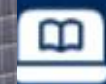




# ELEARNING GUIDE

**INTAKE  
ONGOING**

#KCAULevelUp



ONLINE



PHYSICAL

**SCHOOL  
APP**

[www.kcau.ac.ke](http://www.kcau.ac.ke)



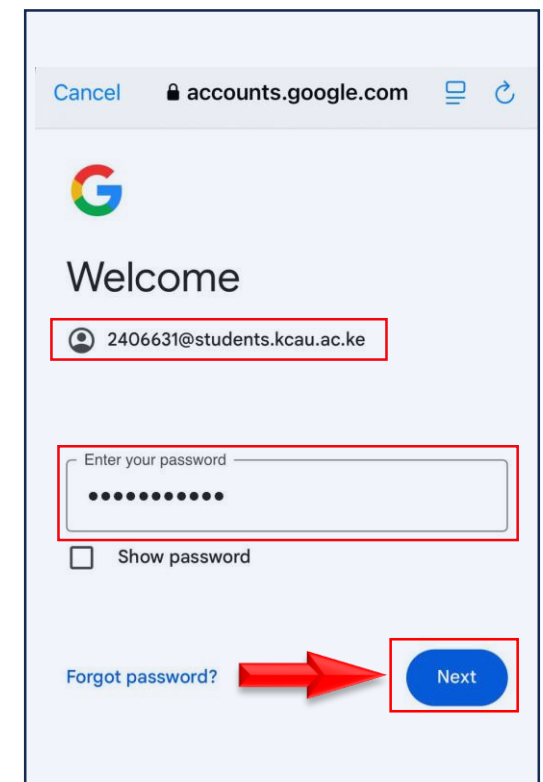
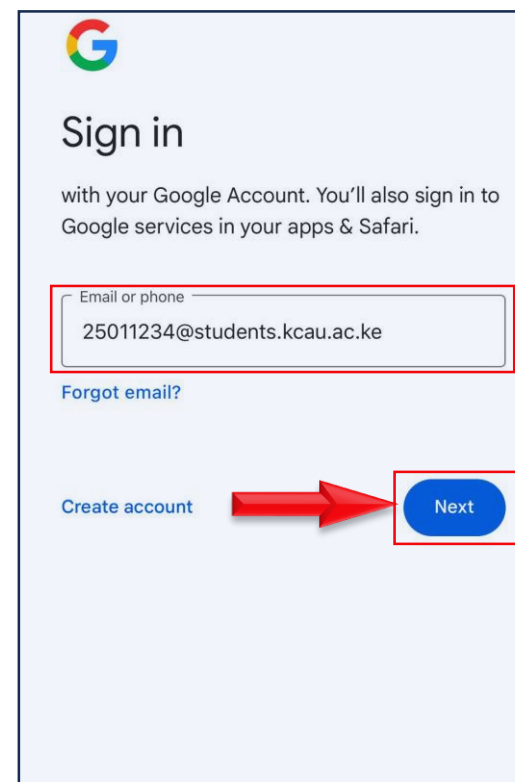
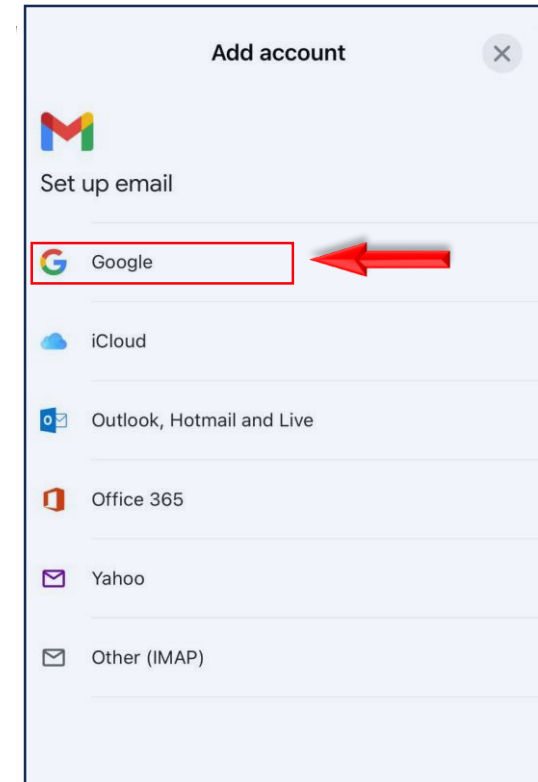
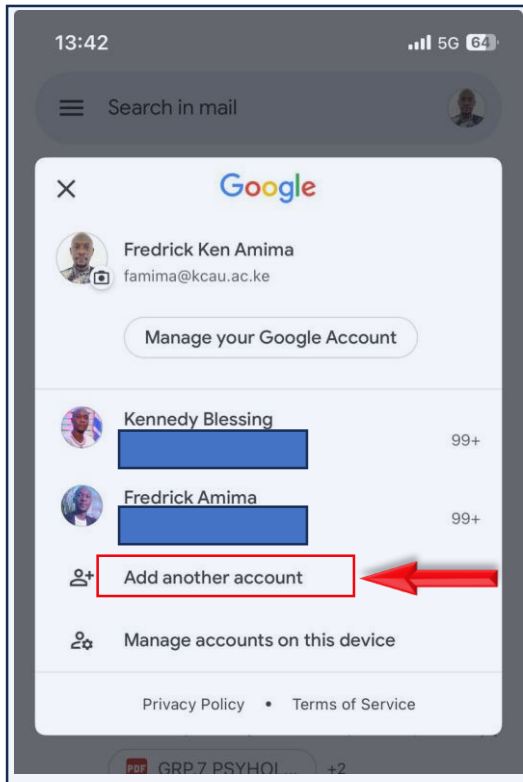
Main Campus, Town Camp  
Nairobi C

