

PROCEDURE FOR ACCESSING THE MIS WEB

1. Open the UG web site, www.ug.edu.gh with your browser
2. Open the MIS page by clicking on Staff (or Student) and selecting MIS Web
3. Click on the appropriate radio button to choose your status (Personnel or Student)
4. Provide your personnel or student number and PIN. You can also click on the **Forgotten Pin** button and your PIN will be sent to your **UG assigned** email address.
5. Click on the login button

First time log in

6. You will be directed to another screen as shown below, while a temporary password will be sent to your official **UG assigned** email address.



Please supply your password

You need to supply your password in order to complete the login process

**A temporary password has been mailed to you.
Please use that in order to continue with the login process.**

New password entered must:

- * be at least 8 characters in length,
- * Include at least one uppercase letter,
- * Include at least one lowercase letter,
- * Include at least one special character,
- * Include at least one numerical digit and
- * Not be the same as the previous password.

Temporary Password

New Password

Repeat New Password

[Go back to Login Screen](#)

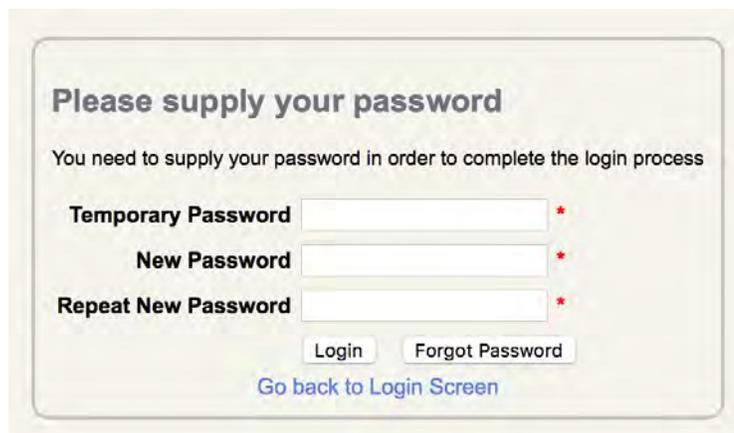
The email message will look like the image below:



Use this temporary password to complete the next steps

7. Retrieve your temporary password from your email and key it in the **Temporary Password** field shown above

8. Create and key in your new password which should be a combination of upper case letters, lower case letters, special characters and numbers. The chosen password must be at least eight (8) characters long and should be different from any previous passwords you have used for the MIS Web
 9. Click on the login in button to log into your MIS Web home screen
 10. This completes your first time log in for the new MIS Web.
 11. Note: if, for some reason, you cannot access the temporary password, click on the **Forgot Password** button and a new temporary password will be sent to your email address
- b. If you see a screen, such as is indicated below instead, click on the **Forgot Password** button and the above screen will display while a new password will be sent to your email address. Proceed as in 7, 8 and 9.



The screenshot shows a web form with the following elements:

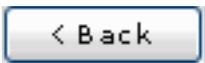
- Title:** Please supply your password
- Instruction:** You need to supply your password in order to complete the login process
- Fields:** Three text input fields labeled "Temporary Password", "New Password", and "Repeat New Password", each followed by a red asterisk (*).
- Buttons:** "Login" and "Forgot Password" buttons.
- Link:** "Go back to Login Screen" link.

- c. If you do not adhere to the instructions for the format of a new password, or you do not key in the Temporary Password correctly, you will receive an error feedback such as below:



The screenshot shows an error message with the following elements:

- Page Title:** Its Int 03 Rel
- Message:** Illegal Login
- Sub-message:** Request to change Old Password Failed
- Button:** "< Back" button.
- Footer:** "Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement" link.

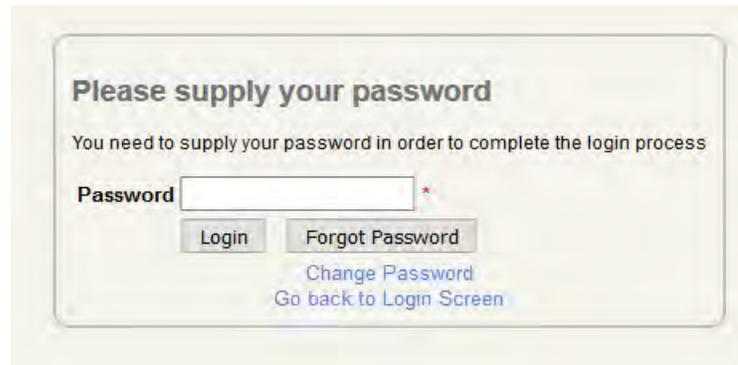
Click on the  button and try again.

