RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY

RIAT HILL

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PROCEDURE FOR ONLINE REPORTING

1. **ACCESS THE PORTAL**

- You may access the portal by the following options:

   i. Click on the link "**STUDENT PORTAL**" on the main website

   https://www.ramogiinstitute.ac.ke

   ii. Use the URL address https://portal.ramogiinstitute.ac.ke

2. **LOG INTO THE PORTAL BY KEYING IN THE FOLLOWING DETAILS**

   i. Username: **ADMISSION NUMBER (ensure that you key in the FULL admission number as it appears in your admission letter and captured in the system)**

   ii. Password: same as your username (**ADMISSION NUMBER as captured in the system**)

   iii. Click on the oval blue link "**Login**"

   iv. Upon Successful Login, Click on "**Reporting**" (on the Left navigation Pane),

   v. On the page that Loads Click on "**+Report Now**" to ensure you have reported successfully.

3. **IN CASE YOU HAVE NEVER USED THE PORTAL BEFORE, YOU ARE ADVISED TO CLICK ON THE LINK: "*CREATE AN ACCOUNT*"**

   i. Select role: This is done by clicking on the circle against "**STUDENT**"

   ii. Key in your **ADMISSION NO.** (*Ensure that you key in the FULL admission number as it appears in your admission letter and captured in the System During Admission*)

   iii. Key in the password at the "**Enter Your Password**" window

   iv. Re-enter the password at the "**Confirm Your Password**" window

   v. Click on the oval Button "**Submit**"

   vi. Click on "**Return To Login**"

   vii. Upon successfully logging in, click on the blue link: "**Report**"

   viii. Upon Successful Login, Click on "**Reporting**" (on the Left navigation Pane),

   ix. On the page that Loads Click on "**+Report**" Now to ensure you have reported successfully.

NOTE:

IN ORDER TO CREATE AN ACCOUNT, YOU MUST HAVE PROVIDED YOUR E-MAIL ADDRESS DURING ADMISSION AND WAS CAPTURED IN THE SYSTEM. IF YOU EXPERIENCE PROBLEMS KINDLY CONTACT THE REGISTRY DEPARTMENT TO CONFIRM YOUR E-MAIL ADDRESS AND ADMISSION NUMBERS CORRECT ENTRY IN THE SYSTEM.

DEPUTY PRINCIPAL - ACADEMICS
RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY
P. O. Box 1738, KISUMU
Date: 3/01/2023

All correspondence should be addressed to the Principal