

UNIVERSITY COLLEGE HOSPITAL SCHOOLS' PORTAL INSTRUCTIONAL GUIDE

This document will help you to use the UCH school portal. Please follow the step-by-step guideline for every page. They are as follows:

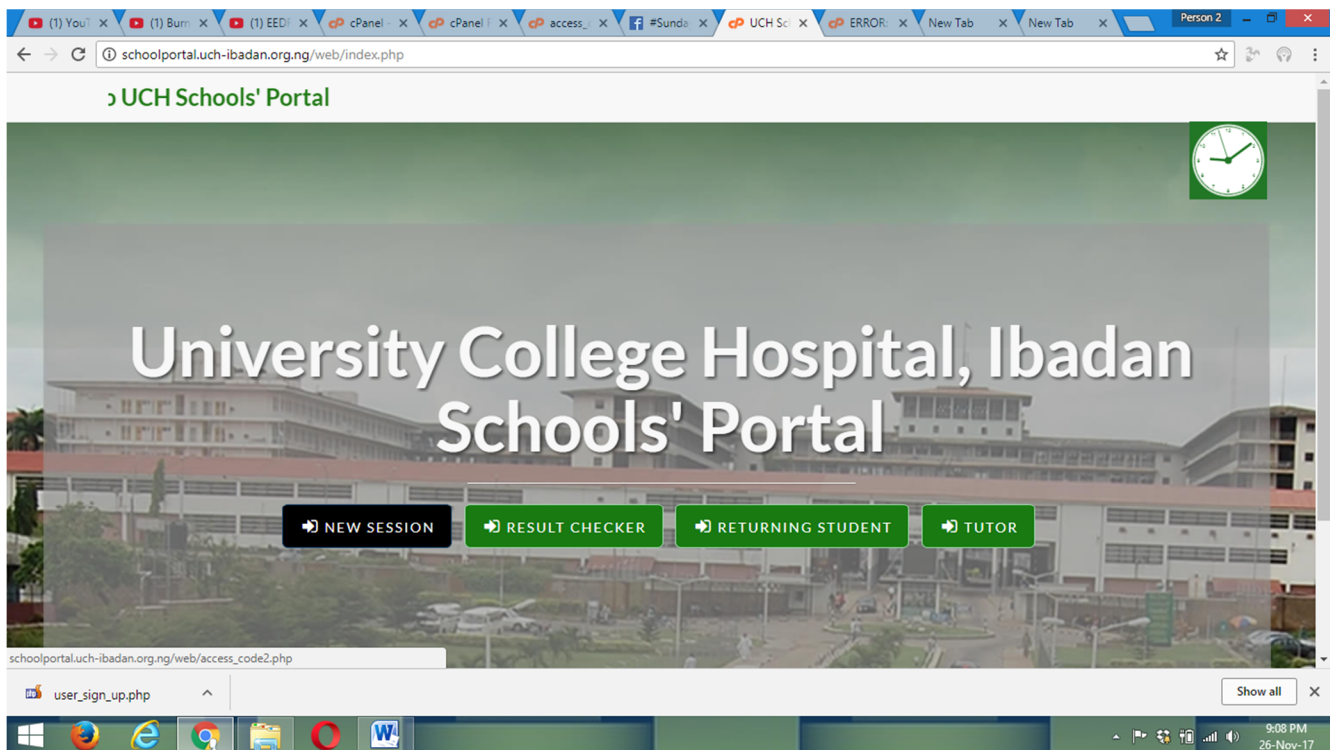
1. Open any browser (preferably Chrome)
2. Type URL: <http://schoolportal.uch-ibadan.org.ng/>

Or

<http://shim.uch-ibadan.org.ng/> and click portal

3. You'll see the landing page just like the picture below

The Landing Page



4. Click New Session button (To use email & access code) or Returning Student button (To use email and Password)

5. Login with **email** and **password**.

Semester Registration Page

6. In the Semester Registration Page, fill in the your semester details

8. Click **Save** button and you will be taken to Semester Course Registration Page

The screenshot shows a web browser window with the URL `schoolportal.uch-ibadan.org.ng/web/student_details.php`. The page title is "Semester Registration". A welcome message reads: "You are welcome, **Ogunleye Peter**, please register for this semester!". A red note states: "** These fields are required". A "Logout" link is visible in the top right. A profile picture of a man is shown. The registration form contains the following fields:

Field	Value
Title	Mr
Matric Number	nou1234
Email	peterbifmee@gmail.com
Level	200
Semester	First
Session	2017/2018
Program	Higher National Diploma
School	School Of Health Information Management

A green "Save" button is located at the bottom right of the form.

