NEW STUDENT PORTAL GUIDELINES:

Things you need
1. An email address and contact number.
2. Your Admission Letter to pick key detail like Student NO, Regno, Program Admitted to, etc.
3. An Internet Connection.

How to Do it:

Step 1: Accessing the Student Portal Link:
Access the Student Portal link as [https://student.mak.ac.ug](https://student.mak.ac.ug) in any browser i.e. (Chrome, Mozilla, Internet Explorer etc.). Ensure that the page is secure before you continue as shown above; NOTE: If you are a new student, your User ID is your Student Number and your Password is also your Student Number. If you are a continuing student, your User ID is your Registration No. and your password is also your Registration No.

Step II: Verification of the Names, Phone Contacts and Email Address:
Put your correct Names the way they appear on your admission letter.

Click on this Button to proceed.

Click here to provide your correct Contact.
UDENT PORTAL QUICK

To verify your contacts, a verification code will be sent to the phone number/email details you provide here. Select the options below to proceed.

E.g.: Enter your Number here, the system will send you a TOKEN on that Contact Provided.

This is the Token sent to me and I have to Verify Token to proceed. Do the same to the email Verification.

Step III: Change of Password:

Create your own password with a minimum length field of 6.

Confirm your New password by Re-entering it here, after click Change Password and login afresh.

If you have problems with enrolment and you have money to pay, click here get reference number of that amount and pay as they work on your problem.

Step IV: Semester Enrolment:

Enrolment is a MUST and is done Online at a zero cost. You can Enrol anywhere at any time using the computer labs, Internet cafes, Smart Phones or Laptop connected to Internet etc. Enrolment is mandatory for every semester.

Choose among the enrolment status i.e. (as New student, continuing student or Completed but with Retakes) and the year of study.

Click here after you have selected the enrolment status and the Year of study above.
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**Step V: Verification of Biodata:**

Welcome, TEST STUDENT

As part of the data migration and verification process, please confirm the correctness of the following information to enable us serve you better.

If you confirm that the provided information is correct, click on the "CORRECT" button. If it’s incorrect, please click on the "INCORRECT" button and provide the correct information.

- Your Full Name: TEST STUDENT
- Programs: AID - BACHELOR OF ART AND INDUSTRIAL DESIGN
- Nationality: 

If the information displayed is correct, click on correct Button.

If it’s not correct, click on Incorrect Button and provide the right Information which will be verified by the Admission’s Office.

**Step VI: Selecting Course Units or Subjects for the New semester.**

If you don’t find your course Units or Subjects to be selected seek help from AR’s Office.

Click on this arrow to select the status of the course units i.e. (As Normal Papers, Retakes, Supplementary, Missed Paper etc)

Click here to see the Modules, then select all the course Units that you Want to attempt for the semester.

**NB:** After registering for a semester, you will not be able to make any more changes to the modules you would have registered for that semester.
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Step VII: Semester Fees showing: Please cross-check the fees displayed and ensure it is the correct fees for the semester.

Check the fees displayed here if it’s correct before you pay.

After verifying the fees displayed, click here to generate a reference number for the selected Invoices and new window will pop up for you to choose any service that you want as illustrated below;

System generates a reference number for totals of pending Invoices.

Keeping money on your student account for Future Use.

Specify the amount that you want pay as part of your Pending Invoices.
**Double click** on any invoice displayed or **click on View Invoice Details** to view the items that totals to the figures indicated on the invoices as shown below;

**NB:** If you are not satisfied with fees displayed, seek help from Finance Department.

**Step VIII:**
**Semester Registration:**
If you have cleared all fees click on Registration button for Self-register for the current semester.

Confirm your enrolment status from here.

### INVOICE DETAILS

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<tr>
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<th>Description</th>
<th>Qty</th>
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**TOTAL** 497,000

**AMOUNT DUE (UGX)** 497,000
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SUMMARY

Click here to Generate Reference Number.

Registration Status

Click here to see your invoices.

See your Transactions after making any payment.

Click here to self-Register after fees payment.

Semester Registration and enrolment Track.

Course Registration

Check for your Results if uploaded any.

Click here to request for Change of program and study Time.