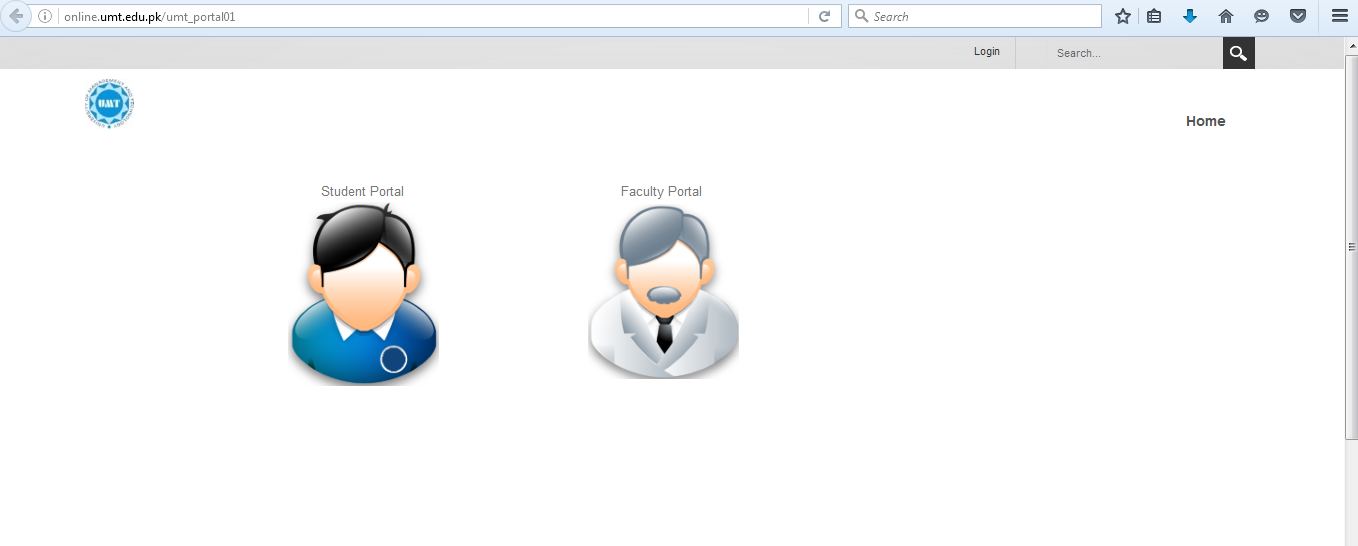


**University of Management and Technology**

**Online Portal**

**Student Training Guide**

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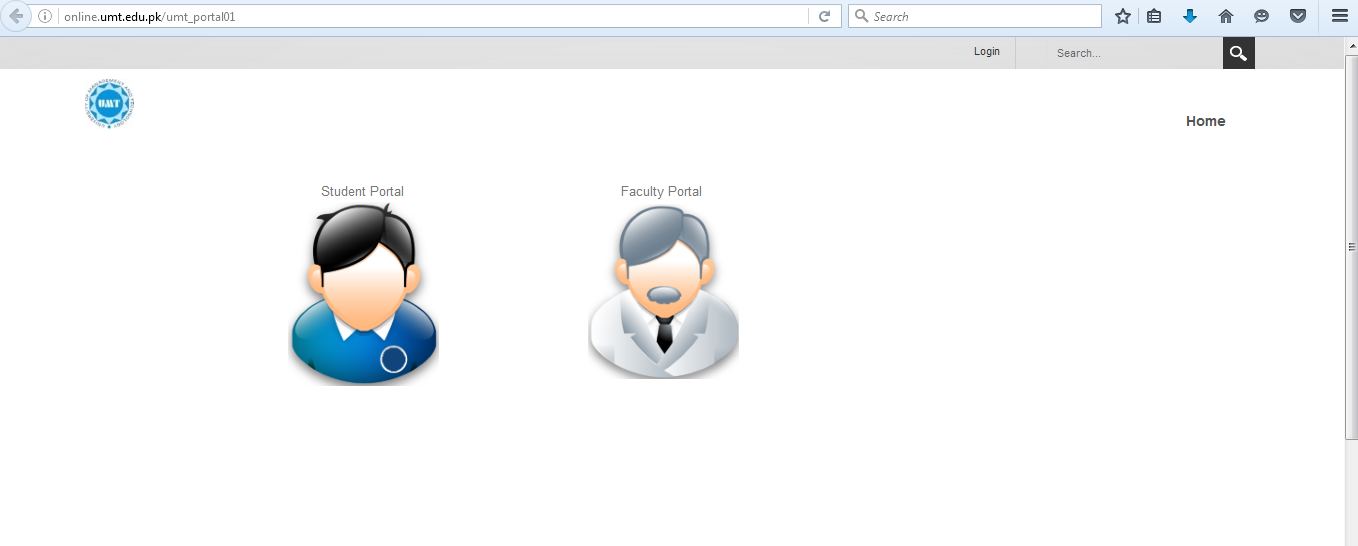
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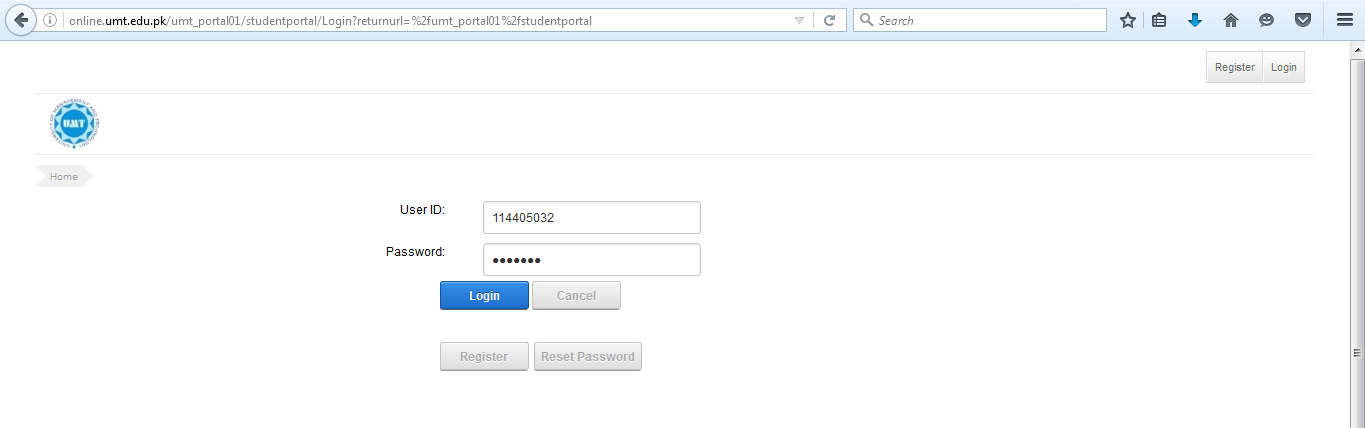
# Introduction

Online Portal is designed for the participants and this portal includes Registration of Courses, Current Courses, Road map, Transcript of Participant moreover participant can change their password of portal.

