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## HOW TO LOGIN TO THE DISTANCE LEARNING PORTAL FOR THE FIRST TIME

1. Go to [elearning.spu.ac.ke](http://elearning.spu.ac.ke) A page such as the one below will appear

St. Paul's University - Kenya Elearning site You are not logged in. (Log in)

Please note, Your username is your student number without slashes. e.g BBADIST000114

St. Paul's University, KENYA  
P.O. BOX PRIVATE BAG,  
LIMURU - 00217, KENYA.  
Tel: +254 - 20 - 2020505/10  
Mobile: +254 728 669 000, +254 788 155 500  
email: [distancelearning@spu.ac.ke](mailto:distancelearning@spu.ac.ke)

STUDENT NUMBER(no slashes)  
.....| forgot ?  
Log In

**Students Portal**  
Click [HERE](#) to access the students portal.

**Selfcare**  
Forgotten password to students and e-learning portal??  
Click [HERE](#) to reset

**Need help?**  
**Contact Us:**  
**Distance Learning office:** [distancelearning@spu.ac.ke](mailto:distancelearning@spu.ac.ke)

[elearning.spu.ac.ke](http://elearning.spu.ac.ke)

2. Enter your student number WITHOUT SLASHES and your student portal password then login. Incase you forgot your password , click [HERE](#) to reset. If you encounter any problem kindly write to [icthelpdesk@spu.ac.ke](mailto:icthelpdesk@spu.ac.ke)

*icthelpdesk@spu.ac.ke*

3. Once you login you will see a page such as the image below. You will be required to **JUST** fill in your SPU email address as shown below. Then click on update profile at the bottom of the form.

St. Paul's University - Kenya Elearning site My Units

General

First name

Surname

SPU email address\*

City/town

Select a country Select a country...

Timezone Server's local time

Description

Site pages

- My profile
  - View profile
  - Forum posts
  - Blogs
  - Messages
  - My private files
  - My badges
- My courses

ADMINISTRATION

- My profile settings
  - Edit profile**
  - Messaging
  - Blogs
  - Badges
  - Activity reports

MESSAGES

No messages waiting

Messages

4. After you click on update profile, you will see a message from the system as highlighted below. Click on continue, then login to your SPU email address.

St. Paul's University - Kenya Elearning site My Units

Home My profile settings Edit profile

You have requested a change of email address, from dummy@spu.ac.ke. For security reasons, we are sending you an email message at the new address to confirm that it belongs to you. Your email address will be updated as soon as you open the URL sent to you in that message.

Continue

NAVIGATION

- Home
  - My home
  - Site pages
  - My profile
    - View profile
    - Forum posts
    - Blogs
    - Messages
    - My private files
    - My badges
  - My courses

ADMINISTRATION

- My profile settings
  - Edit profile**
  - Messaging
  - Badges

You will receive an automated email, within a maximum time of 10 minutes if the SPU email address you provided is active. Click on the link in your inbox to confirm.

ST. PAUL'S UNIVERSITY

dummy@spu.ac.ke

Mail

COMPOSE

Admin User (2) Confirmation of email update at St. Paul's University Elearning Site - Dear... 1, You have requested 8:15 pm

Inbox (1)

COMPOSE

Confirmation of email update at St. Paul's University Elearning Site

Admin User Dear You have requested a change of your email addr... 2:07 PM (6 hours ago)

Admin User <sysadmin@spu.ac.ke> to me (2) 8:11 PM (6 minutes ago)

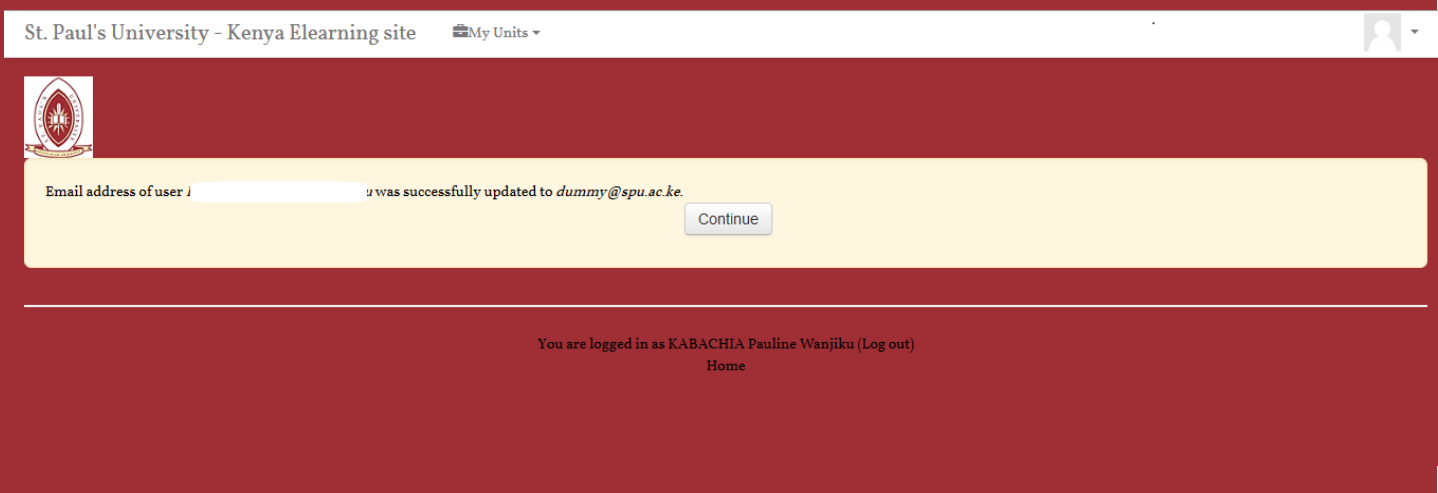
Dear ...

