

GENERATING STUDENT'S EXAM PERMIT

1. Open your browser e.g. Google Chrome/ Firefox, Edge, or Safari
2. Search for **student.umu.ac.ug**. The Login page will open as below.

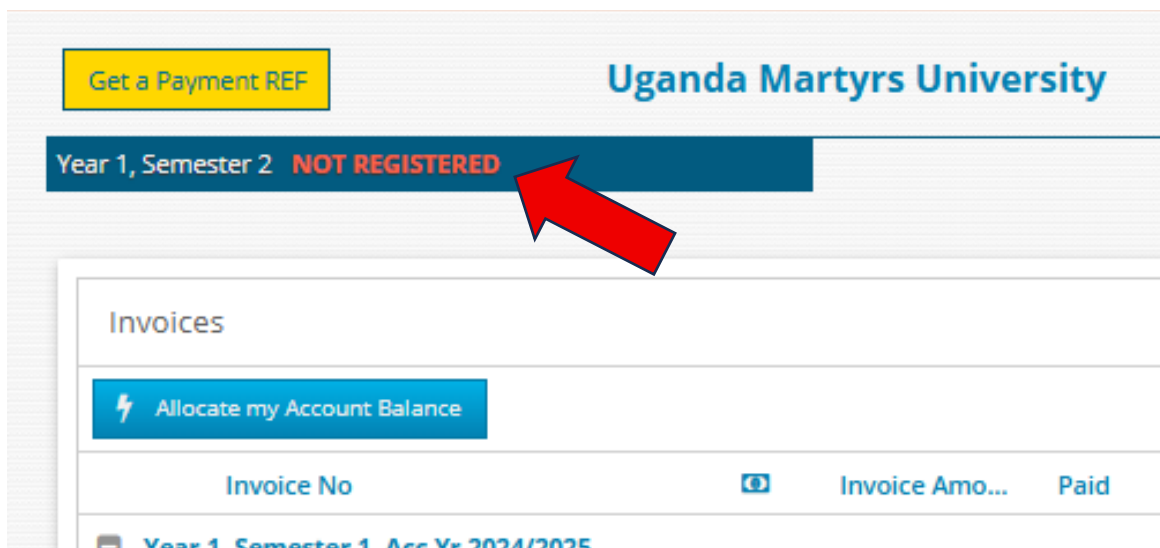


3. Enter your details e.g. **your registration number (2024-M123-21345)** or **student number(2400501345)** as your username and then the password you set in.

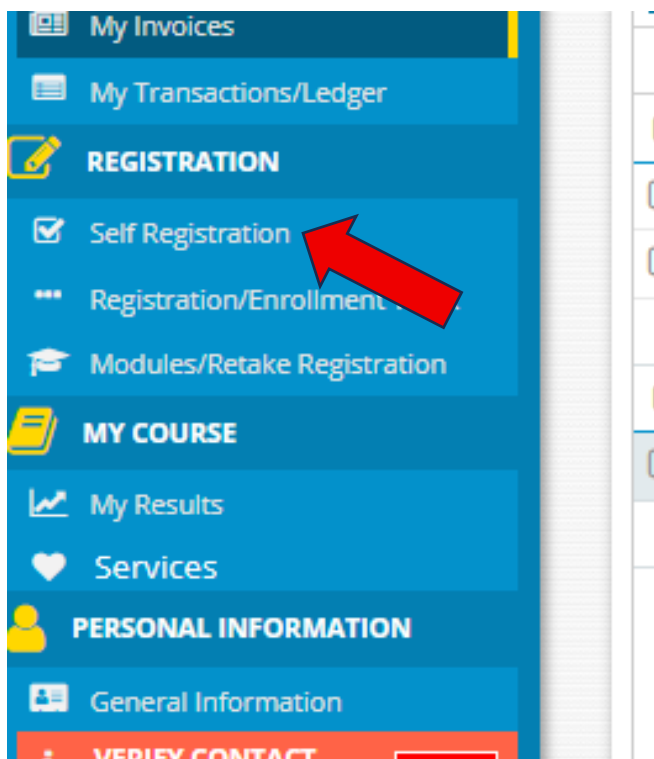
After which your account will open to the default page on successful log in.

Invoice No	Invoice Amo...	Paid	Due	Narration	%
Year 1, Semester 1, Acc Yr 2024/2025					
<input type="checkbox"/> 1	2400501353-T66196373	UGX 2,285,500	2,285,500	0	Tuition
<input type="checkbox"/> 2	2400501353-F21152755	UGX 30,000	30,000	0	Functional
	TOT:	2,315,500.00	2,315,500.00	0.00	
Year 1, Semester 2, Acc Yr 2024/2025					
<input type="checkbox"/> 3	2400501353-T42377961	UGX 2,285,500	2,285,500	0	Tuition
	TOT:	2,285,500.00	2,285,500.00	0.00	

