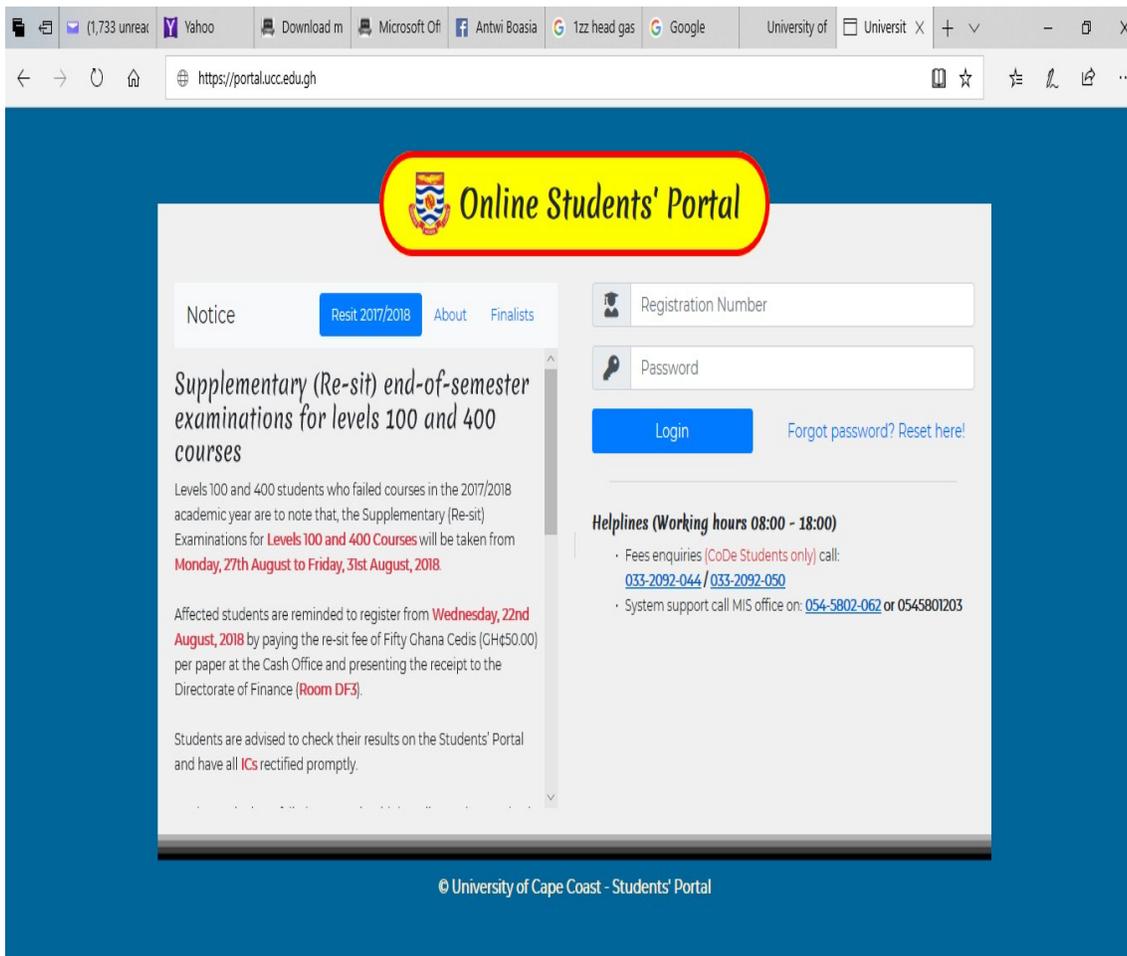


**UNIVERSITY OF CAPE COAST
DIRECTORATE OF ICT SERVICES
MANAGEMENT INFORMATION SYSTEMS SECTION**

ONLINE STUDENTS PORTAL GUIDE

STEP 1

- ❖ Type **portal.ucc.edu.gh** in the address bar of your browser



STEP 2

❖ Enter Your **Registration Number** and **Password**

Notice

[Resit 2017/2018](#) [About](#) [Finalists](#)

Supplementary (Re-sit) end-of-semester examinations for levels 100 and 400 courses

Levels 100 and 400 students who failed courses in the 2017/2018 academic year are to note that, the Supplementary (Re-sit) Examinations for **Levels 100 and 400 Courses** will be taken from **Monday, 27th August to Friday, 31st August, 2018**.