9. In the Course Registration Page, select school, level and semester

10. Click **SUBMIT QUERY** button to generate your courses

11. Tick the Courses you intend to register for the semester as indicated below

12. When satisfied, click on the **Save Courses** Button

Course Registration Page

Angular Expressions x JavaScript Functions x jQuery Tutorial x Google x UCH Schools' Portal x Person 2

schoolportal.uch-ibadan.org.ng/web/depart_course_reg.php

Home Contact Returning Students Tutors

University College Hospital, Ibadan Schools' Portal

Login 12:43:08pm Wednesday, 15-11-2017

Course Registration

Update Reg. Courses

Current Reg. Courses

All Reg. Courses By Query

Courses By Query

All Registered Courses

Results

All Results

Update Information

Sign Up

Update Role/Password

Forget Password?

Logout

Register Your Courses

School: School Of Health Inf Level: 30C Semester: Secon Submit Query

Surname: Ogunleye Matric No: NOU1234

Select Semester
First
Second
Third

S/N	Course Title	Course Code	Credit Unit	Status	Course Status (Main/Carry-over)
1	BIOMETRICS	STA 224	3	Required	<input type="checkbox"/> M <input type="checkbox"/> C
2	DESIGN AND ANALYSI	HIS 326	2	Required	<input type="checkbox"/> M <input type="checkbox"/> C
3	HEALTH INFORMATICS	HIS 322	3	Required	<input type="checkbox"/> M <input type="checkbox"/> C

12:44 PM 15-Nov-17

Angular Expressions x JavaScript Functions x jQuery Tutorial x Google x UCH Schools' Portal x Person 2

schoolportal.uch-ibadan.org.ng/web/depart_course_reg.php

Sign Up
Update Role/Password
Forget Password?

S/N	Course Title	Course Code	Credit Unit	Status	Course Status (Main/Carry-over)
1	BIOMETRICS	STA 224	3	Required	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
2	DESIGN AND ANALYSI	HIS 326	2	Required	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
3	HEALTH INFORMATICS	HIS 322	3	Required	<input checked="" type="checkbox"/> M <input type="checkbox"/> C
4	INTRODUCTION TO PS	GNS 411	3	Elective	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
5	MANAGEMENT OF HU	HIS 323	3	Compulsory	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
6	MONITORING AND EV	HIS 324	3	Compulsory	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
7	POPULATION, RESOU	GNS 322	2	Elective	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
8	QUALITY IMPROVEME	HIS 327	2	Required	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
9	RESEARCH METHODOC	HIS 325	3	Compulsory	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
10	SAMPLING TECHNIQU	HIS 321	3	Required	<input checked="" type="checkbox"/> M <input type="checkbox"/> C

Reset
Print Reg. Courses
Save Courses

12:44 PM 15-Nov-17

13. Print your registered courses by clicking the **Print Reg. Courses** Button

Angular Expressions x JavaScript Functions x jQuery Tutorial x Google x UCH Schools' Portal x Person 2

schoolportal.uch-ibadan.org.ng/web/depart_course_reg.php

INTRODUCTION TO PS
5 MANAGEMENT OF HUI
6 MONITORING AND EV
7 POPULATION, RESOU
8 QUALITY IMPROVEME
9 RESEARCH METHODOC
10 SAMPLING TECHNIQU

GNS 411	3	Elective	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
HIS 323	3	Compulsory	<input type="checkbox"/> M <input type="checkbox"/> C
HIS 324	3	Compulsory	<input type="checkbox"/> M <input type="checkbox"/> C
GNS 322	2	Elective	<input type="checkbox"/> M <input type="checkbox"/> C
HIS 327	2	Required	<input type="checkbox"/> M <input type="checkbox"/> C
HIS 325	3	Compulsory	<input type="checkbox"/> M <input type="checkbox"/> C
HIS 321	3	Required	<input type="checkbox"/> M <input type="checkbox"/> C

Reset
Print Reg. Courses
Save Courses

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schoolportal.uch-ibadan.org.ng/web/student_course_reg_printout.php

12:45 PM 15-Nov-17

Angular Expressions x JavaScript Functions x jQuery Tutorial x Google x UCH Schools' Portal x UCH Schools' Portal x Person 2

schoolportal.uch-ibadan.org.ng/web/student_course_reg_printout.php

Print

Total: 1 page

Save Cancel

Destination Save as PDF

Change...