FROM  
TO CHEQUE BOOKS

**PROCEDURE FOR ADDING YOUR KCA  
UNIVERSITY STAFF/STUDENT EMAIL  
TO YOUR GMAIL**

# ADDING YOUR KCA UNIVERSITY STUDENT EMAIL TO YOUR GMAIL

Before accessing the VC, ensure you have access to your student email. Below is a procedure on how to add your student email to your Gmail account. (Note: *Student emails are created by ICT department.*)



**a** Open Gmail and click on **Add another account**

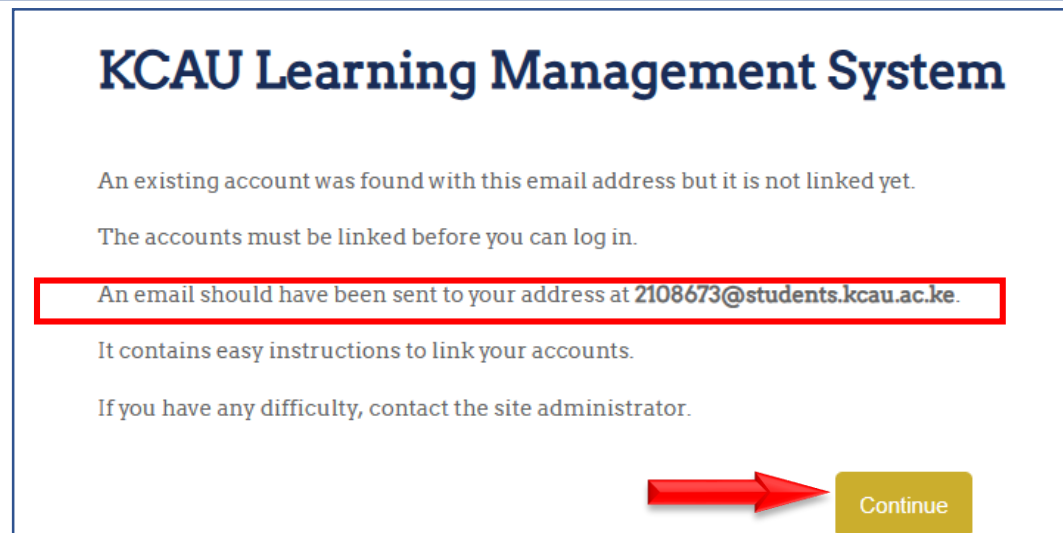
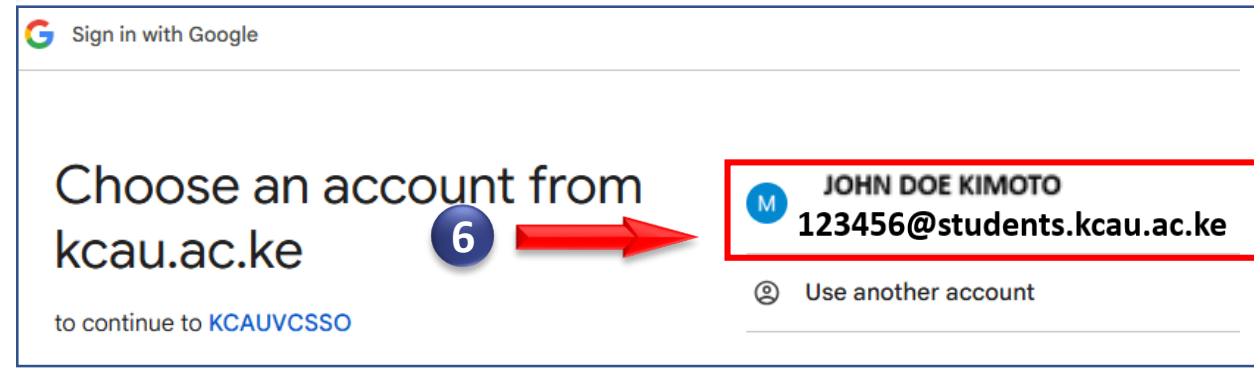
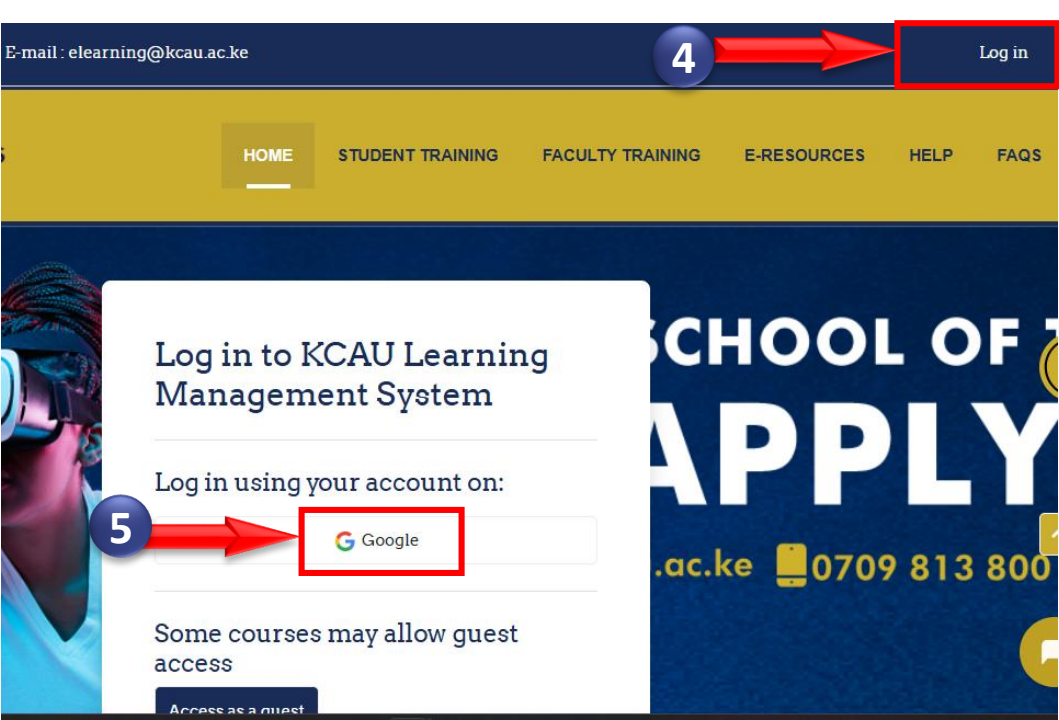
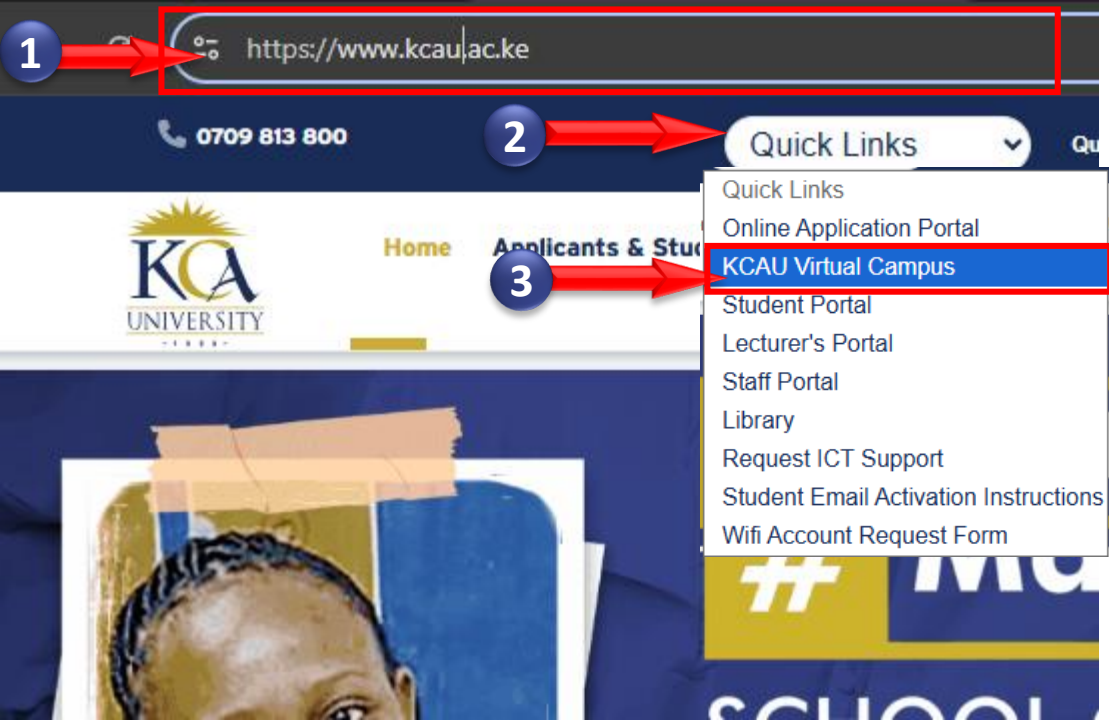
**b** Select **Google**

