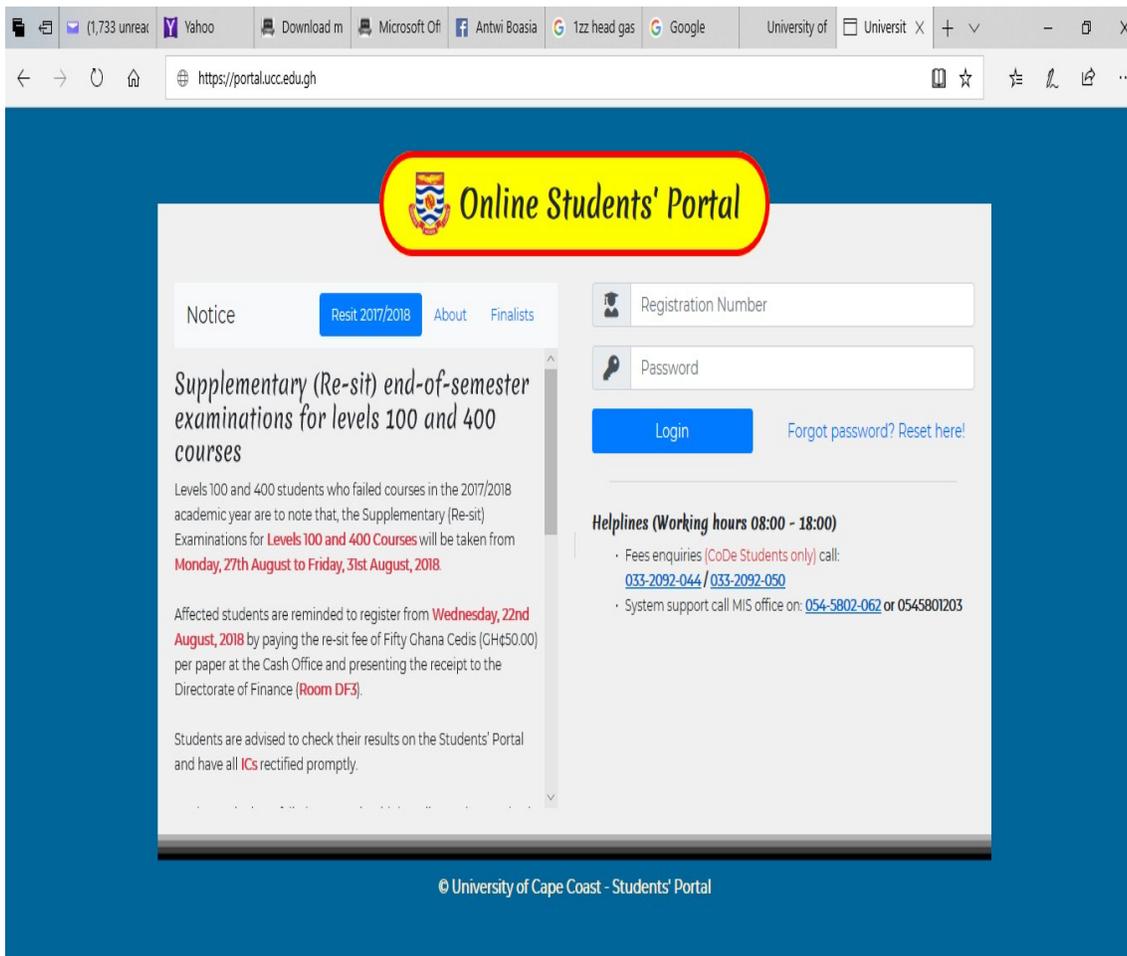# UNIVERSITY OF CAPE COAST
DIRECTORATE OF ICT SERVICESS
MANAGEMENT INFORMATION SYSTEMS SECTION

