

## **HOW TO CREATE MAKERERE STUDENT PORTAL ACCOUNT**

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### **Introduction**

Each student admitted to Makerere University will need an account on the Student Portal. The portal will enable a student to;

1. Make payments to the university (Tuition, functional fees, and change of program application fee)
2. Enroll for an academic Semester and register course units
3. View their results
4. Apply for change of program

### **Requirements to activate Account**

1. Valid student number and registration number

### **Procedures**

Student portal is a self-service system that enables any student with the necessary requirements to create their own account. The following steps will guide

**STEP 1:** Go to <https://myportal.mak.ac.ug> or <https://student.mak.ac.ug>

**STEP 2:** If you do not have an account yet, enter your **Student number** and then click “**REQUEST TOKEN**”

The screenshot shows the "STUDENT PORTAL" section of the website. At the top is the university's crest and name. Below it, a green box contains instructions: "TO RESET YOUR DEFAULT OR FORGOTTEN PASSWORD, ENTER YOUR STUDENT NUMBER AND A PASSWORD RESET TOKEN WILL BE SENT TO YOUR EMAIL AND PHONE." A form below has a green header "RESET YOUR PASSWORD". It contains a text input field labeled "Enter your Student Number \*" with the value "1700707489" and a green "REQUEST TOKEN" button. The "REQUEST TOKEN" button is highlighted with a red border. At the bottom of the form are links: "Have an account? [Sign in Here](#)" and "Have an Admin Token? [Change Password](#)".

A password reset token will be sent to your email address and the phone number which you provided during application. Ensure that you have access to these two. The token will look as pictured below;

The image shows an email from Makerere University regarding a password reset. The subject is "STUDENT PORTAL RESET PASSWORD." The email is from "Makerere University <mailer@acmis.ac.ug>" and was sent "to me" at 9:02 AM (0 minutes ago). The body of the email includes a header "MAKERERE UNIVERSITY STUDENT PORTAL" and a greeting "Dear GILBERT!". It informs the recipient that they recently requested to reset their password for the MAKERERE UNIVERSITY STUDENT PORTAL account. A red rectangular box highlights the access token "512772". Below the token, a note states, "This password reset token is only valid for the next 1440 Mins."

**STEP 3:** Input the token in the “Reset Token” field. In the “New Password” field, create a strong password for your account and repeat it in the “Confirm New Password” field and then click the “RESET PASSWORD” button.



**MAKERERE UNIVERSITY**  
**STUDENT PORTAL**

TO RESET YOUR DEFAULT OR FORGOTTEN  
PASSWORD, ENTER YOUR STUDENT NUMBER  
AND A PASSWORD RESET TOKEN WILL BE  
SENT TO YOUR EMAIL AND PHONE.

**RESET YOUR PASSWORD**

Password reset code has been sent! Check  
Your email nsa...@gmail.com and phone  
1700707... for code

Enter your Student Number \*

Reset Token

New Password

Confirm New Password

**RESET PASSWORD**

Have an account? [Sign in Here](#)  
Have an Admin Token? [Change Password](#)

Note: When this stage is complete, your account will be set and the system will prompt you to login.

#### **STEP 4: SIGN IN to your Account**

Input your student number as the “Username” and the password you just created as the “Password” and then click the “SIGN IN” button.



**MAKERERE UNIVERSITY**  
**STUDENT PORTAL**

**LOGIN TO YOUR ACCOUNT**

Username \*

Password \*

**SIGN IN**

[Reset My Password](#)

**FINALLY: Congratulations! Your Account will look like this one below;**

The screenshot shows the Makerere University student portal interface. At the top, there is a header with the university's logo and name, followed by a menu bar with options like 'MENU', 'GET PAYMENT REF', and a user profile section. Below the header, it displays the student's programme information: (BSTE) - BACHELOR OF SCIENCE IN TELECOMMUNICATION ENGINEERING. It also shows the current year (2021/2022), semester (SEMESTER I), and enrollment status (NOT ENROLLED). The account balance is listed as A/C BAL: 0/-. The main content area is titled 'ENROLLMENT' and shows a form for enrolling in Semester I, 2021/2022. The form includes fields for 'YEAR OF STUDY' (with dropdown menus for year and month), 'ENROLLING AS?' (with dropdown menus for degree and program), and 'HAVE RETAKES?' (with a dropdown menu showing 'No'). A large green button at the bottom right of the form says 'ENROLL NOW'. On the left side of the page, there is a sidebar with various navigation links under categories such as 'Enrollment & Registration', 'Payments', 'My Programme', 'Services', 'Bio Data', and 'Academic Calendar'. The 'Enrollment & Registration' category is currently selected, indicated by a blue background.

**END**