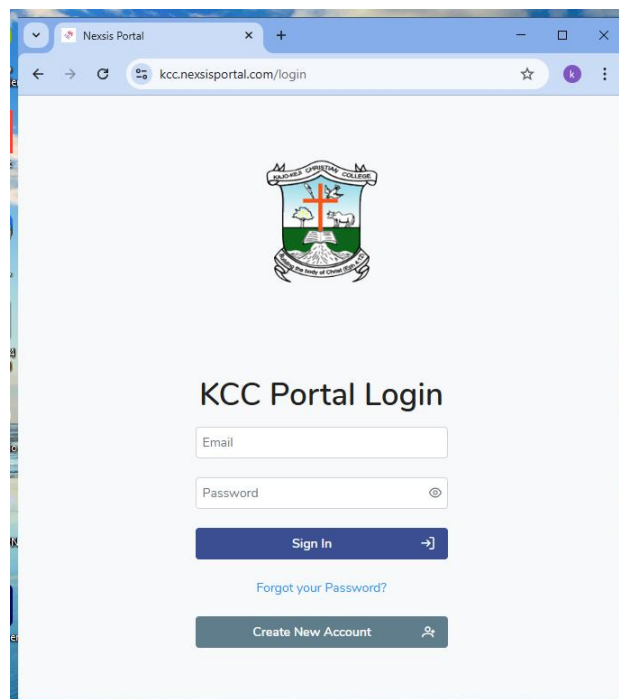


## The Kajo-Keji Christian College student's online application procedure

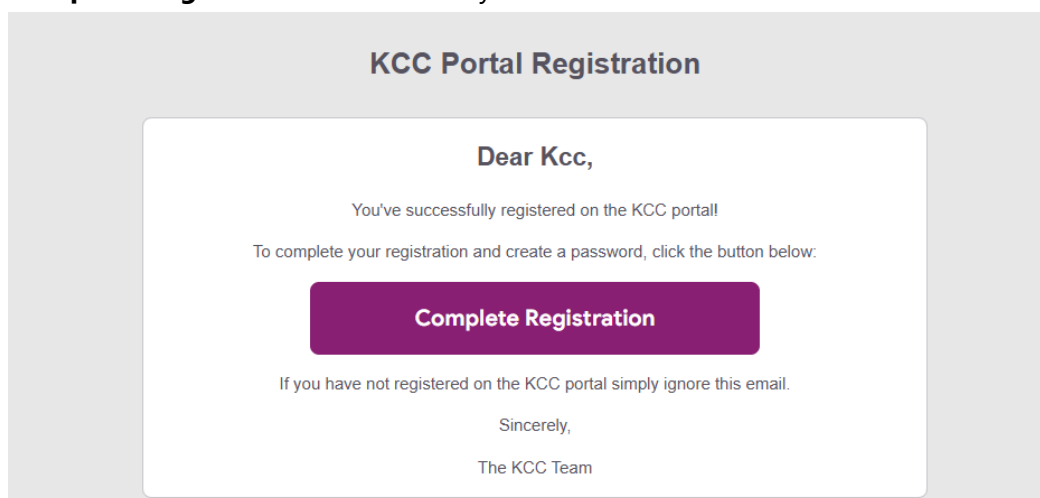
### How to access the login page.

- Click on the link or type <https://kcc.nexsisportal.com/login> in the search bar of your browser (Google chrome, Mozilla Firefox, OperaMini) and click your enter button.
- Clicking or entering the link should take you to the KCC Portal Login Page.



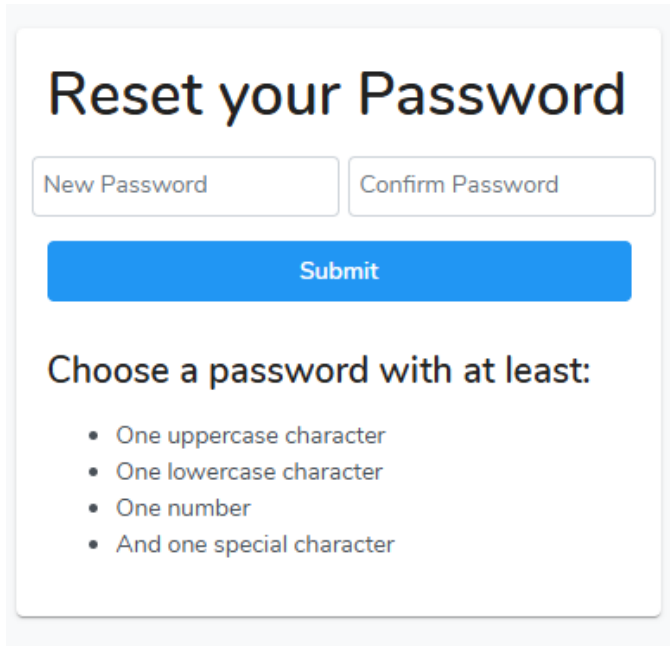
### Creating your account

- To Create your account, click on the **Create New Account** Button from the Login Page, you will be redirected to a Register Page where you will fill in the form your **Last Name**, **First Name** and an active **Email**. After entering the details click on the **Register** Button
- After a successful registration, you should receive an email with instructions for completing the registration process. Complete the registration by clicking on the **Complete Registration** button from your inbox



**Note:** If you don't receive an email, check your spam or junk folders.

- Create your login password by typing it in the **New Password** field and Confirm it by typing the same password in **Confirm Password** field. Hit the **Submit** button



The image shows a web form titled "Reset your Password". It contains two input fields: "New Password" and "Confirm Password". Below these fields is a blue "Submit" button. Under the button, there is a heading "Choose a password with at least:" followed by a bulleted list of requirements: "One uppercase character", "One lowercase character", "One number", and "And one special character".

- After creating your password, you will be redirected to the login page. Login to your account using your **E-mail address** and **Password**
- After logging in update your personal information for KCC to provide you with the best possible service.
- Follow the registration process by entering all the required details and submitting the required documents.

**Note:** Make sure that all the required documents are scanned to be submitted.

### How to pay for the application

Pay the application fee of **USD 12.5** (it's equivalent in SSP or UGX). Pay in cash in KCC campus or using the MTN Mobile Money account of KCC **0927113630**, Under '**reason**' mention the name of the applicant