

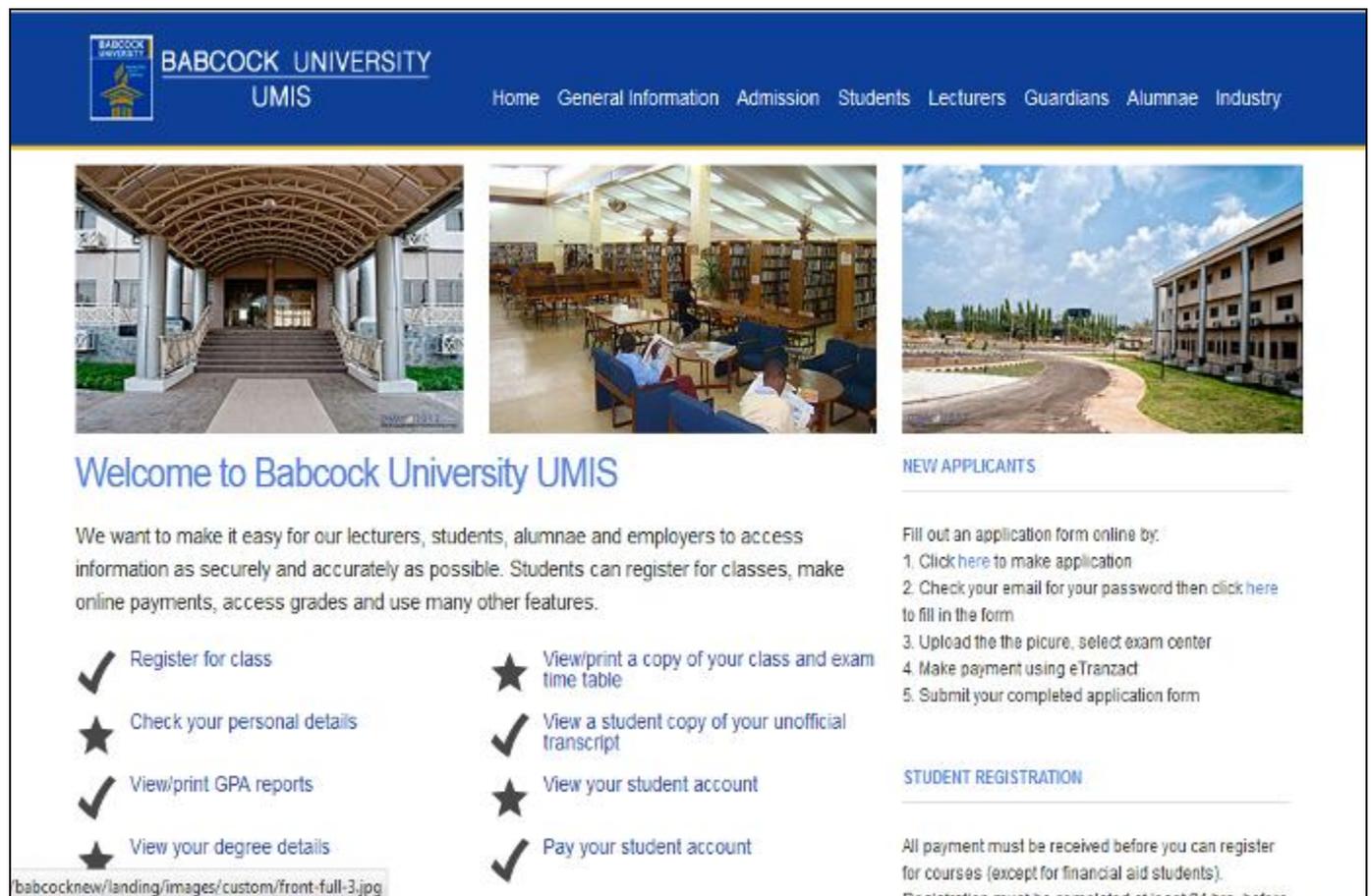
BABCOCK UNIVERSITY UMIS MANUAL (USER GUIDE)

HOW TO ACCESS

Babcock University website is accessible via umis.babcock.edu.ng/babcocknew/
Opening this URL will get you to the university page.

REQUIREMENTS FOR ONE TO USE ACCESS THE UNIVERSITY PAGE

- Working Internet connection



BABCOCK UNIVERSITY
UMIS

Home General Information Admission Students Lecturers Guardians Alumnae Industry

Welcome to Babcock University UMIS

We want to make it easy for our lecturers, students, alumnae and employers to access information as securely and accurately as possible. Students can register for classes, make online payments, access grades and use many other features.

