AL-MUSTAFA ISLAMIC COLLEGE

NEW STUDENT PORTAL GUIDELINE

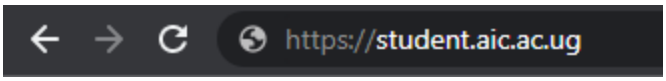
Things you need;

1. An email address and contact number.
2. Your Admission Letter to pick Key detail like Student No./Admission No. Reg No, Program Admitted to, etc.
3. An Internet Connection.

How to Do it:

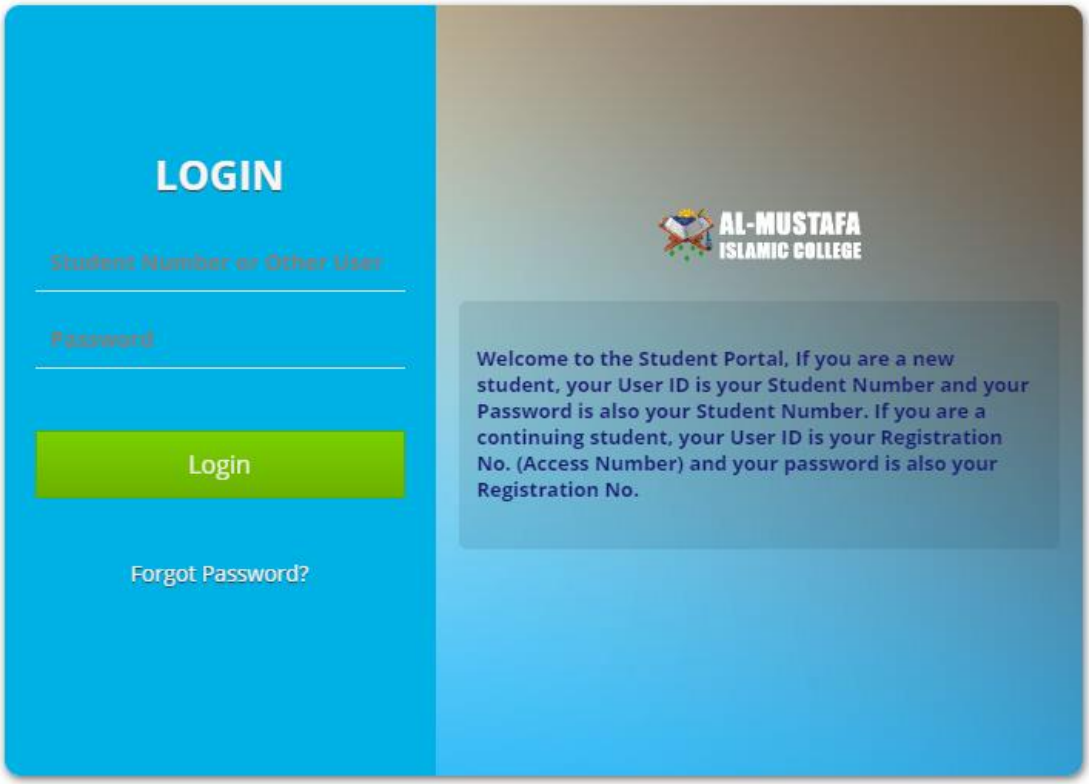
Step 1: Accessing the Student Portal Link:

Access The Student Portal link at https://student.aic.ac.ug/ in any browser I.e. (Chrome, Mozilla, Microsoft Edge etc.).