Pages All

eg. 1-5, 8, 11-13

Layout Portrait

More settings

11/15/2017 UCH School Portal

School Of Health Information Management

University College Hospital, Ibadan

Registered Course(s)

S/N	Course Title	Course Code	Credit Unit	Course Status	Student's Signature	Instructor's Signature
1	BIOMETRICS	SEA 224	3	C/over		
2	DESIGN AND ANALYSIS OF EXPERIMENT I	HIS 326	2	C/over		
3	HEALTH INFORMATICS II	HIS 322	3	Main		
4	INTRODUCTION TO PSYCHOLOGY	GNS 411	3	C/over		
5	MANAGEMENT OF HUMAN RESOURCES FOR HEALTH	HIS 323	3	C/over		
6	MONITORING AND EVALUATION III	HIS 324	3	C/over		
7	POPULATION, RESOURCES AND ENVIRONMENT	GNS 322	2	C/over		
8	QUALITY IMPROVEMENT IN HEALTH SERVICES	HIS 327	2	C/over		
9	RESEARCH METHODOLOGY II	HIS 325	3	C/over		
10	SAMPLING TECHNIQUES	HIS 321	3	Main		

Student's Signature: _____ Date: _____

This part should be completed by the Academic Affairs Officer

First Semester CGPA: _____ Second Semester CGPA: _____

Academic Affairs Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Print

http://schoolportal.uch-ibadan.org.ng/web/student_course_reg_printout.php

Update Registered Courses Page

Angular Expression x JavaScript Function x jQuery Tutorial x Google x UCH Schools' Portal x UCH Schools' Portal x UCH Schools' Portal x Person 2

schoolportal.uch-ibadan.org.ng/web/update_reg_courses.php

Courses By Query

Update Reg. Courses

Current Reg. Courses

All Registered Courses

Results

All Results

Update Information

Sign Up

Update Role/Password

Forget Password?

Logout

Update Your Registered Courses

Wrong Semester First Wrong Session 2016/2017 Wrong level 100

New Semester Second New Session 2016/2017 New level 200

Surname: Ogunleye Firstname: Peter Matric No: NOU1234

S/N	Course Title	Course Code	Credit Unit	Status	Course Status (Main/Carry-over)
1	USE OF ENGLISH	GNS 101	2	Elective	<input checked="" type="checkbox"/> M <input type="checkbox"/> C
2	INTRODUCTION TC	HIS 112	2	Compulsory	<input type="checkbox"/> M <input checked="" type="checkbox"/> C
3	HUMAN ANATOMY	HIS 113	2	Compulsory	<input type="checkbox"/> M <input type="checkbox"/> C
4	INTRODUCTION TC	HIS 123	3	Compulsory	<input type="checkbox"/> M <input type="checkbox"/> C

15. In this page, select the wrong semester, wrong session and wrong level.

16. Select the new semester, new session and new level.

17. Tick **M** for main course and **C** for carry over course.

The screenshot shows a web browser window with the URL `schoolportal.uch-ibadan.org.ng/web/update_reg_courses.php`. The page displays a table of courses with the following columns: ID, Course Name, Code, Session, Level, and Status. Each row has checkboxes for 'M' (Main course) and 'C' (Carry over course).

ID	Course Name	Code	Session	Level	Status	M	C
28	PROJECTS	HIM 223	6	Compulsory		<input type="checkbox"/>	<input type="checkbox"/>
29	RECORD DOCUME	HIM 213	2	Required		<input type="checkbox"/>	<input type="checkbox"/>
30	HEALTH INFORMATICS	HIS 211	2	Compulsory		<input type="checkbox"/>	<input type="checkbox"/>
31	HUMAN ANATOMY	HIS 216	3	Compulsory		<input type="checkbox"/>	<input type="checkbox"/>
32	HOSPITAL STATISTICS	HIM 222	1	Compulsory		<input type="checkbox"/>	<input type="checkbox"/>
33	APPLIED GENERAL	HIS 223	3	Compulsory		<input type="checkbox"/>	<input type="checkbox"/>
34	MEDICAL DEMOGRAPHICS	HIS 213	2	Required		<input type="checkbox"/>	<input type="checkbox"/>
35	FUNDAMENTAL OF	HIS 215	2	Required		<input type="checkbox"/>	<input type="checkbox"/>
36	ELECTRONICS AND	HIM 221	2	Compulsory		<input type="checkbox"/>	<input type="checkbox"/>
37	LEGAL AND ETHICS	HIS 222	2	Required		<input type="checkbox"/>	<input type="checkbox"/>



At the bottom of the table, there are three buttons: "Reset", "Print Reg. Courses", and "Save Courses".

