

MAKERERE UNIVERSITY

P.O.Box 7062
Kampala, Uganda
Website : www.mak.ac.ug



Tel : +256-414-542803,
Fax : +256-414-542803
Email : ar@acadreg.mak.ac.ug

STUDENT ID PROCESS GUIDELINES



Introduction

AIMS Student ID service is enabled in Each Student's Portal.

This guide highlights the process for the various ID services a student can request for via their Portal.

ID Services Enabled

- Request For New IDs for New Students
- Request For ID Replacement
- Complaint About Not Having Received An ID

a) Requesting for a New ID (New Students)

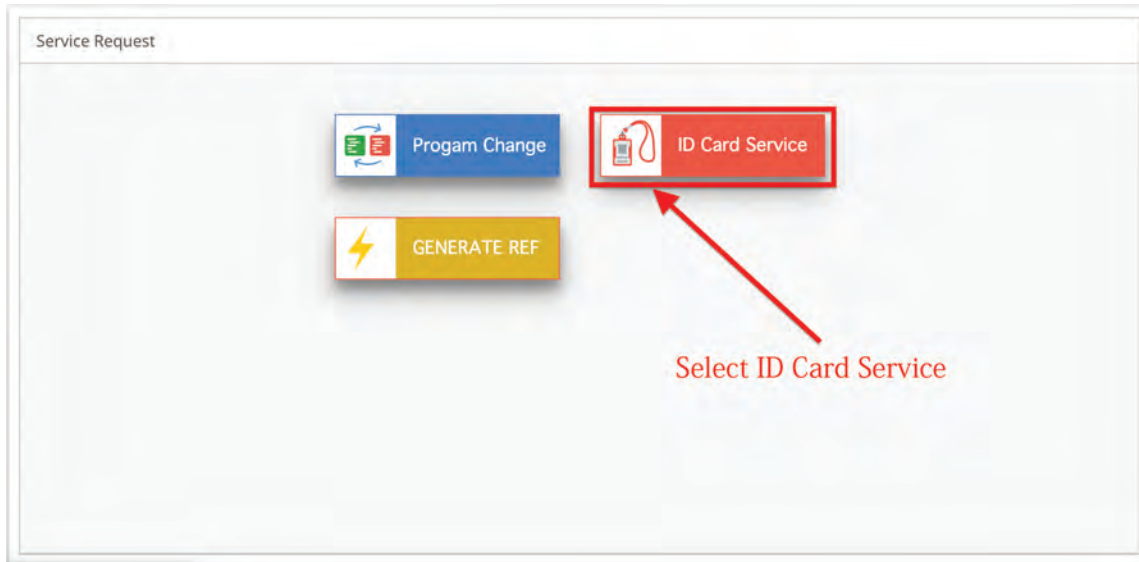
After having fulfilled all the first time registration requirements and having had their photos and signatures captured, new students have to validate their biodata on their portals before their IDs are printed as detailed below.

1. Log Into Portal and Select the Service Requests Menu.

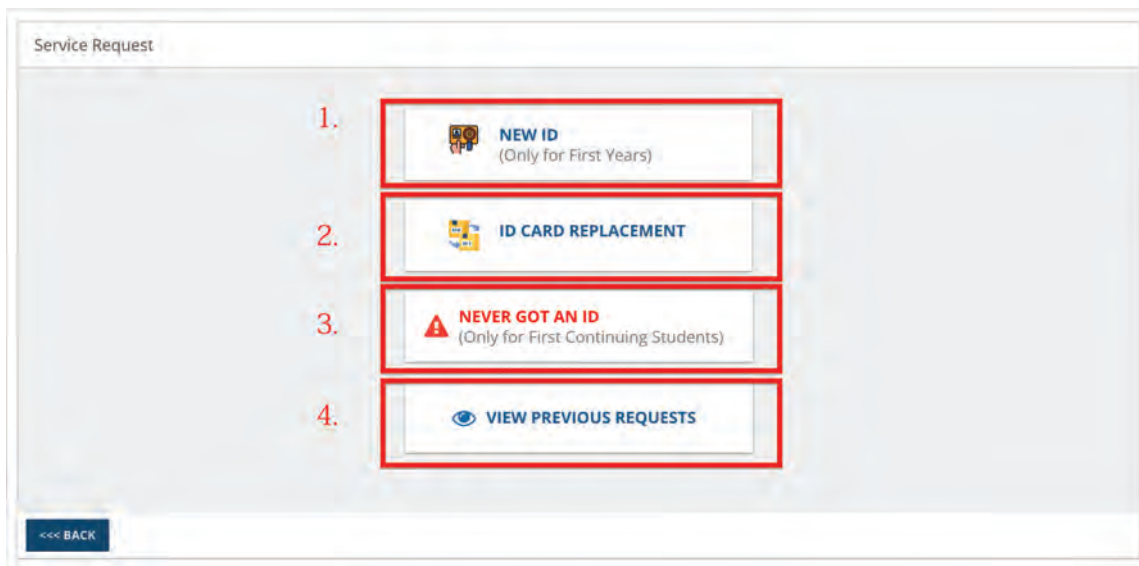
The screenshot displays the AIMS Student Portal interface. On the left, a blue sidebar contains a menu with categories: FINANCE, REGISTRATION, MY COURSE, and PERSONAL INFORMATION. The 'Service Requests' option under the PERSONAL INFORMATION category is highlighted with a red box and a red arrow pointing to it. The main content area shows a 'Get a Payment REF' button at the top, followed by a status bar indicating 'Year 3, Semester 1 NOT REGISTERED'. Below this is an 'Invoices' section with a table listing invoices for 'Year 3, Semester 1, Acc Yr 2018/2019' and 'Year 3, Semester 1, Acc Yr 2020/2021'. The table has columns for Invoice No, Invoice Amo..., and Paid. A red arrow points from the text 'Select Service Requests' to the 'Service Requests' menu item in the sidebar.

