

Management University of Africa

Student portal Manual

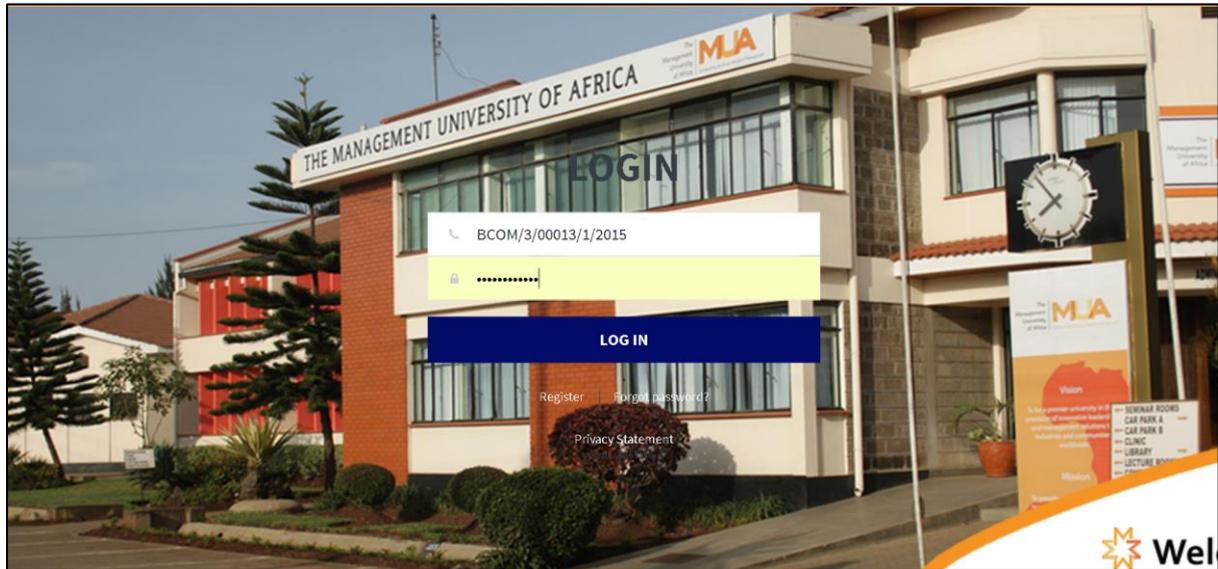
V1.0

Logging in

Once you open the student portal link, You will be prompted for a username and password

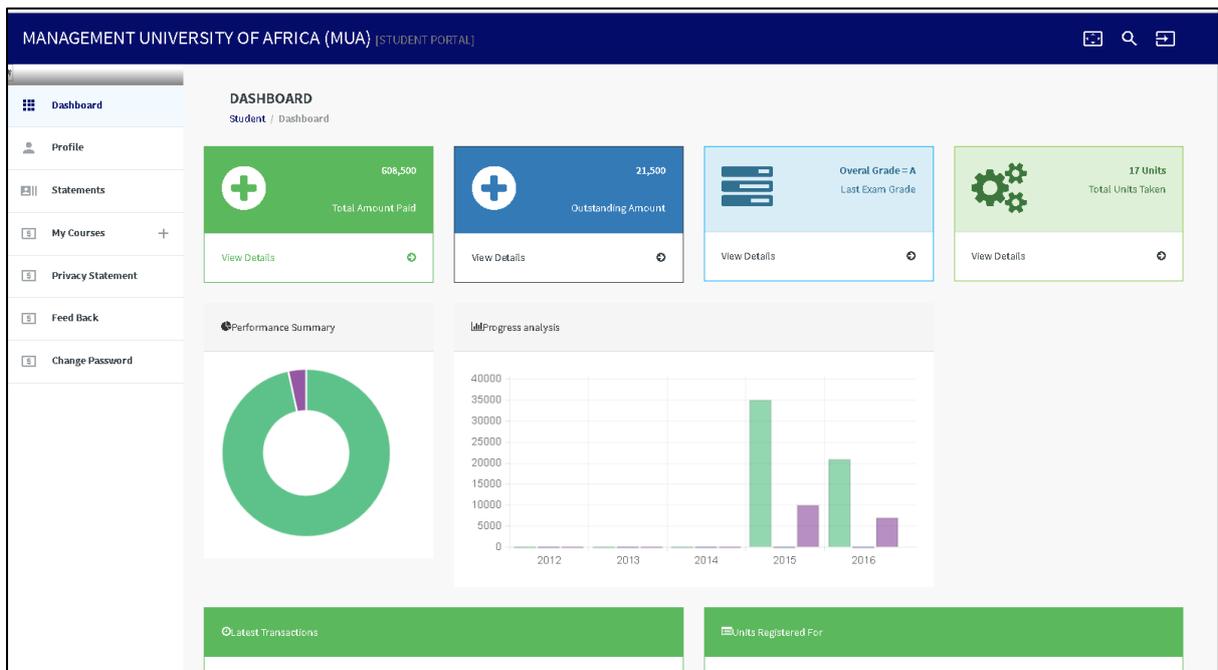
Enter your admission number as your username

The default password is 'Password1234'. Note: You should change your password on first logon.



You will get the screen shown below

This is a summary of your student account. You can click on any of the summary buttons to show you the details.



