



UNIVERSITY OF
EDUCATION, WINNEBA

OSIS II STUDENT MANUAL



A Step by Step guide to Email and SIP Setup

2024

OSIS II Manual For Students
(Undergraduate and Postgraduate)

For

University of Education, Winneba.

Regular, Distance and Affiliated Colleges of Education

A Step by Step Guide to setting up Official Student Email Address and Access to Student Information
Portal

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OSIS II Manual for Students

(User Guide)

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TERMINOLOGIES

Applicant ID

An Applicant ID is a Unique set of numbers assigned to an applicant upon successful submission of application form for Admission into the University. This number is quoted on the Offer of Admission Letter issued to successful applicants. The Applicant ID shall be used by successful applicant for the first payment of fees as an indication of an acceptance of the offer after which an index number shall be generated for the student.

Index Number

An index number is 10-digit set of numbers assigned to a student after first payment of fees. The index number serves as the unique identifier for a student and is required on all official engagements with student. The student number shall be quoted for all examinations and assessments through out the student life cycle. The index number contains special codes that identifies a student by year of admission, programme offered and number on roll.

Academic Year

An Academic year is the annual period of studies sessions within which the University conducts formal instruction and academic activities for its students. Academic year usually spans across two calendar years and represented as such, for example “2022/2023 Academic Year”.

Semester

The Semester system refers to the organisation of the academic year into two equal parts, lasting 16 weeks each. The academic programmes undertaken in each semester will be terminated and students will be assessed on the basis of their work in various courses of study at the end of the semester. They usually represented as Semester one and Semester two for each Academic year.

Course Code

Course code are unique identification codes assigned to each course or subject of a programme of study.

Student Email

Each student is assigned an official. The email contains the index number of a student and shall be resented as indexnumber@st.uew.edu.gh This official email shall be the serve as the Username for access to all official online platforms of the university. They include Student Portals, Virtual Class etc.

Student Information Portal

The OSIS II Student Information Portal (SIP) is an online platform where student can access relevant information for about their studentship and also access other online services. These information and services include, provisional academic transcripts, financial statements, Course registration, Lecture evaluation, ID card application among others.

The SIP can be accessed via a web browser using this link: <https://osissip.osis.online/auth/login> or via the SIP mobile App available on Google Play Store and IOS AppStore.

1.1 INTRODUCTION

Welcome to your comprehensive guide to navigating the essential online services available to you as a student at our university. This manual is designed to help you seamlessly manage your academic journey and ensure you make the most out of the resources provided. Whether you are a new student just beginning your college experience or a returning student needing a refresher, this guide covers all the critical online tasks you will need to undertake.

In this manual, you will find clear, step-by-step instructions for the following activities:

Setting Up Your Official Student Email

Your official student email is a crucial communication tool, linking you with professors, university announcements, and important updates. Learn how to set up and access your student email to stay informed and connected.

Setting Up Student Portal Accounts

The student portal is your central hub for accessing various academic and administrative services. This section will guide you through the process of creating and configuring your student portal accounts for efficient management of your student life.

Course Registration

Registering for courses is a vital part of your academic progress. Follow this guide to understand how to browse available courses, select the ones that fit your schedule, and successfully complete your course registration.

Viewing Your Student Transcript

Your transcript is a record of your academic performance. This section will show you how to access and review your transcript, helping you track your progress and ensure accuracy in your academic records.

Viewing Your Student Financial Statement

Managing your finances is an essential part of your university experience. Learn how to view your financial statements, understand your fees, and keep track of your payments and balances.

Evaluating Your Lecturers

Your feedback on teaching quality is important for maintaining high educational standards. This guide will walk you through the process of evaluating your lecturers, ensuring your voice is heard in the continual improvement of your academic environment.

We understand that navigating these systems can be challenging, but with this guide, you will have the confidence and knowledge to handle these essential tasks efficiently. Let's get started on your path to academic success!

1.2 FEE PAYMENT

Information relating to the exact amount to be paid as fees is readily available on the University Website (www.uew.edu.gh) and at the Student Finance Office. In the Case of fresh students detailed fees are quoted on Admissions.

You must make full payment of fees before the registration deadline to enable you to register your courses online. You must pay your fees at approved bank branches countrywide as stated on Admission letters and published on the University Website, using the **Transflow Payment Platform**.

You must always quote your Index number as reference for payment of fees. As a Fresh student, you are required to make your first fee payment using your applicant number as quoted on your admission letter as reference after which an index number shall be generated for you.

If you face any challenge paying your fees, report to the Student Finance Office for assistance.

You can check you fee payment status in your student portal by clicking on the Financial Information button found under the Menu list.

2.0 ACCESSING THE STUDENT EMAIL

The official student email services are provided on the GSuite (Gmail) platform using the Universities domain name, “@st.uew.edu.gh”. Each students email address shall be the index number + the domain name. Thus if your student number is 1234567, your email shall then be 1234567@st.uew.edu.gh. First time user shall activate their student emails using the following steps;

- A. Visit the University website and on the Student Page, click on the “Mail” link to open Gmail login in page.

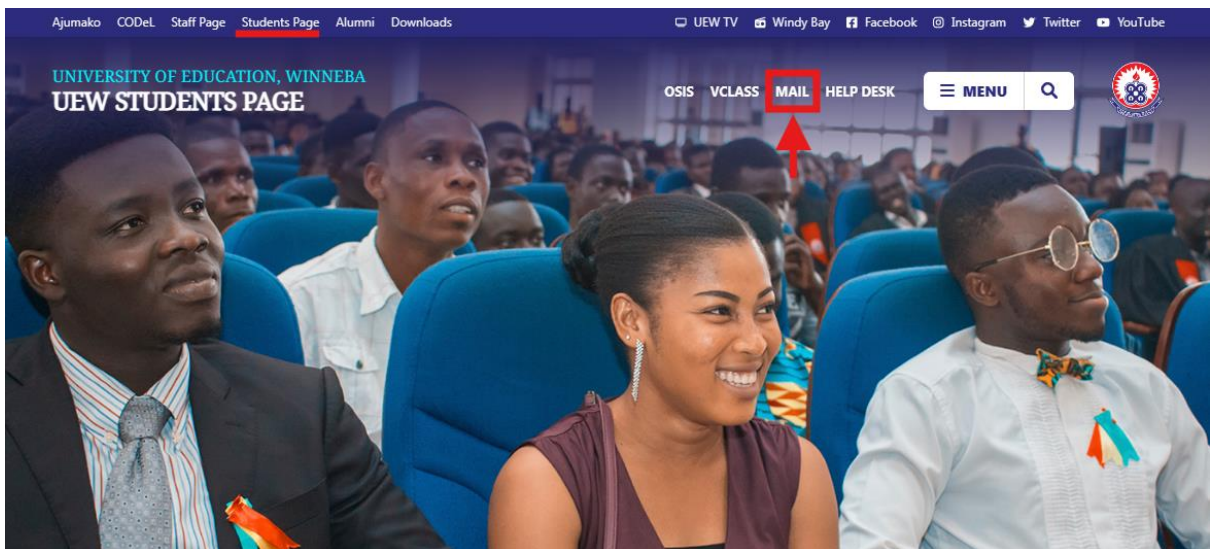


Figure 1. Email Link on University Website

- B. On the Gmail Login page, enter your student official email address, and click on the blue button labelled “Next”.

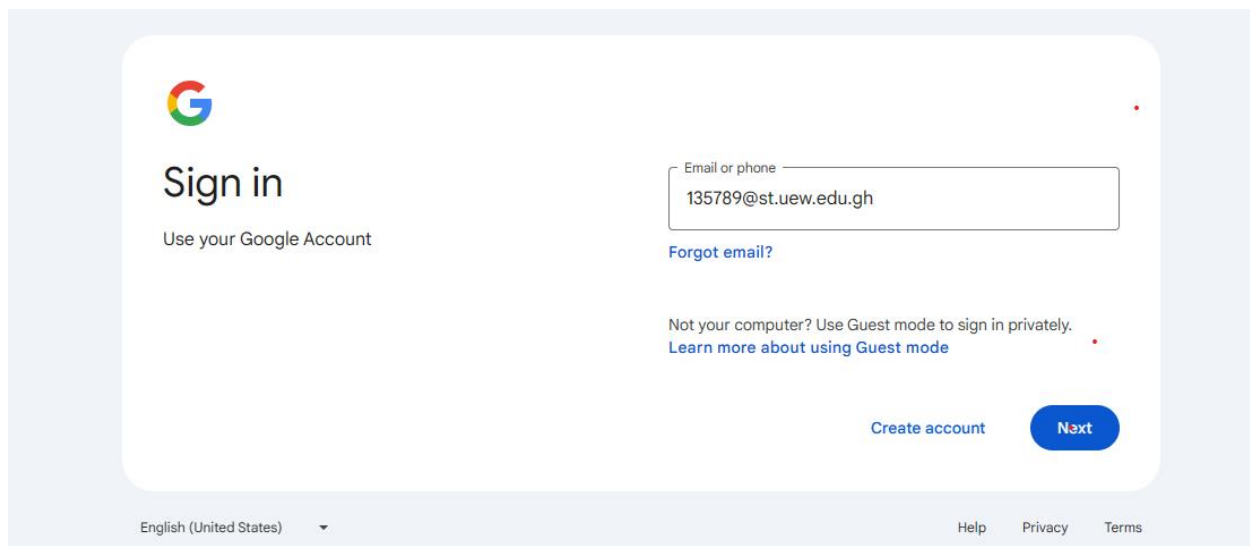


Figure 2. Email Sign in Page

- C. Enter your default password and again Click on the blue button labelled “Next”.

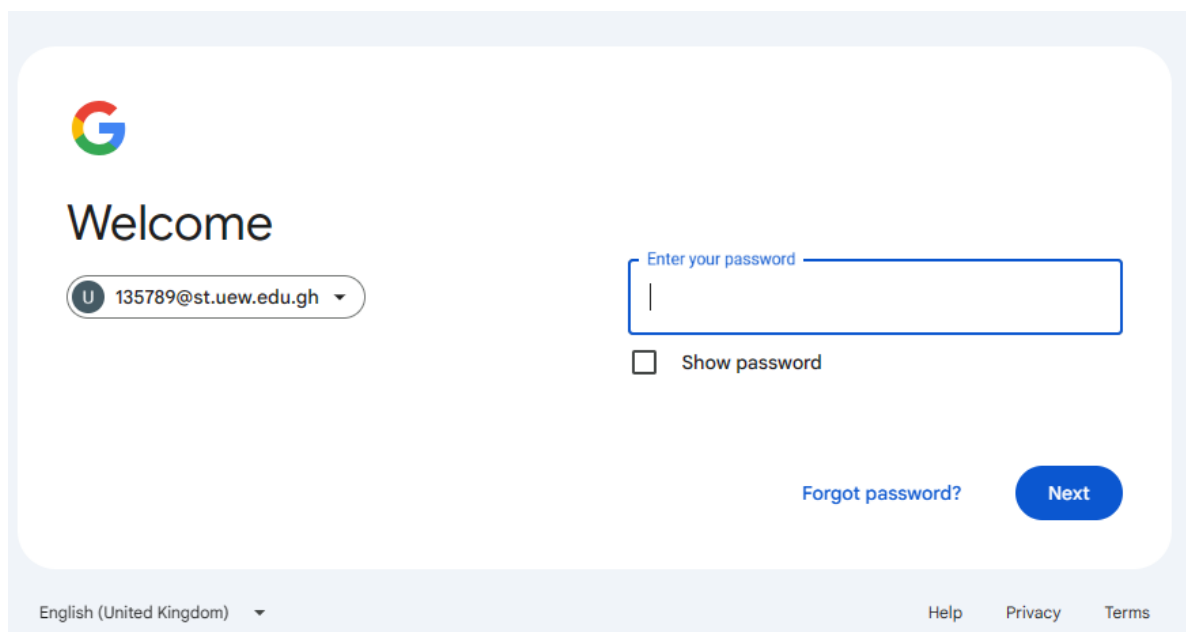


Figure 3. Email Password Page

- D. A successful first-time login shall then bring you to the Welcome page where you will be required to accept to the terms and conditions of the Gmail platform. Click on the blue button labelled “I Understand” to continue.

