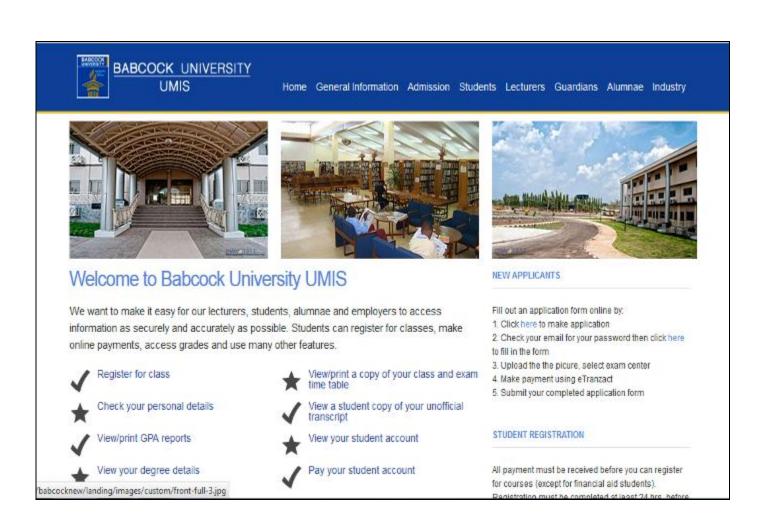# BABCOCK UNIVERSITY UMIS MANUAL (USER GUIDE)

HOW TO ACCESS

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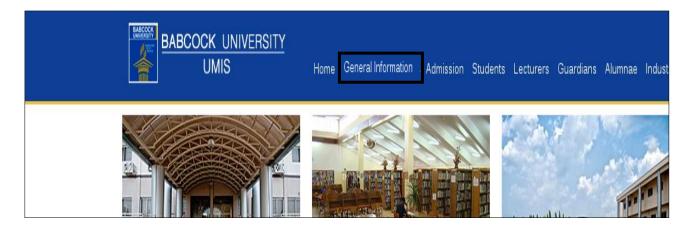Opening this URL will get you to the university page.

REQUIREMENTS FOR ONE TO USE ACCESS THE UNIVERSITY PAGE
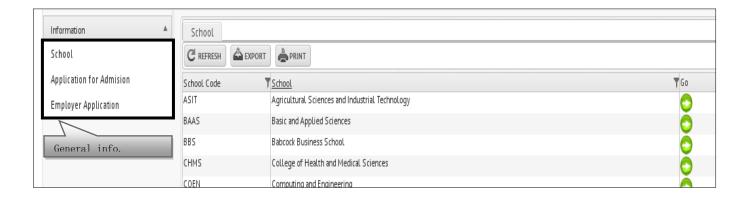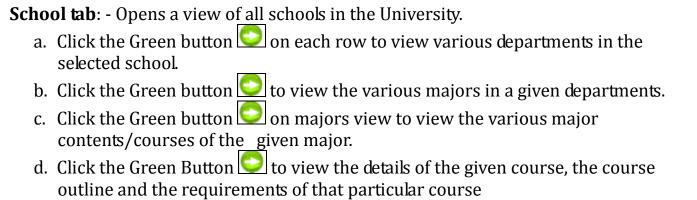
- Working Internet connection

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)

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
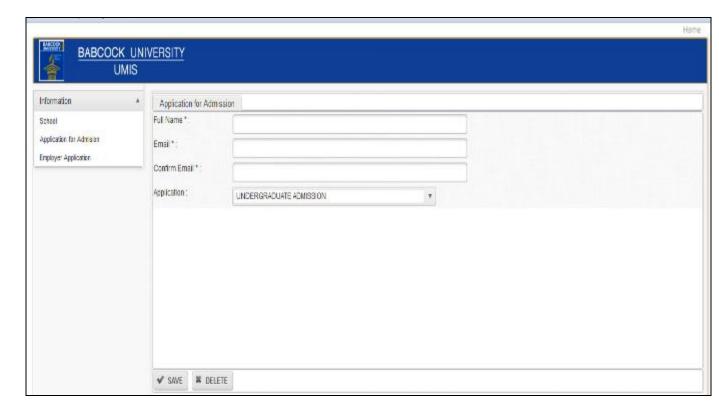3. Upload the the picure, select exam center
4. Make payment using eTranzact
5. Submit your completed application form

i.   Click here on the step number one to enable you gain a user account, a username and a password

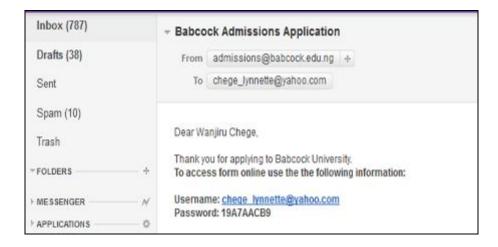ii.   Fill in form with the required details (as below)

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

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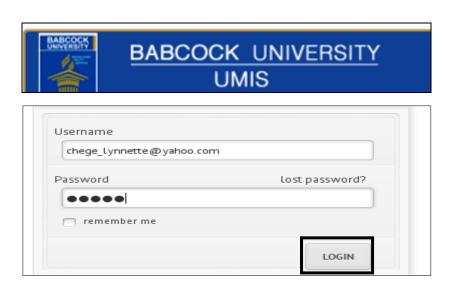
View the email below.

