



MAKERERE UNIVERSITY BUSINESS SCHOOL

MUBS Annex, Farady Road, Bugolobi. P. O. Box 1337, Kampala-Uganda
Phone: Direct Line: +256-41-220818; General Line: +256-41-338120; Fax: +256-41-505921

eLearning Centre

January 12th, 2021

Students Community

MUBS

Dear Students,

RE: TUTORIAL ON HOW TO UPDATE YOUR MUBSEP PROFILE

As the university prepares to hold final exams for semester two AY 2020/2021, the eLearning Centre notes that certain basic and crucial information is missing on several students' accounts. To avoid any challenges with your final examinations, please ensure that your profile is updated with the following information;

- a) Student Number
- b) Registration Number
- c) Programme of Study
- d) Campus of study
- e) MUBS email Address

Please find attached a tutorial on how to update your profile with the above details. Should you have any inquiries, do not hesitate to contact the Centre via elearning@mubs.ac.ug | <http://helpdesk.mubs.ac.ug>

Yours faithfully,

Shakilah Nagujja
Manager



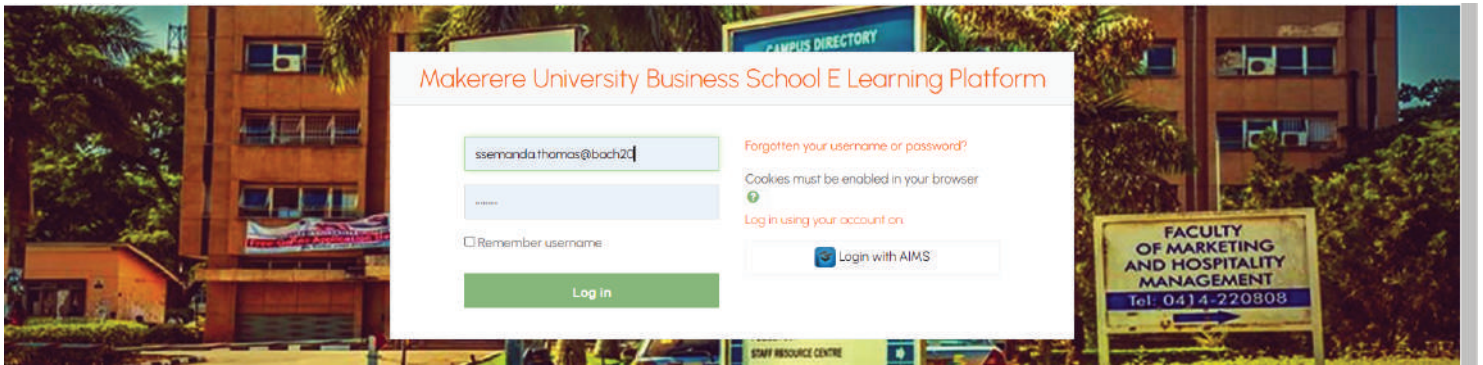
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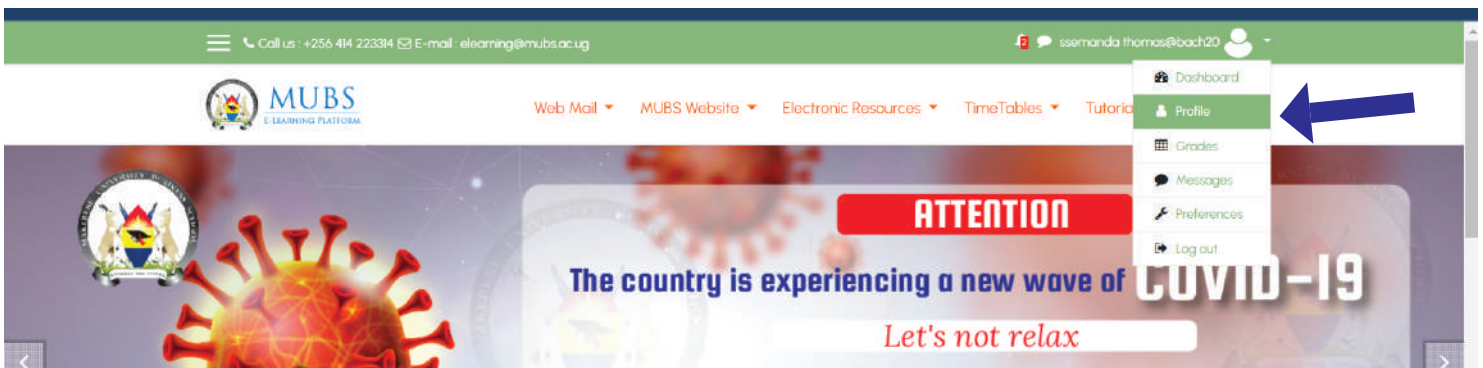
eLearning Centre

