



THE
ICT
UNIVERSITY

The IT DEPARTMENT

COURSE PLATFORM HANDBOOK (FOR THE STUDENT)

support@ictuniversity.edu.cm



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FOREWORD

This document is designed to help ICT University's student community acclimatize and quickly master the different tools and accounts they will use during their time at the university, namely:

- A google email address with the extension (ictuniversity.edu.cm)
- A student account on the ICT University Student Portal (<https://ictuniversity.org/portal-login/>)
- A student account on ICT University's Moodle platform (<https://moodle.ictuniversity.org>)



WHAT IS IT USED FOR?

During your study at ICT University, you will have to go through a mandatory admission stage during which you will have to provide various documents but will also receive them

Among the items that will be given to you during this procedure, you will receive:

- A unique registration number issued by the *Admissions Office* (admissions@ictuniversity.edu.cm) will be used to identify you within the university but also during the examination process.
- An email address and a password provided by the IT department, these two elements give you access to the various course platforms of ICT University for the follow-up and management of your online courses.

These items are given to you only during the admissions process and will remain the same throughout your academic journey at ICT University. They must therefore be kept in a personal capacity and must therefore not be disclosed or communicated without a valid reason.

NB As the safety and well-being of each student is a priority within ICT University, any student caught using another student's information with the intention of harming the latter will be subject to review by the university's disciplinary board and face serious sanctions.



1. HOW DO I USE MY EMAIL ADDRESS?

During the admission process, you will have to go through the university's IT department who will give you an email address as well as the password to configure it on your different devices (Smartphones, Tablets, Computers). This email will be used for all your official communications with the school administration, your department and even your teachers.

To set up my ICT University email address, it's quite simple.

A Computer-based

These steps are as follows:

- (1) First of all, I open my web browser (Google Chrome, Opera, Mozilla Firefox)
- (2) Then I go to the google website (<https://www.google.com>)
- (3) Up to right on the page that appears, click on the "Log in" button or on the icon to initial the account already set up.

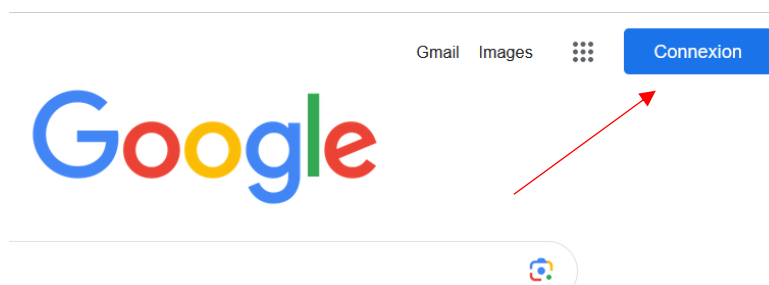


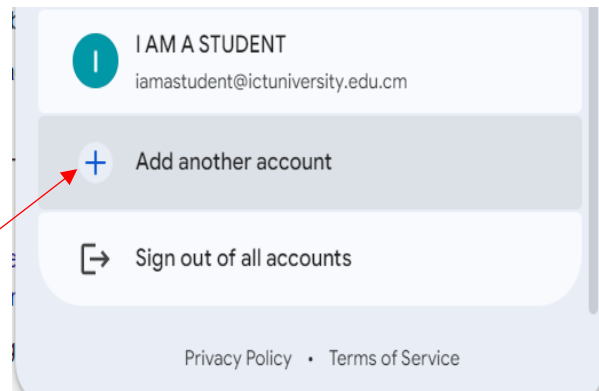
Figure 1: Google Login



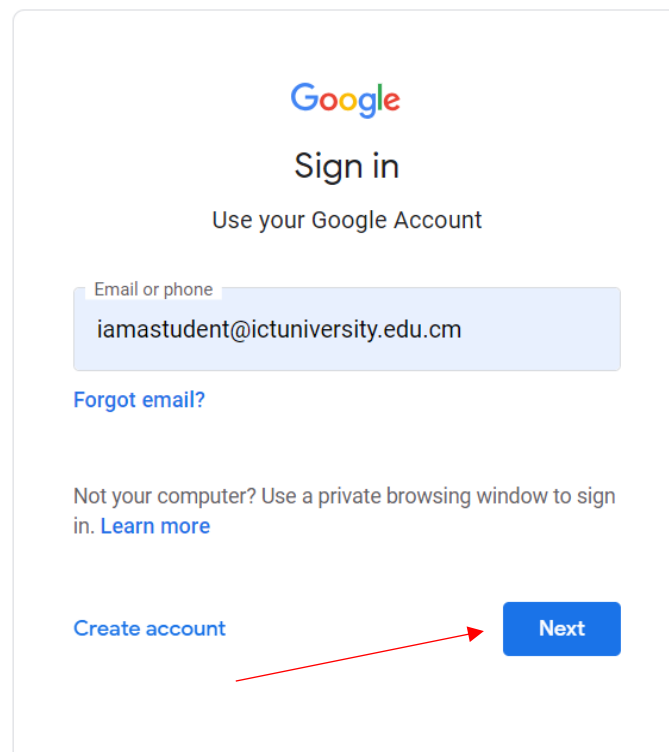
Figure 2 Google Sign-In



- (4) If you already have an account set up (Figure 2), clicking on the icon will then click on Add Account



