

KYU ACMIS STUDENTS GUIDE

1.0 ACCOUNT ACTIVATION (<https://myportal.kyu.ac.ug>)

Enter the link <https://myportal.kyu.ac.ug> in a browser e.g chrome



or mozilla

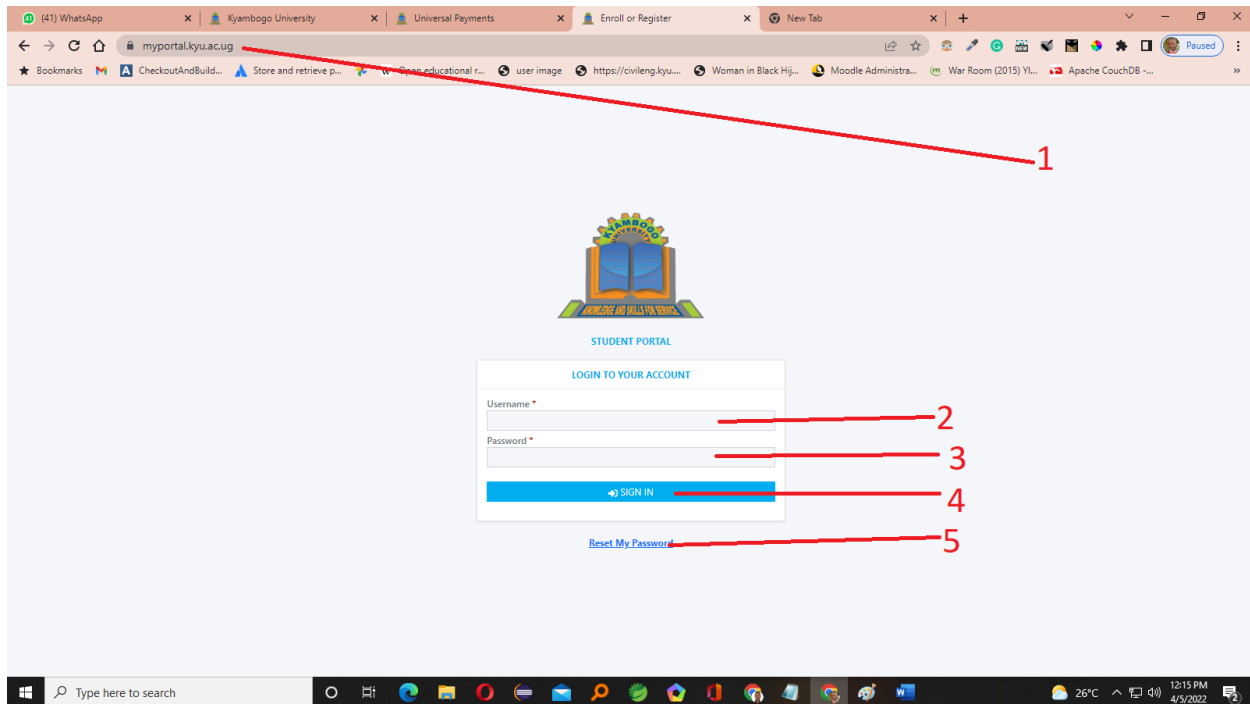


Figure 1.

To activate your students portal

1. Enter the link in your browser
2. Enter your student's number as username
3. Enter your student number as the password
4. Press sign in to start the activation process or to sign in
5. Press reset password if you have forgotten your password

1. Please change your default password before login in.

STUDENT PORTAL

TO RESET YOUR DEFAULT OR FORGOTTEN PASSWORD, ENTER YOUR STUDENT NUMBER AND A PASSWORD RESET TOKEN WILL BE SENT TO YOUR EMAIL AND PHONE.

RESET YOUR PASSWORD

Enter your Student Number *

REQUEST TOKEN

Have an account? [Sign in Here](#)

Have an Admin Token? [Change Password](#)

1. The system will ask you to reset the password.
2. The system asks for you student number in order to send you a token
3. Enter your student number here
4. Press request token if you don't have one
5. Sign in if you already have a password
6. Change password if your account is already activated and you forgot the password.

Figure 2

1. Password reset code has been sent! Check your email 190...@std.kyu.ac.ug and phone 1900822... for code

STUDENT PORTAL

TO RESET YOUR DEFAULT OR FORGOTTEN PASSWORD, ENTER YOUR STUDENT NUMBER AND A PASSWORD RESET TOKEN WILL BE SENT TO YOUR EMAIL AND PHONE.

RESET YOUR PASSWORD

Password reset code has been sent! Check your email 190...@std.kyu.ac.ug and phone 1900822... for code

Enter your Student Number *

1900822451

Reset Token

New Password

Confirm New Password

RESET PASSWORD

Have an account? [Sign in Here](#)

Have an Admin Token? [Change Password](#)

1. The system gives you a clue on the email phone number where the token was sent.
2. Another clue repeated
3. System indicates your student number that is being activated at that time
4. System requests for a toke which is sent to your phone number or email address (registered in the system)
5. Enter your new password 6 or more characters
6. Confirm your password
7. RESET the password.

