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# **DIRECTORATE OF ICT**

## HOW TO APPLY FOR CHANGE OF PROGRAMME

#### **Prerequisites**

- i. Make sure you have your student number (**printed on your admission letter**) and your mobile phone holding the number you registered with at the time of admission.
- ii. Mobile phone or laptop with internet access
- iii. Your set portal password (This was set at your first time Login). Read more about first time login here: <u>https://dicts.busitema.ac.ug/support/students-portal/guide-new-login-student-portal</u>

#### **STEP 1:**

Open any web browser of your choice for example Google Chrome, Mozilla Firefox, etc.



#### **STEP 2:**

On the search bar, type https://myportal.busitema.ac.ug and search.



#### **STEP 3:**

The login page will appear. Use your student number (**Printed on your admission letter**) and your password and click the "**SIGN IN**" button

BUSITEMA Pursuing Excellence BUSITEMA UNIVERSITY STUDENT PORTAL	
<b>LOGIN TO YOUR ACCOUNT</b>	
₽	ø
€ SIGN IN	
Forgot your Password? P Reset Here!	

## **STEP 4:**

On the dashboard as shown below, navigate to "SERVICES" and click on "APPLY FOR SERVICES" menu as shown in the picture below.

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				PROGRAMME: BACHELOR OF AGRICULTURAL MECHA	ANIZATION AND IRRIGATION ENGINEERING - (AMI)	IVE	ACADEMIC STATUS: NORMAL PROGRESS
				CURRENT YR. 2024/2025 CURRENT SEM. SEI	MESTER I O ENROLLED O NOT REGISTERED	TOTAL FEES	BAL DUE: 1,730,000/= BALANCE ON ACCOUNT: 0/=
	ST	UDENT NO.: 2400400000		☆ > SERVICES > APPLY FOR SERVICES > SERVICE D	ASHBOARD		
	01 GEN	IERATE PRN					
1	FIN/	ANCE CLEARANCE					
	∠ ENR	OLLMENT & REGISTRATI	~	CHANGE OF PROGRAMME	ADMINISTRATIVE REGISTRATION		
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					© 2024 ACMIS, AI	I rights Reserved.	

# **STEP 5:**

On the listed services as shown above in the picture, select "CHANGE OF PROGRAMME" service. A form will open and you fill in all the required fields. See the form below in the picture.

PPLY FOR CHANGE OF PROGRAMME		C RELOAD PROGRAMMES
NEW PROGRAMME		
Select programme		
ENTRY STUDY YEAR:	* NEW STUDY TI	IME:
Select option		
NEW CAMPUS:	* ENTRY ACADE	MIC YEAR:
Select option	✓ Select option	
REASON FOR CHANGE:		

After you have filled all the required information, click the "PREVIEW AND SUBMIT" button. The summary of what you have entered is displayed as shown below

APPLY FOR CHANGE OF	C RELOAD PROGRAMMES	
	CONFIRM YOUR CHANGE OF PROGRAMME DATA AND CLI	CK SUBMIT APPLICATION BUTTON
	CURRENT PROGRAMME	NEW PROGRAMME
Title	BACHELOR OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING - (BCT.)
Study Time	DAY	DAY
Study Year	YEAR 1	YEAR 1
Campus	BUSITEMA	BUSITEMA
Entry Academic Year	2024/2025	2024/2025
Subject Combination	N/A	N/A
Reason	N/A	i need the programme

# STEP 6:

Once you have confirmed that all details are okay, click "SUBMIT APPLICATION". If you need to change some information in your application, click on "EDIT APPLICATION" button.

The system will generate application form as shown below.

PENDING CHANGE OF PROGRAMME APPLICATION			SACE
	OLD PROGRAMME	NEW PROGRAMME	
PROGRAMME	BACHELOR OF AGRICULTURAL MECHANIZATION AND IRRIGATION ENGINEERING	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	
SUBJECT COMBINATIONS	N/A		
ENTRY STUDY YEAR	YEAR 1	YEAR 1	
STUDY TIME	DAY	DAY	
CAMPUS	BUSITEMA	BUSITEMA	
ACADEMIC YEAR	2024/2025	2024/2025	
REASON FOR CHANGE	N/A	i need the programme	
APPLICATION DATE		Thursday, August 15, 2024 10:37 AM	
APPLICATION STATUS		PENDING	
AMOUNT BILLED		20,000 UGX	
AMOUNT PAID		0 UGX	
PAYMENT STATUS		PENDING	
PAYMENT REFERENCE		NOT GENERATED	

At this point, you can click "**GENERATE PAYMENT REFERENCE**" and pay. Copy the reference number and access any bank for payment. For payment through Universal Payments, read the guide at: <u>https://dicts.busitema.ac.ug/support/students-portal/universal-payment-guide</u>

NB: The reference number validity is indicated in the notice displayed. See the image above. After the expiry date, you are required to generate a new reference number.

For any questions and more guidance;

Go to <u>https://dicts.busitema.ac.ug/support/chat</u> and type in your question, the ICT team will be very positive to help and guide you.