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.
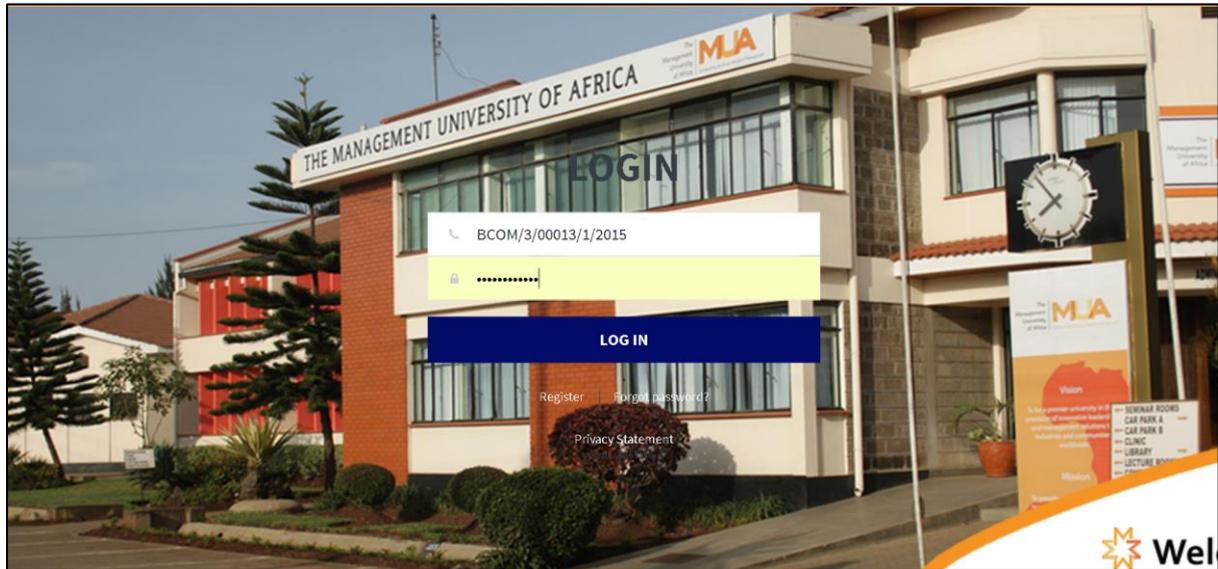
You will get the screen shown below

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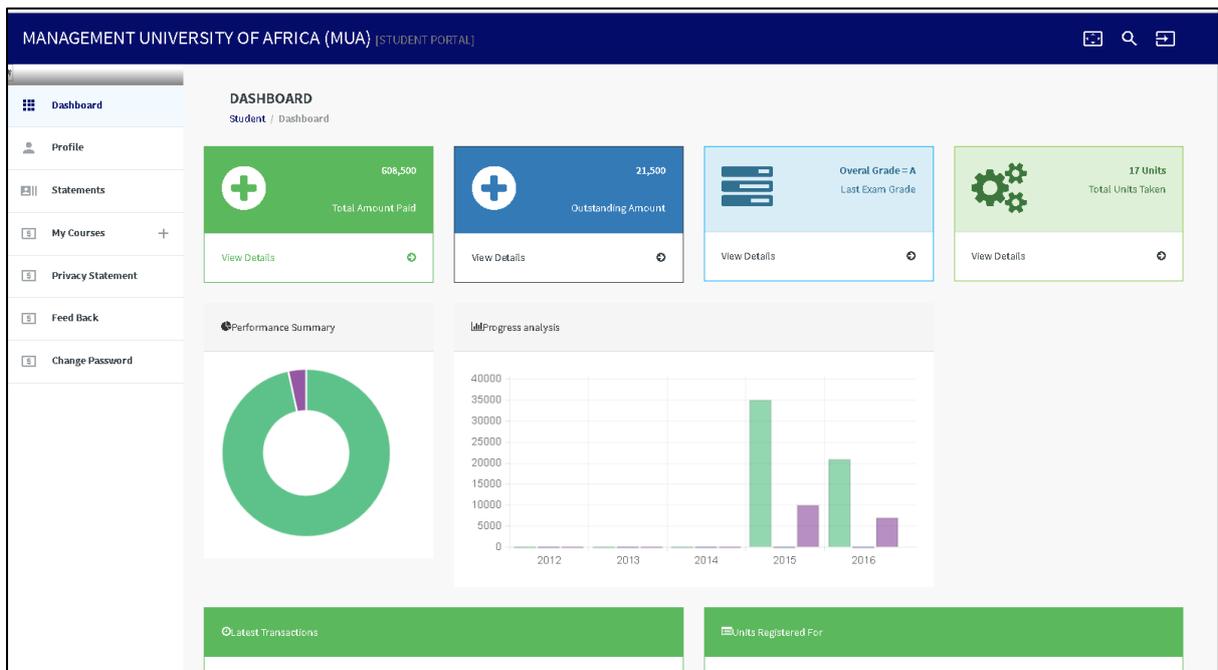
To view Student Fees statement

Click on statement>Fees Statement menu

To View Academic Performance

Click on Academics>Performance View

To Register for a Semester

Under Academics Menu>Semester Registration

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.

To change Password

Go to Change password menu.

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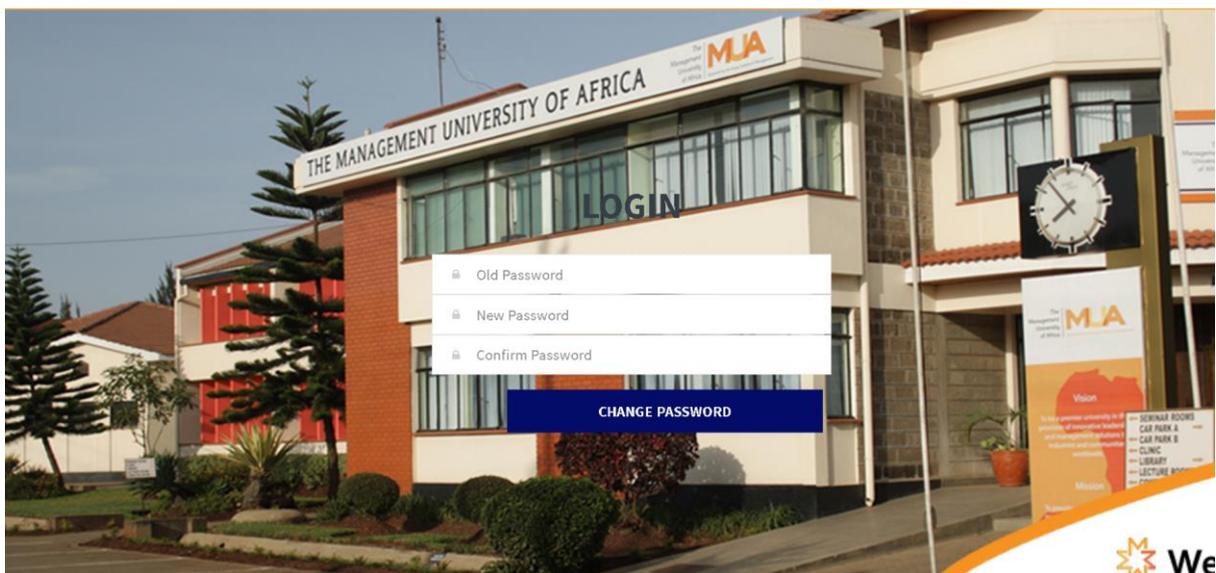
To Send Feedback

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