OPUS
college

Enter:

user name: registry

password: ••••••••

Submit

**University System for Academic Registry**

In the previous step we have created a "Second level unit" called "Office of the Dean".

The next step now is to create the "user (role of) Dean".

This involves the following steps:
1. Create a Staff member record for the Dean (or the one authorized to play the role of Dean) and link this to the "Office of the Dean".

2. Apply the authorization (role) of Dean to the Staff member created.

The creation of the user role of Dean, again is a function for which only the central level (administrator) of the institution is authorized. So we once again have to login as a central admin user.

Fees | Scholarship | Accommodation | Reports | UNZA |

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Overview

Add

**Welcome to Opus**

**College**
Version module: 3.3
Version module databas

**Application config attributes**

ade: 5

rCutOffPointCreditFemale: 2

**Fee**
Version module: 3.3
Version module databas

rCutOffPointCreditMale: 1

**Country-module: Zam**
Version module: 3.3
Version module databas

CutOffPointCreditFemale: 0.5

CutOffPointCreditMale: 1

**Admission**
Version module: 3.3
Version module databas

ffPointCreditFemale: 1

So, first thing to do is to create a Staff member record for the Dean or the person who in practice will use the role of the Dean in OPUS-College.

To do so, go to "Staff members - Add".

**Scholarship**
Version module: 3.3
Version module database: 3.25

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

**Accommodation**
Version module: 3.3
Version module database: 3.13

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

**Report**
Version module: 3.3
Version module database: 3.12

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

**UNZA**
Version module: 3.3
Version module database: 3.18

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

useOfScholarshipPercentages: Y

useOfScholarshipDecisionCriteria: N

smtpServerAdress: smtp.unza.zm

smtpBulkServerAdress: smtp.unza.zm

Questions? Send an e-mail to the central administrator

**OPUS college**

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**back to overview** > **new**

**Personal data**

**Details**

| | |
|---|---|
| **Higher education** | UNZA Lusaka |
| **First level unit** | Central Registry |
| **Second level unit** | Registrars Office |
| **Staff member code** | STA9407032012132518 | If empty, a cod... |
| **Surname** | |
| **First names** | |
| **Alias first names** | |
| **National registration number (NUIC)** | |
| **Civil title** | -choose- |
| **Academic title** | -choose if applicable- |
| **Gender** | -choose- |
| **Birth date** | day month year | The valid date format is dd-MM-yyyy |
| **Civil status** | -choose- |
| **Housing on campus** | no |
| **Application motivation** | |

Now the first screen for the Staff member registration appears. First thing to do is to choose the correct First and Second level units the Staff member should be linked to.

Submit

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **new**

## Personal data

### Details

| | | |
|---|---|---|
| **Higher education** | UNZA Lusaka | |
| **First level unit** | Central Registry | |
| **Second level unit** | -choose- | |
| | Central Registry | |
| | School of Business | |
| **Staff member code** | School of Education | If empty, a code is generated (which can be overruled) |
| **Surname** | School of Mathematics and Computer Science | |
| | School of Natural Sciences | |
| **First names** | | |
| **Alias first names** | | |
| **National registration number (NUIC)** | | |
| **Civil title** | -choose- | |
| **Academic title** | -choose if applicable- | |
| **Gender** | -choose- | |
| **Birth date** | day  month  year | The valid date format is dd-MM-yyyy |
| **Civil status** | -choose- | |
| **Housing on campus** | no | |
| **Application motivation** | | |

Submit

**back to overview** > **new**

## Personal data

### Details

| | | |
|---|---|---|
| **Higher education** | UNZA Lusaka | |
| **First level unit** | School of Mathematics and Computer Scie | |
| **Second level unit** | -choose- | |
| | -choose- | |
| | Office of the Dean | |
| **Staff member code** | | If empty, a code is generated (which can be overruled) |
| **Surname** | | is not a valid surname |
| **First names** | | is not a valid firstname |
| **Alias first names** | | |
| **National registration number (NUIC)** | | |
| **Civil title** | -choose- | |
| **Academic title** | -choose if applicable- | |
| **Gender** | -choose- | cannot be empty |
| **Birth date** | day month year | The valid date format is dd-MM-yyyy |
| | | is not a date in the past |
| **Civil status** | -choose- | |
| **Housing on campus** | no | |
| **Application motivation** | | |

