



UNIVERSITY OF CAPE COAST
COLLEGE OF DISTANCE EDUCATION

Online Registration & E-learning Orientation

ucc.edu.gh





SESSION OBJECTIVE(S)

After completing this session, you should be able to:

- Retrieve your registration number
 - (thro sms or online)
- Download and install moodle app and configure/Connect to our LMS
- Log on to the UCC LMS through-
 - Mobile browser
 - Moodle app
- Support
- AOB

2

Student portal

Visit (<https://portal.ucc.edu.gh>)
to register/confirm your
registration.

- Those who paid the required fees as at Monday 31/01/2022 should get SMS containing Reg number and password to gain access to student portal

The screenshot shows the login interface for the Online Students' Portal. At the top right, there is a yellow header bar with the text "Online Students' Portal" and the UCC crest logo. Below the header, the main content area has a light gray background. On the left, a section titled "Announcements & Notifications!" contains a box about the Financial Aid (Student Loan Trust Fund). This box includes a brief history of the fund's establishment in December 2005 under the Trustee Incorporation Act 1962, Act 820, and its objectives to provide financial resources for the sound management of the Trust for the benefit of students. It also mentions that students can apply for financial aid by visiting specific links. On the right side of the page, there are input fields for "Registration Number" and "Password", each with a small icon. Below these fields is a blue "Login" button and a link "Forgot password? Reset here!". At the bottom right, there is a section titled "Helplines (Working hours 08:00 - 18:00)" listing several contact numbers and support options.

Online Students' Portal

Announcements & Notifications!

Financial Aid (Student Loan Trust Fund)

The Students Loan Trust Fund (SLTF) was established in December 2005 under the Trustee Incorporation Act 1962, Act 820.

The objectives of the Trust Fund are to provide financial resources for the sound management of the Trust for the benefit of students and to help promote and facilitate the national ideals enshrined in Article 28 and 38 of the 1992 Constitution.

Students who want to apply for financial aid should visit the following links to know more about the Trust Fund and its application process;

- [Student Loan Trust Fund](#)
- [Financial Aid](#)
- [Financial Aid Application Requirements](#)

Registration Number

Password

Login

Forgot password? Reset here!

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

- Main UCC Accounts office : 0508118646
- Fees enquiries (**CoDe Students only**) call: 033-2092-044 / 033-2092-050
- System support call MIS office on: 054-5802-062 or 0545801203
- System support **Whatsapp Only** MIS office on: 0244080587



Student portal: **portal.ucc.edu.gh**

- Successful login into portal

4

The screenshot shows a web browser window for the 'Student Portal | University of C' at 'portal.ucc.edu.gh/frames/index.php'. The page title is 'STUDENT'S PORTAL'. On the left, there is a vertical sidebar menu with the following items:

- IE/ART/STL/18/0574
- Service Information
- Personal Details
- Verify Details
- Quiz One Timetable**
- Resit Registration
- Registration
- Statement of Results
- Survey
- Fees
- Exam TimeTable
- FAQ
- Reset Password
- Logout

The main content area contains two boxes:

- HOW TO USE THE IPRO E-VOTING SYSTEM**
Please visit <https://youtu.be/YegFscBtm8> for the steps
- IMPORTANT NOTICE FOR FRESHERS**
All freshers Students should login to the Elearning Platform (<https://elearning.ucc.edu.gh>) with their index number(all lowercase eg: pd/csc/20/0032) and the password 2021. Please download the UCC Elearning Manual for assistance for your first-time login. You can also use our YouTube tutorials(<http://bit.ly/3qSo3Sj>)if you are having any problem navigating the elearning platform. You can also email us at elearning@ucc.edu.gh if you have any difficulties with the elearning platform

Please students experiencing issues with the UCC elearning should come to the section office which is on the last floor of CoDE Annex Building from 8:30am to 4:00pm each working day

At the bottom right of the page, it says '©2021 University of Cape Coast - Ghana.'



Learning mgt system

enable your data on phone (connect to internet)

Visit: **<https://elearning.ucc.edu.gh>**

5

Improve your soft skills to be an efficient online learner

- Username: Registration Number (in Lowercase – Example: pd/csc/20/0032)
- Password: **2022**
One Time Default/Password
- => so u would be prompted to change password at the next interface



Password reset issues-on phone

6

This is the default password given to you ie. **2021**

Enter your own desired password

Re-enter your own desired password

Change password

Username: enoch.ansah

The password must have at least 4 characters

Current password:

New password:

New password (again):

Save changes

Moodle App Installation



The app requires **Android 5.0 or above** and about **30MB phone space**

hope your mobile device meet the above requirements! Lets go....

