UGANDA MANAGEMENT INSTITUTE

Academic Information Management Systems (AIMS)

Participants Portal Guide

https://student.umi.ac.ug

6th August 2018
Introduction:

This “New Participants’ Portal Guide” is intended at providing you with information to:

- Help you to activate your online account on the Participants’ Portal,
- To enrol yourself to the semester and register for the semester modules,
- Generate Payment reference numbers that you can use whenever you are to make payments to the Bank,

Things you need

1. An active email address, Phone number and a phone.
2. Your admission letter for key details like Admission No, Course, etc.
3. An Internet connection.

How to Do it:

Step 1: Accessing the Participants’ Portal Link:

Either
- Open the Participants Portal link [https://student.umi.ac.ug](https://student.umi.ac.ug) in any browser i.e. (Chrome, Mozilla, Internet Explorer etc).
Or
- Go to the Institute’s website [www.umi.ac.ug](http://www.umi.ac.ug) and select Academics on the Main Menu, and then, under “UMI ACADEMIC INFO” Click on Enrolment for new Participants (2018/19).

NOTE: If you are a new student, your User ID is your Admission No and your Password is also your Admission Number.

Step 2: Verification of the Names, Phone Contacts and Email Address:

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

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.g.: Enter your Mobile Number here, the system will send you a TOKEN to use.

E-mail Verification

Enter the Token sent to you and click Verify it to proceed.

In case you select e-mail variation, then open your email and use the token sent to you.

(256) Uganda 704256811

Verify Token

Step 3: Change of Password:

NEW PASSWORD

Create your own password with a minimum length field of 6.

Enter new password

Confirm your New password by Re-entering it here, after click Change Password and login afresh.

Re-enter New Password

Change Password

Step 4: 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.

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 Registrar’s Office.

Your Full Name:

TEST STUDENT

Program:

AID - BACHELOR OF ART AND INDUSTRIAL DESIGN

Nationality:
Step 5: Semester Enrolment:

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.

Choose New Student among the enrolment status and Year 1 for the current year of study.

Click on the Enrol button, to enrol yourself to the programme.

NOTE: In case you encounter any problem with enrolment process and yet you have money that you wish to pay, click here Get a Payment Reference for that amount and use it to pay in the Bank as they work on your problem.

Step 6: Selecting Modules for the New semester.

If you don’t find your course modules to be selected seek help from Institute Registrar’s Office.

Click on this arrow to select the status of the course modules/units i.e. (As Normal Papers, Retakes, Supplementary, Missed Paper etc.)

Click here to see the Modules, then select all the Modules that you are to take 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.
Step 7: Semester Fees showing: Please cross-check the fees displayed and ensure it is the correct fees for the semester.

After verifying the fees displayed, click here to generate a reference number for the selected Invoices and a new window will pop up for you to choose any service that you want as illustrated below; If you have already paid without first generating the Payment Reference Number, this step is not necessary.

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;
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**NB:** If you are not satisfied with fees displayed, seek help from Finance Department.

**Step 8:** 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.

Click here to Generate Reference Number.

Registration Status

Click here to see your invoices.

See your Transactions after making any payment.

Click here to self-Register after fees payment.

Semester Registration and enrolment Track.

Course Registration

Check for your Results if uploaded any.

Click here to request for Change of program and study Time.