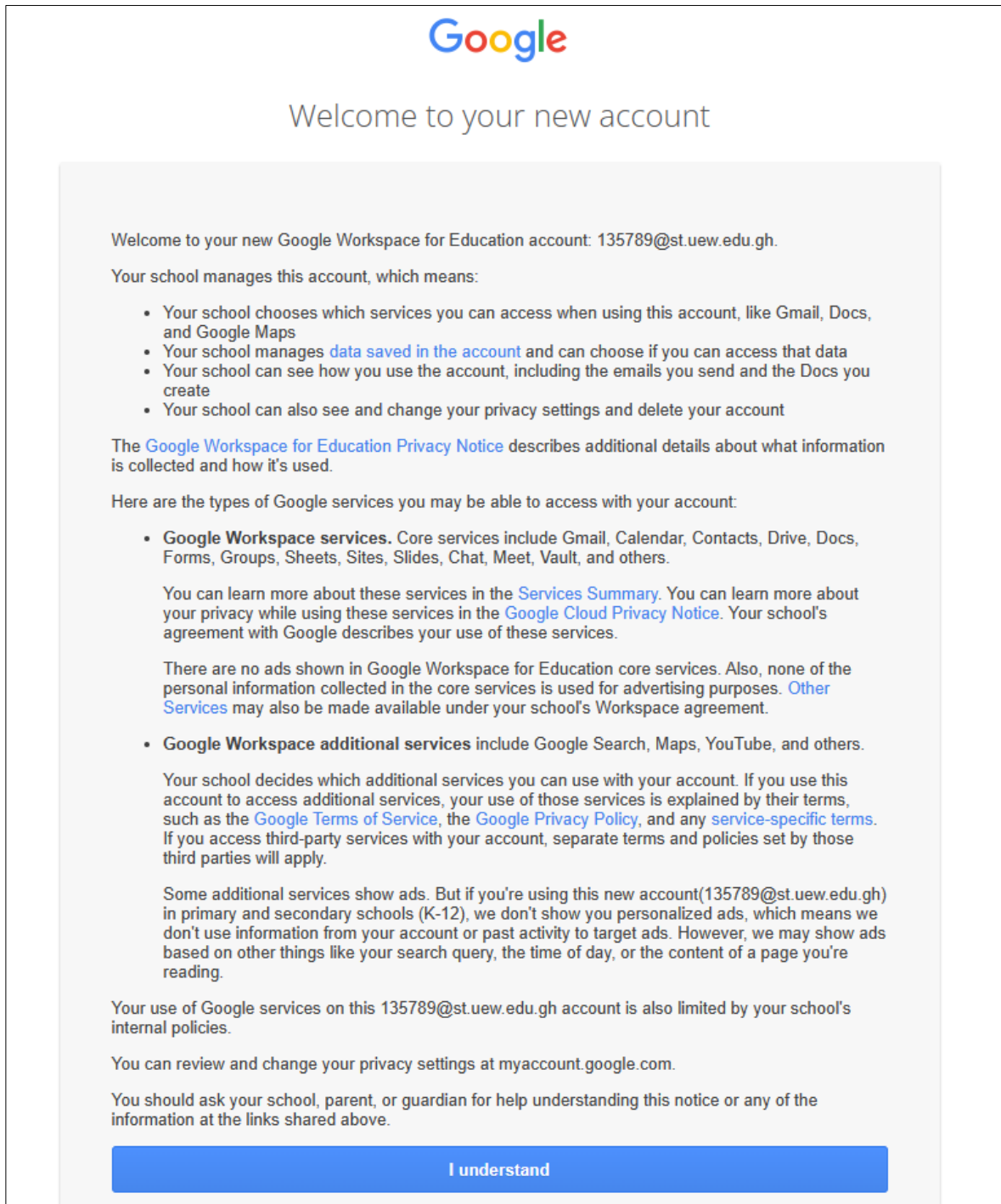
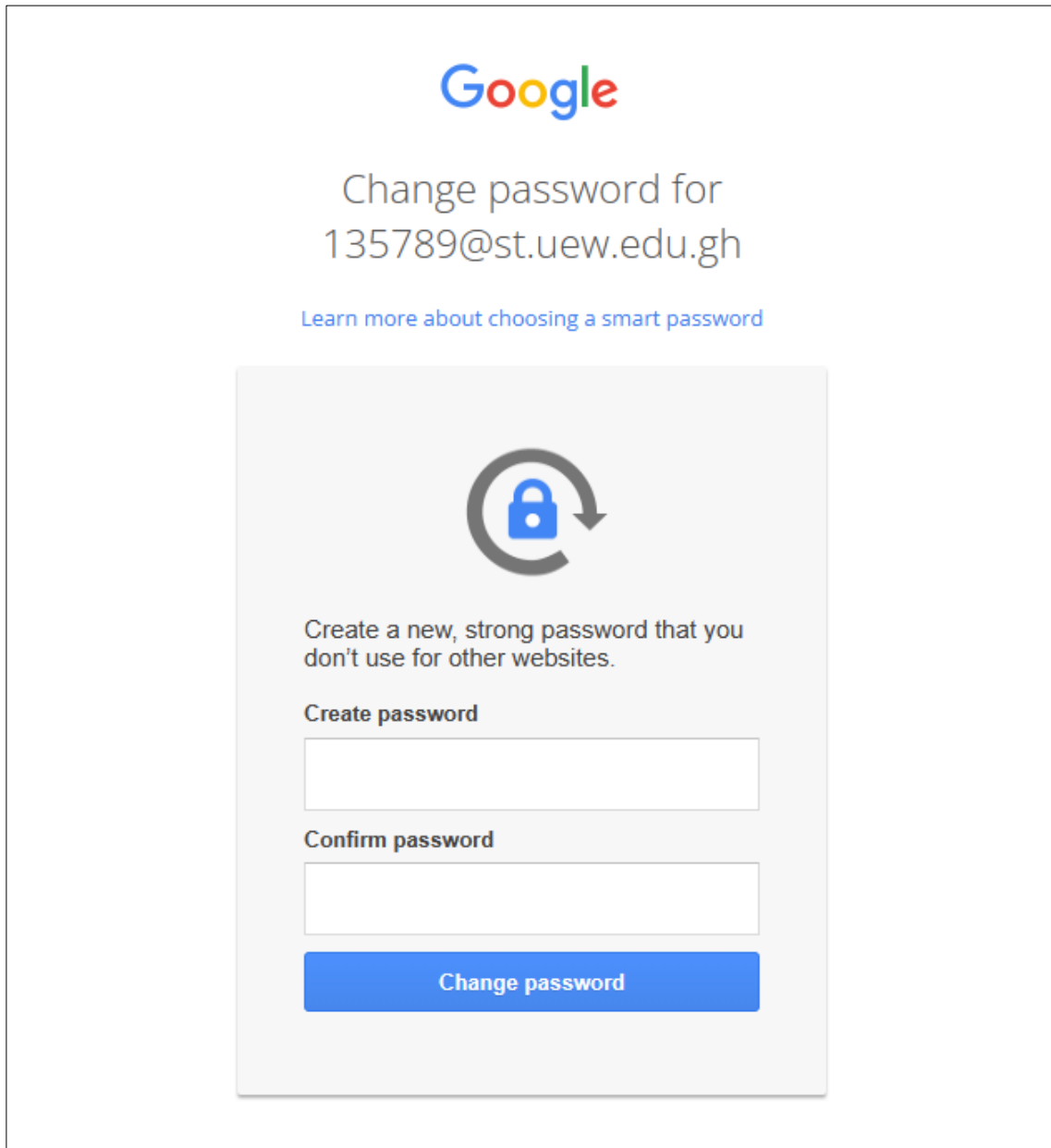


Figure 4. Email Terms and Conditions Page

- E. You must now set a new password for your email. This password shall be used for subsequent logins to your email.

Enter your chosen password in the first field and repeat same in the second. Click on the Change Password button to complete the password setup.


Note: Password typed in both fields must match.



Google

Change password for
135789@st.uew.edu.gh

[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Change password

Figure 5. Email Password Setup Page

- F. Having complete the password setup successfully, the homepage of your email shall be opened to display your inbox. A welcome page may first be displayed. You now have full access to your official student email.

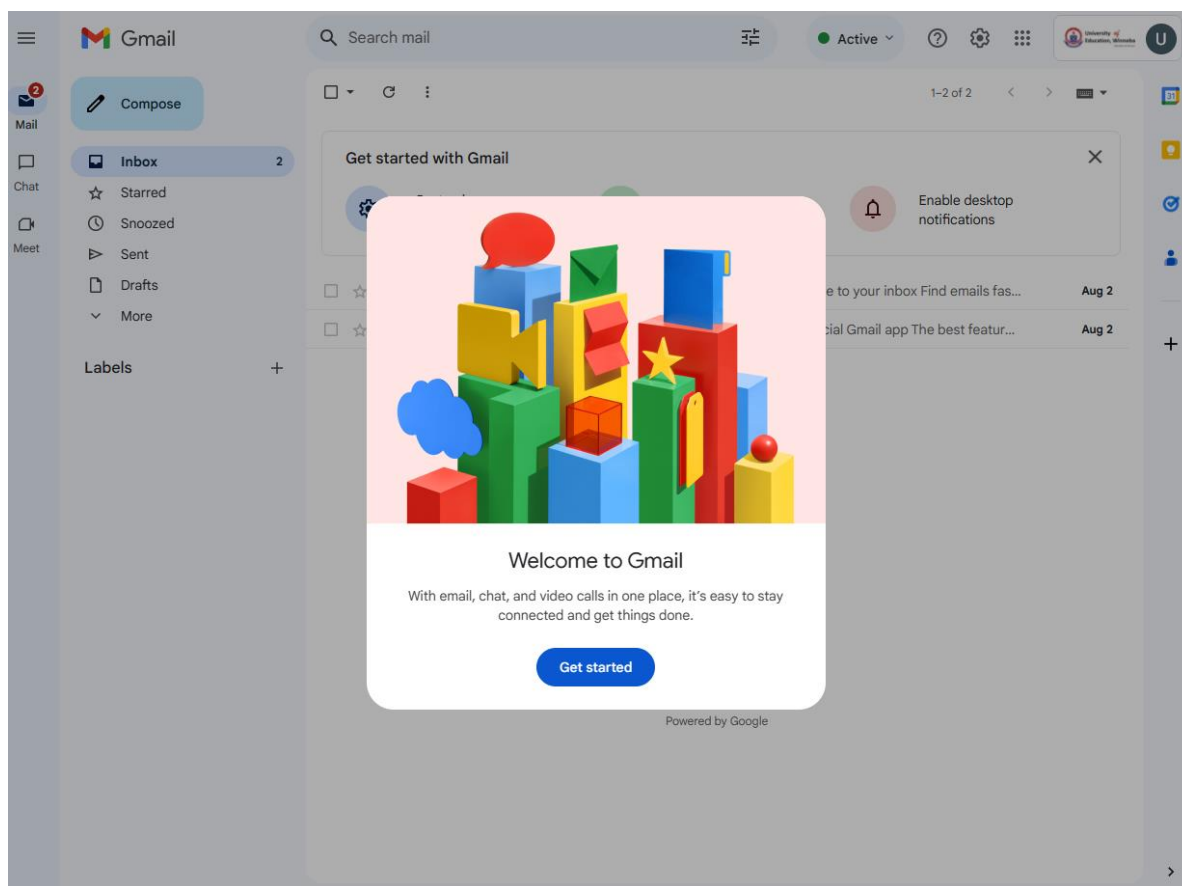


Figure 6. Email Inbox

3.0 ACCESING THE STUDENT PORTAL

To access your OSIS II Student Information Portable, you must first have access to your official student Email. The official student email shall serve as your username. You will be required to create a Password for your portal after a successful **email verification process**.