This process will activate your account and is done only once. Next time you simply log in or reset your password in case you have forgotten it. (figure 1)

Figure 3

2.0 LOG-IN LOG-OUT

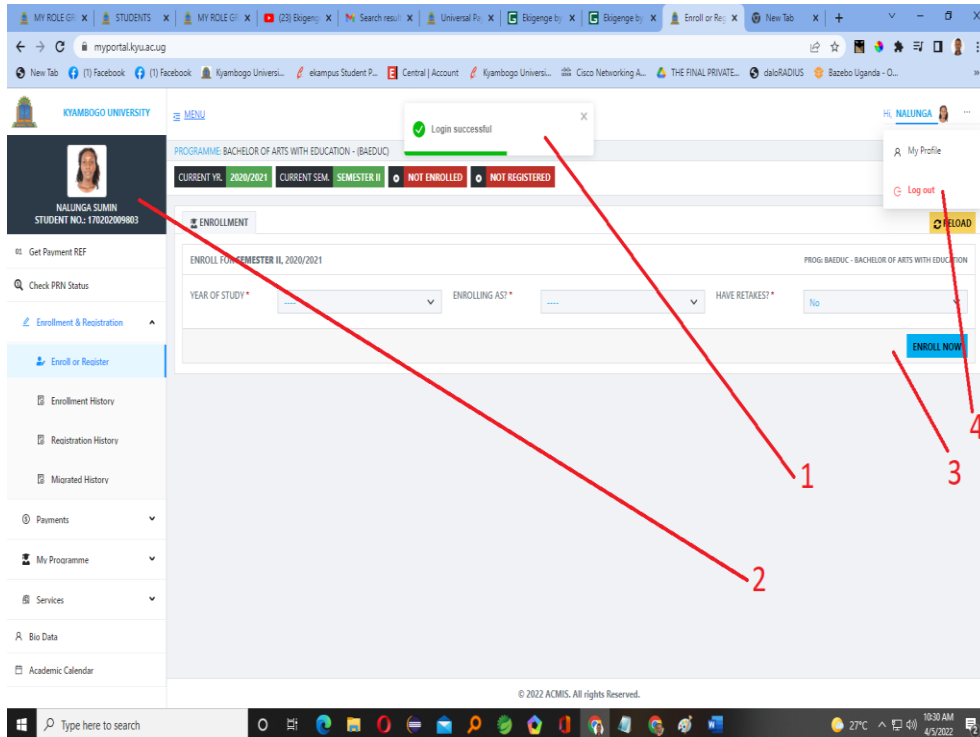


Figure 4

When you successfully login following steps in figure 1.

1. The system indicates the successful login.
2. You can see your profile photo. If you have no photo get in touch with our ICT team in your group support to have your photo uploaded.
3. You can enroll to your current semester
4. You can log out

3.0 GET REFERENCE NO. (not enrolled)

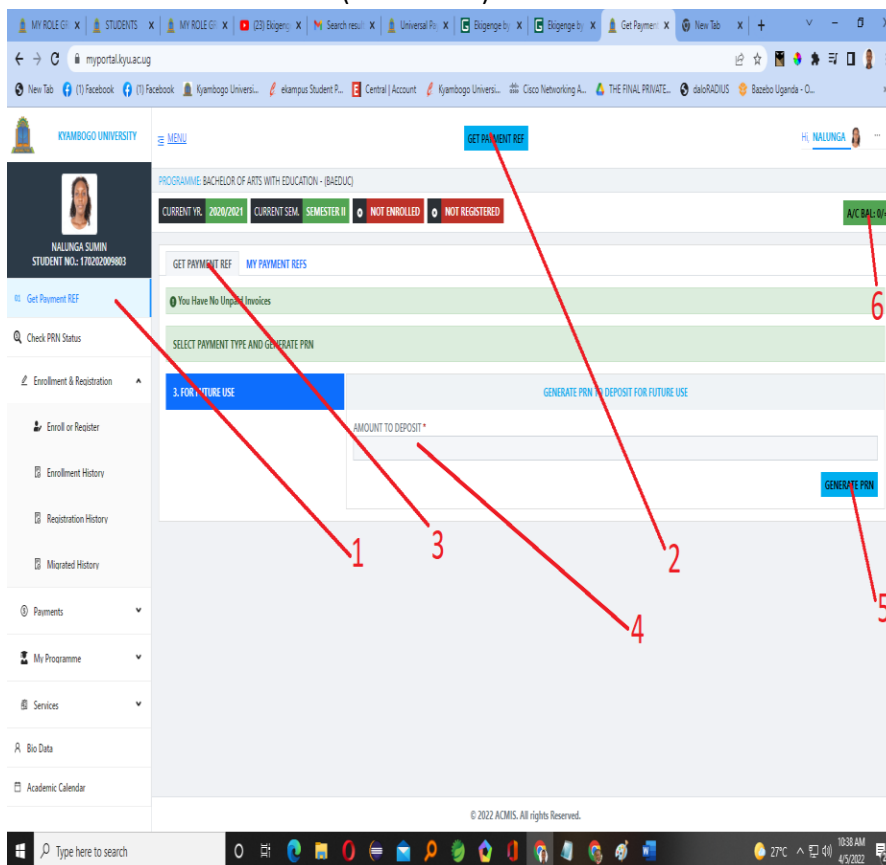


Figure 5

1. Press Get Ref No to get a reference number. If you are not enrolled (not advised) you can only pay for future use.
2. Or use the button at the top.
3. Choose the tab for get reference number or view reference nos.
4. Type the amount to deposit.
5. Press to get the reference number.
6. The balance that is deposited on your account for future use.