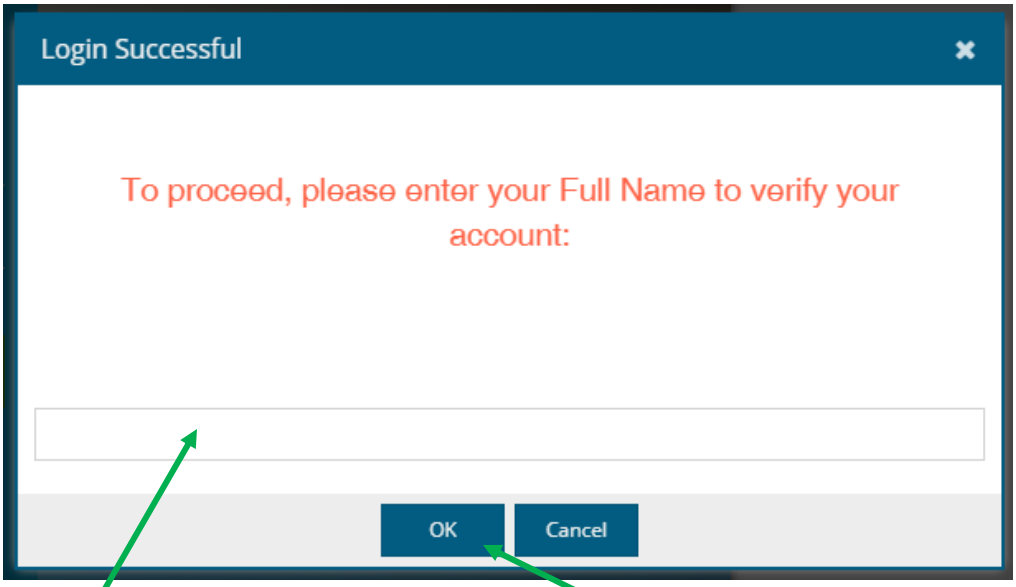


NOTE:

i. If you are a **new student**, your User ID is your Student Number (or Admission No.) and your Password is also your Student Number.
ii. If you are a **continuing student**, your User ID is your Registration No. and your password is also your Registration No.



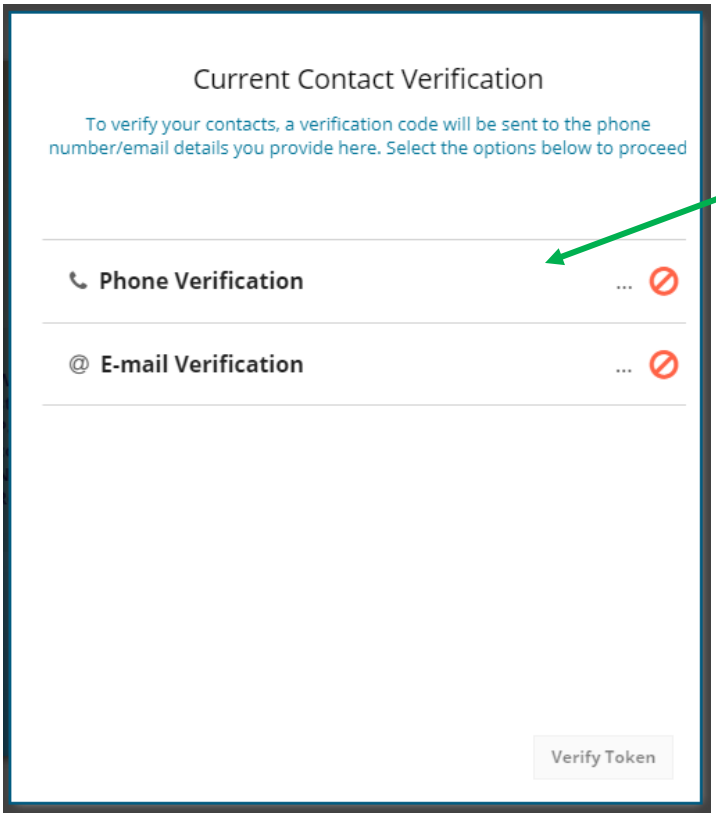
Step 2: Verification of the Names.