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**

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

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

UNIVERSITY OF CAPE COAST

ONLINE REGISTRATION FORM

CENTRE FOR CONTINUING EDUCATION

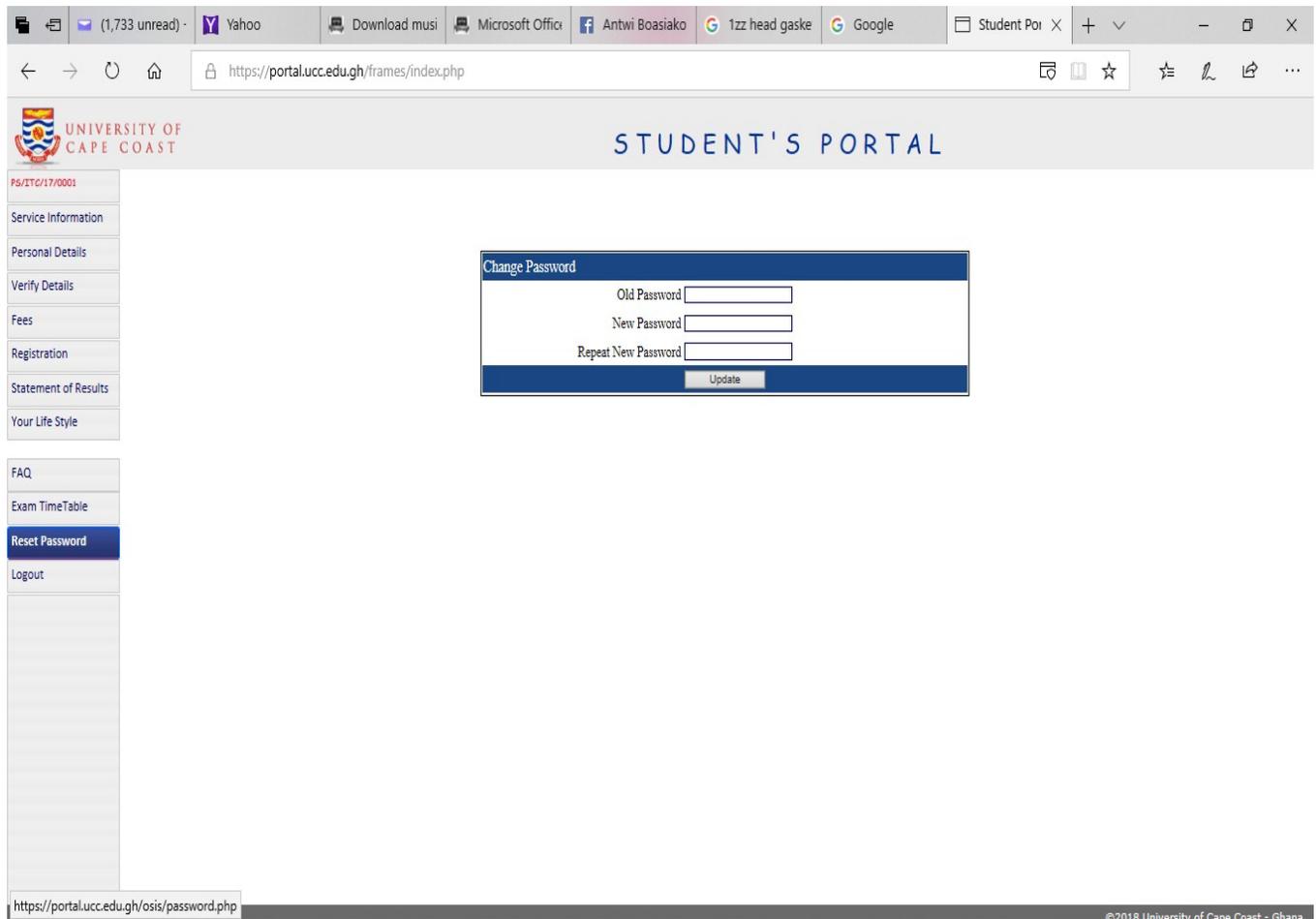|	
NAME	POKUWAA, AMA
REG. NUMBER	CCE150001
LEVEL	200
PROGRAMME	BACHELOR DEGREE IN BASIC EDUCATION
MAJOR	EDUCATION

photo

COURSES REGISTERED FOR 2016/2017 FIRST SEMESTER

	CODE	TITLE	CREDITS
1	EIN220	ALGEBRA AND TRIGNOMETRY	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**

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*

❖ 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