- (5) On the following page, simply enter the email address given to you by the IT department. And click "Next"



- (6) On the next page you need to enter the password given to you with your email address by the IT department and click on "Next".



Google

Welcome

iamastudent@ictuniversity.edu.cm

To continue, first verify it's you

Enter your password

.....

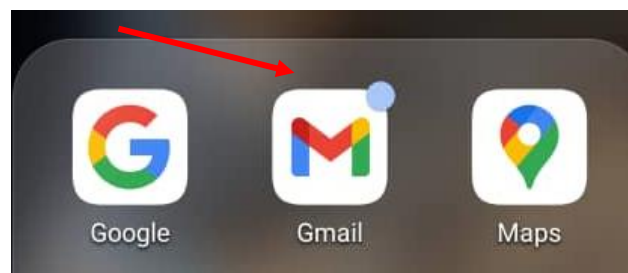
☐ Show password

[Forgot password?](#) [Next](#)

In the next page, you'll just have to accept Google's terms of service, then click "Accept" and you're good to go. Your email address is set up on your computer.

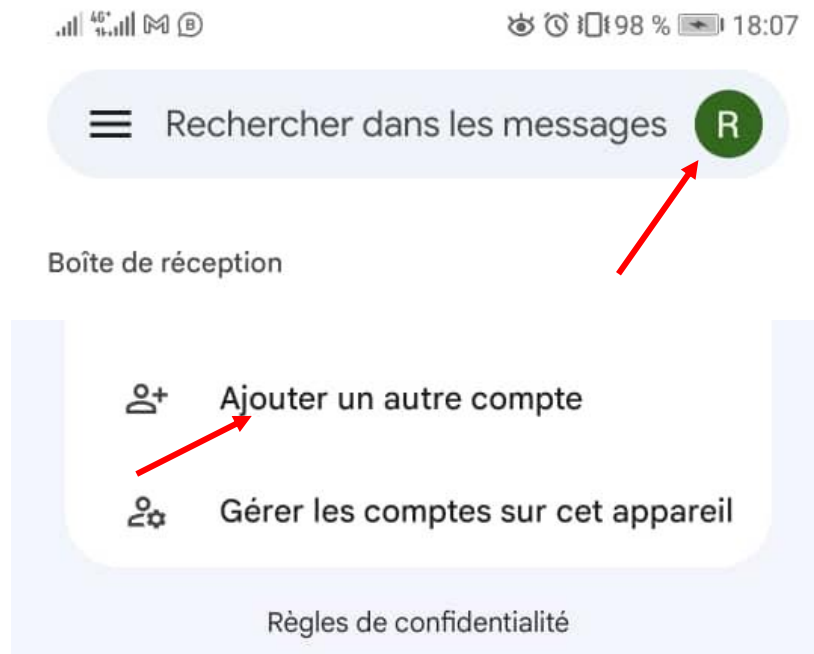
B On the phone,

the configuration of the email address is almost the same except that here, we will need to download the "Gmail" application from the Play Store (on Android) or from the Apple Store (on iOS)





- After opening the app, you click again at the top right of the screen and then click on "Add Account".



- On the following page, you choose "Google" as the type of account to be added to the application



Configurer votre messagerie



Google



Outlook, Hotmail et Live



Yahoo



Exchange et Office 365



Autre



- After that, you perform the steps from step (5) of the configuration on desktop which are the same on mobile and on PC.

Your email address is now set up on your device. Now, let's move on to the next step which is using the Student Portal.

NB If you have any problems with your email address, please contact the university's IT department.



2 HOWDO I MANAGE MY STUDENT PORTAL?

A How do I log in to my Student Portal?

Mastering the student portal is certainly one of the most important tasks you will have to perform as a student at ICT University. Among other things, it allows you to:

- Select your courses for each Semester you are going to do,
- Fill in your payment receipts,
- See your results,
- Download your provisional transcripts
- etc...

To log in to the Student Portal, you can go to the official website of ICT University (<https://ictuniversity.org>) and click on "Portal" at the top right of the homepage:

Or by using the link <https://ictuniversity.org/portal-login/>





You will arrive on the next page where you will just have to enter your ICT email address as well as the password given to you by the IT department.

