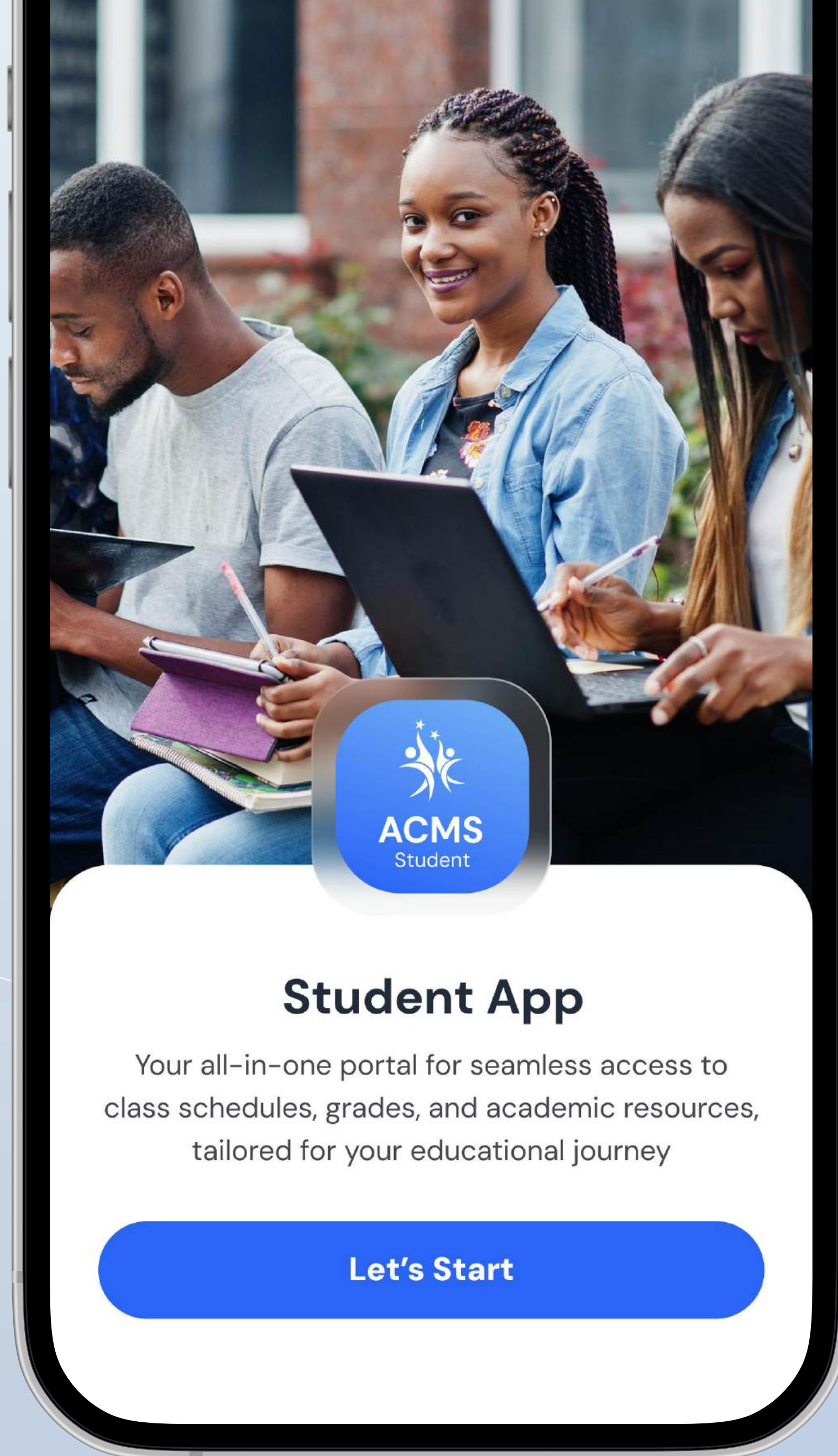




Student App

Your all-in-one portal for seamless access to class schedules, grades, and academic resources, tailored for your educational journey