- ✓ Register for class
- ★ Check your personal details
- ✓ View/print GPA reports
- ★ View your degree details
- ★ View/print a copy of your class and exam time table
- ✓ View a student copy of your unofficial transcript
- ★ View your student account
- ✓ Pay your student account

NEW APPLICANTS

Fill out an application form online by:

1. Click [here](#) to make application
2. Check your email for your password then click [here](#) to fill in the form
3. Upload the the picture, select exam center
4. Make payment using eTranzact
5. Submit your completed application form

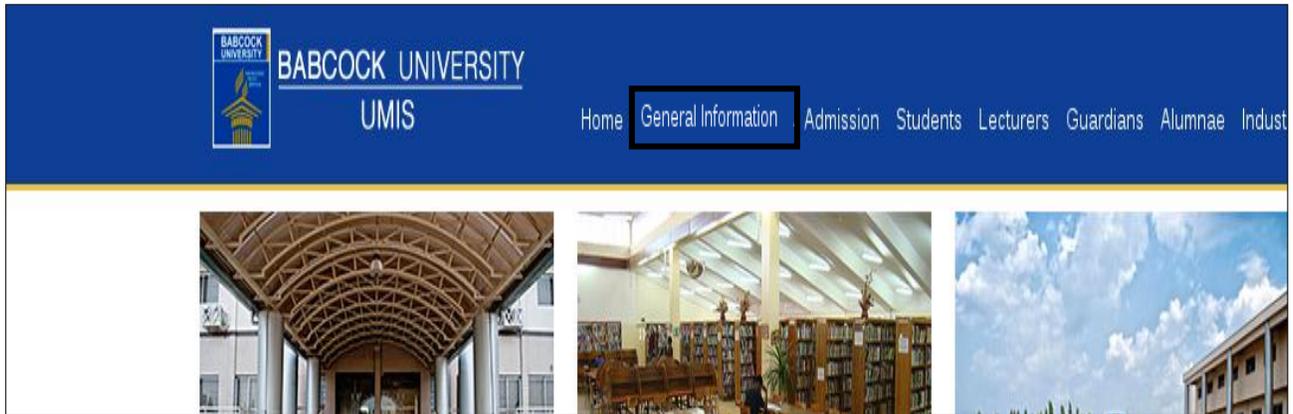
STUDENT REGISTRATION

All payment must be received before you can register for courses (except for financial aid students).
Registration must be completed at least 24 hrs. before

babcocknew/landing/images/custom/front-full-3.jpg

1. COURSE IDENTIFICATION

- i. Click on '**General Information menu**' on the home page as indicated below.



This opens the page containing general information (school, application forms and Employee application)

The image shows a screenshot of the 'General info.' page in the UMIS system. On the left, a sidebar menu is visible with options: School, Application for Admission, Employer Application, and General info. The 'General info.' option is selected and highlighted. The main content area displays a table of schools with columns for School Code, School Name, and a 'Go' button. The table includes the following data:

School Code	School	Go
ASIT	Agricultural Sciences and Industrial Technology	+
BAAS	Basic and Applied Sciences	+
BBS	Babcock Business School	+
CHMS	College of Health and Medical Sciences	+
COEN	Computing and Engineering	+

School tab: - Opens a view of all schools in the University.

- a. Click the Green button  on each row to view various departments in the selected school.
- b. Click the Green button  to view the various majors in a given departments.
- c. Click the Green button  on majors view to view the various major contents/courses of the given major.
- d. Click the Green Button  to view the details of the given course, the course outline and the requirements of that particular course

2. APPLICATION FOR ADMISSION AND USER ACCESS

Once you have identified the degree program of your choice

There is a **'new applicant's'** guide (as below) on the homepage with direct links and directions on how to do online application.

