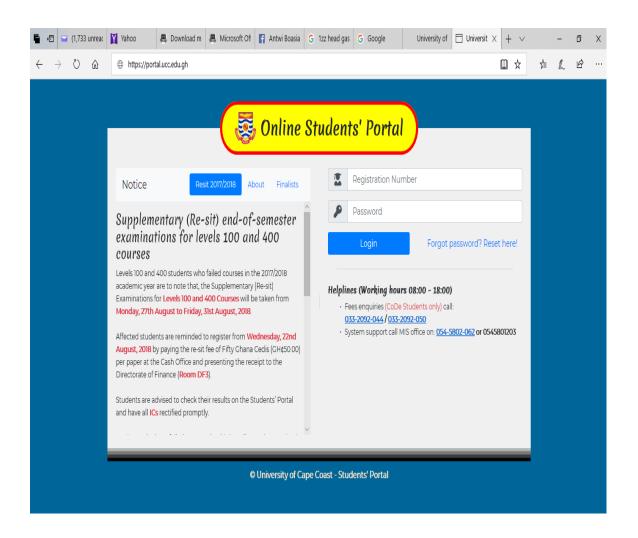# UNIVERSITY OF CAPE COAST
DIRECTORATE OF ICT SERVICESS
MANAGEMENT INFORMATION SYSTEMS SECTION

ONLINE STUDENTS PORTAL REGISTRATION GUIDE
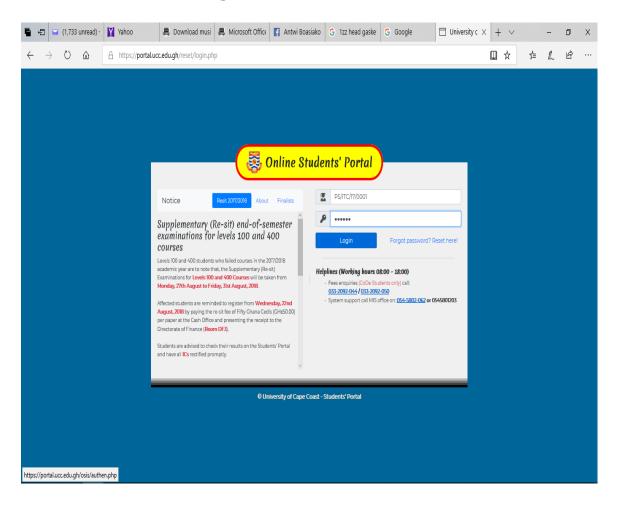
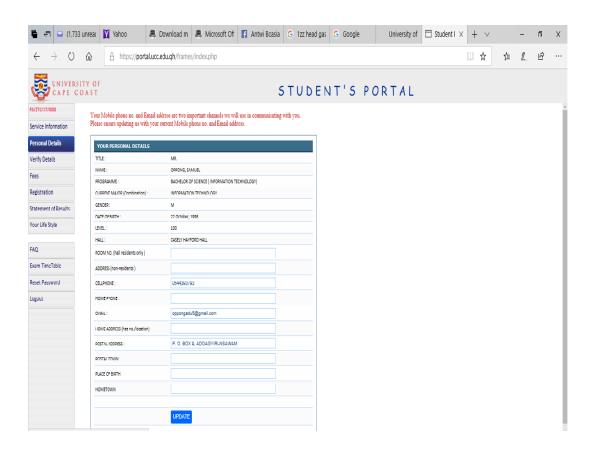KINDLY FOLLOW THE STEPS BELOW TO REGISTER YOUR COURSES

STEP 1

❖ Type **portal.ucc.edu.gh** in the address bar of your browser

STEP 2

❖ Enter Your **Registration Number** and **Password**
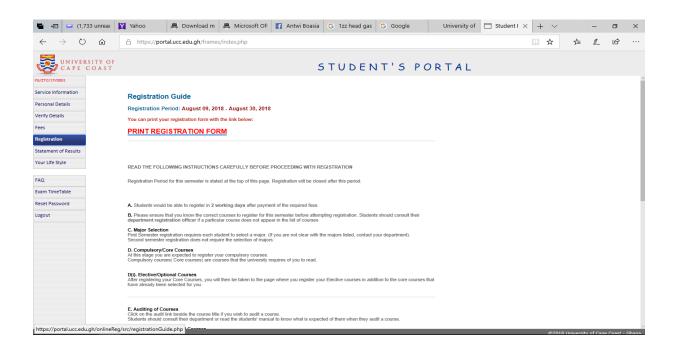
STEP 3

