



## Student Portal Documentation

Welcome, and thanks for taking an interest in UCP Student portal! This documentation will teach you how to use your Student Portal. At the end of this documentation, you should feel comfortable with application. It's as simple and as easy as can be – so let's get right to it!

Please see the next page for our detailed documentation index. This training documentation is for helping you understand how to manage information with UCP Student portal.

If you have any questions, feel free to drop us an email or call us at any time.

UCP Student portal, LMS.

[info@ucp.edu.pk](mailto:info@ucp.edu.pk)

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## ***LATEST REVISIONS***

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Last updated on 6/27/2018 11:42 AM

## ***SPECIAL NOTES***

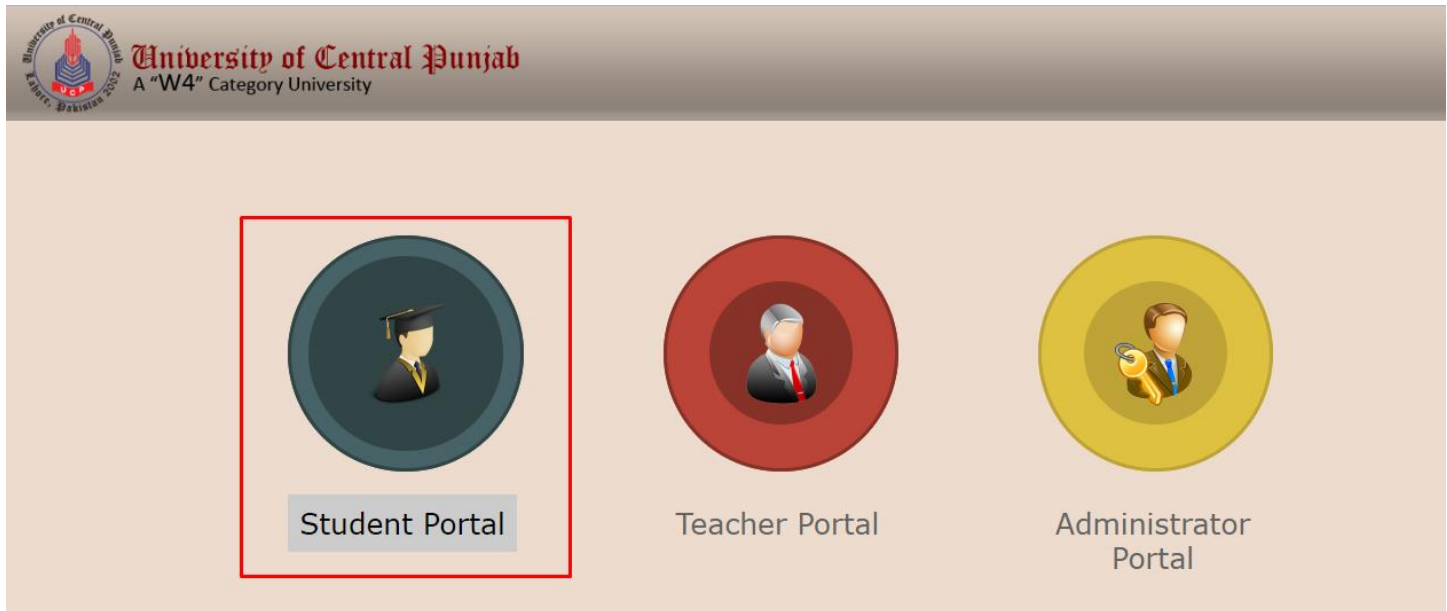
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- Please note that the images used in this training program may be slightly different from the live versions of the Portal now.
- No major changes have occurred since this guide's release.

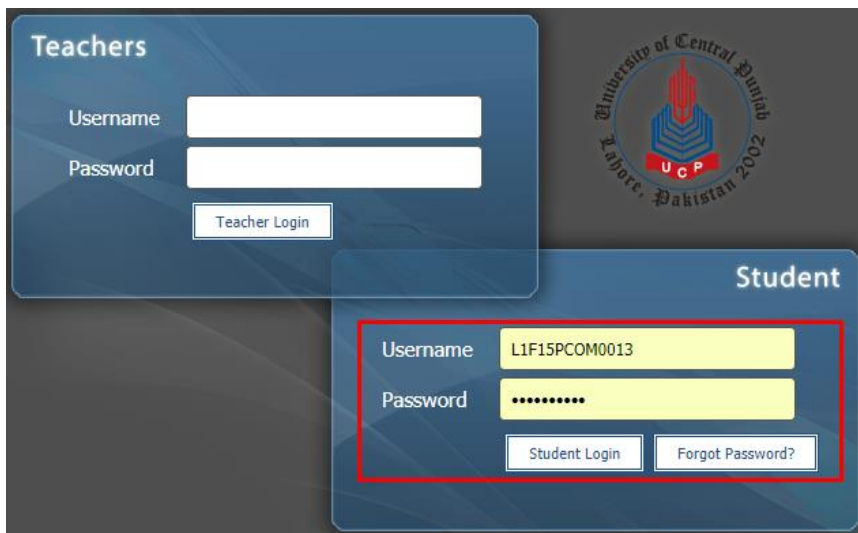
## LOCATE AND LOGIN TO YOUR STUDENT PORTAL

