



# ISLAMIC UNIVERSITY IN UGANDA

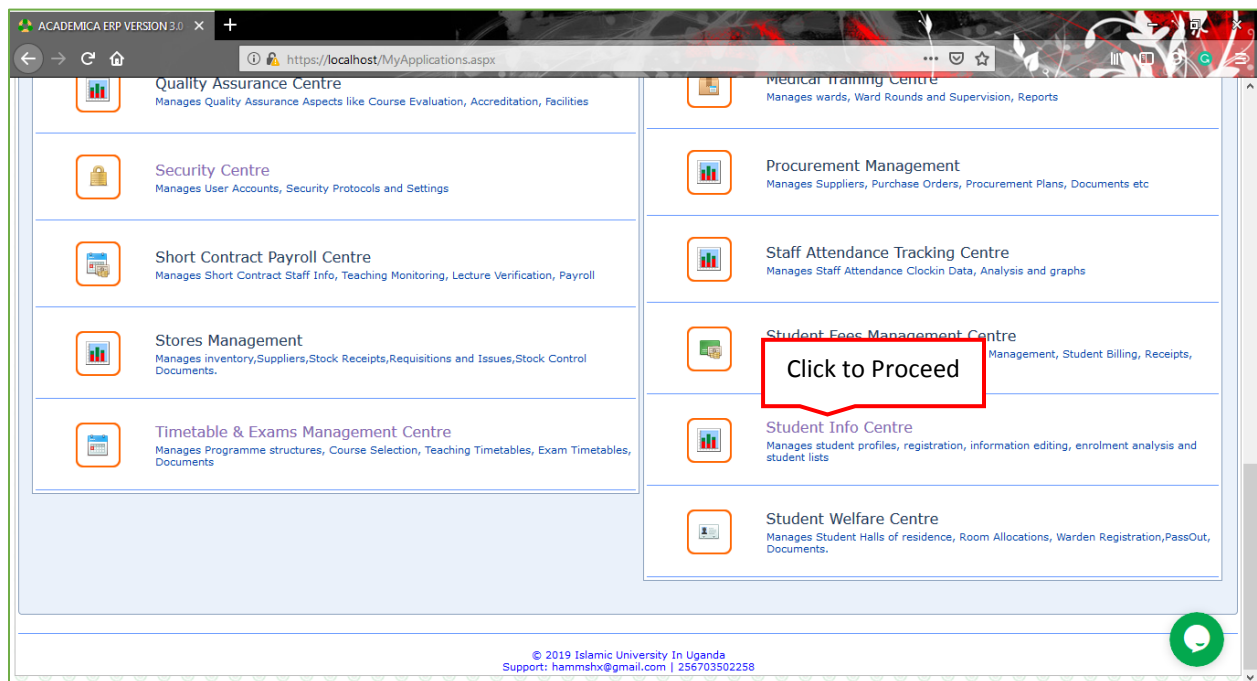
## COURSE REGISTRATION USER GUIDE

### GETTING STARTED: HOW TO DEAL WITH COURSE REGISTRATION

**NOTE:** Get access to the main ERP and not the portal through this link

(<https://erpmc.iuiu.ac.ug>) and login successfully through the proper procedure.

#### 1. From the dashboard click on *Student Info Center*.



#### 2. Click Student Profiles

2.1 Click the student profile tab from the interface displayed.

2.2 Enter the Student's Registration Number in the search box and click **Find Match** button or press the **Enter key** from your key board.

2.3 Click on the icon under the details column to proceed to more information about the selected student, a popup window will be displayed with different tabs containing different information.

