

# KIBABII UNIVERSITY

## DIRECTORATE OF ICT

TO: First year student 2024

Date: 23<sup>rd</sup> July 2024

From: Head of Business process

### PROCEDURE TO BOOK HOSTEL

Open the link [portal.kibu.ac.ke](https://portal.kibu.ac.ke)

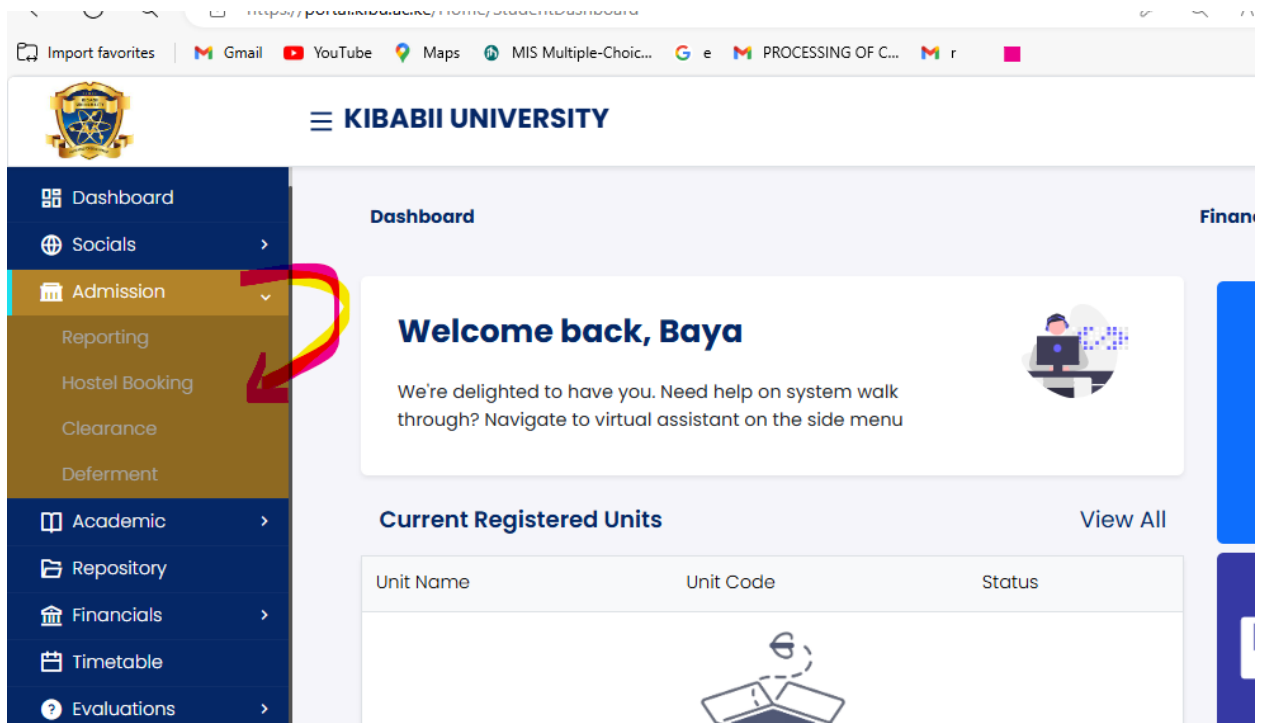
1. The bellow will be displayed

The screenshot displays the login interface of the Kibabii University portal. On the left, a banner features two women in white lab coats with the text "Promoting Excellence and Innovation". On the right, the login form includes the university logo, the greeting "Hi, welcome back", and the instruction "Please fill in your details to log in". The form has two input fields: "Username" with the placeholder "Student No/ Employee No" and "Password" with the placeholder "Enter your Password". Below the password field are a "Remember me" checkbox and a "Forgot Password?" link. A blue "Sign In" button is at the bottom of the form. The browser's address bar shows the URL "https://portal.kibu.ac.ke".

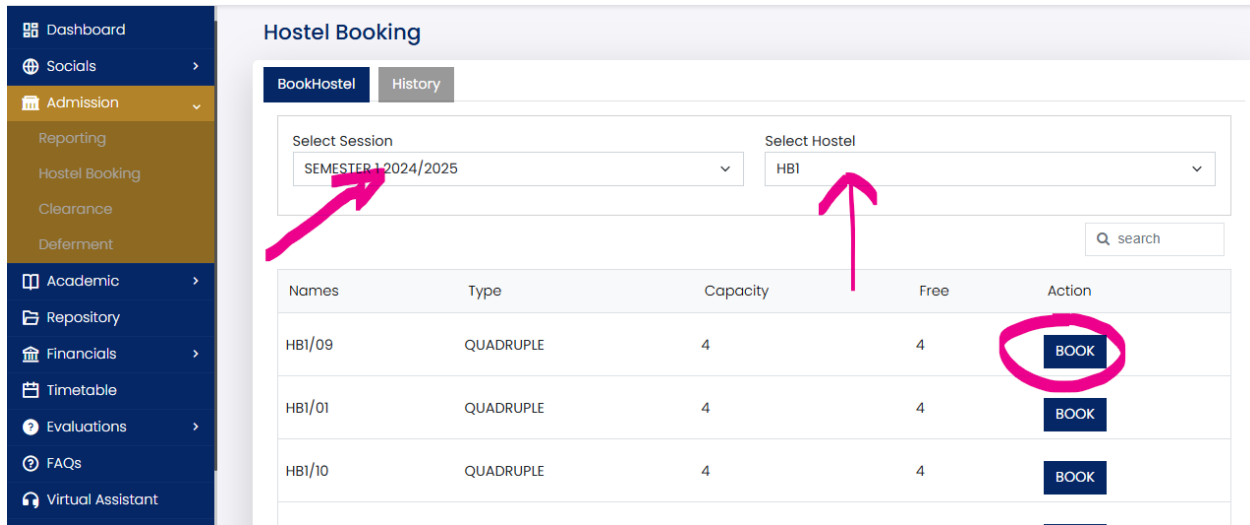
2. Under student No/ Employee No key in your Reg number eg XXX/00001/24
3. Use the same reg number as password then click sign in
4. Once signed in click on admission then hostel booking as shown



**Kibabii University ISO 9001:2015 Certified**  
Knowledge for Development



5. Select session, hostel, room then click on book as shown below



Thank you

