



UNIVERSITY OF NAIROBI

AUGUST 10, 2020

TO ALL IN COMING FIRST YEAR STUDENTS
UNIVERSITY OF NAIROBI

RE: PREPERATIONS FOR ONLINE REGISTRATION, ORIENTATION AND CLASSES

Welcome to the University of Nairobi. We are delighted that you have joined a world class university. As you prepare for the orientation programme, please note the following:

1. Online Registration – 24th – 31th, August 2020

There are steps you must complete before then.

Logging into the portal will show you a complete list of everything you must complete.

You must do these steps in order. The next step will not appear until the previous step is completed in full.

Step 1 - Log into the SMIS portal (smis.uonbi.ac.ke) using the credentials sent to you. If you haven't received the login credentials write to admission@uonbi.ac.ke, gs@uonbi.ac.ke

Step 2 – Download Joining Instructions (Academic, Legal and Health Requirements)

Step 3 - Complete the forms downloaded in step 2

Step 4 – Pay the prescribed fees (This must be done 48 hours before attempting step 5).

Step 5 - Complete online registration and submit your request for registration (The Online registration portal shall be opened on August 24, 2020)

Step 6 – Wait for the confirmation of your registration. An alert shall be sent to your registered mobile number when this done.

Step 7- Login into the SMIS portal(smis.uonbi.ac.ke) an complete your profile (You shall be required to create an email address and Active director account in this step)

Step 8 – Undertake Course Registration

Note:

Ensure you download all the duly completed documents in the joining instructions to the University portal.

2. Virtual Orientation – August 31 to September 6th , 2020

You will be taken through the following steps to join training and class sessions:

- Step 1 – Video Conference Etiquette (Before and after joining class)
- Step 2 – How to join Google Meet class via phone or computer
- Step 3 – Key Google Meet features

3. Steps before Online Classes – 7th September 2020

Beginning 7th September 2020 and continuing, you will receive information on training on online platforms like Google Class and E-Class.

- Step 1 – Ensure you have the appropriate electronic gadget eg. smart phone, tablet, iPad or laptop(**Attached find specifications of computers**)
- Step 2 - Register for the Online Training
- Step 3 – Download the Training Schedule
- Step 4 - Access the Training link
- Step 5 – Log in and join the training

Note:

Online Training is Mandatory to enable you to undertake your online learning and examinations during the Covid 19 pandemic.

4. Steps towards Online Classes – 14th September 2020

We hope that these online updates will answer your questions and through this transition.

- Step 1 – Confirm Registration of Courses
- Step 2 – Download Class Timetables
- Step 3 – Access the links to the classes
- Step 4 – Access Library Resources
- Step 5 – Join the classes to be able to account for class attendance
- Step 6 – Report to your Dean/Director any issue related to online learning that you may require assistance.

Note:

Ensure you attend all prescribed classes, take all assignments, continuous assessment tests and examinations.

5. **HELP DESK**

There will be a help desk set up at every registration point for assistance.

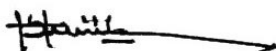
The Admissions office will however serve as the central help desk.

Tel. contacts: Academic Registrar 0204913199/3027/3196/3067/3065

Graduate School 0204913128/3129/8030/8032

Customer Experience Centre contacts: 0204910000, 0204914112

Please do not hesitate to contact the undersigned for any further clarification.



WEBUYE, H.O.D
ACADEMIC REGISTRAR (AG)

C.c.

Vice Chancellor

Deputy Vice Chancellor (AA)

Deputy Vice Chancellor (FP&D)

Deputy Vice Chancellor (SA)

Deputy Vice Chancellor (RIE)

Deputy vice Chancellor (HR&A)

All College Principals

All Deans/Directors

All Chairmen of Departments

Deputy Registrar, Examinations

SPECIFICATIONS OF COMPUTERS

HARDWARE REQUIREMENTS

Recommended minimum standard hardware requirements for students to facilitate online learning.

