



GREAT LAKES UNIVERSITY OF KISUMU

OFFICE OF THE REGISTRAR ACADEMICS AFFAIRS

INTERNAL MEMO

From: Office of the Registrar Academics Affairs
To: All Students
Date: 11th January 2025

SUBJECT: ONLINE REPORTING VIA THE NEW STUDENT PORTAL

Great Lakes University of Kisumu is pleased to announce the implementation of a new Enterprise Resource Planning (ERP) system aimed at automating university processes and reducing paperwork. As part of this transition, all students are required to report for **Jan-April 2025** Semester **ONLINE** via the new Student Portal starting 13th January 2025.

The Student Portal will provide an efficient and user-friendly way for students to manage their academic and administrative activities. Kindly follow the procedure below to access and complete your online reporting:

Procedure for Online Reporting

1. Access the Portal: Open your preferred web browser and navigate to the portal link: <http://gluk.abnselfserve.com>.
2. Log in:
Username: Enter your student **Admission Number** (e.g., B02/GLUK/S105K/2022).
Password: Enter your initial password, which is your **Admission Number**
(If you encounter issues with your login credentials, please contact the ICT Helpdesk at 0726708170/0736550505 or visit the ICT office for assistance).
3. Completing the Online Reporting Form:
 - Navigate to the “Admissions” section on menu at left side of the system, then click on “report”
 - Verify and update your personal information.
 - Confirm your academic details for the current semester.
 - Then press report.

Important Notes:

- Students must complete their online reporting before 20th January 2025 to avoid disruptions in accessing university services.
- The portal is accessible 24/7 for your convenience.
- Your cooperation in embracing this new system is highly appreciated. Should you have any queries or require assistance, please contact the Office of the Registrar via registraracademics@gluk.ac.ke or visit the ICT Office.

Thank you.

REGISTRAR, ACADEMICS AFFAIRS

SIGNED ON 11th Jan 2024.