Head over to <http://online.ucp.edu.pk> and locate the Student Portal Login button. Click it!

Note that you can access the Student Portal from clicking Student Portal button at the Left.



Once your there, use the specified **login credentials** we sent you to login.

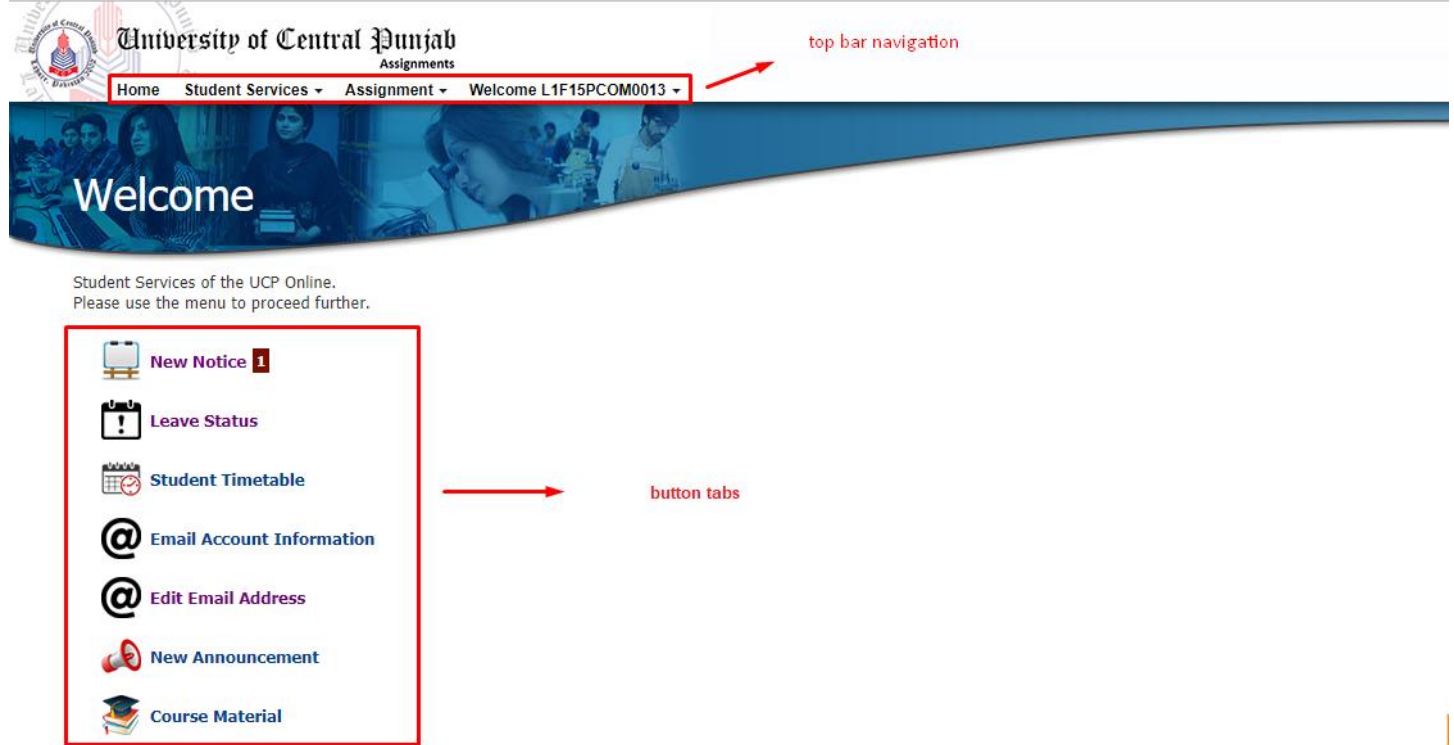


You will end up seeing your application(s) associated with your account

**Note:** This page will expire unless a response is received within **2 minutes**.

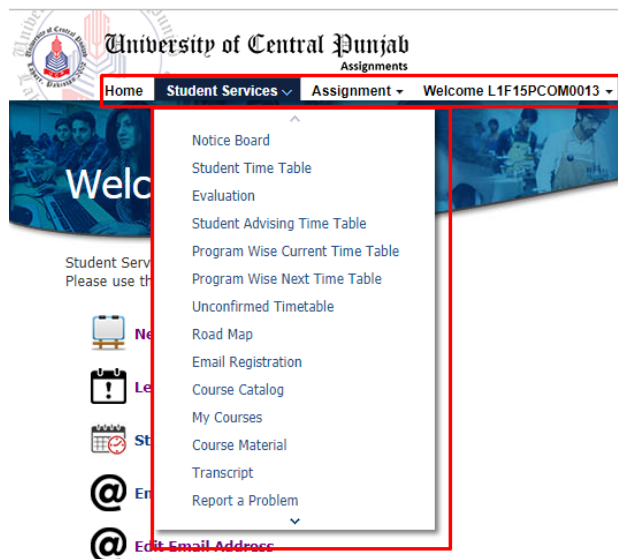
## LOCATE YOUR DESIRED PORTAL

You'll see the **"Portal Options"** page for your app (see picture below). Here's where you'll be able to choose what section to go to next for your Portal. We're going to go over each section on the next page.



## THE LAYOUT FOR YOUR APP

This area will let you see the **button tabs** of your portal "home screen" that the user first sees in your portal. Top navigation bar you **can use both**. Below is an example of a **Navigation Layout**, notice the 4 tabs starting with Home.



### Top Navigation Bar:

This will let you screen, Student services, Assignment Submission and many more

## Notice Board

By clicking on **New Notice** you got this screen and get current notice about subjects

### Notice Board

Title	Description	From Name	Designation
Course & Teacher Evaluation Survey (Sp	Course & Teacher Evaluation (Spring 20	Director	(QEC)

Title: Course & Teacher Evaluation Survey (Spring-2018)

Description: Course & Teacher Evaluation (Spring 2018)

All students are requested to fill in the Course & Teacher Evaluation Survey. This survey will be available to your web portal from 23/05/2018 to 30/06/2018. We at UCP continuously strive to improve educational quality standards with the help of our students. Your opinions/suggestions are esteem to us and we will do take care all of them at our level best. Your particulars will be kept confidential.

Thank You!