7 Step 1:

Download the moodle app from “Playstore, Apps Store” and install. To do that, Go to your appstore (iOS) or google play (Android) on your phone.

The screenshot shows the Google Play Store interface. At the top, there's a search bar and navigation links for 'Categories', 'Home', 'Top charts', and 'New releases'. Below that, a green button labeled 'Apps' is selected. On the left, a sidebar lists 'My apps', 'Shop' (which is currently selected), 'Games', 'Family', 'Editors' Choice', 'Account', 'Payment methods', 'My subscriptions', 'Redeem', 'My wishlist', 'My Play activity', and 'Parent guide'. The main content area displays the 'Moodle' app page. The app icon features a stylized orange 'm' with a graduation cap on top. The developer is listed as 'Moodle Pty Ltd.' under the category 'Education'. A compatibility note says 'This app is compatible with your device.' Below the app details, there's a large thumbnail image showing a person using a tablet with the Moodle logo.



CHOOSE THE Appropriate OPTION

You are a student so choose
I'M A LEARNER to continue...

The screenshot shows the welcome screen of the Moodle mobile application. At the top, there is a header bar with the time (16:20), signal strength, battery level, and a skip button. Below the header is the Moodle logo, which includes a graduation cap icon. The text "Welcome to the Moodle App!" is displayed. There are two main buttons: "I'M A LEARNER" and "I'M AN EDUCATOR". A small circular icon with a grid pattern is located to the right of the "I'M A LEARNER" button. The background of the screen features a blurred image of a modern building and trees.