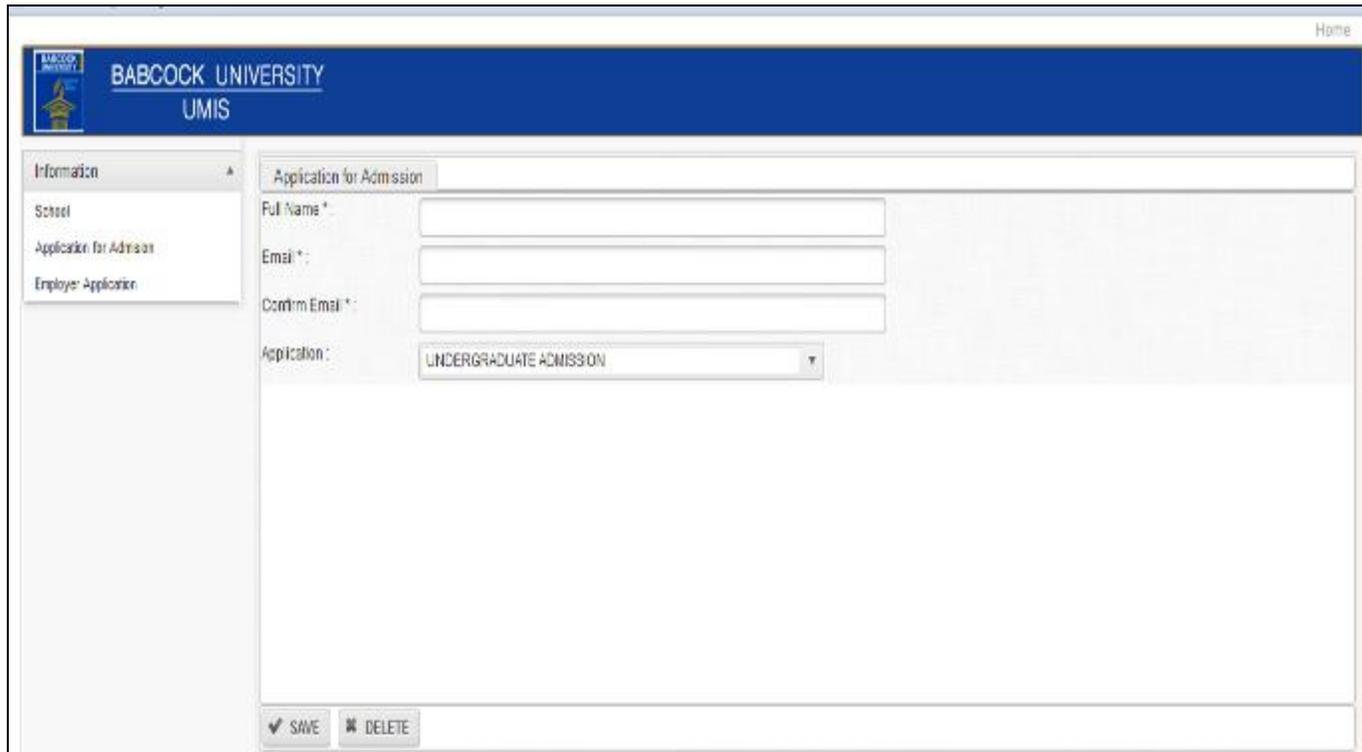
Fill out an application form online by:

1. Click [here](#) to make application
2. Check your email for your password then click [here](#) to fill in the form
3. Upload the the picture, select exam center
4. Make payment using eTranzact
5. Submit your completed application form

- i. Click  on the step number one to enable you gain a user account, a username and a password
- ii. Fill in form with the required details (as below)



- iii. Click on save option at the bottom of the page to save the information one has filled in



The screenshot shows the 'Application for Admission' form in the UMIS system. The form is titled 'Application for Admission' and is located under the 'Information' tab. The form fields are:

- Full Name *
- Email *
- Confirm Email *
- Application: UNDERGRADUATE ADMISSION (dropdown menu)

At the bottom of the form, there are two buttons: 'SAVE' and 'DELETE'.

Once one saves the details, they will receive a confirmation message on their email account, inclusive of the **username** and **password**.

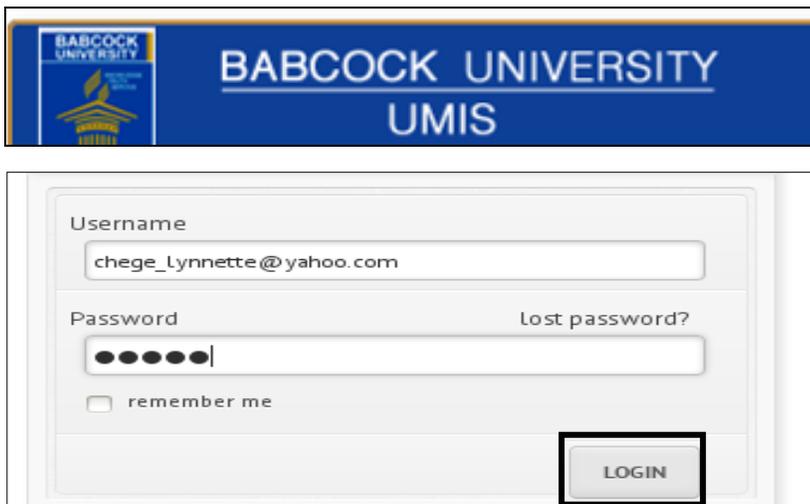
View the email below.



