



PSU PHARMACY STUDENTS' REGISTRATION DATABASE USER MANUAL

Version 1.0



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1. Introduction

1.1 Purpose of the System

The Student Registration Database is a web-based platform designed to manage student registrations, academic records, university details, and administrative processes for PSU. It streamlines student registration, communication between Pharmacy students from the various universities, and PSU administrators, as well as reporting and analytics.

1.2 Target Users

- Students – Register, upload academic documents, and track academic progress.
- University Leaders – Manage students, academic years, and university records.
- PSU Admins – Oversee the entire system, manage universities, approve students, and generate reports.

1.3 Key Features

- Online student registration with PSU number generation
- OTP-secured login and activation
- Role-based dashboards for Students, University Leaders, and PSU Admins
- Academic progress tracking
- University and student data management
- Announcement broadcasting
- Reports and analytics

1.4 System Requirements

Requirement	Minimum	Recommended
Browser	Chrome 90+	Chrome / Edge (latest)
Internet	2 Mbps	5 Mbps+
Device	Desktop / Laptop	Desktop / Laptop

1.5 Support Information

For technical support, contact PSU IT Support:

- Email: psupc@psu.or.ug
- Phone: +256 414 674 574

2. Getting Started

2.1 Accessing the Web App

Open your browser and visit: [https://\[domain\].org](https://[domain].org)

2.2 Landing Page Overview

The landing page contains:

- Sign Up button → Register a new account.
- Login button → Access your existing account.
- Inquiry icon (bottom-right) → Opens a modal to contact the admin.
- Video manual button (bottom center) → Opens a step-by-step guide.

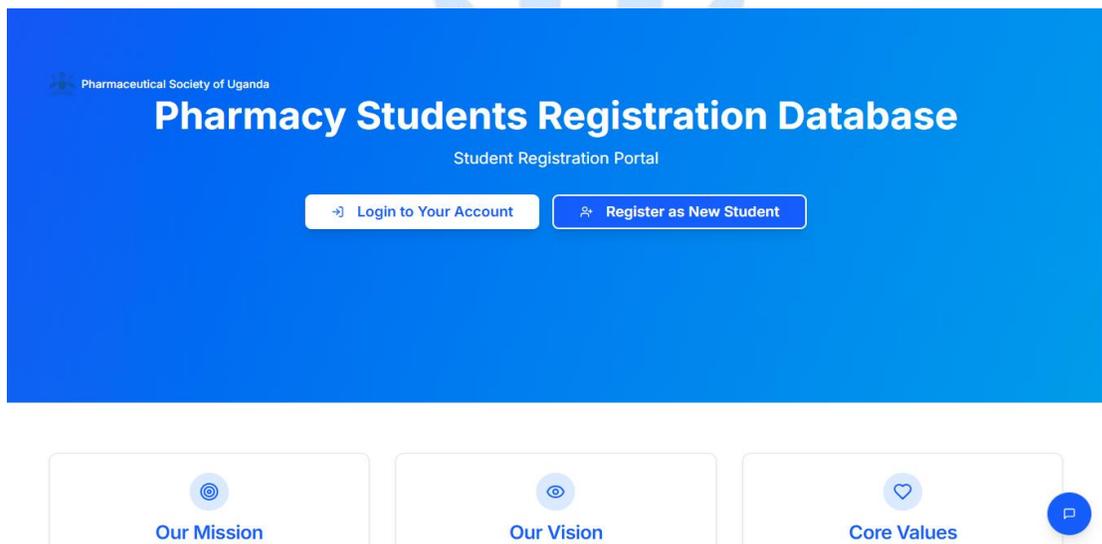


Fig 1.1: Landing Page

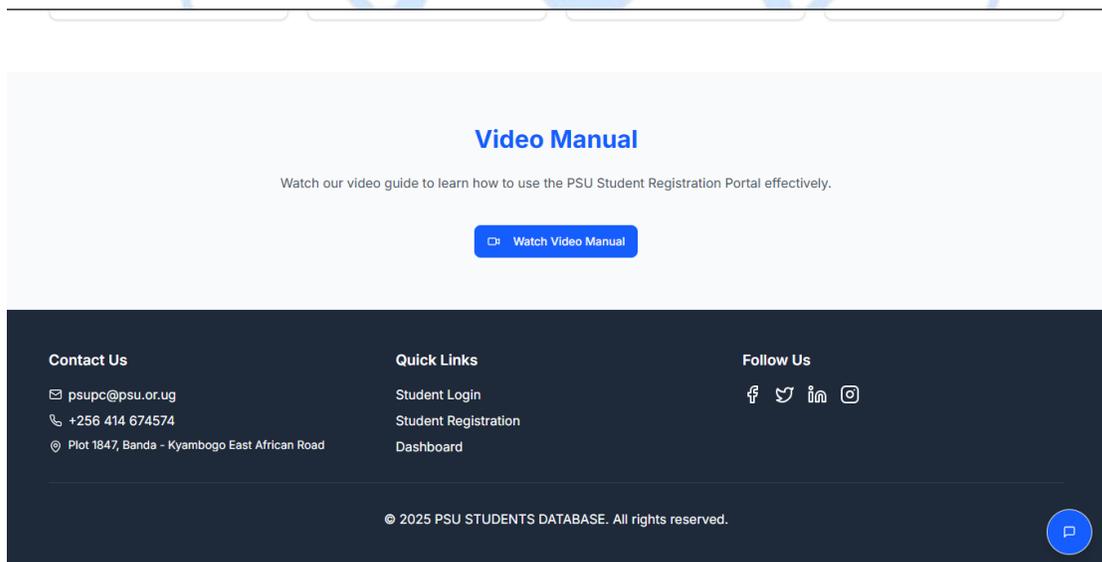


Fig 1.2: Landing Page

2.3 Contacting Support

Click the chat icon at the bottom-right corner and fill in:

- Full Name
- Email
- Subject of Inquiry
- Detailed Inquiry

Responses will be sent directly to the email provided and if you are a registered student, will be sent to the in-app notifications.

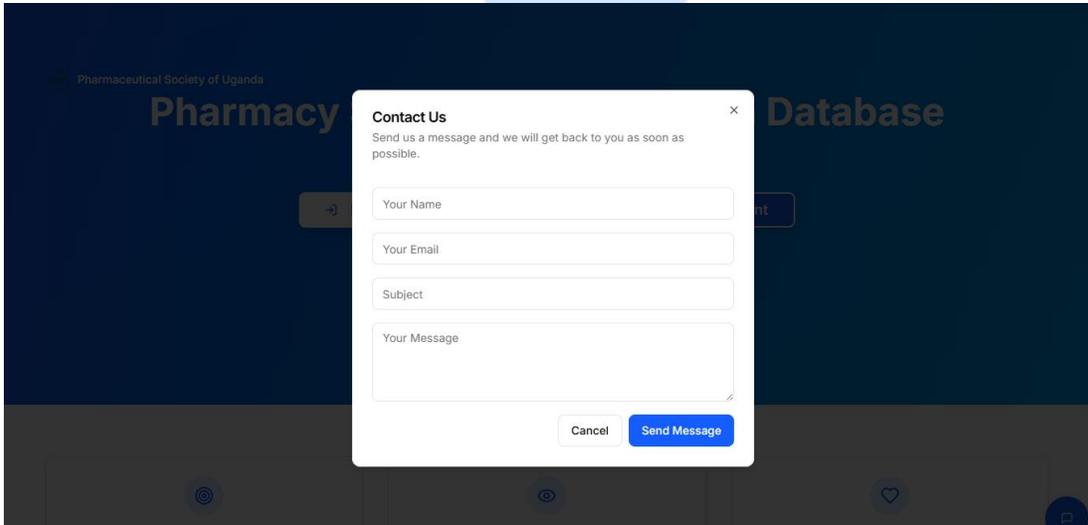


Fig 2: Contact Modal



3. Account Management

3.1 Creating a New Account

1. Click the 'Sign Up' button on the landing page.
2. Fill in your personal and academic details accurately in the fields shown in Fig 3.1.
3. Submit to receive a PSU Number (via email and toast) and account activation email as shown in Fig 3.2 and Fig 3.3.

