



**ISBAT
UNIVERSITY**

Student Portal

User Manual

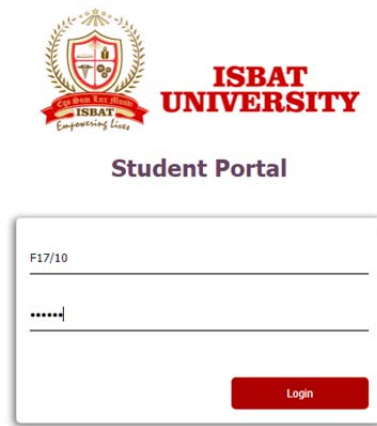
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Welcome to ISBAT University Student Portal

It is our pleasure to present to you Student Portal, a new state-of-the-art student self-service portal which can help to enrich the information and service delivered to student community.

Launching Student Portal

Click on Browser Book Mark named as 'ISBAT Student Portal', you will direct to login page (Figure 1).



The image shows the ISBAT University Student Portal login interface. At the top, there is the ISBAT University logo, which includes a crest with a book and a lamp, and the text 'ISBAT UNIVERSITY' in red. Below the logo, the text 'Student Portal' is displayed. The login form consists of two input fields: the first is labeled 'F17/10' and the second is masked with dots. A red 'Login' button is positioned at the bottom right of the form.

Figure 1 : Portal Log in

On your first login you can enter “Roll No” available from your Student ID card as Login Name and Password.

If its first login, you have to provide your personalized password and confirm password for your student account (Figure 2).

Note : Password is case sensitive.

Finally click on “Login” Button to proceed.



Student Portal

F17/19

Password

Confirm Password

<input type="button" value="Login"/>

• New Login: Please confirm password.

Figure 2 : New Password

On successful login you have to verify your personal **Email ID** and **Telephone Number** (Figure 3). Here student can view their photo submitted for ID card, Name and roll number on left of your screen.

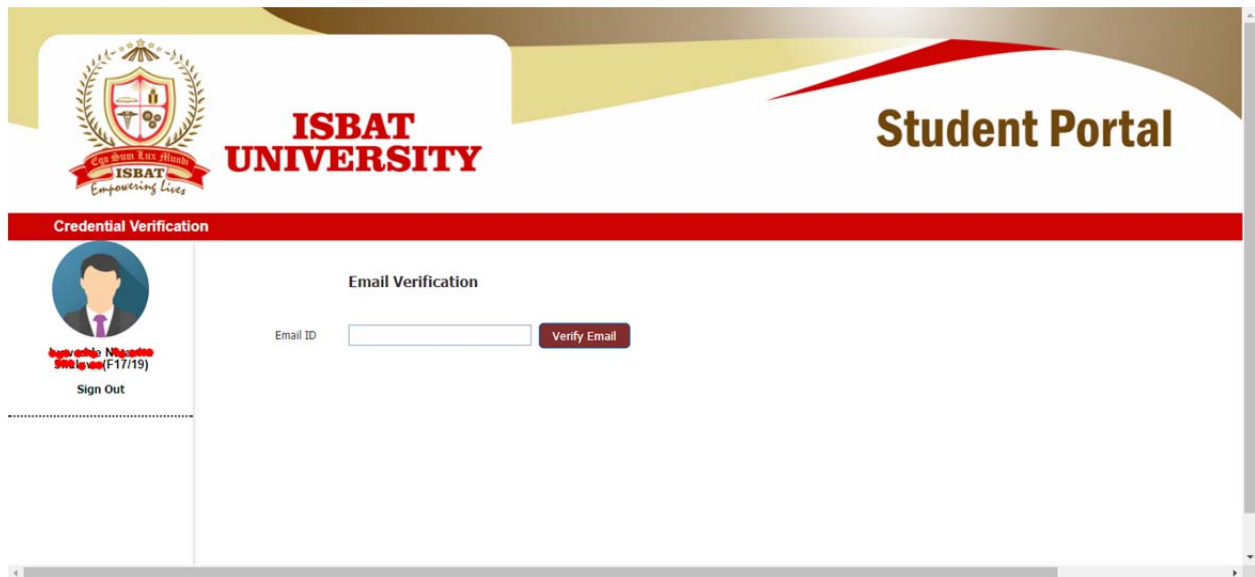
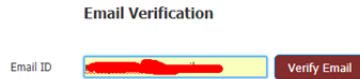


Figure 3 : Home Page

Email Verification

Type your personal email id at Email ID Column and click on Verify Email Button (Figure 4).



The screenshot shows a form titled "Email Verification". It has a label "Email ID" followed by a text input field containing a redacted email address. To the right of the input field is a dark red button labeled "Verify Email".

