The image shows a login interface for a system called 'OPUS'. On the left is a dark blue square with the word 'OPUS' in white at the top and a white stylized sunburst logo below it. To the right of this is a light blue rectangular area. Inside this area, the word 'Enter:' is at the top. Below it are two input fields. The first is labeled 'user name:' and contains the text 'Nkonda'. The second is labeled 'password:' and contains seven black dots. A small mouse cursor is pointing at the bottom right corner of the light blue area.

We will now show how to enter lecturers in OPUS-College. This is done exactly the same way as we saw in the previous step for "Head of Department". The only difference is the role, this will in this case be "Lecturer". So lecturers are also linked to a Department (2nd level unit). So the same steps apply:

1. Registering the (personal) data of the Staff member who is a lecturer at the Department.
2. Assigning the correct user role ("Lecturer") to this Staff member.

The creation of this user (role) can be done by either the Dean of the School. In this example it will again be the Dean who will register the Head of Department. So again, we log in as our Dean "Nkonda".



Overview

Admission

Welcome to Opus

- College**
Version module: 3.3
Version module database: 3.55
- Fee**
Version module: 3.3
Version module database: 3.13
- Country-module: Zambia**
Version module: 3.3
Version module database: 3.24
- Admission**
Version module: 3.3
Version module database: 3.13
- Scholarship**
Version module: 3.3
Version module database: 3.25
- Accommodation**
Version module: 3.3
Version module database: 3.13
- Report**
Version module: 3.3
Version module database: 3.12
- UNZA**
Version module: 3.3
Version module database: 3.18

Application config attributes

- mailEnabled: Y
- numberOfSubjectsToGrade: 5
- cntdRegistrationBachelorCutOffPointCreditFemale: 2
- cntdRegistrationBachelorCutOffPointCreditMale: 1
- cntdRegistrationMasterCutOffPointCreditFemale: 0.5
- cntdRegistrationMasterCutOffPointCreditMale: 1
- admissionBachelorCutOffPointCreditFemale: 1
- admissionBachelorCutOffPointCreditMale: 3
- cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5
- cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5
- cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0
- cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5
- admissionBachelorCutOffPointRelativesCreditFemale: 0
- admissionBachelorCutOffPointRelativesCreditMale: 2
- USE_HOSTELBLOCKS: Y
- admissionInitialStudyPlanStatus: 1



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Personal data

Details

Second level unit

Department of Computer Sciences

Staff member code

STA13707032012144822

If empty, a code is generated (which can be overruled)

Surname

Katucha

is not a valid surname

First names

Allan

is not a valid firstname

Alias first names

National registration number
(NUIC)

Civil title

mr.

Academic title

M.Sc.

Gender

male

cannot be empty

Birth date

day month year

12

10

1962

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

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Personal data

Details

Second level unit	<input type="text" value="Department of Computer Sciences"/>	
Staff member code	<input type="text" value="STA13707032012144822"/>	If empty, a code is generated (which can be overruled)
Surname	<input type="text" value="Katucha"/>	is not a valid surname
First names	<input type="text" value="Allan"/>	is not a valid firstname
Alias first names	<input type="text"/>	
National registration number (NUIC)	<input type="text"/>	
Civil title	<input type="text" value="mr."/>	
Academic title	<input type="text" value="M.Sc."/>	
Gender	<input type="text" value="male"/>	cannot be empty
Birth date	<div> <div>day</div> <div>month</div> <div>year</div> </div> <div> <input type="text" value="12"/> <input type="text" value="10"/> <input type="text" value="1962"/> </div>	The valid date format is dd-MM-yyyy is not a date in the past
Civil status	<input type="text" value="-choose-"/>	
Housing on campus	<input type="text" value="no"/>	
Application motivation	<input type="text"/>	

After filling in the basic information on the Lecturer, submit.

[Account](#)**Account**[Print](#)

This is your account information for OPUS College:

user name: KatuchaU448527xo8kr

password: P13807032012144852

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

[Continue](#)

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You can print the OPUS-College
user name and password.


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[Personal data](#)
[Opususer data](#)
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[Address\(es\)](#)
[Courses](#)
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[Tests](#)

Opususer data

[Password](#)

User roles

[add](#)

Role	Second level unit	Valid from	Valid to	Actions
guest (Default)	Department of Computer Sciences	07/03/2012		 edit

Click here to change the default user role of "guest" into "lecturer".



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User role

User role**Second level unit**

Department of Computer Sciences ▼

Role

system guest ▼

Valid from

07/03/2012

Valid through**Default**

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User role

User role**Second level unit**

Department of Computer Sciences ▼

Role

system guest ▼

Valid from

-choose-

Valid through

head of 1st level unit - dean etc.

Default

librarian

financial officer

dean of Students

pr / communication

head of 2nd level unit

S lecturer

student

system guest



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User role

User role**Second level unit**

Department of Computer Sciences ▼

Role

lecturer ▼

Valid from


07/03/2012

Valid through**Default**

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The lecturer now has
the role of "teacher" in
the system.

[add](#)

role	Second level unit	Valid from	Valid through	Status	
teacher (Default)	Department of Computer Sciences	07/03/2012		Active	


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Opususer data

Password

User roles

[add](#)

Role	Second level unit	Valid from	Valid through	Status	
teacher (Default)	Department of Computer Sciences	07/03/2012		Active	



Staff members overview

Second level unit

Department of Computer Sciences





Code	Title	First names	Surname	Birth date	Active	Second level unit	
STA13707032012142823	Ph.D.	Mary	Jones	19/08/1968	Y	Department of Computer Sciences	
STA13707032012144822	M.Sc.	Allan	Katucha	12/10/1962	Y	Department of Computer Sciences	

Total number of Staff members: 2 page 1 of 1 1



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We now have 2 staff members in our Department,
the Head of Department and a Lecturer.

Repeat the process for every lecturer.

