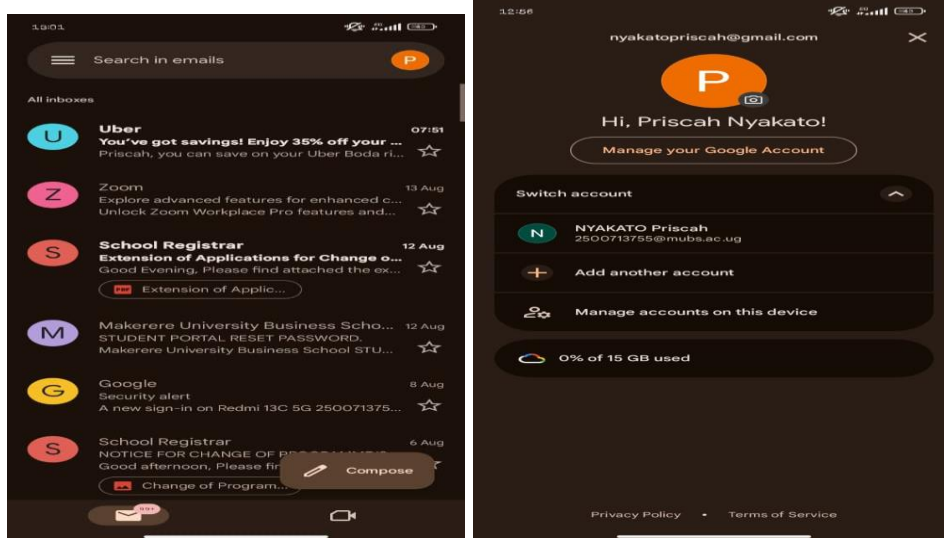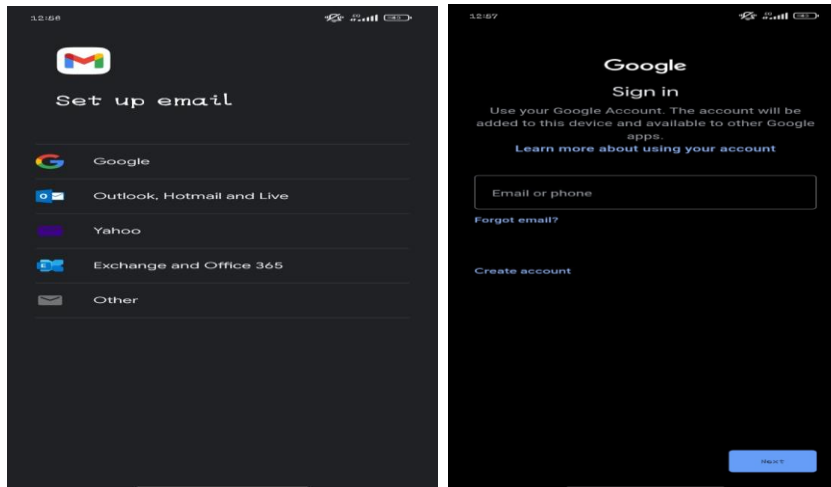# ACTIVATION OF SCHOOL EMAIL

1. **Open the Gmail App** on your phone and in the **top right corner**, tap your **profile icon**. Select **"Add another account"**.

2. Select Google and Verify your phone number if prompted.
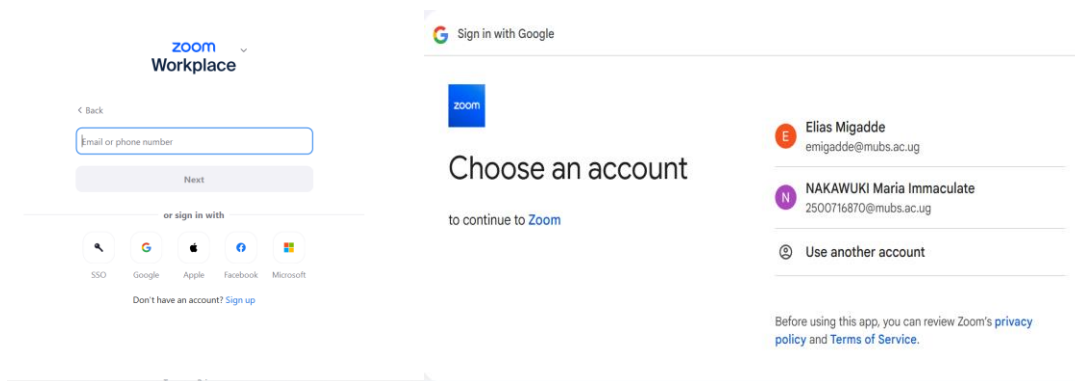

3. Enter your school email address:
   - Example: 2500712239@mubs.ac.ug

4. Tap **Next**.

5. Enter your password.
   - **Default password:** 2500712239

6. If your email password is incorrect:

- o Visit the **Digital Lab** at main Campus to reset your password or send an Email to: **mis@mubs.ac.ug**
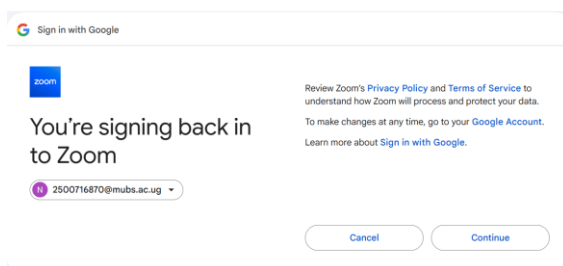
HOW TO ACTIVATE ZOOM USING YOUR SCHOOL EMAIL

⚠️ **Note:** This will only work if you have already activated your **school email**.

1. Open the **Zoom app** on your device.

2. Tap **Sign In**.

3. Select **"Continue with Google."**

4. Choose your **school email account** (e.g., 25007xxxx@mubs.ac.ug).

5. Tap **Continue**.

6. Enter and confirm your **birth year**.

7. Click on create Account

8. Select **Not Now** until you reach the **Get Started** page.

How to Log in and Access Your MUBSEP Courses & Live Classes

1. Log in to MUBSEP

- Open the MUBSEP website in your search bar of the browser type: **mubsep.mubs.ac.ug**

- On the top right corner of your screen click on Login, Enter your **username** eg 2500712239@mubs.ac.ug and the **password** you created.

- Click **Log in**.

2. Enrol in Your Courses

- Select your **course** (e.g., *Bachelor's*), then choose your **program** and **year**.

- From the displayed course list, select **only** the course units you are taking according to the timetable.

- Click the **orange "Enrolment" button** to join a course.

- If the orange button does not appear:

  o Click **More** after Opening the course unit

  o Select **Enrol me in this course**.

3. Access a Live Class

- On your course page, click on **LIVE CLASS OR VIRTUAL LIVE CLASS**

- Choose your group: **LIVE CLASS GROUP A**, **LIVE CLASS GROUP B**, or **LIVE CLASS GROUP C**.

- The Zoom links will appear.

- Check the **time** of the class you want to attend.

- Scroll to the **extreme right side** of the screen.

- Click **Join** — this will automatically open Zoom.

Important Note:

- You must have a **Zoom account** created using your **school email** eg 2500712239@mubs.ac.ug to access the live class.

For Help Line

a) **Mubsep/elearning concerns**
   elearning@mubs.ac.ug, Use **Live chat** on Mubsep.

b) **Activation of Student Email and Password reset**
   mis@mubs.ac.ug

c) **Student Portal**

   registrar@mubs.ac.ug