

ELEARNING GUIDE FOR STUDENTS - HOW TO REGISTER & ENROLL IN ONLINE COURSES







A. HOW TO CREATE ACCOUNT (FOR FIRST TIMERS ONLY)

1. Go to <http://lms-studentportal.kiu.ac.ug>
2. On the right side, you will see SIGN UP, click on Register NOW
3. You will then see a form where you will provide all relevant details. Pls make sure the email you provide is a **VALID EMAIL** and you have **ACCESS** to the email account.



Create an Account

Create your account and begin registration process

	enter username
	enter first name
	enter last name
	enter email
	enter password
	Confirm password

I agree to Kampala International University Terms & Conditions

Sign up

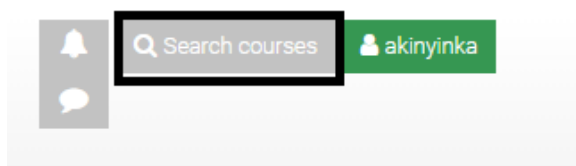
4. Pls note the username, password and email address you provide here or write it down somewhere. These are the details that you will use to login on the LMS
5. After filling this form, tick the 'I agree' tick box, then click on Sign Up
6. You need to complete your registration, so you need to now login at the same platform <http://lms-studentportal.kiu.ac.ug> . Use the details you provided in the form you filled
7. Click on Profile to complete registration, provide all necessary documents and information on personal information and identification

B. HOW TO LOGIN ON THE LMS

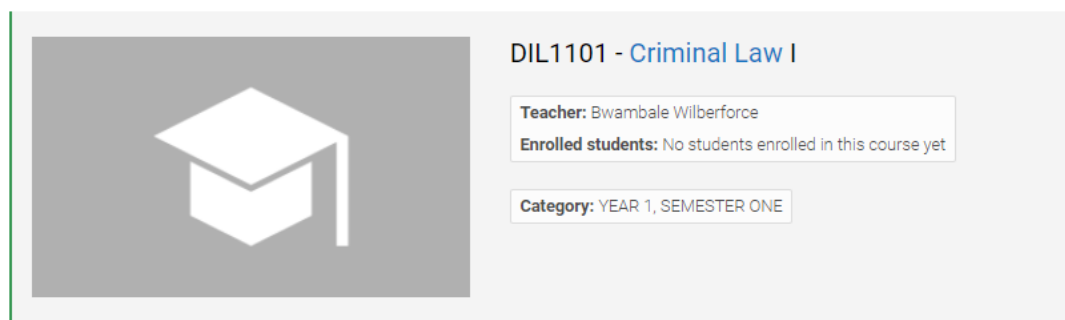
- i. Visit <https://lms.kiu.ac.ug/>
- ii. On top right side, click on login
- iii. Use the details you provided during registration to log in. You can use either the username or email address and then input the password. Please note that password is case sensitive
- iv. Click Login

C. HOW TO ENROLL FOR COURSES ON THE LMS

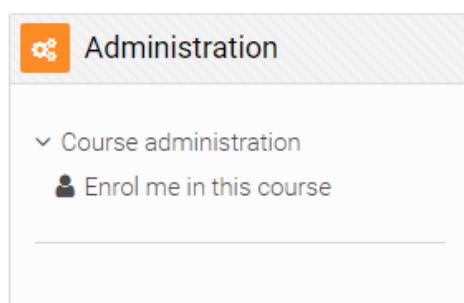
- i. After successful login on <https://lms.kiu.ac.ug/>
- ii. Locate your courses by searching in the search box (top right side corner)



- iii. Type one of your courses in the box and search
- iv. From the search results, locate your course by the teacher's name and the school name as there might be other courses with the same name offered in different departments or schools



- v. Click on the course
- vi. Locate "Enroll me in this Course" and click on it

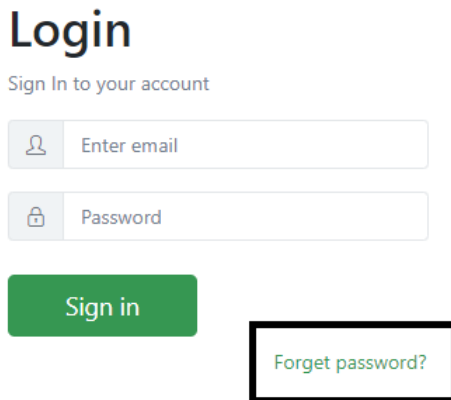


- vii. Then, click “Enroll me”
- viii. You will then get the message, ‘you are successfully enrolled in this course’
- ix. Repeat the same steps iii. to viii. for all the courses you offer in your department for the semester
- x. Attend the activities online as scheduled.

D. HOW TO RESET LMS AND STUDENT PORTAL PASSWORD

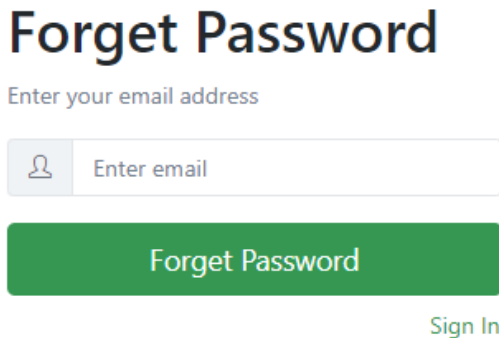
PLS NOTE: PASSWORD RESET SHOULD BE DONE ON THE STUDENT PORTAL, ONCE DONE, THE PASSWORD OF THE LMS WILL BE RESET TOO

- i. On the student portal login page <http://lms-studentportal.kiu.ac.ug/#/login>
- ii. Locate the “forget password” and Click on it



The screenshot shows the login interface. At the top, it says "Login" and "Sign In to your account". There are two input fields: "Enter email" and "Password". Below these fields are two buttons: a green "Sign in" button and a "Forget password?" link. The "Forget password?" link is highlighted with a black rectangular box.

- iii. Input the email you provided during registration in the search box, Click on Search



The screenshot shows the "Forget Password" page. It has the heading "Forget Password" and the instruction "Enter your email address". There is an input field labeled "Enter email" and a green "Forget Password" button. Below the button, there is a "Sign In" link.

- iv. If you are sure you provided the correct details, click Forget Password
- v. You will see this prompt message



Please follow the link sent to your email and reset your password



- vi. An email to reset would be sent to the email you provided
- vii. Visit your provided email and click on the “Reset Password” link

Forget Password

Please click the button below to reset your password.



- viii. Provide a new password to replace the old.

Reset Password

Enter new password



- ix. Try to remember the new password by writing it down somewhere easily accessible to you
- x. Visit the LMS and input your new password

Best of Luck !