



AFRICA  
INTERNATIONAL  
UNIVERSITY

# Information Technologies Department

Supporting Excellence in Teaching, Managing and Studying



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# Introductions

## Staff

*Lab Assistants ( IT will announce when positions are open for students to serve)*

*Catherine Maina*

*David Gitau*

*Mesfin Teshome*

*John Njoroge*

## Spaces

*Lab*

*IT Office*



# Services

**All Services are to be used for purposes appropriate to AIU's Mission**

- *Accounts & Email*
- *Access to Academic Records*
- *Access to Library Resources*
- *E-learning & e-portfolio*
- *Virus & Spam Protection*
- *Video/Teleconferencing*
- *Internet (internal & external web)*
- *Training*

# Password Policy

## Password Policy

1. Password expires every 6 Months
2. Account lockout on 3 bad passwords
3. Lockout duration 15 minutes
4. Password complexity rule minimum 6 characters, password must contain an uppercase alphabet, lower case alphabet, a number and a special character.

E.g. of a good password “G00d password look\$ like th!s”

1. Cannot reuse the last/previous 12 passwords

## Acceptable Use Policy

1. No access of inappropriate materials
2. No downloading of copyrighted materials
3. No malicious hack or breaking of others’ passwords
4. More on the Network use agreement document on the website under “Life at AIU”  
→ICT services

# Key Website Links

- School Website: [www.aiu.ac.ke](http://www.aiu.ac.ke)
- Student Login: <https://www.aiu.ac.ke/student-login>
- To Login to Student Portal, ODEL, Library and when Resetting Password”
  - Username is: student number(e.g. 123456maol) and password
- To login to email & Microsoft Teams:
  - Username is: [studentnumber@aiu.ac.ke](mailto:studentnumber@aiu.ac.ke) and password
- Password is the same for all services



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# AIU Website - www.aiu.ac.ke

The screenshot shows the AIU website homepage. At the top, there is a dark navigation bar with links for 'Online Admission', 'Student Login', 'Staff/Faculty Login', 'Library', and 'Contact Us', along with a search icon and an 'APPLY NOW' button. Below this is a red header bar containing the AIU logo, a navigation menu with 'HOME', 'ABOUT AIU', 'ADMISSIONS', 'ACADEMICS', 'LIFE AT AIU', and 'RESEARCH', and a search box labeled 'Search AIU'. The main content area features a large photograph of the university's main building, a long, two-story structure with a red-tiled roof and a central tower, surrounded by greenery and several flagpoles with various national flags. Below the photograph are three promotional tiles: 1) 'ODeL (Blended) Programs' with an illustration of a laptop, books, and educational icons. 2) 'Join Us INTAKE ONGOING' with a large, stylized red and white graphic. 3) 'How to access Microsoft Teams Classes' with a Microsoft Teams logo and a screenshot of the interface.

f t

Online Admission Student Login Staff/Faculty Login Library Contact Us ? **APPLY NOW**

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HOME ABOUT AIU ADMISSIONS ACADEMICS LIFE AT AIU RESEARCH

Search AIU

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ODeL (Blended) Programs

Join Us  
INTAKE ONGOING

Microsoft Teams

How to access Microsoft Teams Classes

Use Microsoft Teams from your desktop or on the web, on your iOS, Android, tablet, or laptop device.

Read more... »

May 2020 Intake


# Web Services – Gateway to Services


f t y


Online Admission **Student Login** Staff/Faculty Login Library Contact Us ? **APPLY NOW**


AFRICA INTERNATIONAL UNIVERSITY


HOME ABOUT AIU ADMISSIONS ACADEMICS LIFE AT AIU RESEARCH Search AIU


 **Email**

 **ODEL**

 **Student Portal**

 **Microsoft Teams**

 **Library**

 **Password Reset**

**QUICK LINKS**

- Downloads
- Fee structure
- Payment Options
- Application Forms
- Academic Calendar
- Graduation Application Form 2020

**EXTERNAL LINKS**

- Association of Evangelicals in Africa (AEA)
- World Christianity Blog
- Africa Study Bible
- Christian Leaders for Africa (CLA)

**CALL US**

- Inquiries: **020 260 3663/4**
- Admissions: **0777 901 985**
- Recruitment: **0734 958 482**
- Finance Office: **0726 759 193**
- ICT Office: **020 255 3188**

**WRITE US**

- Africa International University
- P.O Box 24686, 00502, Nairobi-Kenya
- Public Relations: **Recruitment**
- Admissions Office: **admissions**
- ICT Office: **Email IT staff**

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# Password Change/Reset



[Online Admission](#)

[Student Login](#)

[Staff/Faculty Login](#)

[Library](#)

[Contact Us](#)



[APPLY NOW](#)