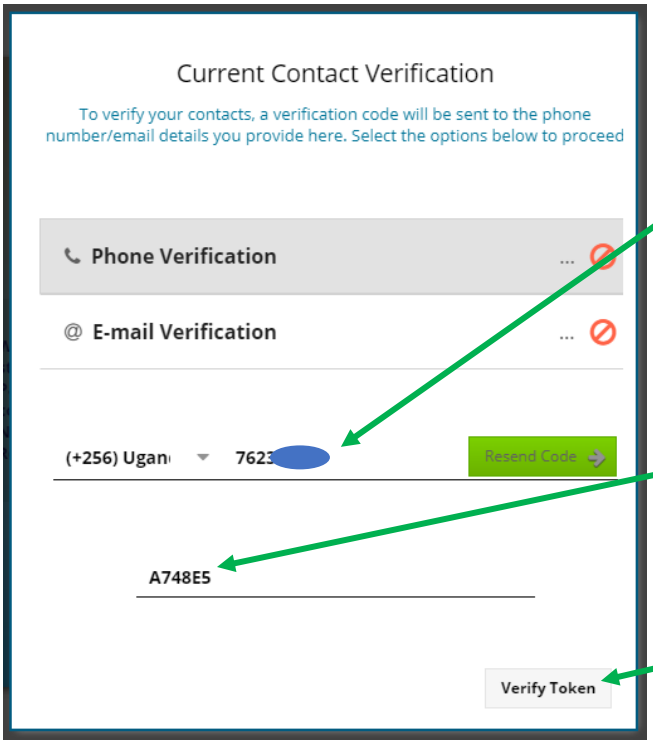
Put your correct Names the way they appear on your admission letter.

*Click on the **OK** button to Proceed*

Step 3: Verification of the Phone Contacts and Email Address:



*Click **Here** to provide your correct phone contact.*



*Enter your **Phone Contact** here and click on **Get Code**, the system will send you a **TOKEN (CODE)** on that Contact Provided.*

*Check your **Phone SMS** and Enter the Token (Code) sent.*

*Check here to **Verify** the Token (Code).*

NOTE:

i. Do the same for the E-Mail Verification.
ii. If you don't have an E-Mail Address, create one here 

iii. To bypass the E-mail Verification, RELOAD the page, re-enter your student number as user ID and the password is also your student number.

Step 4: Create New Password:



*Create your **own password** with a minimum length of **6 characters***

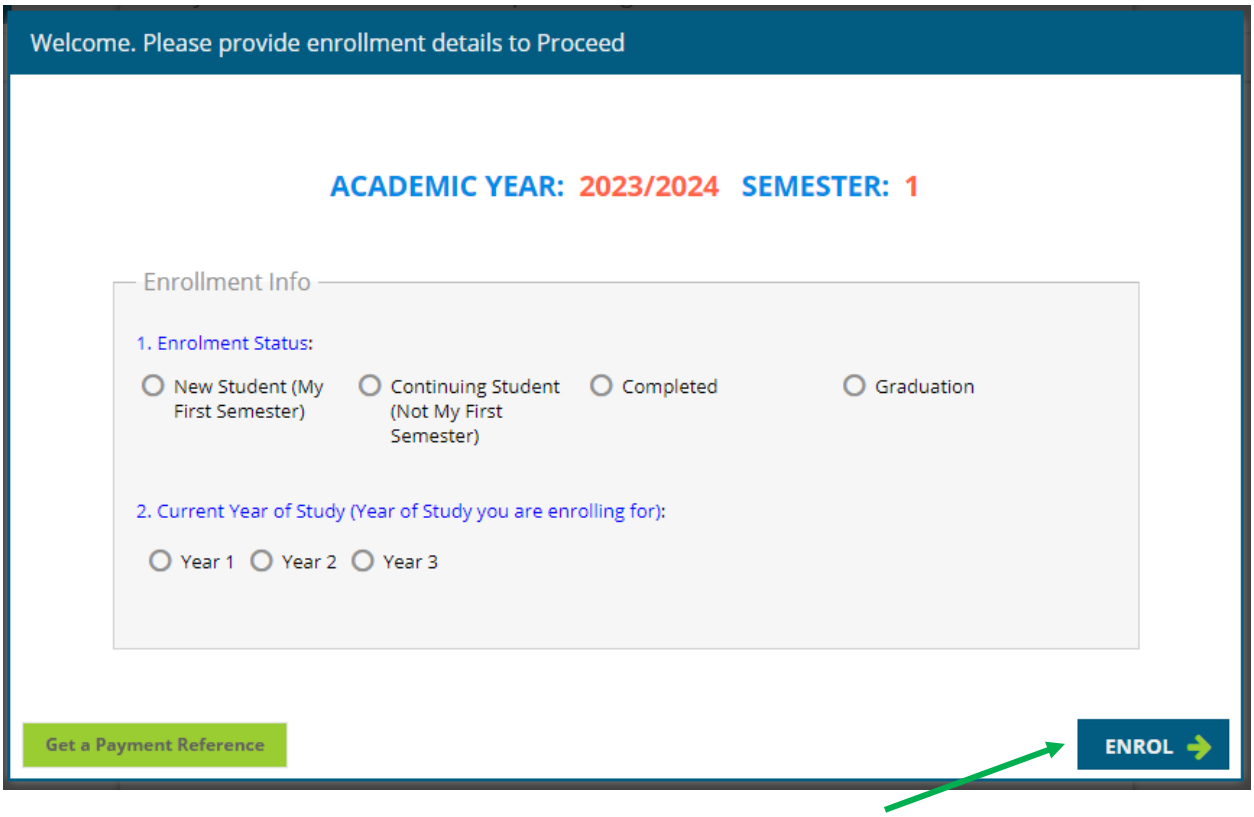
*Confirm your new password by **Re-entering** it here. Then click **Change Password** to proceed.*

