USERMANUAL

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Registration

1. Graphical user interface, application

   Description automatically generatedLaunch the application and navigate to the registration screen from the main menu. It should look like the image below:

Admin Registration

1. Complete the registration form. Fill out the respected fields with the relevant information, then click the Register Admin button.

Graphical user interface, application

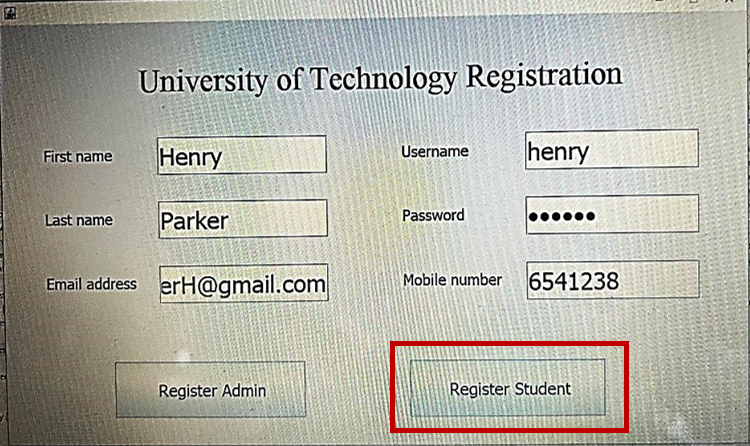
Description automatically generated

1. Graphical user interface, application

   Description automatically generatedIf all steps are followed properly the following screen will indicate a successful registration, simply select ok to continue.

Student Registration

1. Complete the registration form. Fill out the respected fields with the relevant information, then click the Register Student button.



1. If all steps are followed properly the following prompt will indicate a successful registration, simply select ok to continue.

Graphical user interface, application

Description automatically generated

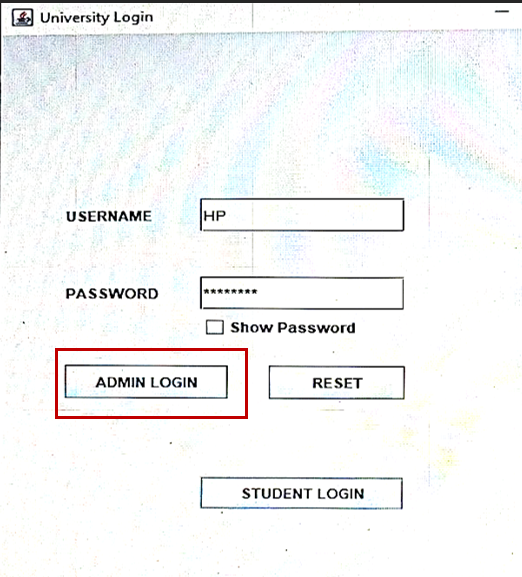
Login

1. Navigate to Login Page

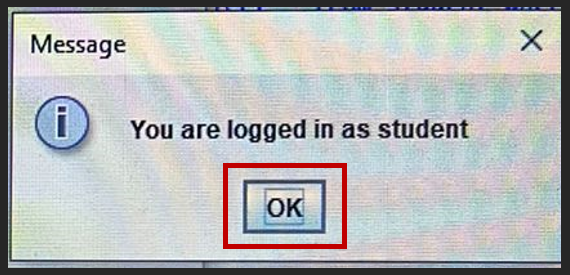
Text

Description automatically generated

1. Enter Your Login Information by filling out the username and password field then clicking the type of login that applies.



1. If all steps are followed properly the following or a similar prompt will indicate a successful login, simply select ok to continue.



# Student Dashboard

1. Login as a student on order to access the student dashboard (see the login dashboard for more information).

Graphical user interface

Description automatically generated with low confidence

## Service Type

1. Select service type to lodge a complaint of query.

Graphical user interface, application, Word

Description automatically generated

1. Select either query or complaint.

A picture containing graphical user interface

Description automatically generated

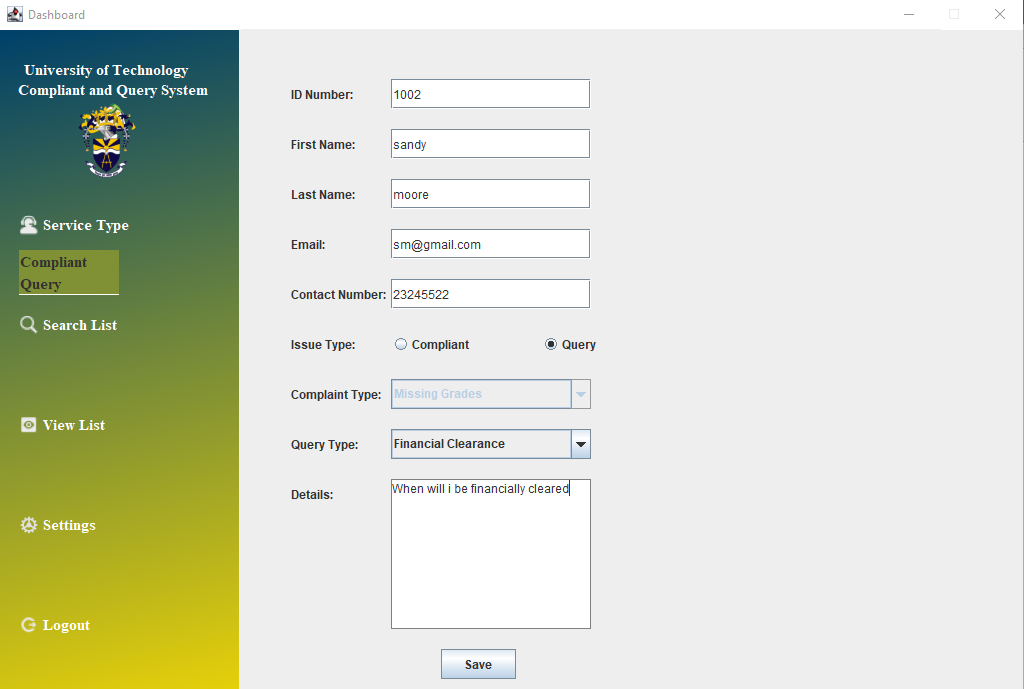
## Student Compliant/Query Form

1. Select complaint to see the complaint form.

Graphical user interface, application

Description automatically generated

1. Enter id number then press the enter key and the form should fill up to contact number. Select issue Type and whether complaint or query type.



1. If successful the following prompt will be be displayed simply select ok to move on.

Graphical user interface, application

Description automatically generated

## Search List Option

1. Selecting the search should give the following display.

Graphical user interface, application, Word

Description automatically generated

1. Fill out the complaint/query and id number and select the search button

Graphical user interface, text, application

Description automatically generated