Submit

# OPUS college

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **new**

## Personal data

### Details

| | |
|---|---|
| **Higher education** | UNZA Lusaka |
| **First level unit** | School of Mathematics and Computer Scie |
| **Second level unit** | Office of the Dean |
| **Staff member code** | STA9407032012132518 |
| **Surname** | |
| **First names** | |
| **Alias first names** | |
| **National registration number (NUIC)** | |
| **Civil title** | -choose- |
| **Academic title** | -choose if applicable- |
| **Gender** | -choose-    cannot be empty |
| **Birth date** | day month year    The valid date format is dd-MM-yyyy    is not a date in the past |
| **Civil status** | -choose- |
| **Housing on campus** | no |
| **Application motivation** | |

After we have filled in the correct units, we now will enter the remaining fields of the screen, which concern personal data of the Staff member. This is a self-explanatory process, so just follow the demo on the screen.

REMEMBER: (only) the RED rectangled fields are compulsory!!

Submit

## Account

### Account

Print

This is your account information for OPUS College:

user name: NkondaU32615gnla1d

password: P13707032012132615

This information is only provided once. Save this information somewhere or print it.

Continue

After filling in the first screen, the newly entered staff member automatically gets a user name and password for OPUS-College. You can print this information by means of this button here.

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

## Account

### Account

Print

This is your account information for OPUS College:

user name: NkondaU32615gnla1d

password: P13707032012132615

This information is only provided once. Save this information somewhere or print it.

Continue

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Click on "Continue" to go to the next screens to be filled in for the staff member.

OPUS college

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Higher education**

**First level unit**       School       and Computer Scie

**Second level unit**      Office

**Sta**                                                          rated (which can be overruled)

**Sur**

**Firs**

We now see that various new "tabs" appear on top of the screen where you can fill in more additional information on the Staff member. Some of this can only be filled in later (e.g. when courses are registered in the system), and so we will not deal with them here.

**Ali**

**Nat**
**(NU**

**Civ**

**Aca**

**Ger**

We will later in this instruction only show how to the change of the password and the user-id for OPUS of this Staff member, which are under the "Opususer data" tab above.

**Birt**                                                          d-MM-yyyy

**Civil status**          married

**Housing on campus**     no

**Application motivation**

Submit

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Remarks**

ENGLISH (ZM) | ENGLISH | Logout | help |

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

| Field | Value | |
|---|---|---|
| **Higher education** | UNZA Lusaka | |
| **First level unit** | School of Mathematics and Computer Scie | |
| **Second level unit** | Office of the Dean | |
| **Staff member code** | STA9407032012132518 | If empty, a code is generated (which can be overruled) |
| **Surname** | Nkonda | |
| **First names** | John, Patrick | |
| **Alias first names** | Joe | |
| **National registration number (NUIC)** | 234214124124 | |
| **Civil title** | mr. | |
| **Academic title** | Ph.D. | |
| **Gender** | male | |

**Birth date**

day month year
17 04 1956   The valid date format is dd-MM-yyyy

| **Civil status** | married |
| **Housing on campus** | no |
| **Application motivation** | |

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Remarks**

On the left at the bottom of the screen we see various tabs where more personal information on the staff member can be entered. Only the red titled sections are compulsory. So let's fill in the "Identification" info of the staff member.

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

| Identification type | passport |
|---|---|
| Identification number | 234567890 |
| Place of issue | Lusaka |

**Date of issue**

day 01  month 04  year 2010    The valid date format is dd-MM-yyyy

**Date of expiration**

day 31  month 03  year 2015    The valid date format is dd-MM-yyyy

Submit

**Miscellaneous**

**Photograph**

**Remarks**

User: registry ( registry )

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | **Admin** |

back to overview > **Nkonda, John, Patrick**

| Personal data | Opususer data | | | ...urses | Examinations | Tests |

**Details**

**Background**

**Identification**

| Identification type | | ▼ |
| Identification number | | |
| Place of issue | Lusaka | |
| Date of issue | day  month  year | The valid date format is dd-MM-yyyy |
| | 01    04     2010 | |
| Date of expiration | day  month  year | The valid date format is dd-MM-yyyy |
| | 31    03     2015 | |

Submit

**Miscellaneous**

**Photograph**

**Remarks**

> Although not compulsory, let's also fill in the information under the "Background" tab.