GUIDE ON HOW TO UPDATE YOUR STUDENT PROFILE ON MUBSEP

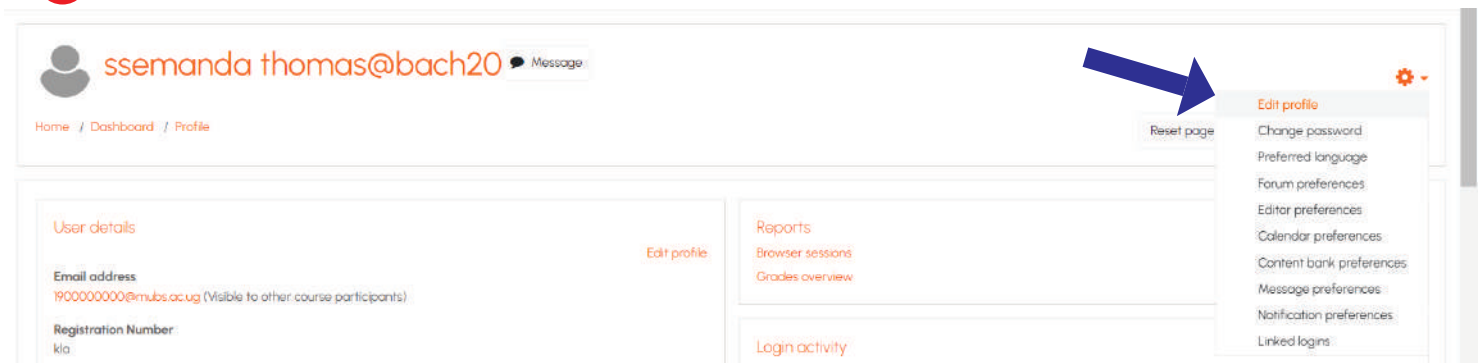
1 LOGIN INTO YOUR MUBSEP ACCOUNT



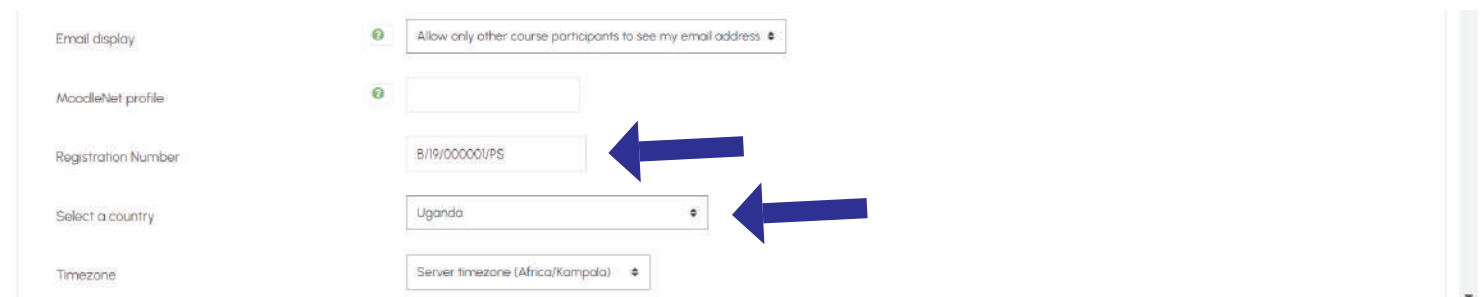
2 FROM THE PROFILE ICON DROP DOWN SELECT "PROFILE"