Subsequent Logins

After the initial log in subsequent logins follow a slightly modified procedure

12. Follow steps 1 – 5 above

13. You will be directed to another screen as shown below:



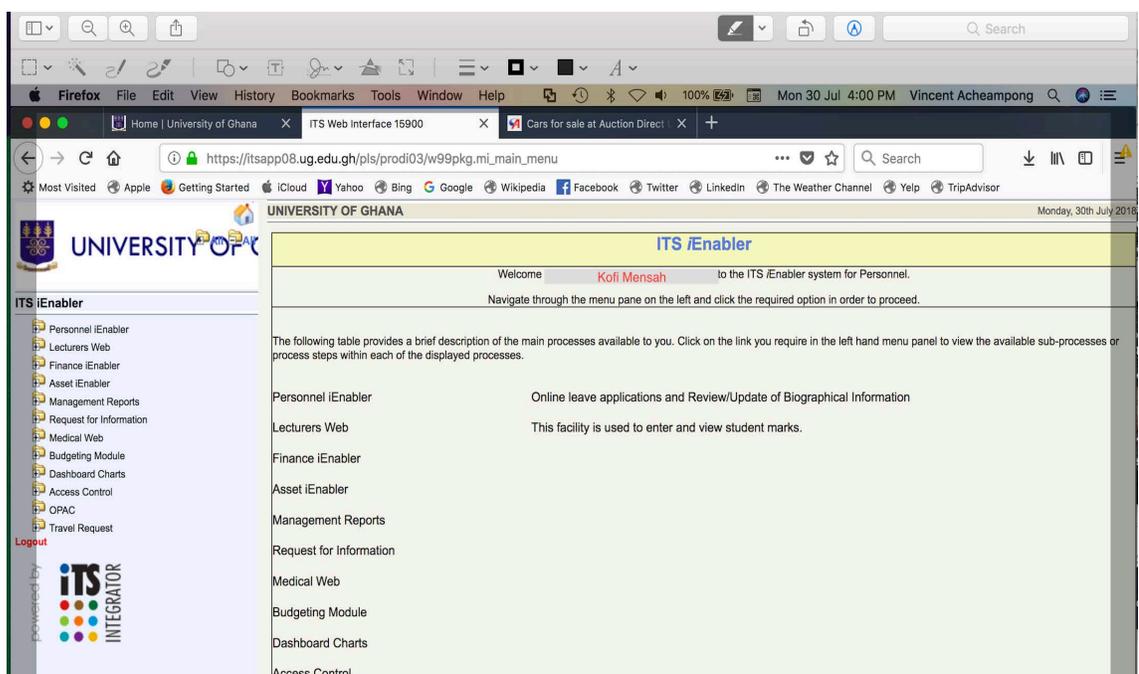
The screenshot shows a web form titled "Please supply your password". Below the title, it says "You need to supply your password in order to complete the login process". There is a text input field labeled "Password" with a red asterisk to its right. Below the input field are two buttons: "Login" and "Forgot Password". At the bottom of the form, there are two links: "Change Password" and "Go back to Login Screen".

14. Enter the password you created earlier in the **Password** field

15. Click on the **Login** button to log into your MIS Web home screen

16. Note: if you have forgotten your password, click on the **Forgot Password** button and a new password will be sent to your email address. You may also change your password by clicking on the **Change Password** button.

MIS Web Home Screen for Staff



The screenshot shows the MIS Web Home Screen for Staff in the ITS iEnabler system. The browser address bar shows the URL: https://itsapp08.ug.edu.gh/pls/prodi03/w99pkg.mi_main_menu. The page header includes the University of Ghana logo and the text "UNIVERSITY OF GHANA" and "ITS iEnabler". The main content area displays a welcome message: "Welcome **Kofi Mensah** to the ITS iEnabler system for Personnel." Below this, there is a navigation pane on the left with a list of menu items: Personnel iEnabler, Lecturers Web, Finance iEnabler, Asset iEnabler, Management Reports, Request for Information, Medical Web, Budgeting Module, Dashboard Charts, Access Control, OPAC, and Travel Request. The main content area provides a brief description of the main processes available to the user and lists the following processes:

Personnel iEnabler	Online leave applications and Review/Update of Biographical Information
Lecturers Web	This facility is used to enter and view student marks.
Finance iEnabler	
Asset iEnabler	
Management Reports	
Request for Information	
Medical Web	
Budgeting Module	
Dashboard Charts	
Access Control	

MIS Web Home Screen for Students

The screenshot shows a web browser window displaying the MIS Web Home Screen for Students at the University of Ghana. The browser's address bar shows the URL: https://itsapp08.ug.edu.gh/pls/prodi03/w99pkg.mi_main_menu. The page title is "ITS /Enabler".

The page content includes a navigation menu on the left and a main content area. The navigation menu lists the following options:

- Application
- Registration
- Residence Application
- Residence Registration
- Student Admin
- Financial Aid
- Student Enquiry
- E-Payments
- MyGate Online Payment
- Request For Information
- Medical Web
- OPAC

The main content area displays the following information:

Welcome **Kofi Mensah** to the ITS /Enabler system for Students.
Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.

Process	Description
Application	
Registration	
Residence Application	
Residence Registration	This process allows you to <u>register</u> for a residence.
Student Admin	
Financial Aid	
Student Enquiry	
E-Payments	E-payments: Read Here
MyGate Online Payment	
Request For Information	
Medical Web	
OPAC (Library System)	

powered by **ITS INTEGRATOR**

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REMEMBER: NEVER GIVE YOUR PASSWORD OR PIN TO ANYONE

ALL EMAIL COMMUNICATION IS THROUGH YOUR UG ASSIGNED EMAIL ADDRESS