ICT University Portal

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

LOGIN

[Signup Now!](#)
[Forgot Password?](#)

Make sure you check the "I'm not a robot" box before clicking Login

☒ I'm not a robot

reCAPTCHA
Privacy - Terms

After clicking on "Login", you will need to land on the homepage of your student portal.



If, on the other hand, you get the following error message,

ICT University Portal

Invalid Username Or Password.

iamastudent@ictuniversity.edu.cm

.....

Then, you will need to perform the following actions

- a) If you are a former student and have already logged in before, check and make sure that the email address is correct as well as the password you entered

Tip: Enter the password in a message (on mobile) or notebook (on desktop) to make sure it's correct, copy and paste it into the "password field" on the login page.

- b) If you are a new student and you have just received your password and matricule number, the procedure will be a little different.
 - First , you need to make sure that your email address is set up on one of your devices.
 - Then go to the login page of the student portal (<https://ictuniversity.org/portal-login/>)



- Then, on the login page, you will click on "forgot password"
- On the following page, make sure to enter the email address given

LOGIN

Signup Now!

[Forgot Password?](#)

to you by the IT department, check the verification box and click on "Submit ».

Forgot Password

1

☒ I'm not a robot 2

reCAPTCHA
Privacy - Terms

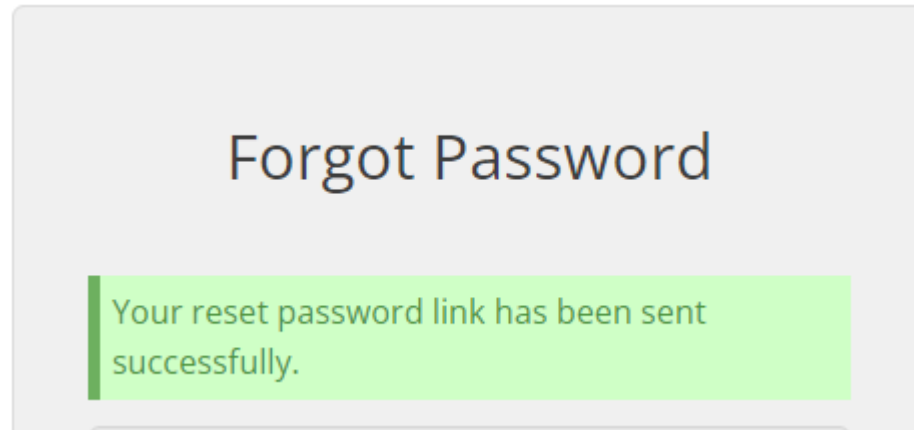
SUBMIT 3

[Back To Login](#)

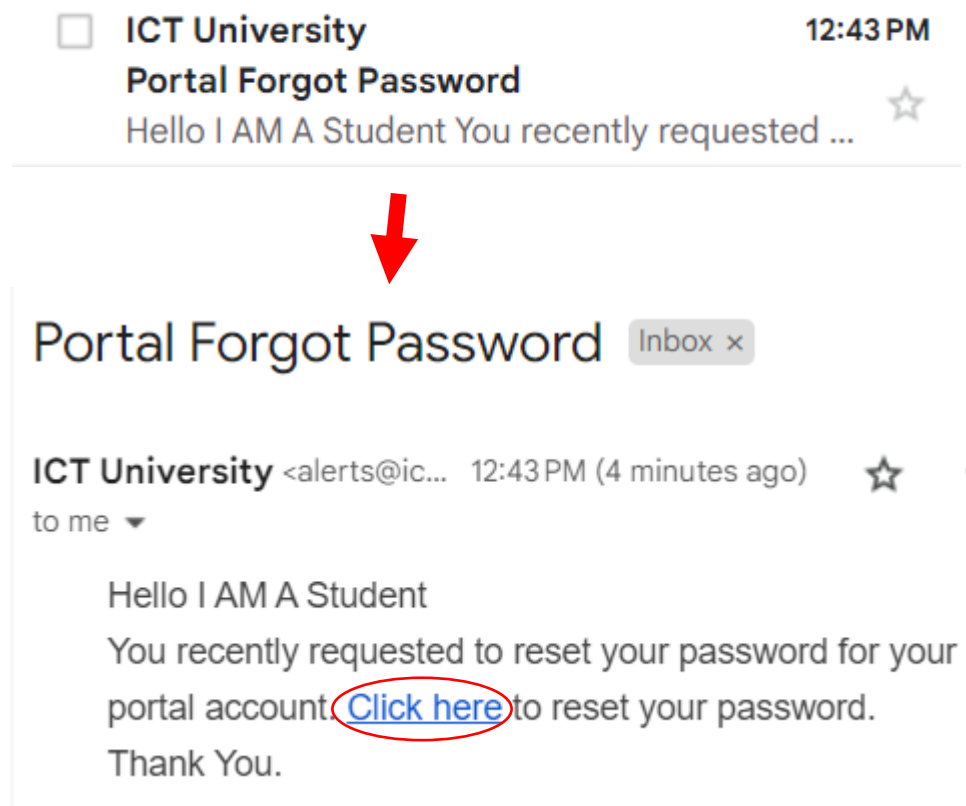
Note: If you get an error message at this stage, contact the university's computer science department immediately.



