



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 or proceed via the main college website:

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

The screenshot shows the Lusaka South College website homepage. At the top, there is a navigation bar with links for Home, About, News, Schools, Apply Now, Online Services (which is highlighted in orange), FAQs, Contact Us, Downloads, and Gallery. Below the navigation bar, a large banner features the text "Welcome to Lusaka South College" and the college's motto "Dream, Explore, Acquire". A sub-banner below it states "Empowering minds, shaping futures, and building tomorrow's leaders through excellence in education and innovative learning experiences." At the bottom of the page, there is a "Discover More" button. A vertical sidebar on the right side of the banner lists "Portal - MIS", "eLearning", "Research Repository", and "E-Library".

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

The screenshot shows the Lusaka South College website with a green header bar. The header includes the college's logo, name, and tagline "Dream, Explore, Acquire", along with navigation links for Home, About, News, Schools, Apply Now, Online Services, FAQs, Contact Us, Downloads, and Gallery.

Student Portal: Represented by a user icon inside an orange circle. Description: Access your academic records, course schedules, examination results, fee statements, and communicate with faculty through our secure student portal. Button: Login to Student Portal.

Staff Portal: Represented by a computer monitor icon inside an orange circle. Description: Faculty and staff can access grade books, attendance records, course materials, payroll information, and administrative tools through the staff portal. Button: Login to Staff Portal.

System Features: Represented by an info icon inside an orange circle. Description: 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**.

The login page features the college's crest at the top. Below it, the text "Lusaka South College" and "Student Portal". The form fields are labeled "Student Number" and "Password", each with an input box. A blue "→ Login" button is centered below the fields. At the bottom, there are links for "First time registration", "Regular student login", and "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:

Welcome, Alice Student (LSC000001)

Student Panel

Dashboard Overview

Welcome to the Lusaka South College Student Records Management System

ACADEMIC

- View Results
- Register Courses
- View Docket
- E-Learning (Moodle)

FINANCE & ACCOMMODATION

- View Fee Balance
- Accommodation

Quick Actions

- View Results**
Check your CA and exam results
- View Fee Balance**
Check your outstanding fees
- View Docket**
Access your academic docket

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

Welcome, Alice Student (LSC000001)

Student Panel

View Results

Download Results PDF **Print Results**

Computer Number: LSC000001 Names: Alice Student Gender: Female

Continuous Assessment Results [Current Academic Year]

There are no Continuous Assessment Results available for now

Examination Results & GPA Computation

Note: GPA per Academic Year is computed by ((Course Credits * grade points)/sum of credits)

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 Student Panel interface. On the left, there's a sidebar with various links: Dashboard, View Results, Register Courses (which is highlighted in green), View Docket, E-Learning (Moodle), View Fee Balance, and Accommodation. The main content area is titled "Register Courses" and says "Register for courses in the academic year: 2026". Below this, a section titled "1 Make Payment" contains a "Fee Summary" table with one row: "Total" K0.00. There are three payment method options: "Bank Transfer" (with a bank icon), "Mobile Money" (with a smartphone icon, which is selected and highlighted in blue), and "Credit Card" (with a credit card icon). Below these are fields for "Payment Method *", "Amount (K) *", and "Reference Number *".

- 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 "Register Courses" page as above, but with more detailed information filled in. The "Mobile Money" payment method is still selected. The "Amount (K) *" field now contains "3000". The "Reference Number *" field contains "0000". A new section at the bottom titled "Payment Proof (Receipt/Slip)" has a file input field with the placeholder "Choose File No file chosen". At the very bottom is a large blue "Submit Payment" button.

4. Accessing Your Exam Docket

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

The screenshot shows the LSC SRMS Student Panel interface. On the left, a sidebar menu includes 'Student Panel' (selected), 'Dashboard', 'View Results', 'Register Courses', 'View Docket' (selected), and 'E-Learning (Moodle)'. Below these are sections for 'ACADEMIC', 'FINANCE & ACCOMMODATION', and 'Accommodation'. The main content area displays the 'LUSAKA SOUTH COLLEGE OFFICE OF THE REGISTRAR STUDENT EXAMINATION DOCKET'. It shows a message 'Your official examination docket' and a green box stating 'Your account is cleared.' It includes download and print buttons ('Download Docket as PDF' and 'Print Docket'). A student profile picture of Alice Student is shown, along with her details: Student Number (LSC000001), Full Name (Alice Student), and NRC Number (11223344).

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

The screenshot shows the LSC SRMS Student Panel interface. The sidebar menu is identical to the previous screenshot. The main content area displays a detailed student profile for Alice Student. It includes fields for Student Number (LSC000001), Full Name (Alice Student), NRC Number (11223344), Gender (Female), Email (student1@lsc.ac.zm), Contact (0974567890), Programme (N/A), and Registration Status (Not Registered). Below this, a section titled 'Registered Courses' shows a table with columns for 'Course Code' and 'Course Name', indicating 'No courses registered yet.' At the bottom right, a footer note says '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 interface. On the left, there is a sidebar with various tabs: Student Panel, Dashboard, View Results, Register Courses, View Docket, E-Learning (Moodle), View Fee Balance, and Accommodation. The 'E-Learning (Moodle)' tab is highlighted with a green background. The main content area has a title 'E-Learning Platform Access' with a sub-section 'About Our E-Learning Platform' which describes Moodle as the primary platform. It includes a large green button labeled 'Go to Moodle Platform'. Below this, there is a section titled 'Helpful Tips' with a bulleted list of actions: 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 interface. On the left, there is a sidebar with various tabs: Student Panel, Dashboard, View Results, Register Courses, View Docket, E-Learning (Moodle), View Fee Balance, and Accommodation. The 'View Fee Balance' tab is highlighted with a green background. The main content area has a title 'Fee Balance' with a sub-section 'Current Balance' showing 'K0.00' and a 'Balance Cleared' button. Below this, there are three boxes: 'Student ID' (LSC000001), 'Programme' (N/A), and 'Last Updated' (N/A). At the bottom, there is a section titled 'Fee Details' with a small document icon.

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 'Accommodation Services' section of the LSC SRMS portal. On the left, a sidebar menu includes 'Dashboard', 'View Results', 'Register Courses', 'View Docket', 'View Fee Balance', 'E-Learning (Moodle)', and 'Accommodation'. The 'Accommodation' option is highlighted. The main content area has a heading 'Accommodation Services' and a sub-section 'Current Accommodation Status' which states 'You haven't applied for accommodation yet.' Below this are sections for 'Apply for Accommodation' with fields for 'Room Preference' (set to 'Double Room'), 'Block Preference (Optional)' (set to 'No Preference'), 'Medical Conditions (Optional)' (text area containing 'Any medical conditions that may affect room placement...'), and 'Special Requests (Optional)' (text area).

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 'Dashboard Overview' section of the LSC SRMS portal. On the left, a sidebar menu includes 'Dashboard' (which is highlighted), 'View Results', 'Register Courses', 'View Docket', 'E-Learning (Moodle)', 'View Fee Balance', and 'Accommodation'. The 'Dashboard' option is highlighted. The main content area features a 'Dashboard Overview' header and a welcome message 'Welcome to the Lusaka South College Student Records Management System'. It displays four key metrics in cards: 'Enrolled Courses' (2), 'Current GPA' (0.50), 'Fee Balance' (K0.00), and 'Accommodation Status' (Not Applied). A vertical menu on the right side offers 'View Profile', 'Settings', and 'Logout'. Below these are 'Quick Actions' cards for 'View Results', 'View Fee Balance', and 'View Docket'.