NOTE: Login afresh with your ***new password.***

Step 5: Semester Enrollment:

Enrolment is a **MUST** and is done Online at a **zero cost**. You can Enroll anywhere at any time using the **computer labs, Internet cafes, Smart Phones, Laptop** connected to **Internet** etc. Enrolment is **mandatory** for **every semester**.

Choose among the enrolment status i.e. (as **New student/Continuing Student** and the **Current year of study.**



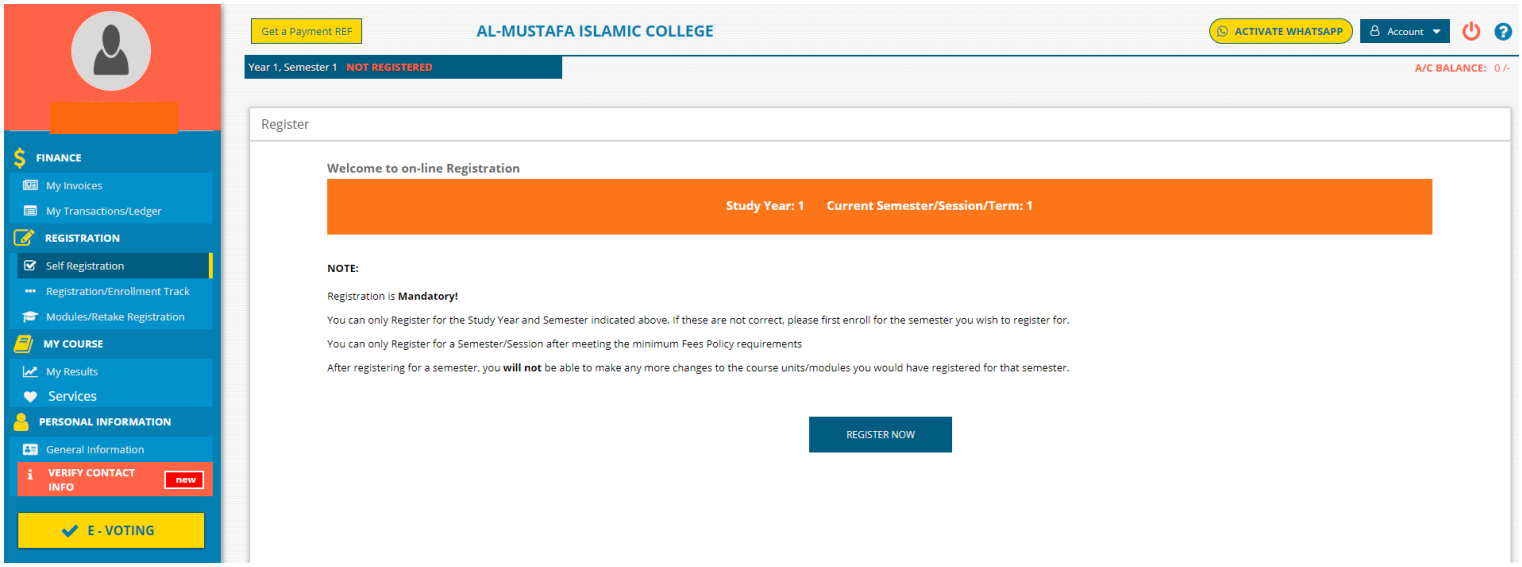
Click here after you have selected the enrollment status and the Year of study above.