OPUS college

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

| | |
|---|---|
| **Nationality** | Zambian |
| **Country of birth** | ZAMBIA |
| **Province of birth** | Copperbelt |
| **District of birth** | Kitwe |
| **Place of birth** | Kitwe |
| **Country of origin** | -choose- |
| **Province of origin** | |
| **District of origin** | |
| **City of origin** | |

-choose-
ALGERIA
ANGOLA
ARGENTINA
AUSTRALIA
AUSTRIA
BANGLADESH
BELARUS
BELGIUM
BENIN
BOLIVIA
BOSNIA HERZEGOVINA
BOTSWANA
BRAZIL
BULGARIA
BURKINA FASO
BURUNDI
CAMEROON
CANADA
CAPE VERDE
CENTRAL AFRICAN REPUBLIC
CHECH REPUBLIC
CHILE
CHINA
COLOMBIA
COMORE ISLAND
CONGO
COSTA DO MARFIM
COSTA RICA
CUBA

The "Country of origin" is the country the staff member came from (lived in) before entering the university. So as an example, let's assume that our staff member lived previously in Zimbabwe.

Submit

**Identification**

**Miscellaneous**

**Photograph**

**Remarks**

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

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back to overview > Nkonda, John, Patrick

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

| Nationality | Zambian |
| Country of birth | ZAMBIA |
| Province of birth | Copperbelt |
| District of birth | Kitwe |
| Place of birth | Kitwe |
| Country of origin | ZIMBABWE |
| Province of origin | -choose- |
| District of origin | -choose- |
| City of origin | |

Submit

**Identification**

**Miscellaneous**

Now, let's see what's under the "Miscellaneaous" tab.

**Photograph**

**Remarks**

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

| | |
|---|---|
| **Profession description** | Dean and professor |
| **First language** | -choose- |
| **First language - mastering level** | -choose- |
| **Second language** | -choose- |
| **Second language - mastering level** | -choose- |
| **Third language** | -choose- |
| **Third language - mastering level** | -choose- |
| **Contact ICE** | |
| **Contact ICE telephone number** | |
| **Blood type** | -choose- |
| **Health issues** | |
| **Active** | yes |
| **Public homepage** | no |
| **Social networks** | |
| **Hobbies** | |

Here you can indicate the profession of the staff member.

# OPUS college

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview > Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

| | |
|---|---|
| **Profession description** | Dean and professor |
| **First language** | -choose- |
| **First language - mastering level** | |
| **Second language** | |
| **Second language - mastering level** | |
| **Third language** | |
| **Third language - mastering level** | |
| **Contact ICE** | |
| **Contact ICE telephone number** | |
| **Blood type** | |
| **Health issues** | |

Dropdown list:
-choose-
Bitonga
Changana
Chinese
Chitsua
Chona
Chope
Chuabo
Coti
Dutch
English
French
German
Italian
Japonese
Jawa
LomuÅ©
Macondi
Macua
MetÅ³
MuanÅ
Ndau
Ndevele
Nhandja
Nhungue
Portuguese
Ronga
Russian
Sena
Spanish

Next you can enter information on the languages the staff member speaks.

| | |
|---|---|
| **Active** | |
| **Public homepage** | no |
| **Social networks** | |
| **Hobbies** | |

## Miscellaneous

| | |
|---|---|
| **Profession description** | Dean and professor |
| **First language** | Chitsua |
| **First language - mastering level** | fluent |
| **Second language** | English |
| **Second language - mastering level** | fluent |
| **Third language** | French |
| **Third language - mastering level** | fluent |
| **Contact ICE** | Mrs Nkonda |
| **Contact ICE telephone number** | 123-456789 |
| **Blood type** | A |
| **Health issues** | Diabetes 1 |
| **Active** | yes |
| **Public homepage** | no |
| **Social networks** | Facebook Twitter |
| **Hobbies** | Fishing Reading |

Submit

Now, let's register the photograph of the staff member.

