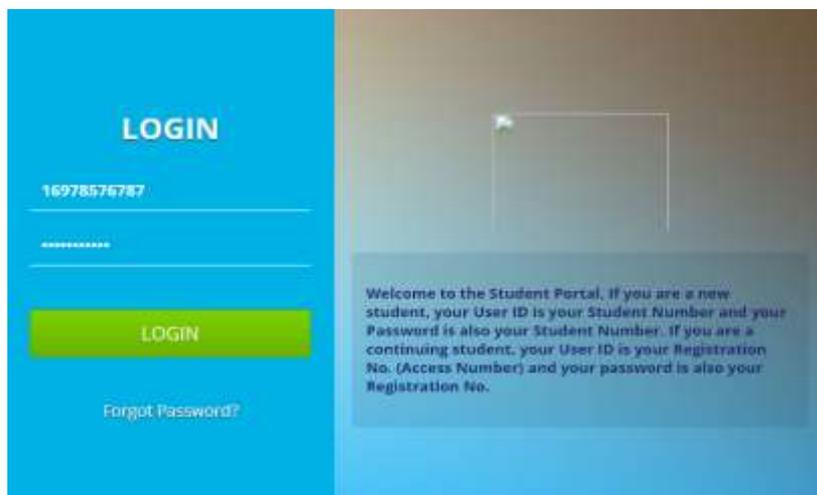


MAKERERE UNIVERSITY AIMS STUDENT PORTAL QUICK GUIDE

NEW STUDENT PORTAL GUIDELINES:



Things you need

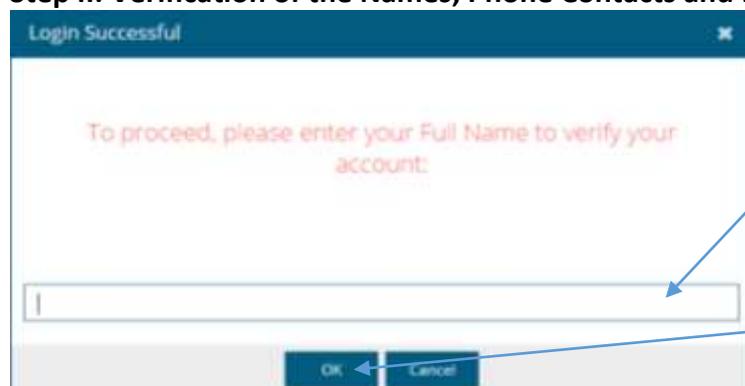
1. An email address and contact number.
2. You Admission Letter to pick Key detail like Student NO, Regno, Program Admitted to, etc.
3. An Internet Connection.

How to Do it:

Step 1: Accessing the Student Portal Link:

Access The Student Portal link as <https://student.mak.ac.ug> 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.

Verify Taken

Current Contact Verification

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

UDENT PORTAL QUICK

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

DF497F

This is the Token sent to me and I have to Verify Token to proceed.

Do the same to the email Verification.

Verify Token

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.

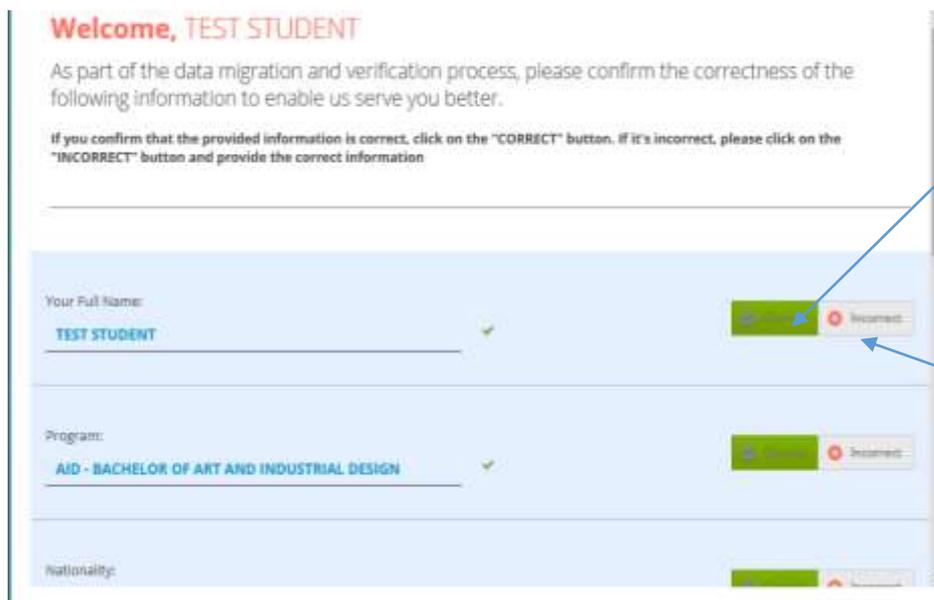
Choose among the enrolment status i.e. (as New student, continuing student or Completed but with Retakes) and the **year of study**.

