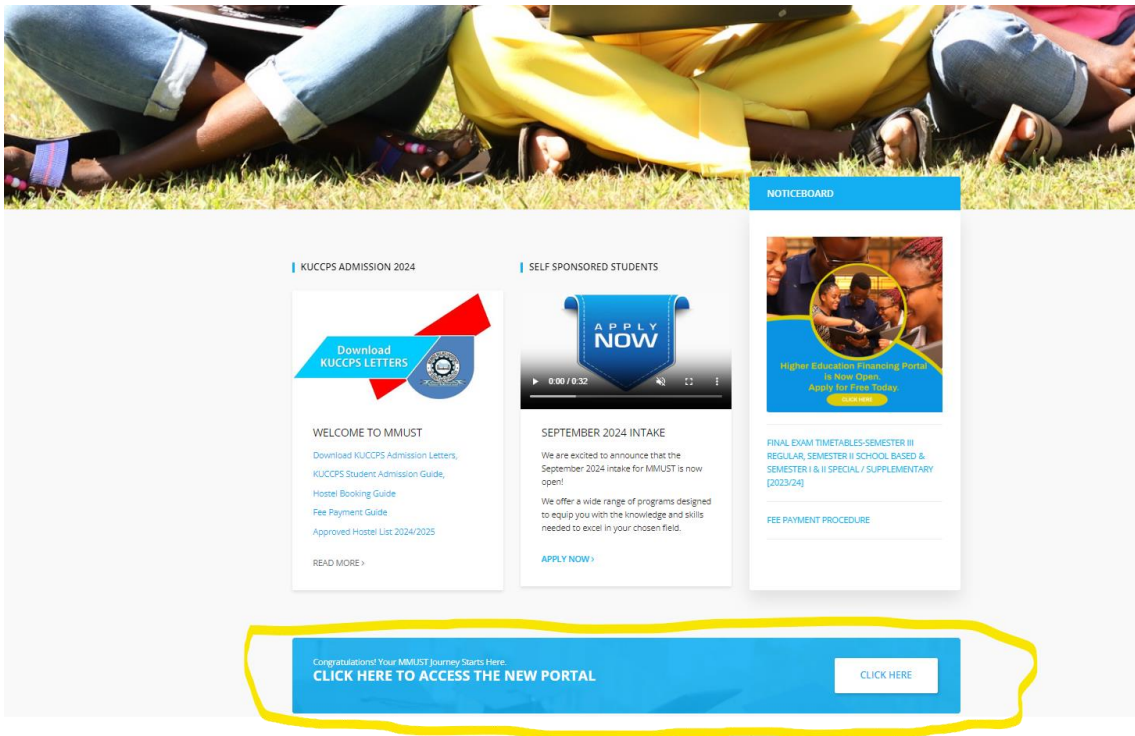


STUDENT PORTAL CLEARANCE PROCESS GUIDE

1. Open any browser (Google Chrome, Microsoft Edge, Mozilla Firefox, Opera mini and others) and type “**MMUST**” click on first link and scroll down to access the login page as highlighted in the image below.



OR type the following address in a browser and press **Enter** key

<https://mmust.mycportal.com/account/login>

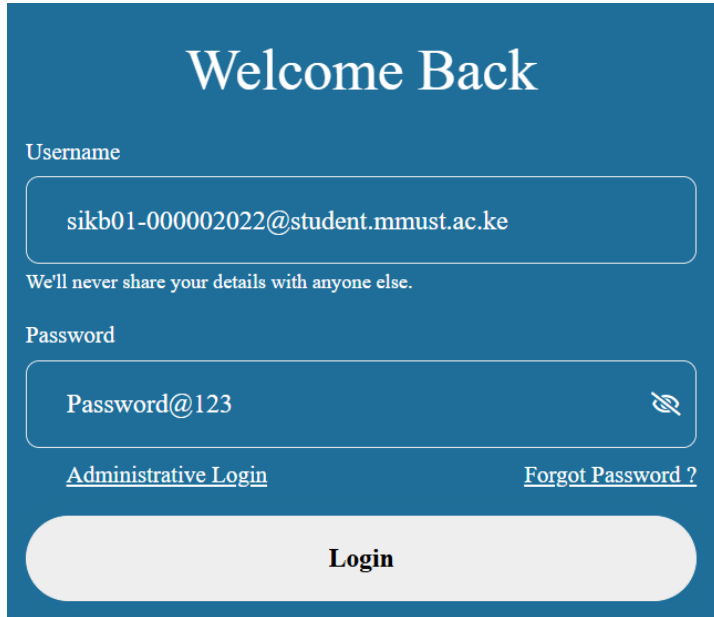
2. The following page appears. Enter your **Username** and **Password** and click **Login** button