- ❖ Click on **Personal Details** link on the left Menu
- ❖ Provide all the necessary information in the fields provided and click on the **Update Button** when you are done

Please note that your Phone Number and Email Address are two most important channels we use in communication with you, so please make sure you provide us with your most active Phone Number and Email Address.

STEP 4:

❖ Click on Registration link on the left Menu

❖ Read the Instructions on the registration carefully before your proceed

❖ Scroll down to the button of the page and click on the link that reads **Click HERE to start registration**

STEP 5

- ❖ Select Your **Major/Elective Subject Combination(s)** and click on the **Submit Button**

SELECT YOUR MAJOR (If you are not sure of your major, kindly contact your department)

Select Major	EDUCATION ⌃⌄
	Submit

WARNING: If you have already registered and you decide to select a different major, **ALL COURSES** you have registered will be dropped to make room for your new selection.

All College of **Distance Education Students/Institute of Education – Sandwich** Students who are not sure of their Major/Elective Subject Combinations should please their **Study Centre Coordinators.**

STEP 6

❖ Click on **the Register Compulsory Courses And Continue Button**

NAME	POKUWAA, AMA
REGNO	CCE150001
LEVEL	200
PROGRAMME	BACHELOR DEGREE IN BASIC EDUCATION
MAJOR	EDUCATION

THE COURSES LISTED BELOW ARE YOUR COMPULSORY COURSES.

CODE	TITLE	CREDIT	QUOTA	
EIN220	ALGEBRA AND TRIGNOMETRY	3		
EIN227	BASIC FOODS	3		
EIN215	GHANA UP TO 1800	3		
EIN209	INTEGRATED SCIENCE I	3		
EIN263A	INTEGRATED SCIENCE III	3		
EIN207	MANAGEMENT IN LIVING 1	3		
EIN211	THE USE OF ENGLISH	3		
	Register Compulsory Courses And Continue			

Please take Note of the following

❖ Each of the Courses you have registered will have a corresponding **Tick Sign** (**in green**) against it.

❖ You may be required to add optional courses to the compulsory courses (in cases where your courses are not packed). In such situations, make sure you click on the **ADD** link that corresponds to the course. Once you do that, the course will automatically be registered for your.

❖ In case you want to Audit a course, kindly refer to the policy on Auditing a course as stated in the Academic Policy Guidelines Book and make sure your understand it very well before you do so.

❖ You can click on the **Delete Button** incase you mistakenly registered a course you are not supposed to register.

STEP 7

❖ Click on **View and Print Compulsory Registered Courses**

❖ Print your Registration forms out and keep it.

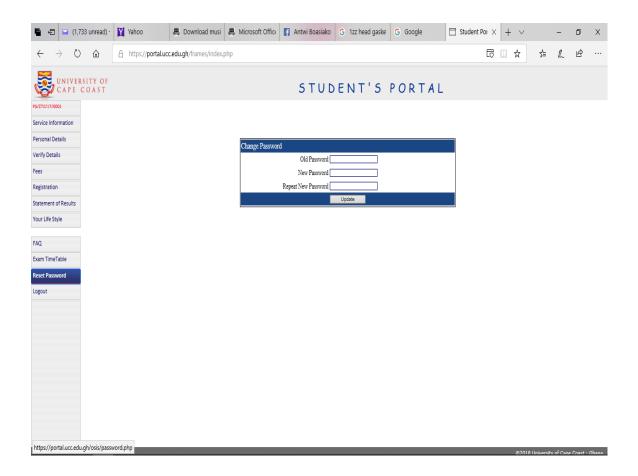❖ We **Strongly Recommend** that you keep a soft copy of your registration forms in your mail for future use.

