



SIAYA INSTITUTE OF TECHNOLOGY

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ICT SERVICES DEPARTMENT

PROCEDURE MANUAL FOR ACCESSING THE STUDENT PORTAL AND SELF REPORTING FOR CONTINUING STUDENTS EXPECTED ON 26th OCTOBER 2020.

Prerequisite;

- ❖ Before you try to login/create an account you must ensure you know your **Admission Number** e.g. AGR 500/0021/19 and have keyed it in correctly.

Procedure

- a) Go to SIT website www.siayainstitute.ac.ke and click on '**Portal**' to open the portal page, click on '**Portal Local**' if you are using the Institute's internet or click on '**Portal Remote**' if you are using your own data bundles.
- b) Alternatively, locate the student portal using this link <https://portal.siayainstitute.ac.ke>
- c) If you already have an account use the credentials you have to log in.
- d) If you don't have an account click on '**Create an Account**' link and choose the '**Student**' option (*Very Important).
- e) Key in your details in the available fields that is, Student Admission Number as username and a Password that you can easily remember (e.g. your Admission Number) then click on Submit button.
- f) A link will be sent to your email so you have to log into your email and open that link to confirm your account.
- g) Clicking the link in your email will redirect you to the Portal Login section.
- h) Key in your admission number as Username and enter your password then click login button to access.
- i) Once you log in, go to the left menu and click on '**Reporting**' to open the report page, then click on **Report Now** then click **Report** to complete your reporting.
- j) Log out and go pay fees using the official Siaya Institute of Technology KCB Siaya Branch, Account number **1106857135**.
- k) After paying fees scan and email the scanned bank slip to selfreporting@siayainstitute.ac.ke for updating into the system, from where you can then check the portal for your updated fee balance.
- l) Keep the bank slip safe in case of any future queries.

Note:

For any inquiries and requests for assistance relating to self-reporting and creating portal accounts, send an email to the SIT ICT Services Team at ictservices@siayainstitute.ac.ke.