4.0 GET REFERENCE NO. (not Enrolled)-Recommended

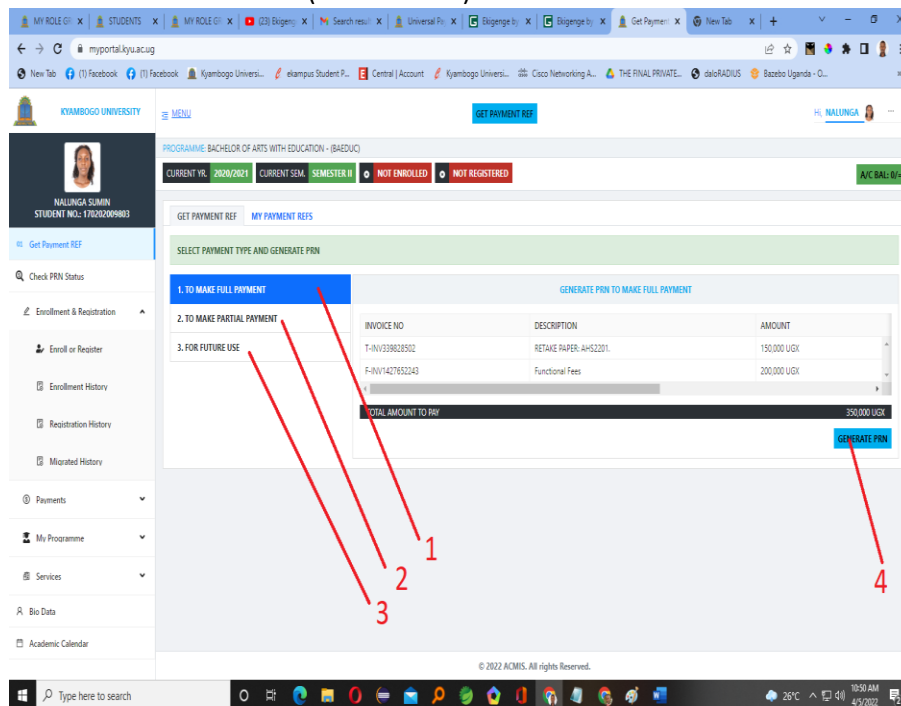


Figure 6

The reference numbers.

When enrolled to your current semester (As you should be)

1. Chose to make full payments so that you clear all your invoices.
2. Chose to make partial payment in case you don't have all the balance.
3. Chose for future use if you have excess money and you want to pay for next semester.
4. Press to generate the reference number.

5.0 RESET PASSWORD

To reset your password press password reset (Figure 1) enter your student number then request for a token.

6.0 ENROLLEMENT (figure 7)

1. Note the badge that indicate that you're not enrolled. If your semesters are still going on please enroll as soon as possible.
2. Note the badge that indicates that you're not registered. If you are planning to do exams, please make sure your registered in order to print your exam and or registration card.
3. To enroll for the current running semester (student side). Select your current year of study.
4. Select the enrollment status.
 - i. Fresher – First year Semester I.
 - ii. Continuing Student – Not a fresher and not a finalist.
 - iii. Finalist – Final Year Semester I or II
 - iv. Amnesty if you have an amnesty letter (not possible on students Side)
 - v. Doing Retakes after final Year – If your years are done but you still have to do a retake (With letter staff Side only)
 - vi. Extension for postgraduate students only with extension letter (staff Side only).