LOGGING IN

REQUIREMENTS TO LOG IN

- User-name (identifies your user account)
- Password (
 - i. Click [here](#) on the step number two
 - ii. On the '**user-name**' text-box, fill-in the username received via email
 - iii. Fill-in the '**password**' you received via email
 - iv. Finally, click on the log in option to enable one to log in



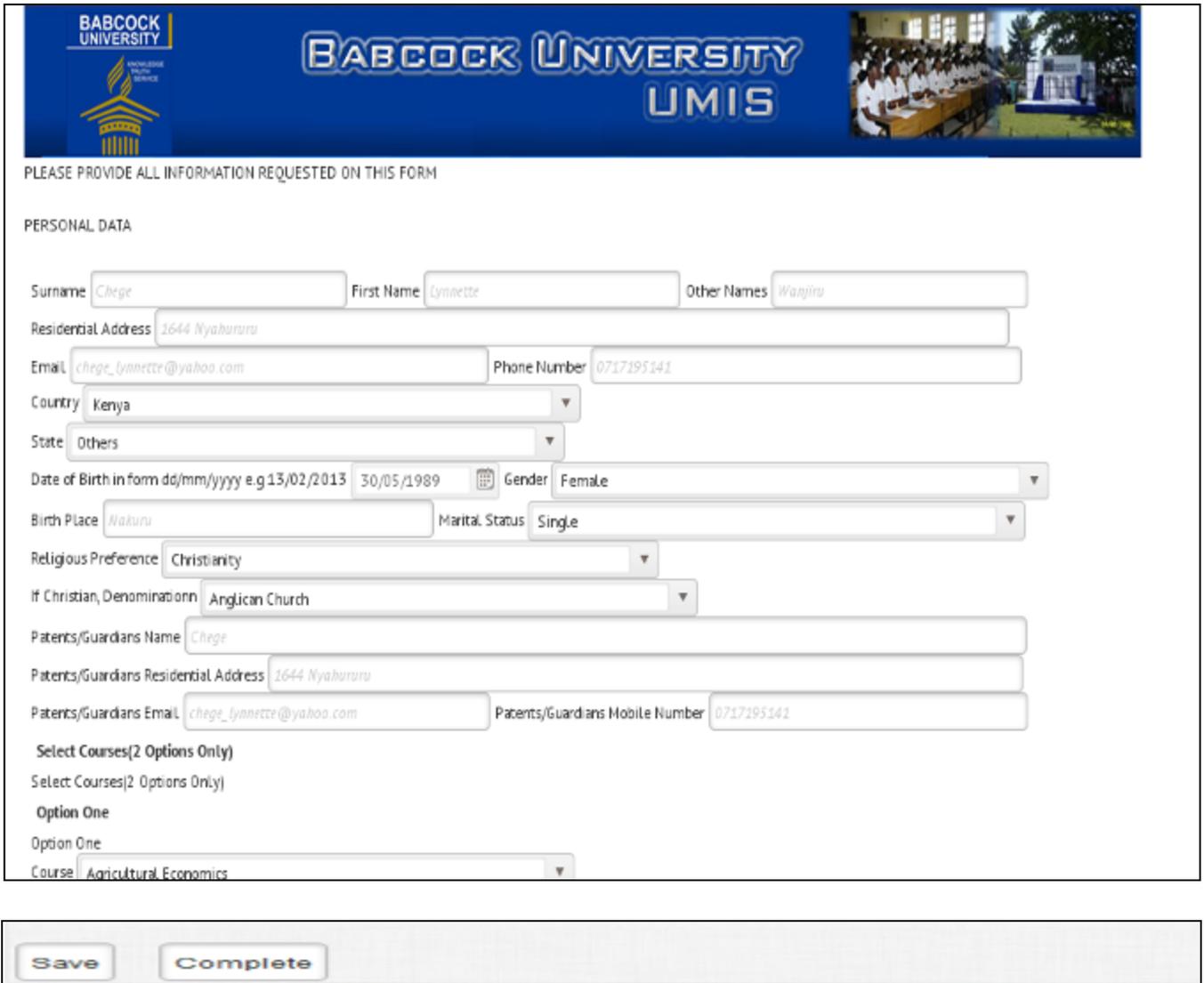
The screenshot shows the Babcock University UMIS login interface. At the top, there is a blue header with the university logo and the text 'BABCOCK UNIVERSITY UMIS'. Below the header is a white login form. The form has two main sections: 'Username' and 'Password'. The 'Username' field contains the text 'chege_Lynnette@yahoo.com'. The 'Password' field is masked with black dots and has a 'lost password?' link to its right. Below the password field is a checkbox labeled 'remember me'. At the bottom right of the form is a button labeled 'LOGIN', which is highlighted with a black rectangular box.