You have requested a change of your email address for your user account at St. Paul's University Elearning Site. Please open the following URL in your browser in order to confirm this change.

<http://elearning.spu.ac.ke/user/emailupdate.php?key=R0nB2cTj0PvHsSvWwpE&id=268>

Click here to Reply or Forward

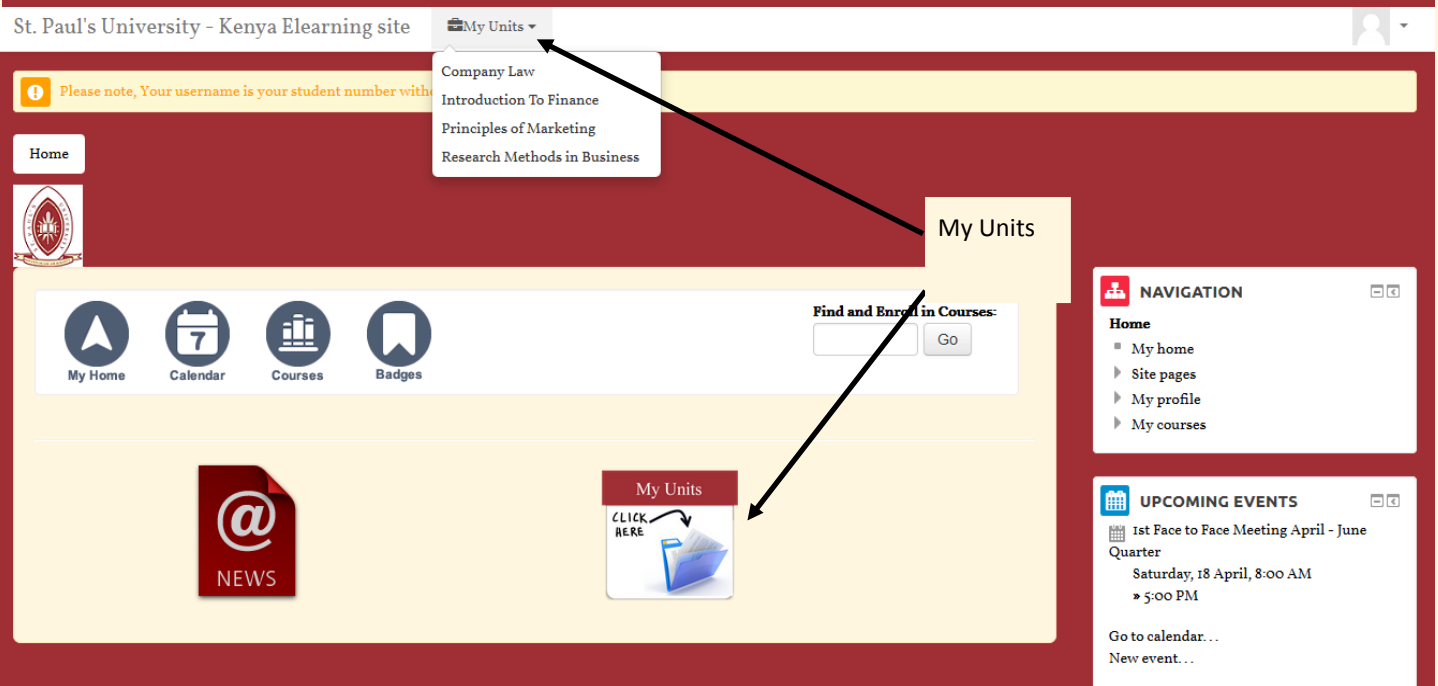
5. You will be redirected to the e-learning portal such as the shown in the image below. Click on the continue button.



You will be redirected to the same update profile page, Please DO NOT edit anything but just proceed to click on Update Profile again.

Click on continue again or HOME link at the top left of your screen or the SPU logo at the top left.

6. Click on the my units image just as shown below.



Navigate through to the desired unit by clicking on the unit title. You will see a folder named MODULE, go ahead to click on it and you will see a PDF file with the unit title of the desired unit. Click on the PDF file to download . Go back to navigate to the next unit. In case of any challenge write to us via [distancelearning@spu.ac.ke](mailto:distancelearning@spu.ac.ke) or [icthelpdesk@spu.ac.ke](mailto:icthelpdesk@spu.ac.ke)