**Photograph**

**Remarks**

OPUS college

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Photograph**

**add**                    [            ]  Browse...

                                   Submit

Click on the "Browse" button to go to the (digital copy of) the photograph on your PC.

**Remarks**

User: registry ( registry )

OPUS college

Fees | Scholarship | Accommodation | Reports | UNZA |

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back to overview > Nkonda, John, Patrick

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**Details**

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Photograph**

**add**

Browse...

Submit

**Remarks**

**Choose File to Upload**

Computer ▸ NO NAME (H:) ▸

Search NO NAME (H:)

Organize ▾    New folder

| Name | Date modified | Type | Size |
|---|---|---|---|
| .fseventsd | 24-11-2011 7:58 | File folder | |
| .Spotlight-V100 | 24-11-2011 7:58 | File folder | |
| .Trashes | 24-11-2011 7:58 | File folder | |
| Zambia-project | 5-3-2012 3:53 | File folder | |
| ._.Trashes | 24-11-2011 7:58 | TRASHES File | 4 KB |
| Nkonda | 7-3-2012 1:17 | JPG File | 47 KB |

Recently Change
Public
Desktop
Downloads
Recent Places

Libraries
Documents
Music
Pictures
Videos

File name: Nkonda

All Files (*.*)

Open    Cancel

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

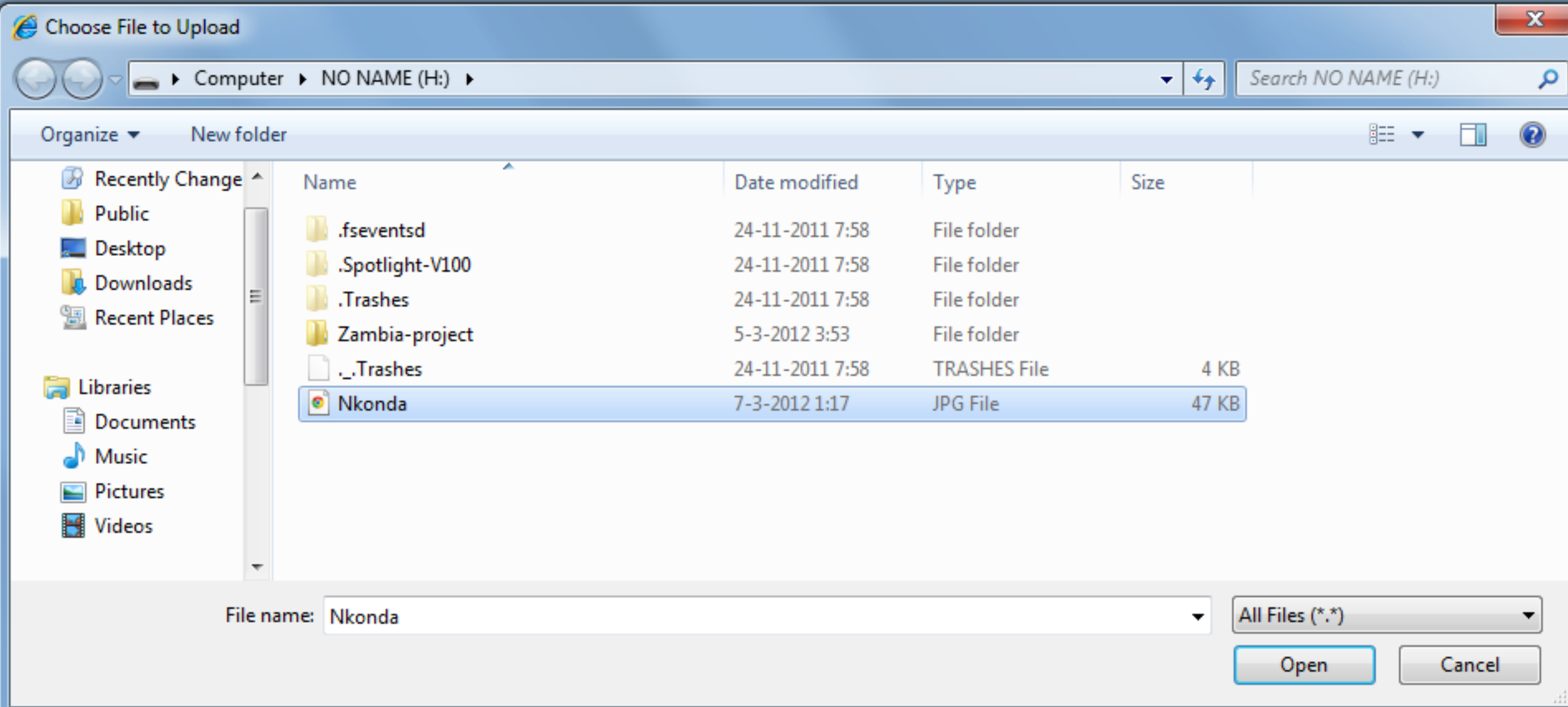Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Photograph**

