

Tangaza University Systems

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Navigating the Student Portal

This guide walks through how to use the Tangaza University Student Portal at student.tangaza.ac.ke, step by step for each menu item.

Use the coloured sections below to jump straight to what you need: **Getting Started**, **Academics**, **Financials**, **Examination**, and **Account & Profile**.

Getting Started

1. Logging In

1. Go to student.tangaza.ac.ke.
2. Enter your **Registration Number** in the "Registration Number" field.
3. Enter your **Password** in the "Password" field.
4. Click "**Login**." Alternatively, click "**Continue with Your School Email**" to sign in with your institutional Google account.

2. Resetting a Forgotten Password

1. On the login page, click "[Forgot Password?](#)"
2. On the Reset Password screen, enter your registration (admission) number in the "Reg. Number" field.
3. Click "**Reset Password**."
4. Check your official Tangaza University email for a reset link and follow it to set a new password.
5. Click "**Login**" on that screen if you remember your password and want to go back instead.

3. Dashboard

1. After logging in, you land automatically on the **Dashboard**.
2. Check the top notice for your exam eligibility status and what's outstanding (unit registration, fee clearance, passport photo, lecturer evaluation).
3. Review the summary cards for registered/attempted units and your fee balance.
4. Scroll down to view your personal information and any "Important Documents" posted by the university.

Academics

4. Course Registration (Viewing History)

1. Click "**Course Registration**" in the Academics menu.
2. In the history table at the top, find the semester you want to review.
3. Click "**View Units**" on that row to see the units registered for that stage/semester.

5. Registering Units for the Current Semester

1. On the Course Registration page, scroll to the "Units Registration" panel.
2. Confirm the "Registration Semester" field shows the correct current semester.
3. Choose a "Registration Type" from the dropdown: Nominal Role (standard), Supplementary, or Retake.
4. Click "**Get Units to Register**" to open the core unit's popup.
5. Tick the checkboxes next to the units you want, then click "**Add Selected Units to the Basket.**"
6. If you have elective units, click "**Get Elective Units to Register**" instead, tick your chosen electives, and click "**Add Selected Units to the Basket.**"
7. Review everything in the "Basket Unit List" table; remove any unit you don't want using its Action button.
8. Click "**View Proforma Invoice**" to preview the fee impact of your selected units.
9. Click "**Complete Registration**" to finalize and submit your registration.
10. Click "**Print Course Statement**" afterward if you need a printed record.

6. Timetable

1. Click "**Timetable**" in the Academics menu.
2. View your registered units with class group, day, time, room, building, and lecturer.

7. Academic Requisitions

1. Click "**Academic Requisitions**" in the Academics menu.
2. Click "**New Requisition**" to start a request.
3. Fill in the requisition type and details as prompted.
4. Click "**Send Approval Request**" to submit it.
5. Track its status in the requisition list table; use "**Cancel Approval Request**" if you need to withdraw it, or "**View Approval Status**" to check progress.

8. Lecturers Evaluation

1. Click "**Lecturers Evaluation**" in the Academics menu.
2. Find the unit you want to evaluate in the list.
3. Click "**Evaluate**" next to that unit.
4. Complete the evaluation form and submit it.
5. Repeat for each registered unit listed.

9. Graduation Request

1. Click "**Graduation Request**" in the Academics menu.
2. If you're on the official graduating list, follow the prompts to submit your request.
3. If you see an error saying you're not on the graduating list, this means you're not yet eligible and should contact the registrar.

10. Clearance Request

1. Click "**Clearance Request**" in the Academics menu.
2. Review your pre-filled details on the Clearance Form.
3. Click "**Make Request**" to submit your clearance request.

11. Moodle, MyLoft, and View Student Resources

1. Click "**Moodle**" to open the university's learning management system in a new tab.
2. Click "**MyLoft**" to open the library platform login.
3. Click "**View Student Resources**" to open the general student resources page on the main Tangaza website.

Financials

12. Fee Statement

1. Click "**Fee Statement**" in the Financials menu.
2. Review the ledger of debits and credits (charges and payments).
3. Click "**Print Fee Statement**" to generate a printable copy.

13. Receipts

1. Click "**Receipts**" in the Financials menu.
2. Find the payment you want in the list (by receipt number, date, or amount).
3. Click "**Print Receipt**" next to that entry.

14. Payment Plan

1. Click "**Payment Plan**" in the Financials menu.
2. Click "**Create Instalment Plan.**"
3. Follow the prompts to set up your instalment schedule.

