



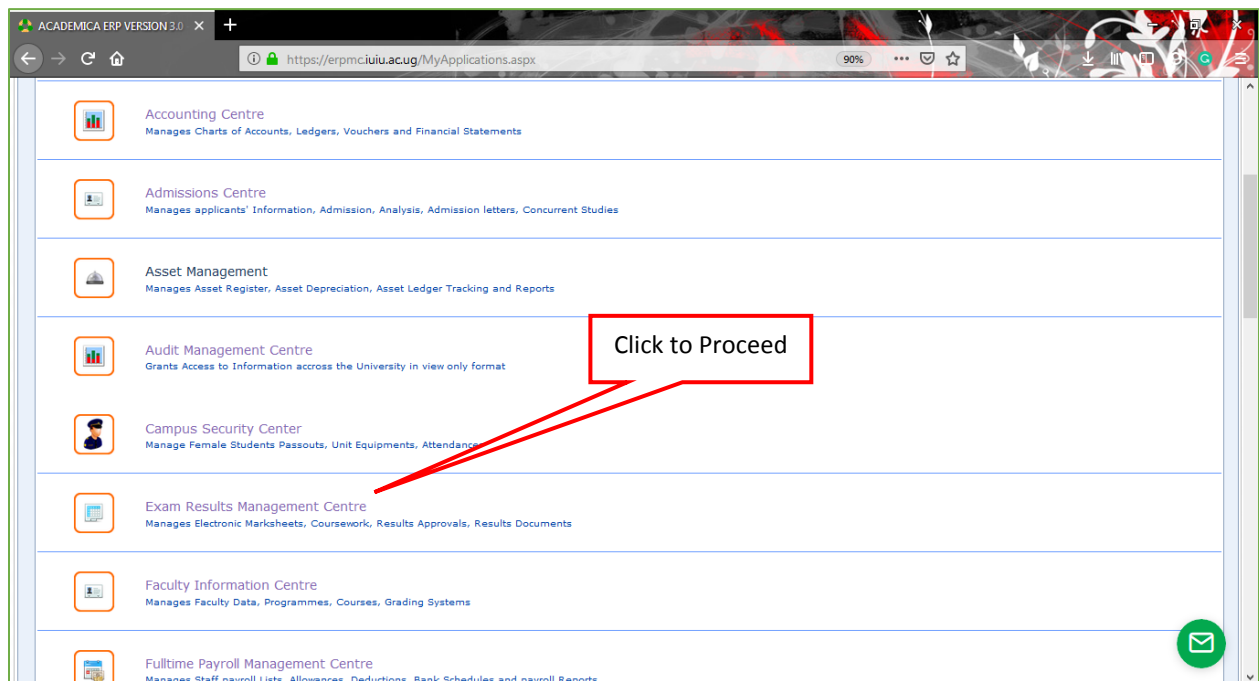
# ISLAMIC UNIVERSITY IN UGANDA EMERGENCY RESULT UPDATE USER GUIDE

## GETTING STARTED: HOW TO DEAL WITH EMERGENCY RESULT UPDATES

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

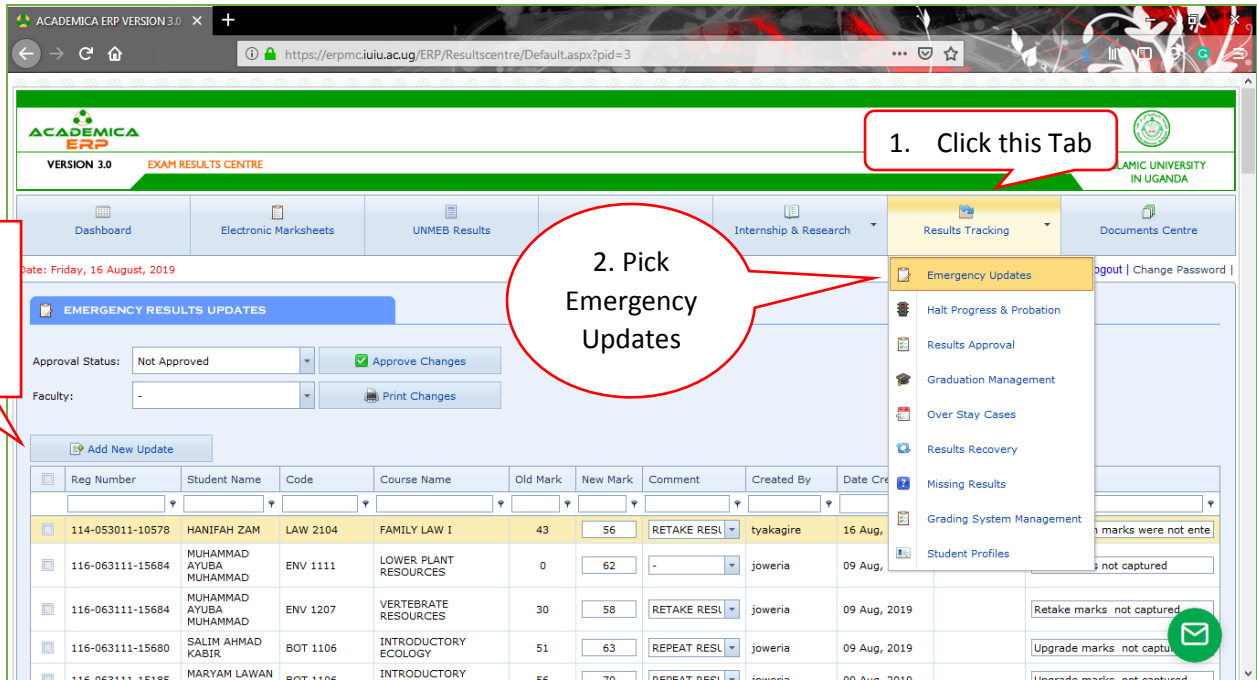
(<https://erpmc.iuiu.ac.ug>) and login successfully through the proper procedure.