Connect your Moodle app to your schools LMS

9

<https://elearning.ucc.edu.gh>



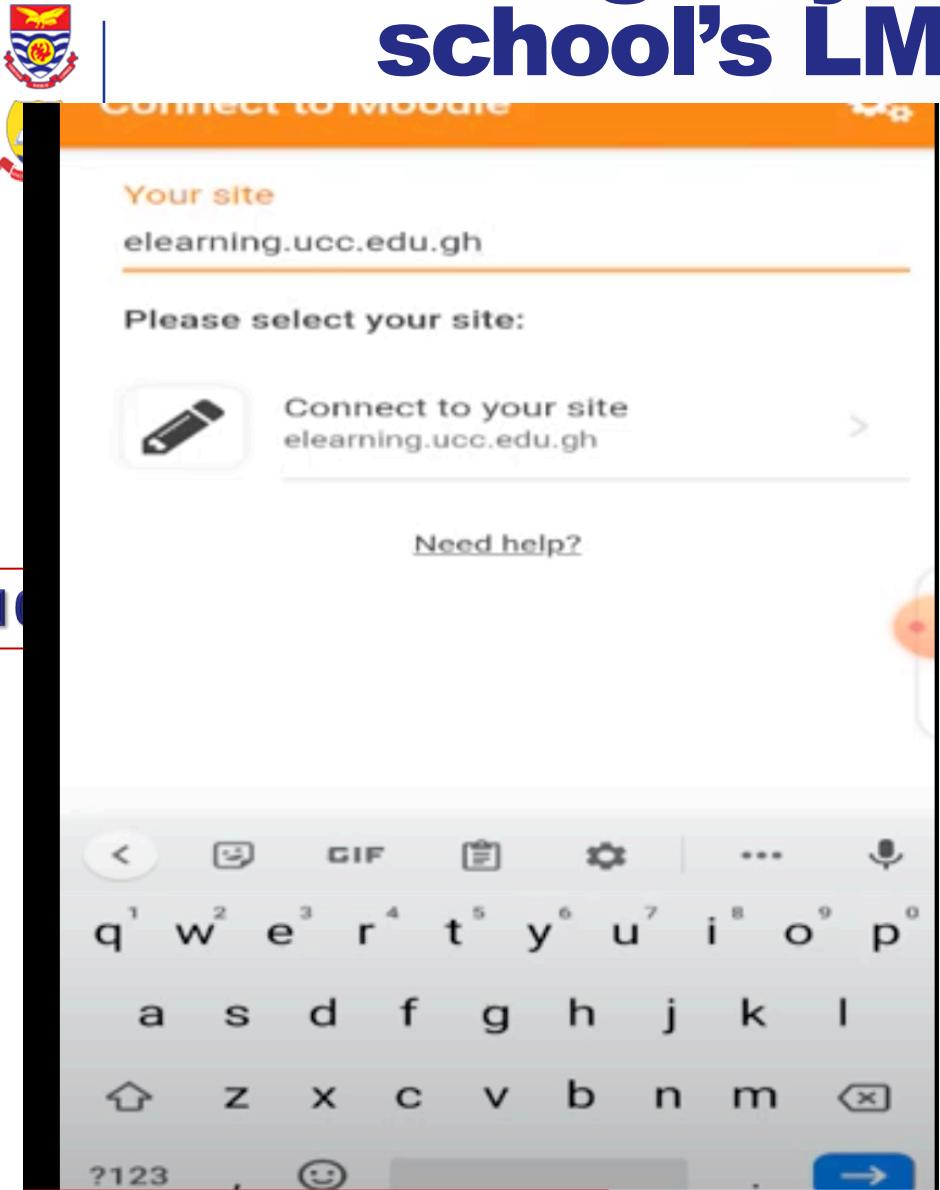
Your site

<https://campus.example.edu>

OR

Scan QR code

Connecting to your school's LMS



Username: RegNumber(lowercase)
Password: your chosen password NOT default

Log in

moodle

UCC E-learning | University of Cape Coast

<https://elearning.ucc.edu.gh>

Username

Password

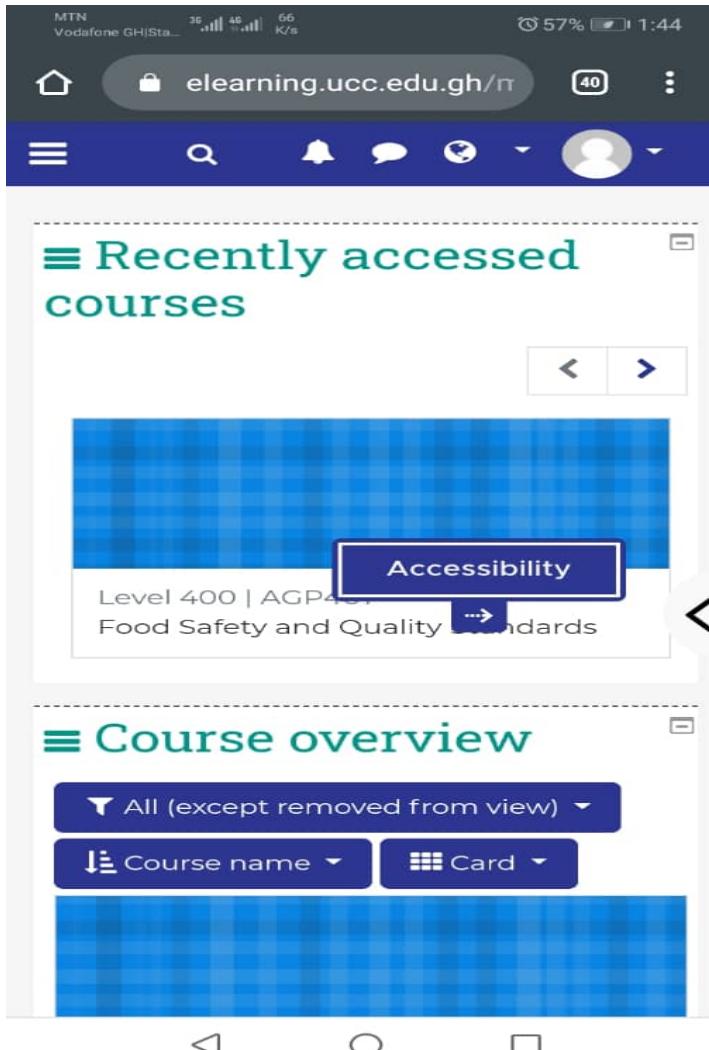
LOG IN

[Forgotten your username or password?](#)