A screenshot of the MMUST login page. The page is split into two sections: a blue login form on the left and a promotional banner on the right. The login form includes fields for 'Username' and 'Password', a 'Login' button, and links for 'Administrative Login' and 'Forgot Password?'. The banner features the university logo and text: 'Welcome to MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY'. Below the banner, there are social media icons for Instagram, Facebook, Twitter, and YouTube.

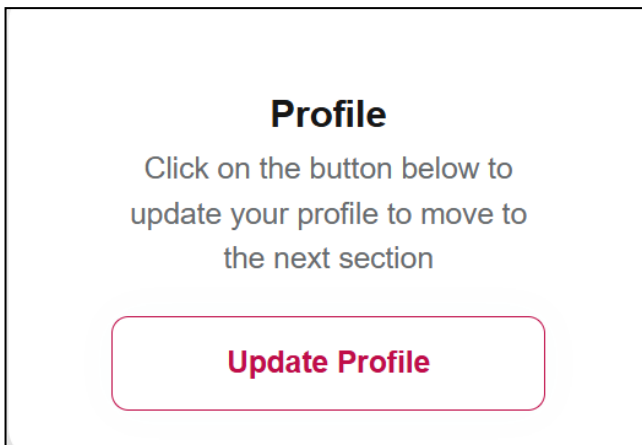
The **Username** is the Email address is a personal email address or the student email address (e.g. sikb01-00000202x@student.mmust.ac.ke).

Default **Password**: Password@123

Click on **Login** button

A screenshot of a login page with a dark blue background. At the top, it says "Welcome Back" in white. Below that, there is a "Username" label and a text input field containing "sikb01-000002022@student.mmust.ac.ke". Underneath the input field is the text "We'll never share your details with anyone else." Below that is a "Password" label and a password input field containing "Password@123" with a toggle icon on the right. At the bottom left of the form area are two links: "Administrative Login" and "Forgot Password?". At the very bottom is a large, light grey rounded button with the text "Login" in bold black.

3. After a successful login, a window that displays Update Profile appears as shown below. Click on **Update Profile**.

A screenshot of a window titled "Profile" with a white background and a black border. The title "Profile" is centered at the top in bold black. Below the title, there is a paragraph of text: "Click on the button below to update your profile to move to the next section". At the bottom of the window is a rounded rectangular button with a red border and the text "Update Profile" in bold red.

Updating your personal details as shown below starting from Date of Birth, Next of Kin Sponsor details (input next of kin phone number and email address) and other details. Upload a **suitable Passport Picture** by clicking on **Browse** that will be used to process your student ID. Once done click on **Next** button.

First Name

[REDACTED]

Middle Name

[REDACTED]

Surname

[REDACTED]

Email

[REDACTED]

KCSE Index

KCSE Year

Religion

Christianity ▾

Marital Status

Single

Date of Birth

Phone Number

Next of Kin First Name

Next of Kin Last Name

Next of Kin Phone Number

Relationship With Next Of Kin

Next of Kin Address

Sponsor First Name

Sponsor Last Name

Sponsor Phone Number

Sponsor Email Address

Nationality County Sub-County


Constituency

Ethnicity

Physical Disability

Home Address

Upload a Colored Passport Sized Photograph
Note: The photo you are uploading here will be printed on your Identity Card.

