GCTU SCHOOL MANAGEMENT SYSTEM

Student Information Portal User Manual

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
Knowledge Comes From Learning

Version 1.0.0

Table of Content

LOGIN

1. User logins in with **Student Id** and a **Password.**

2. After logging in, the user is directed to the dashboard, which displays a range of actionable cards.

fig 1.1

fig 1.2

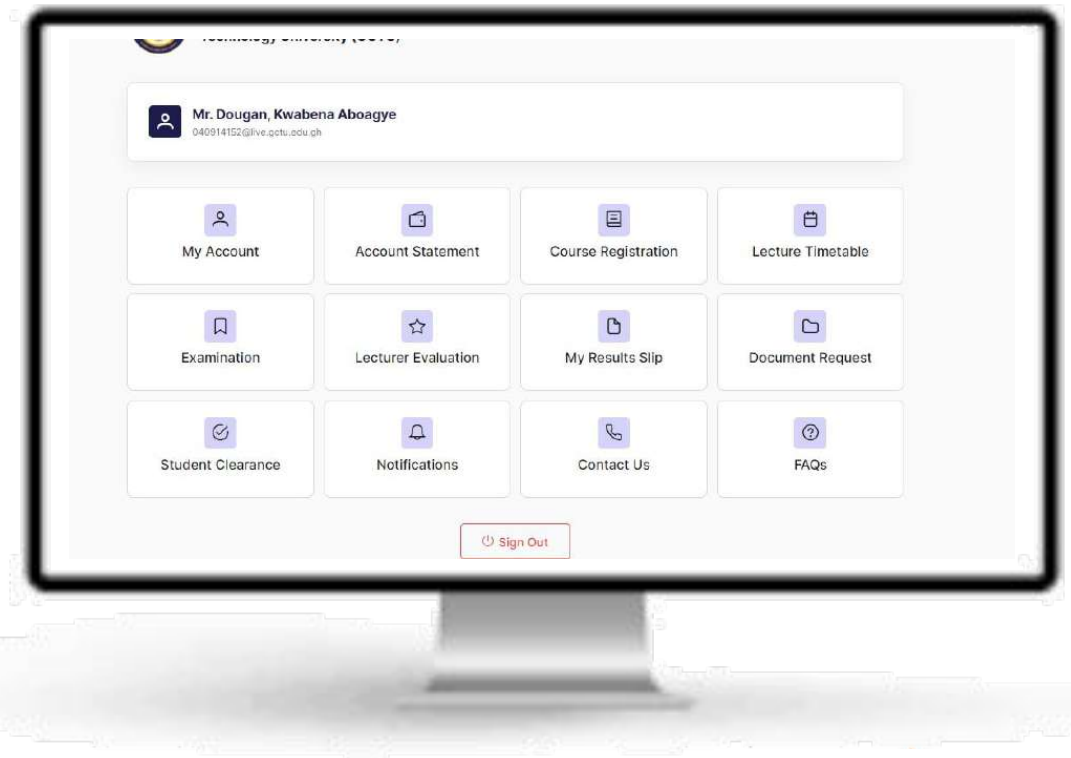**GHANA COMMUNICATION TECHNOLOGY UNIVERSITY**
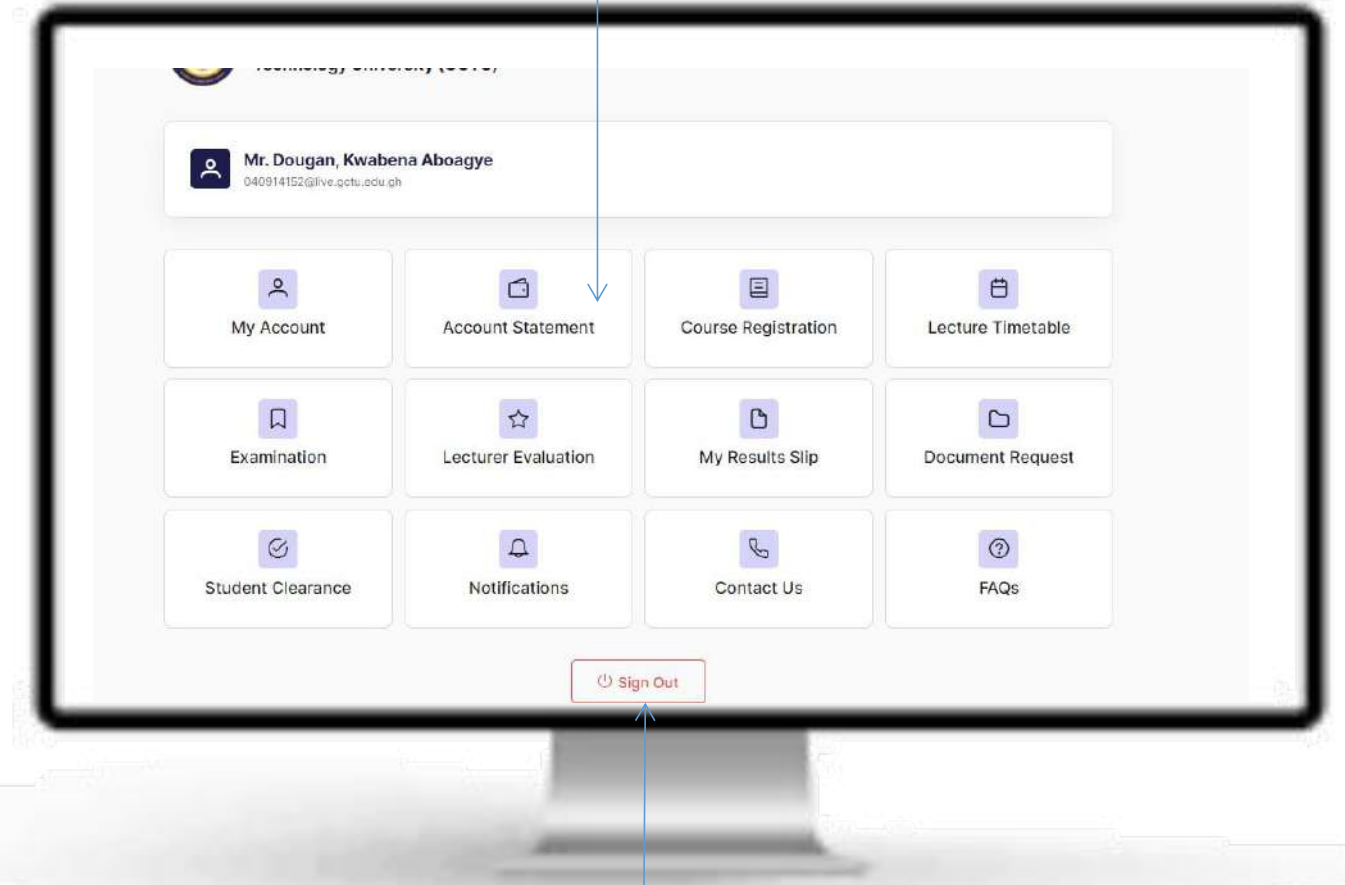...Knowledge Comes From Learning

DASHBOARD

The Dashboard displays;

