



MAKERERE UNIVERSITY BUSINESS SCHOOL

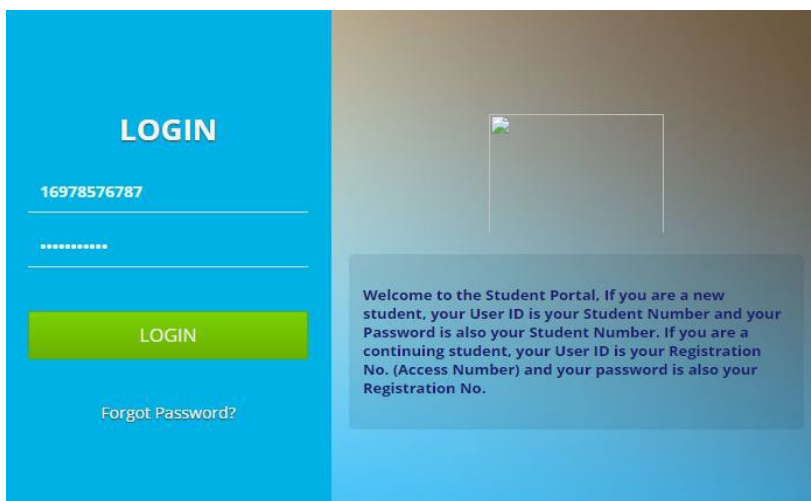
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Office of the Guild - Ministry of ICT

itc.minister.mubs.ac.ug - +256701453639

AIMS - NEW STUDENT PORTAL GUIDELINES:



Things you need

1. An **email address** (You can use your school email address) and **contact number**.
2. Your 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:

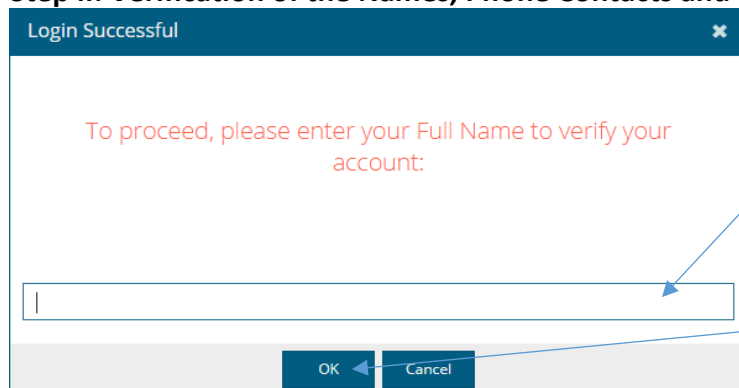
Access the Student Portal link as <https://student.mubs.ac.ug> in any browser i.e. (Chrome, Mozilla, Internet Explorer etc.). OR you can click on the **AIMS link on our guild website**.

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:

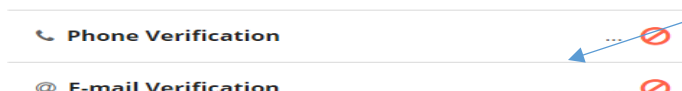


Put your correct Names the way they appear on your admission letter.

Click on this Button to proceed.

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



Click here to provide your correct Contact.

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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

Phone Verification ...

@ E-mail Verification ...

(+256) Ugan: 701258611

DF497F

Verify Token

E.g.: Enter your Number here, the system will send you a TOKEN on that Contact Provided.

This is the Token sent to me and I have to Verify Token to proceed.

Do the same to the email Verification.

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:

Welcome. Please provide enrollment details to Proceed

ACADEMIC YEAR: 2018/2019 SEMESTER: 1

Enrollment Info

1. Enrolment Status:

New Student (My First Semester) Continuing Student (Not My First Semester) Completed But With (Retake/Missed Papers)

2. Current Year of Study (Year of Study you are enrolling for):

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Get a Payment Reference

Enrol

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: [Field partially obscured]

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

Register Module De-register Module

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
109785767872

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	%
<input checked="" type="checkbox"/>	1 169785767872-787854455	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

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.

GUILD MINISTRY OF ICT AIMS QUICK GUIDE

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;

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
3 735	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 (UGX)					497,000

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.

SUMMARY

The screenshot shows a student portal with a sidebar menu and a main content area. The sidebar menu includes sections for FINANCE, REGISTRATION, MY COURSE, and PERSONAL INFORMATION. The main content area shows a 'Register' button, a 'Get a Payment REF' button, and a status indicator 'Year 2, Semester 1 NOT REGISTERED'. A 'NOTE' section states that registration is mandatory and can only be done for the current semester.

Callouts from the image:

- Click here to Generate Reference Number. (points to 'Get a Payment REF')
- Registration Status (points to 'Year 2, Semester 1 NOT REGISTERED')
- Click here to see your invoices. (points to 'My Invoices')
- See your Transactions after making any payment. (points to 'My Transactions')
- Click here to self-Register after fees payment. (points to 'Self Registration')
- Semester Registration and enrolment Track. (points to 'Registration/Enrollment Track')
- Course Registration (points to 'My Course')
- Check for your Results if uploaded any. (points to 'My Results')

Click here to request for Change of program and study Time. (points to 'General Information')

SSENDI SAMUEL
0701453639
GUILD MINISTER OF ICT
21ST GOVERNMENT