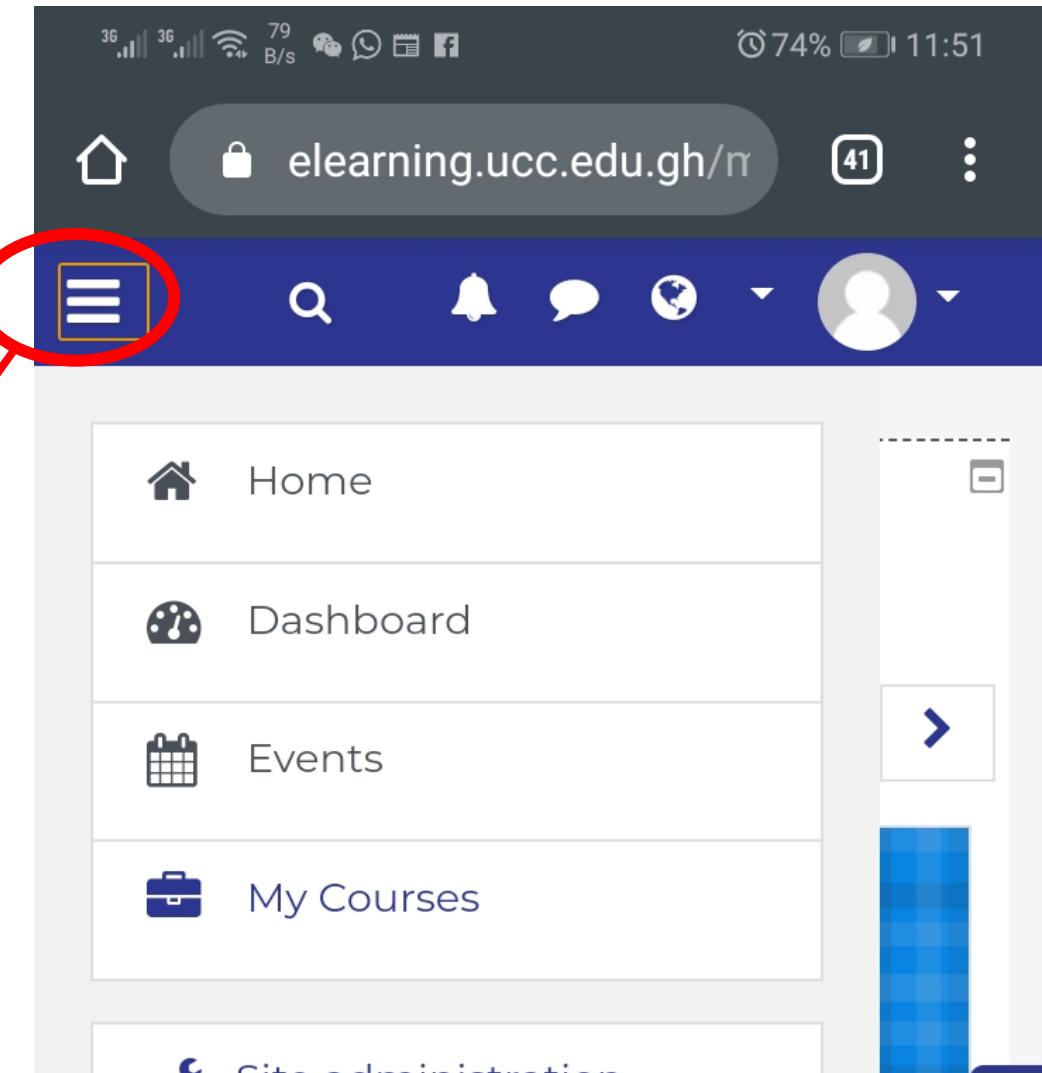
Log in using your account on:

Institutional Email

Mobile view



In your mobile view on table or phone, you can select/tap on the menus to reveal other links eg. your assigned courses (**My Courses**) that you have duly registered for.





support

12

- ▀ If you find any difference in your registered courses (student portal) and your assigned courses on the LMS kindly contact your **coordinator 1st** about it
- ▀ If unresolved, send your complain as email to:
▀ ***elearning@ucc.edu.gh***
- ▀ State your registration number, Name, Programme of study and contact number in the email message.
(Email WILL NOT BE ATTENDED TO without this info)



Links to other resources

13

- Useful websites
 - <http://bit.ly/3qSo3Sj> (Elearning videos)
 - School of grad-studies site:
sgs.ucc.edu.gh
 - CoDE website: **code.ucc.edu.gh**



SESSION SUMMARY

- Diligently have copies of all docs in relation to UCC
 - Admission letter from admission portal
 - Receipts of payments
 - Most communications to you will be through your coordinator or through your student portal

14

CoDE accounts office 0332-092044 / 0332-092050

School of Graduate Studies (SGS) office line : 03321-353351
email: graduatestudies@ucc.edu.gh

■ CoDE Postgraduate Unit: 0332091217/0332091125

- Email: code.postgraduate@ucc.edu.gh



15

Thank
You!