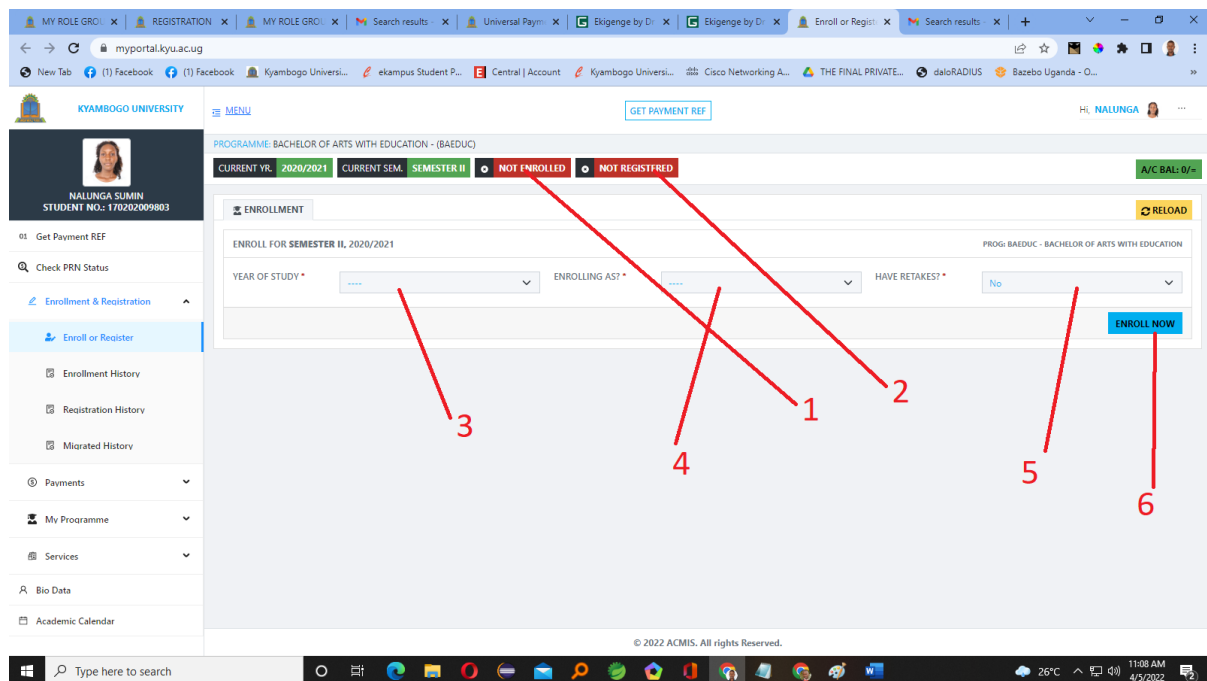


Figure 7

5. If you are doing retakes from previous semester chose yes and select the retakes (Figure 8)

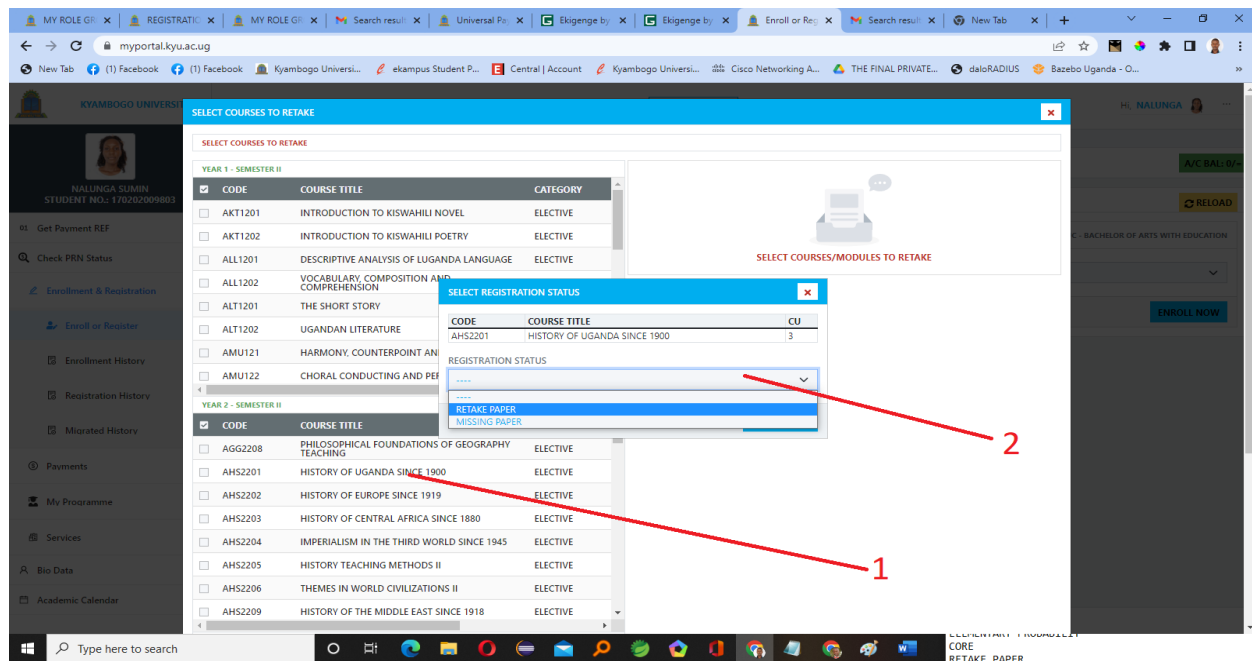


Figure 8

1. Chose on the paper you want to do for the retake.
2. Chose the paper type(RETAKE PAPER) add all the papers and enroll.

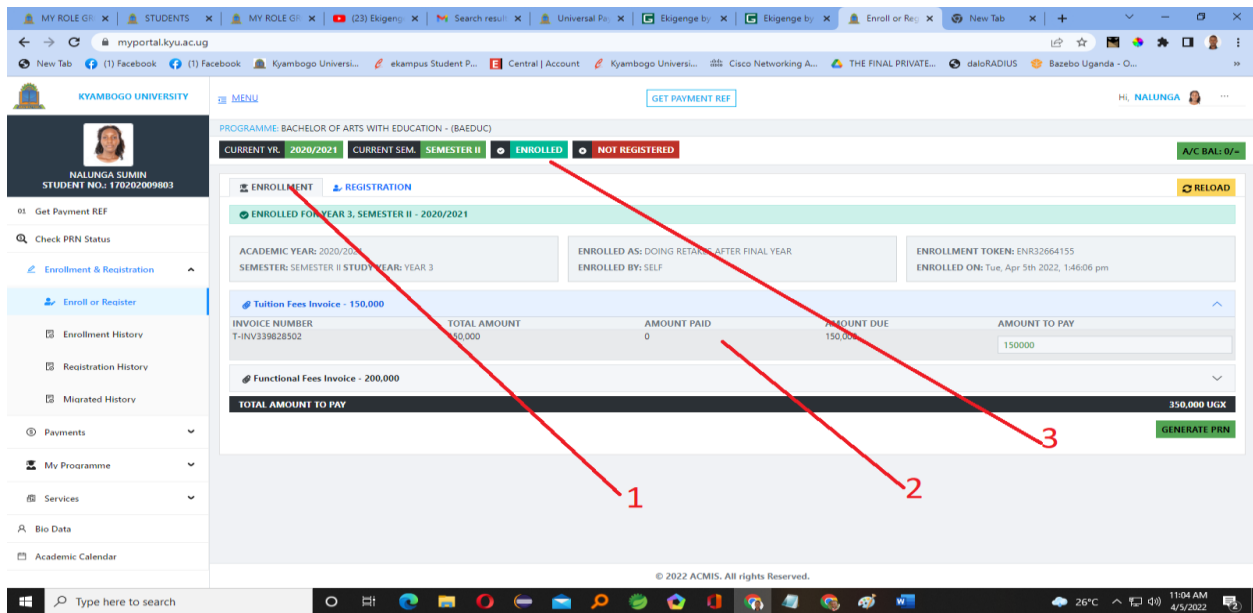


Figure 9

Once your enrolled (Figure 8)

1. Under the enrollment tab
2. You will have invoices for the enrolled semester.
3. The badge for enrolled will be green. The other badges shows the current semester and academic year.