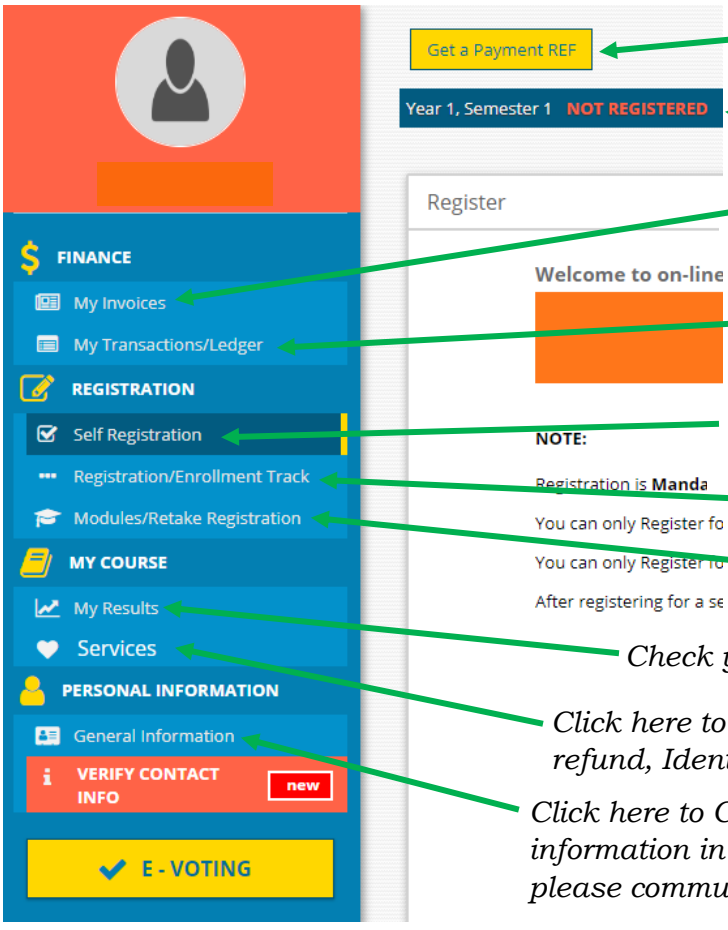
NOTE:

i. You can skip **WhatsApp setup** by clicking on **"No Thanks"**

ii. Check your **E-mail Address** and **Phone number** and Click **"UPDATE"**

STUDENT PORTAL DASHBOARD:





Click here to Generate Payment Reference Number.

Registration Status.

Click here to see your Invoices.

Click here to see your Transactions after making any payment.

Click here to Self-Register after Fees Payment.