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18. Click on **Save Course**.

Angular Express x JavaScript Func x jQuery Tutorial x Google x UCH Schools' x UCH Schools' x UCH Schools' x UCH Schools' x Person 2

schoolportal.uch-ibadan.org.ng/web/student_course_reg_printout.php

 **School Of Health Information Management** 
University College Hospital, Ibadan

Registered Course(s)

Surname: Ogunleye	Firstname: Peter	Matric No: NOU1234	level: 200	Session: 2017/2018	Semester: First	
S/N	Course Title	Course Code	Credit Unit	Course Status	Student's Signature	Instructor's Signature
1	BIOMETRICS	STA 224	3	C/over		
2	DESIGN AND ANALYSIS OF EXPERIMENTS I	HIS 326	2	C/over		
3	HEALTH INFORMATICS II	HIS 322	3	Main		
4	INTRODUCTION TO PSYCHOLOGY	GNS 411	3	C/over		
5	MANAGEMENT OF HUMAN RESOURCES FOR HEALTH	HIS 323	3	C/over		
6	MONITORING AND EVALUATION III	HIS 324	3	C/over		
7	POPULATION, RESOURCES AND ENVIRONMENT	GNS 322	2	C/over		
8	QUALITY IMPROVEMENT IN HEALTH RECORDS	HIS 327	2	C/over		
9	RESEARCH METHODOLOGY II	HIS 325	3	C/over		
10	SAMPLING TECHNIQUES	HIS 321	3	Main		

Student's Signature..... Date.....

19. Click on **Print Reg. Courses**, all the details of what you fill will appear.

Angular Express x JavaScript Func x jQuery Tutorial x Google x UCH Schools' x UCH Schools' x UCH Schools' x UCH Schools' x Person 2

schoolportal.uch-ibadan.org.ng/web/student_course_reg_printout.php

S/N	Course Title	Course Code	Credit Unit	Course Status	Student's Signature	Instructor's Signature
1	BIOMETRICS	STA 224	3	C/over		
2	DESIGN AND ANALYSIS OF EXPERIMENTS I	HIS 326	2	C/over		
3	HEALTH INFORMATICS II	HIS 322	3	Main		
4	INTRODUCTION TO PSYCHOLOGY	GNS 411	3	C/over		
5	MANAGEMENT OF HUMAN RESOURCES FOR HEALTH	HIS 323	3	C/over		
6	MONITORING AND EVALUATION III	HIS 324	3	C/over		
7	POPULATION, RESOURCES AND ENVIRONMENT	GNS 322	2	C/over		
8	QUALITY IMPROVEMENT IN HEALTH RECORDS	HIS 327	2	C/over		
9	RESEARCH METHODOLOGY II	HIS 325	3	C/over		
10	SAMPLING TECHNIQUES	HIS 321	3	Main		


Student's Signature..... Date.....

This part should be completed by the Academic Affairs Officer

First Semester CGPA..... Second Semester CGPA.....

Academic Affairs Signature..... Date.....

Coordinator's Signature..... Date.....



20. Print your registered courses by clicking the [Print](#).

RESULT PAGE

21. Select your level, Semester, Session and Enter Matric Number.

22. Click [SUBMIT QUERY](#) button to generate your result.

The screenshot shows a web browser window with the URL `schoolportal.uch-ibadan.org.ng/web/student_result_display.php`. The page has a green header with the UCH logo and navigation links: Home, Contact, Returning Students, Tutors. The main title is "University College Hospital, Ibadan Schools' Portal" with a "Login" link and the date "12:49:26pm Wednesday, 15-11-2017".

On the left, there is a green sidebar menu with the following links: Course Registration, Results, All Results, Update information, Sign Up, Update Role/Password, and Forget Password?.

The main content area is titled "Results Display" and contains a form for entering student details. The form includes dropdown menus for "Level", "Semester", and "Session", and a text input for "Matric No". A green "Submit Query" button is next to the Matric No field. Below this, there are fields for "Surname:", "Firstname:", and "Matric No:". A table displays the student's results:

S/N	Course Name	Course Code	Credit Unit	Score(100%)	Grade
1					F

Below the table, it shows "GP = 0.00 (Under Probation)". At the bottom right of the form area, there are green buttons for "reset" and "Print Results". A "Logout" link is also present in the top right of the form area.