7.0 REGISTRATION

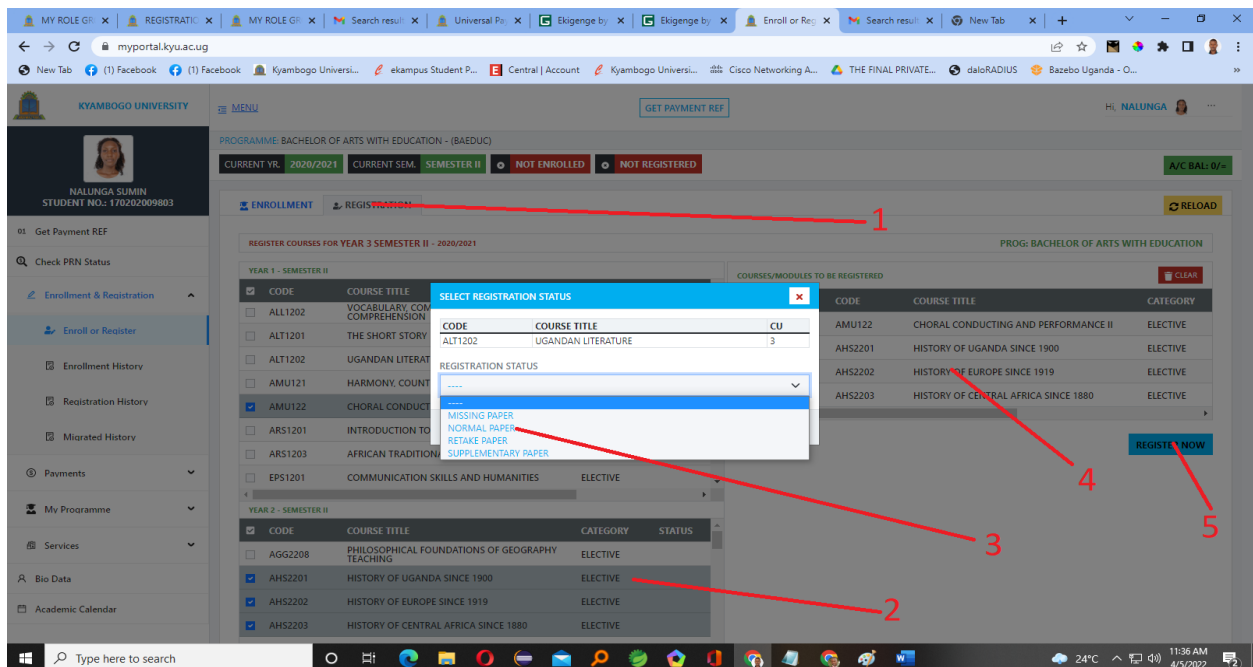


Figure 9

To register your self

1. Click on the registration tab.
2. Chose the paper(s) you want to register for.
3. For each paper chose the paper type (Retake, Missing or Normal Paper)
4. Add the papers for registration
5. Press register to register.

The system will register you or give you a reason for not registering you.

NB. To register as a fresher you must be verified by the office of the Academic Register. All other categories you must have paid to 100% all the invoices on your portal. If your money is not allocated seek help from ICT Groups.

