STUDENT PORTAL UPDATE GUIDE

1. Google portal.mmust.ac.ke
2. Enter **Registration No.** in capital letters as **Username** and **Password**.

3. Click on the top-right hand side where an arrow appears next to your name. Click on **Profile** to update your profile. First click on the ⬆ arrow next to the picture icon to upload your Passport picture. Select image then click on ⬆Upload.

Personal Details Tab

4. Then Click on **Personal Details** tab and enter correct details in Active cells such as National ID, Date of Birth, Language, Medical, Co-curricular and KCSE year. Click on **Update** button.

Registration Number	Name	Programme
BJM/B/01-0█████/2025	O███████████	BACHELOR OF JOURNALISM ANI

National Id	Date of Birth	Gender
	01/01/1996	Male

Marital Status	Nationality	Religion
	Select Nationality	Select Religion

Source	Disability	Language
	NONE	

Medical	Co-Curricular	KCSE Index Number
		████████

KCSE Year

Update

Contact Details Tab

5. Click on Contact Details tab and fill Home Address, select SubCounty and Constituency. Click on **Update** button afterwards.

Telephone number	Email
██████████	b████████████

Home Address	County
	Select Counties

Domicile	SubCounty
Foreign Student	Select SubCounty

Constituency

Select Constituency

Update

Emergency Contact

6. Click on **Emergency Contact** tab and fill all the blank cells. Lastly click on the **Update** button.

Name

Relationship

Tel No

Email

Address

Remarks

Update