add    H:\Nkonda.jpg   Browse...

Submit

Click on the Submit button to upload the photograph to the OPUS-College system.

**Remarks**

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

**Photograph**

Photograph
Width :
Height :
Size : bytes
Type :
Recommended size : 100 x 100

edit

Under remarks, you can add any additional information concerning the staff member, not covered by other fields.

**Remarks**

**OPUS college**

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Remarks**

**Remarks**

None

Submit

OPUS college

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Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Details**

**Background**

**Identification**

**Miscellaneous**

**Photograph**

**Remarks**

**Remarks**

Click here to add address information on the staff member.

None

Submit

OPUS college

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

| Address(es) |
|---|
| add |

And next on the "add" button to go to the address input screen.

sity, Netherlands & Ministry of Education and Culture, Mozambique

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

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back to overview > Nkonda, John, Patrick > add/edit Address

### Address(es)

**Address**

| | |
|---|---|
| **Address type** | formal communication address work ▼ | is not a valid addresstype |
| **Country** | ZAMBIA ▼ |
| **Province** | Central ▼ |
| **District** | Lusaka ▼ |
| **Administrative post** | -choose- ▼ |
| **City** | Lusaka |

Don't mind this message, it is not correct.

**Either the city, street, number and zipcode are required or the POBox**

| **Street** | Main Road | **or PO Box** | |
|---|---|---|---|

**Number & Extension**  20

**Zip code**

(Format: 5 digits, 12345)
All Geo Postcodes

| **Telephone number** | 123-678943 | (Format: 9 digits, 123-456789, cannot start with zero) |
|---|---|---|
| **Mobile phone** | 23-4598768 | (Format: 9 digits, 12-3456789, cannot start with zero) |
| **Fax number** | 123-678944 | (Format: 9 digits, 123-456789, cannot start with zero) |
| **E-mail address** | J.Nkonda@unza.zm | |

[ Submit ]

**OPUS college**

User: registry ( registry )

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back to overview > Nkonda, John, Patrick > add/edit Address

### Address(es)

#### Address

| | | |
|---|---|---|
| **Address type** | formal communication address work | is not a valid addresstype |
| **Country** | ZAMBIA | |
| **Province** | Central | |
| **District** | Lusaka | |
| **Administrative post** | -choose- | |
| **City** | Lusaka | |

**Either the city, street, number and zipcode are required or the POBox**

| | | |
|---|---|---|
| **Street** | Main Road | or PO Box |
| **Number & Extension** | 20 | |

**Zip code**

(Format: 5 digits, 12345)
All Geo Postcodes

| | | |
|---|---|---|
| **Telephone number** | 123-678943 | (Format: 9 digits, 123-456789, cannot start with zero) |
| **Mobile phone** | 23-4598768 | (Format: 9 digits, 12-3456789, cannot start with zero) |
| **Fax number** | 123-678944 | (Format: 9 digits, 123-456789, cannot start with zero) |
| **E-mail address** | J.Nkonda@unza.zm | |

Submit

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

## Address(es)

add

formal communication address work ✎ ✖

| | |
|---|---|
| **Country** | ZAMBIA |
| **Province** | Central |
| **District** | Lusaka |
| **Administrative post** | |
| **City** | Lusaka |
| **Street** | Main Road 20 |
| **Number & Extension** | |
| **Zip code** | |
| **PO Box** | |
| **Telephone number** | 123-678943 |
| **Mobile phone** | 23-4598768 |
| **Fax number** | 123-678944 |
| **E-mail address** | J.Nkonda@unza.zm |

OPUS college

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**back to overview > Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Address(es)**

add

formal communication a        work  📝  ❌

**Country**        ZAMBIA

We will now show you how to change:

  - the OPUS user name
  - the OPUS password
  - the OPUS user role

of a staff member.