Invoice No	Invoice Amo...	Paid
Year 3, Semester 1, Acc Yr 2018/2019		
C20K-599136	UGX 20,000	0
95588878	UGX 120,000	0
TOT:	140,000.00	0.00
Year 3, Semester 1, Acc Yr 2020/2021		
I86336165	UGX 15,000	0
I52977289	UGX 15,000	0
T42112541	UGX 1,360,000	0
F37869617	UGX 293,500	0
TOT:	1,683,500.00	0.00

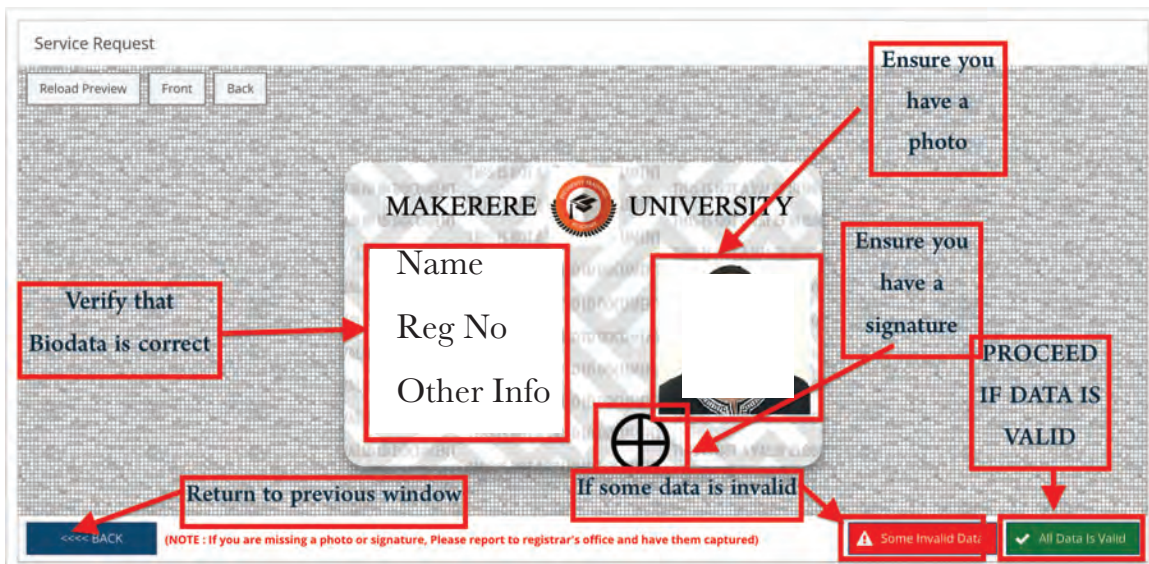
2. Select ID Card Services



3. Select New ID Option (Only Available for New Students)



4. Validate Biodata



5. Keep Checking on the Updates Until You are informed to Pick Up your ID.

Service Request

✓ Your Id Request is Awaiting Review

⌏ Your ID data Has Been Forwarded For Printing

<<< BACK REFRESH

6. Notification to go Pickup the ID.

Service Request

✓ You will Be Notified when it is Available for Picking

⌏ Your ID been delivered to
COCIS ID ROOM
BATCH NO: 94c5bda0-a05a-11eb-a261-39a58f51e876
Please Proceed to Pick It and Confirm Below, After Recieving It

ACKNOWLEDGE

<<< BACK REFRESH