# Access to Online Portal

To access online Portal follow the following steps

* Open browser and enter link <http://online.umt.edu.pk>Following window will appears
* Click on Student Portal
* Enter your User id
* Enter Password
* Click on Login



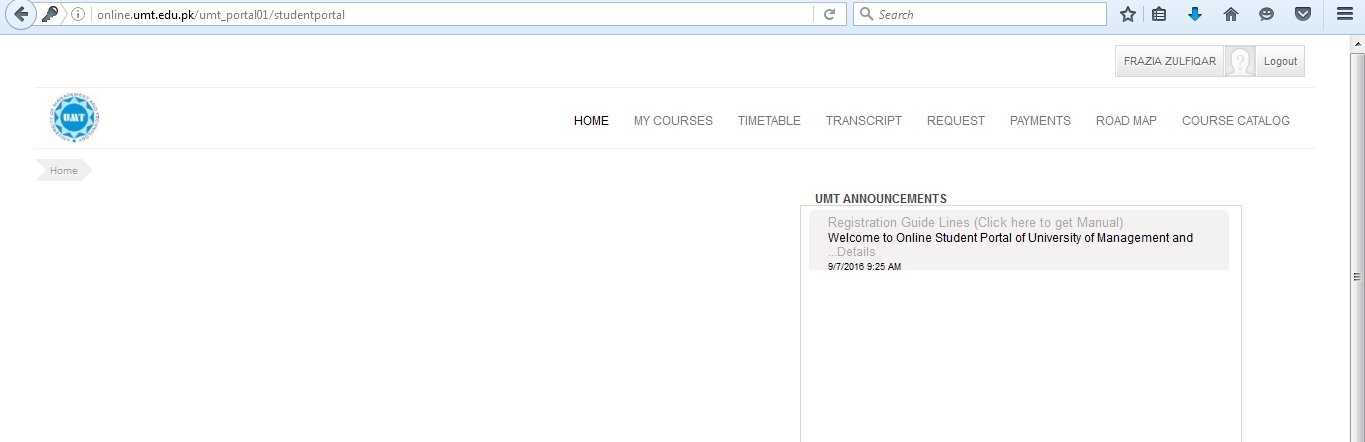
* The following window appears

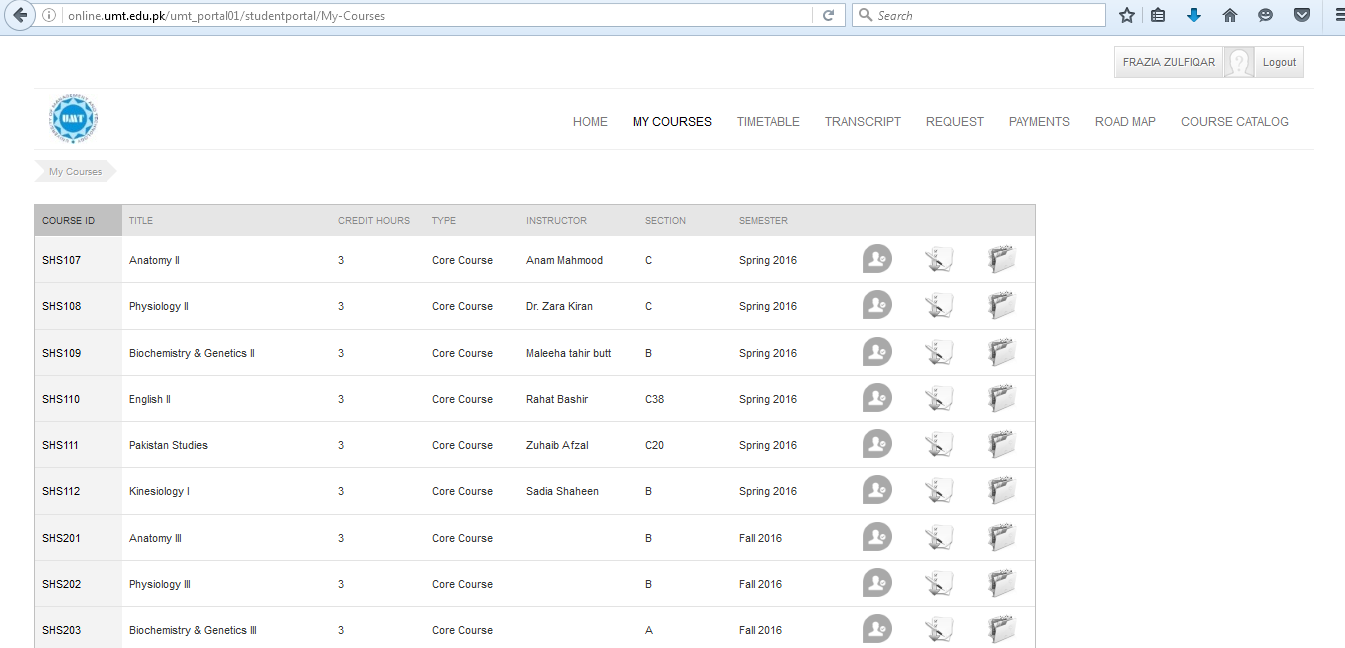


* Participant Portal is Open now and participant is logged in
* Look at top user will find all the required field

# My Courses

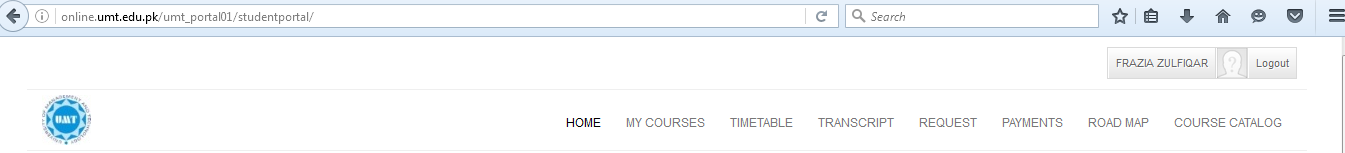
When participant log in to online portal



* My Courses tab is next to Home tab
* Participant clicks on My Courses
* Screen appears includes all the semester wise registered courses of participant as shown in the screen shot below

# Course Registration

In online portal participant register his/her courses by clicking on Request Tab shown below

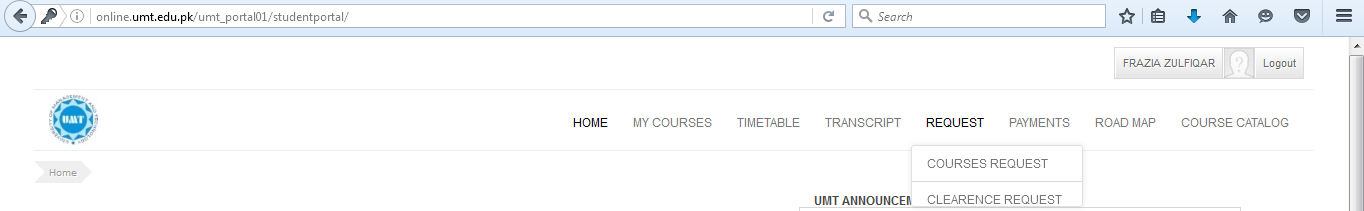
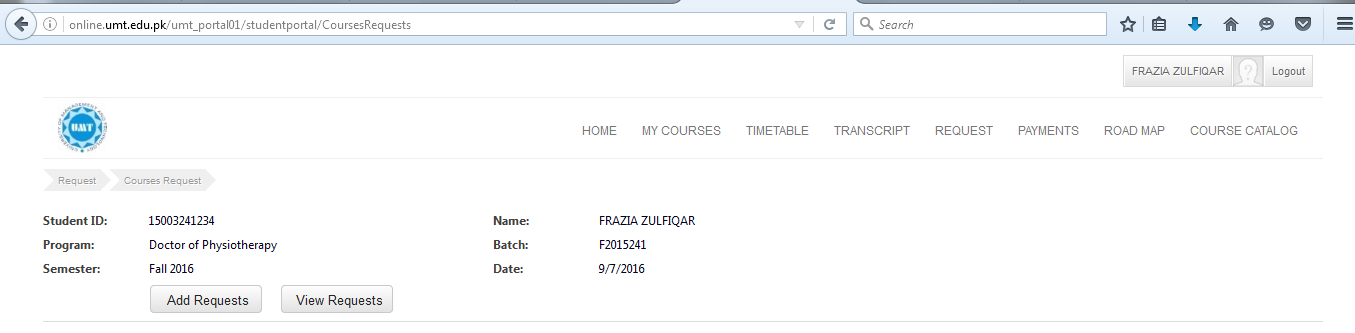