Click here after you have selected the

enrolment status and the Year of study above.

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Step V: Verification of Biodata:

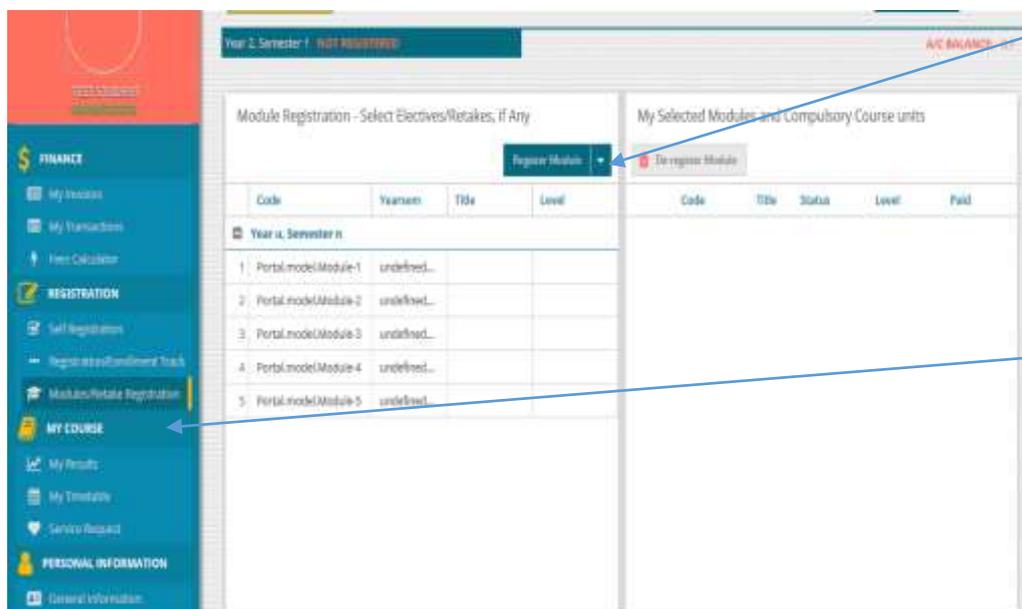


If the information displayed is correct, click on correct Button.

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)

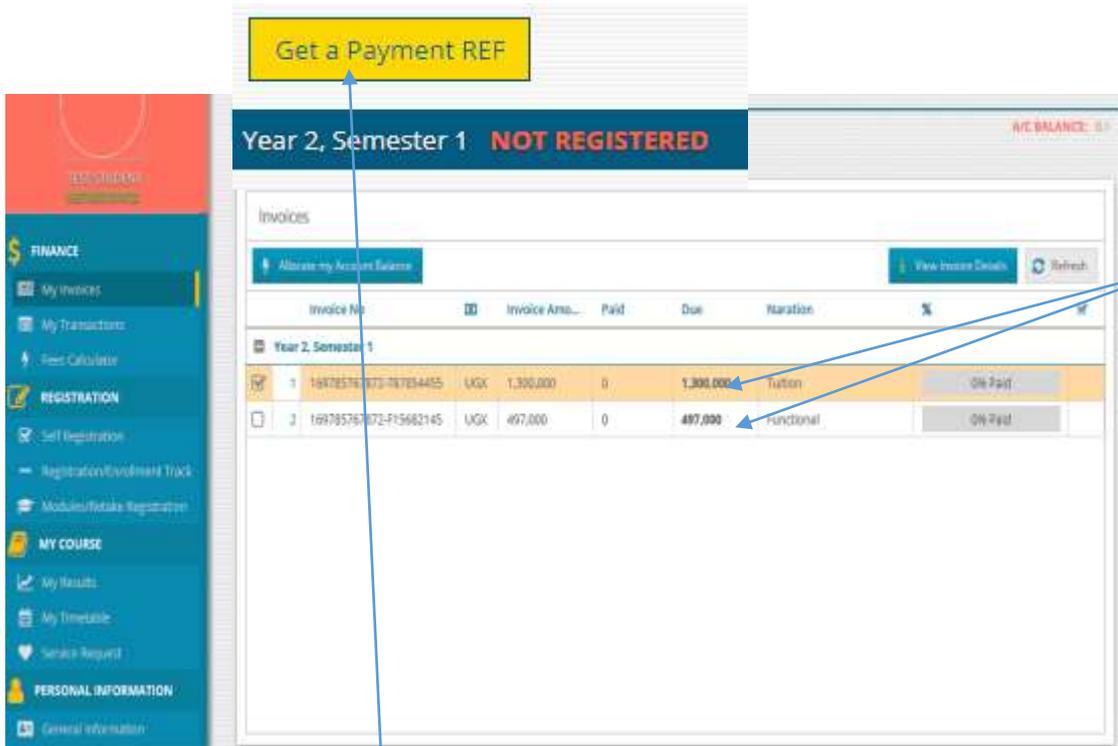
Click here to see the Modules, then select all the course Units that you Want to attempt for the semester.

