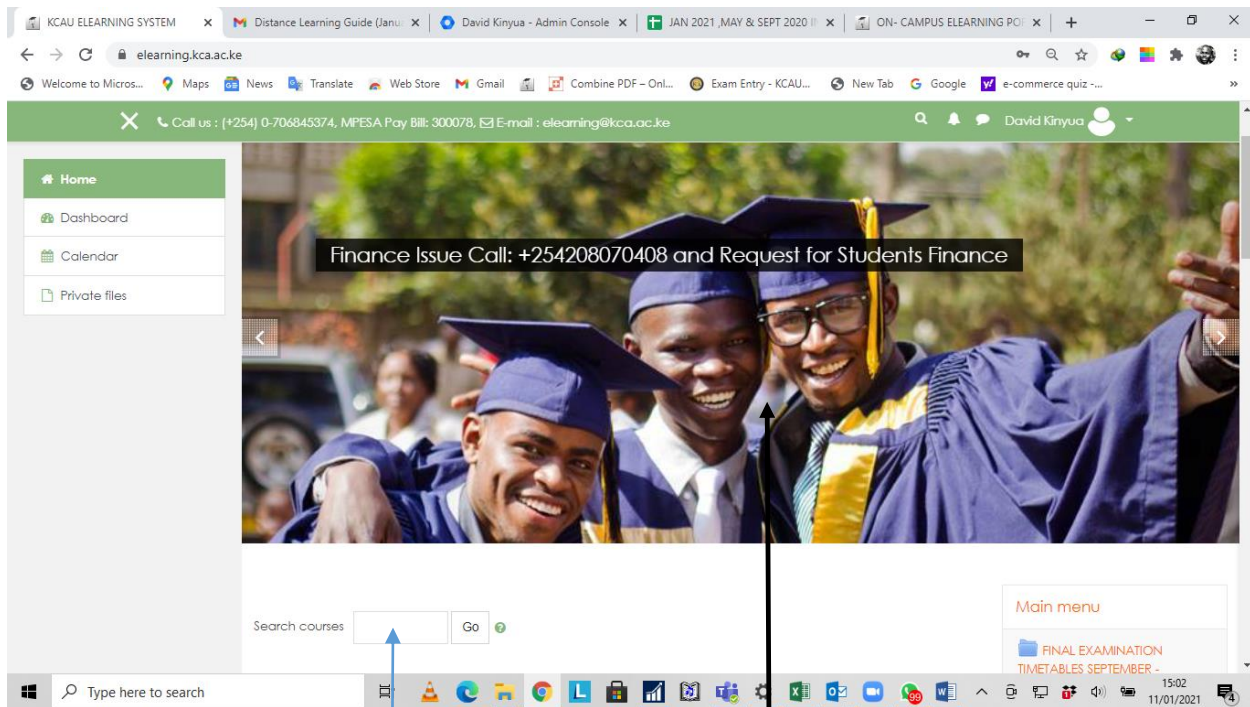


DISTANCE LEARNING PORTAL (elearning.kca.ac.ke) UNIT SELF ENROLMENT GUIDE

Introduction

- Effective Trimester 1-2021, all Distance Learning Students shall self-enroll in their trimester units so as a way of expediting the settling of students in online classes after unit enrolment and fee payment.
- Unit enrolment on elearning.kca.ac.ke should be done only after registering units in the student portal (<https://portal.kca.ac.ke/kcaportal/>) and paying at least the first installment of trimester fees or seeking clearance from students finance office.
- E-learning accounts shall be suspended in due course for those who self-enroll in units without having registered units in the student portal and paying fees or obtaining clearance from students' finance office.
- Please follow the following steps to self-enroll in your respective units within the elearning.kca.ac.ke portal:

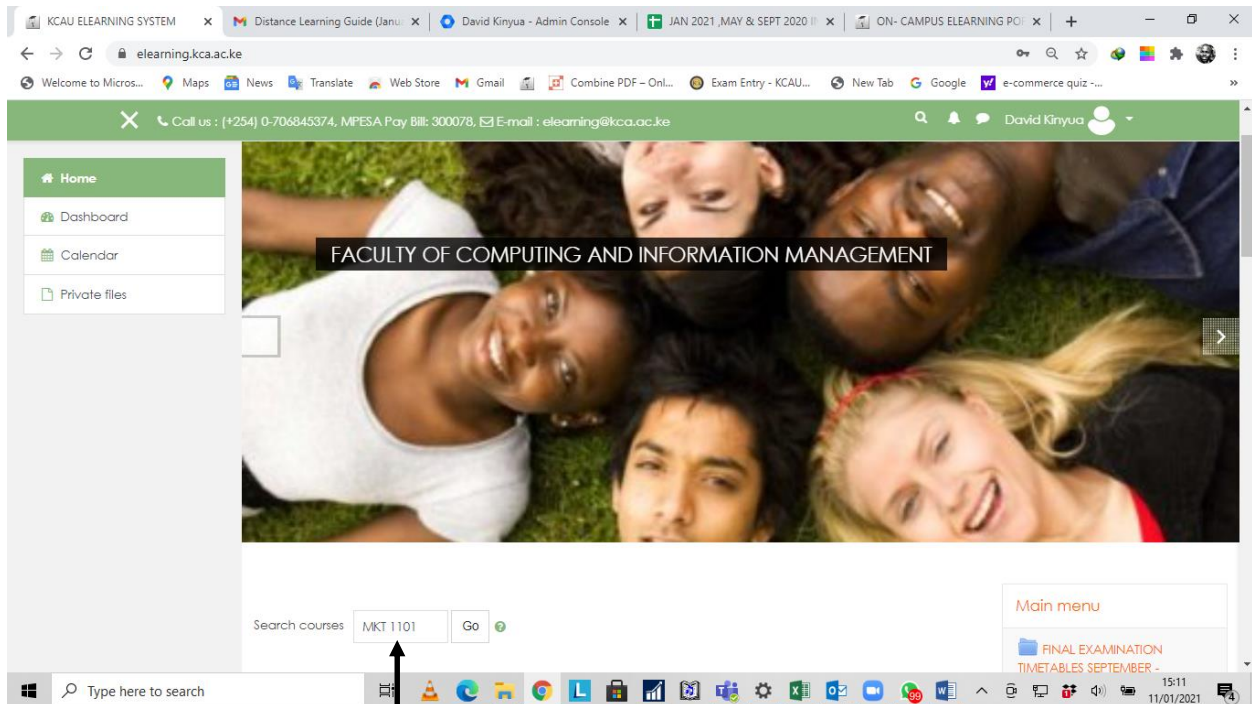
STEP 1: Log in to your elearning.kca.ac.ke account



Welcome Image

Search Courses

STEP 2: Scroll down below the welcome image and Search for the unit you want to enroll for using the unit code:



Type the unit code here e.g. MKT 1101 for Principles of Marketing (BCOM Unit) and click Go or press enter on keyboard.

STEP 3: From the search results, click on the correct unit (with the correct lecturer name) you intend to register for and enter its enrolment key as shown below.

- The enrolment key and the lecturer name for the unit will be retrieved from the ***DL JAN - APRIL 2021 ENROLMENT KEYS FOR STUDENTS*** excel document available under the main menu of the elearning.kcau.ac.ke portal.
- You can search for the unit using its Unit Code so as to locate it and its enrolment key inside the ***'DL JAN - APRIL 2021 ENROLMENT KEYS FOR STUDENTS'*** excel document.

The screenshot shows the enrolment options page for the course 'Principles of Marketing'. The page includes a sidebar with navigation links like 'Home', 'Dashboard', 'Calendar', and 'Private files'. The main content area displays the course title, breadcrumb navigation, and enrolment options. A blue callout box labeled 'Unit' points to the course title. Another blue callout box labeled 'Unit Lecturer' points to the lecturer's name 'Moyi Meso'. A third blue callout box points to the 'Enrolment key' input field, which contains a masked key '.....'. A fourth blue callout box labeled 'Type or copy and paste enrolment key here and click on Enrol me tab.' points to the 'Enrol me' button.

STEP 4: Upon successful enrolment, your unit page will show as below:

The screenshot shows the course view page for 'Principles of Marketing' after successful enrolment. The page features a sidebar with navigation links like 'Participants', 'Badges', 'Competencies', 'Grades', 'Welcome to Principles of Marketing Class', 'Home', 'Dashboard', 'Calendar', 'Private files', and 'My courses'. The main content area displays the course title, breadcrumb navigation, and a welcome message: 'Welcome to Principles of Marketing Class'. Below the message is a profile picture of the lecturer, Moyi Meso, with contact information: 'Lecturer: Moyi Meso', 'meso@kca.ac.ke', and '0735 736 715'.

STEP 5: Repeat Step 1 to 4 above for the rest of your units.