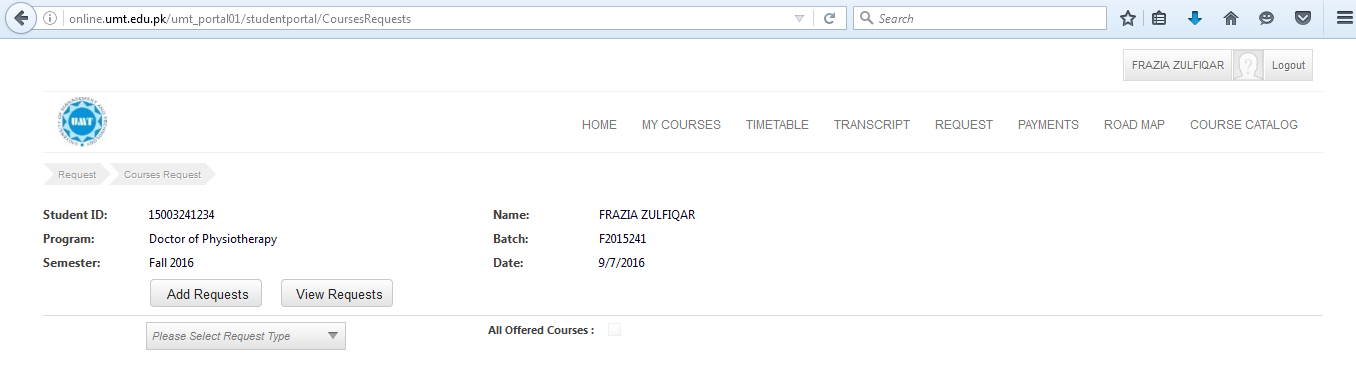
In course registration participant

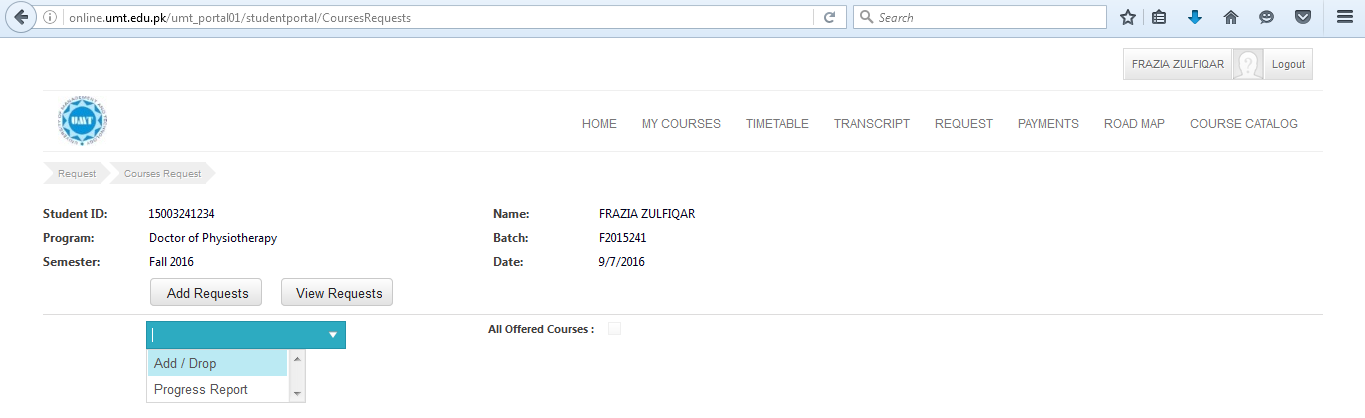
* Drop a course inquiry
* Add a course inquiry

## Drop a Course inquiry

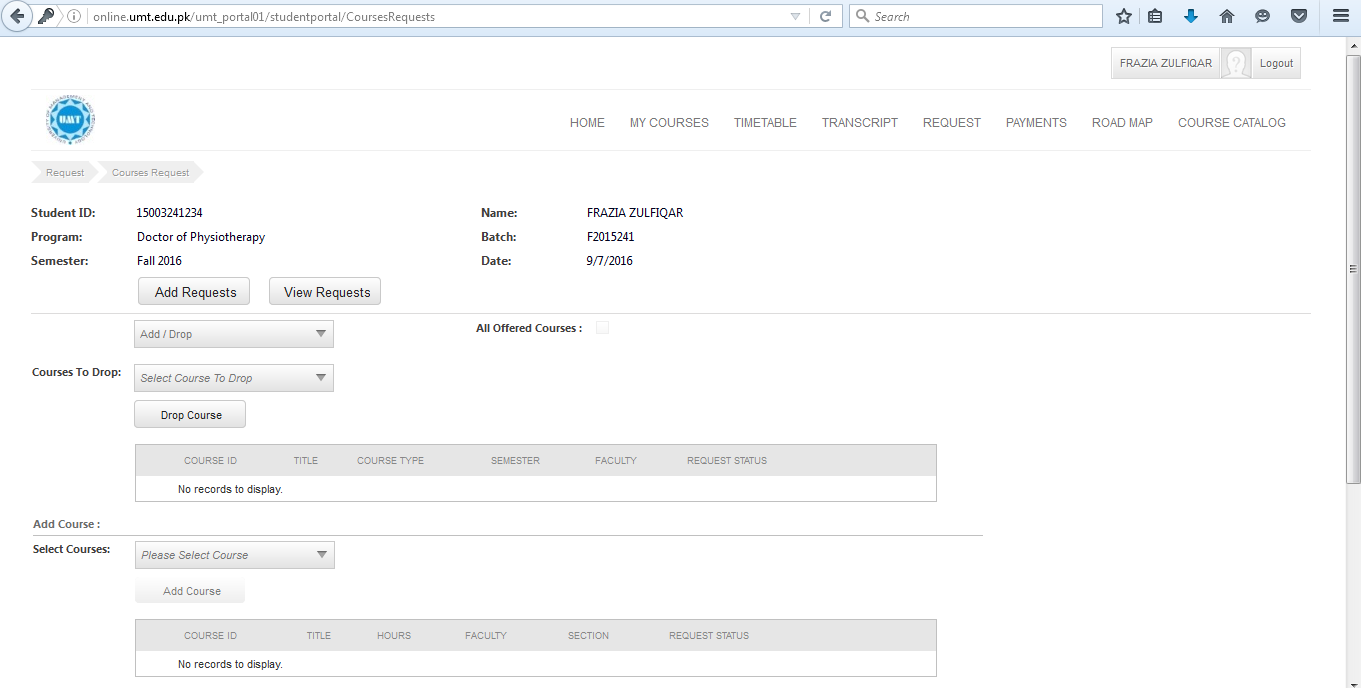
To drop a course participant can follow the following steps

