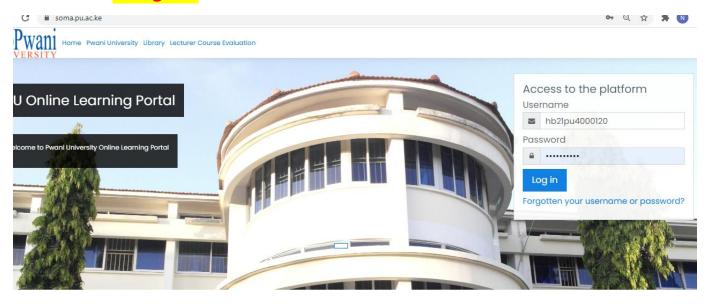
GUIDELINES ON ONLINE LEARNING FOR FIRST YEARS

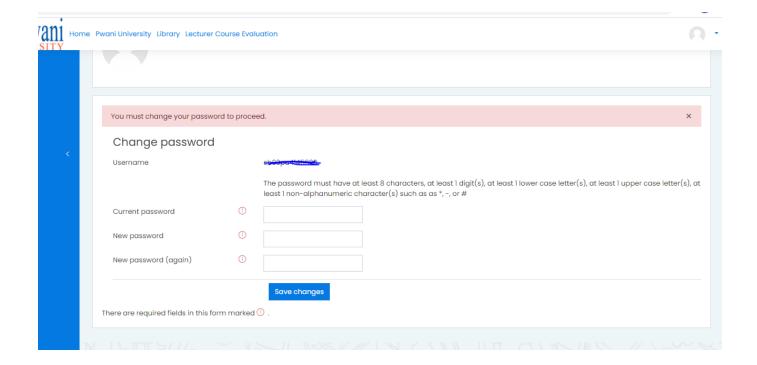
Step1: On the University Website, *Portals section*, select/click E-learning



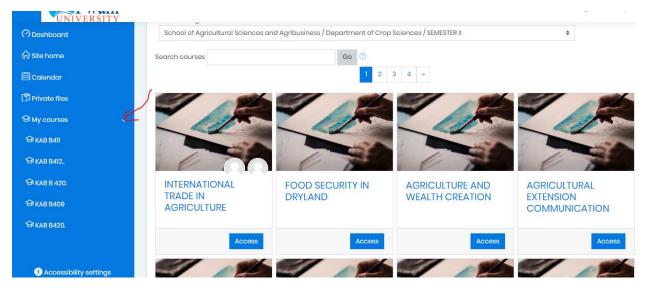
Step 2: Fill in details of your username and password. Please take note. Username is your admission number in small letters without the backslash /e.g hb21pu4000120. Password is *changeme*



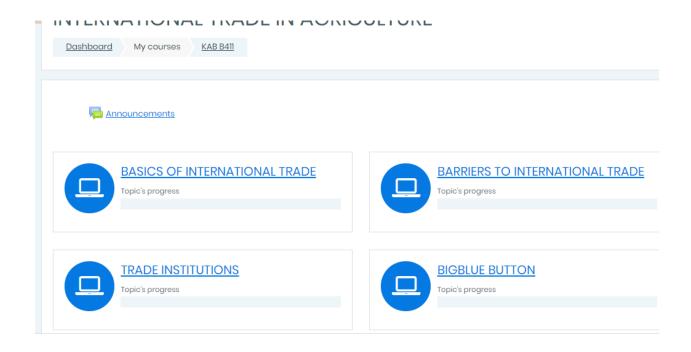
Step 3: Enter your old password changeme, Enter the new password. The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or # e.g Pwani@2000



Step 4: Log in to your account. Click on my courses to view courses enrolled



Step 5: Under Course overview, click on the course icon to access the courses you have registered, as well as the topics.



Step 6: To chat with your lecturer click on the chat icon on your top right