NB: Unverified student emails shall not be recognised by the portal and hence, cannot login Student Information Portal.

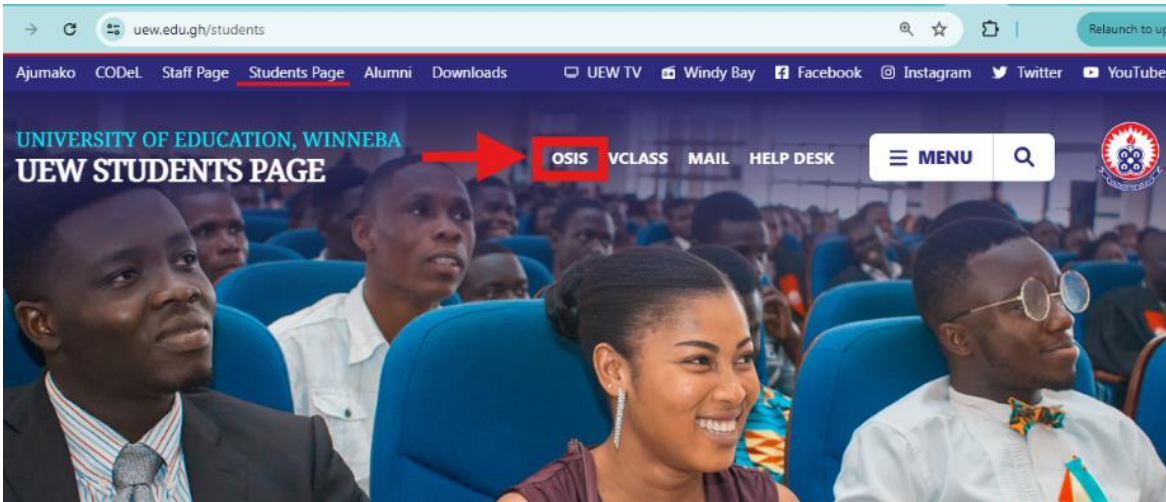


Figure 7. Osis SIP Link on University Website

3.1 Verifying the Student Email for Portal Login / Password Reset

For a first-time user, you must go through a verification process to activate your student portal. Verification links are sent to official student emails automatically upon creation of the students profile. Students must therefore have access to their official emails to be able to access these verification links. Student who does not receive initial verification links can initiate the verification process through the following steps;

A. Open the Student Information Portal Login Page

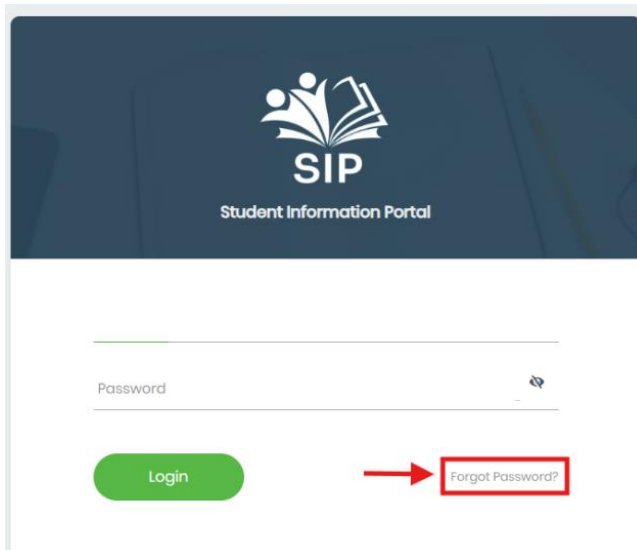


Figure 8. SIP Login Page (Web)

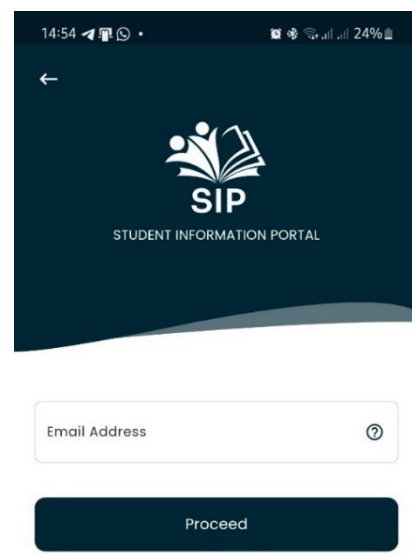


Figure 9. SIP Login Page (App)

B. Click on Reset Password

C. Enter your Official Student Email Address

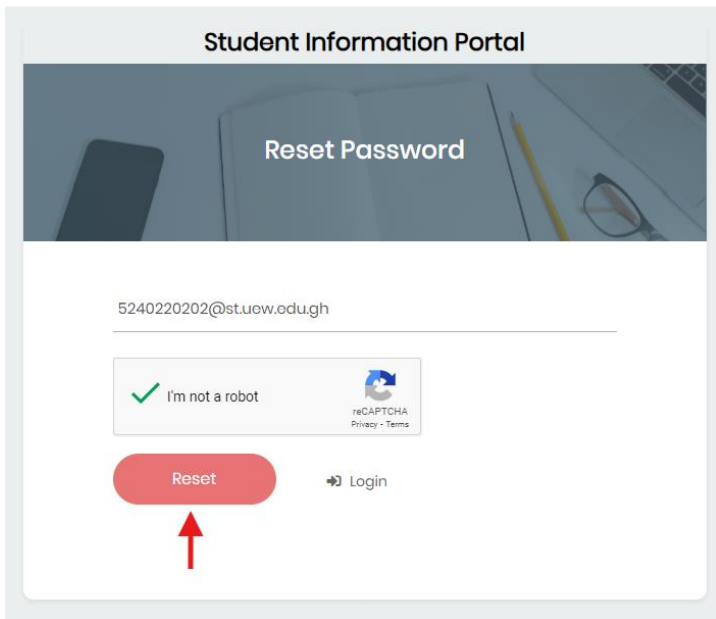


Figure 10. SIP Password Reset Page (Web)

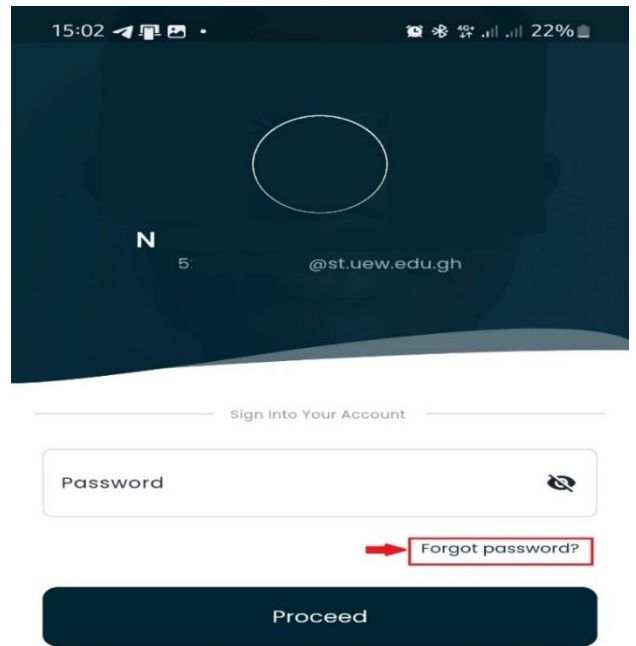


Figure 11. SIP Password Reset Page (App)