* Participant click on Request Tab and select Course Request shown below
* When participant click on course request following screen will appear
* Participant click on Add Request Tab and click on “Please Select Request Type” dropdown select Add/Drop

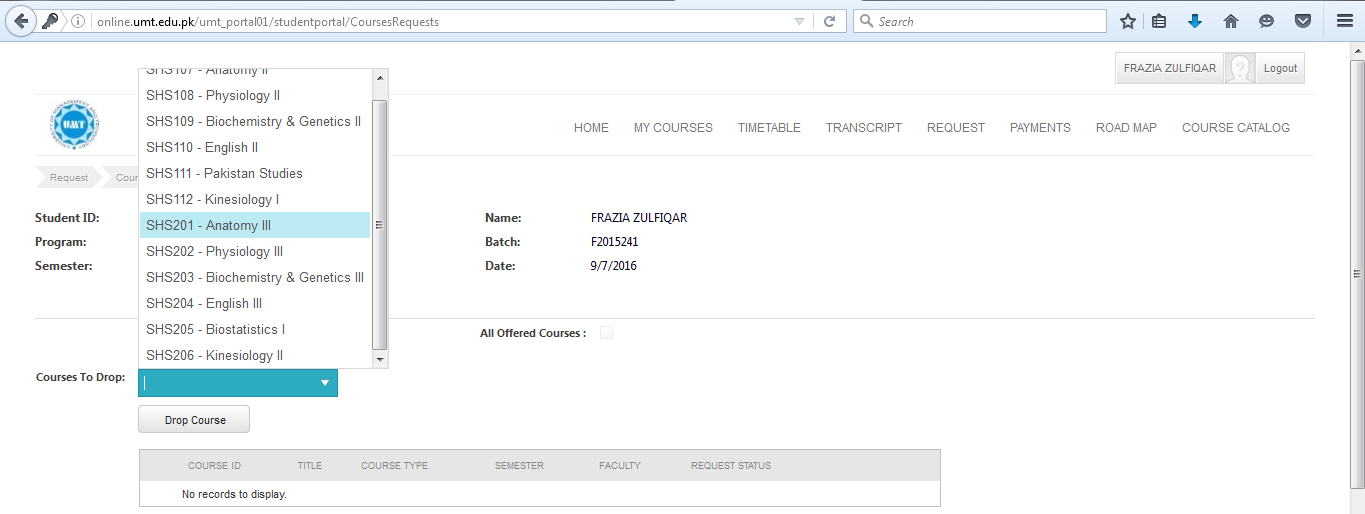




* When participant click on Add/Drop following Screen will appears



* To drop a course participant click on select courses to drop course list appear. participant select course and click on drop course as shown below

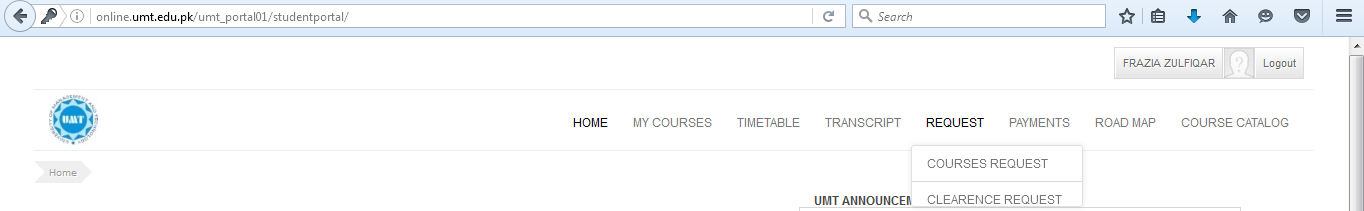
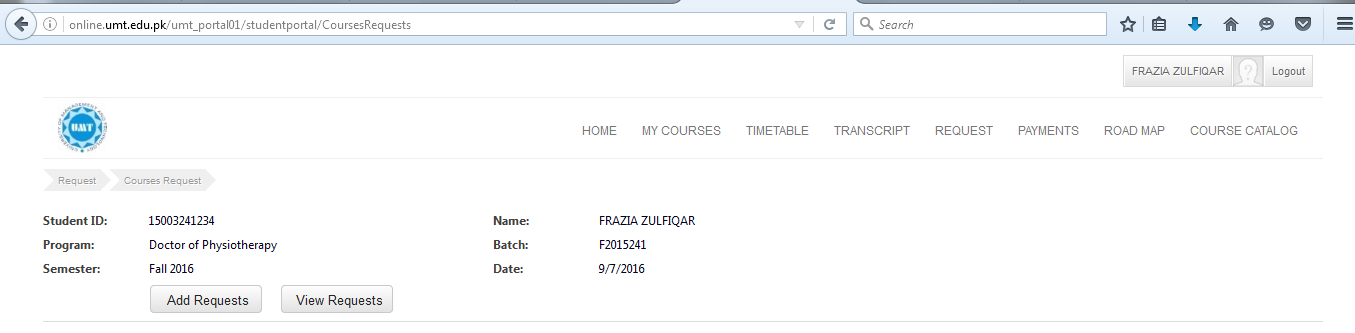


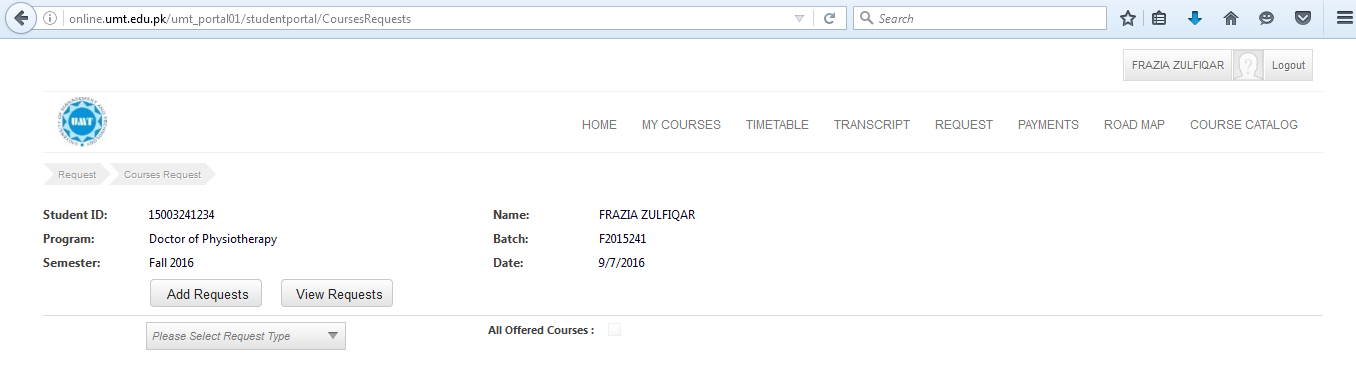
* Requested course of participant is dropped