When one logs in, the admissions page below is what appears. The '**Applied Forms**' tab shows the form one applied for.



The screenshot displays the admissions page after login. On the left is a navigation menu with items like 'Application', 'School Information', 'Application Form', 'Upload Picture', 'Exam Center', and 'Application Payment'. The main content area has two tabs: 'Applied Forms' (selected and highlighted with a black box) and 'Completed Forms'. Below the tabs are buttons for 'REFRESH', 'EXPORT', and 'PRINT'. A table lists the applied forms with columns for 'Form Name', 'Application Date', and 'Edit Form'. The first entry is 'UNDERGRADUATE ADMISSION' with an application date of 'Feb 27, 2013 12:39 PM'. An 'Edit Form' button, represented by a notepad icon, is highlighted with a black box.

Click the image icon as indicated above to view and fill the form with the necessary details (as below).



BABCOCK UNIVERSITY

BABCOCK UNIVERSITY
UMIS

PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM

PERSONAL DATA

Surname First Name Other Names

Residential Address

Email Phone Number

Country

State

Date of Birth in form dd/mm/yyyy e.g 13/02/2013 Gender

Birth Place Marital Status

Religious Preference

If Christian, Denominatinn

Patents/Guardians Name

Patents/Guardians Residential Address

Patents/Guardians Email Patents/Guardians Mobile Number

Select Courses(2 Options Only)

Select Courses|2 Options Only)

Option One

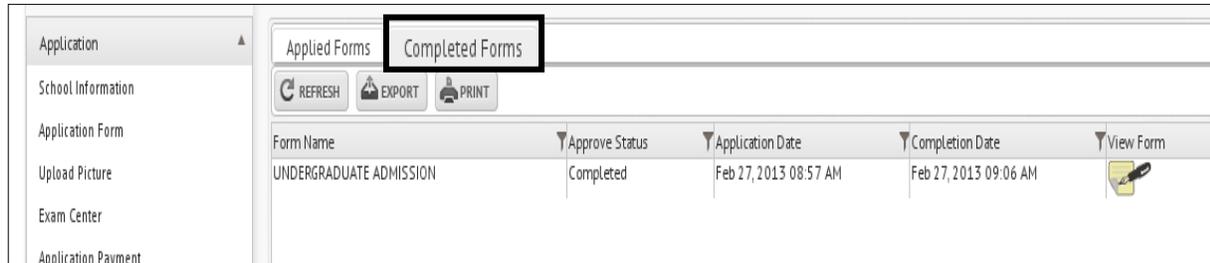
Option One

Course

Save Complete

NOTE: - Save the details currently filled by clicking the save option at the bottom of the page. Again note that one can save their details severally but once you click on the complete option, and your form is successfully submitted you cannot edit/change the detail anymore. Therefore one should only click on the complete option if he/she is sure about the details and that the form is complete.

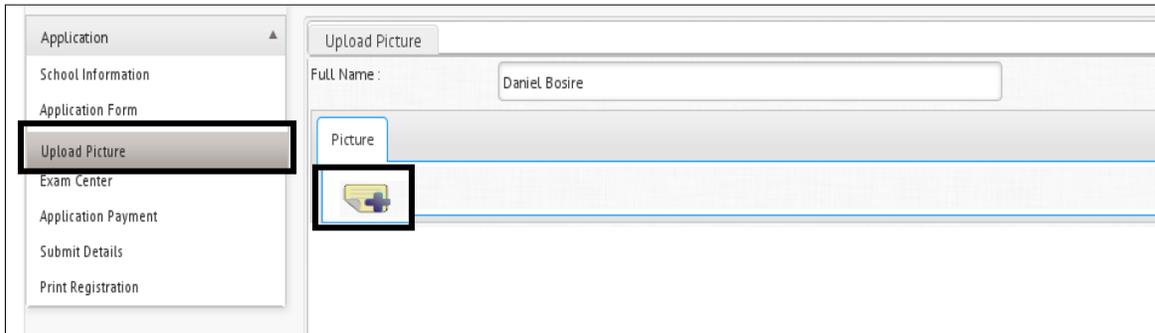
When one submits the forms is transferred to the '**Completed Forms**' tab.



Form Name	Approve Status	Application Date	Completion Date	View Form
UNDERGRADUATE ADMISSION	Completed	Feb 27, 2013 08:57 AM	Feb 27, 2013 09:06 AM	

3. UPLOADING A PICTURE/ AN IMAGE

- i. Click '**Upload Picture**' menu, which basically enables you to upload your picture for identification purposes. The upload photo tab opens
- ii. Click the image icon to upload your image. The upload dialog box opens as a pop up.



