

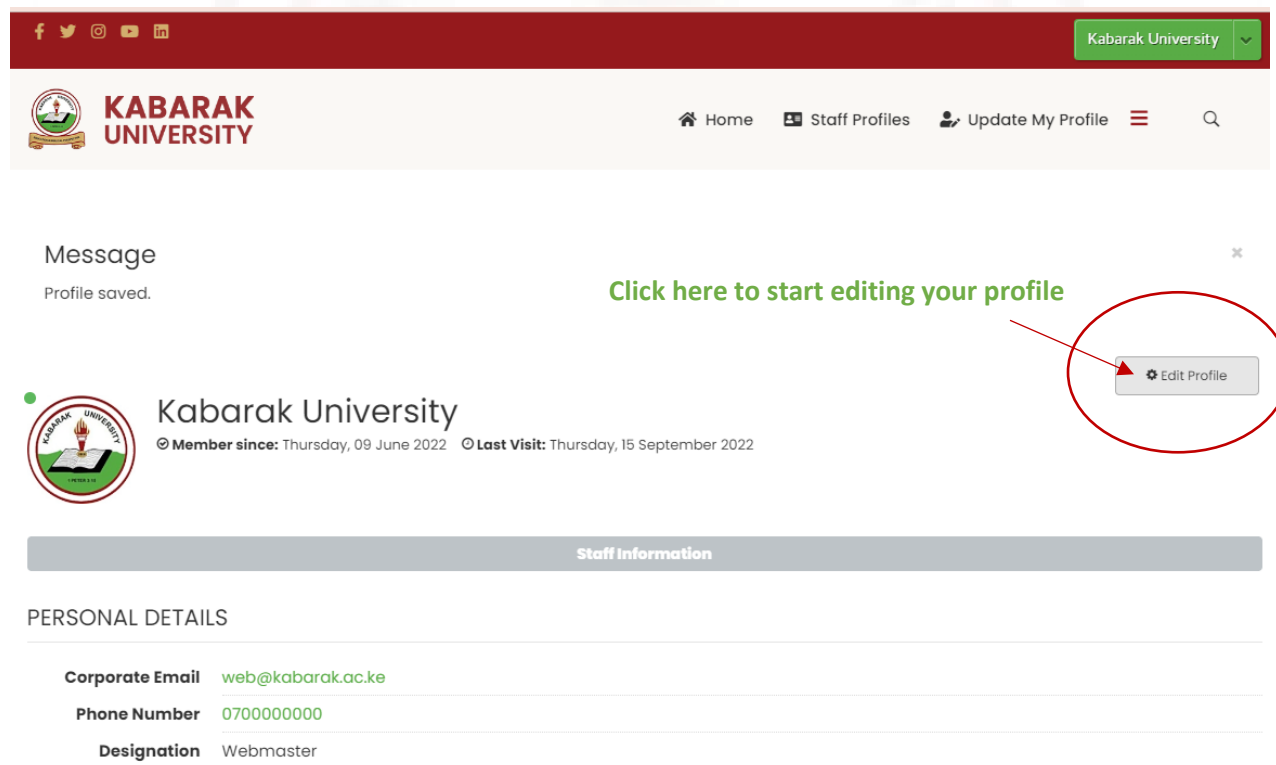
USER GUIDE

A quick guide on how to update your staff profile on the website

1. To fill, edit or update your staff profile online, Visit <https://kabarak.ac.ke/k/>
2. Login to your staff account;
Use your **Payroll Number** as username e.g. **KABU-1145**. Default password is **kabarak123** (*You will be required to change this password once you are successfully logged in*).

You can **self-reset a forgotten password** at anytime using 'Forgot your password?' option on the login page. A link will be sent to your corporate email with instructions to setting up a new password.

3. Once logged in, proceed as shown below;



The screenshot shows the staff profile page on the Kabarak University website. At the top, there is a navigation bar with social media icons and a dropdown menu for 'Kabarak University'. Below this is the university logo and name, along with navigation links for 'Home', 'Staff Profiles', and 'Update My Profile'. A message box at the top left says 'Message Profile saved.' A green text prompt 'Click here to start editing your profile' points to a red circle around the 'Edit Profile' button. The profile details section is titled 'Staff Information' and includes 'PERSONAL DETAILS' with fields for 'Corporate Email' (web@kabarak.ac.ke), 'Phone Number' (0700000000), and 'Designation' (Webmaster).

Note: before proceeding to update your profile, you first need to confirm that you consent to Kabarak University website storing your information by agreeing to the Privacy Policy at the bottom of your profile's landing page (Done once).

Do's and Don'ts While Updating your Online Profile


1. **Formatting: DO NOT** use tables;
 - Only paragraphs, sentences, bullets & numbering, underline, bold and Italics are allowed.
 - Remove unnecessary spacing between words and between lines. Texts should be **single-spaced**.
 - Employ italics, rather than underlining (*except with URL addresses*).
 - Distribute texts neatly on the page.
2. Fill in sections that are applicable to you and complete all fields marked with an asterisk (*).
3. Use **simple** language that resonates with all audiences.
4. Be concise and avoid duplication of contents described elsewhere (*onsite and offsite*).
5. For **privacy** reasons, there is an option to decide whether to display your personal phone number(s) and email address to the public, to members of staff only or set it to private.
6. Listing of dated items should be arranged chronologically beginning with the most recent.
7. Avoid delegating management of your account.
8. Don't share your password with anyone and always remember to **'Logout'**.
9. Logout and test all the links from the **"front side"** of your profile.
10. **Update** your profile regularly.
11. Click here for a quick guide ->> <https://youtu.be/Drn38gleh3Q>

Account to take full responsibility; Comply with University policies, statutes and national / international laws!