1. Card items - The Card items on the dashboard showcase actionable tasks that users can execute within the application.

2**. Sign Out Icon** - The Sign out icon provides users with the option to securely log out of their account

1. Card Items

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My Account	Account Statement	Course Registration	Lecture Timetable
Examination	Lecturer Evaluation	My Results Slip	Document Request
Student Clearance	Notifications	Contact Us	FAQs

Sign Out

2. Sign Out Icon

fig 1.3

MY ACCOUNT

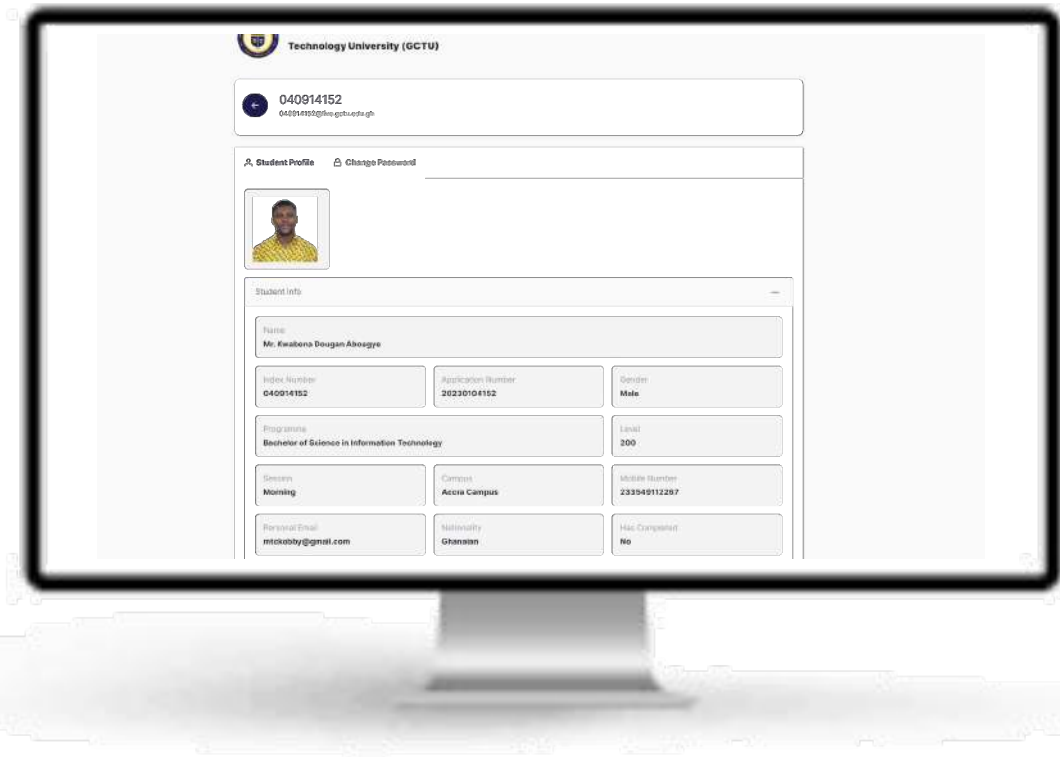1. The **Profile** function displays personalized information for the user on the system.
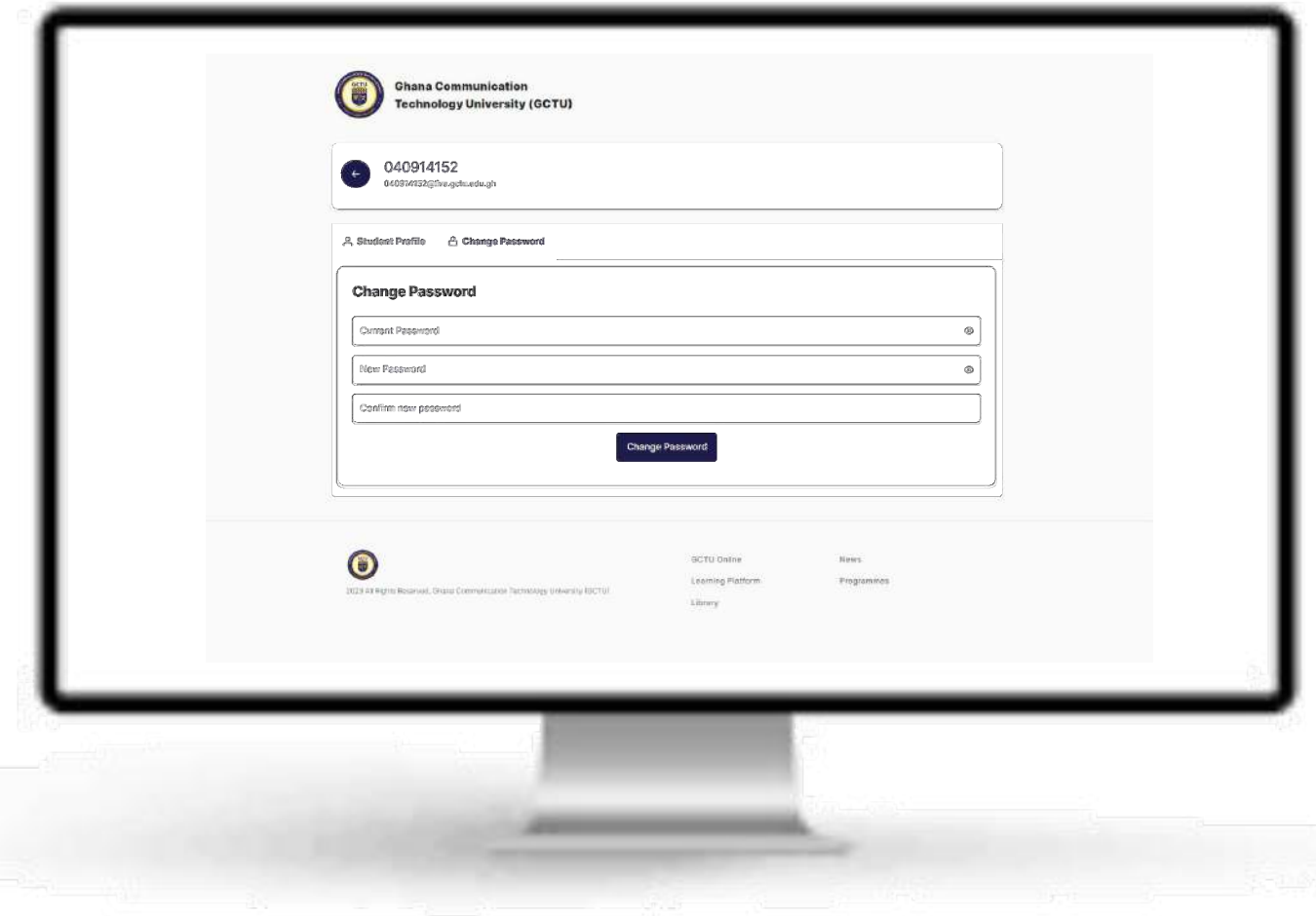

