

# THARAKA

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# UNIVERSITY

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## COLLEGE

*(A Constituent College of Chuka University)*

**DIRECTORATE OF OPEN, DISTANCE AND ELECTRONIC LEARNING/ICT**

**REF.: TUC/DICT/MEM/14.09.21**

**Date: 14<sup>th</sup> September, 2021**

To all First Year (September 2021 Intake) Students,

### **RE: ACTIVATION OF INSTITUTIONAL EMAIL & E-LEARNING PORTAL ACCOUNT / E-LEARNING MOBILE APP**

Below are the steps you need to take to activate your institutional email and E-learning Portal Account/E-learning Mobile App through the links provided at (<https://www.tharaka.ac.ke> )

1. Understand the format of your institutional email. E.g. When your registration number is **ABT1/12345/21** your email hence is **abt1.1234.21@student.tharaka.ac.ke**  
The default password is your registration number in CAPS You are required to change your password on first sign in to be similar to your Student Portal Password.  
Institutional email is also shown on your Student Portal Dashboard under **University Email**
2. Your institutional email is a Google Account. Hence **add it to your smartphone** using this guide: <https://www.androidcentral.com/how-add-second-google-account-your-android>
3. Once you have added the institutional email, you will be required to **download the Tharaka E-learning Mobile App**. Link provided on the home page of <https://www.tharaka.ac.ke>
4. The E-learning portal is also accessible via your Student Portal on the Menu and via the website. You **Login using Google** the Institutional Email on the E-learning Mobile App and the E-learning Portal
5. After logging into you E-learning Portal Account, **self-enrol to the units you registered for on the Student Portal**. In case of Student or eLearning portal access issues you can visit your Department
6. The **institutional email will also be used for Off-campus library access (MyLOFT)**, you will receive an email on your new institutional email to activate MyLOFT. In case of Library access issues you can visit the library.

Kevin Tuei - Coordinator, Open Distance and E-Learning/ICT

Cc. Principal, DP(ARSA), DP(AFP&D), Registrar (A&P), In Charge Finance, All Deans, CoDs, Directors,  
In Charge Library, In Charge Accommodation and all Notice Boards.