

Online Room Reservation Manual for KIHBT students

1. Requirements **A VALID and ACTIVE EMAIL ADDRESS**
2. Access the www.kihbt.ac.ke website and click in the “Students” menu

The screenshot shows the homepage of the Kenya Institute of Highways & Building Technology (KIHBT). At the top, there is a header with the KIHBT logo on the left, a central image of a building with the text "Kenya Institute of Highways & Building Technology - Plant School" overlaid, and the Kenyan national coat of arms on the right. Below the header is a navigation bar with buttons for Home, News, Gallery, Nairobi Campus, Kisii Campus, Ngong Campus, Staff Mail, Apply Online, Downloads, Students, Feed Back, Log Out, and Profile. The main content area is divided into several sections: a central login/register form, and four sidebars. The login form includes fields for User Name and Password, a checkbox for "I am a Student (Tick)", a "New User?" link, and a "Forgot Password?" link. A "Log In" button is also present. Below the login form is a red instruction: "For First Login, Type ONE of Your three names as Your password". The sidebars contain lists of links for Academic Branches (ICT, Mechanical, Civil, Building, Electrical, Driver Training, Roads), Support Branches (Hostels, Accounts, Procurement, Public Relations), Campuses (Nairobi Campus, Kisii Campus, Ngong Campus), Academics (Regular Courses, Capacity Building, Short Courses, Road Construction), Useful Links (University of Nairobi, Technical Univ. of Mombasa, UON - Transport Dept., Public Service Commission, MOTI), and Other Links (The Standard, Daily Nation, The Star, Facebook). At the bottom of the page, there is a copyright notice: "Copyright © 2012 Kenya Institute of Highways & Building Technology All Rights Reserved".

User Name:

Password:

I am a Student (Tick)

New User? [New User?](#)

Forgot Password? [Forgot Password?](#)

For First Login, Type ONE of Your three names as Your password

Academic Branches

- ICT
- Mechanical
- Civil
- Building
- Electrical
- Driver Training
- Roads

Support Branches

- Hostels
- Accounts
- Procurement
- Public Relations

Campuses

- Nairobi Campus
- Kisii Campus
- Ngong Campus

Academics

- Regular Courses
- Capacity Building
- Short Courses
- Road Construction

Useful Links

- University of Nairobi
- Technical Univ. Of Mombasa
- UON - Transport Dept.
- Public Service Commission
- MOTI

Other Links

- The Standard
- Daily Nation
- The Star
- Facebook

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3. Type your Admission Number as the username and ANY of your names as the password then click “**Login**”
4. Provide the details shown below and click “**Register**” **NB:** You must have a valid email address

User Name

Password

Confirm Password

Email Address

Mobile Phone

Gender

Password Minimum Length is 8 Characters

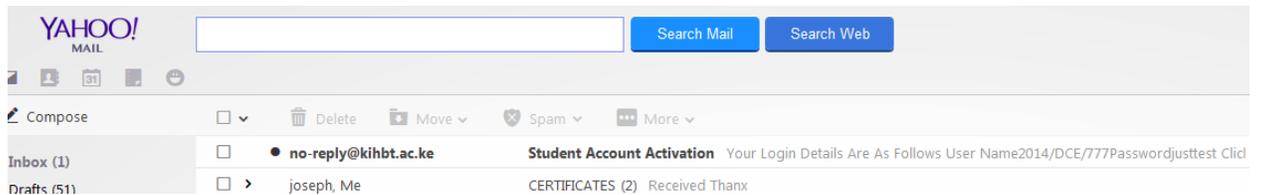
5. If successful, the following screen will be presented

User Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	<input type="text"/>
Mobile Phone	<input type="text"/>
Gender	<input type="text"/>

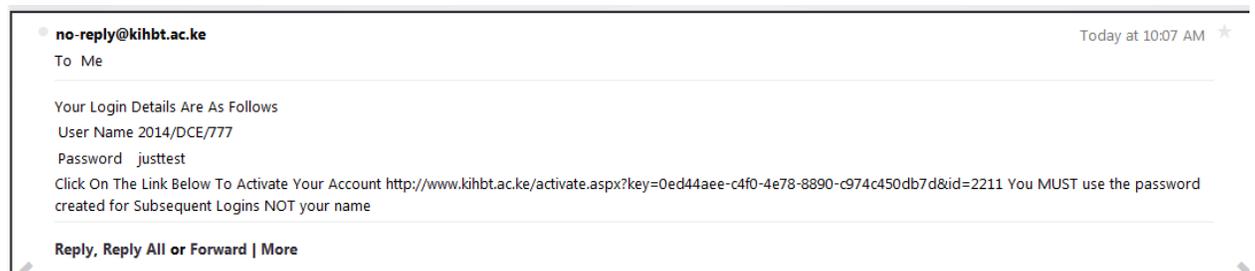
Success, Activate Account By Logging On To Your Email Address (Both Inbox & Spam Mail)