2. Profile display continued.

fig 1.4

fig 1.5

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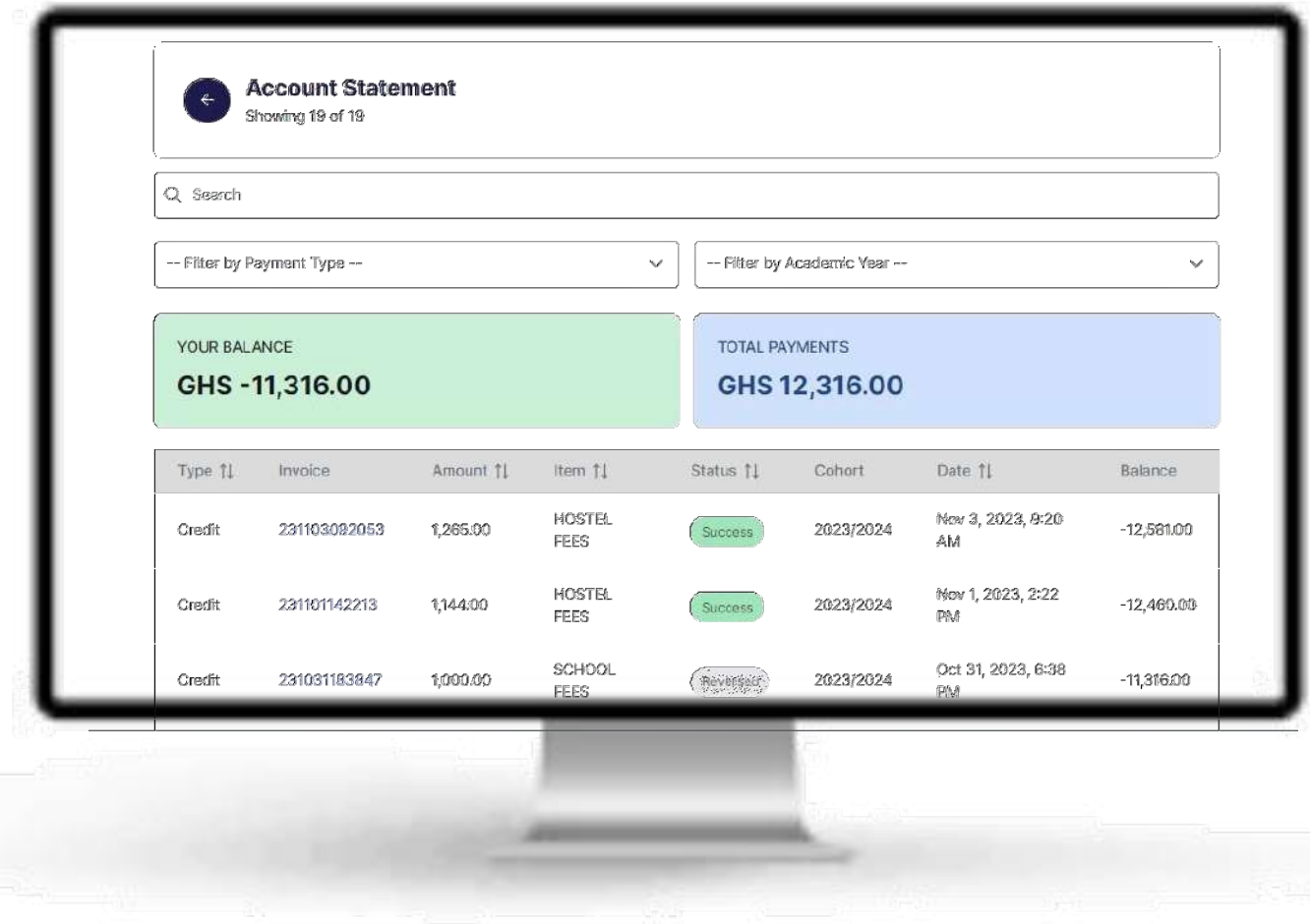
MY ACCOUNT

Change Password

The **Change Password** feature enables users to reset the password they use to log in.
courses.

fig 1.6

ACCOUNT STATEMENT

The account staement card offers users the opportunity to view details of payment made for a period.

Users are able to filter by either the payment type or Academic year.
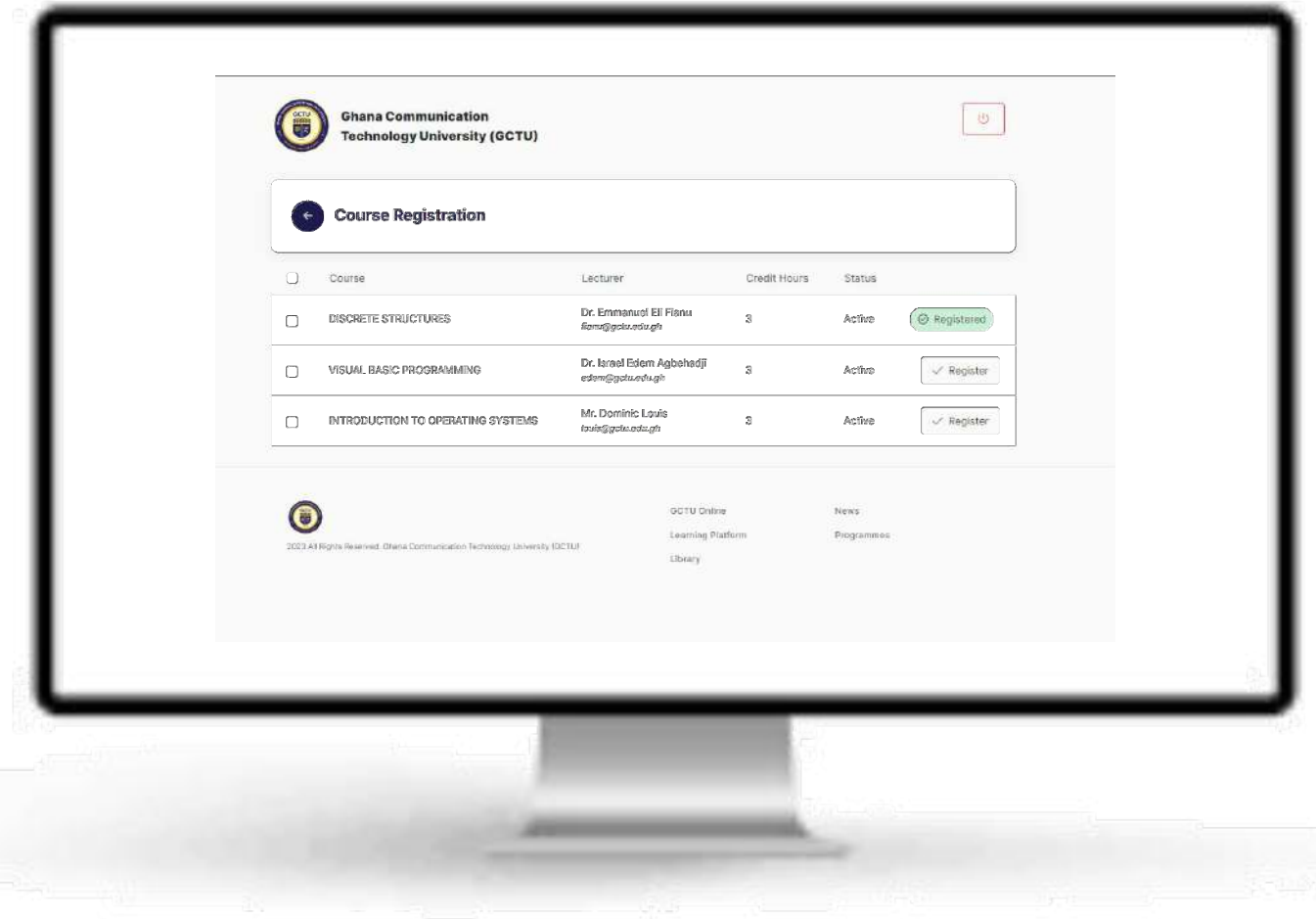
fig 1.7

COURSE REGISTRATION

The course registration card offers users the opportunity to choose and register for courses for a specific semester.