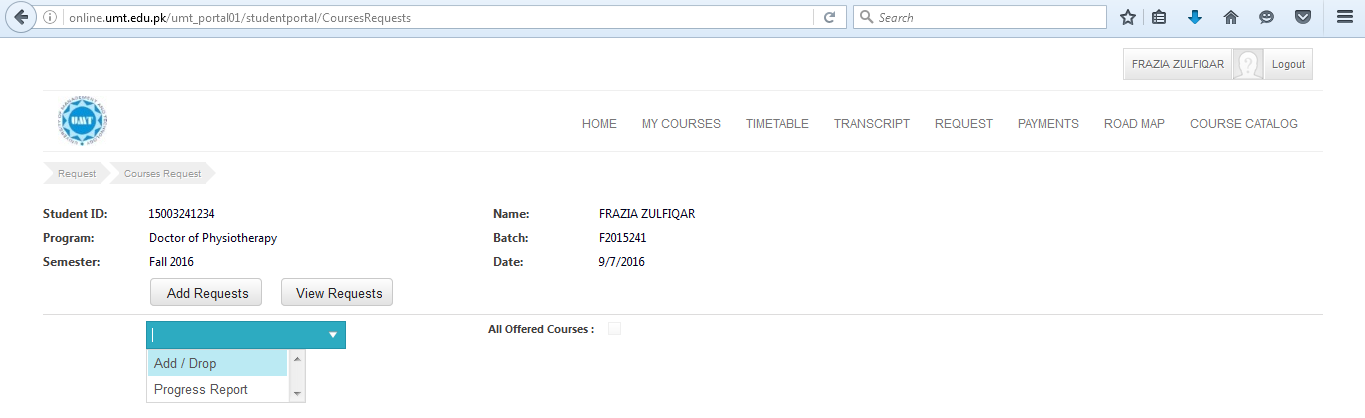
**Note:** Participant can send Add of course request and Drop of course request at a same time

## Add a Course Inquiry

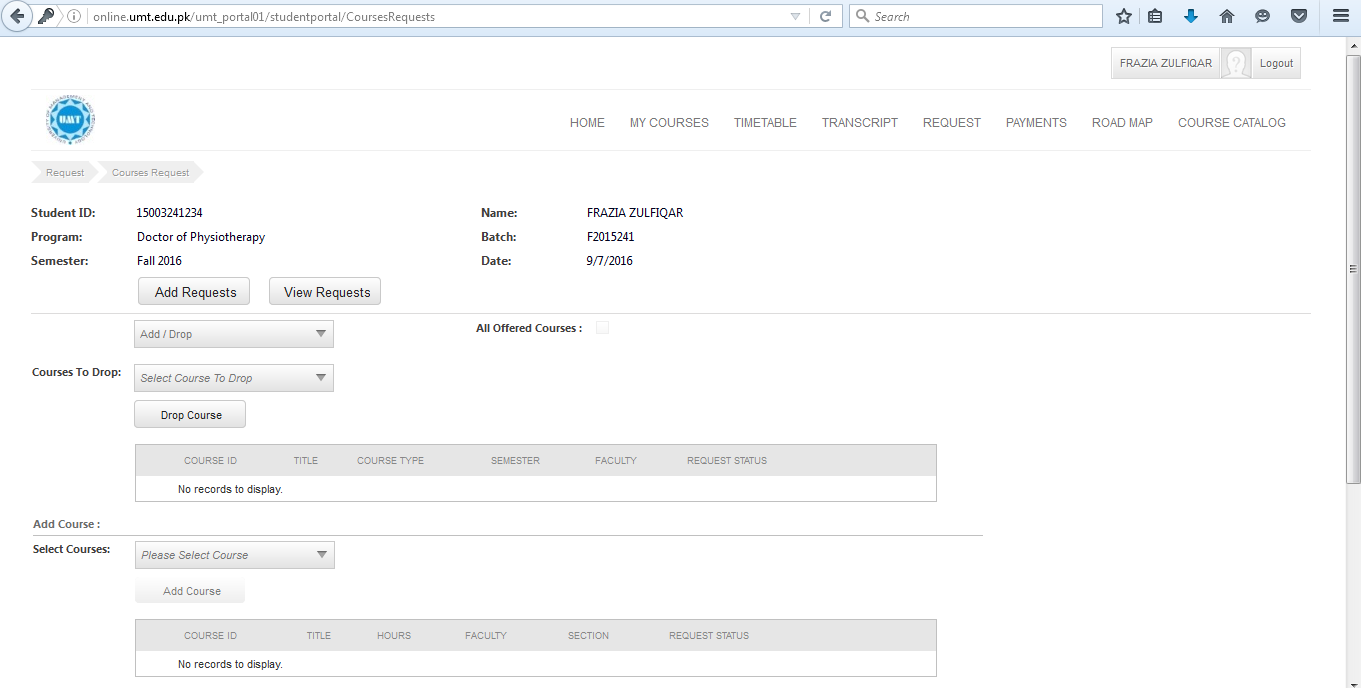
To add a course participant can follow the following steps

* Participant click on Request Tab and select Course Request shown below
* When participant click on course request following screen will appear
* Participant click on Add Request Tab and click on “Please Select Request Type” dropdown select Add/Drop