This is done by means of this tab here.

rsity, Netherlands & Ministry of Education and Culture, Mozambique

OPUS college

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back to overview > Nkonda, John, Patrick

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

| | |
|---|---|
| **Username** | NkondaU32615gnla1d |
| **Language** | ENGLISH (ZM) ▼ |
| **Failed login attempt(s)** | 0 |

Submit

**Password**

**User roles**

First let's give the correct role to this staff member.

Click here to go to the corresponding screen.

OPUS college

User: registry ( registry )

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

| **Opususer data** |
|---|
| **Password** |
| **User roles** |

add

| Role | | Valid from | Valid through | Status | |
|---|---|---|---|---|---|
| guest (Default) | | 07/03/2012 | | **Active** | 📝 |

By default (standard) the system gives the role "guest" to a newly registered person.

...ity, Netherlands & Ministry of Education and Culture, Mozambique

User: registry ( registry )

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

**Password**

**User roles**

add

| Role | Second level unit | Valid from | V |
|------|-------------------|------------|---|
| guest (Default) | Office of the Dean | 07/03/2012 | |

To change this, click on the "edit" button here.

edit

powered by Radboud University, Netherlands & Ministry of Education and Culture, Mozambique

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick** > **add/edit User role**

User role

**User role**

| | |
|---|---|
| **Second level unit** | Office of the Dean ▾ |
| **Role** | system guest ▾ |
| **Valid from** | |
| **Valid through** | |
| **Default** | |

-choose-
registry office
deputy vice chancellor
internal audit
branch
academic affairs office
financial officer
head of 1st level unit - dean etc.
librarian
dean of Students
pr / communication
head of 2nd level unit
lecturer
student
system guest

The staff member we are entering information for here, should be the Dean (or the role of "Dean"), so we choose this one here.

**OPUS college**

User: registry ( registry )

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick** > add/edit User role

User role

**User role**
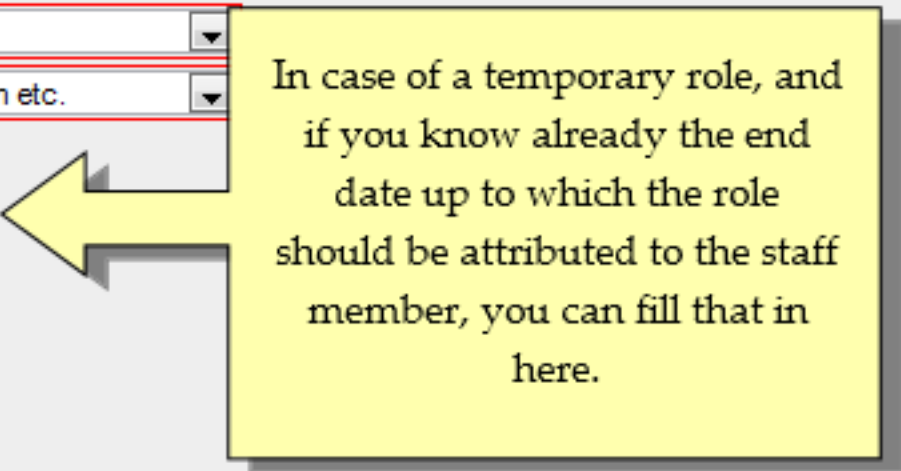
| | |
|---|---|
| **Second level unit** | Office of the Dean |
| **Role** | head of 1st level unit - dean etc. |
| **Valid from** | 07/03/2012 |
| **Valid through** | |
| **Default** | ☑ |

Submit

In case of a temporary role, and if you know already the end date up to which the role should be attributed to the staff member, you can fill that in here.

