

UNIVERSITY OF CAPE COAST DIRECTORATE OF ICT SERVICES 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

The screenshot shows a web browser window with the address bar displaying <https://portal.ucc.edu.gh>. The page features a blue header with the University of Cape Coast logo and the text "Online Students' Portal". Below the header, there is a "Notice" section with a "Resit 2017/2018" button and links for "About" and "Finalists". The notice text reads: "Supplementary (Re-sit) end-of-semester examinations for levels 100 and 400 courses. Levels 100 and 400 students who failed courses in the 2017/2018 academic year are to note that, the Supplementary (Re-sit) Examinations for Levels 100 and 400 Courses will be taken from Monday, 27th August to Friday, 31st August, 2018. Affected students are reminded to register from Wednesday, 22nd August, 2018 by paying the re-sit fee of Fifty Ghana Cedis (GH¢50.00) per paper at the Cash Office and presenting the receipt to the Directorate of Finance (Room DF3). Students are advised to check their results on the Students' Portal and have all ICs rectified promptly." To the right of the notice is a login form with fields for "Registration Number" and "Password", a "Login" button, and a link for "Forgot password? Reset here!". Below the login form is a "Helplines (Working hours 08:00 - 18:00)" section with contact information for fees enquiries and system support. The footer of the page reads "© University of Cape Coast - Students' Portal".

STEP 2

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

The screenshot shows a web browser window with the URL <https://portal.ucc.edu.gh/reset/login.php>. The page features a blue background with a central white login box. At the top of the box is a yellow banner with the text "Online Students' Portal" and the university crest. Below the banner, there are tabs for "Notice", "Resit: 2017/2018", "About", and "Finalists". The "Notice" tab is active, displaying a message about supplementary examinations for levels 100 and 400 courses. To the right of the notice, there is a login form with fields for "PS/ITC/77/0001" (likely a registration number) and a password field. Below the password field is a "Login" button and a link for "Forgot password? Reset here!". At the bottom of the login box, there is a "Helpines (Working hours 08:00 - 18:00)" section with contact information for fees enquiries and system support. The footer of the page reads "University of Cape Coast - Students' Portal".

Notice

[Resit: 2017/2018](#) [About](#) [Finalists](#)

Supplementary (Re-sit) end-of-semester examinations for levels 100 and 400 courses

Levels 100 and 400 students who failed courses in the 2017/2018 academic year are to note that, the Supplementary (Re-sit) Examinations for **Levels 100 and 400 Courses** will be taken from **Monday, 27th August to Friday, 31st August, 2018**.

Affected students are reminded to register from **Wednesday, 22nd August, 2018** by paying the re-sit fee of Fifty Ghana Cedis (GH¢50.00) per paper at the Cash Office and presenting the receipt to the Directorate of Finance (**Room DF3**).

Students are advised to check their results on the Students' Portal and have all **ICs** rectified promptly.

PS/ITC/77/0001

Login [Forgot password? Reset here!](#)

Helpines (Working hours 08:00 - 18:00)

- Fees enquiries (CoDe Students only) call: [033-2092-044](tel:033-2092-044) / [033-2092-050](tel:033-2092-050)
- System support call MIS office on: [054-5802-062](tel:054-5802-062) or [0545801203](tel:0545801203)

University of Cape Coast - Students' Portal

<https://portal.ucc.edu.gh/osis/authen.php>

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

The screenshot shows a web browser window with the URL <https://portal.ucc.edu.gh/frames/index.php>. The page is titled "STUDENT'S PORTAL" and features the University of Cape Coast logo. A red warning message states: "Your Mobile phone no. and Email address are two important channels we will use in communicating with you. Please ensure updating us with your current Mobile phone no. and Email address." The left sidebar contains a menu with options: Service Information, Personal Details (highlighted), Verify Details, Fees, Registration, Statement of Results, Your Life Style, FAQ, Exam TimeTable, Reset Password, and Logout. The main content area displays the "YOUR PERSONAL DETAILS" form with the following fields:

YOUR PERSONAL DETAILS	
TITLE :	MR.
NAME :	OPPOING, SAMUEL
PROGRAMME :	BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)
CUISPRINT MAJOR (Combination) :	INFORMATION TECHNOLOGY
GENDER :	M
DATE OF BIRTH :	22 October, 1988
LEVEL :	100
HALL :	CASELY HAYFORD HALL
ROOM NO. (hall residents only)	<input type="text"/>
ADDRESS (non-residents)	<input type="text"/>
CELLPHONE :	0244285185
MOBILE PHONE :	<input type="text"/>
EMAIL :	oppongadu5@gmail.com
HOME ADDRESS (for no./location)	<input type="text"/>
POSTAL ADDRESS :	P. O. BOX 9, ADOAGYIRI-NSAWAM
POSTAL TOWN :	<input type="text"/>
PLACE OF BIRTH	<input type="text"/>
HOMETOWN	<input type="text"/>
<input type="button" value="UPDATE"/>	

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**

The screenshot shows the 'STUDENT'S PORTAL' of the University of Cape Coast. On the left is a navigation menu with links like 'Service Information', 'Personal Details', 'Fees', 'Registration' (highlighted), 'Statement of Results', and 'Your Life Style'. The main content area is titled 'Registration Guide' and specifies the 'Registration Period: August 09, 2018 - August 30, 2018'. It includes a link to 'PRINT REGISTRATION FORM' and a section titled 'READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PROCEEDING WITH REGISTRATION'. The instructions cover the registration period, fees, course selection, compulsory/core courses, elective/optional courses, and auditing of courses.

This screenshot shows the same 'STUDENT'S PORTAL' but with more detailed registration instructions. It includes sections for 'E(i). Registration of Failed Courses', 'F. Dropping/Deleting a Course', 'G. Printing of Registration Form', 'H. Credit Hours', 'I. University Courses for all Fresh Students', and 'J. Quick Access Links'. At the bottom, there is a red link that says 'CLICK HERE TO START REGISTRATION'. The footer of the page indicates '©2018 University of Cape Coast - Ghana'.

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
<input type="button" value="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 TRIGONOMETRY	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 TRIGONOMETRY	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 TRIGONOMETRY	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**

The screenshot shows a web browser window with the URL <https://portal.ucc.edu.gh/frames/index.php>. The page header includes the University of Cape Coast logo and the text "STUDENT'S PORTAL". On the left, a sidebar menu lists various services: Service Information, Personal Details, Verify Details, Fees, Registration, Statement of Results, Your Life Style, FAQ, Exam TimeTable, **Reset Password** (highlighted), and Logout. The main content area displays a "Change Password" form with three input fields: "Old Password", "New Password", and "Repeat New Password", followed by an "Update" button. The footer shows the URL <https://portal.ucc.edu.gh/osis/password.php> and the copyright notice "©2018 University of Cape Coast - Ghana".

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*

The screenshot shows the 'Online Students' Portal' login page. At the top, there's a header with the university logo and the title 'Online Students' Portal'. Below this, there's a section for 'Announcements & Notifications!' which includes a red box about 'Lecturers & Courses Assessment' and a white box about 'Financial Aid (Student Loan Trust Fund)'. To the right of the announcements, there's a login form with fields for 'Registration Number' and 'Password', a 'Login' button, and a link that says 'Forgot password? Reset here!'. Below the login form, there's another red box about 'Lecturers & Courses Assessment' and a white box with 'Helplines (Working hours 08:00 - 18:00)'. At the bottom of the page, there's a footer that says '© University of Cape Coast - Students' Portal'.

- ❖ 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

The screenshot shows the 'Password Recovery' page. At the top, there's a header with the university logo and the title 'University of Cape Coast Online Students Portal'. Below this, there's a blue bar with the text 'BACK TO LOGIN PAGE' and 'Password Recovery'. The page is divided into two main sections: 'SMS Option' and 'E-mail Option'. The 'SMS Option' section has a list of instructions: 'Enter your student registration number and telephone number', 'You will receive a reset code on your phone', 'Input your reset code received, for verification', and 'After your reset code is verified, your password will be reset and you can log in'. The 'E-mail Option' section has a list of instructions: 'Enter your student registration number and email address', 'Sign in to your email', 'Check your inbox/spam/junkmail for email received from Student Portal', 'Reset your password', and 'Finally you will be redirected to student portal login page'. To the right of these sections, there's a form with fields for 'Registration Number', 'Mobile Phone', and 'E-mail', and a 'Submit' button.

HELP LINES

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

EMAIL : dicts_mis@ucc.edu.gh