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

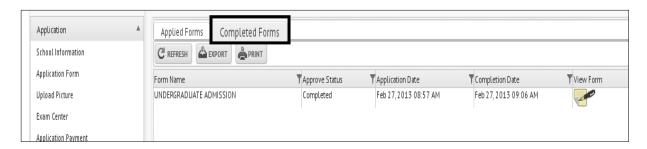When one logs in, the admissions page below is what appears. The **'Applied Forms'** tab shows the form one applied for.

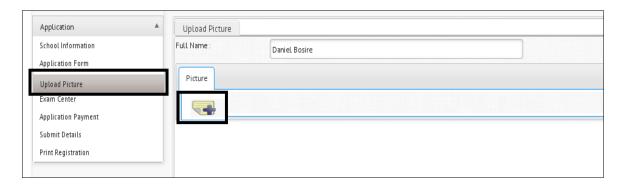Click the image icon as indicated above to view and fill the form with the necessary details (as below).

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.
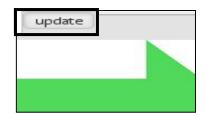
3. UPLOADING A PICTURE/ AN IMAGE

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

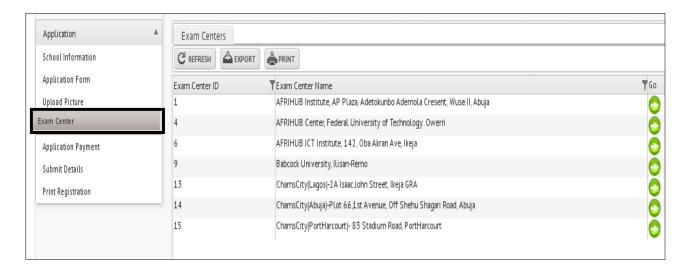iv. Click the submit button on the pop up (close the pop up).

v. Click on the update tab as shown below

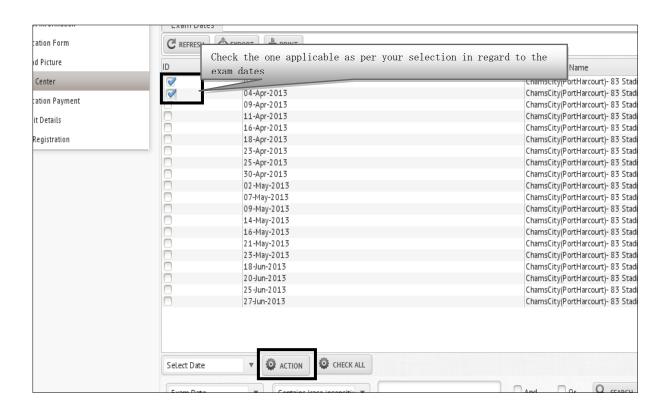vi. Click on save on the main page to save your image on the main form.

4. EXAM REGISTRATION

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

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

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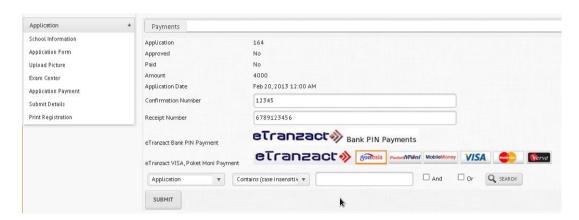

iv.   Click on action   tab as indicated above for the record to be updated. A confirmation message will appear at the bottom of the page.
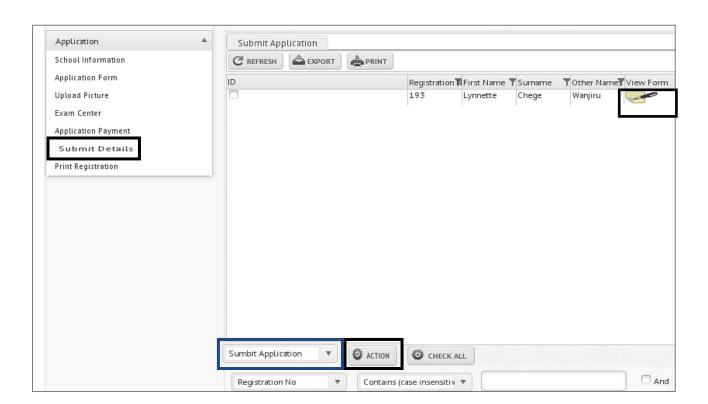
5. MAKING THE PAYMENTS

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

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'**

7. PRINTING APPLICATION DETAILS

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