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

**Password**

**User roles**

add

| Role | | Valid from | Valid through | Status | |
|------|--|------------|---------------|--------|--|
| admin-S (Default) | | 012 | | **Active** | |

Now the role of the staff member has changed to "admin-S", meaning "administrator rights on School level" (or Faculty level if you use that name).

pov ... erlands & Ministry of Education and Culture, Mozambique

OPUS college

User: registry ( registry )

Fees |   Scholarship |   Accommodation |   Reports |   UNZA |

Results |   Students |   Curriculum |   Staff members |   Institutions |   Secondary schools |   Finance |   Admin |

back to overview > Nkonda, John, Patrick

Personal data | Opususer data | Co... | ...aminations | Tests

| Opususer data | | | | |
|---|---|---|---|---|
| Password | | | | |
| User roles | | | | |

add

| Role | Sec... | | Valid through | Status |
|---|---|---|---|---|
| admin-S (Default) | Office of... | | | Active |

Now let's change the password to a convenient one, because the one generated automatically by the system is quite complex and difficult to remember. So click on "Password" here.

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

## Opususer data

### Password

**Change your password**

New password

Confirm New password

[ Submit ]

### User roles

## Account

### Account

Print

This is your account information for OPUS

user name: NkondaU32615gnla1d

password: Nkonda

This information is only provided once. Sa

Now, the password has changed to something eassy to remember (actually too easy or simple, in practice you should use a password of at least 8 characters and a combination of letters, figures and tokens (like !@?%).

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

Account

## Account

This is your account information for OPUS College:

user name: NkondaU32615gnla1d

password: Nkonda

This information is only provided once. Save this information

Now let's also change this very complex user name generated by the system (the system does this to assure that no 2 names generated are the same).
To do so, click on "Continue" below.

Continue

**OPUS college**

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview > Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

**Password**

**User roles**

And next on "Opususer data"

add

| Role | Second level unit | Valid from | Valid through | Status | |
|------|-------------------|------------|---------------|--------|---|
| admin-S (Default) | Office of the Dean | 07/03/2012 | | Active | |
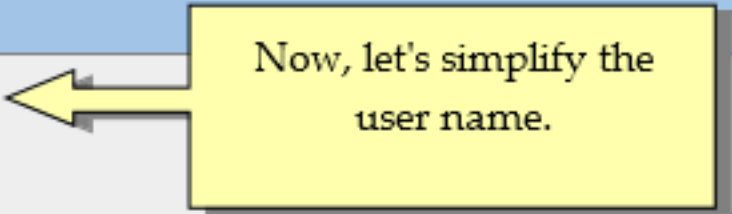
OPUS college

User: registry ( registry )

Fees | Scholarship | Accommodation | Reports | UNZA |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools | Finance | Admin |

**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

| | |
|---|---|
| Username | NkondaU32615gnla1d |
| Language | ENGLISH (ZM) |
| Failed login attempt(s) | 0 |

Now, let's simplify the user name.

Submit

**Password**

**User roles**

Fees | Scholarship | Accommodation | Reports | UNZA |

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**back to overview** > **Nkonda, John, Patrick**

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

| | |
|---|---|
| **Username** | Nkonda |
| **Language** | ENGLISH (ZM) ▼ |
| **Failed login attempt(s)** | 0 |

Submit

**Password**

**User roles**

User: registry ( registry )

**OPUS college**

Fees |    Scholarship |    Accommodation |    Reports |    UNZA |

Results |    Students |    Curriculum |    Staff members |    Institutions    Admin |

Overview

Add

back to overview > Nkonda, John,

If we now go to the overview list of staff members.

| Personal data | Opususer data | Contract(s) | Address(es) | Courses | Examinations | Tests |

**Opususer data**

| Username | Nkonda |
| Language | ENGLISH (ZM) |
| Failed login attempt(s) | 0 |

Submit

**Password**

**User roles**

## Staff members overview

| | |
|---|---|
| Higher education | UNZA Lusaka |
| First level unit | School of Mathematics and Computer Scie |
| Second level unit | Office of the Dean |

| Code | Title | First names | Surname | Birth date | Active | Second level unit | | |
|---|---|---|---|---|---|---|---|---|
| STA9407032012132518 | Ph.D. | John, Patrick | Nkonda | 17/04/1956 | Y | Office of the Dean | ✎ | ✖ |

Total number of Staff members: 1  page 1  of 1        1

We see that our mr. Nkonda is there.