- Once you click "Submit ", you should get the following message:



- Now you need to go to the mailbox of your ICT University email address and open the last email sent to you by ICT University in which you will find a link





- By clicking on the link, you will be redirected to the next page where you must enter the password given to you by the IT department and then validate.

Portal Reset Password

Enter new password

Enter confirm password

RESET

- After clicking on "Reset", you will get the following message

ICT University Portal

Password Updated Successfully

- Now, in the next page, you just need to enter your ICT email address as well as your password put previously and that's it.

Password Updated Successfully

iamastudent@ictuniversity.edu.cm

.....

☒ I'm not a robot

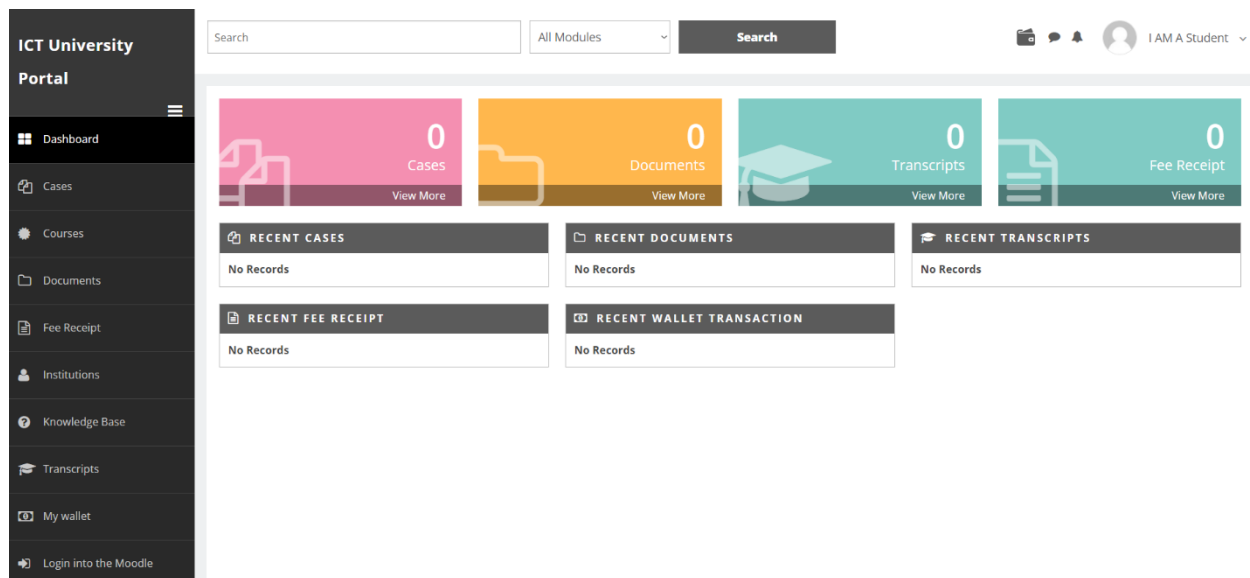
reCAPTCHA
Privacy - Terms

LOGIN



Once you click on Login, you will be taken to your account dashboard.

Once your admission has been validated, your student portal will look like the following figure:



- If you are a new student and not all the elements appear, contact the admissions office
- If, on the other hand, you are an alumnus, then contact the Finance Office (finance@ictuniversity.edu.cm)



B Discover my Student Portal

a) Once on the student portal,

You can get detailed information about your different semesters. To do this, we go to the icon at the top right (On Computer) where we see our name and click on "Admission Info"

The screenshot shows the ICT University Student Portal interface. On the left is a dark sidebar menu with options: Dashboard, Cases, Courses, Documents, Fee Receipt, Institutions, and Knowledge Base. The main content area is titled 'Admission Info' and displays a table of student information for two semesters. At the top right, a user menu is open, showing options: Profile, Admission Info (highlighted with a red arrow), Preferences, Change Password, and Log Out.

