



# Lusaka South College

## Student Portal and Results Access Manual

This guide provides step-by-step instructions for returning students to access the Lusaka South College (LSUC) student portal and view their academic results.

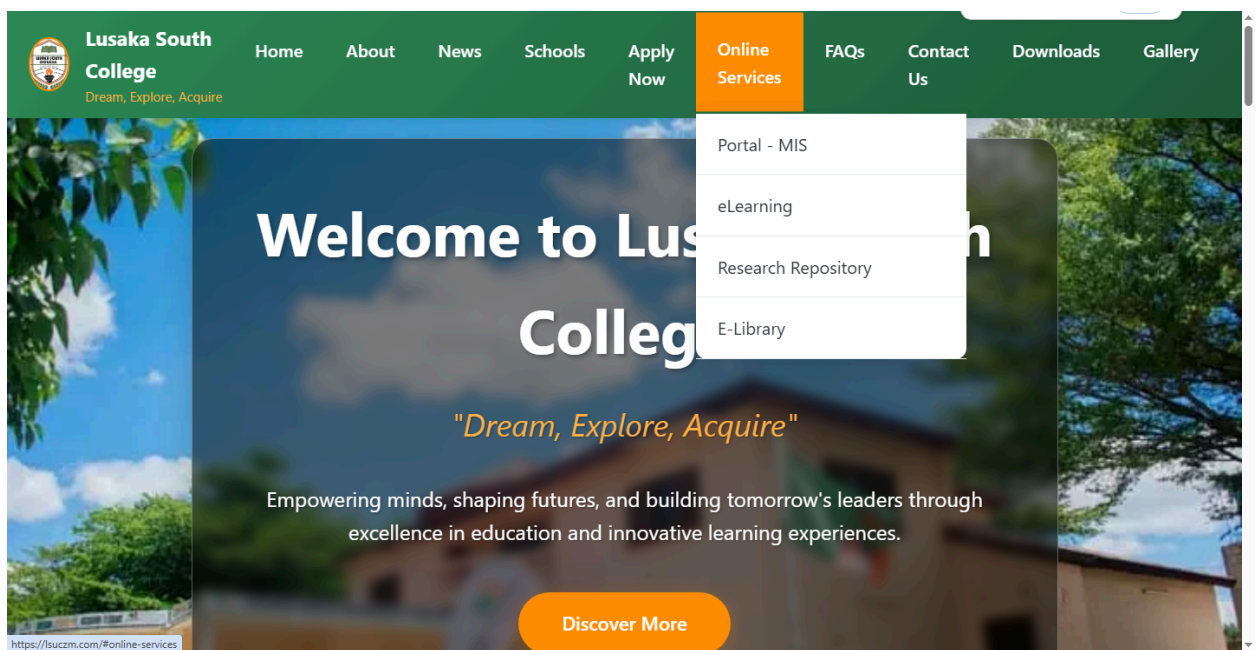
### 1. Student Portal Access (Regular Students)

#### Step 1: Logging Into Student Portal


You can access the portal directly via the following link:

[https://lsuclms.com/student\\_login](https://lsuclms.com/student_login) or proceed via the main college website:


- Navigate to the school website: **Lusaka South College** ([lsuczm.com](https://lsuczm.com)) and locate the **"Online Services"** button.



- Select the option "**Portal - MIS**".
- On the new page that opens under Student Portal, click on "**Login to student portal**".


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### Student Portal

Access your academic records, course schedules, examination results, fee statements, and communicate with faculty through our secure student portal.


Login to Student Portal



### Staff Portal

Faculty and staff can access grade books, attendance records, course materials, payroll information, and administrative tools through the staff portal.


Login to Staff Portal



### System Features

Our MIS Portal enhances efficiency and coordination, supporting academic and administrative operations with secure, user-friendly access for students and staff.

- Enter your **Student Number** as your Username and your **Password**.



**Lusaka South College**  
Student Portal

**Student Number**

**Password**

→ Login

[First time registration](#)
[Regular student login](#)

Current Students login.

- Click "**Login**".

## 2. Accessing Your Results

Once you are logged into your dashboard, confirm your details (Name & Student Number) as shown below and follow the steps to see your performance:

The screenshot shows the LSC SRMS Dashboard Overview page. The left sidebar contains the 'Student Panel' with a 'Dashboard' link highlighted. The main content area is titled 'Dashboard Overview' and includes a welcome message: 'Welcome to the Lusaka South College Student Records Management System'. Below this, there are four summary cards: 'Enrolled Courses' (2), 'Current GPA' (0.50), 'Fee Balance' (K0.00), and 'Accommodation Status' (Not Applied). A 'Quick Actions' section at the bottom offers links to 'View Results', 'View Fee Balance', and 'View Docket'.