Figure 4 : Email Verification

Portal will send a mail to your personal mail with One-Time-Password (OTP). Once system successfully send, you will get a notification "OTP send successfully. Check your mail" (Figure 5).

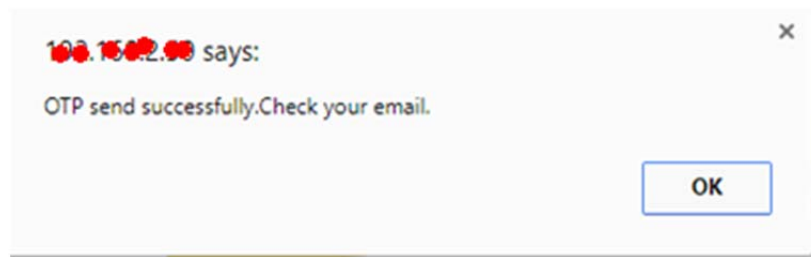
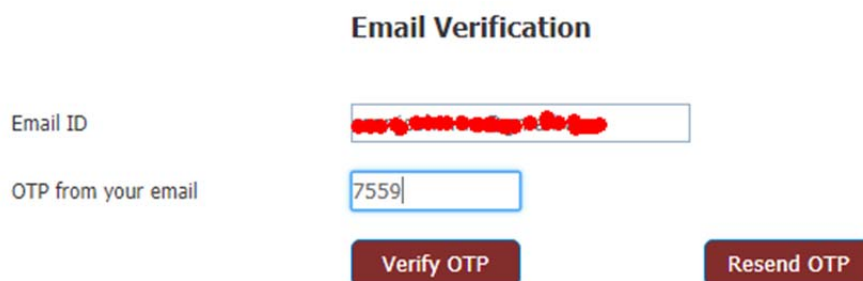


Figure 5 : Confirmation Message

Wait for few minutes and check your mail, you will see a mail from ISBAT with a subject "OTP for Email Verification". Open the mail and get OTP. Type the OTP on specified column (Figure 6). Click on "Verify OTP" Button.



The screenshot shows the "Email Verification" form. It has two input fields: "Email ID" (redacted) and "OTP from your email" (containing "7559"). Below the fields are two buttons: "Verify OTP" and "Resend OTP".

Figure 6 : Email OTP Verification

If you did not receive the OTP there must be 2 reasons,

1, Email provided was incorrect.

2, Internet will be temporarily down (you can contact IT facilitator to resolve this issue).

Once OTP verified by the system will give you a notification (Figure 7)

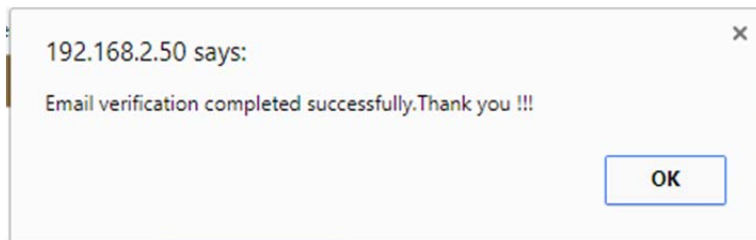


Figure 7 : Email Verification Complete

Phone Number Verification

Select your country code from the drop down box and type your personal phone at number Column and click on Verify Phone Button (Figure 8). Please note Phone number should not begin with “0”. Example if your number is 0751 234 567 you can type 751 234 567.

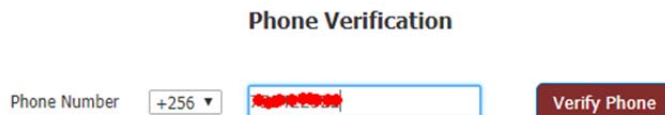


Figure 8 : Phone Verification

Portal will send a SMS to your personal number with One-Time-Password (OTP). Once system successfully send, you will get a notification “OTP send successfully. Check your phone” (Figure 9).

