



MULUNGUSHI UNIVERSITY

CENTRE FOR ICT

Student User MANUAL

VERSION 07-2018

Student Course Registration

The purpose of this document is to describe how to perform tasks using our student information system, please be sure to read through it thoroughly, this is to ensure the smooth running and securing of the course registration process.

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Note: This document is a property of Mulungushi University.

This document describes how to perform the following tasks:

1. Course registration.
2. Results viewing.
3. Payment information checking.

Note: All **Returning students** can use the **credentials they already have from the previous student information system** and **New Students** will be given their login credentials upon registration.

See details in the coming pages.

The student information system can be accessed by clicking the URL Below:

URL: <https://edurole.mu.ac.zm/>

Login

Click or copy and paste the URL above into your browser, you should then see the login page as below:

The screenshot shows a web browser window with the URL <https://edurole.mu.ac.zm>. The page header includes the Mulungushi University logo and the text "MULUNGUSHI UNIVERSITY UNIVERSITY INFORMATION SYSTEM". The main content area is divided into two columns. The left column is titled "ONLINE APPLICATION AND REGISTRATION" and contains the text: "Through the easy to use student portal you can complete your online registration. All students only have to register their account once." Below this, it says "For course registration you need to log in." and provides two buttons: "Online application form for new students" (blue) and "Application form for returning students" (red). The right column is titled "STUDENT AND STAFF LOGIN" and contains the text: "Please use your student number or username and password to log in to the system." Below this, there are input fields for "Username" and "Password", and a "Login" button. A link "Click here if you forgot your password." is also present. At the bottom of the page, there is a footer with "Mulungushi Information System" on the left, "2018-06-02" on the right, and a copyright notice: "Copyright © 2011-2017 EduRole | Powered by NorthIT. EduRole is licensed under a Creative Commons Attribution-NC-ND 3.0 Unported License. You accessing EduRole from: 172.16.0.83". There are also dropdown menus for "template" and "language".

Enter the username and password accordingly then click login, please note they are **case sensitive**.

Note: All **Returning students** can use the **credentials they already have from the previous student information system** and **New Students** will be given their login credentials upon registration.

Home page / Logout

Upon successful login you will see the home page below, to logout simply look for a link called "Logout" (circled in red) on the left side navigation (Circled in blue), See the Screenshot below.

The screenshot shows the Mulungushi University University Information System (UIS) home page. The browser address bar indicates the URL is <https://edurole.mu.ac.zm/home/show>. The page header includes the Mulungushi University logo and the text "MULUNGUSHI UNIVERSITY UNIVERSITY INFORMATION SYSTEM". The main content area displays "Hi Alinaswe Siame" and "PERSONAL DATA USED: 0MB / 700MB". The navigation menu on the left is circled in blue and contains the following items: Home, Personal Information, Invoices, Course Marks, Grades, Payments, Report Online, Course registration, and Logout. The "Logout" link is circled in red. The main content area also includes a "News and updates" section with the link "Mulungushi Information System" and a "Memorandums relevant to you" section with icons for Library, Grades, Calendar, Files, Assignments, Payments, and Help. The footer contains a welcome message: "Welcome to Mulungushi University. You are using our student information management system: EduRole. Where you can register your courses, access assignments see your grades and much more in the nearby future."