**c** Enter student **email** and click **Next**

**d** Enter Password and click **Next**

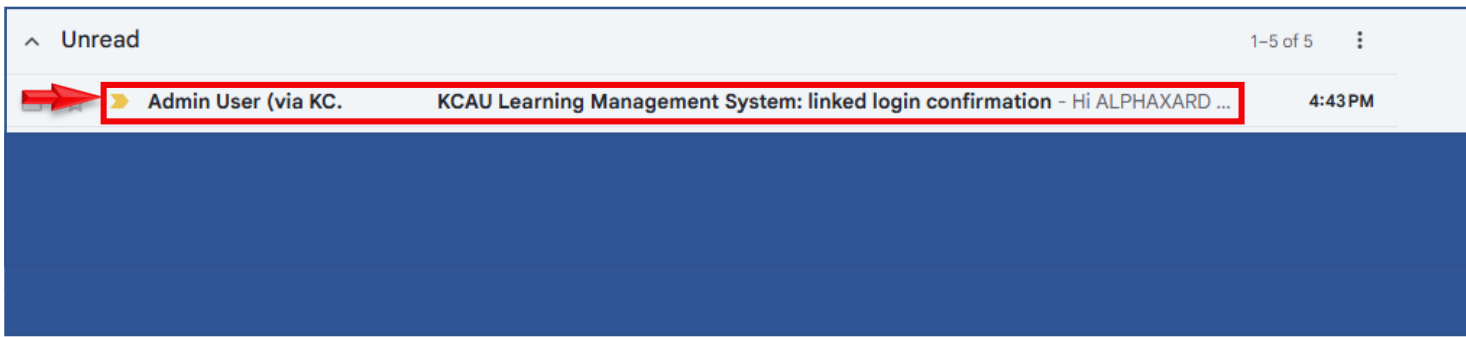
# **PROCEDURE FOR ACCESSING THE KCAU**

## **VIRTUAL CAMPUS**



- KEY:**
- 1-Access KCAU Website
  - 2-Click on Quick links and
  - 3-Select KCAU Virtual Campus
  - 4-Click login link on the LMS log in page
  - 5-Click on Google to log in using SSO
  - 6-Select your student email
  - 7-An activation email is sent to you student email Inbox or Spam/junk folders

