checkbox"/>
CIT 121	Web Development	3	SAMSON MUNIALO	<input checked="" type="checkbox"/>
EDU 121	History and Sociology of Education	3		<input checked="" type="checkbox"/>
EET 121	Electrical Workshop Practice	3		<input checked="" type="checkbox"/>
MAT 104	Calculus II	3		<input checked="" type="checkbox"/>
MAT 106	Discrete Mathematics	3	DENNIS KIKETE	<input type="checkbox"/>
TED 121	Material Science	3		<input type="checkbox"/>
TED 122	Workshop Technology	3		<input type="checkbox"/>
TED 123	Technical Drawing I	3		<input type="checkbox"/>

Previous 1 2 Next

Register

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**instruction:** Click on **"Register,"** and the selected courses will appear under the **"Courses Registered"** tab.

The Open University of Kenya

My Programme : Bachelor of Technology Edu Course Year : 1

Student

Dashboard

Personal Information

Studentship

**My Courses**

SOMAS

Examination

Student Fees

Short Course

Library

My Documents

Courses Offered Courses Registered Confirmed Courses

Show (10) entries Search:

Level	Semester	Code	Title	Credits	Instructor	Select
1	2	BCT 121	Building and Civil Engineering Technology and Practice II	3		<input checked="" type="checkbox"/>
1	2	BEB 109	Critical Thinking	3	JAMES CHOGE	<input checked="" type="checkbox"/>
1	2	CIT 121	Web Development	3	SAMSON MUNIALO	<input checked="" type="checkbox"/>
1	2	EDU 121	History and Sociology of Education	3		<input checked="" type="checkbox"/>
1	2	EET 121	Electrical Workshop Practice	3		<input checked="" type="checkbox"/>
1	2	MAT 104	Calculus II	3		<input checked="" type="checkbox"/>
1	2	MAT 106	Discrete Mathematics	3	DENNIS KIKETE	<input type="checkbox"/>
1	2	TED 121	Material Science	3		<input type="checkbox"/>
1	2	TED 122	Workshop Technology	3		<input type="checkbox"/>
1	2	TED 123	Technical Drawing I	3		<input type="checkbox"/>

Showing 1 to 10 of 14 entries Previous 1 2 Next

Register

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## 4. Accessing Classes & Troubleshooting

**instruction:** Proceed to class by clicking on the "SOMAS" icon.

The Open University of Kenya

My Programme : Bachelor of Technology Edu Course Year : 1

Courses Offered Courses Registered Confirmed Courses

Show 10 entries Search:

Level	Semester	Code	Title	Credits	Instructor	Select
1	2	BCT 121	Building and Civil Engineering Technology and Practice II	3		<input checked="" type="checkbox"/>
1	2	BEB 109	Critical Thinking	3	JAMES CHOGE	<input checked="" type="checkbox"/>
1	2	CIT 121	Web Development	3	SAMSON MUNIALO	<input checked="" type="checkbox"/>
1	2	EDU 121	History and Sociology of Education	3		<input checked="" type="checkbox"/>
1	2	EET 121	Electrical Workshop Practice	3		<input checked="" type="checkbox"/>
1	2	MAT 104	Calculus II	3		<input checked="" type="checkbox"/>
1	2	MAT 106	Discrete Mathematics	3	DENNIS KIKETE	<input type="checkbox"/>
1	2	TED 121	Material Science	3		<input type="checkbox"/>
1	2	TED 122	Workshop Technology	3		<input type="checkbox"/>
1	2	TED 123	Technical Drawing I	3		<input type="checkbox"/>

Showing 1 to 10 of 14 entries Previous 1 2 Next

Register

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**instruction:** If you encounter an error, log out from MyOUK, log back in, and click on the "SOMAS" icon again.

Expired key

[More information about this error](#)

Continue