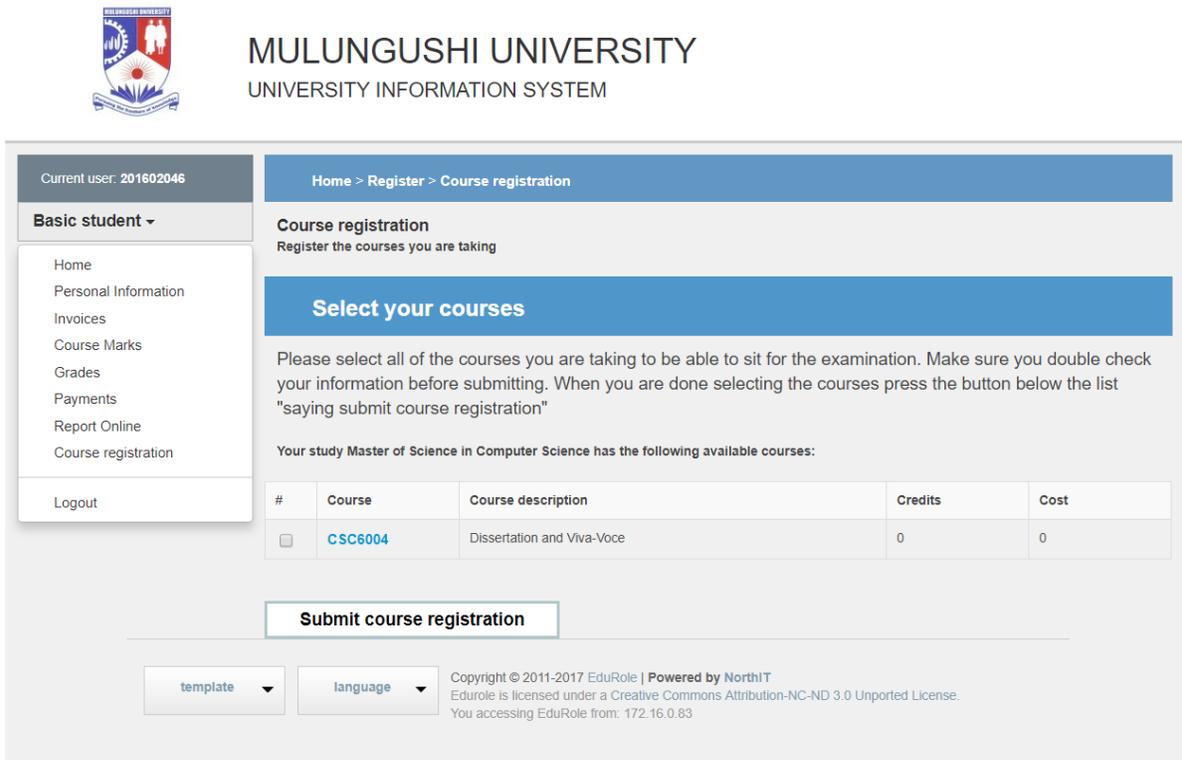
The Navigation contains the following menu item:

- Home
- **Personal information** (View and Edit Personal information, View registered courses)
- **Invoices** (View all invoice information)
- **Course Marks** (View course CA Marks)
- **Grades** (View Results)
- **Payments** (View entire payment history trail)
- Report Online (Menu Still under development)
- **Course registration** (Register for semester courses)

The above menu items can be used to perform the tasks related to the name descriptions.

Course Registration

To perform the task of course registration, simply click on **Course registration** menu item (Circled in green from the home page screen shot) from the navigation, this will open the course registration module, the course registration page will appear with all the courses that you need register simply tick the checkbox to select, be sure to select more than the minimum number of courses allowed by your school per semester typically **five (5)**. Please seek advice from your schools for clarification on what courses to register for. (See example in the screen shot below)



The screenshot shows the Mulungushi University University Information System interface. At the top left is the university logo. The main header reads "MULUNGUSHI UNIVERSITY UNIVERSITY INFORMATION SYSTEM". The user is logged in as "Current user: 201602046". The navigation breadcrumb is "Home > Register > Course registration". The page title is "Course registration" with the subtitle "Register the courses you are taking". A blue banner says "Select your courses". Below this, a message states: "Please select all of the courses you are taking to be able to sit for the examination. Make sure you double check your information before submitting. When you are done selecting the courses press the button below the list 'saying submit course registration'". A note specifies: "Your study Master of Science in Computer Science has the following available courses:". A table lists one course:

#	Course	Course description	Credits	Cost
<input type="checkbox"/>	CSC6004	Dissertation and Viva-Voce	0	0

Below the table is a "Submit course registration" button. At the bottom, there are "template" and "language" dropdown menus, and a footer with copyright information: "Copyright © 2011-2017 EduRole | Powered by NorthIT. Edurole is licensed under a Creative Commons Attribution-NC-ND 3.0 Unported License. You accessing EduRole from: 172.16.0.83".



Note: All school are only allowed a minimum of 5 courses per semester, aside the school of Medicine and clinical sciences. For additional courses see your school course registration coordinators.