Clicking the **Register** button allows users to register a specific course.

Users also have the option to register for multiple courses by selecting the checkboxes corresponding to those courses.

fig 1.7

**GHANA COMMUNICATION
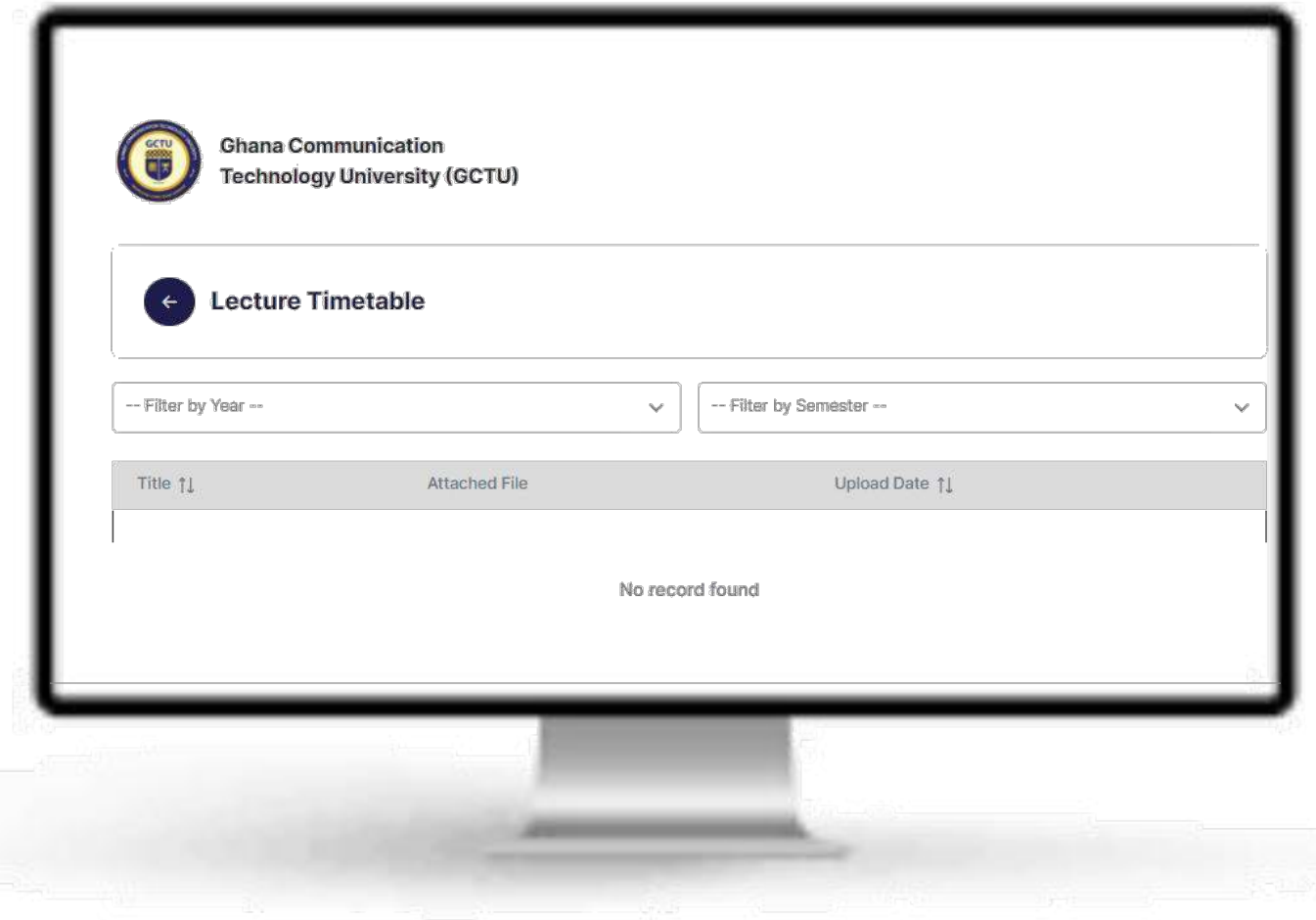TECHNOLOGY UNIVERSITY**
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LECTURE TIMETABLE

The Lecture Timetable card offers help
students effectively manage their class
schedules and stay informed about any
changes or updates

They are able to view class schedules ie
date and time, course details etc when
uploaded by the lecturer.