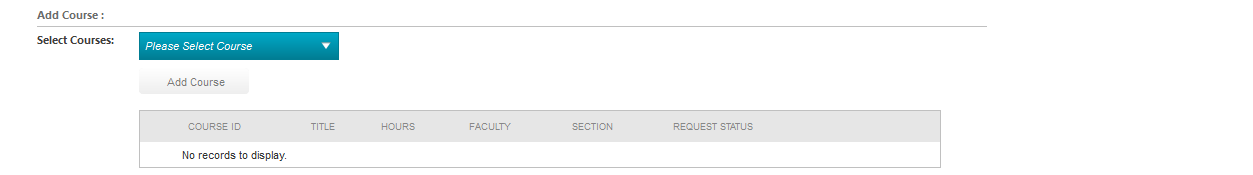


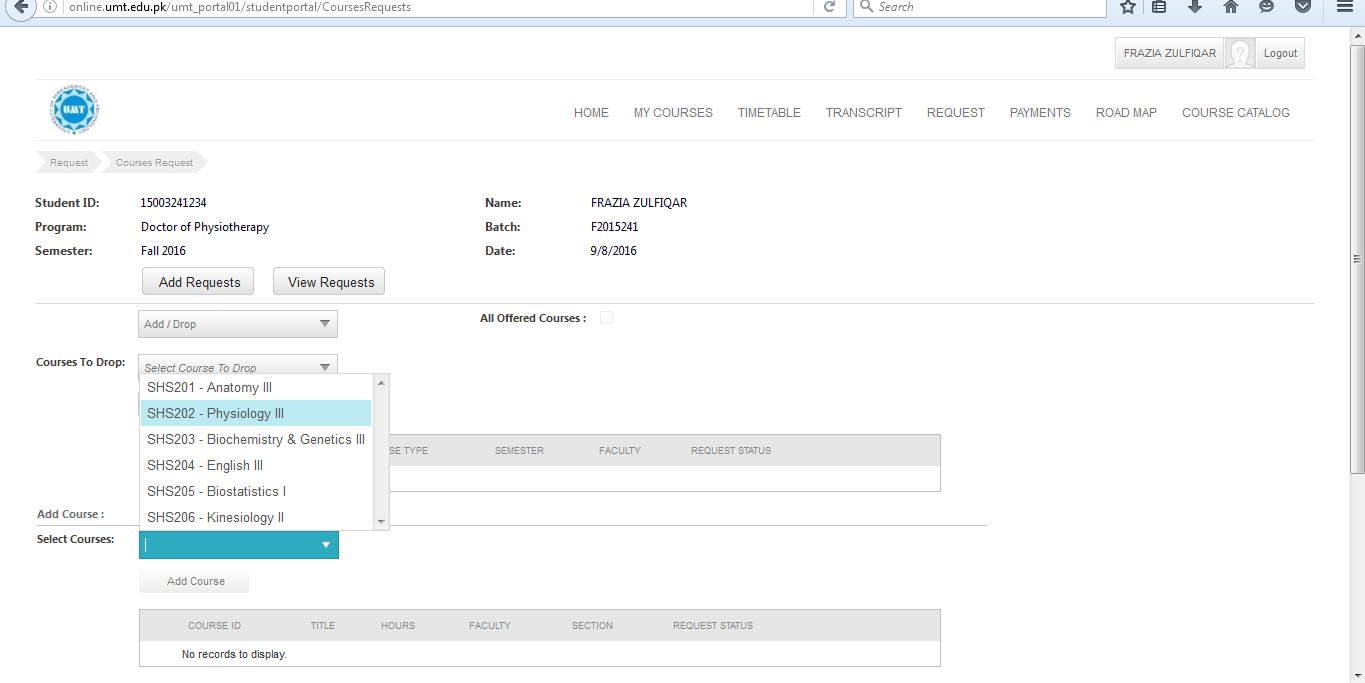


* When participant click on Add/Drop following Screen will appears

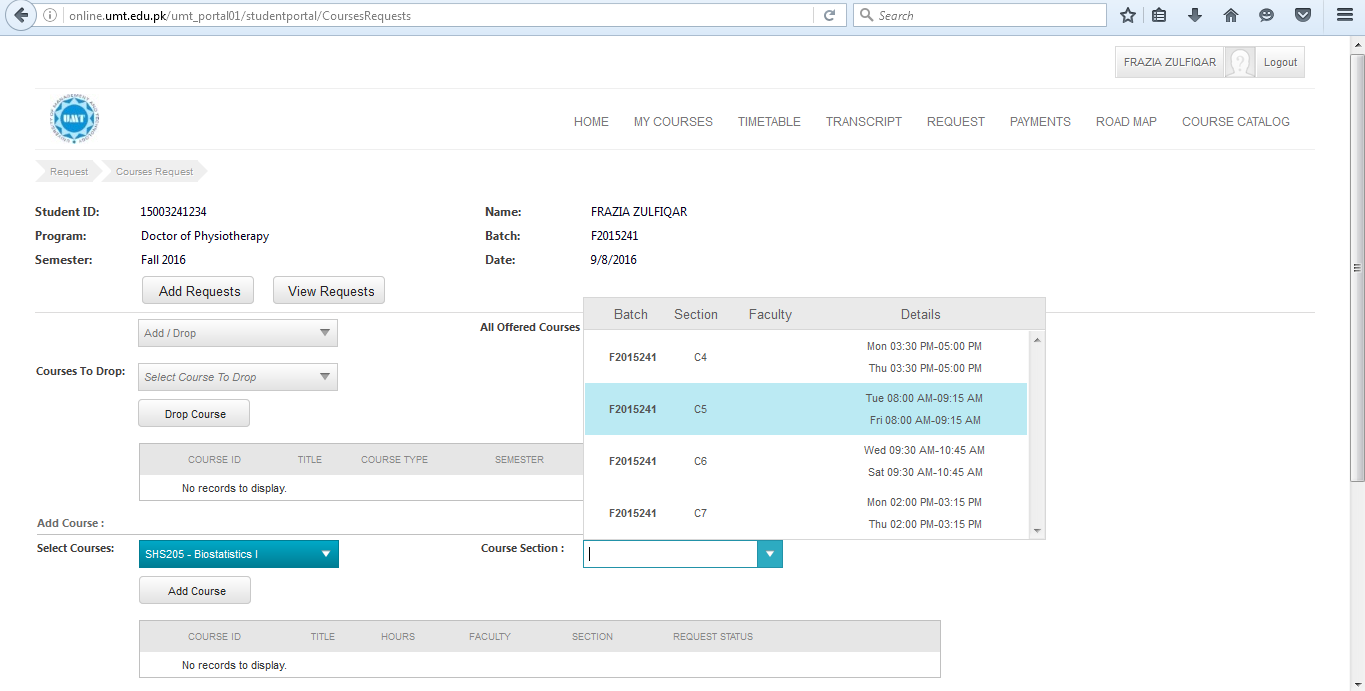


* To add a course participant move to Add Course area in the same screen shown above
* Clicks on please select course button
* The list of offered courses to participant open shown below

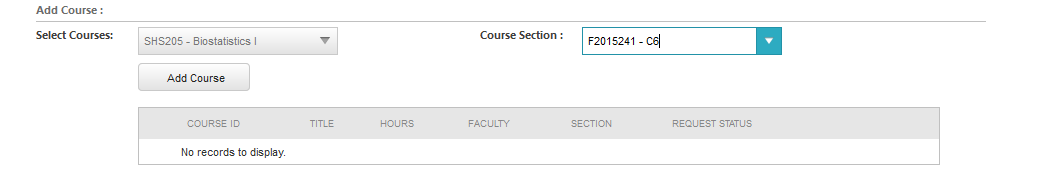




* When participant select his course from list course section dropdown appears
* Participant select section from section drop down shown below



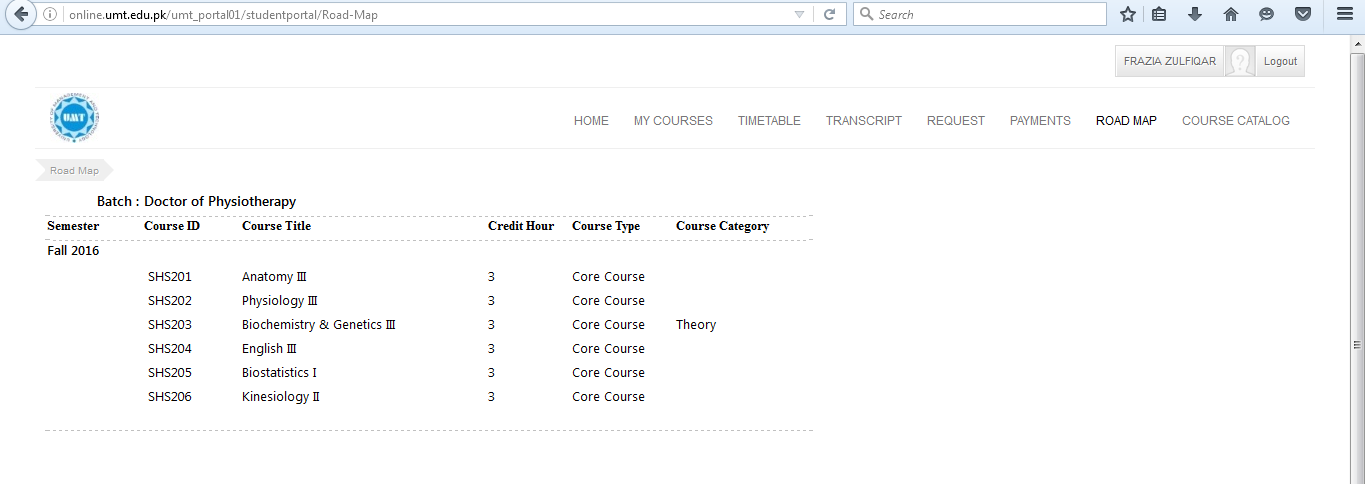
* Participant click on Add Course button