- iii. Click on the browse button to locate/select the image you want to upload
- iv. Click the submit button on the pop up (close the pop up).



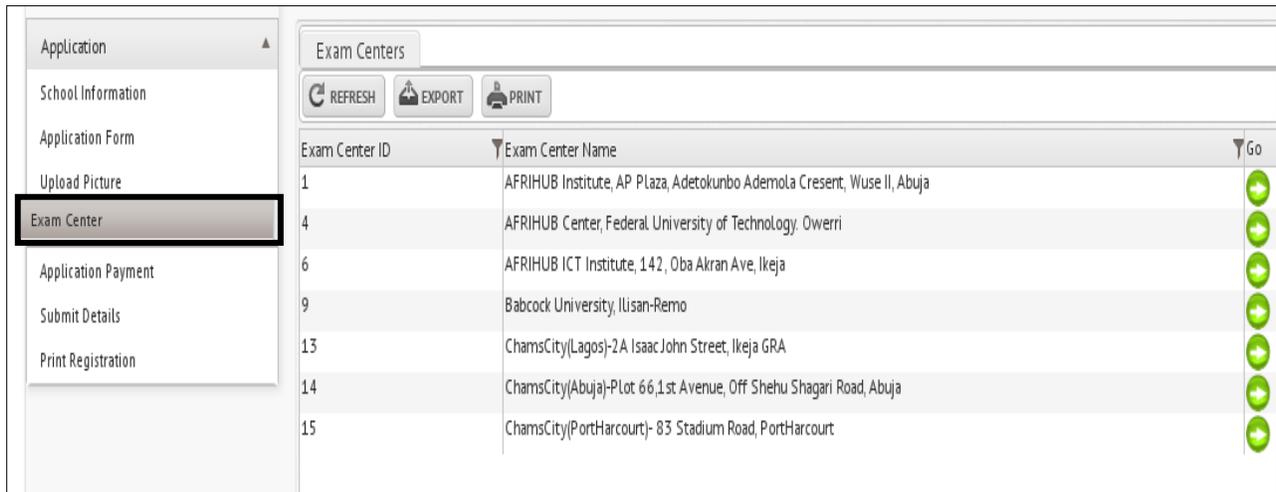
- v. Click on the update tab as shown below



- vi. Click on save on the main page to save your image on the main form.

4. EXAM REGISTRATION

- i. Click the '**Exam Center**' menu to enter the exam center you prefer on the resulting form