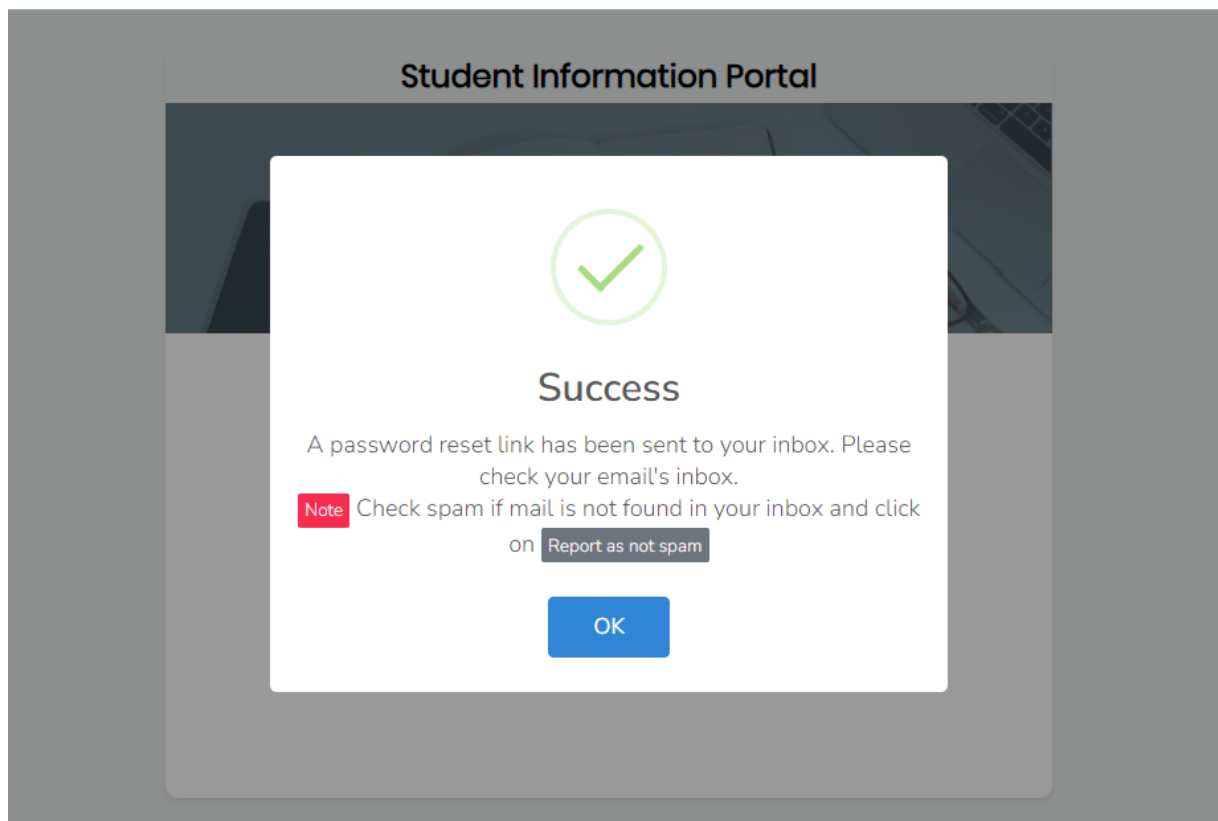


Figure 12. Password Reset Link Sent

D. Refer to the Inbox of your Student Email and retrieve the password reset notification email.

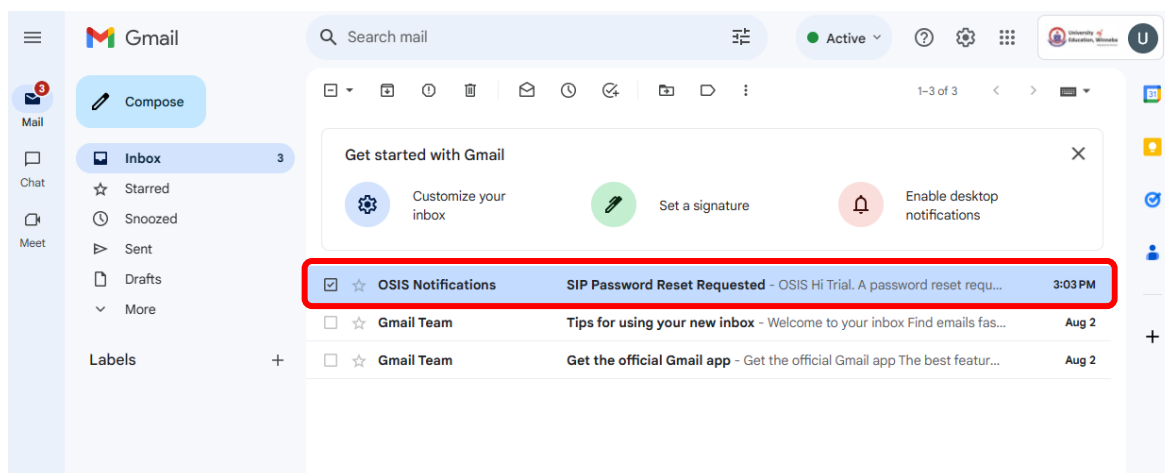


Figure 13. Email Inbox with Password Reset Link

E. Click on the “Change Your Password” link in the email to create a password for your Student Information Portal.

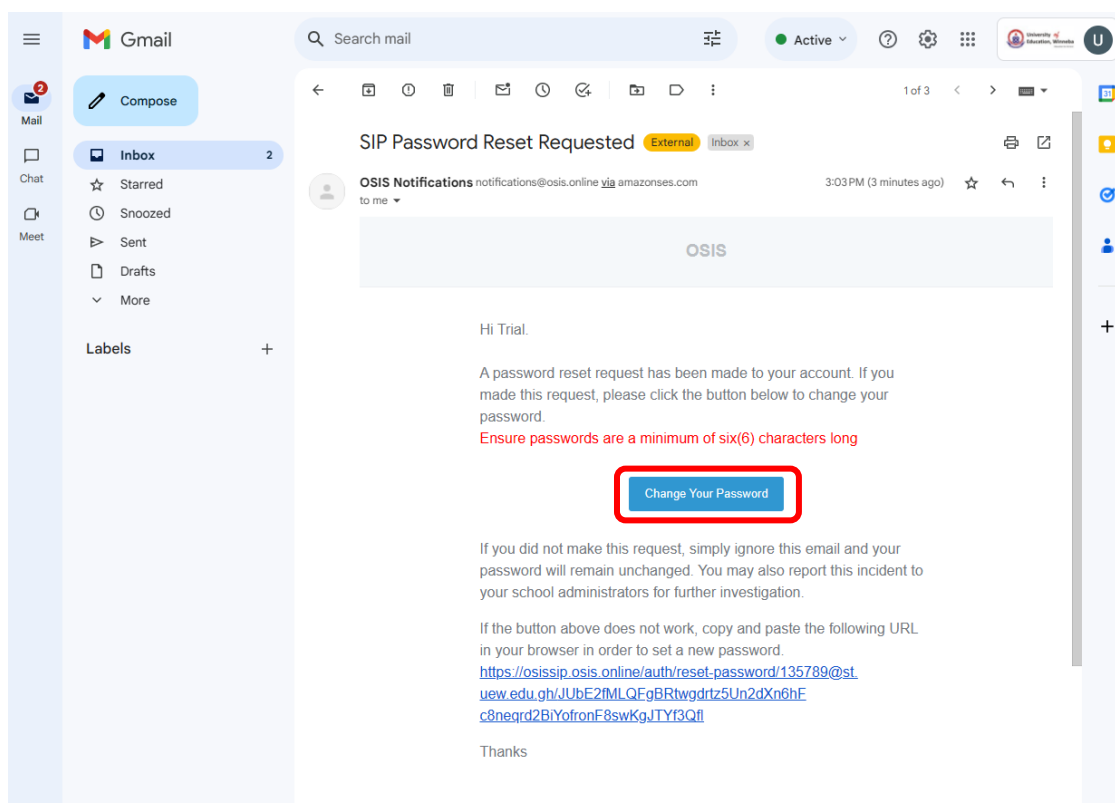


Figure 14. Content of Password Reset Link Email

F. Create a new Password for your Student Information Portal. Enter the Password in the two fields provided and click on the green Reset Password button to complete the setup.

Note: Password typed in the two fields must match.

This process verifies and activates your Account for the Student Information Portal.

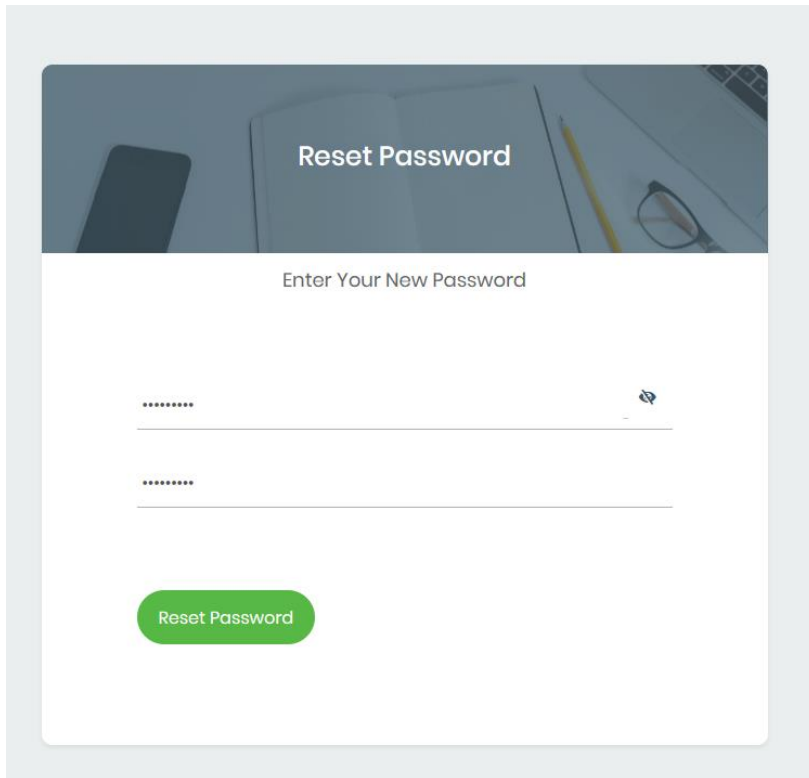
The image shows a web page titled "Reset Password" with a background image of a desk with a smartphone, a pencil, and glasses. The main heading is "Reset Password". Below it, the text "Enter Your New Password" is displayed. There are two password input fields, each containing a series of dots. A green "Reset Password" button is located at the bottom left of the form area.

Figure 15. SIP Password Setup Page

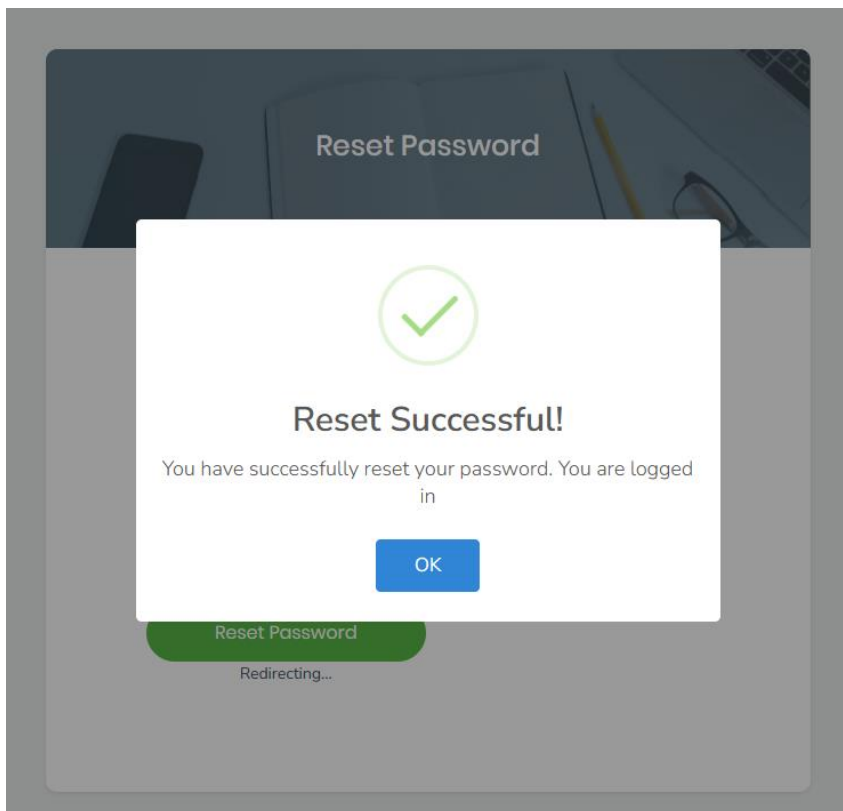


Figure 16. SIP Password Reset Successful

3.2 Login to the Student Portal

Having successfully verified your student email and reset your password, you can now login in to the SIP using the Student email as Username and the password you have created.

Enter the login credentials in their appropriate field and click on the Green Login Button.