Affected students are reminded to register from **Wednesday, 22nd August, 2018** by paying the re-sit fee of Fifty Ghana Cedis (GH¢50.00) per paper at the Cash Office and presenting the receipt to the Directorate of Finance (**Room DF3**).

Students are advised to check their results on the Students' Portal and have all **ICs** rectified promptly.

PS/ITC/17/0001

.....

Login [Forgot password? Reset here!](#)

Helplines (Working hours 08:00 - 18:00)

- Fees enquiries (CoDe Students only) call: [033-2092-044](tel:033-2092-044) / [033-2092-050](tel:033-2092-050)
- System support call MIS office on: [054-5802-062](tel:054-5802-062) or [0545801203](tel:0545801203)

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<https://portal.ucc.edu.gh/osis/authen.php>

STEP 3

- ❖ Click on **Personal Details** link on the left Menu
- ❖ Provide all the necessary information in the fields provided and click on the **Update Button** when you are done

The screenshot shows a web browser window with the URL <https://portal.ucc.edu.gh/frames/index.php>. The page header includes the University of Cape Coast logo and the text "STUDENT'S PORTAL". A navigation menu on the left lists various services, with "Personal Details" highlighted. A red warning message at the top of the form area states: "Your Mobile phone no. and Email address are two important channels we will use in communicating with you. Please ensure updating us with your current Mobile phone no. and Email address." The form itself is titled "YOUR PERSONAL DETAILS" and contains the following fields:

YOUR PERSONAL DETAILS	
TITLE :	MR.
NAME :	OPPOING, SAMUEL
PROGRAMME :	BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)
COURSE/ MAJOR (Combination) :	INFORMATION TECHNOLOGY
GENDER :	M
DATE OF BIRTH :	27 October, 1998
LEVEL :	100
HALL :	CASELY HAYFORD HALL
ROOM NO. (hall residents only) :	<input type="text"/>
ADDRESS (non-residents) :	<input type="text"/>
CELLPHONE :	0244382193
HOME PHONE :	<input type="text"/>
EMAIL :	oppoingadu5@gmail.com
HOME ADDRESS (see no./location) :	<input type="text"/>
POSTAL ADDRESS :	P. O. BOX 9, ADDAGYIRI/NSAWAM
POSTAL TOWN :	<input type="text"/>
PLACE OF BIRTH :	<input type="text"/>
HOMETOWN :	<input type="text"/>

At the bottom of the form is a blue "UPDATE" button.

Please note that your Phone Number and Email Address are two most important channels we use in communication with you, so please make sure you provide us with your most active Phone Number and Email Address.

STEP 4:

- ❖ Click on Registration link on the left Menu
- ❖ Click on **PRINT REGISTRATION FORM**

The screenshot shows the 'Students' Portal' interface. On the left is a navigation menu with items: Service Information, Personal Details, Verify Details, Resit Registration, Diploma Confirmation, Statement of Results, Survey, Registration, Fees, Counselling Service, Exam TimeTable, FAQs, and Reset Password. The 'Registration' item is highlighted. The main content area has a header 'REGISTRATION PERIOD' and a section 'REGISTRATION GUIDE'. The guide contains three points: A. Students would be able to register in 2 working days after payment of the required fees. B. Please ensure that you know the correct courses to register for this semester before attempting registration. Students should consult their department registration officer if a particular course does not appear in the list of courses. C. Major Selection. First Semester registration requires each student to select a major. (If you are not clear with the majors listed, contact your department). Below the guide, there is a note: 'Link to registration would be activated when the next registration period opens'. At the bottom of the main content area is a blue button labeled 'Print Registration Form'. A red arrow points from the text 'Click on PRINT REGISTRATION FORM' in the instructions above to this button.