**Ghana Communication
Technology University (GCTU)**

← **Lecture Timetable**

-- Filter by Year --   -- Filter by Semester --

Title ↑↓   Attached File   Upload Date ↑↓
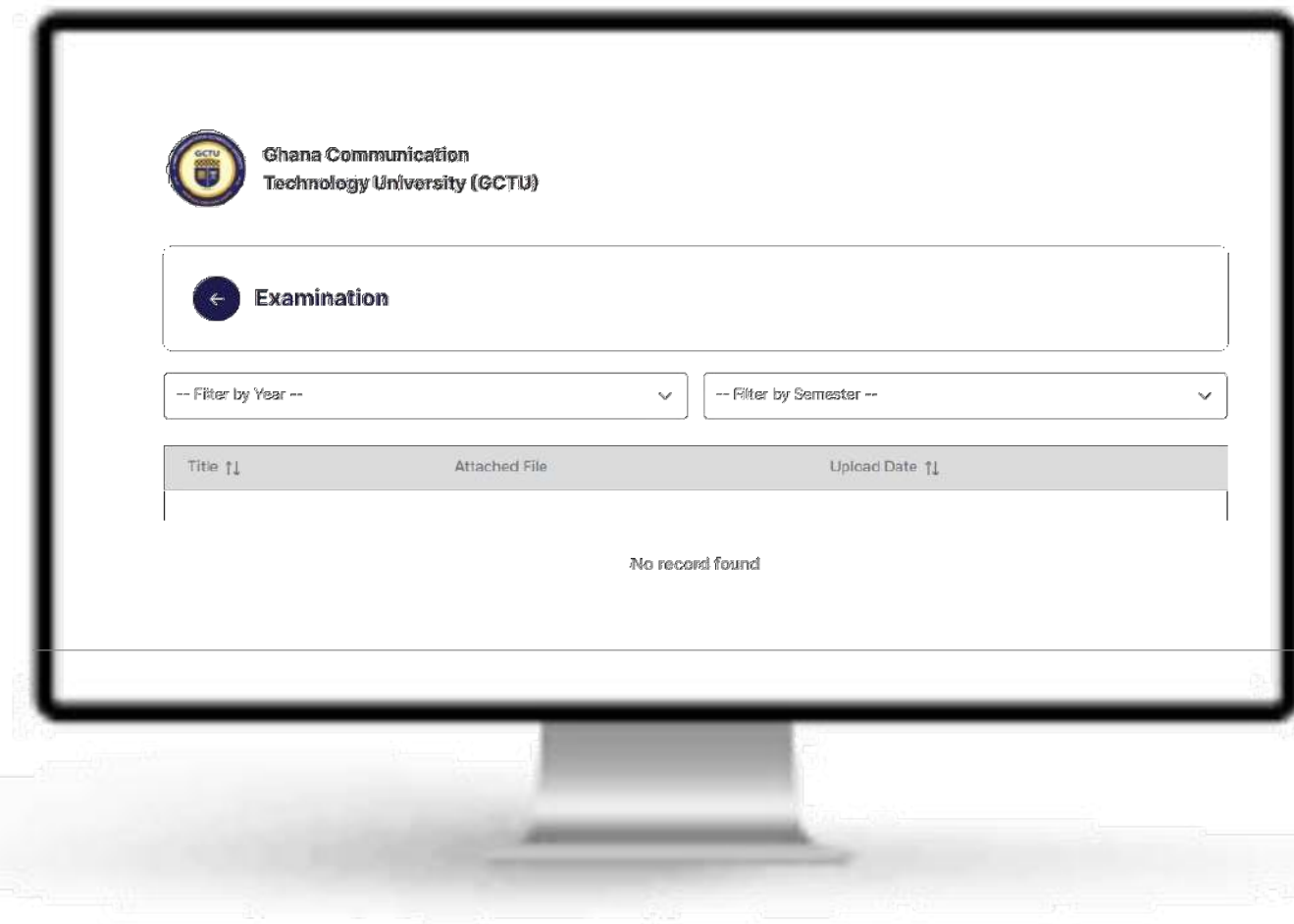
No record found

fig 1.7

EXAMINATION

The Examination card help students prepare for and navigate their exams effectively

They have access to view exam schedules ie date and time, exam venue and guidlines amongst others
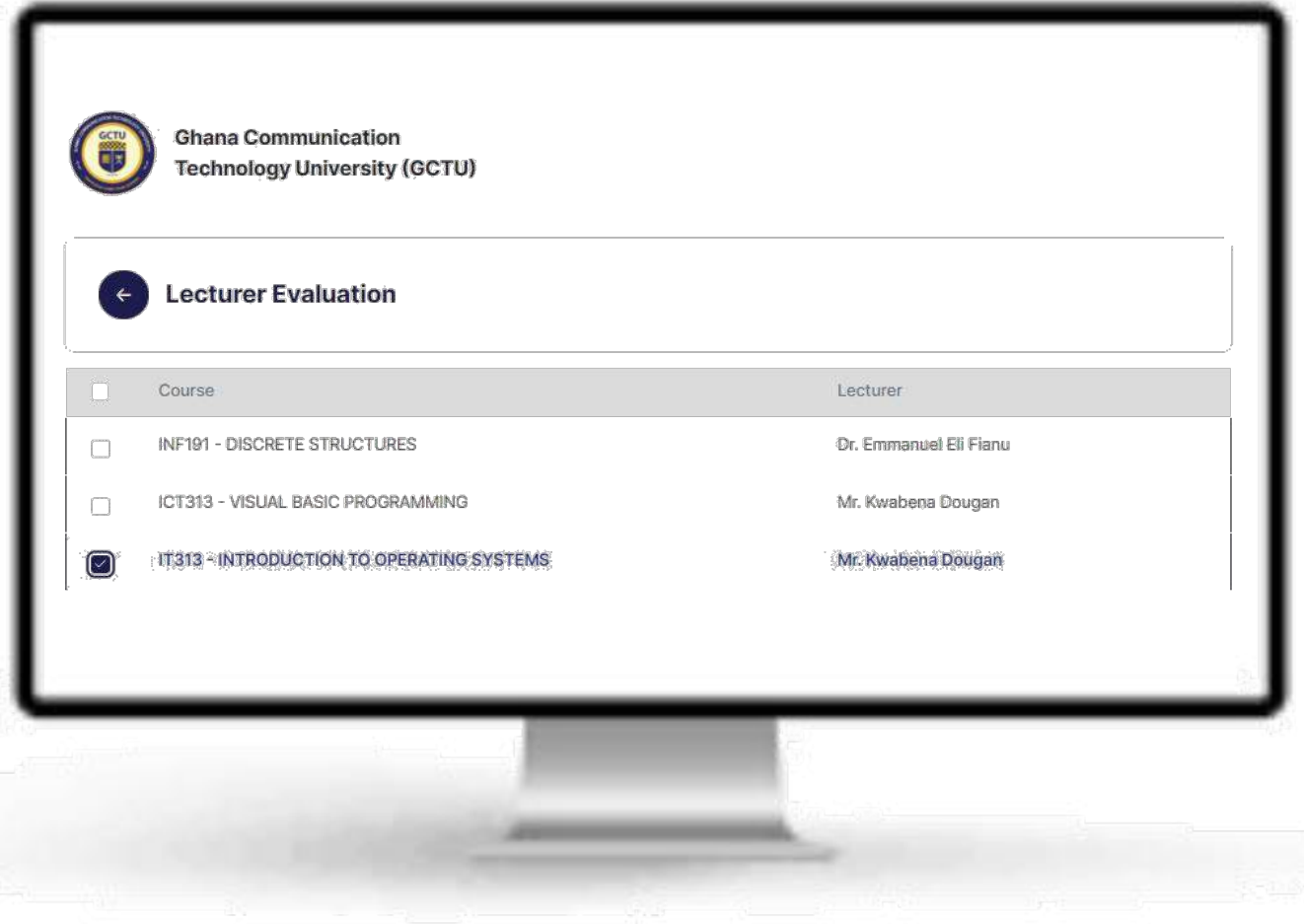
fig 1.7

LECTURER EVALUATION

The Examination card help students
students should be able to provide
feedback and evaluations for their
Lecturers.