Semester Registration and Enrollment Track

Course or Retake Registration

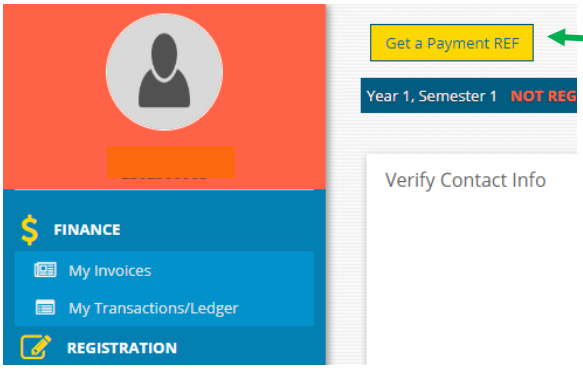
Check your Results here when they are uploaded

Click here to request for a change of Program, cash refund, Identity Card Services and Student Support.

Click here to Check your Personal and Academic information in the system. If there are some errors, please communicate them as soon as possible.

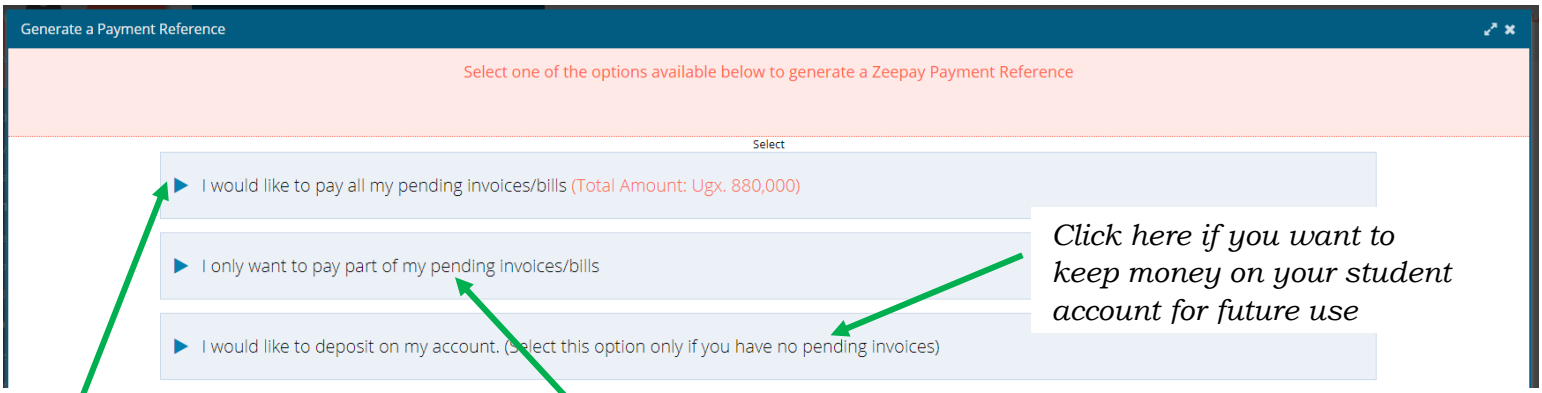
FEES PAYMENT.

Step 1: Get Payment Reference.



Click here to Generate Payment Reference Number and new window will pop up for you to choose any service that you want as illustrated below;

Step 2: Choose one of the Options below.