Examination

15. Exam Card

1. Click "**Exam Card**" in the Examination menu.
2. Wait for the PDF to generate, showing your photo, registration details, programme, and the units you're cleared to sit.
3. Use the print icon in the viewer toolbar to print it, or the download icon to save it.

16. Special Exam Card

1. Click "**Special Exam Card**" in the Examination menu.
2. This generates a similar authorization card for supplementary or special exam sittings; print or download it the same way as the regular Exam Card.

17. Semester Result Slip

1. Click "**Semester Result Slip**" in the Examination menu.
2. Review the generated PDF showing course codes, titles, credit hours, and grades for a specific semester.
3. Print or download it using the toolbar icons.

18. Provisional Results (Provisional Transcript)

1. Click "**Provisional Results**" in the Examination menu.
2. Review the generated "Provisional Transcript" PDF, which lists course codes, titles, credits, and grades across all completed semesters to date.
3. Print or download it using the toolbar icons. Note that this is unofficial/provisional and not a certified transcript.

Account & Profile

19. Account Settings

1. Click your name in the top-right corner to open the profile menu.
2. Click "**Dashboard**" to return to the home screen.
3. Click "**Change Password**" to update your login password.
4. Click "**Logout**" to securely end your session when finished.

Signing In to Your Tangaza School Email

Temporary password: August@2025. Google will force you to change it the moment you sign in — have a new password ready (at least 12 characters, with upper case, lower case, a number and a symbol).

Never share your password with anyone. The University will never ask for it by email or phone.

Your address is your admission number with the slashes removed, plus **@tangaza.ac.ke**. For example, admission number `ys72/00137/2025` becomes `ys72001372025@tangaza.ac.ke` — that is only an example, so use your own admission number.

Part A — On your phone (Gmail app)

1. Open **Gmail**. On a phone with no account, tap **Add an email address**. If you already use a personal Gmail, tap your profile picture, then **add another account**.
2. Choose **Google**. Not Exchange, not Other — your school account is a Google Workspace account.
3. Enter your full address and tap **Next**. No slashes, no spaces, no capital letters.
4. Type the temporary password **August@2025**. Tick **Show password** to check for typing mistakes, then tap **Next**.
5. Tap **I agree** on the Terms of Service page. You only see this the first time.
6. Set your own password. Google requires this on first sign-in: at least 12 characters with upper case, lower case, a number and a symbol. Do not reuse the temporary one.
7. Your inbox opens. Drive, Docs and Classroom now use the same account. Switch accounts from your profile picture and check the address at the top before sending mail.

Part B — On a computer

1. Go to **mail.google.com**. If someone else's account is showing, click the profile picture and choose **Sign out** or **add another account**.
2. Enter your address and password, clicking **Next** after each.
3. Google will prompt you to change your password immediately after this first sign-in. Set a new password following the same rules as above (at least 12 characters with upper case, lower case, a number and a symbol) — do not reuse the temporary one.
4. On a shared or library computer, always click **Sign out** when you finish, and never save the password.

Part C — Secure your account on day one

Tap your profile picture, then **Manage your Google Account**, then **Security**:

- **Turn on 2-Step Verification** and add your own mobile number, so the code comes to you.
- **Add a recovery phone and recovery email** — this is how you get back in if you forget your password.
- **Check recent sign-in activity**. If a device or country is not yours, change your password and tell ICT immediately.

Doing this now takes two minutes and could save your account later.

If something goes wrong

Problem	What to do
"Couldn't find your Google Account"	The address is mistyped. Check the slashes are removed and the ending is exactly <code>@tangaza.ac.ke</code> .
"Wrong password"	Tick Show password and retype it — passwords are case sensitive. Use Forgot password? or ask ICT for a reset.
Can't receive the verification code	Tap Try another way or ask ICT to reset your second step.
Account disabled or suspended	Contact ICT.

Need help? Visit the ICT Helpdesk during office hours with your student ID.

Start Here

Welcome to the Tangaza University Systems help center. Choose a guide below to get started — both take just a few minutes to work through.

Navigating the Student Portal

A complete walkthrough of the student portal at student.tangaza.ac.ke, covering:

- Logging in and resetting your password
- Registering your units each semester
- Checking your fee statement and receipts
- Printing your exam card and result slips

[Open this guide →](#)

Signing In to Your Tangaza School Email

Step-by-step instructions for your official @tangaza.ac.ke Google account, covering:

- Signing in for the first time, on your phone or a computer
- Setting a new password on first login
- Securing your account with 2-Step Verification
- What to do if something goes wrong

[Open this guide →](#)

New here? Start with whichever guide matches what you need right now — you can always come back for the other one.