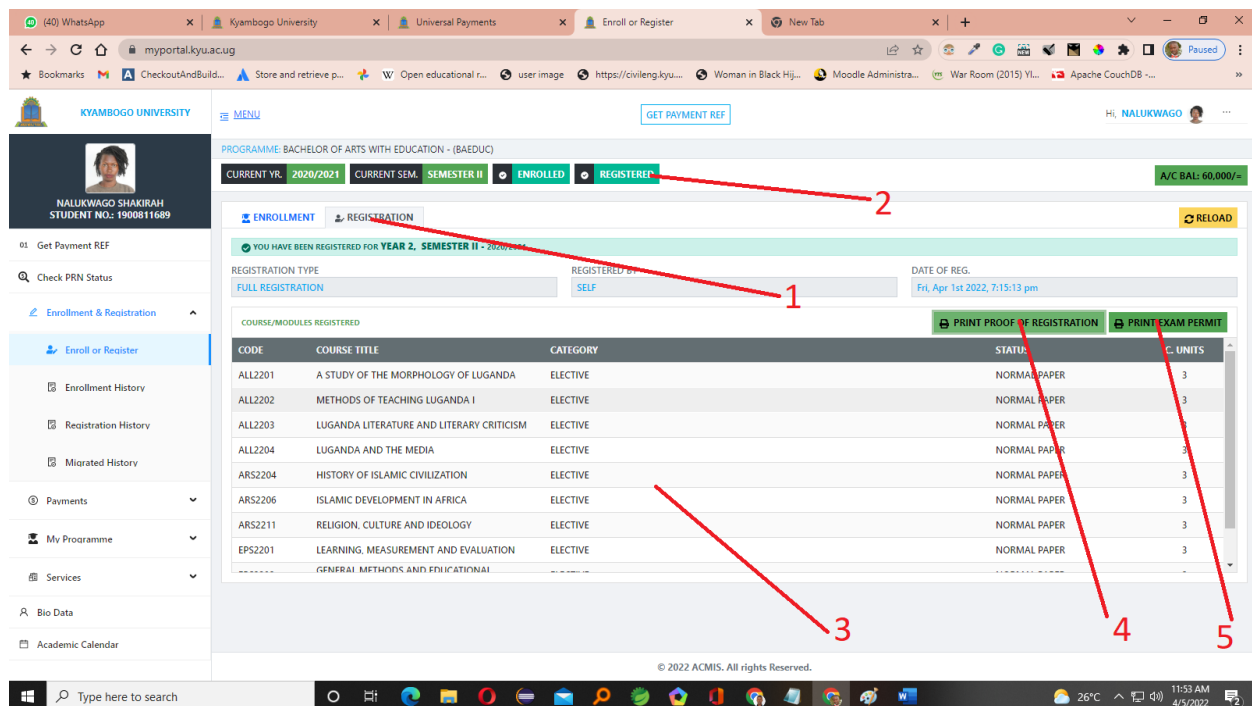


Figure 10

1. Once your registered click on the registration tab.
2. The badge for registered turns green
3. You see and confirm the course units you have registered for.
4. Press to print the registration card
5. Press to print the exam card.