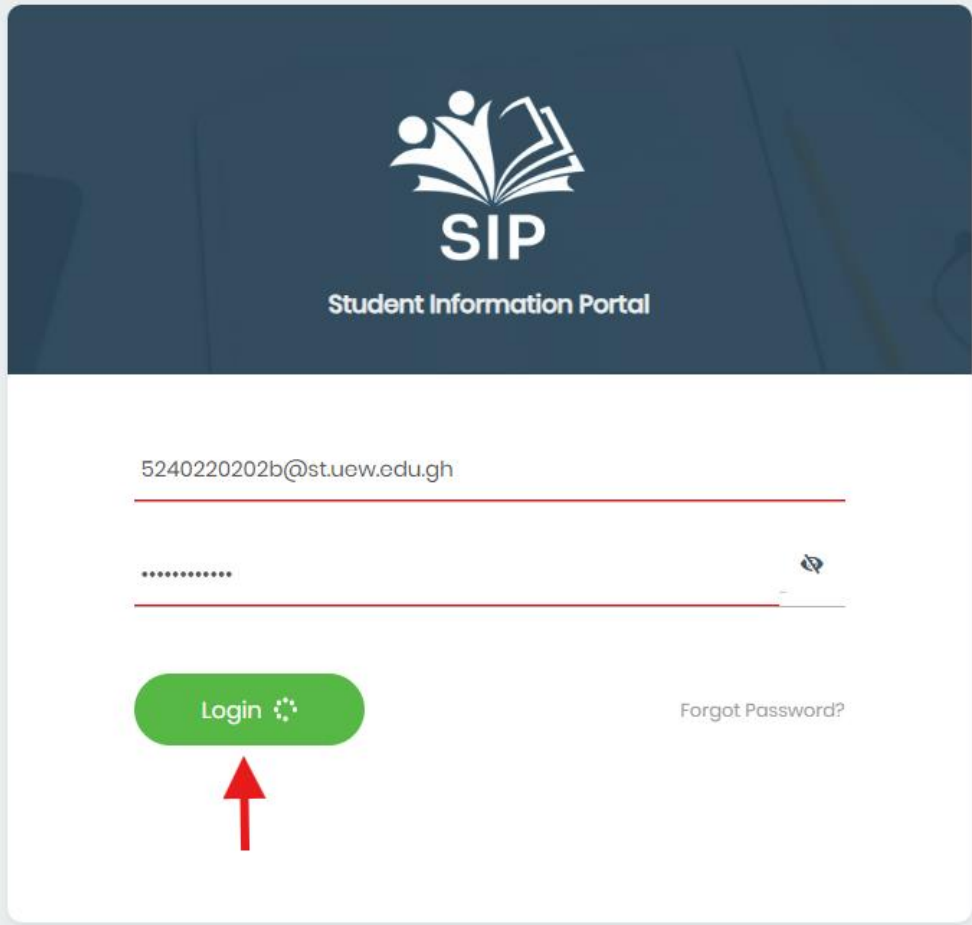
The image shows a screenshot of the Student Information Portal (SIP) login page. At the top, there is a dark blue header with the SIP logo, which consists of three stylized figures holding up a book, with the letters 'SIP' below it and 'Student Information Portal' underneath. Below the header, there are two input fields. The first field contains the email address '5240220202b@st.uew.edu.gh'. The second field is for the password, shown as a series of dots, with a small eye icon to its right for toggling visibility. Below the password field is a green rounded rectangular button with the text 'Login' and a circular refresh icon. A red arrow points upwards to the 'Login' button. To the right of the button is a link that says 'Forgot Password?'. The entire login form is set against a white background.

Figure 17. SIP Login Page

Note that when you are keying in your credentials, you will see the student number displayed, however, your pin will be masked or hidden and appear as dots. This is to prevent onlookers from seeing your pin. As such you must be extremely cautious when keying in the pin so as not to make a mistake. If you made a mistake in the entry, you would see the following page and error message telling you that you entered an invalid credential as shown in Figure 18 below. In this instance you must check and re-enter the correct credentials

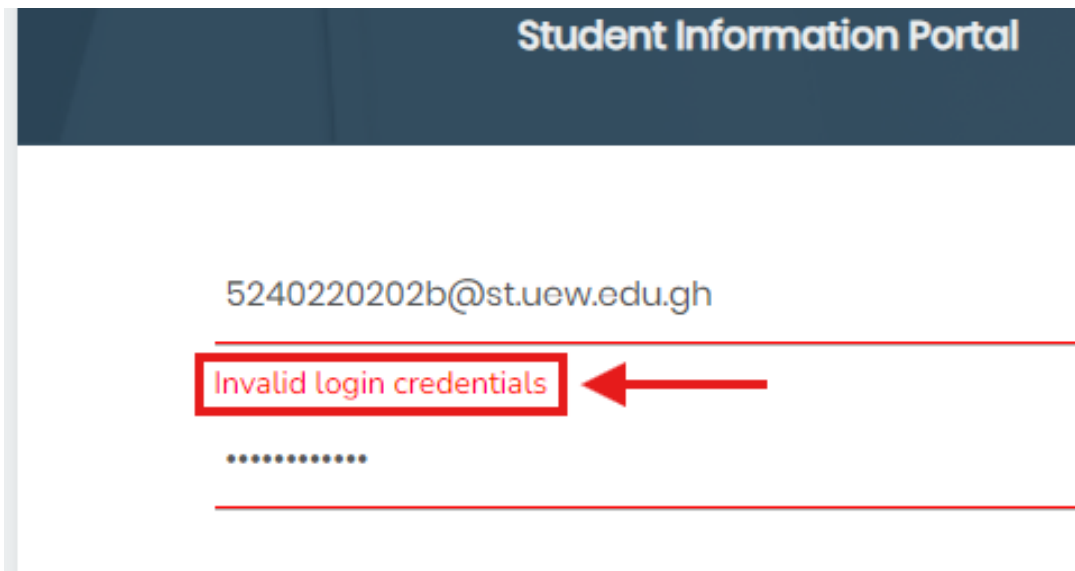


Figure 18. Invalid Password Error

3.3 Features of Student Portal

If you successfully keyed in the right combination of your credentials, you will land on the portal homepage as shown in Figure 1.8 below.

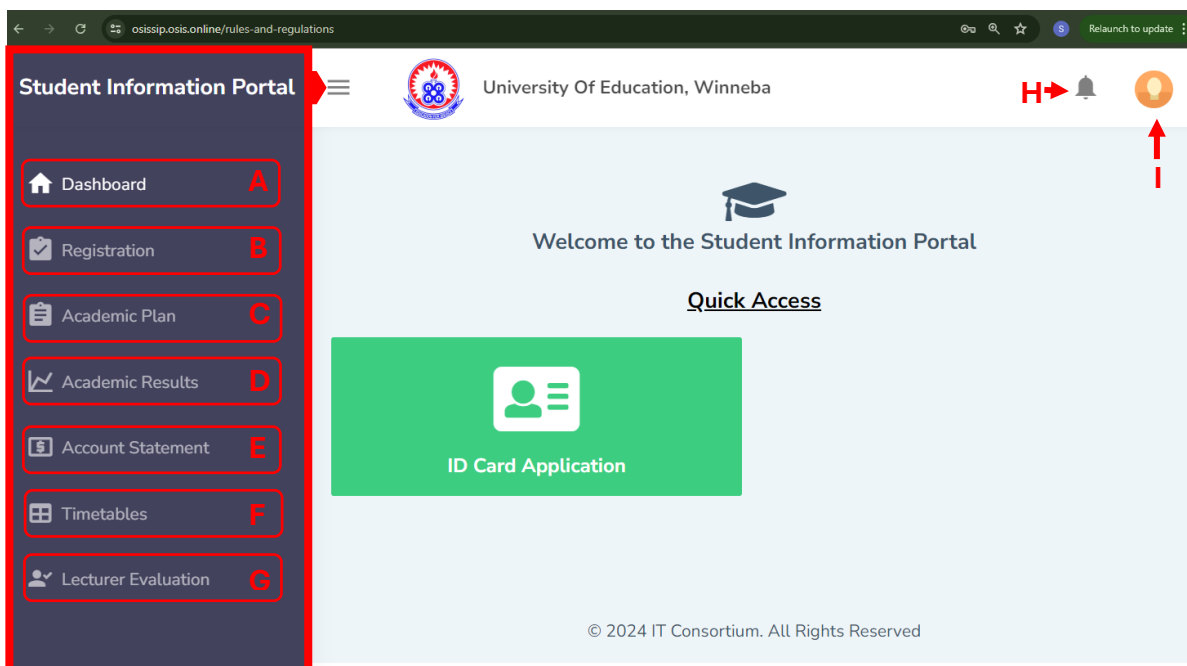


Figure 19. Features of SIP Homepage

A. Dashboard Tab: The dashboard is the introductory page of the student portal contains quick links to other options available on the portal upon activation. The include, Registration information, Announcements, IC Card application, Lecturer Evaluation etc.

B. Registration Tab

The Registration tab leads to the course registration page where you can select the courses for the semester and confirm.

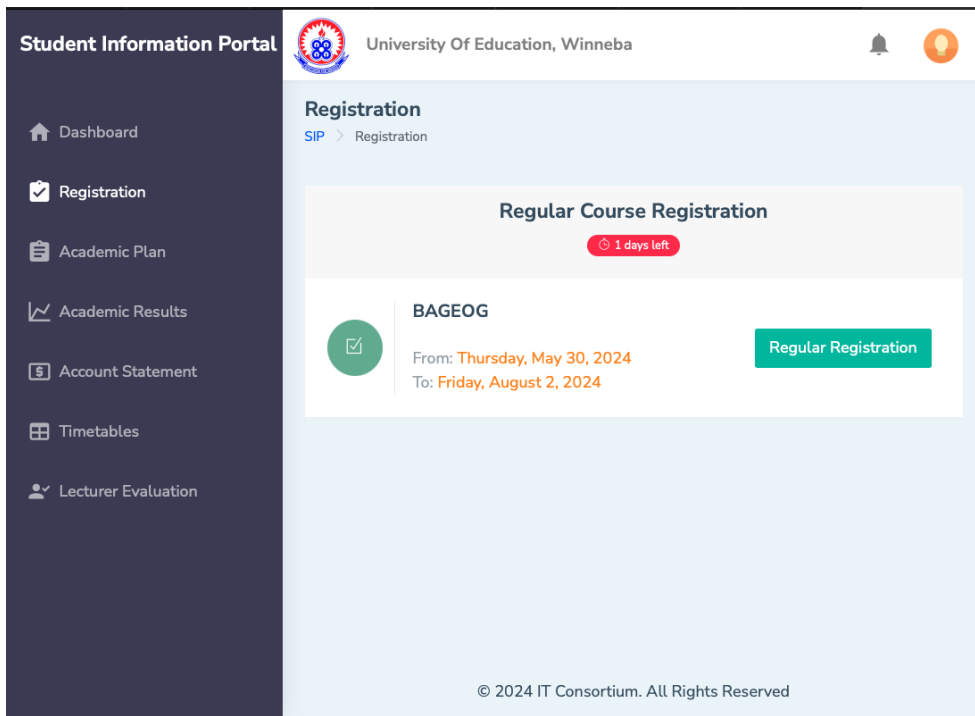


Figure 20. Registration Page

C. Academic Plan Tab

The Academic plan tab displays the current curriculum for your programme of study. This serves as a guide for student and to enable you plan of your academic journey.