They have are able to view courses and
the lecturers who teach them and give
their leanrning experiences.

fig 1.7

MY RESULTS SLIP

The **My Results Slip** item presents a detailed overview of the user's courses and corresponding grades for each semester as well as thier FGPA.
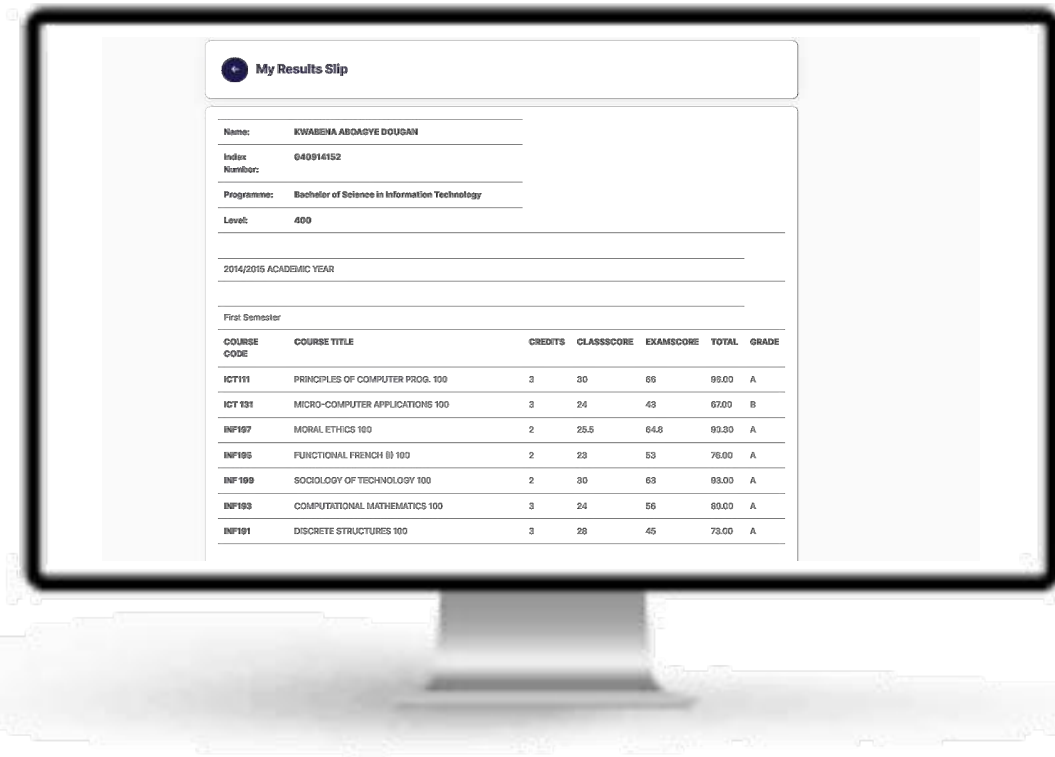
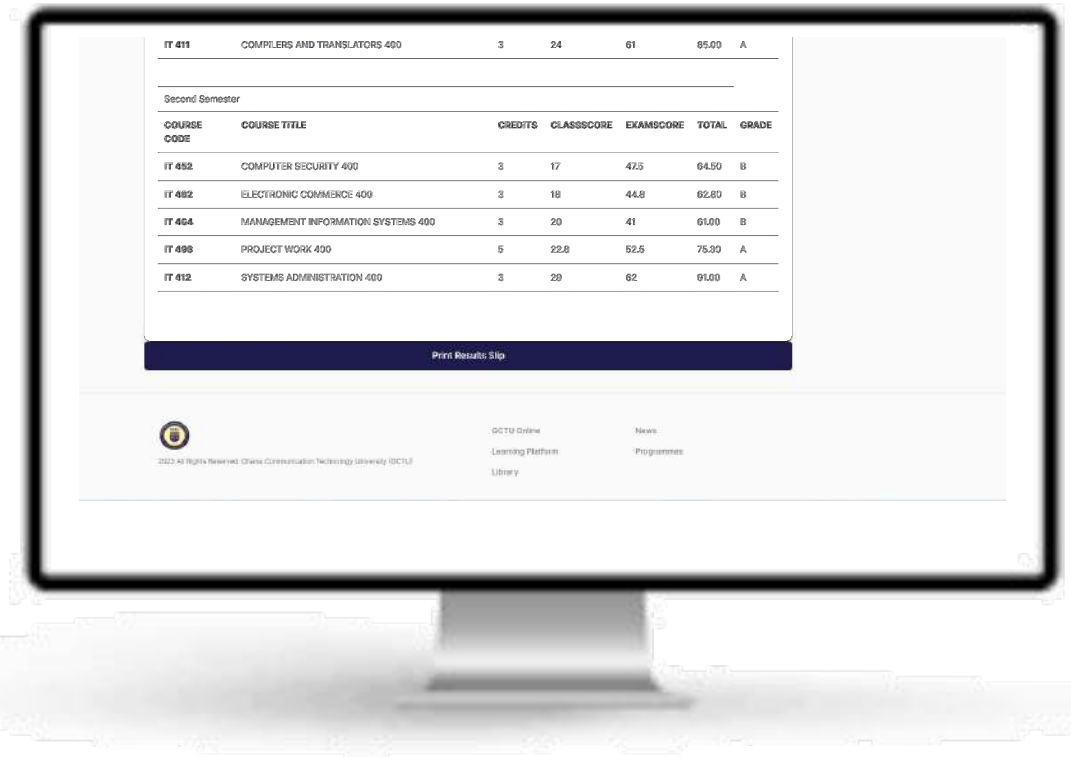User is given the option to print the results slip.

fig 1.8

fig 1.9

DOCUMENT REQUESTS

The **My Doucment Request** item presents a detailed overview of all document request made by student and their status.
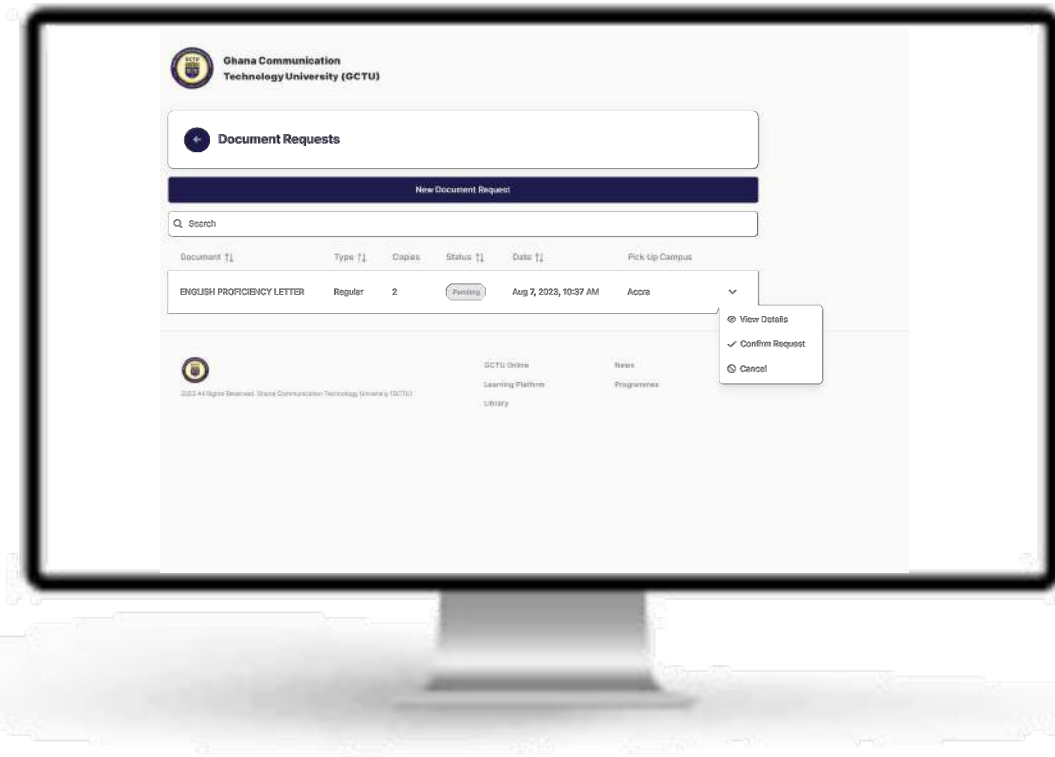
User is given the option to select the documents they would like to request for under **New Doucment Request**