UNIVERSITY OF CAPE COAST

ONLINE REGISTRATION FORM

CENTRE FOR CONTINUING EDUCATION

NAME	POKUWAA, AMA	
REG. NUMBER	CCE150001	
LEVEL	200	
PROGRAMME	BACHELOR DEGREE IN BASIC EDUCATION	
MAJOR	EDUCATION	photo

COURSES REGISTERED FOR 2016/2017 FIRST SEMESTER

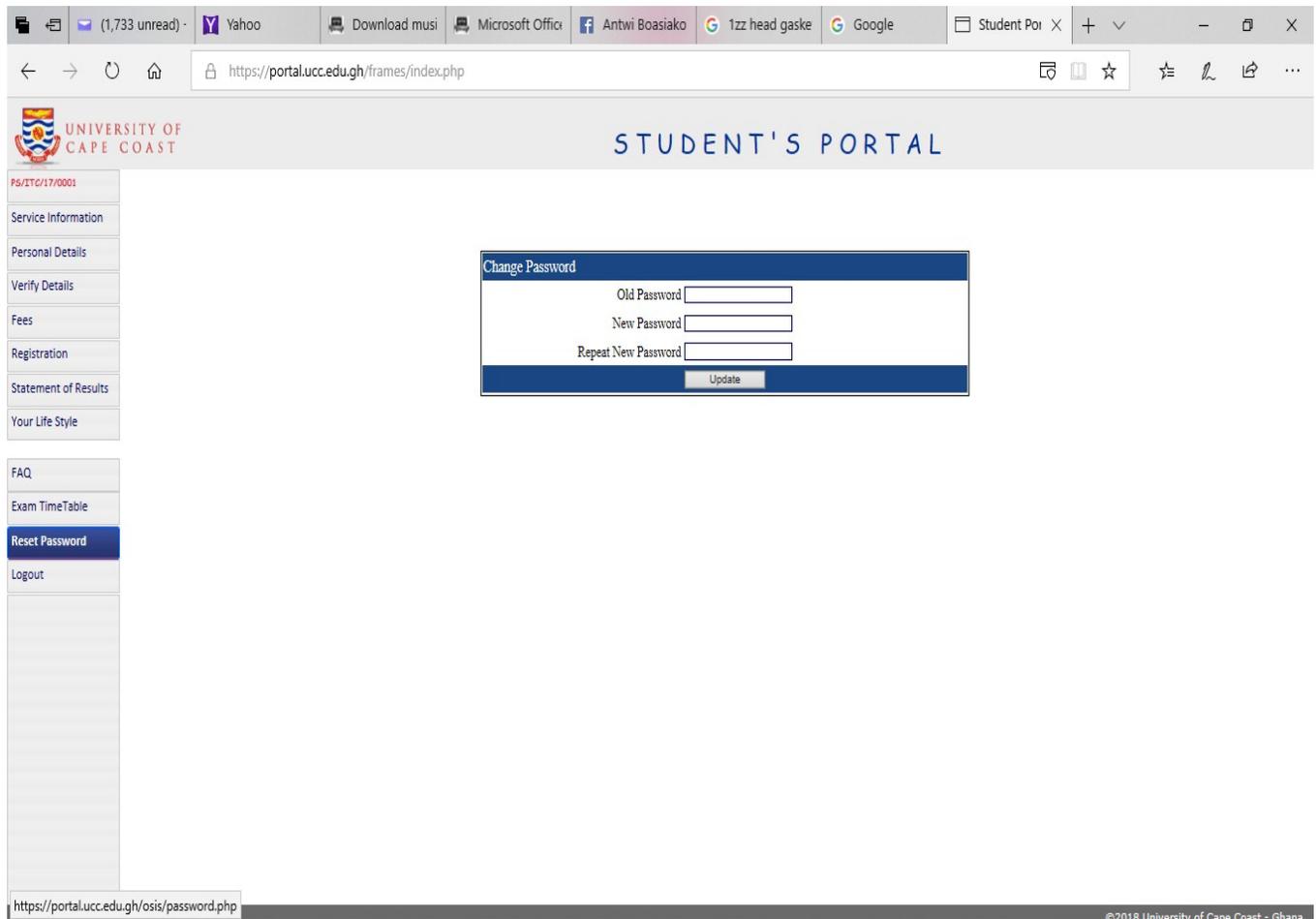
	CODE	TITLE	CREDITS
1	EIN220	ALGEBRA AND TRIGONOMETRY	3
2	EIN227	BASIC FOODS	3
3	EIN215	GHANA UP TO 1800	3
4	EIN209	INTEGRATED SCIENCE I	3
5	EIN263A	INTEGRATED SCIENCE III	3
6	EIN207	MANAGEMENT IN LIVING 1	3
7	EIN211	THE USE OF ENGLISH	3
		TOTAL	21