NOTE: ENSURE THE DETAILS SUBMITTED ARE CORRECT AS THEY WILL BE USED IN YOUR STUDENT NUMBER CREATION

Create an Account
Register with the Pharmaceutical Society of Uganda

Personal Information

First Name: John, Last Name: Doe

Email Address: john.doe@example.com

Confirm Email Address: Confirm your email

Phone Number: +256 700 000000

Gender: Select gender

Academic Information

Studying Outside Uganda?

University: Select university

University Registration Number: e.g., 2020/HD05/12345U

Year of Joining University: 2025

Nationality: Select nationality

Password: [Empty field]

Confirm Password: [Empty field]

[Register](#) [Back Home](#)

Fig 3.1: Registration Page

Create an Account
Register with the Pharmaceutical Society of Uganda

Personal Information

First Name: TRIAL, Last Name: USER

Academic Information

Studying Outside Uganda?

University: [Empty field]

Registration Successful! 🎉
Your PSU number is PSU/AU19/001.
Check your email for confirmation details.

Fig 3.2: Registration Page

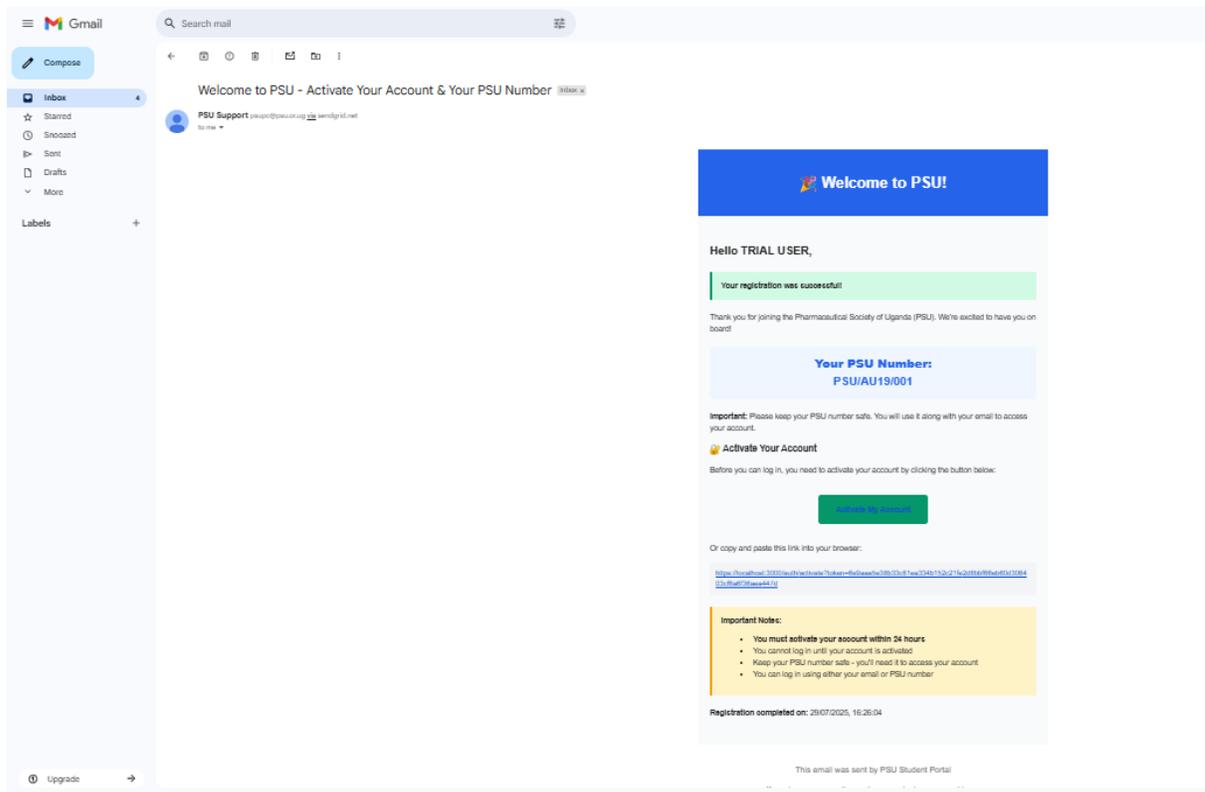


Fig 3.3: Activation Email

3.2 Account Activation

You will receive an email containing an activation link, click the button or copy and paste the link to your browser to activate your account. Without activation, login is not possible.

If successful, you will be led to a page confirming your activation(Fig 4.1) and will receive an email confirming activation(Fig 4.2).

