![Busitema University Logo] **BUSITEMA UNIVERSITY** *Pursuing Excellence*

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DIRECTORATE OF ICT
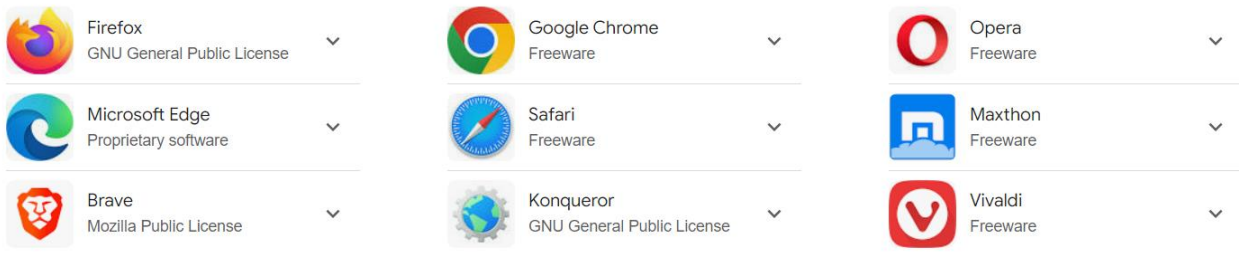
HOW TO APPLY FOR CHANGE OF PROGRAMME

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: https://dicts.busitema.ac.ug/support/students-portal/guide-new-login-student-portal

STEP 1:

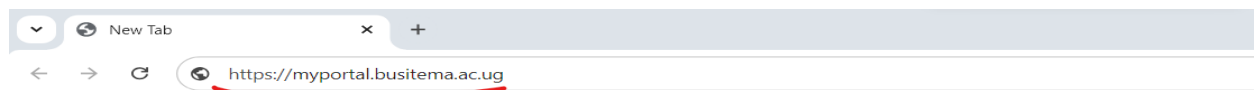Open any web browser of your choice for example Google Chrome, Mozilla Firefox, etc.

STEP 2:

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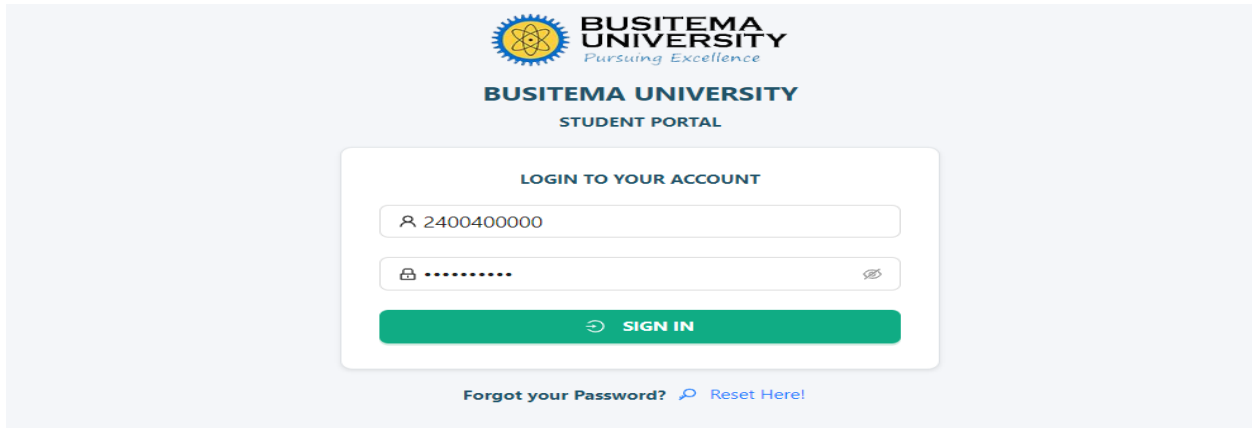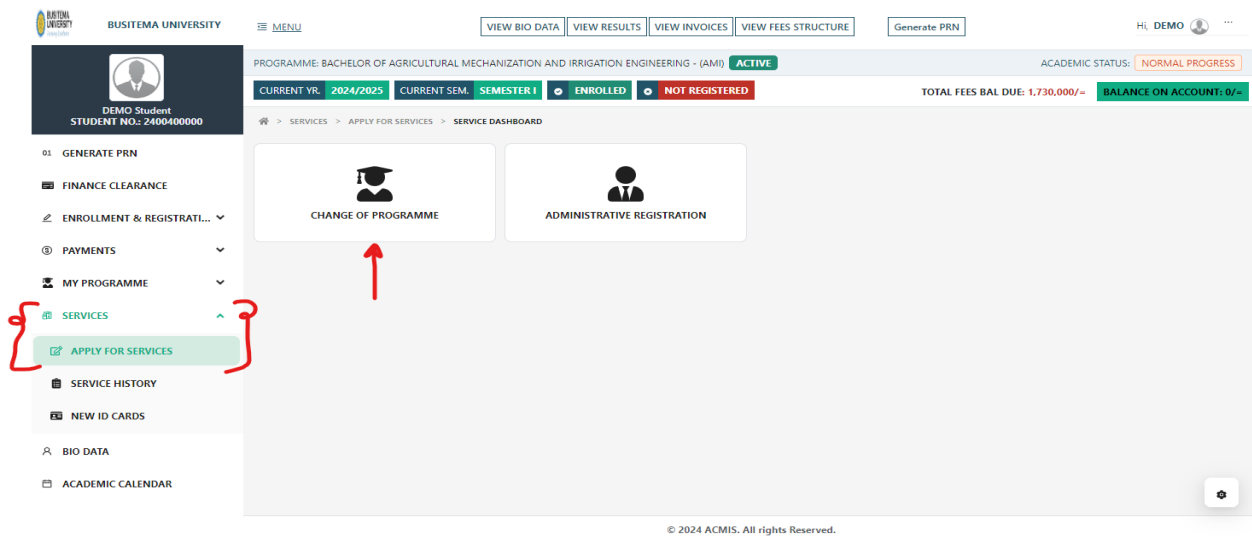

STEP 3:

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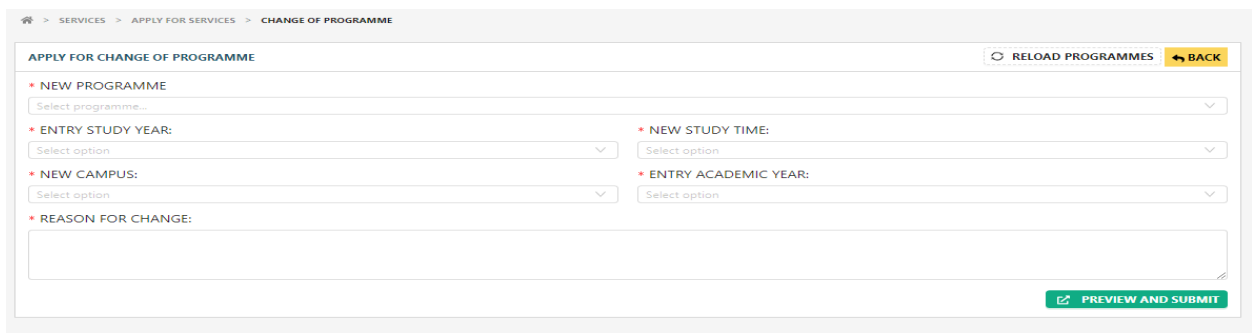
BUSITEMA UNIVERSITY
STUDENT PORTAL

LOGIN TO YOUR ACCOUNT

2400400000

⊙ **SIGN IN**

Forgot your Password? 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.

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.

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

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.

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: https://dicts.busitema.ac.ug/support/students-portal/universal-payment-guide

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