PASSWORD RESET

There are two ways of resetting

CASE 1

- ❖ Click on the **Reset Password** link on the left menu in your Students' Portal
- ❖ Enter Your **Old Password**
- ❖ Enter your **New Password** twice and Click on **Update Button**



The screenshot shows a web browser window displaying the University of Cape Coast Student's Portal. The browser's address bar shows the URL <https://portal.ucc.edu.gh/frames/index.php>. The page header includes the University of Cape Coast logo and the text "STUDENT'S PORTAL". On the left side, there is a vertical menu with various options, including "Reset Password", which is highlighted in blue. In the center of the page, a "Change Password" form is displayed. The form has a blue header and contains three input fields: "Old Password", "New Password", and "Repeat New Password". Below these fields is an "Update" button. The browser's status bar at the bottom shows the URL <https://portal.ucc.edu.gh/osis/password.php> and the copyright notice "©2018 University of Cape Coast - Ghana".

Please note that in this case you know your password but may wish to reset it to a new one due the fact that you think your password may have been compromised or reasons best known to you.

CASE 2

❖ Click on the *Forgot Password? Reset Here*

https://portal.ucc.edu.gh/reset/login.php

Online Students' Portal

Announcements & Notifications!

Lecturers & Courses Assessment
Online appraisal of lecturers and courses for the 2019/2020 second semester start on 10/09/2020 to 31/09/2020.

All sandwich students should take note and partake in the exercise to aid the continuous improvement of teaching and learning as well as good service rendering.

Financial Aid (Student Loan Trust Fund)
The Students Loan Trust Fund (SLTF) was established in December 2005 under the Trustee Incorporation Act 1962, Act 820.

The objectives of the Trust Fund are to provide financial resources for the sound management of the Trust for the benefit of students and to help promote and facilitate the national ideals enshrined in Article 28 and 38 of the 1992 Constitution.

Students who want to apply for financial aid should visit the following links to know more about the Trust Fund and its application process;

[Student Loan Trust Fund](#)

Registration Number

Password

Login [Forgot password? Reset here!](#)

Lecturers & Courses Assessment
Online appraisal of lecturers and courses for the 2019/2020 second semester start on 10/09/2020 to 31/09/2020.

Helplines (Working hours 08:00 - 18:00)

- Main UCC Accounts office : 0508118646
- Fees enquiries (CoDe Students only) call: 033-2092-044 / 033-2092-050
- System support call MIS office on: 054-5802-062 or 0545801203

© University of Cape Coast - Students' Portal

https://portal.ucc.edu.gh/reset/forget_password.php

❖ Follow the Instructions and choose any of the two available options

❖ A password reset code will be sent to you based on the option you will choose to reset your password

University of Cape Coast
Online Students Portal

[BACK TO LOGIN PAGE](#)

Password Recovery

SMS Option

- Enter you student registration number and telephone number
- You will receive a reset code on your phone
- Input your reset code received, for verification
- After your reset code is verified, your password will be reset and you can log in

E-mail Option

- Enter you student registration number and email address
- Sign in to your email
- Check your inbox/spam/junkmail for email received from Student Portal
- Reset your password
- Finally you will be redirected to student portal login page

Registration Number

[Enter one of the following](#)

Mobile Phone:

OR..

E-mail

Submit