The screenshot shows the ACADÉMICA ERP interface. At the top, there is a navigation bar with tabs: Dashboard, Student Profiles (highlighted), Student Editor, Enrolment Analysis, Specialisation Centre, Attendance Sheets, and Student Documents. Below the navigation bar, there is a search section with a text input field containing '18217' and a 'Find Match...' button. To the right of the search section is an 'SMS Centre' box with 'Add', 'Send', and 'Clear' buttons. Below the search section is a table with columns: #, Registration No, Name, Gender, Nationality, Email, Phone No, and Details. The table contains one row with the following data: # 118-061232-18217, Registration No 118-061232-18217, Name ABASA AISHA, Gender FEMALE, Nationality UGANDAN, Email -, Phone No +256785708207. A 'Details' icon is visible in the last column of the row. At the bottom of the page, there is a footer with copyright information: '(c) 2019 Islamic University In Uganda Support: hammshx@gmail.com | 256703502258'. Four red callout boxes with white text and arrows point to specific elements: '1. Click Students Profiles Tab' points to the 'Student Profiles' tab; '2. Enter Student Registration Number' points to the search input field; '3. Click to Search' points to the 'Find Match...' button; and '4. Click to view a Student's profile' points to the 'Details' icon in the table row.

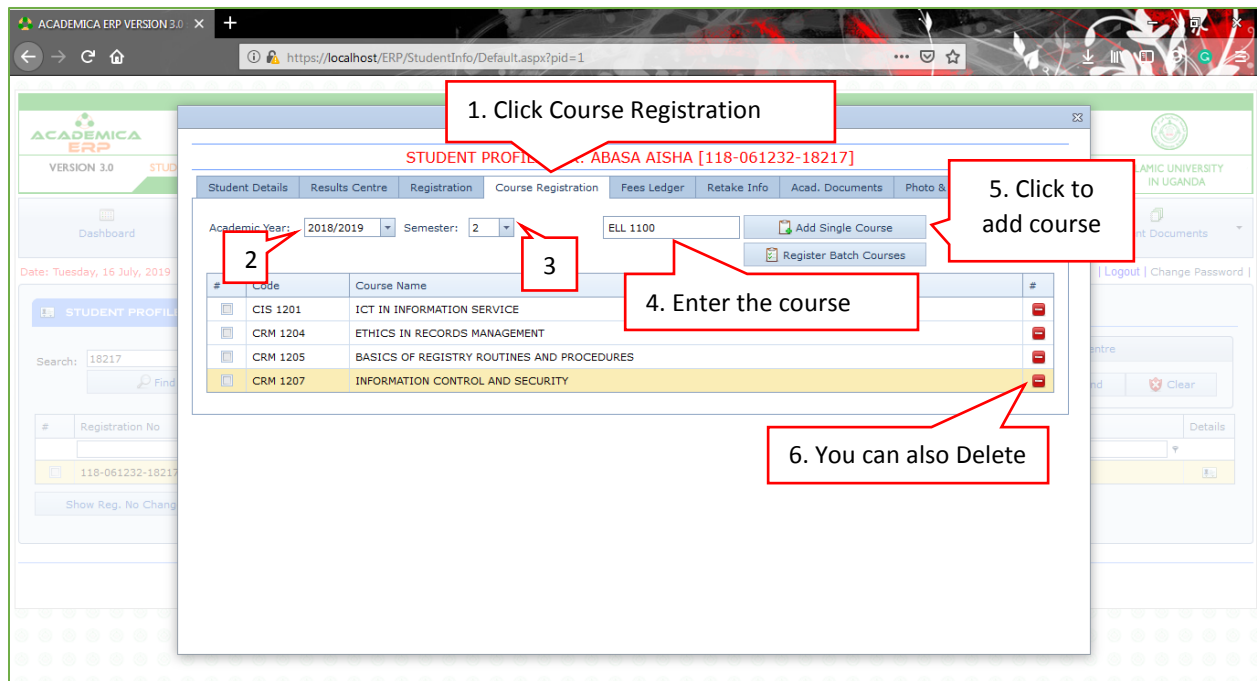
2.4 A particular student will be displayed in the table below with basic details like the Registration number, Name, Gender etc.