Recommended Requirements				
Feature	Entry Level Laptop	Medium Level Laptop	High Level Laptop	Note
Form factor	Laptop	Laptop	Laptop	Laptop with a minimum of 4 hours of battery life is recommended
Operating system	Windows 10 or macOS or Linux	Windows 10 or macOS or Linux	Windows 10 or macOS or Linux	
Processor	64-bit multi-core processor (quad-core or higher recommended) corei3	64-bit multi-core processor (quad-core or higher recommended) corei5	64-bit multi-core processor (quad-core or higher recommended) corei7	64 bit Multi-core processor or better.
Memory	4GB (or higher)	8GB (or higher)	16GB (or higher)	For best performance, we recommend that you configure/ install as much memory as affordable at the time of purchase.

Primary storage	128GB minimum, recommended 256GB (or higher) 500GB minimum for normal HDD	128GB minimum, recommended 256GB (or higher) 500GB or 1TB minimum for normal HDD	128GB minimum, recommended 256GB (or higher) 1TB (or higher) minimum for normal HDD	Hard drive/solid state drive with a minimum of 128GB of storage capacity. Note: It is advisable that you get as large a drive as affordable. Check with your school/department to determine if greater storage capacity is needed
Backup	External hard drive or cloud service	External hard drive or cloud service	External hard drive or cloud service	For local backup, an external hard drive with at least double the size of the internal hard drive or a subscription to a cloud based backup solution like OneDrive for Business is highly recommended or Dropbox
Networking	Dual-Band (2.4GHz/5GHz) Wireless 802.11ac	Dual-Band (2.4GHz/5GHz) Wireless 802.11ac	Dual-Band (2.4GHz/5GHz) Wireless 802.11ac	Dual-Band (2.4 GHz/5 GHz) Wireless 802.11ac capable

I/O devices	Physical keyboard and mouse/trackpad	Physical keyboard and mouse/trackpad	Physical keyboard and mouse/trackpad	Physical keyboard and mouse/trackpad
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Additional Recommendations

Recovery option	Highly recommended	It is highly recommended that all computers include a recovery partition or recovery utility that allows quick restoration of the factory image, should a reinstallation be necessary. If the system does not have a recovery partition, then users should have their software media with them in the event a re- installation is necessary. If you have questions, check at the point of purchase or at the ICT User support Office in your campus
Warranty	Extended Warranty highly recommended	Extended warranty (three years, in general) is highly recommended. This warranty normally covers hardware problems as well as system troubleshooting via phone or email (additional accidental damage coverage should be considered, if available).
Optional accessories	USB-C dongles, VGA dongles, Ethernet cable, laptop anti-theft cable lock, webcam, HDMI dongle, microphone, and headphones	

Optional Accessories:

- I. Dongles for connecting to an external display or projection device
- II. Lecture rooms on campus utilize VGA as the standard connectivity option for projection systems and 3.5 mm or 1/8" jack for audio. Newer lecture rooms may also have DVI and/or HDMI connections. The University does not provide video adapters for notebooks, tablets or other mobile devices.
- III. USB flash drive
- IV. Laptop anti-theft cable lock
- V. A laptop with a webcam and microphone is recommended, or an external webcam, as well as a USB microphone and headphones

* **Note 1** that most tablets do not meet the minimum hardware requirements. However, if it meets all the hardware requirements and can run full desktop operating systems, a tablet is acceptable.

SOFTWARE

Minimum software to be installed in the laptops

Operating System	Antivirus	Office Productivity Tools
<ul style="list-style-type: none"> • Microsoft Windows 10 Professional/Education • MacOS or Linux 	An Antivirus software e.g. Windows Defender, Kaspersky, AVG, ESET etc	Microsoft Office 2016/365 Educational

*Note 2

Whether you choose to purchase a new computer or you already own a laptop, make sure it satisfies as many of the components listed in the “Hardware Requirements” section.

Life Cycle

Ideally, a new laptop/notebook that meets the specifications given will continue to serve your needs for at least the next four years. If you are entering/joining with a used laptop, you may need to upgrade it before you graduate, depending upon its specifications and your needs.

The ICT Center has prepared several packages that meet your hardware requirements. Please feel free to check with the ICT User support Office in your campus, the Maintenance office at the ICT Center in Chiromo if you have specific purchasing questions (**for contact information visit <https://ict.uonbi.ac.ke/>**)