* Course appears in the table shown above
* Request status of course is in progress
* The requested course of participant is added

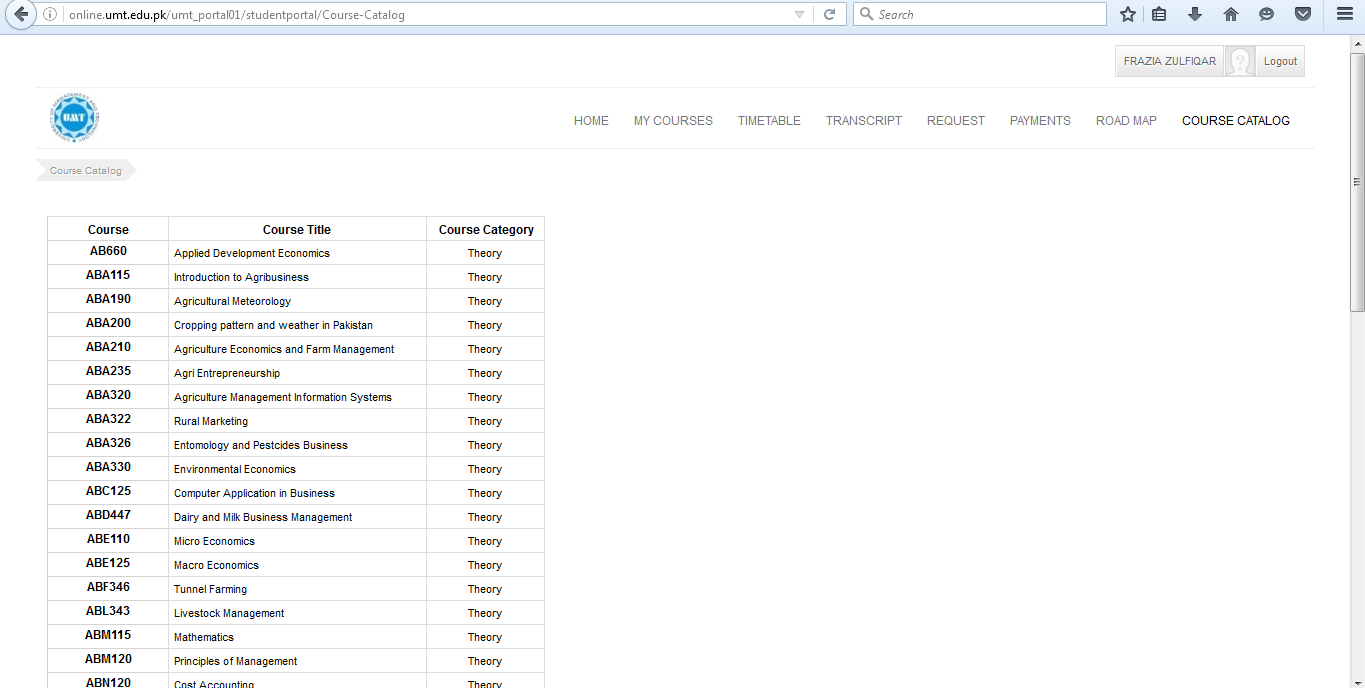
# Roadmap

Roadmap helps the participant to know his semester wise courses as shown below



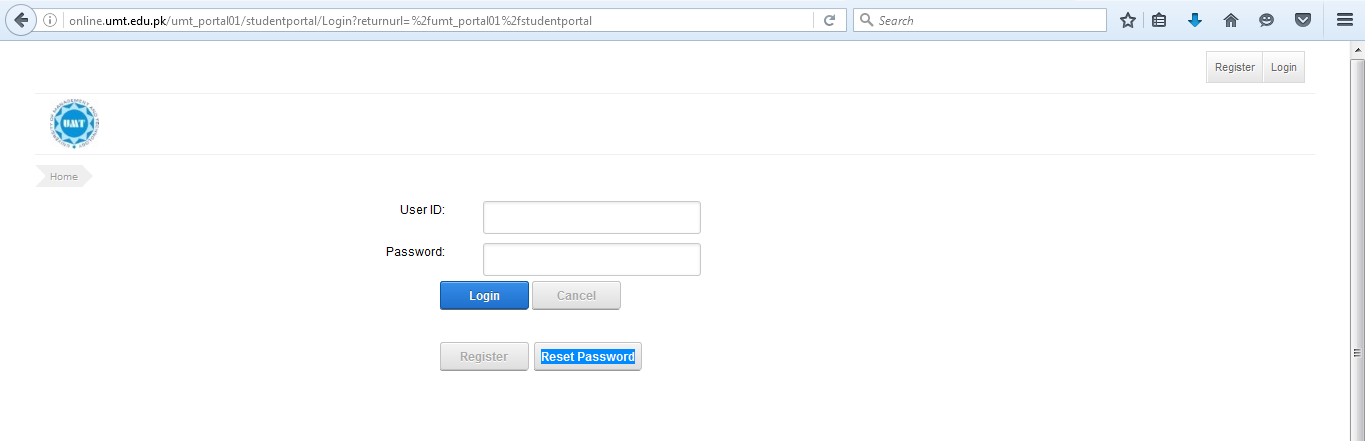
# Course Catalog

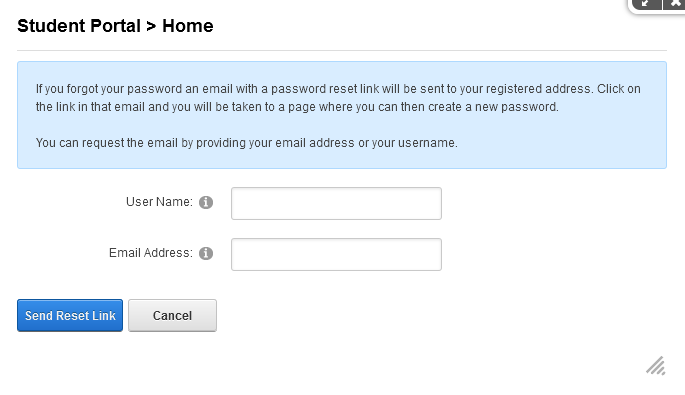
In course catalog participant finds list of courses according to his/her degree program

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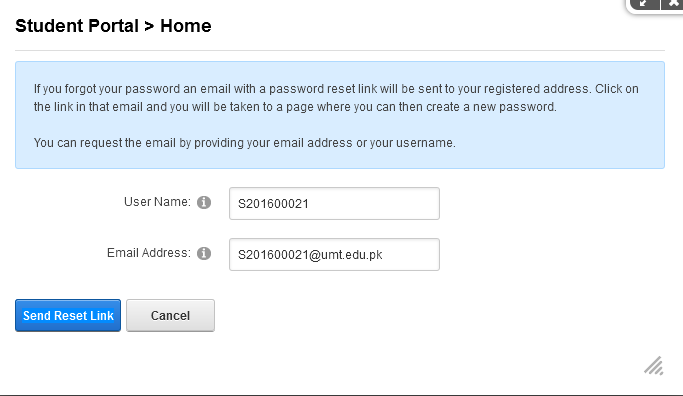
# Reset Password