fig 1.10
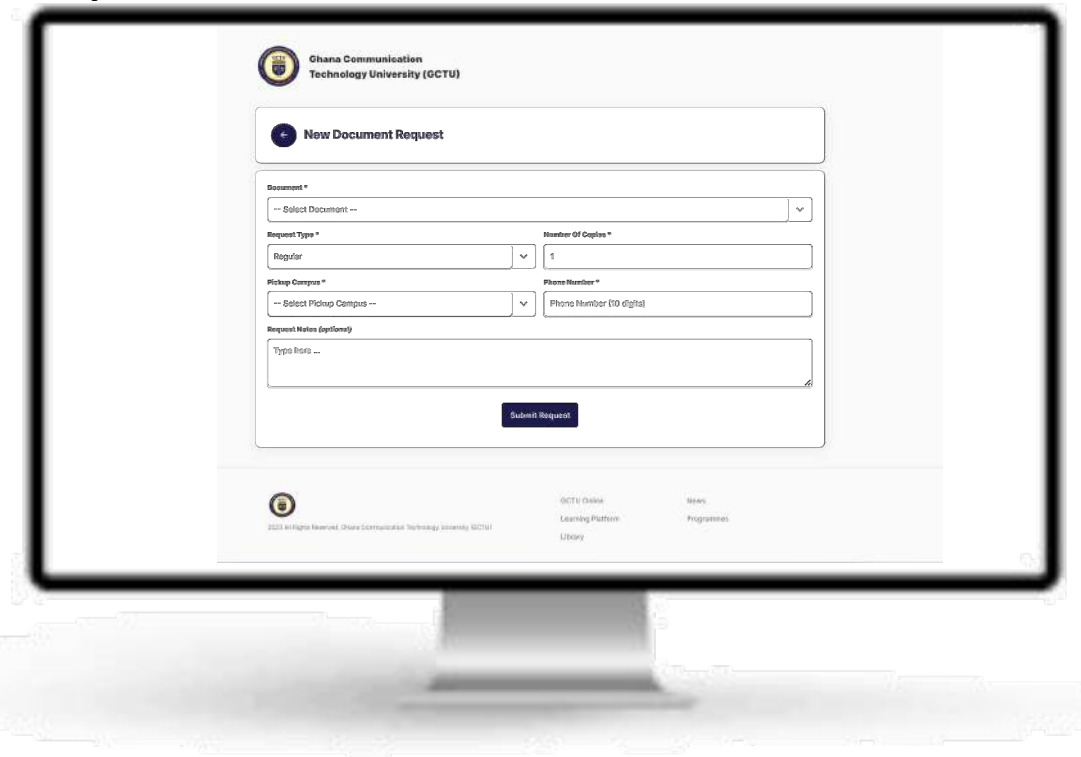

fig 1.11

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STUDENT CLEARANCE

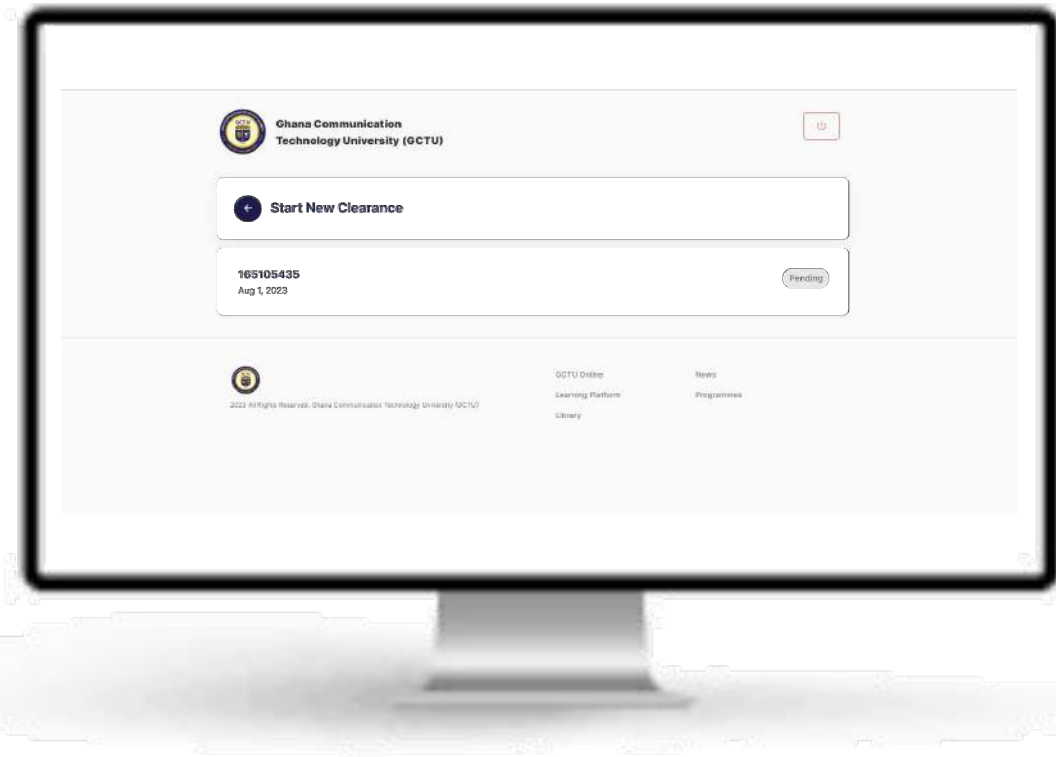Clearance: Users can initiate the clearance procedure using this option.