### 3. Click Course Registration

3.1 Ensure that you select the right academic year and semester.

3.2 Click the course registration Tab.

3.3 Select the right academic year from the dropdown list.



3.4 Select the right semester.

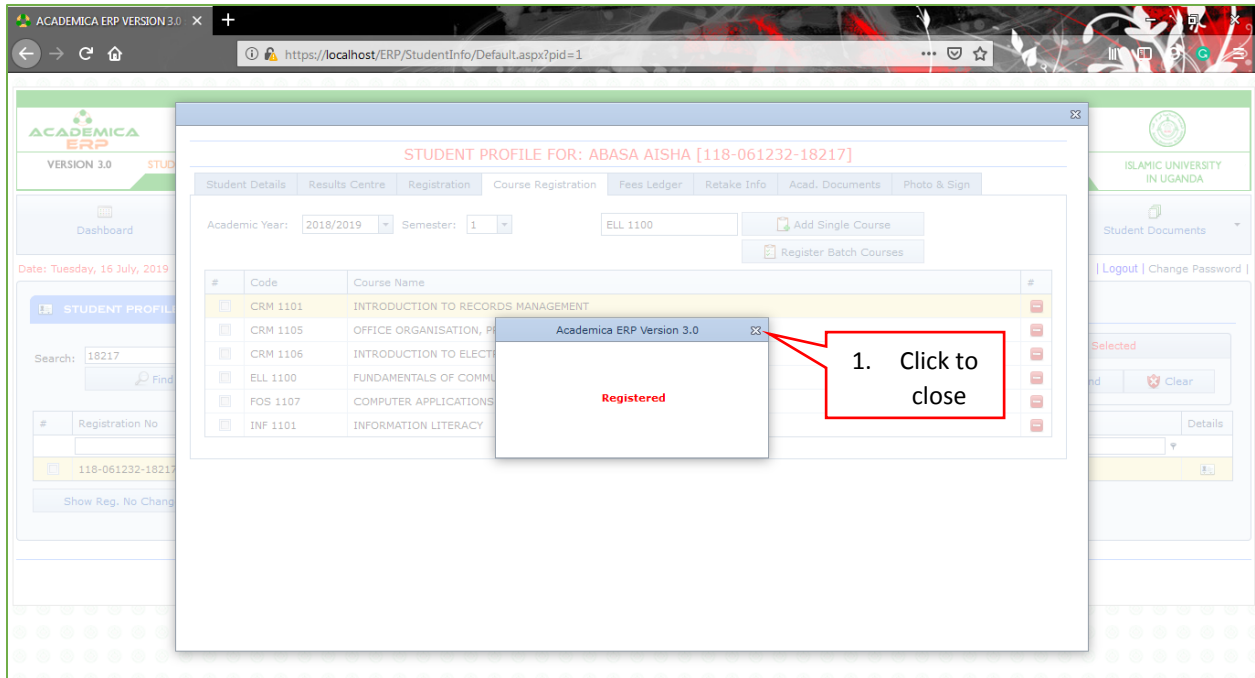
3.5 Enter the right course unit code.

