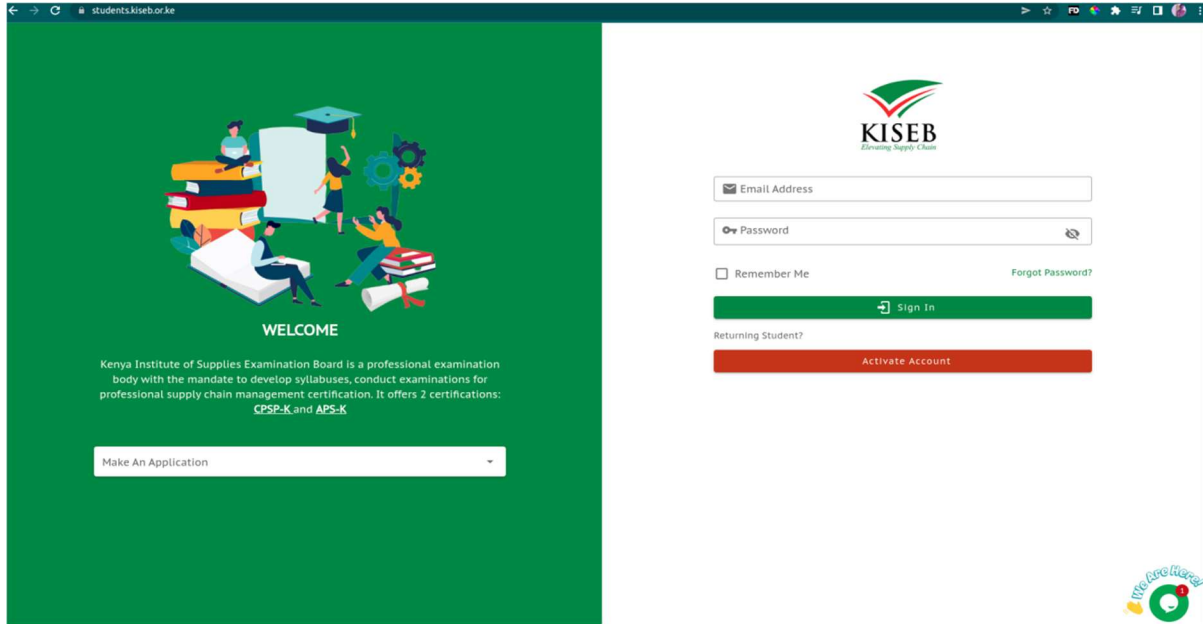# Exam Booking Procedure

1. Click on the link to open the **student portal shared**

2. Enter the credentials you registered with as a student and **login.**

3. Login in will take you to the dashboard. Exam booking is located under the exams menu. Click on the Exams link to expand the dropdown menu and click on **Bookings.**

KISEB

- Dashboard
- Applications
- Exemptions
- Renewals
- Exams ^
  - Bookings
  - Deferrals
  - Withdrawals
  - Historical Resu...
  - Exam Results
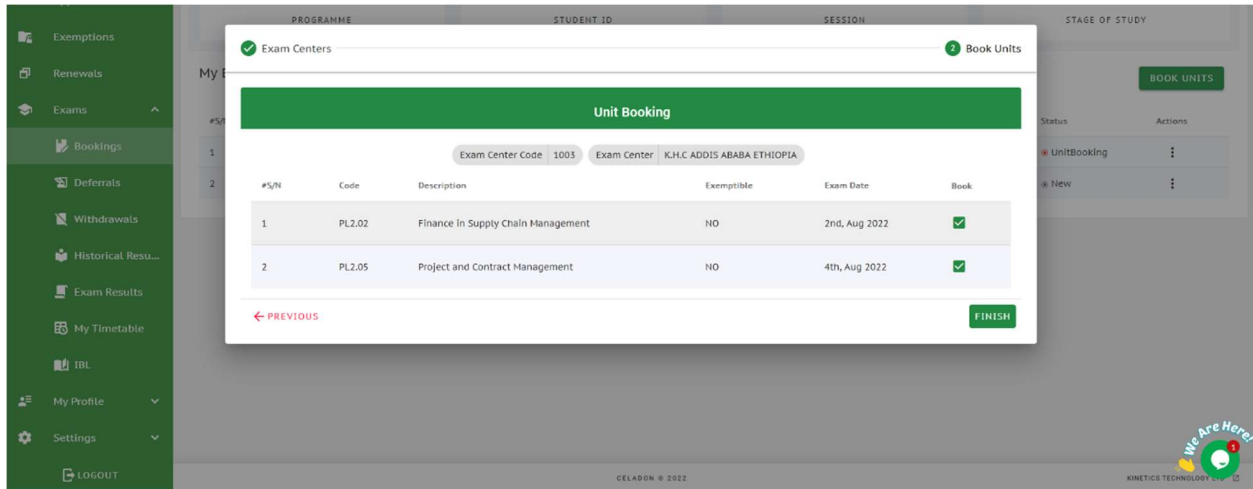 - My Timetable
  - IBL
- My Profile ˅
- Settings ˅

⮌ LOGOUT

4. Landing page of bookings contains exam bookings you have done before. For a new booking click on the **Book Units** button.