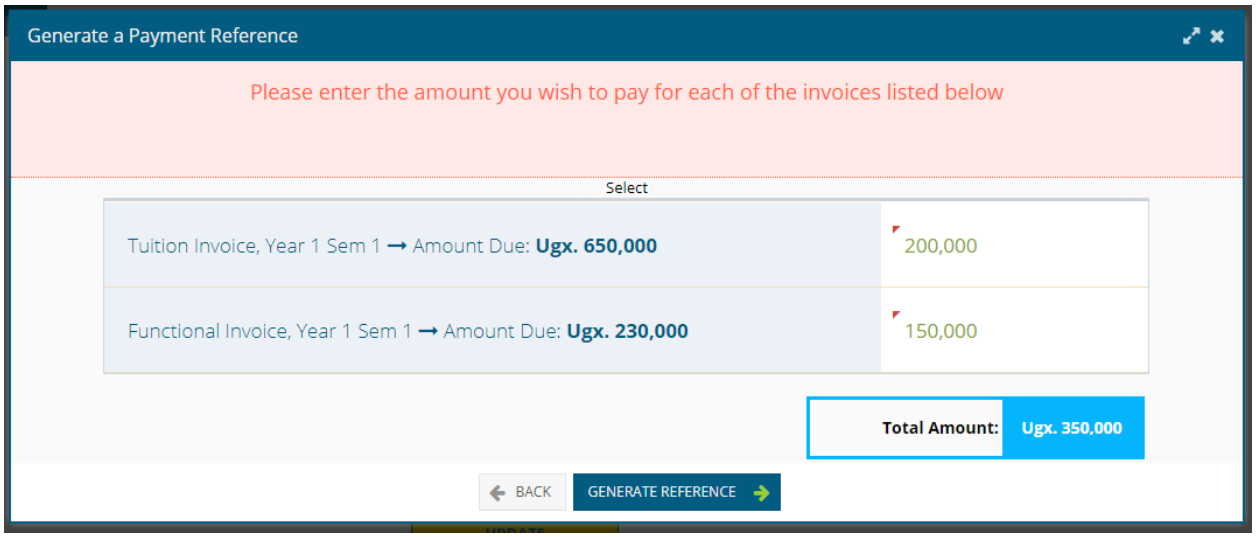
Click here if you want to keep money on your student account for future use

Click here if you would like to pay all your pending bills.

Click here if you only want to pay part of your pending bills

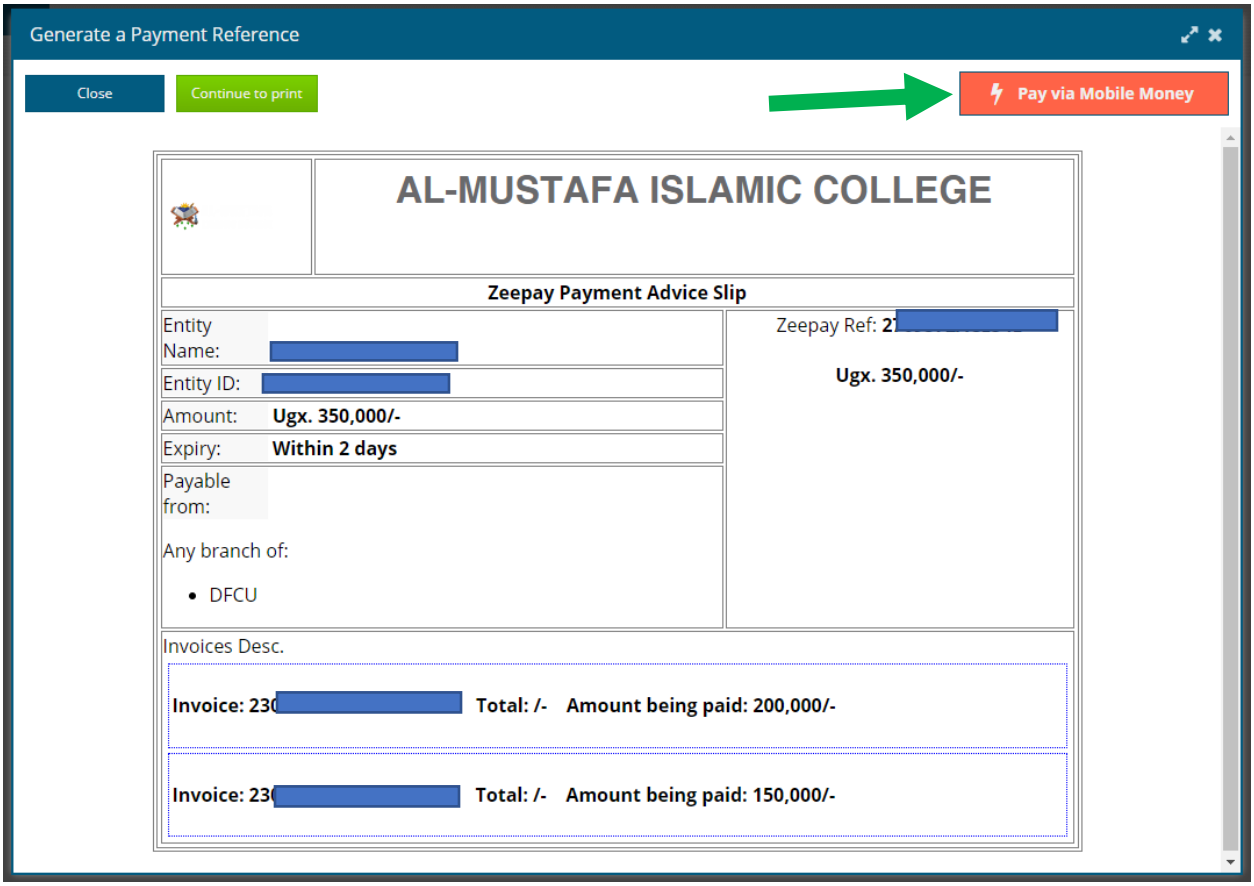
Step 3: Enter the Amount you wish to pay.