3.6 Click the **Add single course** button.

3.7 You can also delete registered course units in case you want.

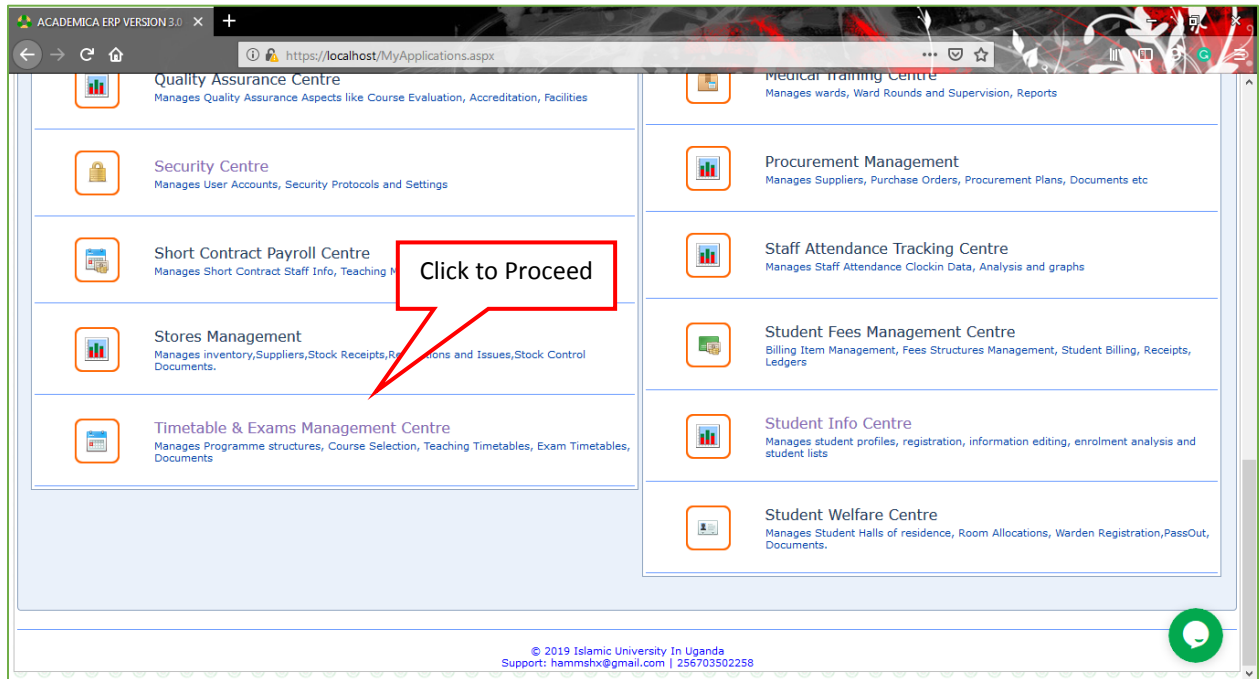
#### 4. Displayed Nonfiction.

4.1 Click to close the notification window.



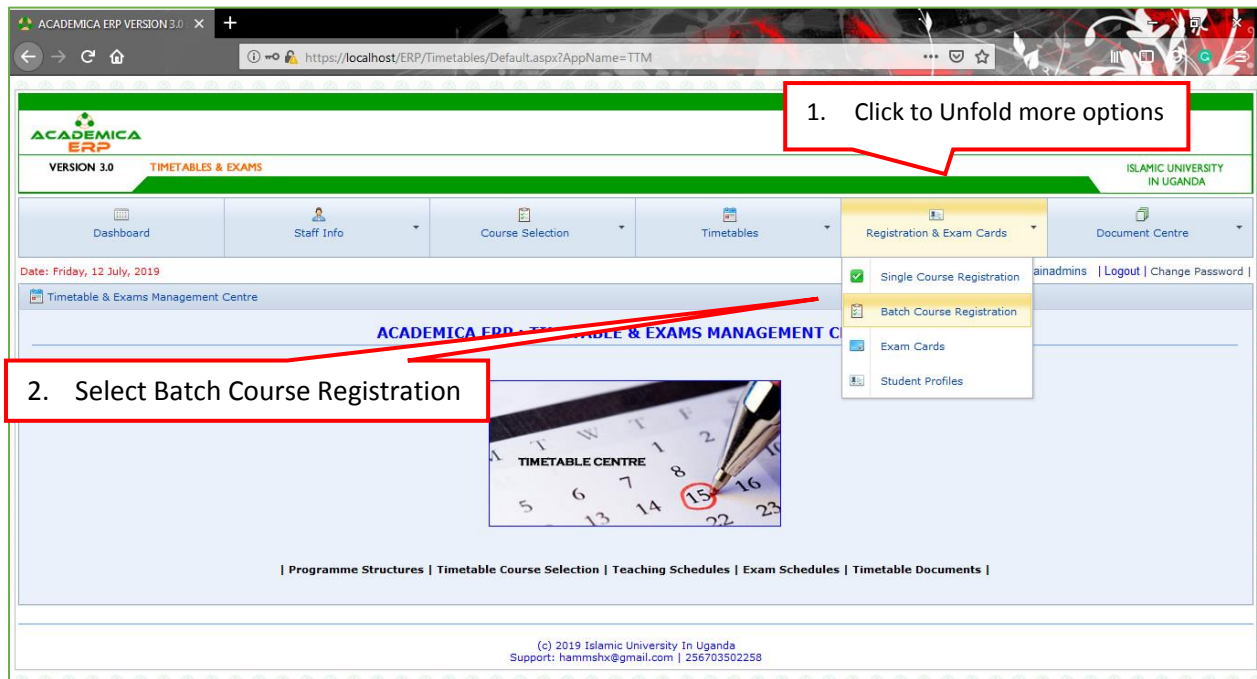
## 5. Registering more than one course unit at once