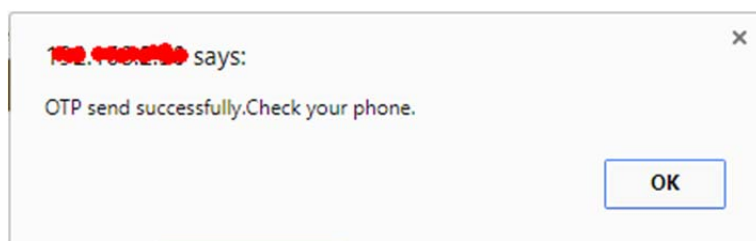
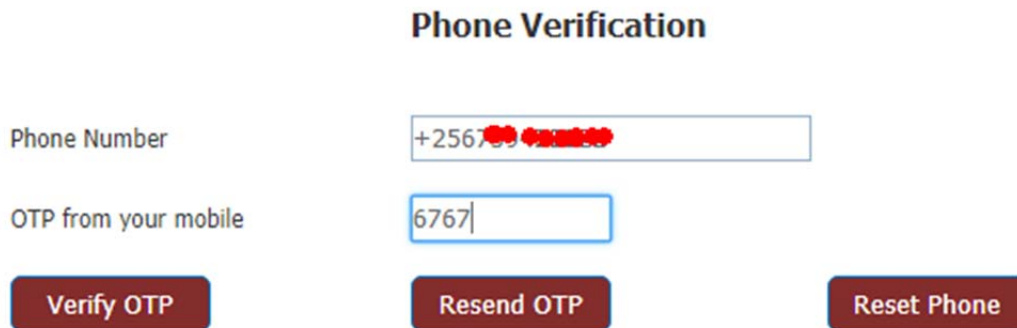


Figure 9 : Confirmation Message

Wait for few minutes and check your phone, you will see a SMS from ISBAT. Open the SMS and get OTP. Type the OTP on specified column (Figure 10). Click on “Verify OTP” Button.



The image shows a web form titled "Phone Verification". It has two input fields: "Phone Number" with the value "+256789 012345" and "OTP from your mobile" with the value "6767". Below the fields are three buttons: "Verify OTP", "Resend OTP", and "Reset Phone".

Figure 10 : SMS OTP Verification

If you did not receive the OTP there must be 2 reasons,

1, Number provided was incorrect.

2, Internet will be temporarily down (you can contact IT facilitator to resolve this issue).

Once OTP verified by the system will give you a notification (Figure 11)

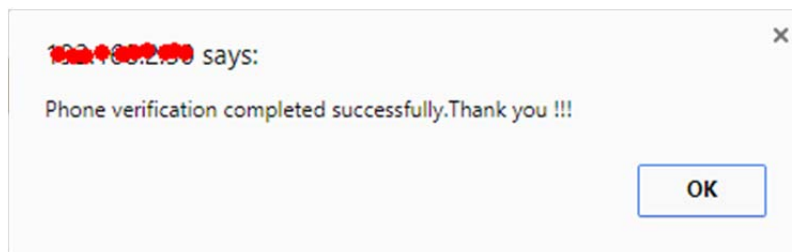


Figure 11 : Email Verification Complete

You are now ready to use ISBAT University student portal for your self-service. You can see a list of available menus/ functions on your account. Click on the menu you can get appropriate information about your fee plan, results etc... (Figure 12)



Figure 12 : Student Portal Home Page

Menu Functions

1, My Fee Plan : - Click on “My Fee Plan Menu” to get your paid fee status and outstanding fee status (Figure13). You can plan your fee payment plan accordingly.

MY FEE PLAN

SlNo:	Ledger Name	Date	Receipt No:	Status
1	Application Form Fee	29-Jun-2017	50742	PAID
2	Functional Fee	29-Jun-2017	50743	PAID
3	Initial Fee	29-Jun-2017	50743	PAID

OUTSTANDING FEE DETAILS

SlNo:	Ledger Name	Outstanding Amount	Currency
1	Library Deposit	50.00	USD
2	NCHE Fee	20,000.00	USH
3	Tuition/Exam Fee	2,250,000.00	USH

Figure 13 : My Fee Plan

2, Email & Internet Credentials : Each student will be given an e-mail @isbatuniversity.com and Hi-speed Internet voucher, all communications will be channeled only university mail, both academic and other. You have to accept & agree the fair usage policy on Email & Internet usage at university(Figure 13).