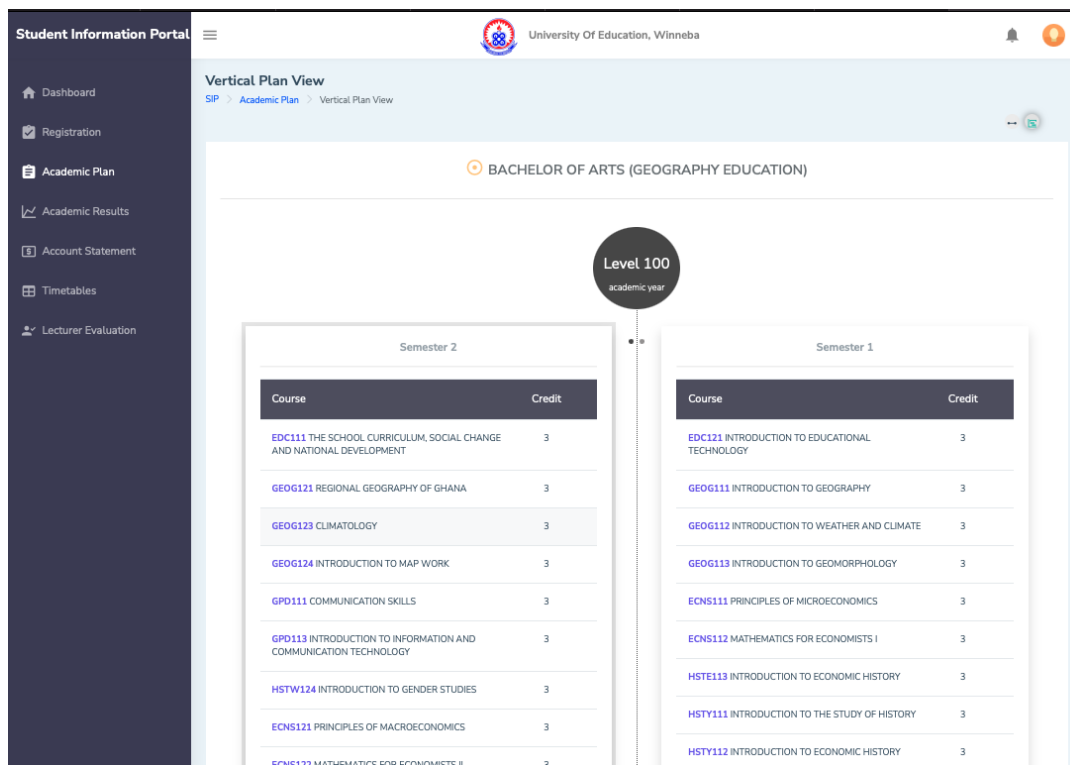


Figure 21. Academic Plan

D. Academic Results Tab

This Tab displays a students Academic transcript for course taken. Please note that only students who complete their registrations would have access to their results in the portals when they are published. Also, not that, courses with unpublished results shall not appear in your portal despite having registered until they are duly entered and published by the Faculty. In some cases, students shall be required to complete Lecturer evaluation form before access shall be granted to view published results. Where Lecturer evaluation forms are not submitted, results shall appear as “?” or have the inscription “Evaluate Lecturer”.

The screenshot shows the 'Student Information Portal' interface for the University of Education, Winneba. The main content area is titled 'Classic Result View' and shows the following details:

- Registration No.: [REDACTED]
- Programme & Level: BACHELOR OF ARTS (GEOGRAPHY EDUCATION), Level 100
- Student Name: [REDACTED]
- DOA - DOC: SEP2023 - JUL2027

The results are for the 2023/2024 Semester 1. The table below shows the courses taken:

Code	Course Title	Credit	Grade	GP
ECNS111	PRINCIPLES OF MICROECONOMICS	3	Evaluate Lecturer	Evaluate Lecturer
ECNS112	MATHEMATICS FOR ECONOMISTS I	3	Evaluate Lecturer	Evaluate Lecturer
EDC121	INTRODUCTION TO EDUCATIONAL TECHNOLOGY	3	Evaluate Lecturer	Evaluate Lecturer
GEOG111	INTRODUCTION TO GEOGRAPHY	3	Evaluate Lecturer	Evaluate Lecturer
GEOG112	INTRODUCTION TO WEATHER AND CLIMATE	3	Evaluate Lecturer	Evaluate Lecturer
GEOG113	INTRODUCTION TO GEOMORPHOLOGY	3	Evaluate Lecturer	Evaluate Lecturer
Total		18		30
GPA		1.67		
Cumulative GPA		1.67		

Figure 22. Student online Transcript

E. Account Statement Tab

The Account statement table shall display a student's detailed financial statement for all bills raised by the University for the student and credits made by the student.

The screenshot displays the 'Student Statement' page in the Student Information Portal. The page header includes the University of Education, Winneba logo and name. The left sidebar contains navigation options: Dashboard, Registration, Academic Plan, Academic Results, Account Statement (highlighted), Timetables, and Lecturer Evaluation. The main content area shows the student's details: Registration No. 5240220202, Programme & Level: BACHELOR OF ARTS (GEOGRAPHY EDUCATION) Level 100, Student Name: NUNOO JUSTICE NII AYITEY, and Date: Thursday, 1 August 2024. A 'Print Statement' button is located in the top right corner. Below the details, a note states: 'Balances in parenthesis indicates your credit balance and balances with negatives are amount to be paid.' The main table lists transactions for the 2023/2024 Academic Year with columns for Date, Description, Credit (GHS), Debit (GHS), and Balance (GHS).

Date	Description	Credit (GHS)	Debit (GHS)	Balance (GHS)
2023/2024 Academic Year				
	School Fees	GHS2,292.00	0.00	(GHS2,292.00)
	Bill For 2023/2024 Academic Year	0.00	GHS2,292.00	(GHS0.00)
	Bill For 2023/2024 Academic Year	0.00	GHS2,292.00	GHS2,292.00
	Reversal Of Bill For 2023/2024 Academic Year	0.00	-GHS2,292.00	(GHS0.00)
	Reversal Of Bill For 2023/2024 Academic Year	0.00	-GHS2,292.00	(GHS2,292.00)
	Bill For 2023/2024 Academic Year	0.00	GHS2,542.00	GHS250.00
	School Fees	GHS100.00	0.00	GHS150.00

Figure 23. Student Account Statement

F. Timetable Tab

The Timetable tab shall display final official timetable prepared and approved by the Division of Academic Affairs. These shall include lecturer hall allocations among other information considered necessary.

G. Lecturer Evaluation Tab

This tab contains Lecturer evaluation forms for students. These forms are used to assess the performance and effectiveness of a lecturer or instructor in a each course taking by a student. The goal is to ensure that students receive a high-quality education and that lecturers receive constructive feedback to improve their teaching.

To evaluate a lecturer;

- a. Select Semester
- b. Select Course
- c. Select Lecturer
- d. Fill forms
- e. Submit form

Figure 24. Lecturer Evaluation page

- H. Notification Icon (Bell): This icon when clicked displays notification for the student on various activities on their portals.
- I. Student Profile Icon: This icon when clicked display options to view the students profile, change password and Log out of the Portal.

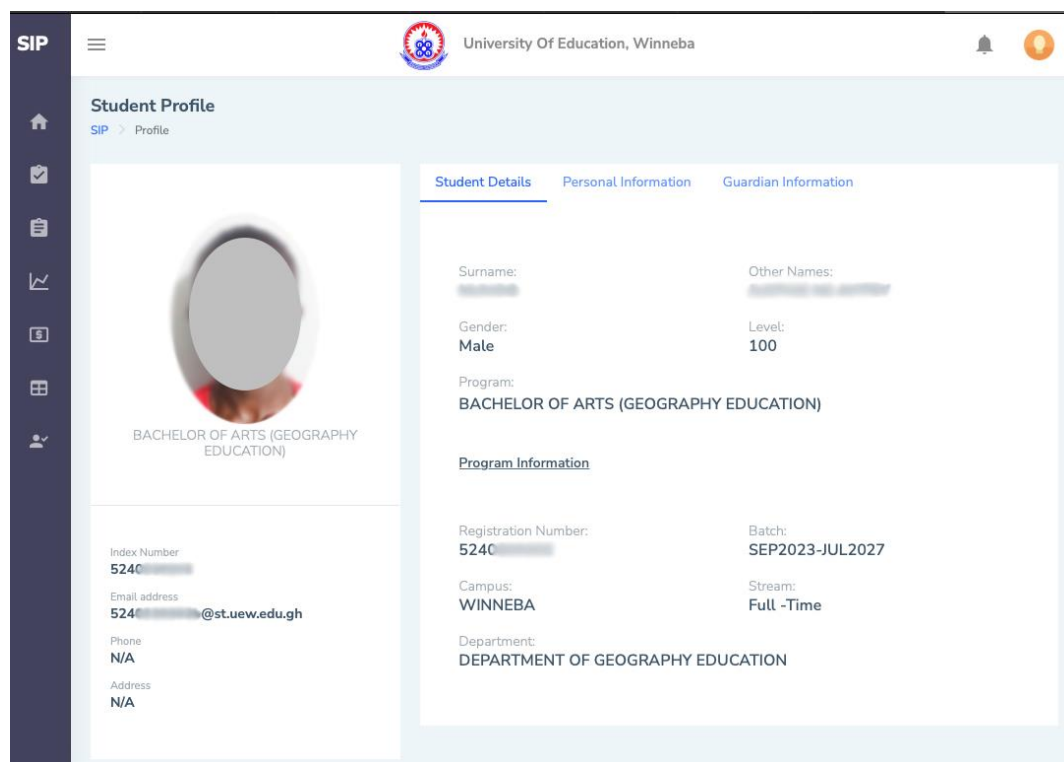


Figure 25. Student Profile Page

3.4 COURSE REGISTRATION

The course registration process is a **mandatory and important** activity in the life of a student in the University of Education, Winneba and as such students are entreated to treat it with utmost importance.

You must be meticulous in registering for your courses, as if not rightly done, could affect a student's ability to see his/her grades at the end of the semester. It can also affect the appearance of the student's name on various lists within the University. Examples of these lists are class lists, examination list, student loan trust fund and all other lists.

To register, you should have paid the appropriate fees in full and you should have access to your OSIS II student portal.

Below are the steps to following to successfully register your courses for a Semester.

a. Step 1

Click on the Registration Tab to display the Registration page. Click on the green registration button to begin your semester registration.

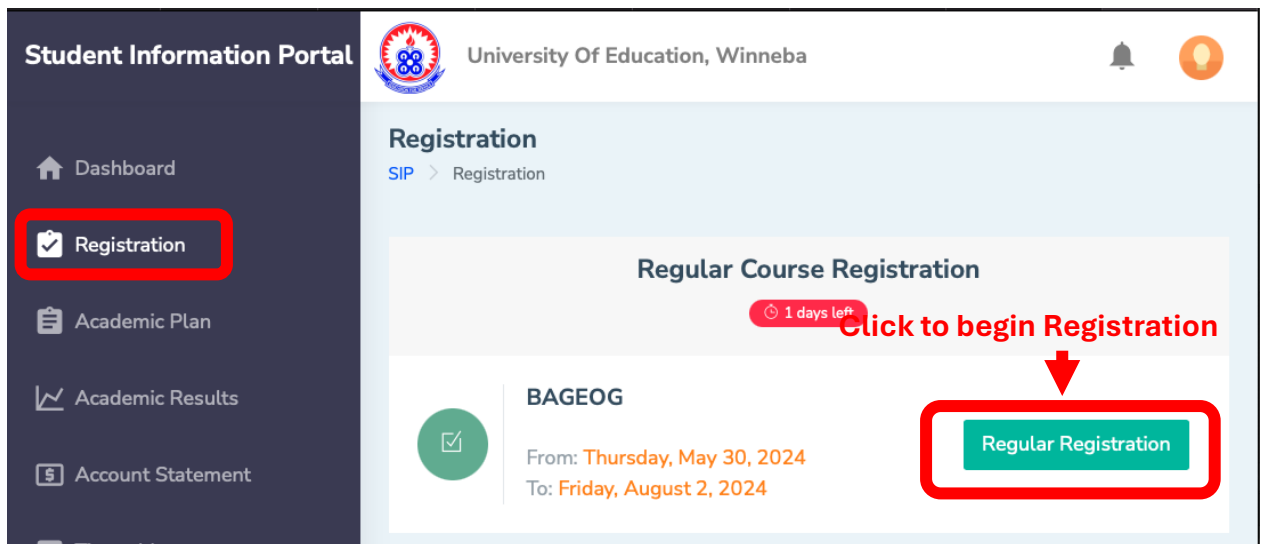


Figure 26. Registration Homepage

b. Step 2

Select courses by clicking the check box next to the courses of your choice, from the list of courses displayed in the available courses section on the left pane.

Wrongly selected courses in the right pane can be removed by clicking on same. This would return the course back to the left pane.