Date	Semester	Program	Program Category	App/Reg Fee	Tuition Fee	Project Fee	Transcript Fee	Student Union Fee
October 17, 2023	Summer 2023 (July)	SU23-Bachelors	SU23-Bachelors-Software Engineering	20000	365000	180000	0	2000
October 17, 2023	Fall 2023 (October)	FA23-Bachelors	FA23-Bachelors-Software Engineering	25000	365000	180000	0	2500

b) On your Student Portal,

It is imperative that you upload receipts of the school fees of your different semesters. To do this, click on "Fees Receipt" on the Portal Menu, then on "Add Fee receipt"

The screenshot shows the 'Fee Receipt' section of the ICT University Student Portal. The sidebar menu has 'Fee Receipt' highlighted with a red '1'. The main content area shows a 'FEE RECEIPT' header and a message 'No Record(s) Found.'. In the top right corner, there is a red '2' next to a green button labeled 'ADD FEE RECEIPT'.



On the following page, you must (1) select the current semester or semester for which you want to upload a receipt, (2) choose the category for which you want to upload the receipt indicating the amount you paid and (3) click " Proceed to Payment »

FEE RECEIPT

Fee Receipt

Program Category: * 1

FA23-Bachelors-Software Engineering

	Name	Total Fees	Paid Fees	Due Amount	Payable Amount
<input checked="" type="checkbox"/>	Tuition Fee 2	XAF 365,000.00	XAF 0.00	XAF 365,000.00	XAF 365,000 2
<input type="checkbox"/>	Application/Registration Fee	XAF 25,000.00	XAF 0.00	XAF 25,000.00	XAF
<input type="checkbox"/>	Student Union Fee	XAF 2,500.00	XAF 0.00	XAF 2,500.00	XAF
<input type="checkbox"/>	Project Fee	XAF 180,000.00	XAF 0.00	XAF 180,000.00	XAF
Total Amount :		XAF 572,500.00	XAF 0.00	XAF 572,500.00	XAF 365,000.00
				Final Payable Amount :	XAF 365,000.00

3

PROCEED TO PAYMENT
CANCEL

In the small window that appears, click on "Add money to wallet"

Payment Confirmation
×

Current wallet balance : **XAF 0.00**

Total payable amount : **XAF 365,000.00**

You don't have sufficient balance, kindly add balance to wallet first.

ADD MONEY TO WALLET

Now you have two options:



- If you have made the payment by deposit at the bank, on this page (1) choose as your payment method " Offline ", fill in the amount paid (2) and the payment date (3), then select the scanned image of your payment receipt on your device (4) and click on " Save » (5)

Home > My wallet > Add

Payment wallet

Payment Type:

☐ Online ☒ Offline 1

Amount: *

XAF 365,000 2

Payment Date (select date when payment was done in bank): *

10/02/2023 3

Upload Receipt: *

Choose File image_2023-...805580.png 4

SAVE 5

CANCEL

- If you want to make the payment directly on the platform, you can do that as well. To do this, you need to choose "Online" (1), then select "Monetbil" (2), then enter the amount to be paid (3) and finally click on "Pay with Monetbil" (4).



Home > My wallet > Add

Payment wallet

Payment Type:

☒ Online **1** ☐ Offline

Payment Method *

☒ **monetbil** **2**
mobile payments

Amount: *

XAF 365,000 **3**

4

Pay with Monetbil

You will be redirected to the payment page where you will need to enter the mobile phone number of the account to be debited for payment.

NB Monetbil is a module that integrates mobile payment hubs such as Orange Money, MTN Mobile Money and Express Union Mobile.

- c) Register my online courses: In your student portal, you need to select your online courses. To do this, go to "Courses" (1) on the Menu portal and then click on "Select Courses" (2)



ICT University
Portal

Search

All Modules

Search

I AM A Student

Home > Courses > List

COURSES

+ SELECT COURSES

2

View Courses

FR-SU23-BSC-ACC1101 Principes de comptabilité 1
SU23-BSC-EGL1110 Freshman English/ TOEFL/IELTS Certification
SU23-BSC-ICT1111 Algorithms and Data Structures I
SU23-BSC-ICT1115 Computing in Society
SU23-BSC-MTH1101 Real Analysis I

On the following page, select your Current Program (Bachelor, Master's or PhD) and then select the courses you have received for the current semester then click on the "Submit" at the bottom of the page.