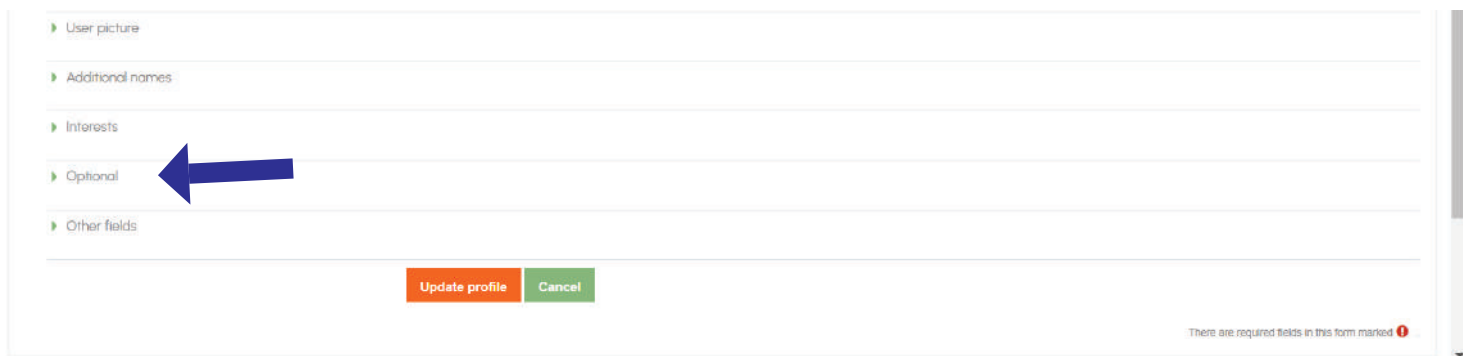
3 FROM THE SETTINGS ICON DROP DOWN SELECT "EDIT PROFILE"



4 ON THE NEXT PAGE UPDATE YOUR "REGISTRATION NUMBER AND COUNTRY"



5 SCROLL DOWN AND EXPAND THE "OPTIONAL FEILDS TAB"



The screenshot shows a profile update form with several tabs: 'User picture', 'Additional names', 'Interests', 'Optional', and 'Other fields'. A blue arrow points to the 'Optional' tab, indicating it should be expanded. Below the tabs are 'Update profile' and 'Cancel' buttons. A message at the bottom right states: 'There are required fields in this form marked ⓘ'.

6 FILL IN YOUR STUDENT NUMBER, CAMPUS, PROGRAMME, PHONE NUMBER, ADDRESS



The screenshot shows the 'Optional' tab expanded, revealing input fields for 'Student Number', 'Campus', 'Department', 'Programme', 'Mobile phone', and 'Address'. Blue arrows point to each of these fields, indicating they should be filled in. The fields contain the following text: '1900000001', 'KAMPALA', an empty field, 'BBA', '+2567000000001', and 'NAKAWA'. To the right of the 'Campus' and 'Programme' fields, examples are provided: 'E.g (MBALE, JINJA, MBARARA, ARUA, KAMPALA)' and 'E.g (MBA, DBA, CBA, BCOM, BPSM)'. Below the fields are 'Update profile' and 'Cancel' buttons. A message at the bottom right states: 'There are required fields in this form marked ⓘ'.

7 UPDATE YOUR PROFILE



The screenshot shows the 'Optional' tab expanded, and a blue arrow points to the 'Update profile' button, indicating it should be clicked. Below the button are 'Update profile' and 'Cancel' buttons. A message at the bottom right states: 'There are required fields in this form marked ⓘ'.

YOU ARE DONE

FOR ANY INQUIRY PLEASE CONTACT THE ELEARNING CENTRE

📍 Main library First floor ✉ elearning@mubs.ac.ug 🔗 <https://helpdesk.mubs.ac.ug>