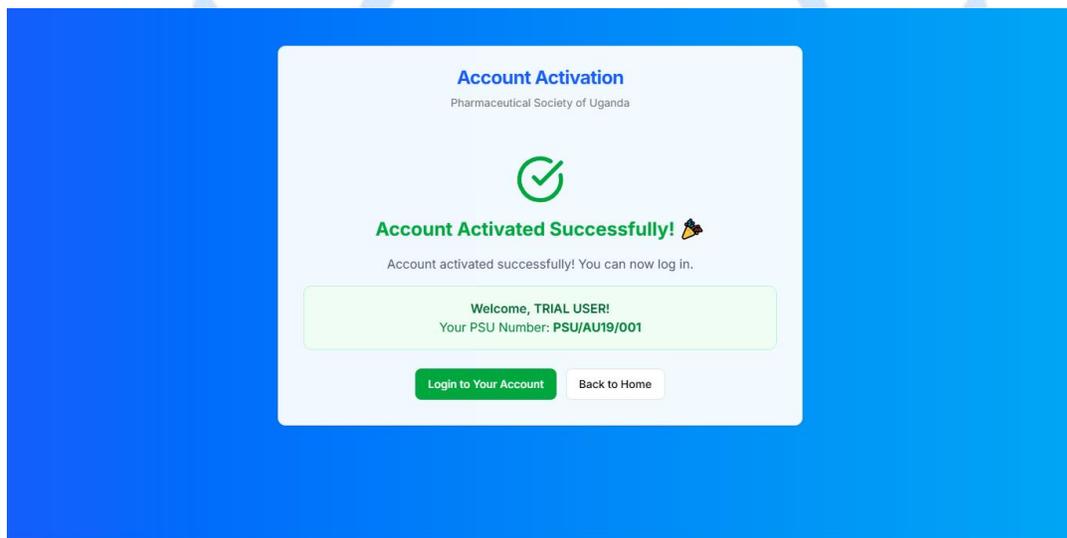


Fig 4.1

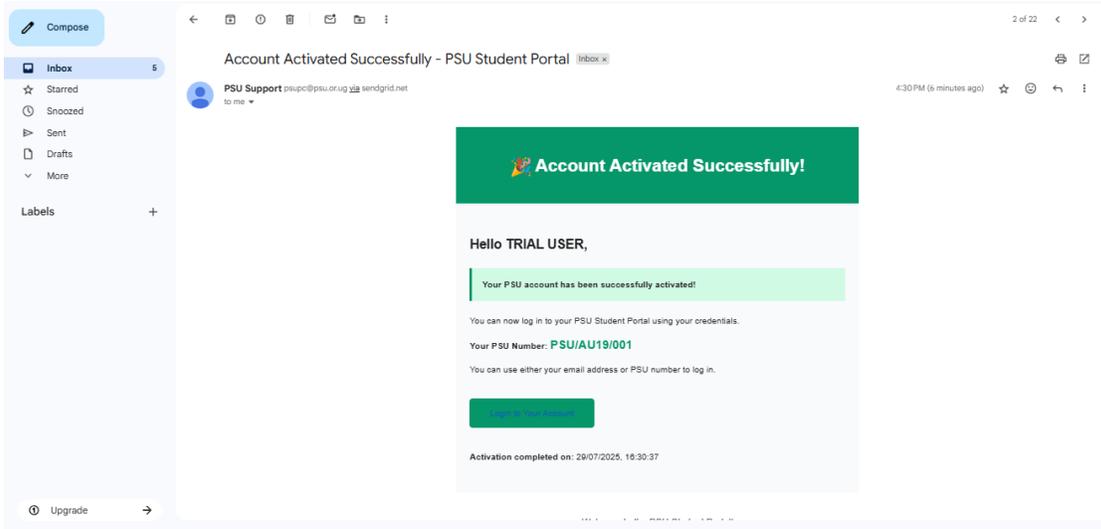


Fig 4.2



4. Login & Forgot Password

4.1 Login

1. Click the Login button on the landing page. You will be led to the login page (Fig 5.1)
2. Enter the email you used when signing up or PSU number and your password
3. You will be led to a page showing the email where your OTP will send (Fig 5.2)
4. After confirming, you'll be sent to an OTP which you will have to enter to confirm your login. This OTP will expire in 10 minutes after which you can request for another.
- 5.

NOTE: You have 5 login Attempts before your account will be deactivated. If deactivated, you will need to contact the PSU admin to re activate your accounts.