Please enter the amount you wish to pay for each of the invoices listed below and Click "**GENERATE REFERENCE**"



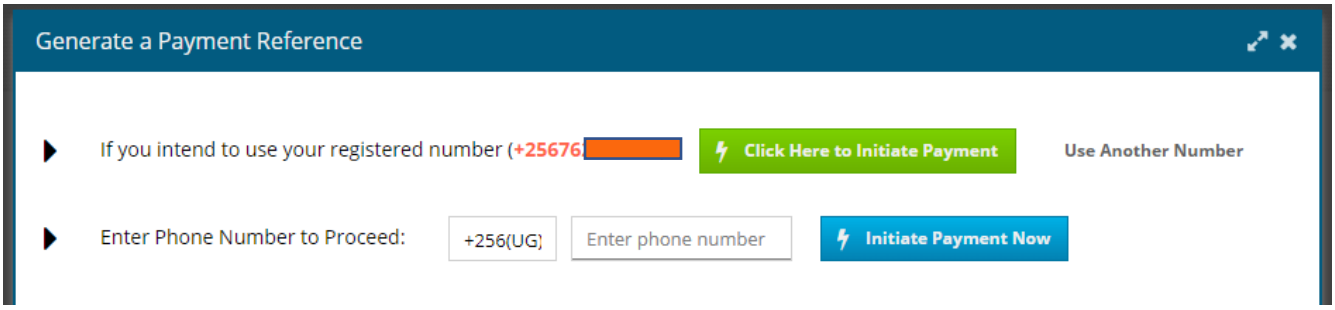
Step 4: Choose a Payment Option

You can either print out the Payment Reference and take it to the bank or Pay via mobile money.



Step 5: Pay Via Mobile Money

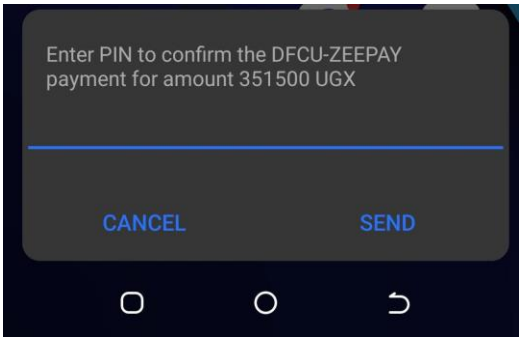
You can either use your registered number in the system or use another number. Then Click **"Initiate Payment Now"**



NOTE: You can use **Airtel Money** or **MTN Mobile Money.** You will be charged ***UGX. 1,500*** for the transaction.

Step 6: ENTER Mobile Money PIN on your phone

Once you click initiate Payment, you will be prompted to ENTER you Mobile Money PIN on your phone. You will receive messages confirming the transaction.



Step 7: Check Transaction

You can see your Transactions after making the payment in the ***"My Transactions/Ledger"*** *Tab. Click on the* ***"Refresh"*** *button.*