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.

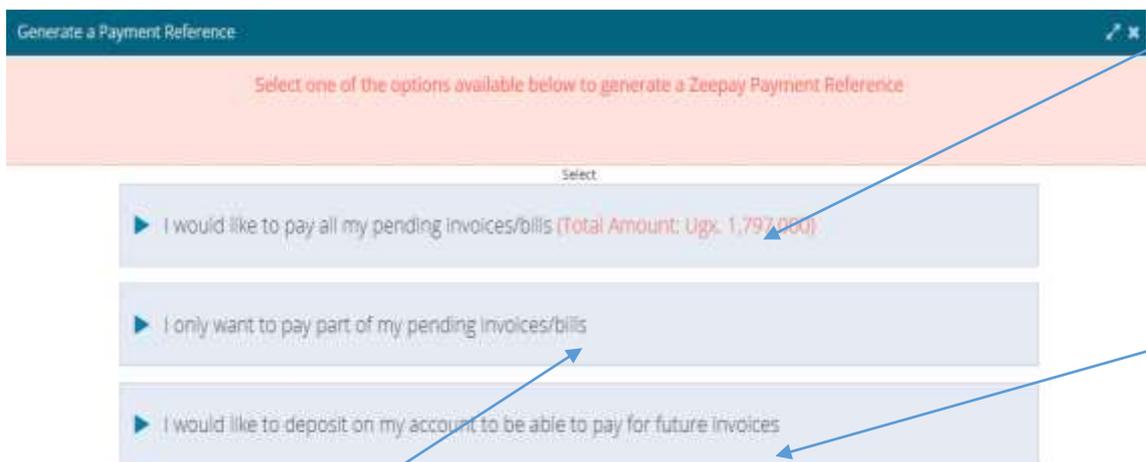
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Step VII: Semester Fees showing: Please cross-check the fees displayed and ensure it is the correct fees for the semester.



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.

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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;

INVOICE DETAILS

INVOICE NO: 169785767872-F15682145 CREATED ON: 2018-07-16

| Code | Name | Description | Qty | Unit Amount | Total |
|------|------|------------------------------|-----|-------------------|----------------|
| 1 | 206 | DEVELOPMENT FEE | 1 | 20,000 | 20,000 |
| 2 | 247 | EXAMINATION | 1 | 100,000 | 100,000 |
| 3 | 235 | GUILD FEE | 1 | 22,000 | 22,000 |
| 4 | 241 | ICT DEVELOPMENT | 1 | 50,000 | 50,000 |
| 5 | 228 | LIBRARY FEES | 1 | 30,000 | 30,000 |
| 6 | 228 | MAINTAINCE FEES | 1 | 80,000 | 80,000 |
| 7 | 227 | MEDICATION SUBSCRIPTION | 1 | 30,000 | 30,000 |
| 8 | 250 | REGISTRATION FEES | 1 | 100,000 | 100,000 |
| 9 | 285 | SPORTS FEE | 1 | 25,000 | 25,000 |
| 10 | 243 | UNDER GRADUATE RESEARCH FEES | 1 | 40,000 | 40,000 |
| | | | | TOTAL | 497,000 |
| | | | | AMOUNT DUE | 497,000 |
| | | | | (UGX) | |

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.

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SUMMARY

The screenshot shows the student portal interface with the following callouts:

- Get a Payment REF**: Click here to Generate Reference Number.
- Year 2, Semester 1 NOT REGISTERED**: Registration Status
- Register**: Click here to see your invoices.
- My Invoices**: See your Transactions after making any payment.
- Self Registration**: Click here to self-Register after fees payment.
- Registration/Enrollment Track**: Semester Registration and enrolment Track.
- Modules/Retake Registration**: Course Registration
- My Results**: Check for your Results if uploaded any.
- General Information**: Click here to request for Change of program and study Time.

The interface includes a sidebar menu with categories: FINANCE (My Invoices, My Transactions, Fees Calculator), REGISTRATION (Self Registration, Registration/Enrollment Track, Modules/Retake Registration), MY COURSE (My Results, My Timetable, Service Request), and PERSONAL INFORMATION (General Information). The main content area displays a 'Register' page with a 'Welcome to on-line Registration' message and a 'NOTE' section stating that registration is mandatory and limited to one semester at a time.