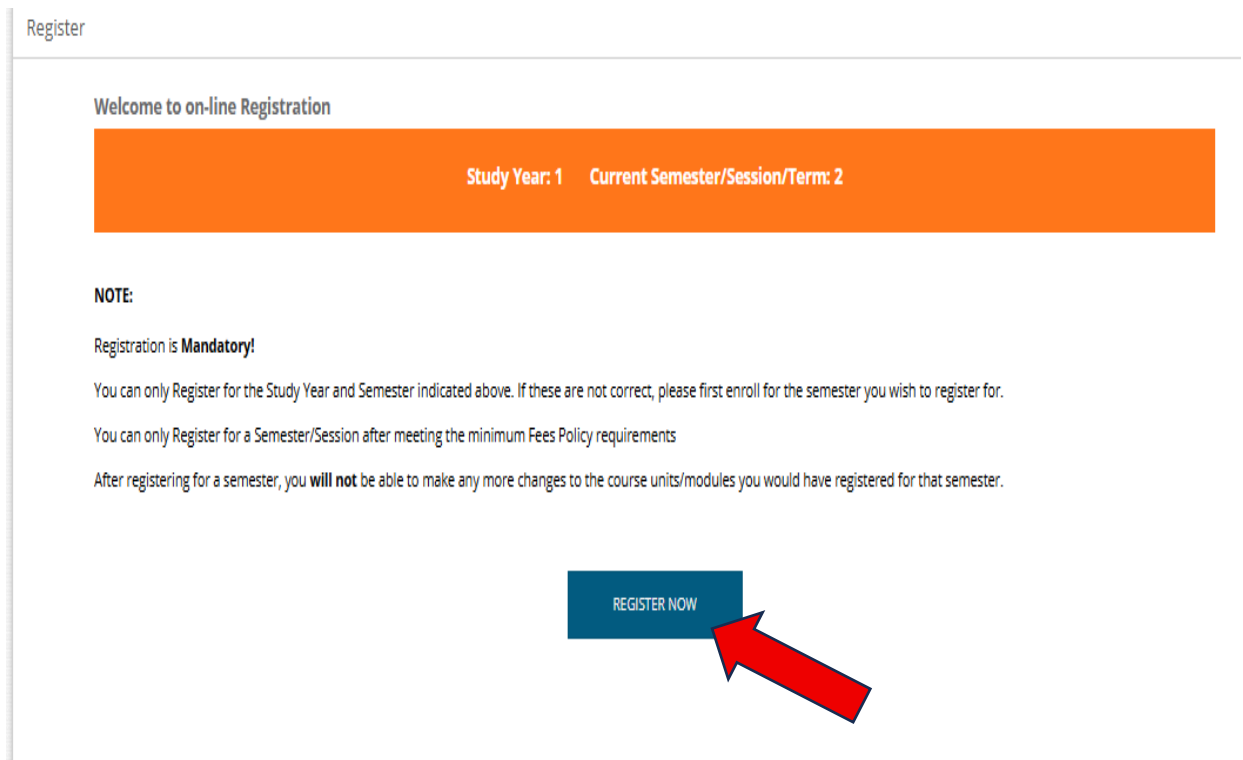
4. If you have cleared your finances to 0(zero) balance and the system still has you as **NOT REGISTERED** as shown below.



5. On the side bar menu as illustrated below go under the section of **Registration** and select **Self registration** so as to change the registration status.



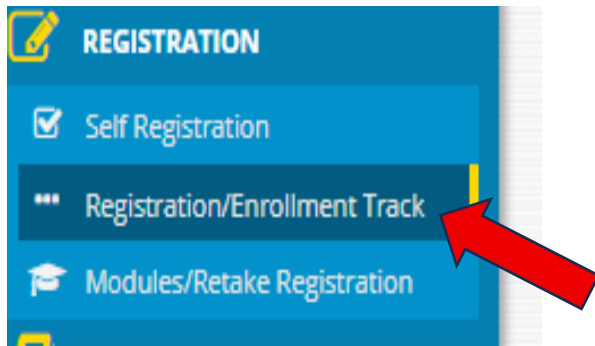
6. On the side pane a message with a **REGISTER NOW** button will appear. **Press the button.**



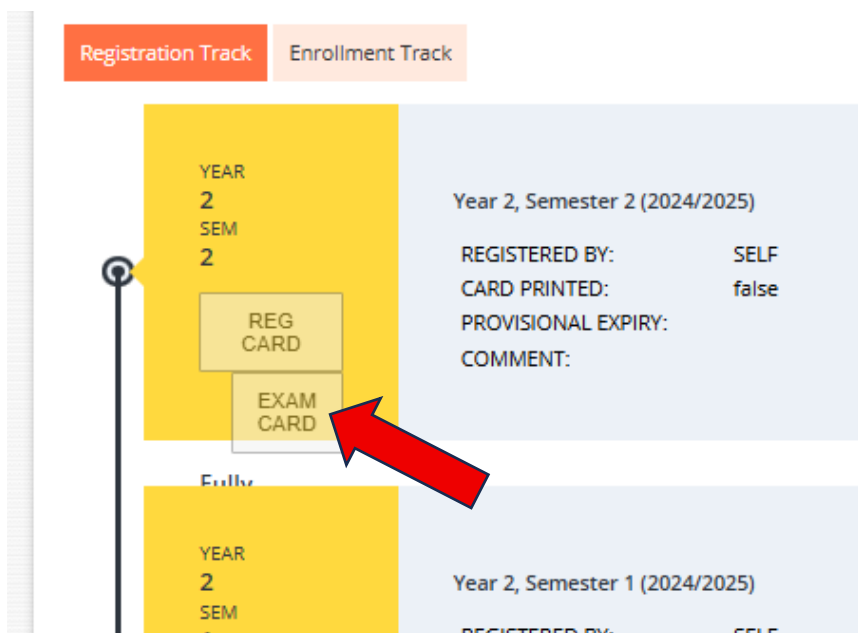
7. The registration status will be updated so you proceed to get the exam permit.



8. On the side bar menu as illustrated below go under the section of **Registration** and select **Registration / Enrollment Track** to access the permit as shown below.



9. On the side pane a different preview will show look for the section having **the year and semester you are sitting** and then select the **EXAM CARD** button



10. Your **EXAM CARD** will open and ready for you to print.