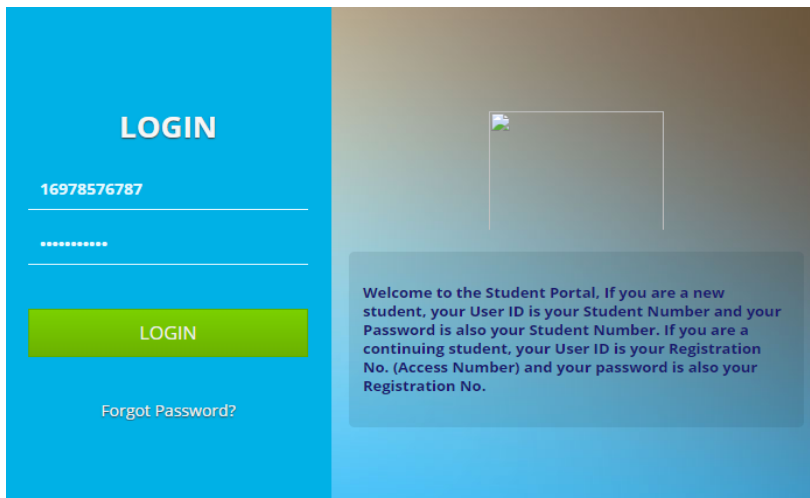


MAKERERE UNIVERSITY AIMS STUDENT PORTAL QUICK GUIDE

NEW STUDENT PORTAL GUIDELINES:



Things you need

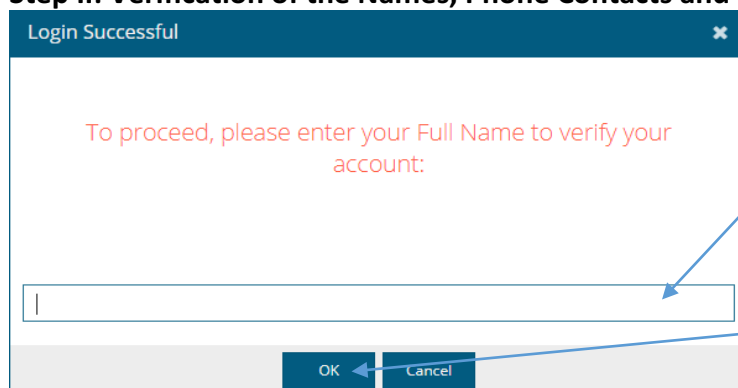
1. An email address and contact number.
2. You Admission Letter to pick Key detail like Student NO, Regno, Program Admitted to, etc.
3. An Internet Connection.

How to Do it:

Step 1: Accessing the Student Portal Link:

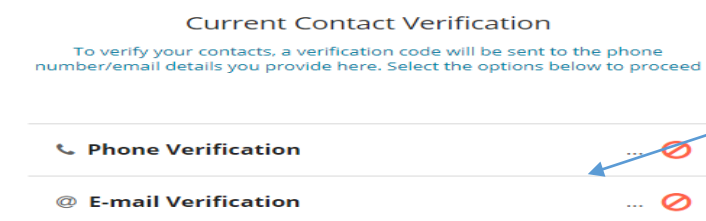
Access The Student Portal link as <https://student.mak.ac.ug> in any browser I.e. (Chrome, Mozilla, Internet Explorer etc.). Ensure that the page is secure before you continue as shown above; NOTE: **If you are a new student, your User ID is your Student Number and your Password is also your Student 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 Token

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

Phone Verification ...

@ E-mail Verification ...

(+256) Ugan 701258611

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:

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 ✓

Program: AID - BACHELOR OF ART AND INDUSTRIAL DESIGN ✓

Nationality: [dropdown] ✓

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.

Year 2, Semester 1 NOT REGISTERED A/C BALANCE: 0/-

Module Registration - Select Electives/Retakes, if Any

My Selected Modules and Compulsory Course units

Code	Yearsem	Title	Level	Code	Title	Status	Level	Paid
Year u, Semester n								
1	Portal.model.Module-1	undefined...						
2	Portal.model.Module-2	undefined...						
3	Portal.model.Module-3	undefined...						
4	Portal.model.Module-4	undefined...						
5	Portal.model.Module-5	undefined...						

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.

TEST STUDENT
169785767872

FINANCE

- My Invoices
- My Transactions
- Fees Calculator

REGISTRATION

- Self Registration
- Registration/Enrollment Track
- Modules/Retake Registration

MY COURSE

- My Results
- My Timetable
- Service Request

PERSONAL INFORMATION

- General Information

Year 2, Semester 1 **NOT REGISTERED** A/C BALANCE: 0/-

Invoices

Allocate my Account Balance View Invoice Details Refresh

	Invoice No	Invoice Amo...	Paid	Due	Naration	%		
Year 2, Semester 1								
<input checked="" type="checkbox"/>	1	169785767872-T87854455	UGX	1,300,000	0	1,300,000	Tuition	0% Paid
<input type="checkbox"/>	2	169785767872-F15682145	UGX	497,000	0	497,000	Functional	0% Paid

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;

Generate a Payment Reference

Select one of the options available below to generate a ZeePAY Payment Reference

Select

- I would like to pay all my pending invoices/bills (Total Amount: Ugx. 1,797,000)
- I only want to pay part of my pending invoices/bills
- I would like to deposit on my account to be able to pay for future invoices

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	296	DEVELOPMENT FEE	DEVELOPMENT FEE	1	20,000	20,000
2	247	EXAMINATION	EXAMINATION	1	100,000	100,000
3	235	GUILD FEE	GUILD FEE	1	22,000	22,000
4	241	ICT DEVELOPMENT	ICT DEVELOPMENT	1	50,000	50,000
5	228	LIBRARY FEES	LIBRARY FEES	1	30,000	30,000
6	229	MAINTAINCE FEES	MAINTAINCE FEES	1	80,000	80,000
7	227	MEDICATION SUBSCRIPTION	MEDICATION SUBSCRIPTION	1	30,000	30,000
8	250	REGISTRATION FEES	REGISTRATION FEES	1	100,000	100,000
9	285	SPORTS FEE	SPORTS FEE	1	25,000	25,000
10	243	UNDER GRADUATE RESEARCH FEES	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.
- Welcome to on-line Registrat**: See your Transactions after making any payment.
- NOTE: Registration is Mandatory!**: Click here to self-Register after fees payment.
- You can only Register for the Study register for.**: Semester Registration and enrolment Track.
- You can only Register for a Semester After registering for a semester, you**: Course Registration
- My Invoices**: Check for your Results if uploaded any.
- My Transactions**: Click here to request for Change of program and study Time.
- Self Registration**: (Callout points to the 'Self Registration' link in the sidebar)
- Registration/Enrollment Track**: (Callout points to the 'Registration/Enrollment Track' link in the sidebar)
- Modules/Retake Registration**: (Callout points to the 'Modules/Retake Registration' link in the sidebar)
- My Results**: (Callout points to the 'My Results' link in the sidebar)
- My Timetable**: (Callout points to the 'My Timetable' link in the sidebar)
- Service Request**: (Callout points to the 'Service Request' link in the sidebar)
- General Information**: (Callout points to the 'General Information' link in the sidebar)