NAME	POKUWAA, AMA
REGNO	CCE150001
LEVEL	200
PROGRAMME	BACHELOR DEGREE IN BASIC EDUCATION
MAJOR	EDUCATION

NB:
1. All courses that are displayed in **blue** are compulsory and have been registered automatically for you.
2. To Register Elective/Optional Courses, Click on '**Add**', under the action column
3. To Audit a Course, Click on '**audit**', beside the course title
4. To remove/delete a course, click on '**delete**'

Register Compulsory Courses   View Registered Courses

CODE	TITLE	CREDIT	QUOTA	ACTION
EIN220	ALGEBRA AND TRIGNOMETRY	3		✔
EIN227	BASIC FOODS	3		✔
EIN215	GHANA UP TO 1800	3		✔
EIN209	INTEGRATED SCIENCE I	3		✔
EIN263A	INTEGRATED SCIENCE III	3		✔
EIN207	MANAGEMENT IN LIVING 1	3		✔
EIN211	THE USE OF ENGLISH	3		✔
		Min. Credits:		
		Max. Credits:		Your Total: **21**

View and Print Registered Courses

UNIVERSITY OF CAPE COAST

ONLINE REGISTRATION FORM

CENTRE FOR CONTINUING EDUCATION

NAME	POKUWAA, AMA	
REG. NUMBER	CCE150001	
LEVEL	200	
PROGRAMME	BACHELOR DEGREE IN BASIC EDUCATION	
MAJOR	EDUCATION	photo

COURSES REGISTERED FOR 2016/2017 FIRST SEMESTER

	CODE	TITLE	CREDITS
1	EIN220	ALGEBRA AND TRIGNOMETRY	3
2	EIN227	BASIC FOODS	3
3	EIN215	GHANA UP TO 1800	3
4	EIN209	INTEGRATED SCIENCE I	3
5	EIN263A	INTEGRATED SCIENCE III	3
6	EIN207	MANAGEMENT IN LIVING 1	3
7	EIN211	THE USE OF ENGLISH	3
		TOTAL	**21**

PASSWORD RESET
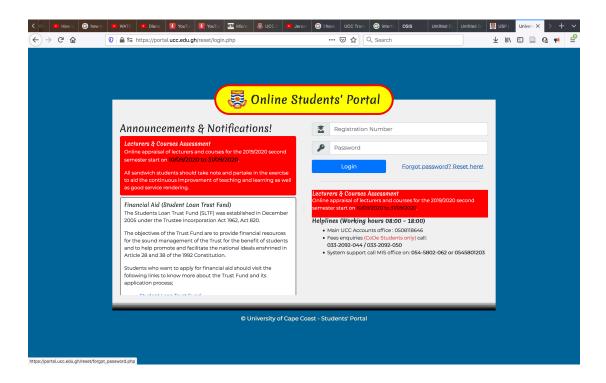
There are two ways of resetting

CASE 1

- ❖ Click on the **Reset Password** link on the left menu in your Students' Portal
- ❖ Enter Your **Old Password**
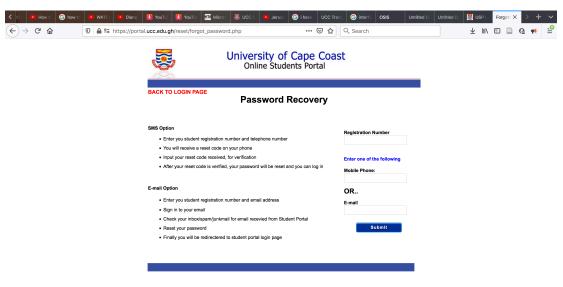- ❖ Enter your **New Password** twice and Click on **Update Button**

Please note that in this case you know your password but may wish to reset it to a new one due the fact that you think your password may have been compromised or reasons best known to you.

CASE 2

❖ Click on the *Forgot Password? Reset Here*

❖ Follow the Instructions and choose any of the two available options
❖ A password reset code will be sent to you based on the option you will choose to reset your password

HELP LINES

System support call MIS office on: **054-5802-062 or 0545801203**

EMAIL : dicts_mis@ucc.edu.gh