COURSES

Select Courses

> Bachelors

COURSES

Select Courses

▼ Bachelors

☒ SU23-BSC-BUS4020 Operations Management

☐ SU23-BSC-BNF4000 Comparative Banking Systems

☐ SU23-BSC-ACC4160 SYSTEMS AUDIT AND CONTROL

☐ SU23-BSC-BUS3010 Human Resource Management

☐ FR-SU23-BSC-ICT2113 PROGRAMMATION JAVA I

☐ SU23-BSC-BUS4050 Advanced Information Systems and Designs

☐ SU23-BSC-BUS4040 Business Policies and Problems

☐ SU23-BSC-ACC4310 MANAGERIAL ACCOUNTING


☐ SU23-BSC-ECN4310 MANAGERIAL ECONOMICS

☐ SU23-BSC-ACC4150 Fraud Management



NB There are two types of courses on this list: the courses in the French section (which start with an FR followed by the semester code SU, FA, SP ex: *FR-SU23-BSC-ACC1101 Accounting Principles* for the Accounting Principles 1 course of the Summer 2023 semester) as well as those in the English section (which start directly with the semester code)

Once you have done so, the courses you have selected will automatically appear on your course page.

 **COURSES**

View Courses

Courses selected successfully.

FR-SU23-BSC-ACC1101 Principes de comptabilité 1
SU23-BSC-EGL1110 Freshman English/ TOEFL/IELTS Certification
SU23-BSC-ICT1111 Algorithms and Data Structures I
SU23-BSC-ICT1115 Computing in Society
SU23-BSC-MTH1101 Real Analysis I
SU23-BSC-BUS4020 Operations Management


Now that you have selected your courses, you are finally ready to access the online course platform (Moodle) for taking online courses, participating in online exams and submitting assignments.

Very important: The registration of online courses is mandatory for all students of the university and must be done at the beginning of each Semester, in the worst case before the start of the end-of-semester exams.



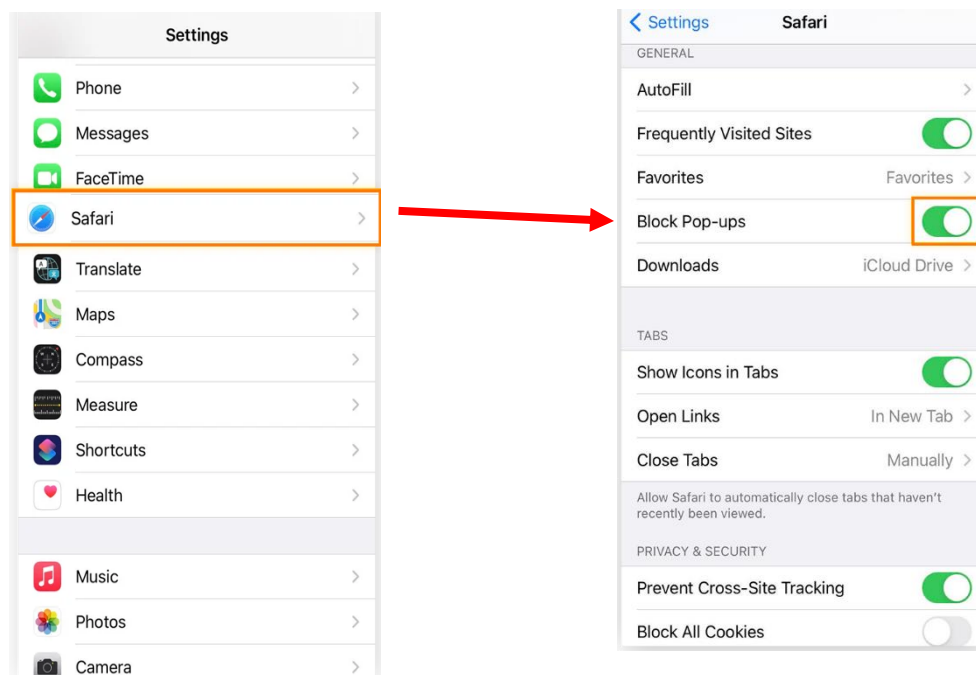
3. MY ONLINE COURSES WITH MOODLE

Upon approval of your admission to ICT University and the assignment of your matricule, an account on the university's Moodle platform is automatically created for you. To access it, nothing could be simpler. In the Portal Menu of your student portal, click on "Log into the Moodle"

 Login into the Moodle

By clicking on this tab, you are automatically redirected and logged in to the university's Moodle platform

NB For students who use an iPhone, your IOS settings may be blocking the page from opening. To get around this, go to "Settings" then to "Safari" and finally slide the "Block Pop-ups" button





After clicking on "Log into the Moodle" you will be taken to the following page:

To access the content of a course, nothing could be simpler. Go to "My courses", select the course you want to have access to

Once in the course, you have access to the content of the course left mainly by the teacher, such as

- Documents for the course,
- Chapters and parts of the course
- Exercises, etc.



