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.
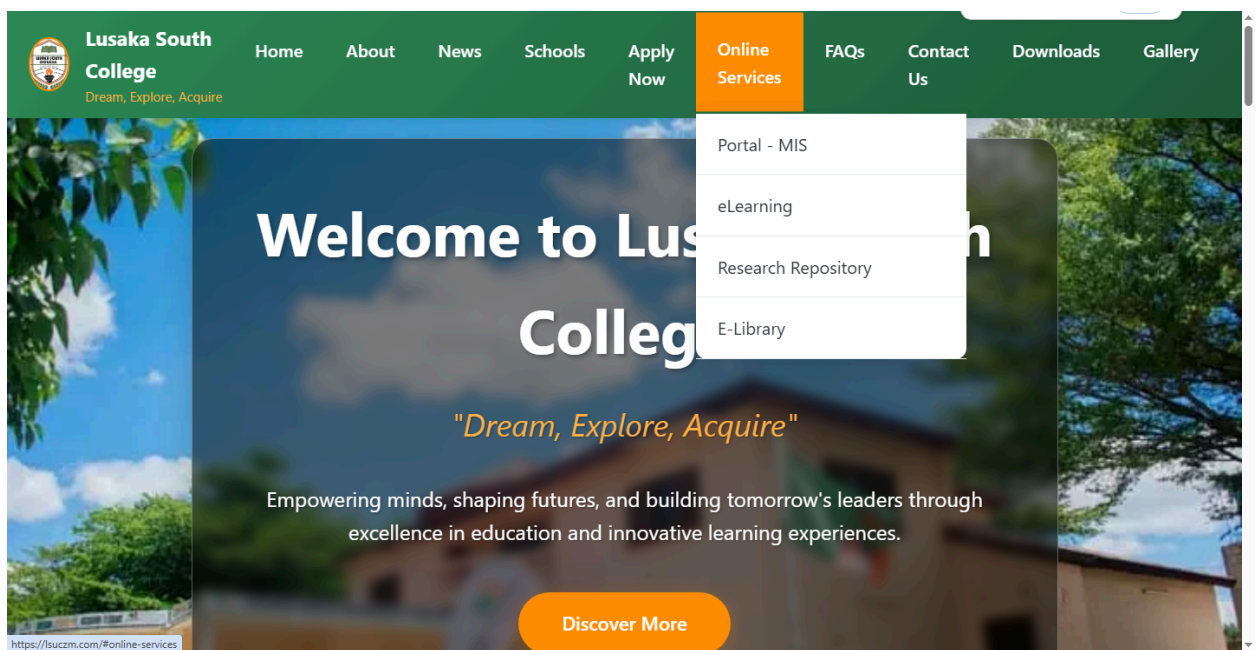
1. Student Portal Access (Regular Students)

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.

- Select the option **"Portal - MIS"**.

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

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

- 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:

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

- 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.

- 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

4. Accessing Your Exam Docket

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

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

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.

- 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.

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

8. View Profile and Settings (Change Password)

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