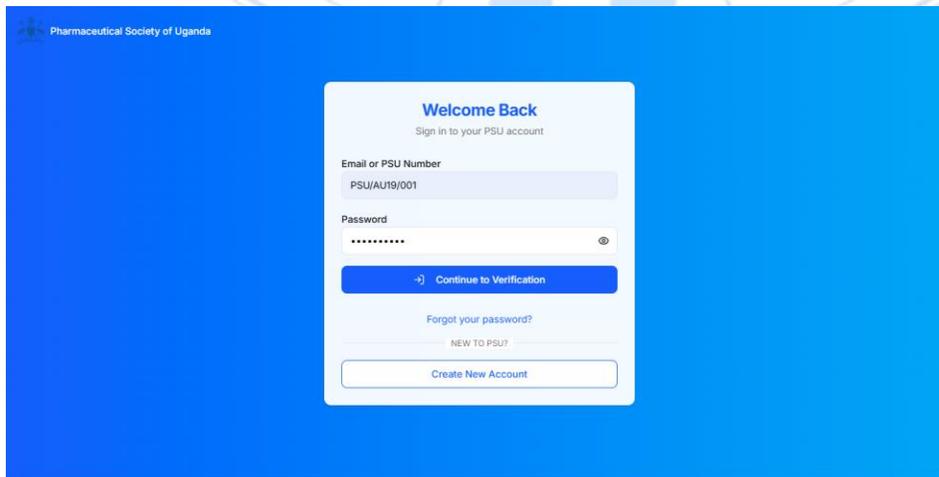


Fig 5.1: Login Page

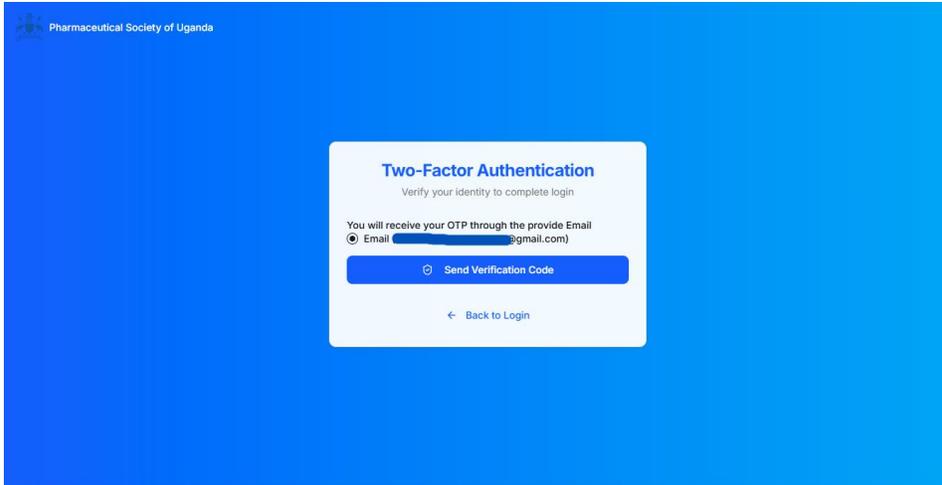


Fig 5.2: Email where email will be sent

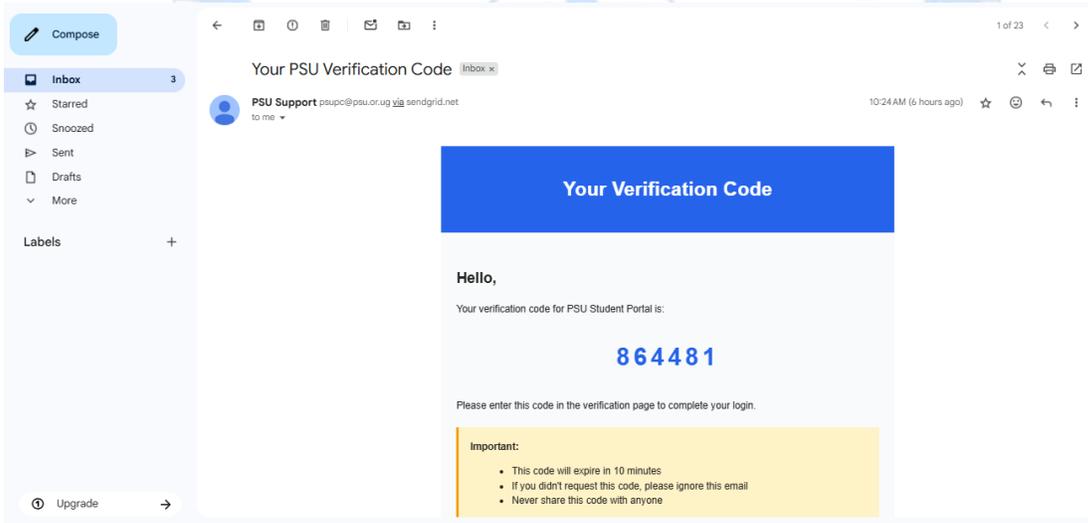


Fig 5.3: OTP via email



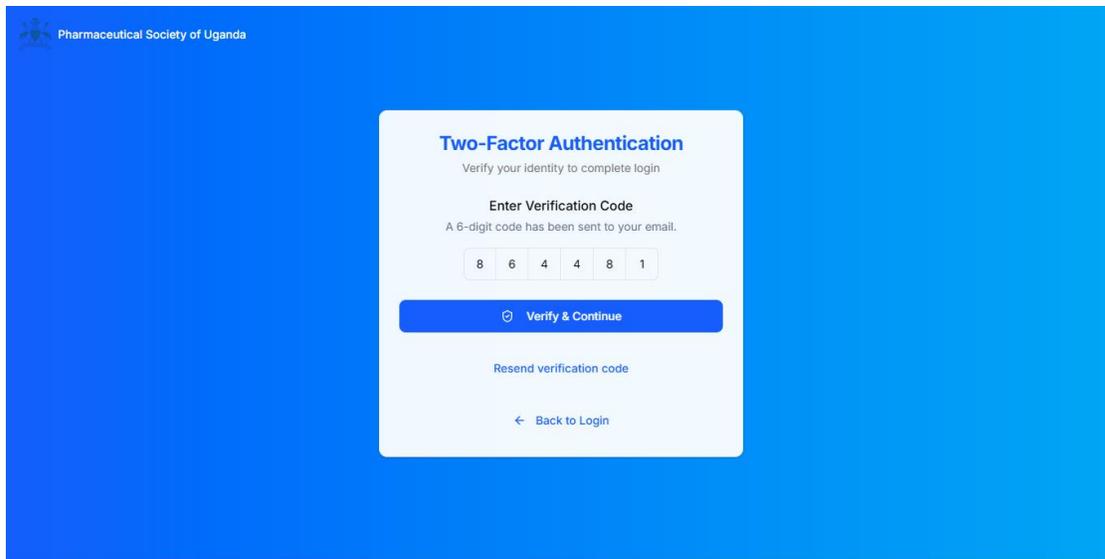


Fig 5.4: Enter OTP

4.2 Forgot Password

If you forgot your password, you go back to the Login page(Fig 5.1) then click the forgot password button.

You will be led to a page where you will enter the email to the account(Fig 5.5)

If the email is linked to an account that exists, you will be sent to email with a link that you can use to reset your password (Fig 5.7).

Click the link/Button and you will be sent to a page where you can enter your new password. After password reset, you'll be sent an email confirming the password reset.

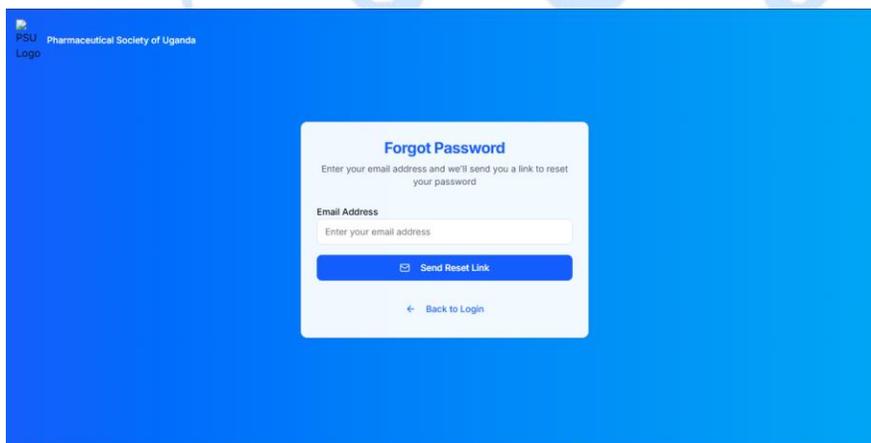


Fig 5.5:

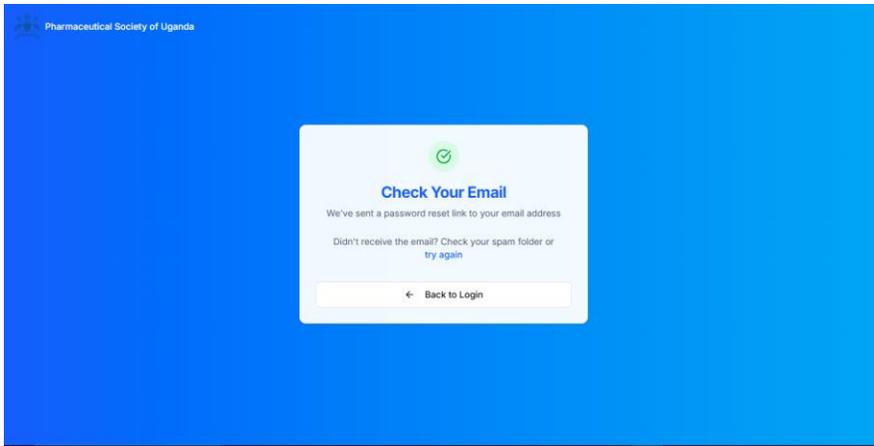


Fig 5.6:

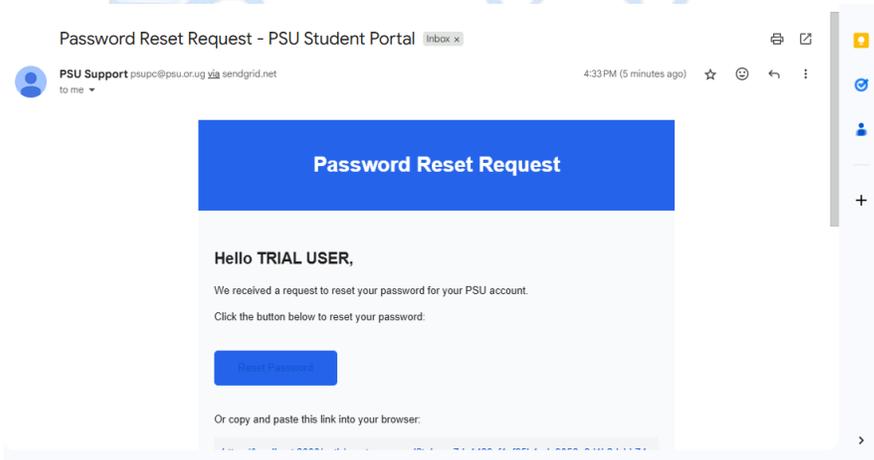


Fig 5.7: Password reset email

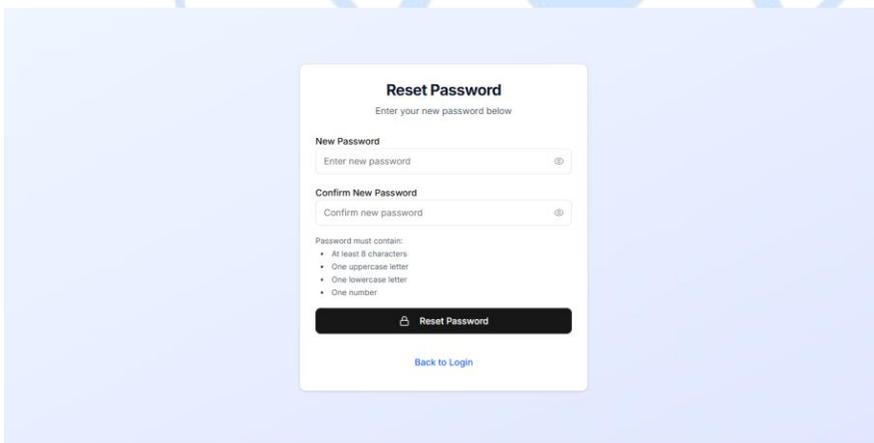


Fig 5.8: Password change form

5. Student Dashboard

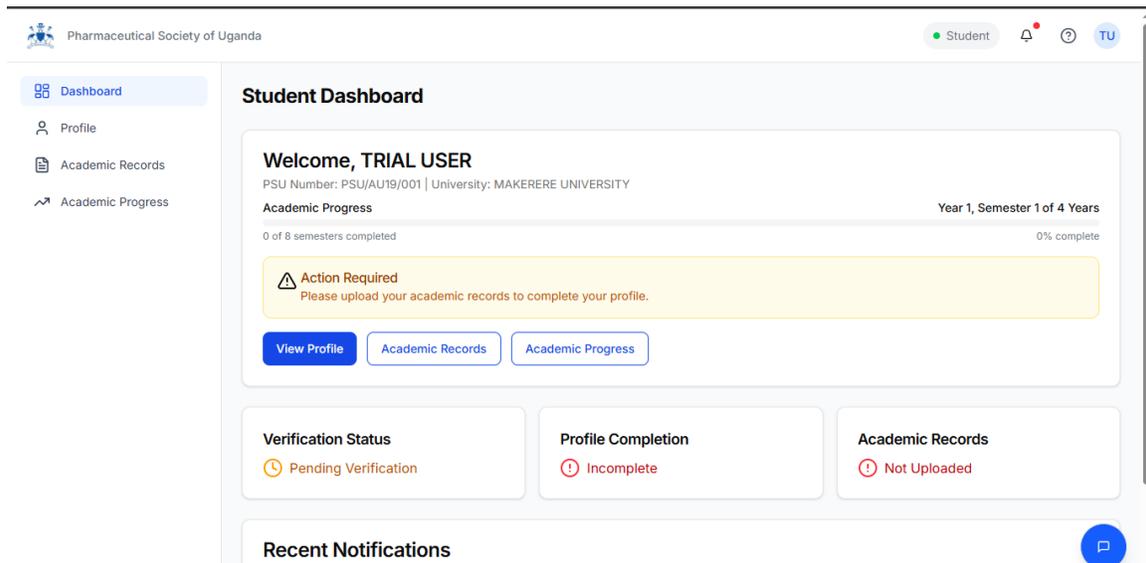


Fig 6.1: Students Dashboard

On successful login, you'll be greeted with a dashboard showing your academic progress, and status of your profile and academic records completion which you will need to complete.

5.1 Profile page

When you click the profile link on either the side bar or view profile button on the dashboard. You will be taken to a page where you can view and edit your profile (Fig 6.2)

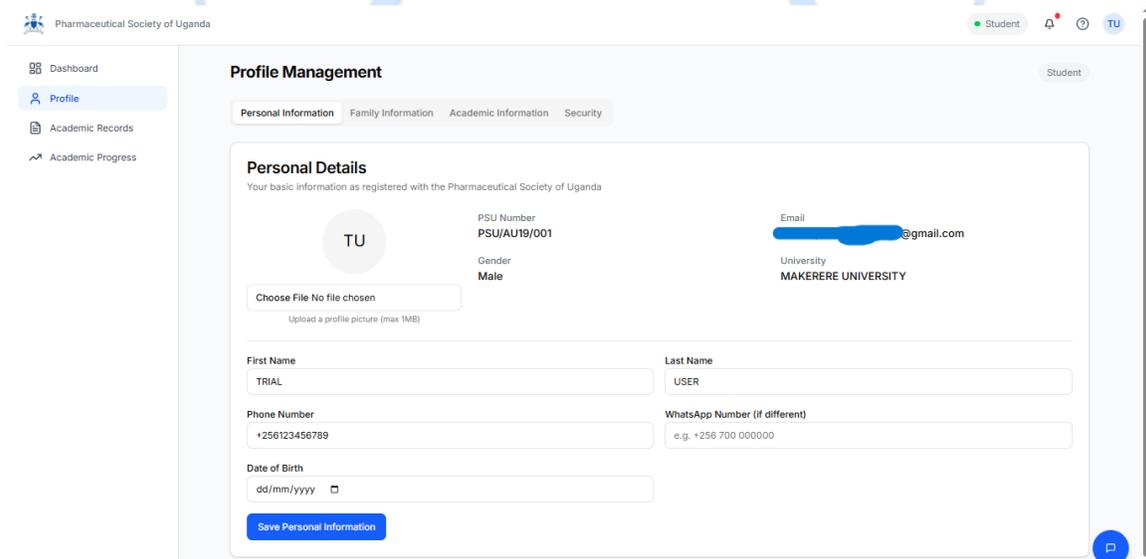


Fig 6.2: Profile page

You scroll through the tabs to view all the details needed and for any files submitted, they **MUST NOT BE MORE THAN 1MB**.

For each tab filled, click the save details button at the bottom of the tab. For example in Fig 6.2. In the Personal Information tab, after editing the details, you click the Save personal Information button.

5.2 Academic Progress

On the Side bar or dashboard as shown on Fig 6.1, you click the academic records link or button which will take you to the academic records page (Fig 6.3). In this page you will submit your PLE results, UCE result, UACE results and any other necessary certifications as well as supporting documents.