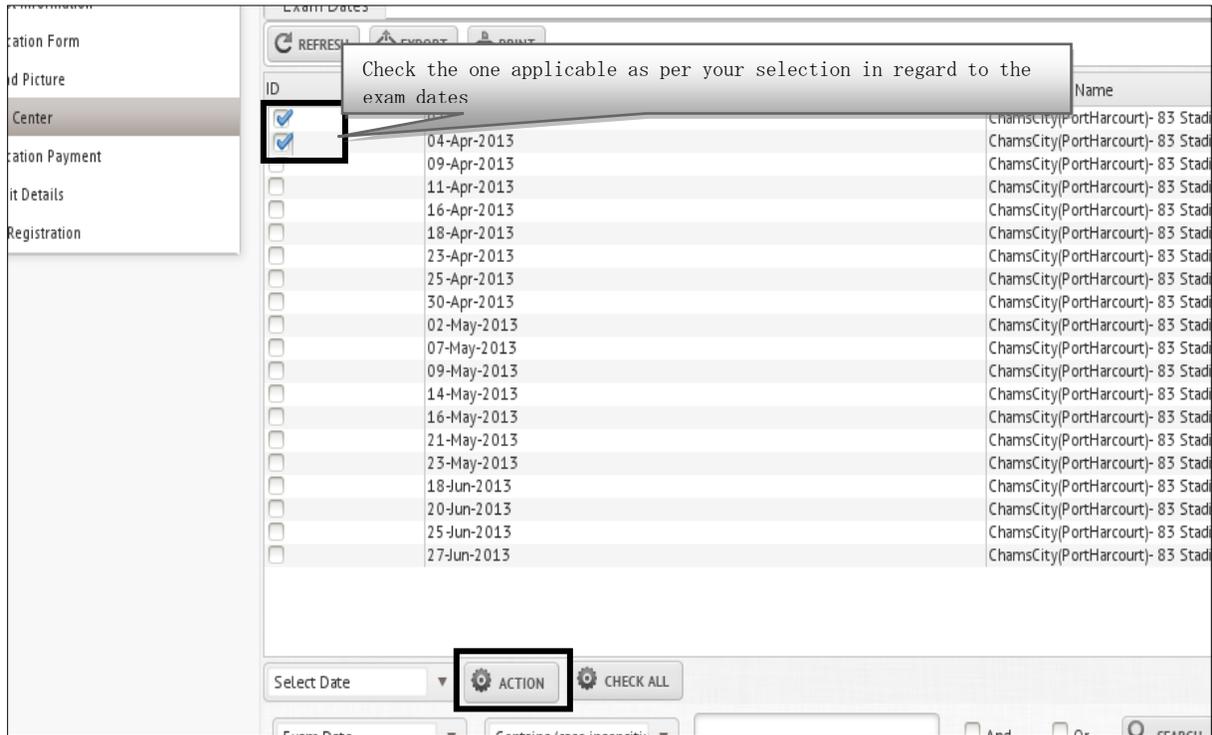


The screenshot displays the 'Exam Centers' page in the UMIS system. On the left, a navigation menu has 'Exam Center' highlighted. The main area features a table of exam centers with the following data:

Exam Center ID	Exam Center Name	Go
1	AFRIHUB Institute, AP Plaza, Adetokunbo Ademola Crescent, Wuse II, Abuja	
4	AFRIHUB Center, Federal University of Technology, Owerri	
6	AFRIHUB ICT Institute, 142, Oba Akran Ave, Ikeja	
9	Babcock University, Ilesan-Remo	
13	ChamsCity(Lagos)-2A Isaac John Street, Ikeja GRA	
14	ChamsCity(Abuja)-Plot 66, 1st Avenue, Off Shehu Shagari Road, Abuja	
15	ChamsCity(PortHarcourt)- 83 Stadium Road, PortHarcourt	

- ii. Click on the go  button to view particular exam details.

- iii. Check the one applicable to your selection in regard to the exam dates as shown below.



- iv. Click on action tab as indicated above for the record to be updated. A confirmation message will appear at the bottom of the page.



5. MAKING THE PAYMENTS

- i. Click the '**Application Payment**' menu to view and enter the payment

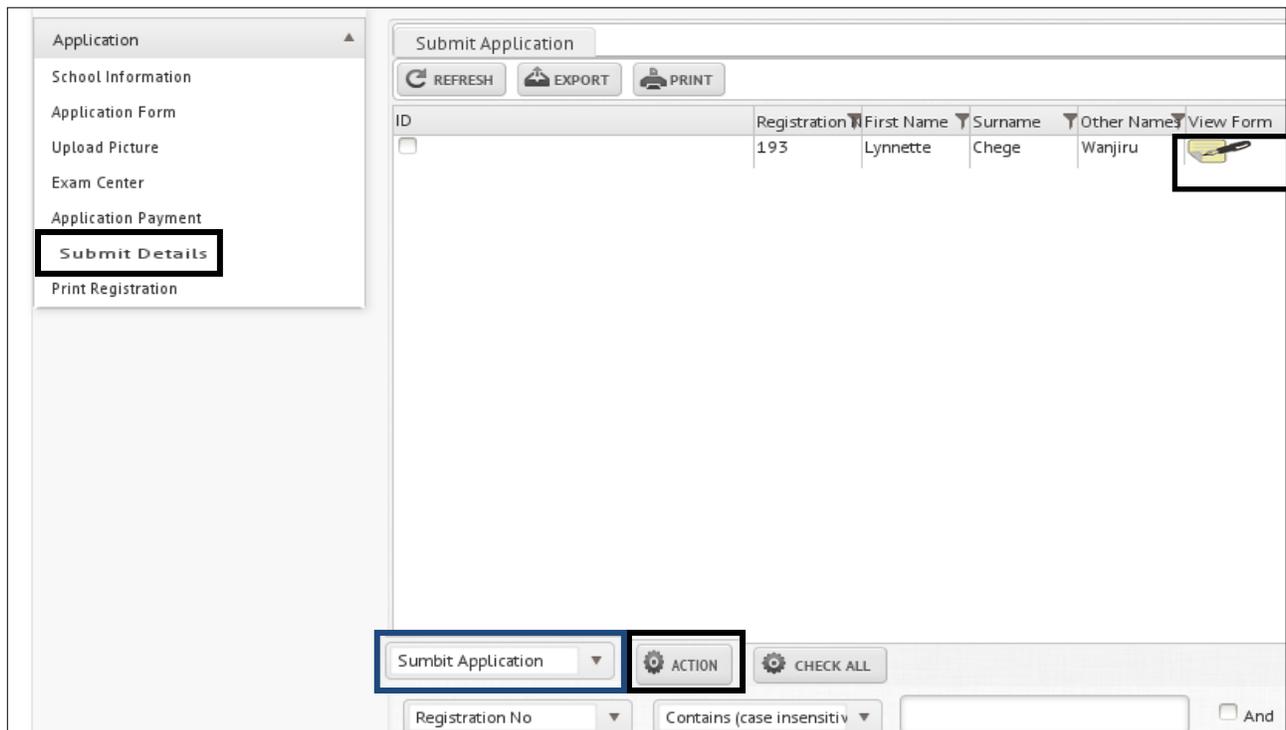
The screenshot shows the 'Payments' section of the UMIS system. On the left, a sidebar menu lists various application-related actions, with 'Application Payment' highlighted. The main area displays details for application 164, including its status (Not Approved), amount (4000), and date (Feb 20, 2013). It features input fields for a Confirmation Number (12345) and a Receipt Number (6789123456). Two payment methods are offered: 'eTranzact Bank PIN Payment' (indicated by a red arrow) and 'eTranzact VISA, Pocket Moni Payment'. The 'eTranzact Bank PIN Payment' option is accompanied by logos for goTobes, PocketMoni, MobileMoney, VISA, MasterCard, and Yerve. A search bar and a SUBMIT button are located at the bottom of the form.