8.0 PRINT EXAM OF REGISTRATION CARD

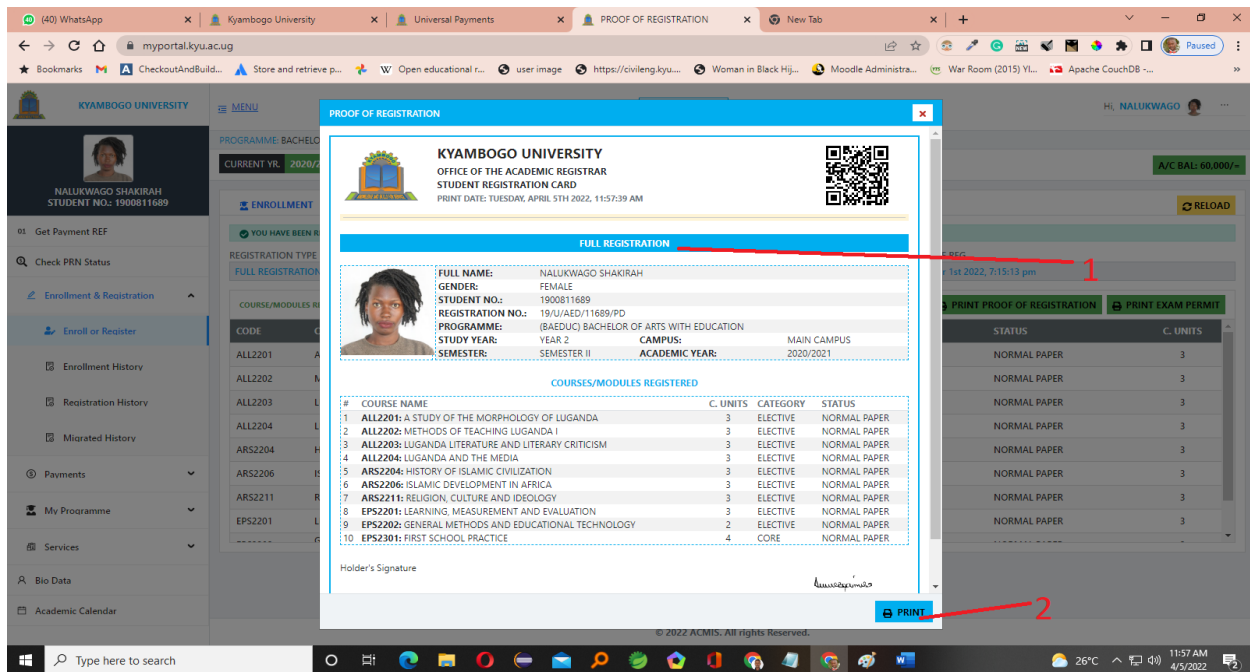


Figure 11

1. After registering you can view the registration/ exam card
2. You can print the cards.

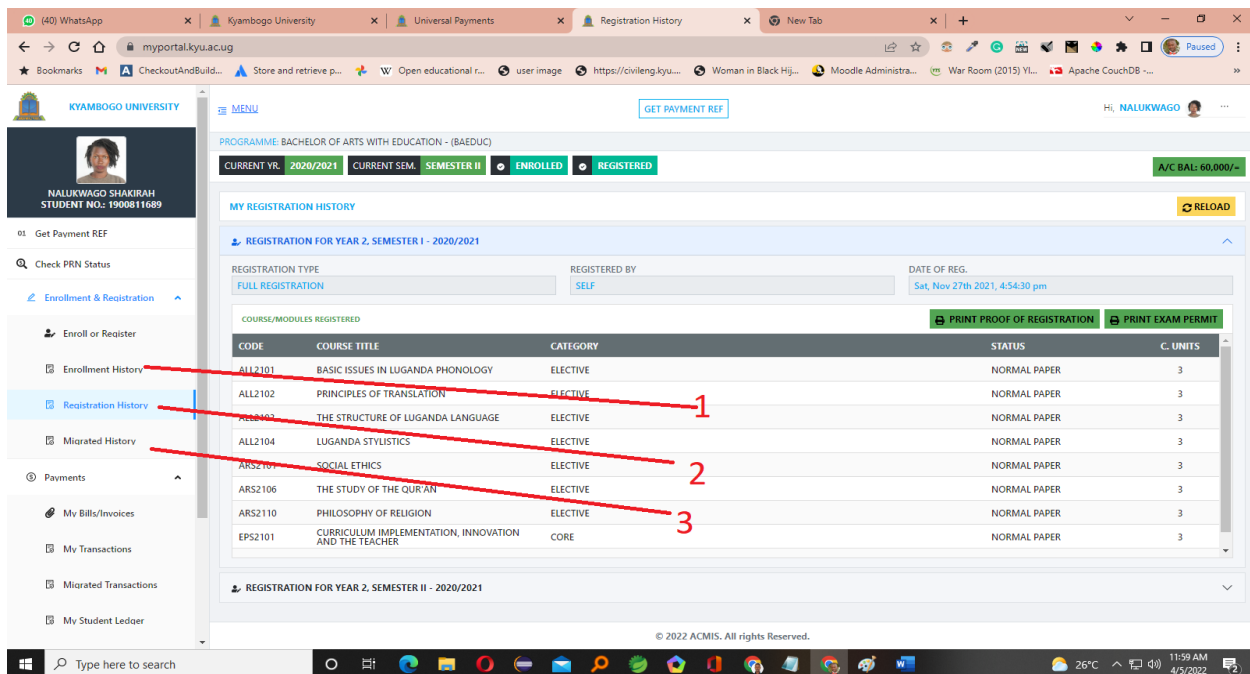


Figure 12

1. You can view your enrollment history
2. You can view your registration history
3. You can view the enrollment/ Registration history from the old system.

4.

9.0 VIEW RESULTS

MY RESULT

FULL NAME: NALUKWAGO SHAKIRAH
STUDENT NO.: 1900811689
REG. NO.: 19/U/AED/11689/PD
GENDER: FEMALE
DATE OF BIRTH: 5555-05-25

FACULTY: ARTS AND SOCIAL SCIENCES
PROGRAMME: (BAEDUC) BACHELOR OF ARTS WITH EDUCATION
STUDY TYPE: DAY

YEAR 1 - 2019/2020 - SEMESTER I

CODE	TITLE	MARK	CU's	GRADE	GD POINT	REMARK
ALL1101	INTRODUCTION TO LANGUAGE AND LINGUISTICS	61	3	C	3.0	NP
ALL1102	THE ART OF COMMUNICATION BASIC ISSUES IN LUGANDA	72	3	B	4.0	NP
ARS1101	PHENOMENOLOGY OF RELIGIONS	64	3	C	3.0	NP
ARS1102	INTRODUCTION TO ETHICS	56	3	D+	2.5	NP
EPS1101	HISTORY AND PHILOSOPHY OF EDUCATION	31	3	F	0.0	RT
EPS1102	INTRODUCTION TO EDUCATIONAL PSYCHOLOGY	66	3	C+	3.5	NP
SEMESTER REMARK: PP: EPS1101					GPA: 2.67	CGPA: 2.67

YEAR 1 - 2019/2020 - SEMESTER II

CODE	TITLE	MARK	CU's	GRADE	GD POINT	REMARK
ALL1201	DESCRIPTIVE ANALYSIS OF LUGANDA LANGUAGE	53	3	D	2.0	NP
ALL1202	VOCABULARY, COMPOSITION AND COMPREHENSION	71	4	B	4.0	NP
ARS1202	INTRODUCTION TO ISLAM	81	3	A	5.0	NP
EPS1201	COMMUNICATION SKILLS AND HUMANITIES	81	3	A	5.0	NP
EPS1202	FOUNDATIONS OF CURRICULUM, CURRICULUM DESIGN AND DEVELOPMENT	34.4	3	F	0.0	RT
UHM1201	COMMUNICATION SKILLS AND HUMANITIES	76	3	B+	4.5	NP
SEMESTER REMARK: PP: EPS1202, EPS1101					GPA: 3.13	CGPA: 2.91

YEAR 2 - 2020/2021 - SEMESTER I

CODE	TITLE	MARK	CU's	GRADE	GD POINT	REMARK
ARS2101	SOCIAL ETHICS	50	3	D	2.0	NP
ARS2106	THE STUDY OF THE QUR'AN	66	3	C+	3.5	NP
EPS2102_4	SPECIAL NEEDS AND INCLUSIVE EDUCATION	59	2	D+	2.5	NP
SEMESTER REMARK: PP: EPS1101, EPS1202					GPA: 2.69	CGPA: 2.87

Figure 13

1. Press My results under My Programme to view the results that are uploaded by your lecturers or results coordinators.
2. View the results

10.0 VIEW PAYMENTS

MY TRANSACTIONS

PROGRAMME: BACHELOR OF ARTS WITH EDUCATION - (BAEDUC)