- Navigate to the **"View results"** tab or link within the portal menu.

The screenshot shows the 'View Results' page in the LSC SRMS. The left sidebar has 'View Results' selected. The main content area features buttons for 'Download Results PDF' and 'Print Results'. Below these are fields for 'Computer Number' (LSC000001), 'Names' (Alice Student), and 'Gender' (Female). The page is divided into two sections: 'Continuous Assessment Results [Current Academic Year]' and 'Examination Results & GPA Computation'. The first section states 'There are no Continuous Assessment Results available for now'. The second section includes a note: 'Note: GPA per Academic Year is computed by ((Course Credits \* grade points)/sum of credits)'. Below this is a table showing examination results for the year 2024.

Session	Credits	GPA
2024	6	4

Academic Year: 2024

- Verify and view your results as presented on the screen, proceed to either downloading or printing them out.

### 3. New Term Course Registration

- To proceed with a new term course registration, Navigate to the **"Register Courses"** tab or link within the portal menu.


The screenshot shows the LSC SRMS interface. The top header includes the LSC SRMS logo, a menu icon, and a welcome message for Alice Student (LSC000001). The left sidebar contains a 'Student Panel' with links to Dashboard, View Results, Register Courses (highlighted), View Docket, E-Learning (Moodle), View Fee Balance, and Accommodation. The main content area is titled 'Register Courses' and includes a sub-header 'Register for courses in the academic year: 2026'. Below this is a '1 Make Payment' section. It features a 'Fee Summary' table with a 'Total' of 'K0.00'. Three payment method buttons are shown: 'Bank Transfer', 'Mobile Money', and 'Credit Card'. Below these is a 'Payment Method \*' dropdown menu with the text '-- Select Payment Method --'. There is also an 'Amount (K) \*' input field with the value '0' and a 'Reference Number \*' input field.

- Proceed with making a payment by selecting the mode of payment (eg. mobile) and then filling in the required information/documents.
- Confirm your courses for the term and click submit button

This screenshot shows the same 'Make Payment' section as the previous one, but with updated information. The 'Mobile Money' button is highlighted in blue. The 'Payment Method \*' dropdown now shows 'Mobile Money'. The 'Amount (K) \*' input field now contains the value '3000'. The 'Reference Number \*' input field now contains the value '0000'. At the bottom of the form, there is a 'Payment Proof (Receipt/Slip)' section with a 'Choose File' button and the text 'No file chosen'. A large blue 'Submit Payment' button is at the very bottom of the form.

## 4. Accessing Your Exam Docket

- To access your student exam Docket, navigate to the **"View Docket"** tab or link within the portal menu.

 LSC SRMS

☰

Welcome, Alice Student  
(LSC000001)

🌙

👤

🏠 Student Panel

🏠 Dashboard  
ACADEMIC

📄 View Results

📅 Register Courses


📄 View Docket

📖 E-Learning (Moodle)

FINANCE & ACCOMMODATION

💰 View Fee Balance

🏠 Accommodation


  
**LUSAKA SOUTH COLLEGE**  
OFFICE OF THE REGISTRAR  
STUDENT EXAMINATION DOCKET

Your official examination docket

Your account is cleared.


📄 Download Docket as PDF

🖨️ Print Docket



Student Number:	LSC000001
Full Name:	Alice Student
NRC Number:	11223344

- Confirm your registered details, and proceed to either downloading or printing it out

 LSC SRMS

☰

Welcome, Alice Student  
(LSC000001)

🌙

👤

🏠 Student Panel

🏠 Dashboard  
ACADEMIC

📄 View Results

📅 Register Courses


📄 View Docket

📖 E-Learning (Moodle)

FINANCE & ACCOMMODATION

💰 View Fee Balance

🏠 Accommodation



Student Number:	LSC000001
Full Name:	Alice Student
NRC Number:	11223344
Gender:	Female
Email:	student11@lsc.ac.zm
Contact:	0974567890
Programme:	N/A
Registration Status:	Not Registered

Registered Courses

Course Code	Course Name
No courses registered yet.	

Generated on: 2026-01-20 07:57:17

## 5. Accessing E-Learning Portal

- To access your e-learning Portal(Moodle), navigate to the **"E-Learnin(Moodle)"** tab or link within the portal menu.