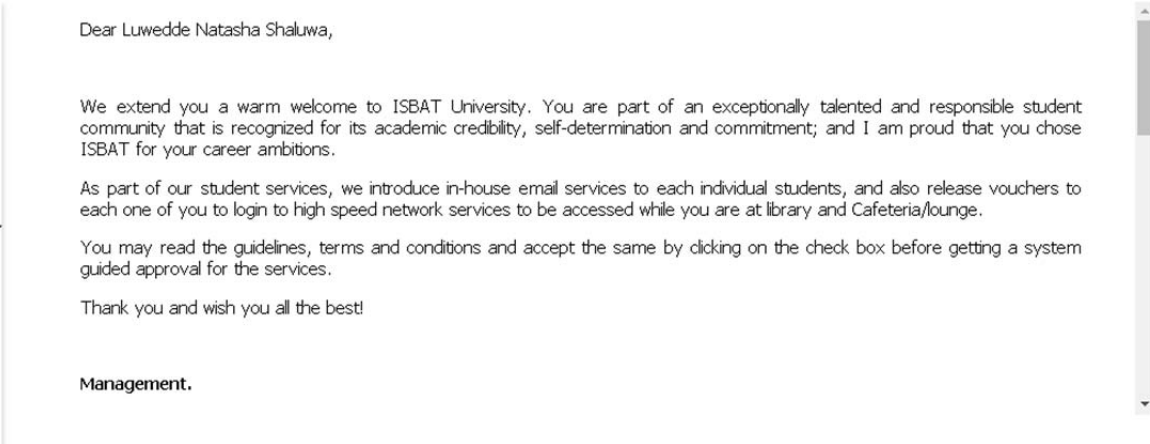


Figure 13 : Fair Usage policy

You have to read through the terms and conditions carefully and Click on “I Accept” checkbox and click on Submit to view the credentials(Figure 14 & Figure 15).

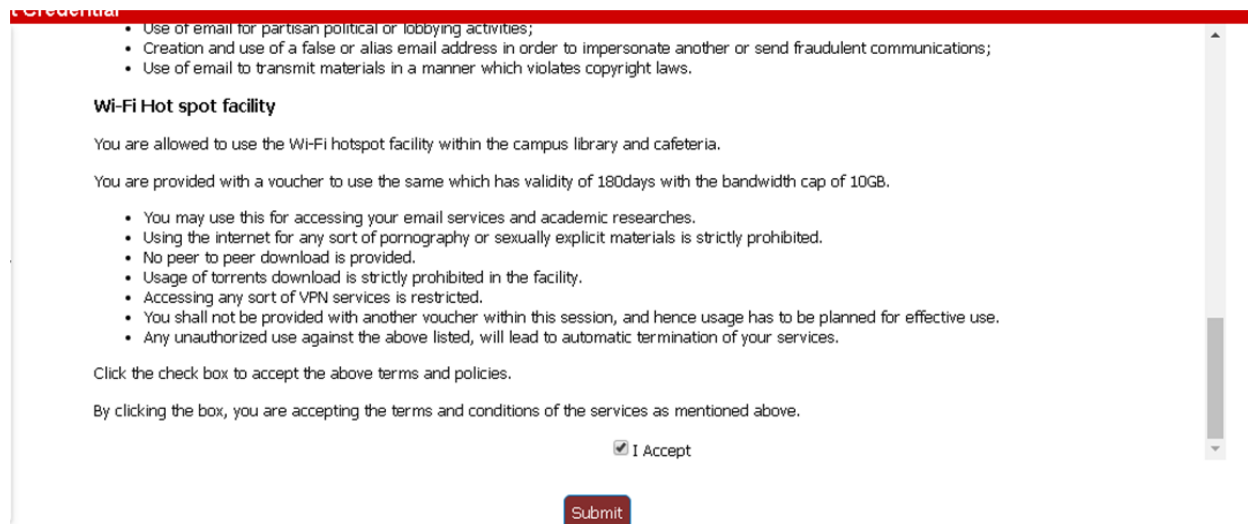


Figure 14 : Policy Agreement

Email Credentials

Username : ██████████@isbatuniversity.com

Password : ●ozu4019

Note: Access the website www.isbat.ac.ug, and click on 'Student mail login'

Internet Credentials

Voucher : ●●●●-●●735

Valid for : 150 Days

Quota : 10 GB

Note: You can use it only for 1 registered device.

Figure 14 : Email & Internet Credentials

How to Access your University Mail :-

Go to www.isbat.ac.ug find Student Mail Login link on Top right corner of Home page (Figure 15).

Student Mail Login |

Figure 15 : Student University Mail Login from website

3, Academic Results :- Here students can get their publishes results. Select their corresponding semester and you will get the result.

Accademic Results

Select Semester

SNo	Subject Code	Subject Name	IA Marks	IA Result	UE Marks	UE Result	Total Marks	Total Result
1	MB111	Communication Skills for Business Leaders	23	Pass	47	Pass	70	Pass
2	MB112	Business Statistics & Probability	18	Pass	49	Pass	67	Pass
3	MB113	Managerial Economics	23	Pass	47	Pass	70	Pass
4	MB114	Management Process & Organization Behavior	23	Pass	43	Pass	66	Pass
5	MB115	Marketing Management	21	Pass	37	Pass	58	Pass
6	MB116	Financial & Management Accounting	26	Pass	59	Pass	85	Pass

Stay connected with us..! Enjoy surfing.