[Register](#)

6. Access your email

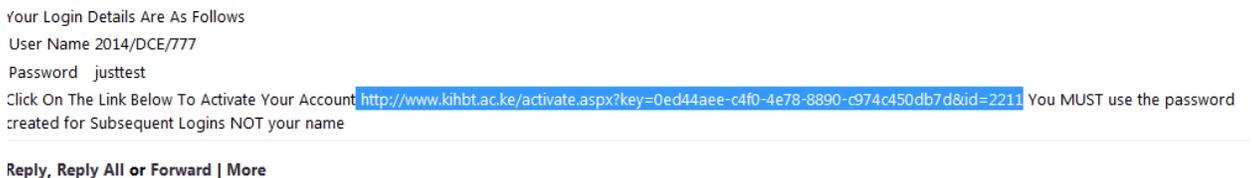


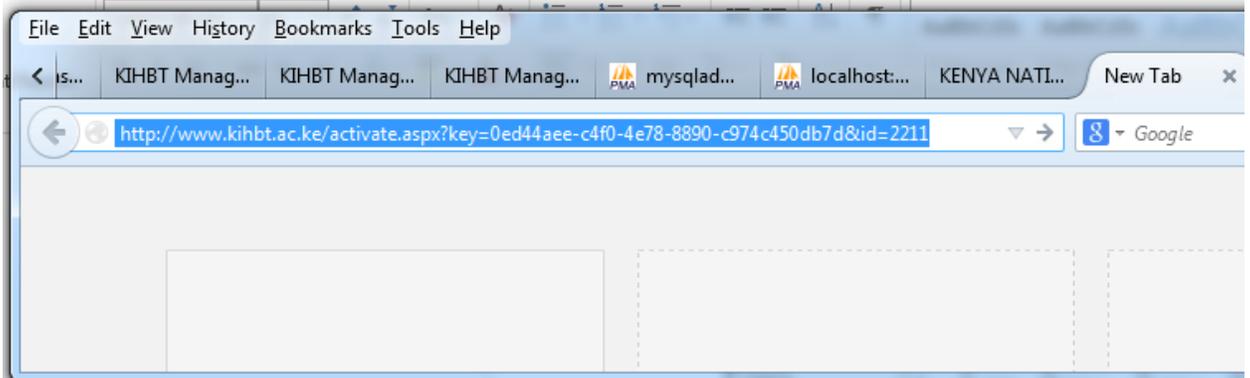
7. Open the mail from no-reply@kihbt.ac.ke



8. Click on the link as directed in the Email. If you are unable to find this mail then Check the "Spam" Mail box

NB: IF the Link is not clickable, highlight it and copy the link in your browsers address bar as shown below, then press enter





9. On activating your account, you will be presented with the following screen

10. Click **“Book Room”** and select the block as shown below.

2014/DCE/777 - A. N. Other

Select Block

Select Range

ID	Room	Allow Rsv	Rooms	Rsvd	Occup	Avail.	
1	A001	Yes	4	0	0	4	View Beds (4)
2	A002	Yes	2	0	1	1	View Beds (2)
3	A003	Yes	4	0	1	3	View Beds (4)
4	A004	Yes	4	0	4	0	View Beds (4)
5	A005	Yes	4	1	0	3	View Beds (4)
6	A006	Yes	4	0	0	4	View Beds (4)
7	A007	Yes	4	1	0	3	View Beds (4)

Diploma In Civil Engineering -TEP - Main Campus - Fee Balance Ksh: -11500

11. Click **“View Beds”** for the selected room to display the page shown below, then click **“Reserve”** against the selected bed.

Booking Period -> Term: 3 Year: 2014

ID	Bed	Status	
1	001	Available	Reserve
2	002	Available	Reserve
3	003	Available	Reserve
4	004	Available	Reserve

[Back To Rooms](#)

Red Color Indicates Room Is Allocated
 Blue Color Indicates Room Is Reserved

12. Click **“Reserve”** to reserve the bed you wish to reserve for the Term. The reservation is valid for **THREE** days only. You must **pay** for the room within the three days.
13. On subsequent logins, use the password that you created that was sent to your email.