To view Student Fees statement

Click on statement>Fees Statement menu

To View Academic Performance

Click on Academics>Performance View

The screenshot shows the 'PERFORMANCE' section of the student portal. It features a table with columns for Course Code, Unit Desc, Grade, GPA, and Status. The table contains 10 rows of course data. A sidebar on the left lists navigation options: Dashboard, Profile, Statements, My Courses, Privacy Statement, Feed Back, and Change Password. The page number 'Page 1 of 2' and a pagination control are visible at the bottom right.

Course Code	Unit Desc	Grade	GPA	Status
BCOM	HIV/AIDS	A	0	0
BCOM	Accounting for Non-profit Organization	A	0	0
BCOM	Accounting for Assets	F	0	0
BCOM	Project Management	C	0	0
BCOM	Production and Operation Management	F	0	0
BCOM	Introduction to International Business	B	0	0
BCOM	Environmental Science	C	0	0
BCOM	Advanced Financial Accounting	F	0	0
BCOM	Entrepreneurship	C	0	0
BCOM	Corporate Finance	C	0	0

To Register for a Semester

Under Academics Menu>Semester Registration

The screenshot shows the 'COURSE REGISTRATION' section of the student portal. It includes a sidebar with navigation options: Dashboard, Profile, Statements, My Courses, Privacy Statement, Feed Back, and Change Password. The main content area has two dropdown menus: 'Courses' and 'Course Stage', both marked with a red asterisk. Below these are 'Course Mode Of Study' and 'Semester' dropdowns. An 'ADD COURSE' button is located at the bottom right. A table at the bottom displays a single course registration record.

CourseCode	Stage	Registration Date	RegisteredBy	Course Desc
BCOM	Y4S2(MKT)	15/12/2018		BACHELOR OF COMMERCE

You must select the field marked with a red asterisk

To Register for a course/units

Under Academics Menu>Course/Unit Registration

Note: This must be done after semester registration. Once you have filled the first units details, click on Add unit button to add the next unit.

UNITS REGISTRATION

Student / Units Registration

Courses
---SELECT Course---
Please specify a Course
Course Unit
---SELECT Units---
Please select units
Back to List

Course Stage
---SELECT Stage---
Please select stage
Semester
---SELECT Semester---
Please select semester

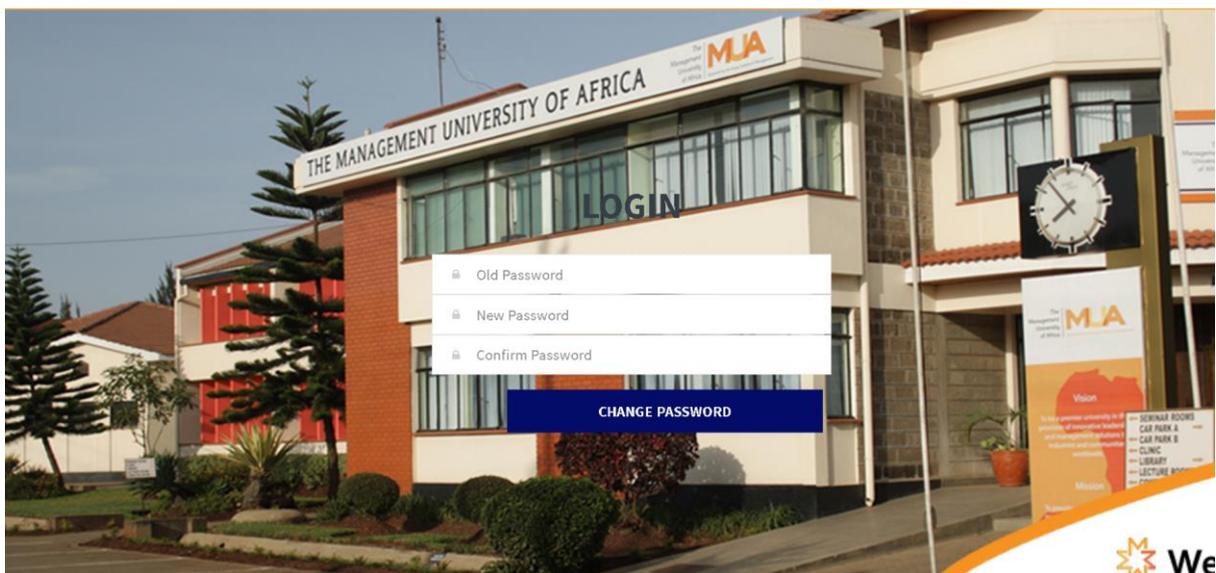
ADD UNIT

Unit Code	Date	Semester	Description	Grade
UCU 105	01/01/1753	MAY-AUGUST 2014	HIV/AIDS	A
ACC 324	01/01/1753	MAY-AUGUST 2015	Accounting for Non-profit Organization	A
BCM 211	01/01/1753	MAY-AUGUST 2015	Accounting for Assets	F
BCM 321	01/01/1753	MAY-AUGUST 2015	Project Management	C
BCM 322	01/01/1753	MAY-AUGUST 2015	Production and Operation Management	F
BCM 323	01/01/1753	MAY-AUGUST 2015	Introduction to International Business	B
UCU 108	01/01/1753	MAY-AUGUST 2015	Environmental Science	C
ACCA 314	01/01/1753	SEP-DEC 2014	Advanced Financial Accounting	F

To change Password

Go to Change password menu.

You will be prompted to enter your old password and new preferred password.



To Send Feedback

GO to Feedback Menu

Enter your email and Description of your feedback, complain, compliments etc.

FEEDBACK
Student / Feedback

Email

Description

SUBMIT

Test Announcement-Test An