fig 1.12

CONTACT US

Contact Us: Users can conveniently send messages to the IT team for assistance whenever the need arises.
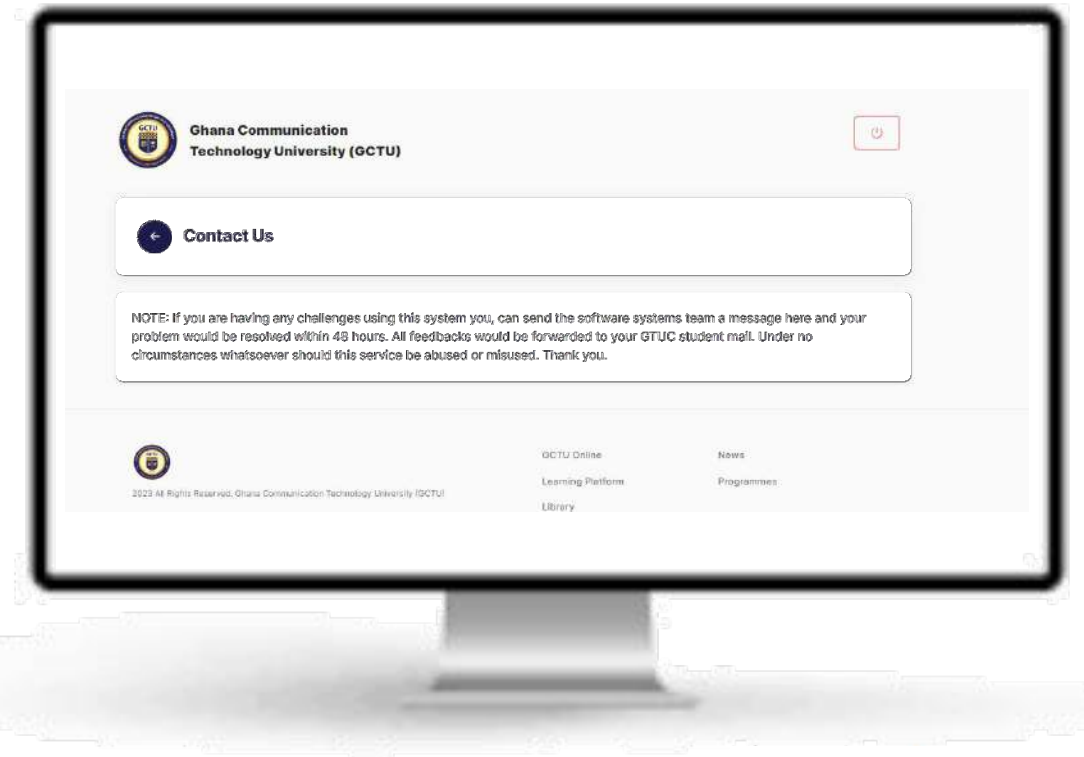

fig 1.13

NOTIFICATION

The notification item will inform users about important updates, announcements or messages from school administration.
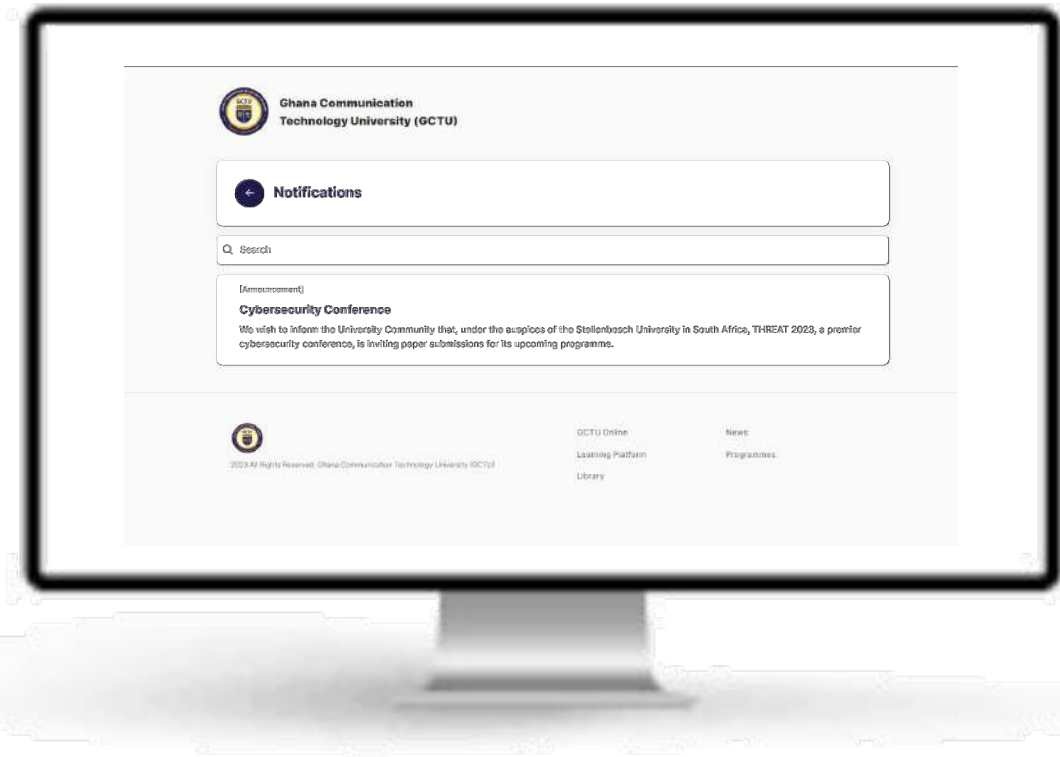

fig 1.14

FAQS

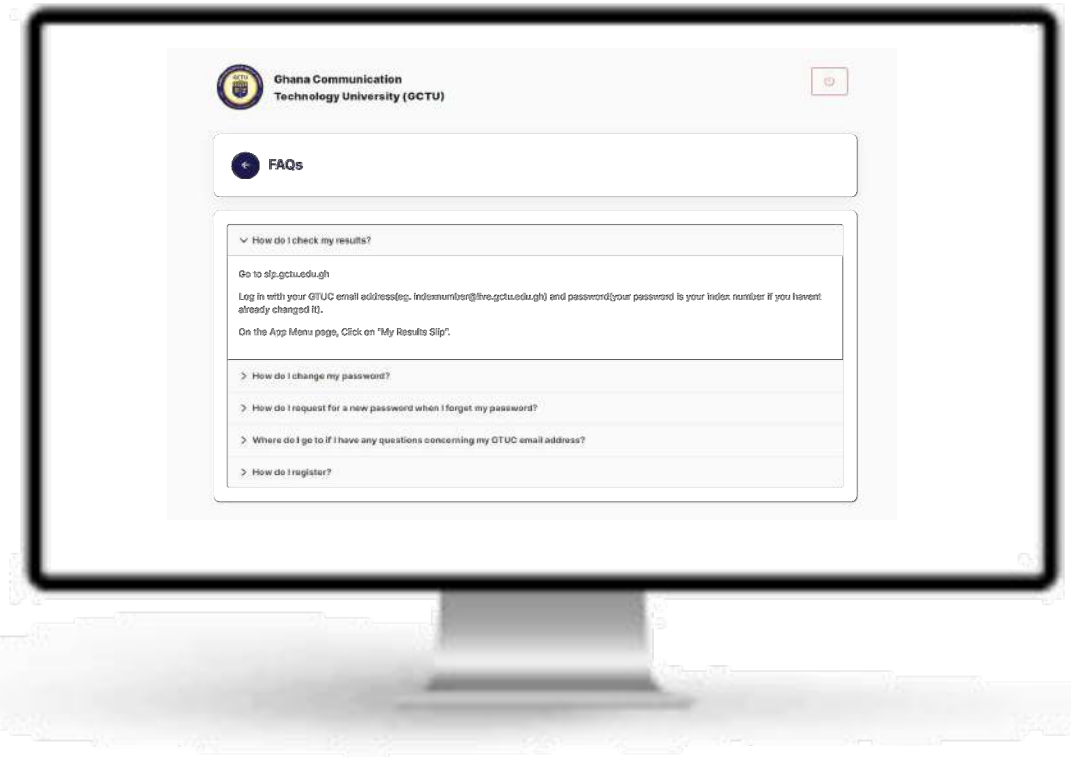FAQs offer users concise solutions to common questions that might come up while using the application.

fig 1.15