AFRICA  
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[HOME](#)

[ABOUT AIU](#)

[ADMISSIONS](#)

[ACADEMICS](#)

[LIFE AT AIU](#)

[RESEARCH](#)



[Email](#)



[ODEL](#)



[Student Portal](#)



[Microsoft Teams](#)



[Library](#)



[Password Reset](#)

## QUICK LINKS

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## EXTERNAL LINKS

[Association of Evangelicals in Africa \(AEA\)](#)  
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[Christian Leaders for Africa \(CLA\)](#)

## CALL US

Inquiries: [020 260 3663/4](tel:02026036634)  
Admissions: [0777 901 985](tel:0777901985)  
Recruitment: [0734 958 482](tel:0734958482)  
Finance Office: [0726 759 193](tel:0726759193)  
ICT Office: [020 255 3188](tel:0202553188)

## WRITE US

Africa International University  
P.O Box 24686, 00502, Nairobi-Kenya  
Public Relations: [Recruitment](#)  
Admissions Office: [admissions](#)  
ICT Office: [Email IT staff](#)





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# Password Change/Reset

<https://ssp.aiu.ac.ke>

[Faculty Email](#) [Student Email](#) [Faculty Portal](#) [Student Portal](#) [ODEL](#) [Library](#)



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## Account Security



### My Profile

Update your basic information.



### Forgot?

Can't remember password?



### Change Password

Change your password.

#### Download

[User Agreement](#)  
[ICT Asset use policy](#)  
[User Manual](#)

#### CALL US

Inquires:020-2603663/4  
Admissions Office:0715247540 / 0725841885  
Recruitment:0734 958 482  
Nairobi CBD Campus:0791496305  
ICT Office:0202553188

#### WRITE US

Africa International University  
P.O.BOX 24686,00502,Nairobi-Kenya  
Public Relations:pr@aiu.ac.ke  
Admissions Office:admissions@aiu.ac.ke  
ICT Office: itstaff@aiu.ac.ke



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# Checking Academic Progress

<https://ams.aiu.ac.ke/live/portal>

Africa International University Students Portal

Log In With Your AIU Network 'User ID' and 'Password'

The screenshot shows the login interface for the Africa International University Students Portal. At the top left is the university's logo. The header area is red with the text 'Africa International University' and 'Integrated University Information Management System'. Below the header, there are two input fields: 'Student Number' and 'Password'. A 'Log In' button is positioned below the password field. At the bottom of the login area, there are two links: 'forgot password?' and 'need help?'. The background of the login area is a light pinkish-red gradient.

[other links](#) [Online Course Application](#)



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# Checking Academic Progress Cont... Once logged in

**Uni-Plus System**

Welcome Samuel Matende,

My Profile

[edit profile...](#)

**My Account** | Academic | General | Contacts

Student Number	Last Name
Other Name	
Full Name	
Salutation	
Gender	
Birth Date	-
Password	<a href="#">change password</a>
Comments	<a href="#">leave a comment...</a>



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# Library Catalogue - <https://library.aiu.ac.ke>

Lists ▾ Log in to your account

Search Library catalog ▾ Search for library items All libraries ▾ Go

[Advanced search](#) | [Authority search](#) | [Recent comments](#) | [Tag cloud](#) | [Subject cloud](#) | [Purchase suggestions](#)

Home

**Follow Us On**

**New books on display shelf this week**

**Log in to your account:**

Login:

Password:

**opening hours**

**During the term**  
 Mon-Friday 8.00am-11.00pm  
 Saturday 9.00am-5.00pm  
 Sunday closed  
 Public holiday closed

[World time, Date and weather](#)

Powered by LibraryThing



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# E-learning - ODeL

<https://elearning.aiu.ac.ke>

The screenshot shows a web browser displaying the AIUOnline e-learning portal. The browser's address bar shows the URL <https://elearning.aiu.ac.ke>. The website has a red header with a "Log In" button. Below the header is a dark banner with the "AIUOnline" logo and the tagline "The Open Distance & e-Learning Department". A search bar labeled "Search Courses" is positioned on the right. A navigation menu includes "Online Exams", "Programmes & Courses", "Resources", and "About ODeL". An "ANNOUNCEMENTS" section features a message about the Turnitin service being back online. The main content area is a large image of a glowing lightbulb with a white box containing the text "WELCOME ONBOARD" and "Faculty Orientation : Setting Up Your Course Online". A "LEARN MORE ....!" button is located below the text. The page concludes with the text "Welcome to AIU's eLearning Portal".



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# ICT Contacts for Support/Help

- [IT.Support@aiu.ac.ke](mailto:IT.Support@aiu.ac.ke)
- <https://support.aiu.ac.ke>
- <https://www.aiu.ac.ke/help>
- Call or text : *0202553188*