Dashboard > My courses > Summer 2023 (July) > SU23-Bachelors > SU23-BSC-BUS4020 Operations Management

Your progress

- Announcements
- LIVE CLASSROOM ☐
- OPERATIONS MANAGEMENT 365.6KB ☐
- 2023 FINAL EXAMINATION - ONLINE STUDENTS ONLY ☐
 - INSTRUCTIONS: Read carefully.
 - Answer All Questions
 - Scientific calculators and financial tables are allowed. Be mindful of orderly presentation of work.
- FINAL EXAM ☐
 - INSTRUCTIONS: Read carefully.
 - Answer All Questions
 - Scientific calculators and financial tables are allowed. Be mindful of orderly presentation of work.
- RESIT EXAMINATION ☐
 - Restricted** Available until 5 October 2023, 2:20 PM

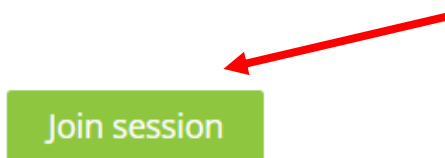
a) Access an online course session.

To access an online course session, you must first access the course content as seen above, then click on the "Live Classroom" button

- Announcements
- LIVE CLASSROOM ☐
- OPERATIONS MANAGEMENT 365.6KB ☐

On the following page, you just need to click on the "Join Session" button to join the session.

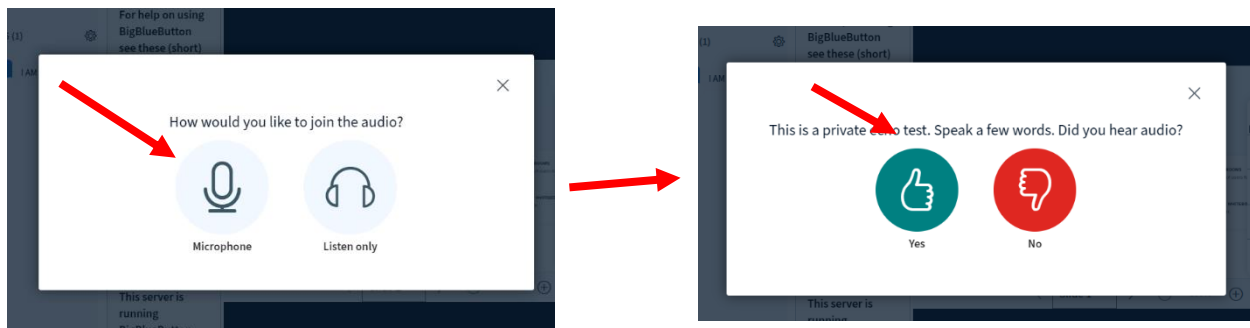
This conference room is ready. You can join the session now.



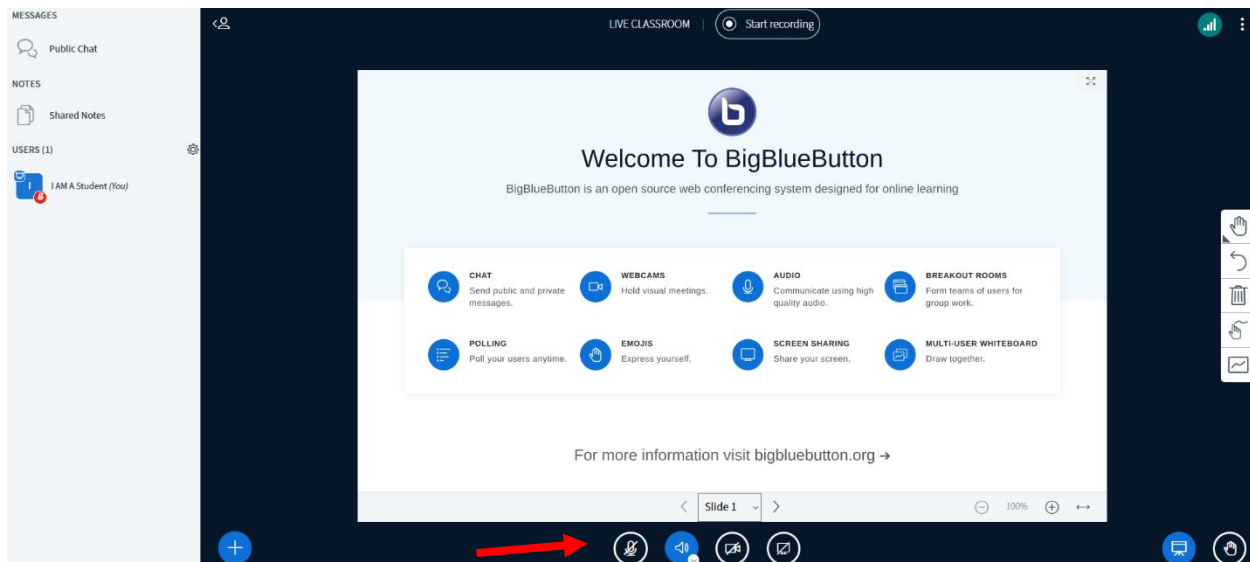
Once done, a new page will open in which the course will take place.



