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.

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