5. You will be given a pop up which requires you to **select an exam center** and click on **next.**
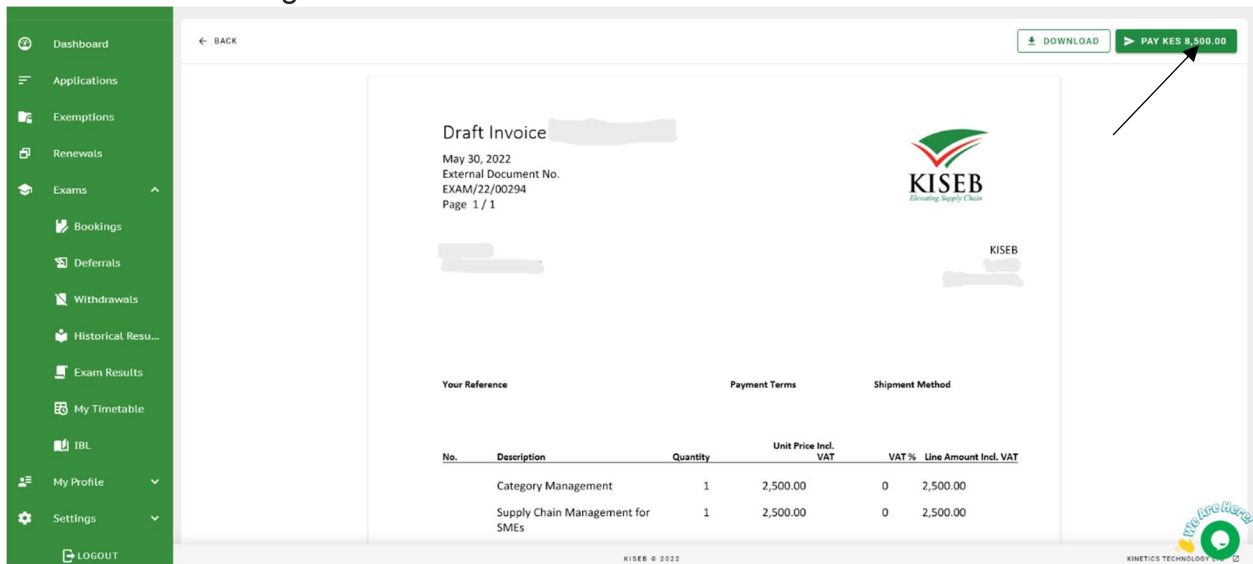