NOTE: Each document MUST not be more than 1MB in size

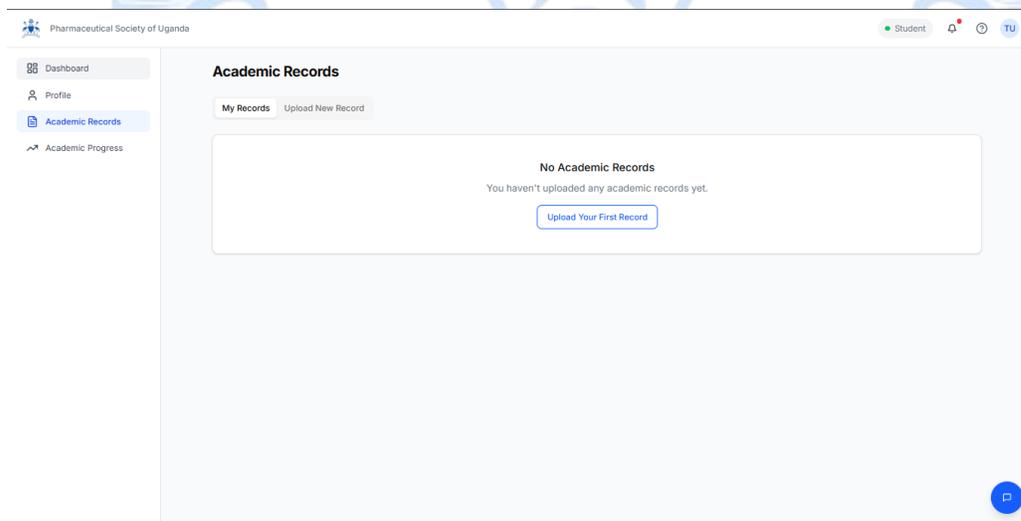


Fig 6.3: Academic Progress page

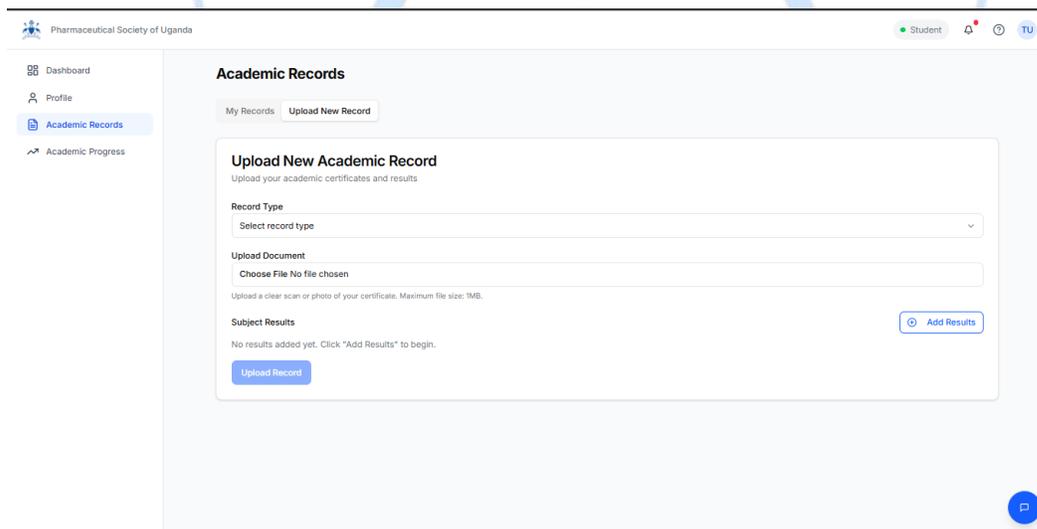


Fig 6.4

After entering each academic record i.e subject/course and grade, click add subject to include it to added subjects. When you have finished adding all necessary subjects or courses, click done to save the records. You will also be required to submit a supporting document.

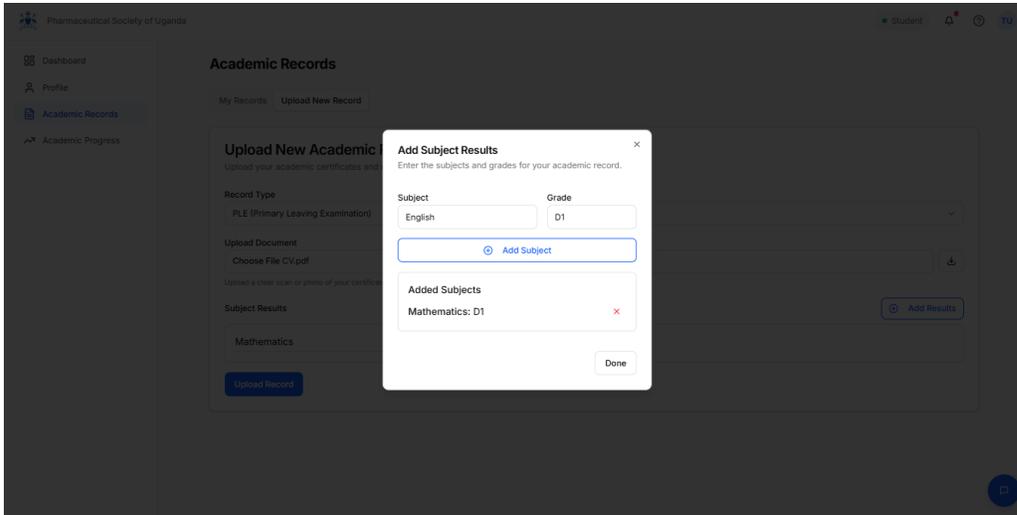


Fig 6.5

5.3 Academic Progress

On the Side bar or dashboard as shown on Fig 6.1, you click the academic progress link or button which will take you to the academic progress page (Fig 6.3). On this page, you are required to update your university progress. Submit admission letter, or dead year letter if applicable.

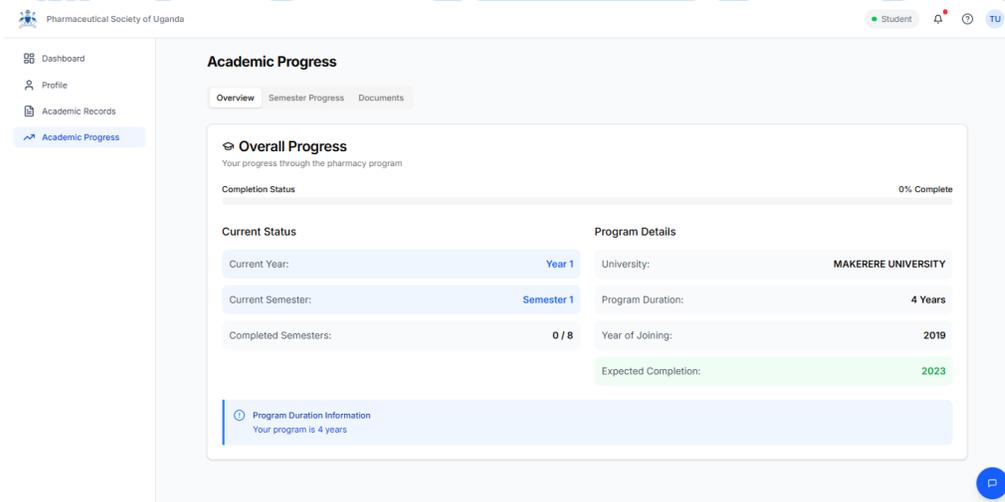


Fig 6.6: Academic progress page.

The overview tab (Fig 6.7) shows the basics about your academic progress, semester progress tab (Fig 6.8) shows the details for each semester you are

meant to complete and the documents tab shows is where your university admission letter is uploaded and the dead year letters will be visible(if submitted)