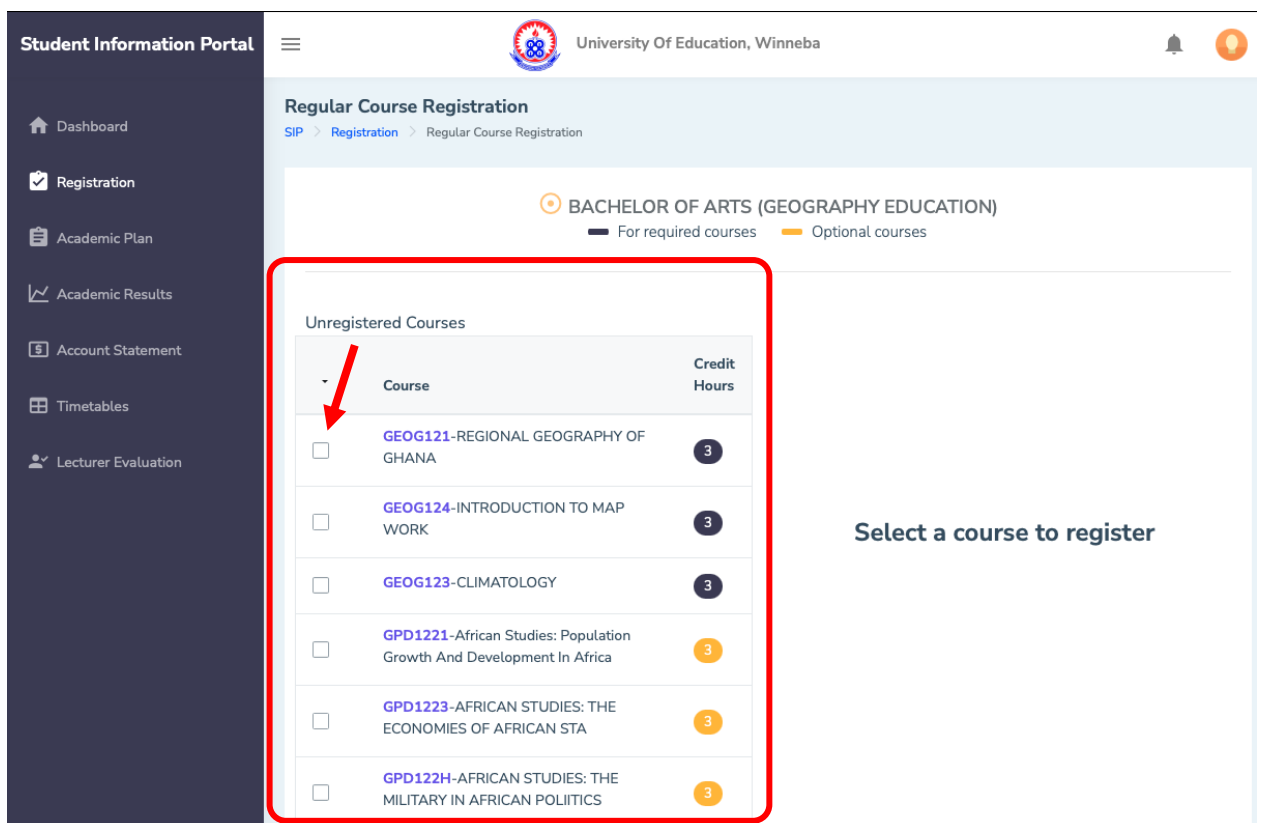


Figure 27. Selecting Courses

c. Step 3

Selected courses shall move automatically to the Right section of the page. Ensure all courses are selected and the required credit hour requirements have been met. Click green button to save and continue to the next stage of the process.

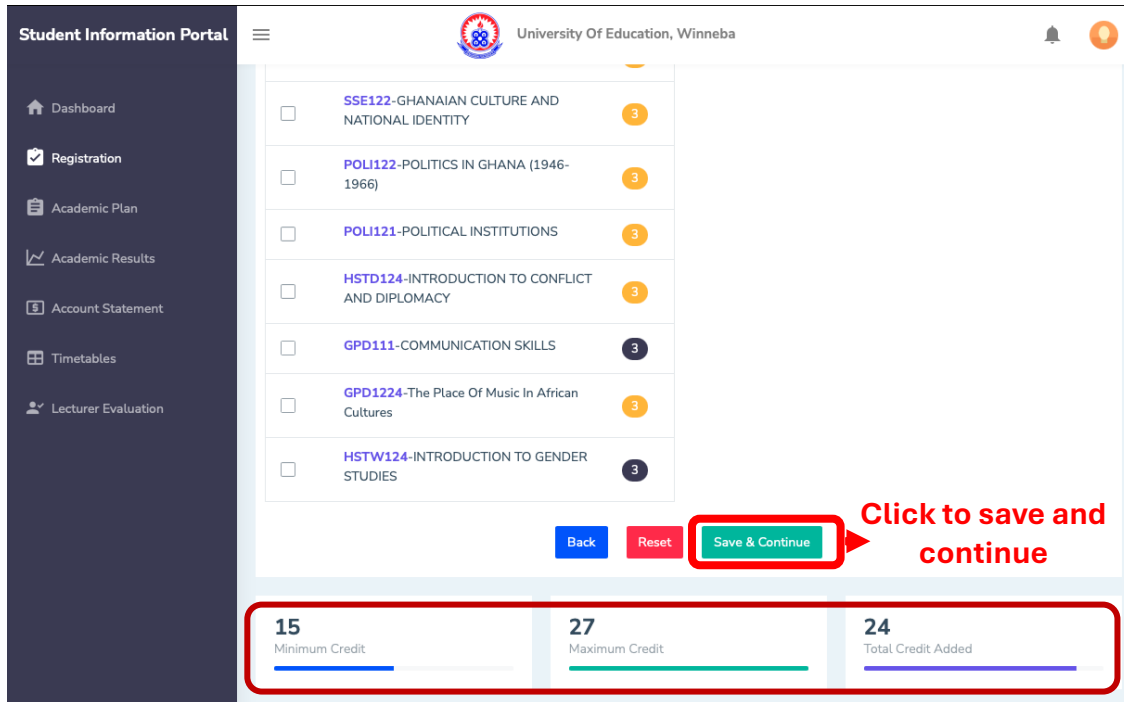


Figure 28. Saving and Reviewing Selected Courses

d. Step 4

Review your selection to ensure all required courses are captured. Click on the green confirm button to confirm your registration.

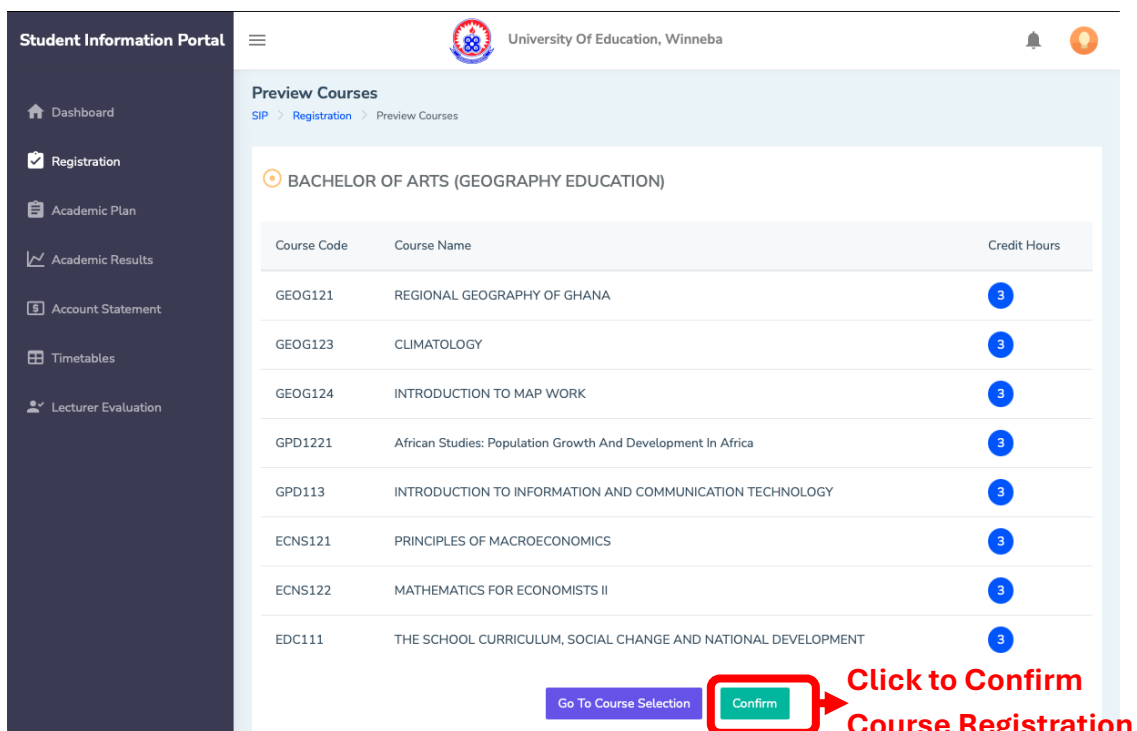


Figure 29. Confirming Course Registration

e. Step 5

Your course registration is now completed. You must however print out a copy of the proof of registration and submit to your Department Secretariate for endorsement.