On this page, you'll first need to set up your device's mic and test it. Make sure your device's microphone and audio are working perfectly before clicking "Yes"



You are now ready to take the course. Otherwise, your microphone will be muted when you join the session. If you are going to speak during the session, make sure to activate it before you speak so that you are heard by the audience.





b) Submit your assignment on Moodle

As before, to submit an assignment on Moodle, you must first access the content of the course in question first, locate the assignment to be submitted, and then click on it.

Announcements

LIVE CLASSROOM

OPERATIONS MANAGEMENT 365.6KB

2023 FINAL EXAMINATION - ONLINE STUDENTS ONLY

INSTRUCTIONS: Read carefully.

Answer All Questions

Scientific calculators and financial tables are allowed. Be mindful of orderly presentation of work.

FINAL EXAM

INSTRUCTIONS: Read carefully.

Answer All Questions

Scientific calculators and financial tables are allowed. Be mindful of orderly presentation of work.

On the following page you will have the details about the assignment. To submit your work, click on "Add Submission"



OPERATION MGT BSc Set -1.docx

11 September 2023, 11:17 AM

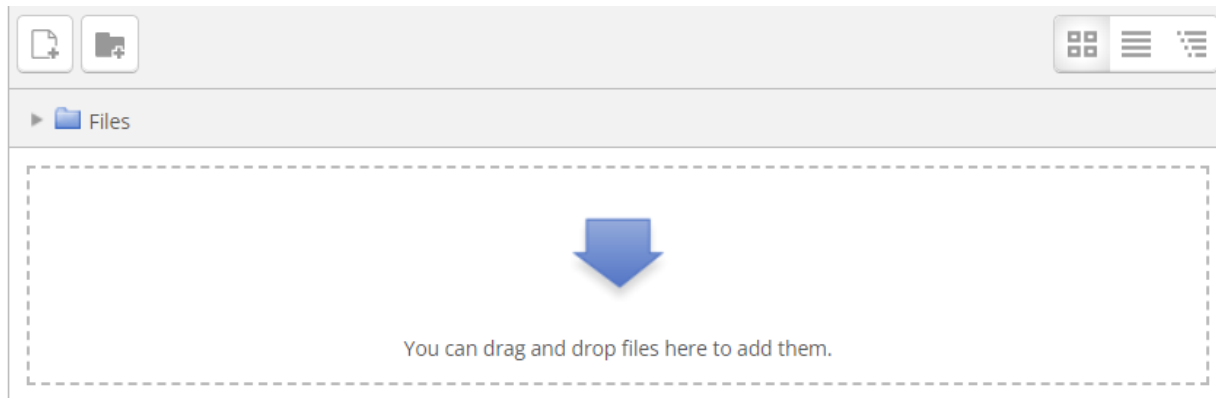
Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 11 November 2023, 2:00 PM
Time remaining	19 days 8 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission



On the next page, you just need to upload your assignment and click on " Save changes »



Recent files

Upload a file **1**

Private files

Attachment

Choose File image_2023-...5956017.png **2**

Save as



IT/ICT Student

Choose license

All rights reserved

Upload this file **3**

Save changes

Cancel



Finally, you will arrive at this page where you will have to validate and confirm the submission of your assignment

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Saturday, 11 November 2023, 2:00 PM
Time remaining	19 days 7 hours
Last modified	Monday, 23 October 2023, 6:18 AM



Submissions



image_2023-10-23_055956017....

23 October 2023, 6:18 AM

Submission comments ▶ Comments (0)

Edit submission

Remove submission

You can still make changes to your submission.

Submit assignment

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Due date	Saturday, 11 November 2023, 2:00 PM
Time remaining	19 days 7 hours



THE
ICT
UNIVERSITY

The IT Department

ICT-U Foundation, USA: P.O Box 86236, Baton Rouge, LA 70879, USA

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Email: support@ictuniversity.edu.cm

US Charter No:40023338D

Approval No: 02/04505/N/MINE SUP/DDES/ESUP/SAC/EBM of 21st September 2012

14/0406/MINESUP/SG/DDES DU of 4th July 2014

We have come to the end of this little guided tour. If you encounter a problem in any of the steps described above, do not hesitate to contact the university's Computer Science department or any other administrative department

Thank you