

**Management University of Africa**

**Student portal Manual**

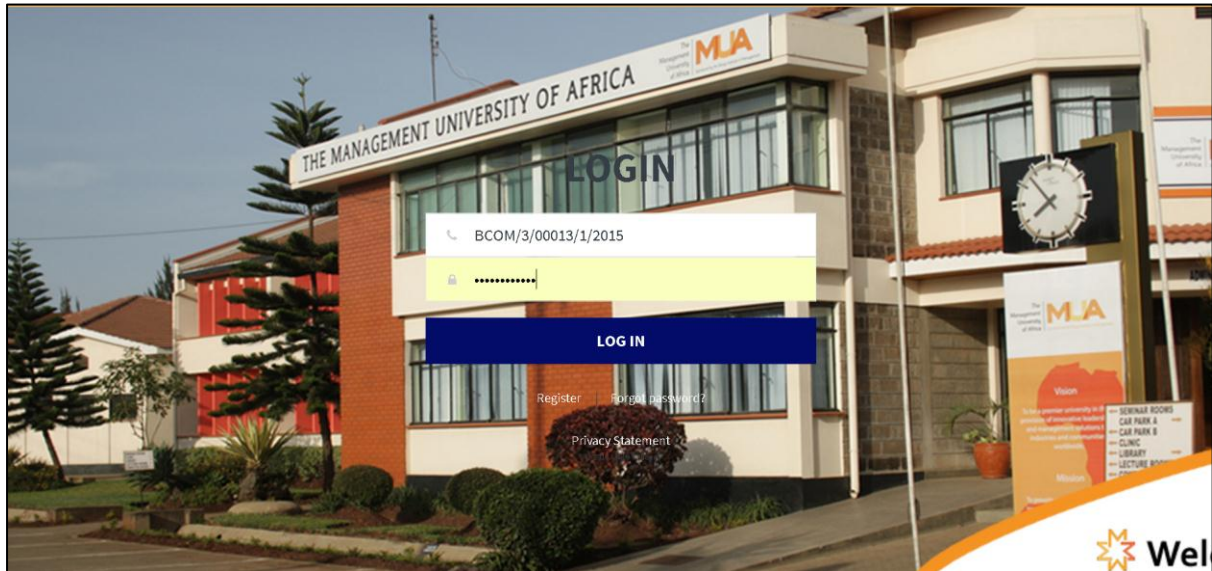
**V1.0**

## Logging in

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

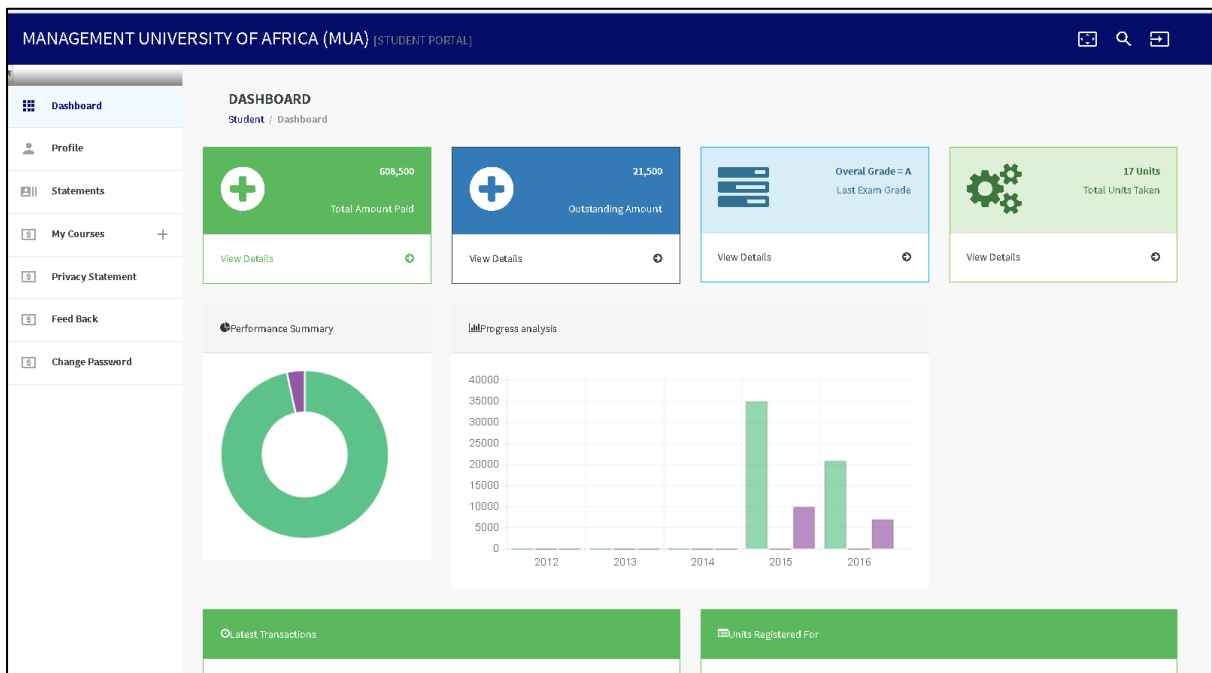
Enter your admission number as your username