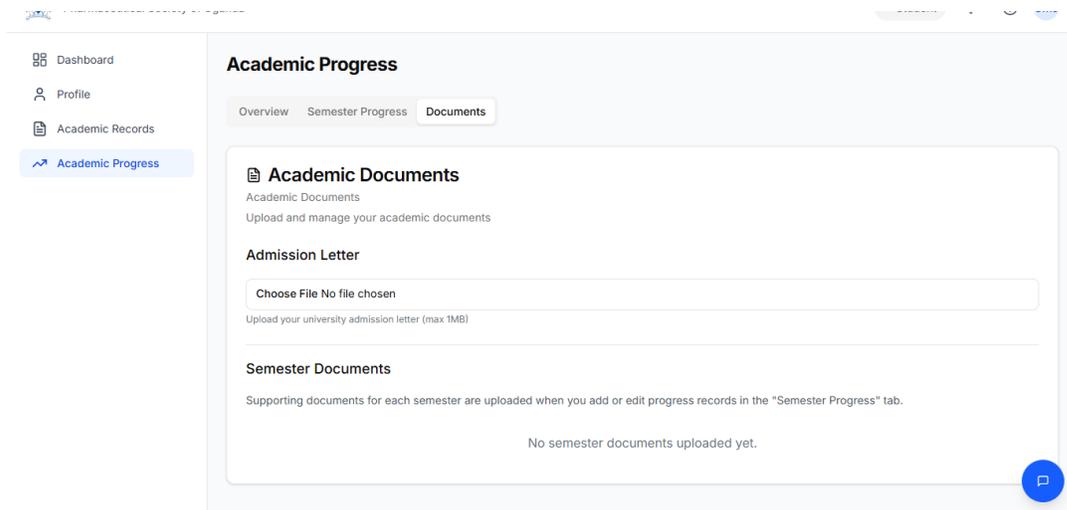


Fig 6.7

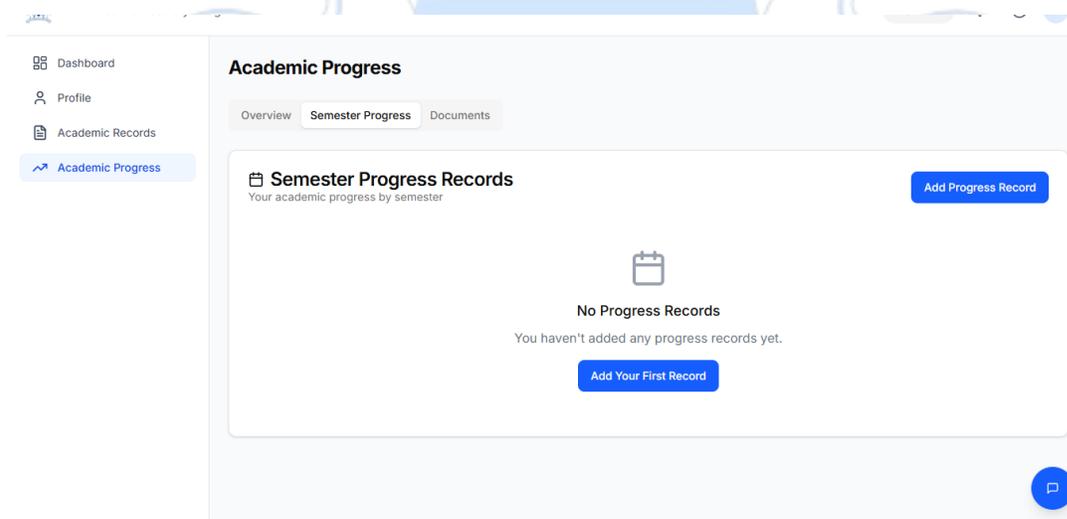


Fig 6.8

To add an Academic progress record

1. Go to the semester progress tab in the academic progress page(Fig 6.8).
2. Click “Add Progress Record”.
3. You will get a pop up where you will enter the academic year in the format [2024/2025], status of the semester [Active, Completed or Dead year], your year of study [Year 1,2,3,4,5], semester of study [Semester 1, 2] and any supporting documents if applicable for example dead year letter if you have a dead year.

4. After completing a semester, come back to this page and click the pencil icon to edit the semester's status and select completed.
5. For each semester till you complete your required academic years, you will need to add the semesters and mark them as complete.

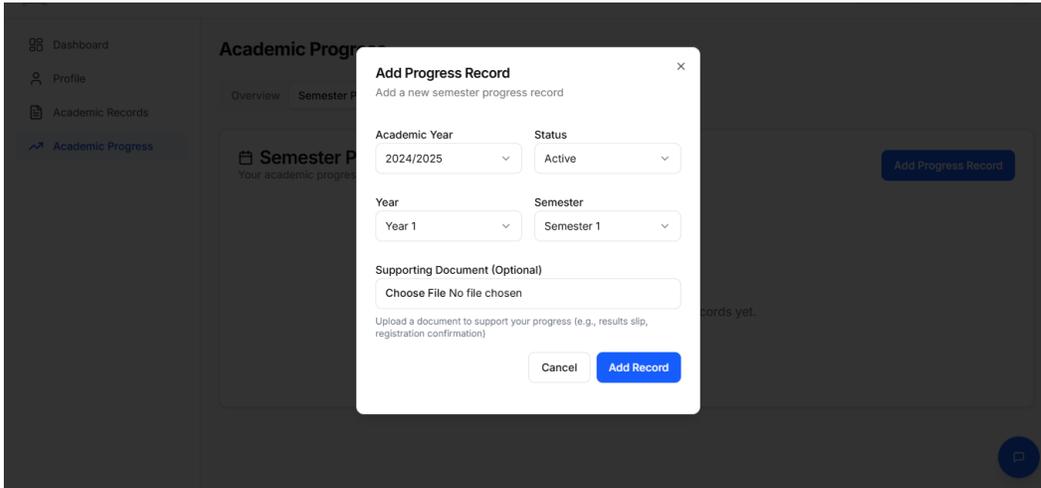


Fig 6.9

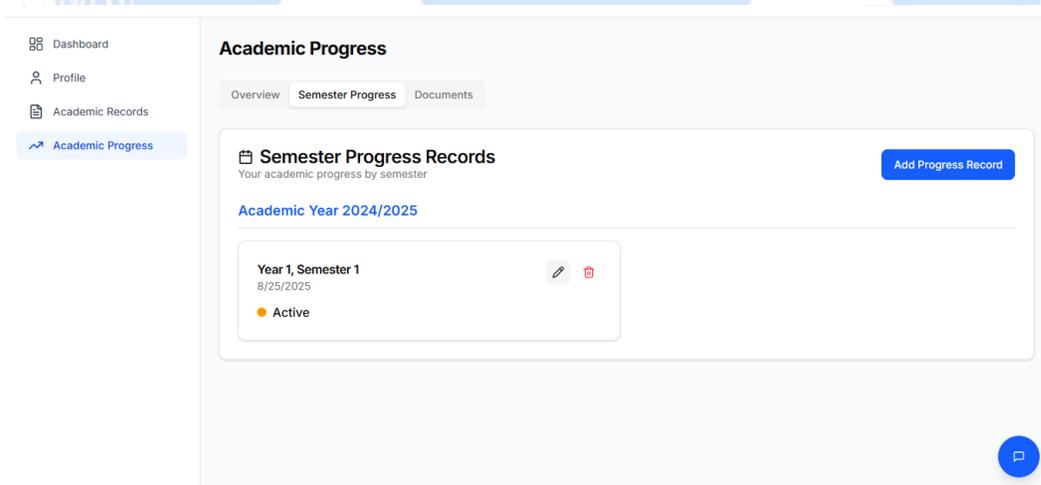


Fig 6.10

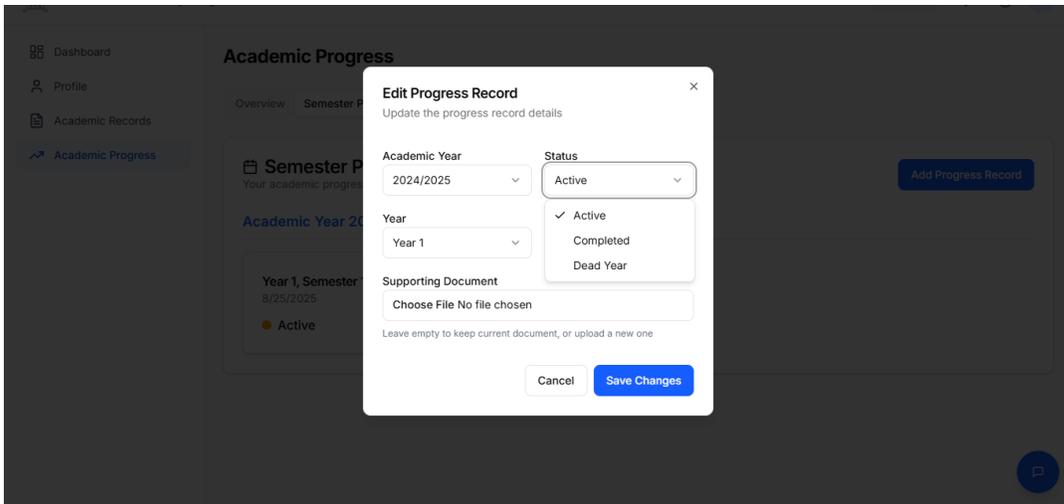


Fig 6.11



6. Graduation

Upon completion of all the required academic semesters, a new card will pop up at the bottom of the student dashboard (shown on Fig 7.1) where you will be required to add your graduation details. You will click the “Add Graduation Details” which will bring a pop up where you upload your documents and submit the required graduation details