23. In the Results display page, enter your matric Number.

24. Click [SUBMIT QUERY](#) button to generate your result.

25. Print your result by clicking the [Print Result](#).

Results display page

The screenshot shows a web browser window with the URL `schoolportal.uch-ibadan.org.ng/web/all_results.php`. The page has a green header with the UCH logo and navigation links: Home, Contact, Returning Students, and Tutors. The main title is "University College Hospital, Ibadan Schools' Portal" with a "Login" link and the date "12:49:41pm Wednesday, 15-11-2017".

On the left, there is a green sidebar menu with the following links: Course Registration, Results, All Results, Update Information, Sign Up, Update Role/Password, and Forget Password?.

The main content area is titled "All Results Display" and includes a "Logout" link. It contains a form for entering student details:

- Matric No:
- Submit Query (button)
- Surname:
- Firstname:
- Matric No:

Below the form is a table showing results:

S/N	Course Name	Course Code	Credit Unit	Score(100%)	Grade
1					F

Below the table, it shows "CGPA = ()". At the bottom right of the results section are "reset" and "Print Results" buttons.

26. Information update Page.

27. Select semester, select session and select level to be updated.

28. Select the correct title, matric number, email, level, semester, session, program and school

29. Click **Update**

Information update Page

Angular E x JavaScript x JQuery Tu x Google x UCH Sch x UCH Sch x UCH Sch x UCH Sch x UCH Sch x UCH Sch x Person 2 x

schoolportal.uch-ibadan.org.ng/web/student_details_update.php

Welcome, **Ogunleye Peter**, please update your information for this semester!

**** These fields are required** Update Information Logout

Semester Select Semester Session Select Session level Select level Search

Title Mr Select Title

Matric Number NOU1234

Email peterbifmee@gmail.com Select email

Level 200 Select level

Semester First Select Semester

Session 2017/2018 Select Session

Program Higher National Diploma Select Program

School School Of Health Information Management Select School

Update

30. Enter **Email address** for you to search and update your records
31. Click on **Search Button**
32. Enter the correct Surname, First name, Other name, Gender, Date of birth, Contact Address, and **you must reselect** State of Residence, Local Government and State of Origin.
33. Click **Update**

36. Click **Update**

Password/Role update information page.

The screenshot shows a web browser window with the URL `schoolportal.uch-ibadan.org.ng/web/password_update.php`. The page has a green header with the UCH logo and navigation links: Home, Contact, Returning Students, and Tutors. The main title is "University College Hospital, Ibadan Schools' Portal" with a "Login" link and the date "12:53:06pm Wednesday, 15-11-2017". A green sidebar on the left contains three buttons: "Update Information", "Create Password", and "Update Role/Password". The main content area displays a message: "Hi, Ogunleye Peter , please update your information!". Below this is a "Password Update Form" with the following fields: "Username" (pre-filled with "peterbifmee@gmail.com"), "Role" (radio buttons for "Returning student" and "New Applicant", with "Returning student" selected), "Old Password", "New Password", and "Retype-New Password". A green "Update" button is at the bottom right of the form. The Windows taskbar at the bottom shows the time as 12:53 PM on 15-Nov-17.

37. In the Password Update page, enter your email and the new password will be sent to your email.

38. Login with the new password

39. Click update **password/role**

40. Select role as **returning student** and update password to a desired one.

Password Update Page

The screenshot shows a web browser window with multiple tabs open, including 'Angular Expression', 'JavaScript Function', 'jQuery Tutorial', 'Google', and several instances of 'UCH Schools' Portal'. The active tab is 'schoolportal.luch-ibadan.org.ng/web/forget_password.php'. The page has a green header with the university logo and navigation links: 'Home', 'Contact', 'Returning Students', and 'Tutors'. The main content area is white and contains a message: 'Hi, Ogunleye Peter , please provide the following information below'. Below this is a 'Password Request Form' with a 'Logout' link. The form includes an 'Email' field with the value 'peterbif@yahoo.com' and an 'Update' button. A green sidebar on the left contains a 'forget Password' button. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:57 PM on 15-Nov-17.

Angular Expression x JavaScript Function x jQuery Tutorial x Google x UCH Schools' Portal x UCH Schools' Portal x UCH Schools' Portal x Person 2 x

schoolportal.luch-ibadan.org.ng/web/forget_password.php

University College Hospital, Ibadan Schools' Portal 12:57:26pm Wednesday, 15-11-2017

forget Password

Hi, Ogunleye Peter , please provide the following information below

Password Request Form Logout

Email peterbif@yahoo.com Update

Windows taskbar: 12:57 PM 15-Nov-17