



SIAYA INSTITUTE OF TECHNOLOGY

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ICT SERVICES.

PROCEDURE MANUAL FOR ACCESSING THE STUDENT PORTAL AND SELF REPORTING FOR CONTINUING STUDENTS.

Prerequisite;

Before you try to login/create an account you must ensure you know your **Admission Number** e.g. DAGR/0021/S21 and have keyed it in correctly.

Procedure

- i) Go to SIT website www.siayainstitute.ac.ke and click on 'Portal' link to open the portal page, click on 'SIT Portal' button to go to the portal.
- ii) **Alternatively**, locate the student portal using this link <http://portal.siayainstitute.ac.ke>
- iii) If you already have an account use the credentials you have to log in.
- iv) If you don't have an account click on 'Create an Account' link and choose the 'Student' option (*Very Important).
- v) 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 ID Number) then click on Submit button.
- vi) We shall then activate the account for you and you will be able to log in.
- vii) Go to the login page and key in your admission number as Username and enter your password then click login button to access.
- viii) Once you log in, go to the left menu and click on 'Reporting' to open the reporting section, click on Report Now then click Report to complete your reporting process.
- ix) Print the Fees Statement by clicking 'Fees' option in the Menu to the left just below the Reporting Menu, download the Fees Statement then Print it , **ensure that the date you have reported is indicated in the Fee Statement before printing.**
- x) Download the New Student Registration Form from the SIT Website under Portals Menu and fill it appropriately (*Mandatory for ALL Continuing Students*).
- xi) Present the filled Registration Form and the downloaded Fees Statement to the Office of The Registrar, The Finance Office, The Office of The Dean of Students and your Head of Department in that order, for verification, approval and processing.
- xii) If you have paid fees via Bank, present the Bank Slip to the Office of Finance for updating to your fee statement and keep the original bank slip safe in case of any future queries.

Note:

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