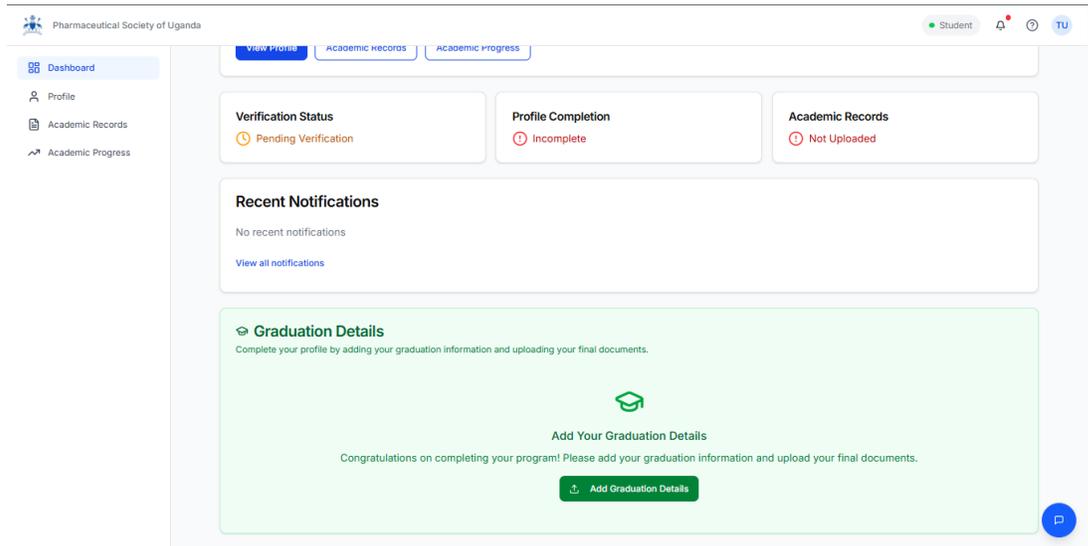


Fig 7.1

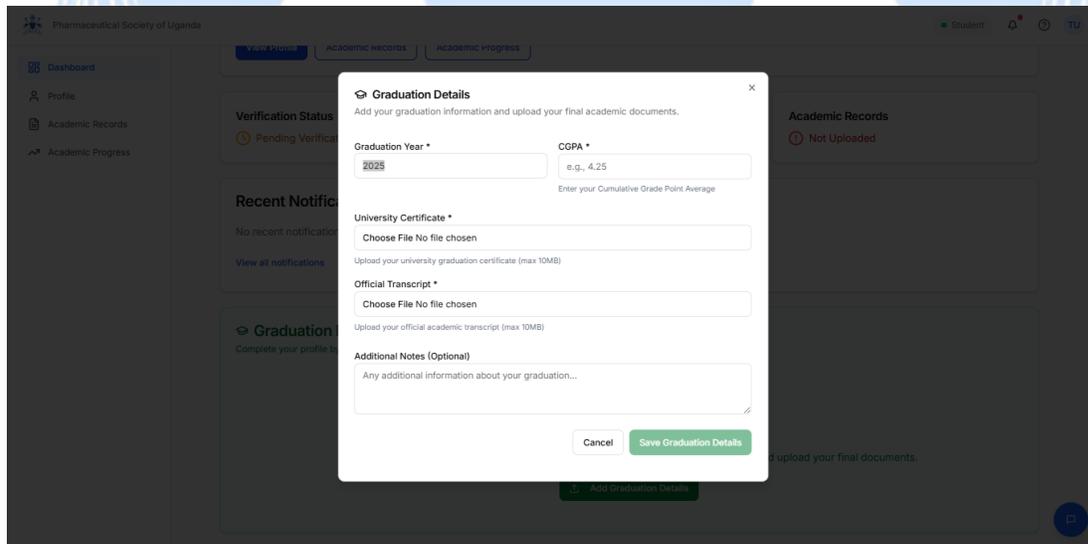


Fig 7.2

7. Logging out and Other useful topics

7.1 Logging out.

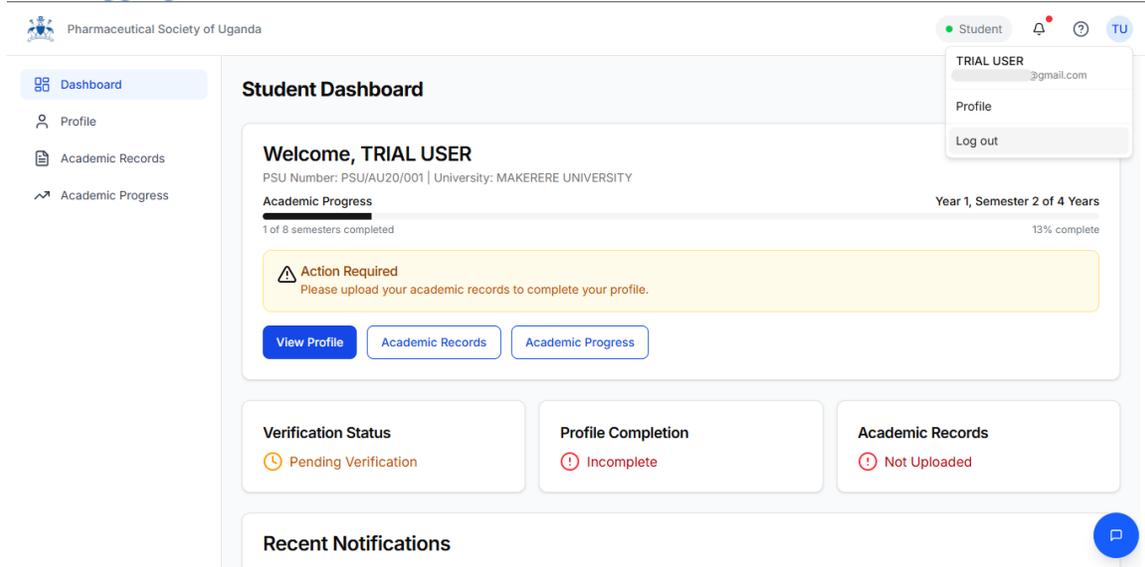


Fig 8

To log out, click the icon at the top right-hand corner, then click the link to log you out.

7.2 Other Useful Topics

Security considerations

- **Always log out** of your account after accessing it.
- Always close any tab that was used to view any document from the website
- Never share your password with anyone
- Try as much as possible to only log into this platform using devices that you own

Other Topics

In case of any issues incurred when using this system, always use the contact modals available at the bottom right-hand corner of each page.

These modals can also be used to send any inquiries that you could have for the Admins at the Pharmaceutical Society of Uganda