Further assistance and guidance contact:

webmaster@kabarak.ac.ke

STAFF PROFILE TEMPLATE

<p>Passport Profile photo</p> 	<p>Your Title and Name: School / Department / Office: Designation: Corporate Email: youremail@kabarak.ac.ke Personal Email: (Optional) Phone Number(s): +2547xx xxx xxx Address: Kabarak University, P.o Private Bag 20157, Kabarak</p>
---	--

SUMMARY

Brief Biodata e.g. Prof, Dr, Mr. ABC is a

ACADEMIC QUALIFICATIONS

1. Year: **Programme1** - *Institution*
2. Year: **Programme2** - *Institution*

FIELD(S) OF SPECIALIZATION

Your focus, Specific Aspect(s) or Skill(s)

PROFESSIONAL QUALIFICATIONS / CERTIFICATIONS / TRAININGS

1. Year: **Qualification(s) / Certification(s)** – *Institution*
2. Year: **Qualification(s) / Certification(s)** - *Institution*

WORK EXPERIENCE

1939: **Position / Designation** – Organization / Institution / School or Department, Roles

1939: **Position / Designation** – Organization / Institution / School or Department, Roles

KEY PROJECTS – *(Optional)*

Completed Research Projects or Activities

- 1...
- 2....

Ongoing Research Projects or Activities

- 1....

RESEARCH INTERESTS – *(Optional)*

List all Your Research Interest(s) here...

LIST OF PUBLICATIONS – (Optional)

List and [hyperlinks](#) to scientific journal articles, Books, Refereed conference proceedings and other academic publications e.g

1. Amuok, E., & M'Merimba, C. (2021). Litter processing of Exotic and Indigenous leaves in Njoro River, Kenya. *Kabarak Journal of Science and Technology*, 17(1-139), 132–147. Retrieved from <https://eujournal.Kabarak.ac.ke/index.php/EJ/article/view/48>
2.

CONFERENCES AND INVITED PRESENTATIONS - Optional

Conference papers & Presentations

1. **2018:** 11th World Congress on Genetics Applied to Livestock production, Aotea Centre Auckland, New Zealand, 11- 16 February 2018.

PRIZE AND AWARDS - Optional

Prize(s) and/or other mark of recognition given in honor of an achievement

1. **1900:** Youth Economic Empowerment through Agribusiness in Kenya (funded by CTA – USD]
2. **1901:** ...

TEACHING AREAS - Optional

Postgraduate

- **CHEM 000:** Organic Chemistry I
- **CHEM 001:** Organic Chemistry III
-

Undergraduate

- **CHEM 700:** Natural Products Chemistry I
- **CHEM 701:** Natural Products Chemistry II
-

POSTGRADUATE SUPERVISION – Optional

MASTERS LEVEL:

Completed

1. **Tabere Dennis.** MSc. Soil Science, Kabarak University. *Effect of sugarcane bagasse ash and manure amendments on soil pH, phosphorus availability, moisture content and maize yields in Siaya county, Kenya (2021).*
2.

Ongoing

1. **Innocent Malunga.** MSc. Soil science, Kabarak University. *Effect of Nitrogen Levels on Growth and Yield of Maize – Cowpea and Maize-Bean Intercrops in Malawi (2018).* Graduated in 2019.
2.

PHD LEVEL:

Completed

1. **Jeannine Uwanyirigira**, PhD Soil Science. *Monitoring the soil moisture storage of mulched beans in rain-fed and irrigated fields in semi-arid region of Bugesera Rwanda*. Graduated in 2020.
2.

Ongoing

1. **Innocent Malunga**. PhD. Soil science, Kabarak University. *Effect of Nitrogen Levels on Growth and Yield of Maize –Cowpea and Maize-Bean Intercrops in Malawi (2018)*. Graduated in 2019.
2.

OTHER SOCIETIES – *Optional*

Membership or Associations to Professional Organizations and Groups

1. **1900 to date**: Member of African Scientific Institute (ASI).
2. **1901 to date**: German Society for Microbiology, Member No. 2171.
3.


PERSONAL DETAILS	SUMMARY	ACADEMIC QUALIFICATIONS
PROFESSIONAL QUALIFICATIONS	FIELDS OF SPECIALIZATION	WORK EXPERIENCE
KEY PROJECTS	RESEARCH INTERESTS	LIST OF PUBLICATIONS
CONFERENCES & INVITED PRESENTATIONS	HONORS, PRIZE AND AWARDS	TEACHING AREAS
POSTGRADUATE SUPERVISION		MEMBERSHIP / ASSOCIATION

Payroll No.

Title

Surname *

Other Names *

Corporate Email * 

Phone Number * 

Designation *

Password

Confirm your password

Profile Picture  [Change](#)

Delete Image

Department

Section

Office Extension No.

Address

[Submit](#) [Cancel](#)