- ii. There are two types of payment the Bank PIN Payment where payments are made to the bank and a Confirmation and receipt number given. Enter these on the Confirmation Number and Receipt Number area and then click on **Submit**. To process the payment click on the **eTranzact Bank PIN Payment** logo.
- iii. To pay by pocketMoni, mobileMoni, VISA, Master Card or eTranzact card click on the lower eTranzact logo and proceed.



6. SUBMITTING APPLICATION DETAILS

- i. Click the **'Submit Details'** menu on the left of your screen
 - ii. You can view the form by clicking on the image icon 
- 
- iii. Click on the action tab to submit the details that you have filled in the preceding menus. Make sure the drop down menu highlighted in blue below reads **'Submit Application'**



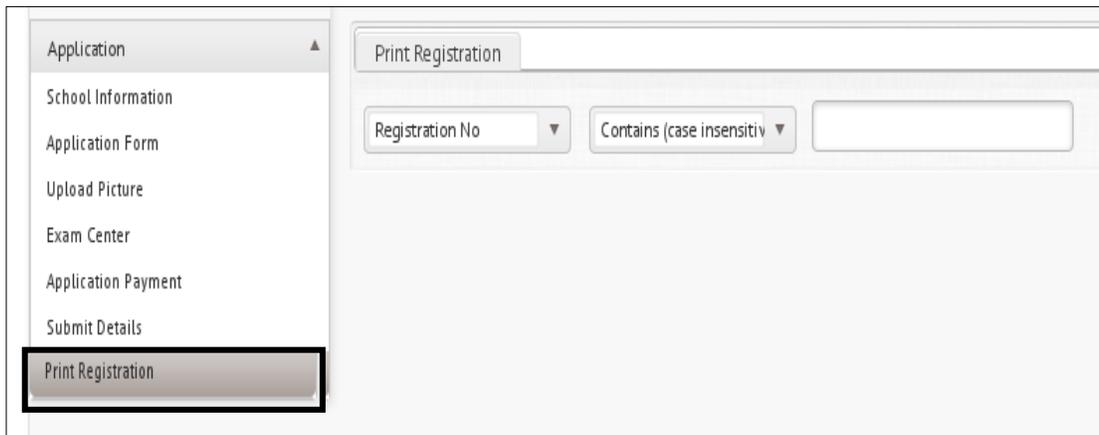
The screenshot displays the 'Submit Application' interface. On the left, a navigation menu lists various options, with 'Submit Details' highlighted. The main content area features a table with the following data:

ID	Registration	First Name	Surname	Other Name	View Form
<input type="checkbox"/>	193	Lynette	Chege	Wanjiru	

At the bottom of the interface, a dropdown menu is set to 'Submit Application' (highlighted in blue), and an 'ACTION' button (highlighted in black) is visible. Other buttons include 'REFRESH', 'EXPORT', 'PRINT', and 'CHECK ALL'. A search filter for 'Registration No' is also present.

7. PRINTING APPLICATION DETAILS

- i. Click the '**Print Registration**' menu (the highlighted tab on the left) to print all the details you have filled.



The screenshot displays a web application interface. On the left side, there is a vertical navigation menu with the following items: 'Application', 'School Information', 'Application Form', 'Upload Picture', 'Exam Center', 'Application Payment', 'Submit Details', and 'Print Registration'. The 'Print Registration' item is highlighted with a dark grey background and a black border. On the right side, there is a main content area with a tab labeled 'Print Registration'. Below the tab, there are two dropdown menus: 'Registration No' and 'Contains (case insensitiv', followed by an empty text input field.