6. Select the units that you need to book and click on the **finish button.**
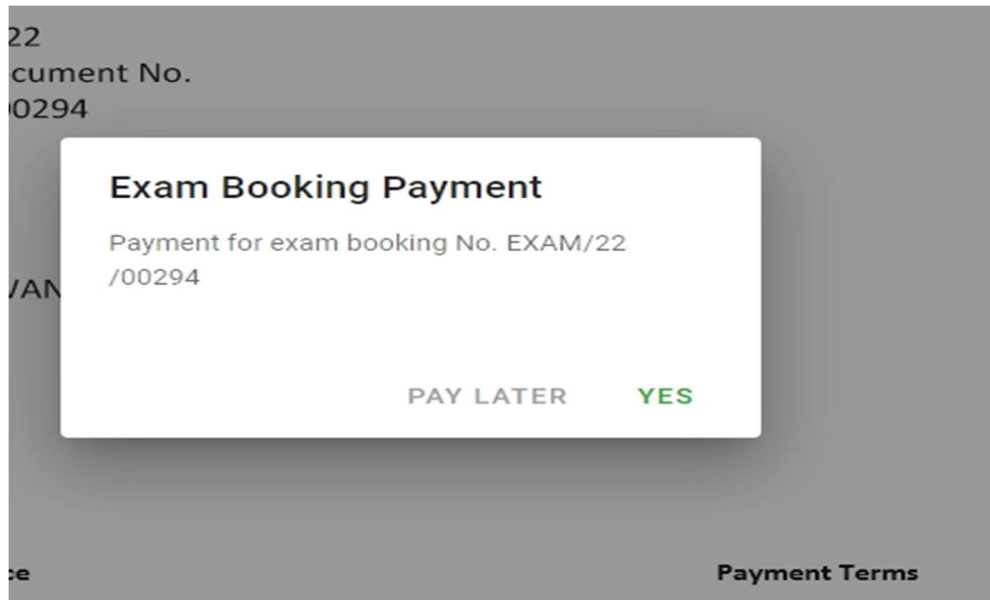
7. You will be redirected to the payments page, if you want to pay click on the **pay button.**
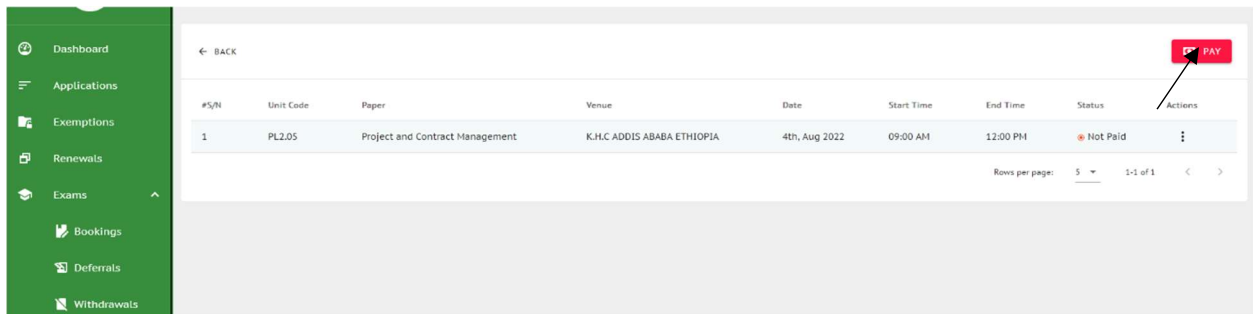
8. This process provides you with an invoice containing the units you have selected for booking. To proceed to payment click on the **pay button** containing the amount charged.

9. Confirm the exam booking that you want to pay by clicking **yes** or decide to pay later.

10. A new window opens for the checkout process. Confirm that the phone number on the form is the one that will be used to make the payment if your payment method is through M-Pesa. There are also other secure forms of payment. After confirmation click on the **pay button.**

11. You will receive an M-Pesa prompt to enter your PIN. After keying in your PIN and submitting, you will get a success message on the portal.
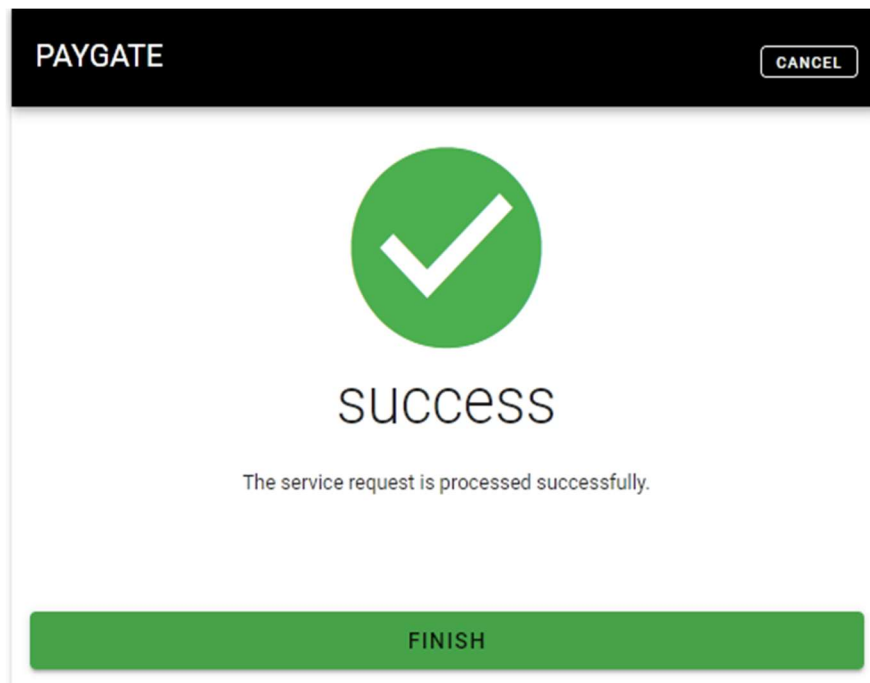
12. You will be redirected to the bookings page with a new entry and status as paid.