



## **HOW TO HANDLE MISSING ITEMS ON THE STUDENT PORTAL.**

### **Steps**

1. Make sure you are connected to internet.
2. Log in to the student portal by typing <https://myportal.busitema.ac.ug/>.
3. Take the screenshots of the missing information or any error messages displayed on the portal.
4. Report the issue to your Faculty Academic Registrar or the ICT officer.