### 1. From the dashboard click on *Exam Results Management Centre*.



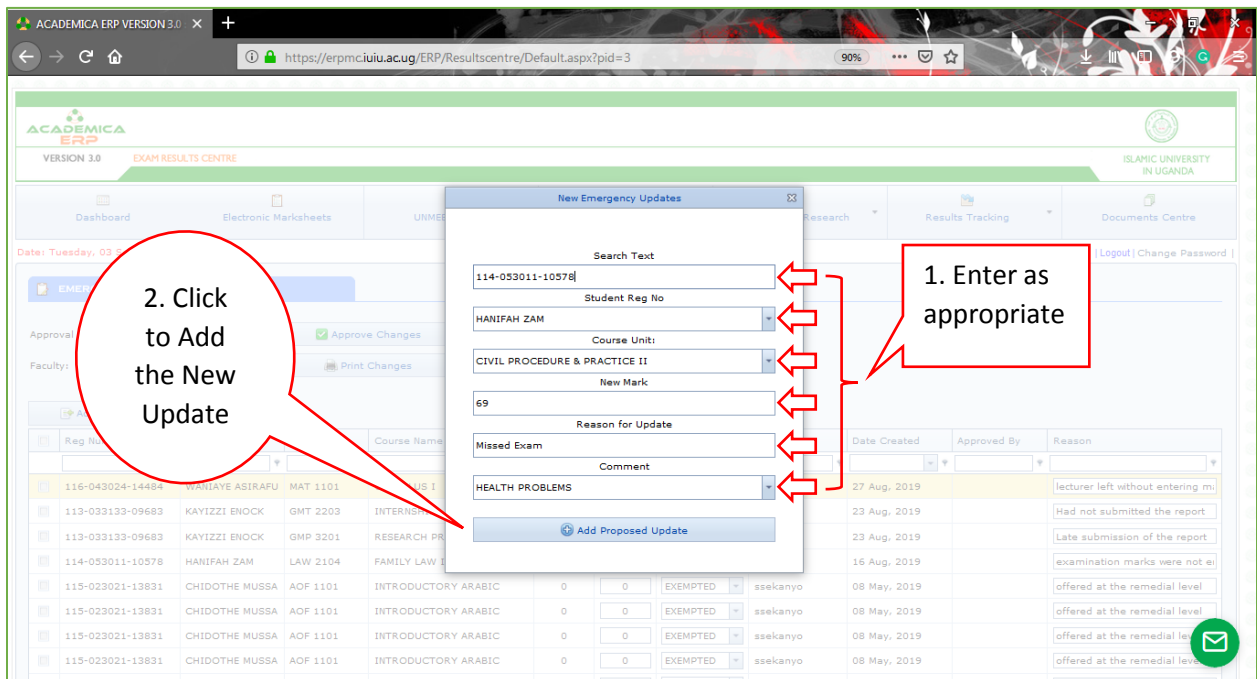
### 2. Click *Results Tracking* to unfold a dropdown list.

#### 2.1 Pick Emergency Updates from the displayed list.



**3. Click the *Add New Update* button to create a new entry of result update.**

3.1 Enter either a student Registration number or Name in the Search Textbox to search for a particular student and click in the next text box and the panel will reload to filter out accordingly.



3.2 Pick the student Name alongside the Student's Registration number in the next Dropdown labeled Student Reg No.

3.3 Go ahead and pick the course Unit in the next Dropdown.

3.4 In the next text box enter the new mark e.g. 76.

3.5 Enter the reason as to why you're entering an update e.g. Lecturer left the country before entering the marks.

3.6 Pick the comment from the dropdown.

3.7 Click the **Add proposed Update** button.

#### 4. Approving the Proposed Updates

4.1 Enter the student's registration number to filter out a particular student.

ACADEMICA ERP VERSION 3.0

EXAM RESULTS CENTRE

ISLAMIC UNIVERSITY IN UGANDA

Dashboard | Electronic Marksheets | UNMEB Results | E-Coursework Sheets | Internship & Research | Results Tracking | Documents Centre

Date: Friday, 16 August, 2019 | Current User: hamisi | Logout | Change Password

EMERGENCY RESULTS UPDATES

Approval Status: Not Approved |  Approve Changes | Print Changes

Faculty: -

Add New Update

<input checked="" type="checkbox"/>	Reg Number	Student Name	Code	Course Name	Old Mark	New Mark	Comment	Created By	Date Created	Approved By	Reason
<input checked="" type="checkbox"/>	114-053011-10578	HANIFAH ZAM	LAW 2104	FAMILY LAW I							

(c) 2019 Islamic University In Uganda  
Support: hamshx@gmail.com | 256703502258

4.2 Put a tick to select a particular student to whose results are to be approved.

4.3 Click the **Approve Changes** button to confirm approval of the proposed result and after that those results will no longer appear under Not Approved status.