CURRENT YR. 2020/2021 CURRENT SEM. SEMESTER II ENROLLED REGISTERED

A/C BAL: 60,000/-

INVOICE PAYMENTS FEES DEPOSITS

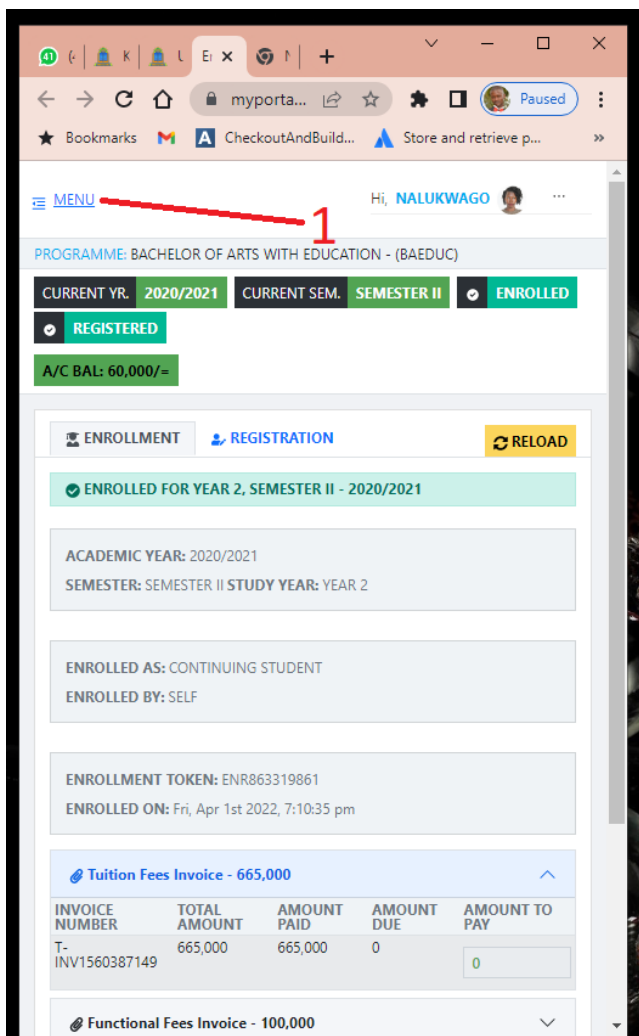
YEAR 2 - SEMESTER II - 2020/2021

Action	PRN	MODE REFERENCE	ORIGIN	AMOUNT PAID	CURR	ALLOCATED	BALANCE	BANK	BANK BR.	PAY
Actions	DE-ALLOCATED INVOICE: RETAKE PAPER: EPS102	30,000	UGX	0	30,000			04-
Actions	DE-ALLOCATED INVOICE: Functional Fees	100,000	UGX	100,000	0			04-
Actions	DE-ALLOCATED INVOICE: Tuition Fees	665,000	UGX	665,000	0			04-

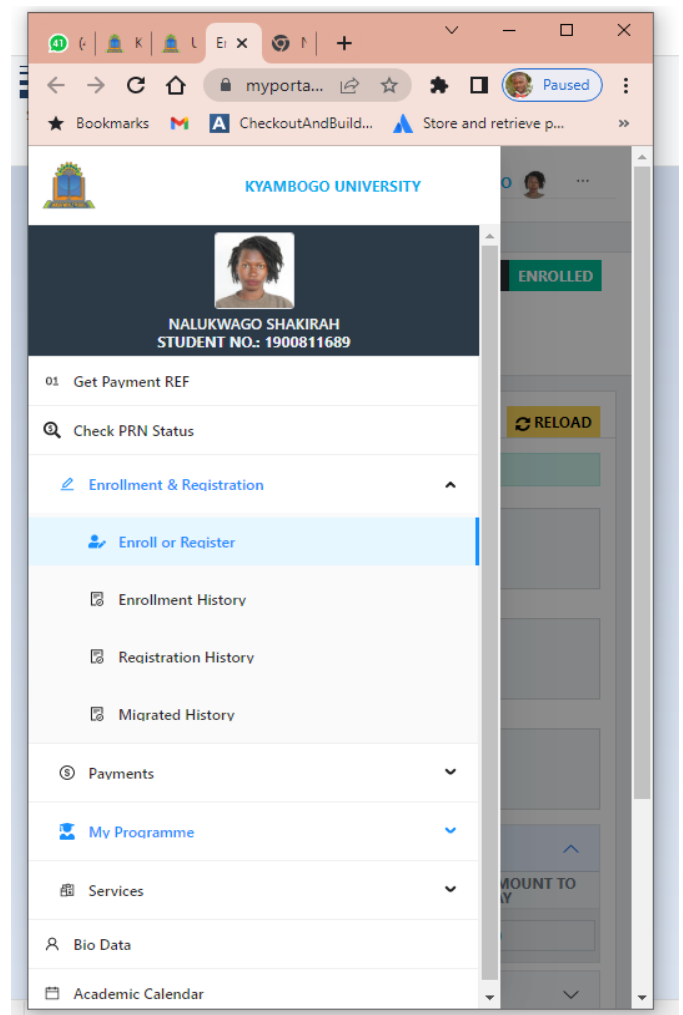
1. Under payments you can view 2 your Transactions 3 Migrated transactions from the old system 4 Your fees structure

11.0 Phone view

A



B



1. The phone view has every thing but minimized press the menu on top to see all the described functionality.

NB. Join the WhatsApp support group to post any issues concerning the portal. To have your issues handled quickly follow the guides given to other students. Post your issues including your student number. Make sure the issue can be solved without more questions posted to you.

Knowledge and skills for Service.