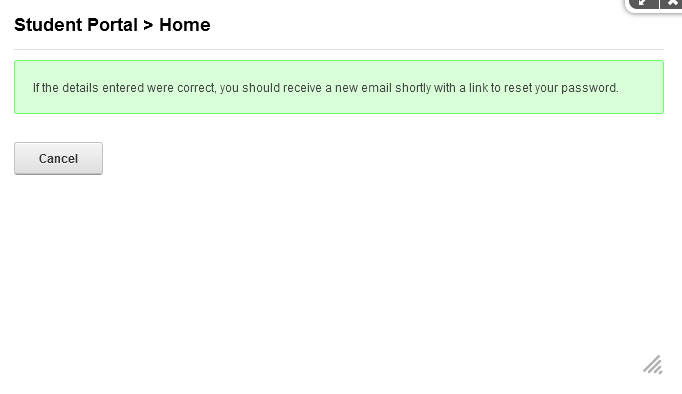
In case participant forgotten his/her online portal password portal allows participant to reset password by following three step procedure

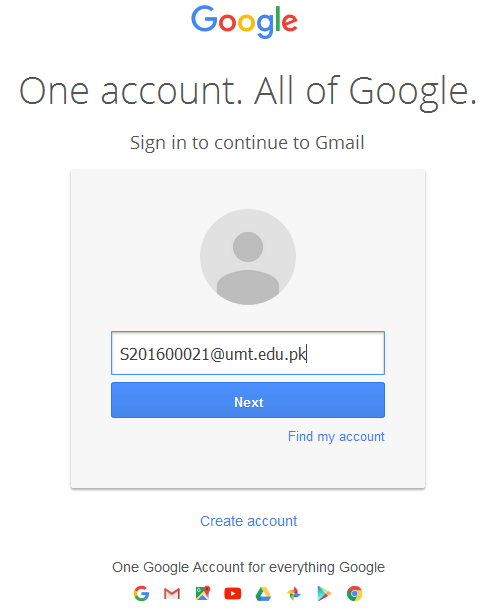
* Go to online student portal and click on reset password tab
* Participant click on reset password tab selected on the above screen shot the following pop up appears



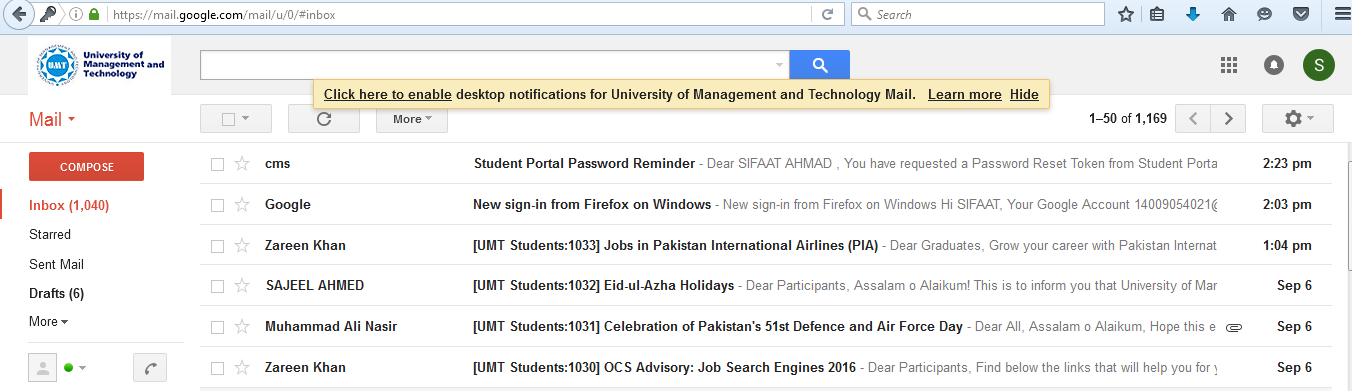
* Participant enter his/her student id (e.g. S201600021) in User Name
* Participant enter his/her UMT mail address i.e. [S201600021@umt.edu.pk](mailto:S201600021@umt.edu.pk) in Email Address field
* Click on Send Reset Link highlighted in screen shot below



* After click on Send Reset Link button the following pop up apear
* Participant open his/her UMT mail in Gmail and find mail sent by CMS

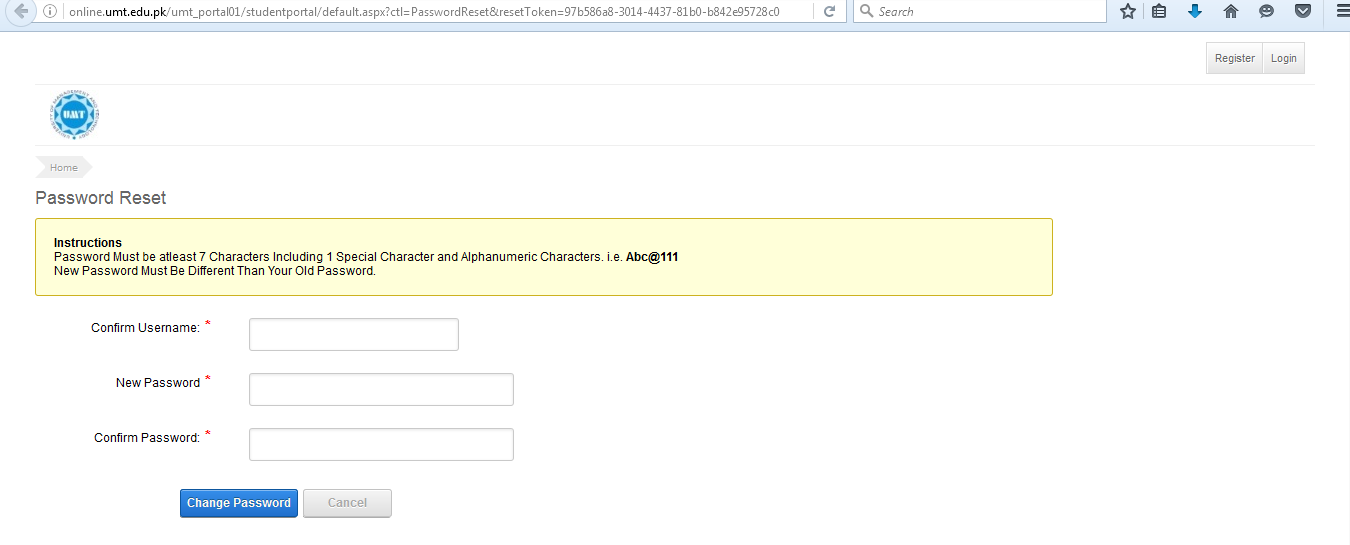


* Participant open his mail sent by CMS this mail includes a link





* Click on link receive in mail the following screen appears



* Participant is supposed to enter his UMT id S201600021 in confirm username field on the above screen
* Participant enter his/her new password set new password according to following guidelines
* Password Must be at least seven characters
* Must include one special character like @,\_ and etc
* Try to use alpha numeric characters i.e. AbC@123
* New password must be different then your old password
* Participant reenter his/her password in confirm password field
* Participant password is successfully changed