### 5.1 Click Timetable and Exams Management Center.



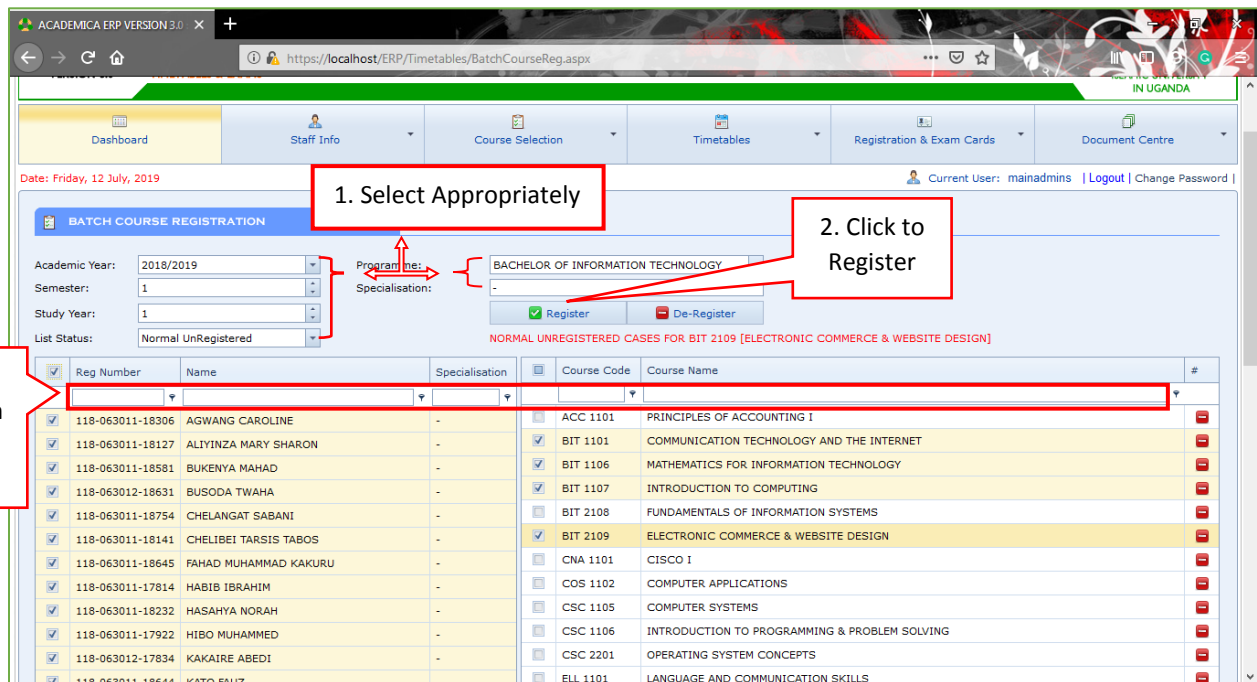
## 6. Click Registration & Exam Cards

### 6.1 Pick Batch Course Registration



## 7. Batch course registration.

7.1 Select the right options from the various dropdown lits.



7.2 Select the right academic year.

7.3 Select the right programme to enable right information to be displayed in the two tables i.e the students and courses tables.

7.4 Select the right semester and study year.

7.5 Select the list status for example NormalUnregistered to display a list of unregistered students under the students table where you can search or select a student on whom the course units are to be registered.

7.6 Enter the Registration Number in the filter text box to filter out only the entered registration number.

7.7 Select the course unit from the courses table and the students list will be refreshed and displays only unregistered students per the highlighted course and you can select more than one course unit to be registered on a particular student or a group.