## Email

By using **Email Account Information** you can see this blow screen and create your email with suggested Emails.

### @ New E-mail Registration Status

Registration ID	L1F15PCOM0013
Request Received Date	12/4/2015
Request Status	2/4/2016
Approved Email Address	@ucp.edu.pk
Password	

Option 1	abdul.karim	← Suggested Email
Option 2	abdul_karim	
Option 3	abdul.kareem	

## Time Table

By using **Student Timetable** feature first watch blow screen then click [show my timetable](#) and get your timetable schedule

### Student Advising Timetable

Registration # L1F15PCOM0013  
Student Name: ABDUL KARIM  
Father's Name: ABDUL SATTAR

[Show My Timetable](#) Click on "Show My Timetable" button to view

#### University of Central Punjab, Lahore, Pakistan Student Advising Time Table

Registration#:	L1F15PCOM0013
Student Name:	ABDUL KARIM
Father Name:	ABDUL SATTAR

Term: F18

**Regular**

**Alternate**

## Report

### Student Timetable

Registration # L1F15PCOM0013  
Student's Name: ABDUL KARIM  
Father's Name: ABDUL SATTAR

[Show My Timetable](#) Click on "Show My Timetable" button to view

#### University of Central Punjab, Lahore, Pakistan Student Time Table

Registration#:	L1F15PCOM0013
Student Name:	ABDUL KARIM
Father Name:	ABDUL SATTAR

Term: S18

**Regular**

Day/Slot	08:00-09:30	09:40-11:10	11:20-12:50	01:00-02:30	02:40-04:10	04:20-05:50	06:30-08:00	08:10-09:40
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
SATURDAY								
SUNDAY								

Day/Slot	08:00-09:30	09:40-11:10	11:20-12:50	2:00-3:30	3:40-5:10	5:20-6:50	7:00-8:30	8:40-10:10
FRIDAY								

## Course Catalog

By using [Course Material](#) feature you can get your course section, course name, teacher name etc.

### Course Catalog

Course Section	Course Name	Section	Teacher Name
THS8046	Dissertation	A	MUHAMMAD AHMED

Preview Course Catlog

## Print Transcript

By using [Transcript](#) feature you can see your results in blow right here.