8



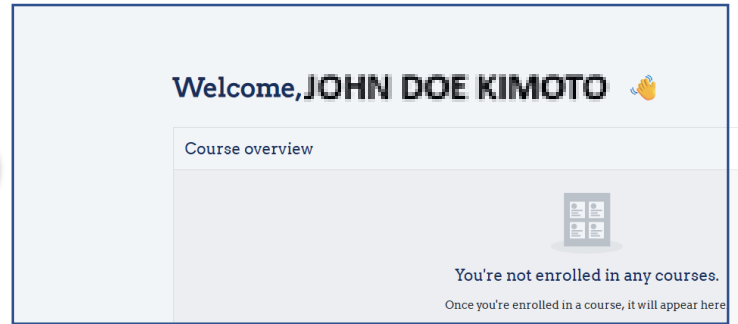
11

# Log in to KCAU Learning Management System

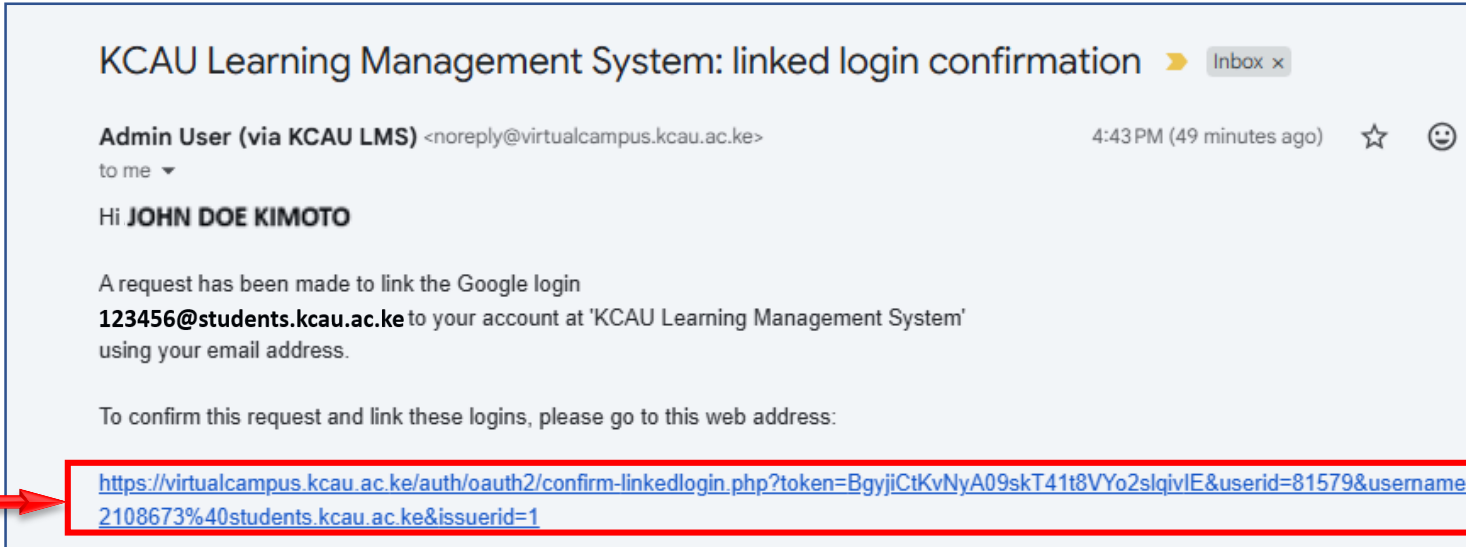
Log in using your account on:



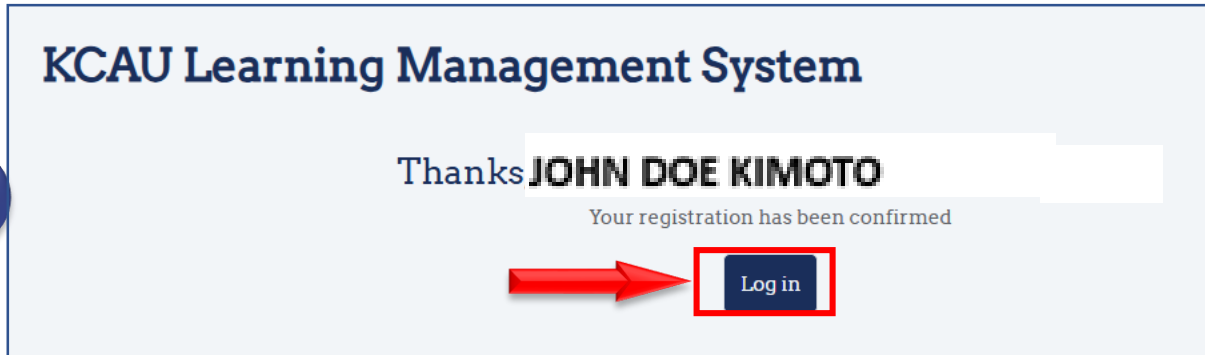
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10



### KEY:

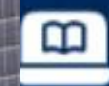
- 8-Open your email inbox/spam and select email from Admin User.
- 9-Click on the activation email.
- 10-Activation successful. Click on log in button to access the LMS
- 11-Click on Google to log in using SSO
- 12-Log in successful!



THANK YOU!

**INTAKE  
ONGOING**

#KCAULevelUp

A graphic of a bar chart with four vertical bars of varying heights in shades of green and blue, set against a dark blue background with a world map outline.

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