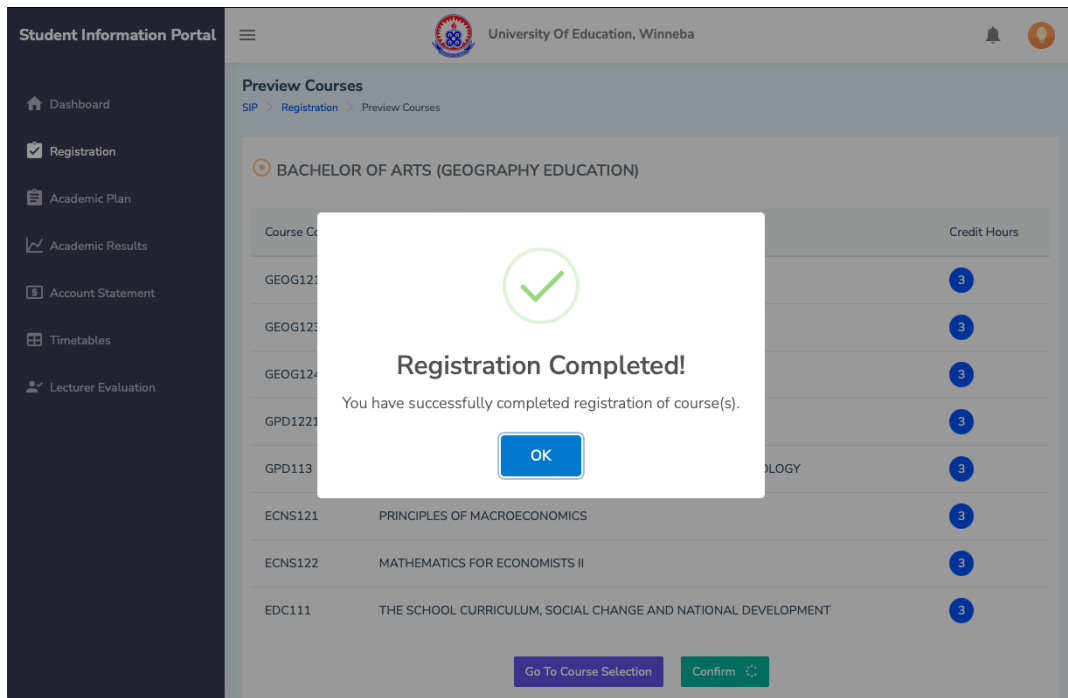


Figure 30. Course Registration Completed

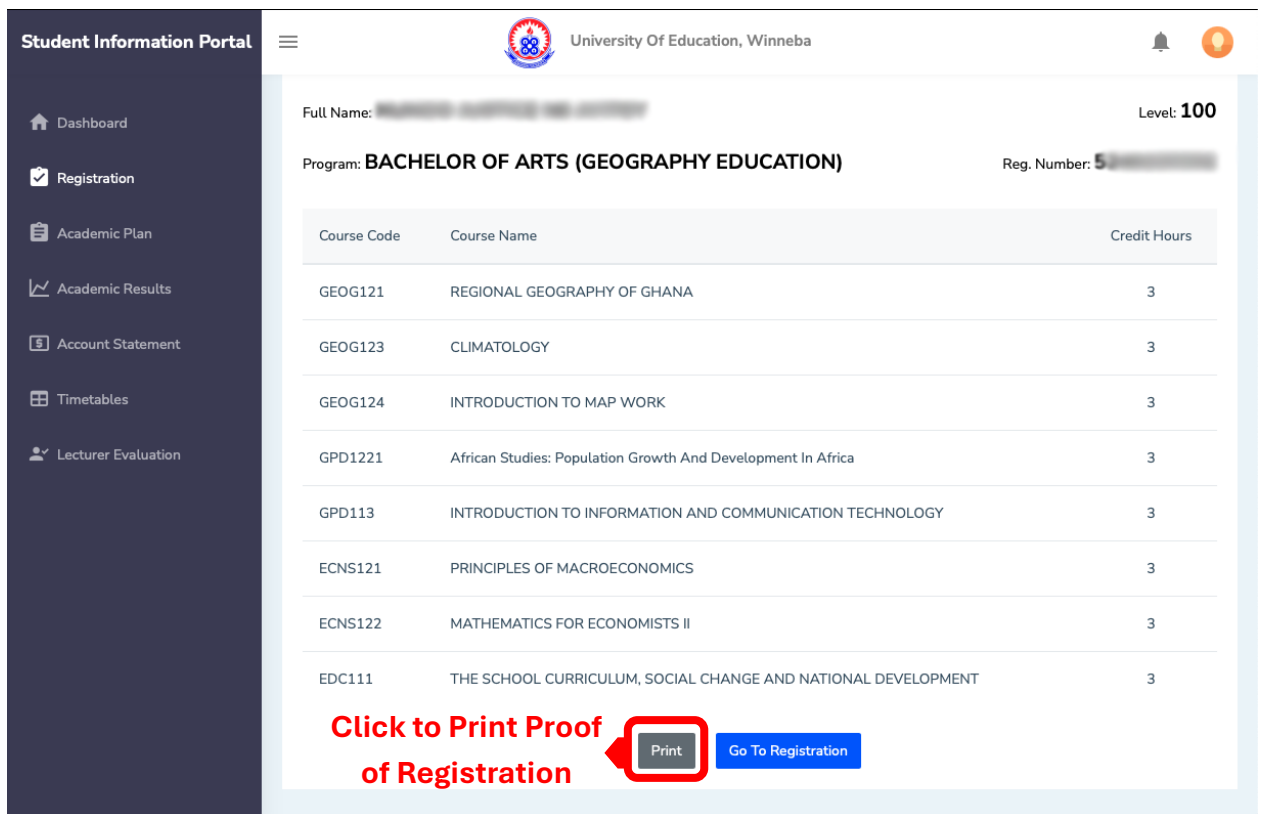


Figure 31. Print Proof of Registration



UNIVERSITY OF EDUCATION, WINNEBA

P. O. Box 25, Winneba

Tel: 233332322269

Email: registrar@uew.edu.gh Website: www.uew.edu.gh

Full Name: N*****

Level: 100

Program: BACHELOR OF ARTS (GEOGRAPHY EDUCATION)

Reg. Number: 5*****

Course Code	Course Name	C
GEOG121	REGIONAL GEOGRAPHY OF GHANA	
GEOG123	CLIMATOLOGY	
GEOG124	INTRODUCTION TO MAP WORK	
GPD1221	African Studies: Population Growth And Development In Africa	
GPD113	INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY	
ECNS121	PRINCIPLES OF MACROECONOMICS	
ECNS122	MATHEMATICS FOR ECONOMISTS II	
EDC111	THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT	

Figure 32. Proof of Registration

You are advised to save soft copies of your proof of registration slip anytime you register. You are also required to print out two (2) copies and send to your department for endorsement by the departmental administrator or administrative assistant. The department will keep one copy and the student would also keep one endorsed copy. This will serve as proof of registration in case of any unforeseen issues.

Note that the proof of registration slip has the University logo at the top of the page and a portion for the Registrar’s representative at the department to sign

3.4.1 Dropping And Adding Of Courses After Registration Confirmation.

Dropping and adding of Courses can only be done via the Assisted Registration mode.

Student who after confirmation of registration, require either dropping or adding of courses to registration must visit their Department Administration for Assisted Registration.

3.4.2 Important Information About Registration

1. You are responsible for your registration process. You are to ensure that you register and most importantly register the requisite courses.
2. The OSIS II system thrives on deadlines which are non-negotiable. This means that when a specific deadline expires it is extremely difficult to reverse the cycle or go back to perform activities during that cycle. As such students are entreated to ensure that they always work within the given deadlines.
3. Failure to do so would attract fines and in certain circumstances deferment for the affected students.
4. The registration process is completely free and you are expected to do it on your own. Should you require an assisted registration, and you are asked to pay any money for registration, please report immediately to your Head of Department or Deputy Registrar Academic Affairs.
5. If you are unable to pay your fees in full see the Student Finance Services office under Finance Section at the ground floor of the Student Centre or your Study Centre Coordinator for the procedures to obtain help.
6. If you lodge a complaint about problems with registration without proof of registration (i.e., a registration slip), you would be adjudged to not have registered and this would attract the appropriate fines and sanctions.
7. Registration would be ongoing concurrently with lectures should the need arise.
8. The first point of call for any problem is your Department Administrator. If the issue is beyond them, they would forward the problem to the requisite office(s) for resolution. Note that The Student Records Office (SRO) is **out of bounds to student**. Should the office require the presence of any student, an official invitation shall be made.
9. After confirmation of courses, students with errors in registration i.e., who have registered for wrong courses should contact their Department Administrators during the stipulated period for this exercise to have those problems corrected.

4.0 TAMPERING WITH ELECTRONIC RECORDS

The information related to this can be found in the Students Handbook (2019) under 1.8 (1.8.1 & 1.8.2) on page 12 & 13.

4.1 What is Electronic Record

An electronic record is information recorded by a computer that is produced or received in the initiation, conduct or completion of university activity.

Examples in this context include:

1. admission records
2. assessment and examination records, and
3. financial records.

Tampering with electronic records includes but is not limited to:

- A person knowingly making false claims or entry to any electronic record captured by the University systems.
- A person personally or through a third-party tampering with or hacking into any of the University systems to mutilate, conceal, remove or otherwise change any records or input on the system(s).
- Anyone who attempts to forge or prepare transcripts, certificates or any other official university document that is different from the real results on the University's system(s).
- The mode of application may include bribing, coercing, or soliciting favours from various categories of people to effect these changes.
- Breach of this regulation shall attract outright dismissal from the University.
- Students are to take note of this important information and desist from tampering with any form of electronic records, be it registration slips, medical chits, admission letters, result slips etc.

5.0 FREQUENTLY ASKED QUESTIONS (FAQs)

1. How do I access my student email?

To access your student email, follow these steps:

1. Visit the University website and click on the "Mail" link on the Student Page.
2. Enter your official student email address (your index number followed by @st.uew.edu.gh) on the Gmail login page.
3. Enter your default password and click "Next".
4. Accept the terms and conditions and set a new password.
5. You will now have full access to your email inbox .

2. How do I register for courses?

To register for courses:

1. Click on the Registration Tab in the student portal.
2. Select courses by checking the boxes next to your desired courses.
3. Save your selection and review it to ensure all required courses are included.
4. Confirm your registration and print the proof of registration.
5. Submit the printed proof to your Department Secretariate for endorsement .

3. What should I do if I need to drop or add courses after registration?

Dropping and adding courses after registration can only be done via Assisted Registration. Visit your Department Administration for assistance with this process .

4. Where can I find information about fee payment?

Information about fee payment is available on the University Website and at the Student Finance Office. You must pay your fees at approved bank branches using the Transflow Payment Platform, quoting your Index number as the reference

5. How do I verify my student email for portal login or password reset?

To verify your student email for the first time:

1. Open the Student Information Portal Login Page.
2. Verification links are sent to official student emails automatically upon profile creation.
3. If you do not receive the initial verification link, you can initiate the verification process from the portal login page .

6. What happens if I tamper with electronic records?

Tampering with electronic records, such as admission records, assessment and examination records, or financial records, is strictly prohibited. This includes making false claims, hacking, or forging university documents. Breaches of this regulation can lead to outright dismissal from the University

7. What should I do if I face challenges paying my fees?

If you encounter any issues while paying your fees, report to the Student Finance Office for assistance. You can also check your fee payment status in your student portal under Financial Information

8. How do I set up my student portal account?

Your student email serves as your username for the student portal. After verifying your email, you will need to create a password to access the portal. Ensure your student email is verified, as unverified emails cannot log in to the portal

9. How do I view my academic transcript?

To view your academic transcript:

1. Log in to the Student Information Portal.
2. Navigate to the Academic Results Tab, which displays your academic transcript for the courses taken.
3. Note that only students who have completed their registrations can access their results when published. Unpublished results or courses will not appear until they are duly entered and published by the Faculty

10. How do I evaluate my lecturers?

To evaluate your lecturers:

1. Log in to the Student Information Portal.
2. Click on the Lecturer Evaluation Tab.
3. Select the semester, course, and lecturer you wish to evaluate.
4. Fill out the evaluation form and submit it.
5. Note that completing lecturer evaluations might be required to access your published results

11. What should I do if I forget my student portal password?

If you forget your student portal password:

1. Open the Student Information Portal login page.
2. Click on "Reset Password".
3. Enter your official student email address to receive a password reset link.
4. Check your email inbox for the password reset notification and follow the link to create a new password

12. How do I check my financial statement?

To check your financial statement:

1. Log in to the Student Information Portal.
2. Navigate to the Account Statement Tab.
3. View detailed financial statements for all bills and credits associated with your student account

13. How do I access the official timetable?

To access the official timetable:

1. Log in to the Student Information Portal.
2. Navigate to the Timetable Tab, which displays the final approved timetable prepared by the Division of Academic Affairs, including lecture hall allocations and other necessary information

14. What should I do if I experience issues with course registration?

If you encounter issues with course registration:

1. Ensure you have paid the appropriate fees and have access to your OSIS II student portal.
2. Contact your Department Administrator for assistance within the stipulated period for correcting registration errors.
3. If further assistance is needed, the issue may be forwarded to the relevant office for resolution

15. How do I print my proof of registration?

To print your proof of registration:

1. Complete your course registration in the Student Information Portal.
2. Click on the option to print the proof of registration.
3. Save a soft copy and print two hard copies.
4. Submit one copy to your department for endorsement and keep the other for your records

16. What are the important deadlines I need to be aware of?

The OSIS II system operates on strict deadlines which are non-negotiable. Ensure that you complete all necessary activities, such as course registration and fee payment, within the given deadlines to avoid fines or deferment. Always check for deadline announcements and adhere to them