

MAKERERE

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UNIVERSITY

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OFFICE OF THE DEAN OF STUDENTS

Date: Thursday, April 15, 2021

To: All Students
Makerere University

From: The Dean of Students
Makerere University

Re: **EMAIL-ADDRESS FOR ELECTRONIC VOTING**

You are all encouraged to login into <https://sso.mak.ac.ug/> to generate your Makerere University email address. Without this official University email address, it will not be possible to access the electronic voting system that will be used for the forthcoming student elections. Additionally, your official email address will also be used to access the Makerere University E-Learning Environment (MUELE) as well as other university ICT services such as wireless internet.

TO CREATE THE UNIVERSITY EMAIL ADDRESS

1. Click or copy and paste this link into an internet browser: <https://sso.mak.ac.ug/>
2. Click "STUDENT ACCOUNT" and select "Activate my webmail account"

Important: Only registered students for the Academic Year 2019/2020 can activate email addresses through the above link).

3. Follow process to create your student email address.

Important: During the creation process, please provide an **active alternative email** (preferably @gmail.com) that you can later use to recover your webmail password should need arise. Once created, click <https://webmail.mak.ac.ug/> to login into your university email address.

CONTINUING STUDENTS WITH COLLEGE DOMAIN BASED EMAIL ADDRESSES

(@chs.mak.ac.ug, @cis.mak.ac.ug, @cedat.mak.ac.ug etc.)

All college domain based email address will be **discontinued** in the near future and are **NOT** eligible for electronic voting. Continuing students with the above emails are advised to activate new webmail accounts (@students.mak.ac.ug) through <http://sso.mak.ac.ug/> to avoid inconveniences.

CHANGE OR RECOVER YOUR LOST EMAIL PASSWORD

Through the same portal, students can recover or change their passwords by;

1. Click or copy and paste this link in an internet browser <https://sso.mak.ac.ug/>
2. Click "STUDENT ACCOUNT" and select "Change/Recover my password" and;
3. Enter your webmail address and a One Time Passcode (OTP) will be sent to the alternative email you provided during activation.
4. Follow process to change or recover lost email password.

PLEASE NOTE that before you can proceed to vote on the Makerere e-voting system, a verification code will be sent to your new email address. You will use the verification code to verify identity and eligibility to vote on the Makerere e-voting system.

The process of generating student email accounts will close on Friday the 23rd April 2021. You are therefore encouraged to start generating your student email address immediately."

Yours sincerely,



Winifred Kabumbuli
Ag. DEAN OF STUDENTS



- Cc: The Vice Chancellor
" Deputy Vice-Chancellor (AA)
" Deputy Vice-Chancellor (F&A)
" Director, DICTS