The default password is 'Password123'. 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 lists 10 courses with their respective grades and GPAs. A sidebar on the left contains navigation links for 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 links and a main area with two dropdown menus: 'Courses' and 'Course Stage'. Below these are two more dropdown menus: 'Course Mode Of Study' and 'Semester'. An 'ADD COURSE' button is located to the right of the 'Semester' dropdown. At the bottom, there is a table showing the registration details for a course.

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

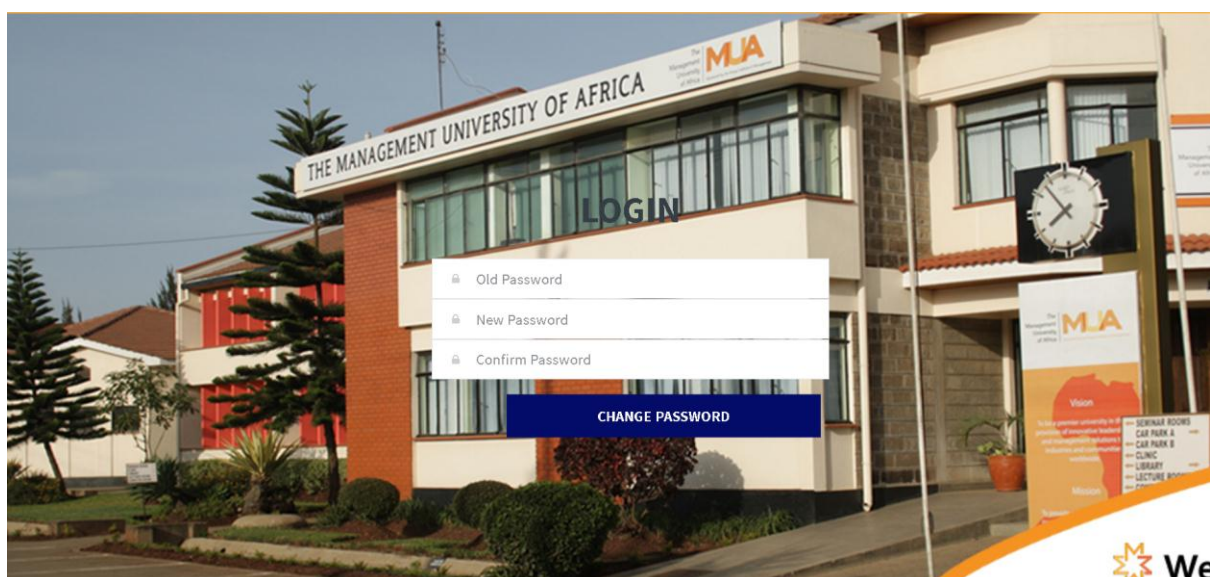
**ADD UNIT**

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