The screenshot shows the LSC SRMS Student Panel. The left sidebar contains a menu with 'E-Learning (Moodle)' highlighted. The main content area is titled 'E-Learning Platform Access' and includes a description of Moodle, a 'Go to Moodle Platform' button, and a 'Helpful Tips' section.

**Student Panel**

- Dashboard
- ACADEMIC
  - View Results
  - Register Courses
  - View Docket
  - E-Learning (Moodle)**
- FINANCE & ACCOMMODATION
  - View Fee Balance
  - Accommodation

**E-Learning Platform Access**

Access the Moodle learning management system for online courses and resources

**About Our E-Learning Platform**

Lusaka South College uses Moodle as its primary e-learning platform. Access your online courses, resources, assignments, and participate in discussions with your peers and lecturers.

**Access Moodle**

Click the button below to access the e-learning platform. Your Moodle account is linked to your student portal credentials.

[Go to Moodle Platform](#)

**Helpful Tips**

- Access course materials, assignments, and resources
- Participate in online discussions and forums
- Submit assignments and check grades online
- Access lecture recordings and supplementary materials

- Proceed to clicking on the Green Button Labeled **"Go to Moodle Platform"**
- Enter Your Login credentials and access your learning material from respective courses you're enrolled in.

## 6. View Balance Fee and Payment History

- Navigate to the **"View Fee Balance"** tab or link within the portal menu.
- View Your Balance fee in the dashboard displayed and Fee details as well as the payment history below the page.

The screenshot shows the LSC SRMS Student Panel with the 'View Fee Balance' option selected in the sidebar. The main content area displays the 'Fee Balance' section, showing a current balance of K0.00 and a table with student ID, programme, and last updated information.

**Student Panel**

- Dashboard
- ACADEMIC
  - View Results
  - Register Courses
  - View Docket
  - E-Learning (Moodle)
- FINANCE & ACCOMMODATION
  - View Fee Balance**
  - Accommodation

**Fee Balance**

Payment History for - Alice Student LSC000001

**Current Balance**

**K0.00**

Balance Cleared

Student ID	Programme	Last Updated
LSC000001	N/A	N/A

**Fee Details**

## 7. Accommodation Services

- Navigate to the **"Accommodation"** tab or link within the portal menu.
- Apply by entering the required details and then submit.
- Wait for management review and keep looking out on the application status

The screenshot shows the LSC SRMS interface. The top header includes the LSC SRMS logo, a menu icon, and a welcome message for Alice Student (LSC000001). The left sidebar contains the 'Student Panel' with links to Dashboard, View Results, Register Courses, View Docket, View Fee Balance, E-Learning (Moodle), and Accommodation. The main content area is titled 'Accommodation Services' and includes a sub-header 'Apply for student accommodation and view your accommodation status'. Below this, there is a section for 'Current Accommodation Status' which states 'You haven't applied for accommodation yet.' and a section for 'Apply for Accommodation'. The 'Apply for Accommodation' section contains three dropdown menus: 'Room Preference' (set to 'Double Room'), 'Block Preference (Optional)' (set to 'No Preference'), and 'Medical Conditions (Optional)' (with a text area for medical conditions). There is also a section for 'Special Requests (Optional)'.

## 8. View Profile and Settings (Change Password)

- Navigate to the top bar and select the user profile icon on the top right corner.
- Select **"View Profile"** to see your bio and upload profile photo.
- Select **"Settings"** to change your password.

The screenshot shows the LSC SRMS interface. The top header includes the LSC SRMS logo, a menu icon, and a welcome message for Alice Student (LSC000001). The left sidebar contains the 'Student Panel' with links to Dashboard, View Results, Register Courses, View Docket, View Fee Balance, E-Learning (Moodle), and Accommodation. The main content area is titled 'Dashboard Overview' and includes a sub-header 'Welcome to the Lusaka South College Student Records Management System'. Below this, there are four large cards: 'Enrolled Courses' (2), 'Current GPA' (0.50), 'Fee Balance' (K0.00), and 'Accommodation Status' (Not Applied). To the right of these cards is a user profile icon with a dropdown menu containing 'View Profile', 'Settings', and 'Logout'. Below the cards is a section titled 'Quick Actions' with three links: 'View Results' (Check your CA and exam results), 'View Fee Balance' (Check your outstanding fees), and 'View Docket' (Access your academic docket).