### Transcript

Registration # L1F15PCOM0013  
Student Name ABDUL KARIM  
Father's Name ABDUL SATTAR

Transcript

#### University of Central Punjab

##### Student Transcript

Registration #	Student Name	Father's Name	Program
L1F15PCOM0013	ABDUL KARIM	ABDUL SATTAR	PhD Commerce

Fall 2015			
Course ID	Course Title	Course Credits	Grade
HRM213	GLOBAL ISSUES OF HUMAN RESOURCE	3	A
RES813	ADVANCED RESEARCH TECHNIQUES	3	A
STA8123	ADVANCED STATISTICAL APPLICATIONS IN	3	A
Total		9	GPA 4
Total Beginning to		9	CGPA to Date 3.95

Spring 2016			
Course ID	Course Title	Course Credits	Grade
FINC813	MICROFINANCING THEORIES AND APPLICATION	3	A
MGMT8613	PERFORMANCE ANALYSIS AND MANAGEMENT	3	A
RES8323	ADVANCED RESEARCH METHODOLOGY	3	A
Total		9	GPA 3.89
Total Beginning to		18	CGPA to Date 3.95

Fall 2016			
Course ID	Course Title	Course Credits	Grade
THS8046	DISSERTATION	6	N
Total		6	GPA 0
Total Beginning to		18	CGPA to Date 3.95

Spring 2017			
Course ID	Course Title	Course Credits	Grade
THS8046	DISSERTATION	6	N
Total		6	GPA 0
Total Beginning to		18	CGPA to Date 3.95

## Report a Problem

By using [Report a problem](#) you can report any kind of problem about Description and save it.

### Student Report A Problem

\* Problem Category

Advising
Add/Drop
Advising
Registration

\* Description

Add New
Save
Cancel

## Post Any Query & Question

By using [Post & Question](#) feature you can ask your teacher any kind of question about your subjects.

### Post a question to teacher

\* To
DR. MUHAMMAD AHMED

\* Subject

\* Message

Send

## Course Announcements

By clicking [Announcements](#) feature you can know it any announcement about paper for example mid-term final exam and many more update.

### Announcements

Course/Section
TH58046 Dissertation A

#### Announcement

Date	Subject	Exp Date
No data to display.		



## Library book Issued & Fine Detail

By using [library issued](#) feature you can check you're issued books, due books for UCP and further detail.

### Library Issued/Due Books

Accession #	Class #	Item Title	Issue Date	Due Date
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No data to display.

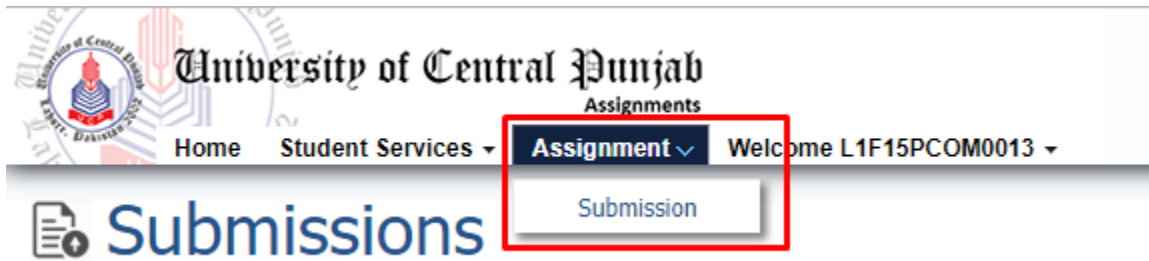
### Library Fine

Fine Date	Fine Amount	Description	Pay Date	Wave Amount	Wave By	Status
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No data to display.

## Assignments Submission

By using Assignment option you can submitted your assignment for your subjects and first see in this blow screen info.



### Submissions

SR #	Course Name	Code	Section	Teacher Name	Email
1	Dissertation	THS8046	A	MUHAMMAD AHMED	muhammadahmad@ucp.edu.pk

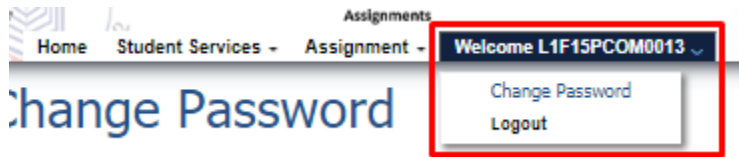
Title	Date	Total
No data to display.		

Assignment Type Title Due Date Total # Detail Topic  <b>Submission: 0 times</b> * Attach File <input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit Assignment"/>
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## Change Password

By using [Change password](#) feature you can change your portal password and also logout student portal.



### @ Change Password

• Old Password

• New Password

• Re-Enter Password

(Password must contain at least 8 characters, including uppercase, lowercase letters and numbers.)



***Thank you!***

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We appreciate that you've either shown an interest in UCP Student Portal. If you have any questions at all, please let us know.

***Thank you!***