 **Rules for uploading picture**

- Image resolution should be atleast 600x800 px.
- Image size should be less than 2MB.
- The person must have a neutral expression with both eyes open and mouth closed. Smiling or frowning is not allowed, as it can alter facial features.
- The head and shoulders of the subject must be centered in the photo, with the face fully visible and not tilted. The person must be looking directly at the camera with a relaxed and natural head position.
- The photo must be taken in good lighting conditions, with no harsh shadows or reflections on the face.
- The photo must be in color, with accurate color representation and good contrast between the subject's face and the background.
- The photo should not have any red-eye effect or other image defects that could affect facial recognition accuracy.
- Must have white background.

Complete the profile by updating educational qualifications as shown below and click on **Update** button.

Update Educational Qualifications

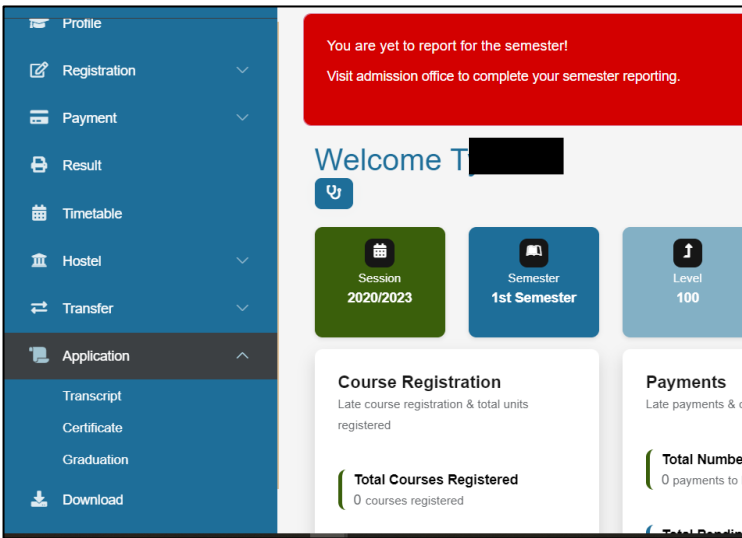
Primary School Attended

Secondary School Attended

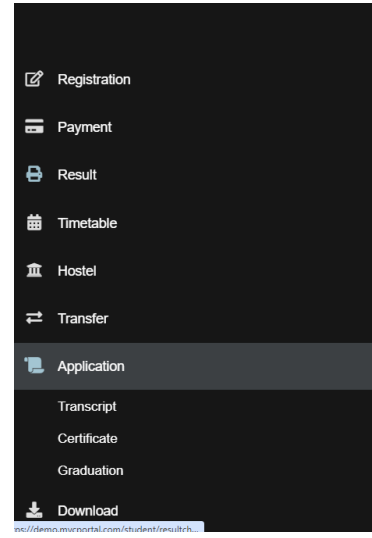
KCSE Mean Grade

The following window will appear which shows your student **Dashboard**.

(On Computer)



(On a Mobile phone)



NB: Please ensure you have completed all payments required.

Click **Application** on the menu appearing on the left-hand side as above then select **Graduation**.

The online Application Graduation Form appears where the student fills it as required and uploads ID Card/ Passport and a Signature specimen.

APPLICATION FOR GRADUATION FORM 2024

Instruction

- You will NOT be allowed to graduate if;
 - You have not completed studies/failed to meet programme requirements for graduation.
 - You have a pending disciplinary case, still on suspension or discontinued.
 - You have fee balance.
 - You give false information in this application for graduation form.
- Attach a copy of your National Identity card (for Kenyan Students) or Passport (for International Students).
- In case you make any error of omission or commission while filling this form, you will bear the cost of corrections.

Fill the form

Registration No.
[Redacted]

Order of names on the Certificate Kindly confirm if the order of names are correct, if not correct the order

Last/Surname * First Name * Middle Name

Order of names on the Certificate Kindly confirm if the order of names are correct, if not correct the order

Last/Surname * First Name * Middle Name

Phone Number Email

Attach a copy of your National Identity card (for Kenyan Students) or Passport (for International Students) No file chosen

Attach your signature * No file chosen

Year of Completion

Submit Application

Once the you click on **Submit Application** button, the following message will appear.

UNIVERSITY

Graduation application submitted successfully. Please wait for approval. Once approved, the graduation fee will be available for you to view and pay

Once the graduation application is approved then the following message will appear.

Dashboard

Profile

Registration

Your Clearance application has been approved Successfully