Let's Start



Astria Campus Management System

User Guide



Dashboard

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Academic

Finance

Profile

Overview

- 1. Your University
- 2. Messages
- 3. Notifications
- 4. Your Summary Info
- 5. Online Payment
- 6. Quick Links
- 7. Class Registration
- 8. Navigation Menu

9:41

UNIMA
Ecampus

Bsc in Mathematical Sciences

2022 January Intake, Level 1

Balance

2976180.0 ZMW

Owed

500.0 ZMW

Online Payment

Class
Registration

Access
eCourse

My Wallet

My Fees
Status

Class Registration

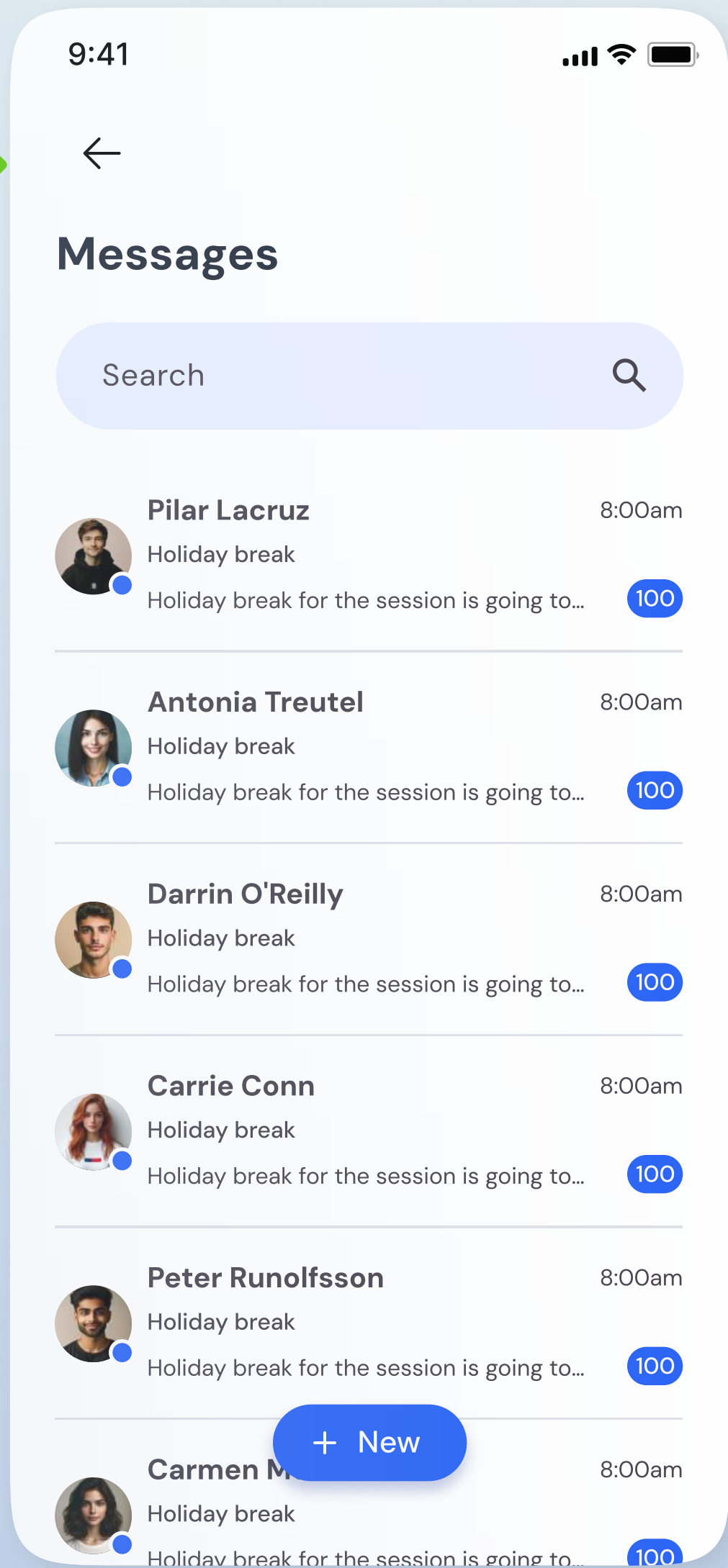
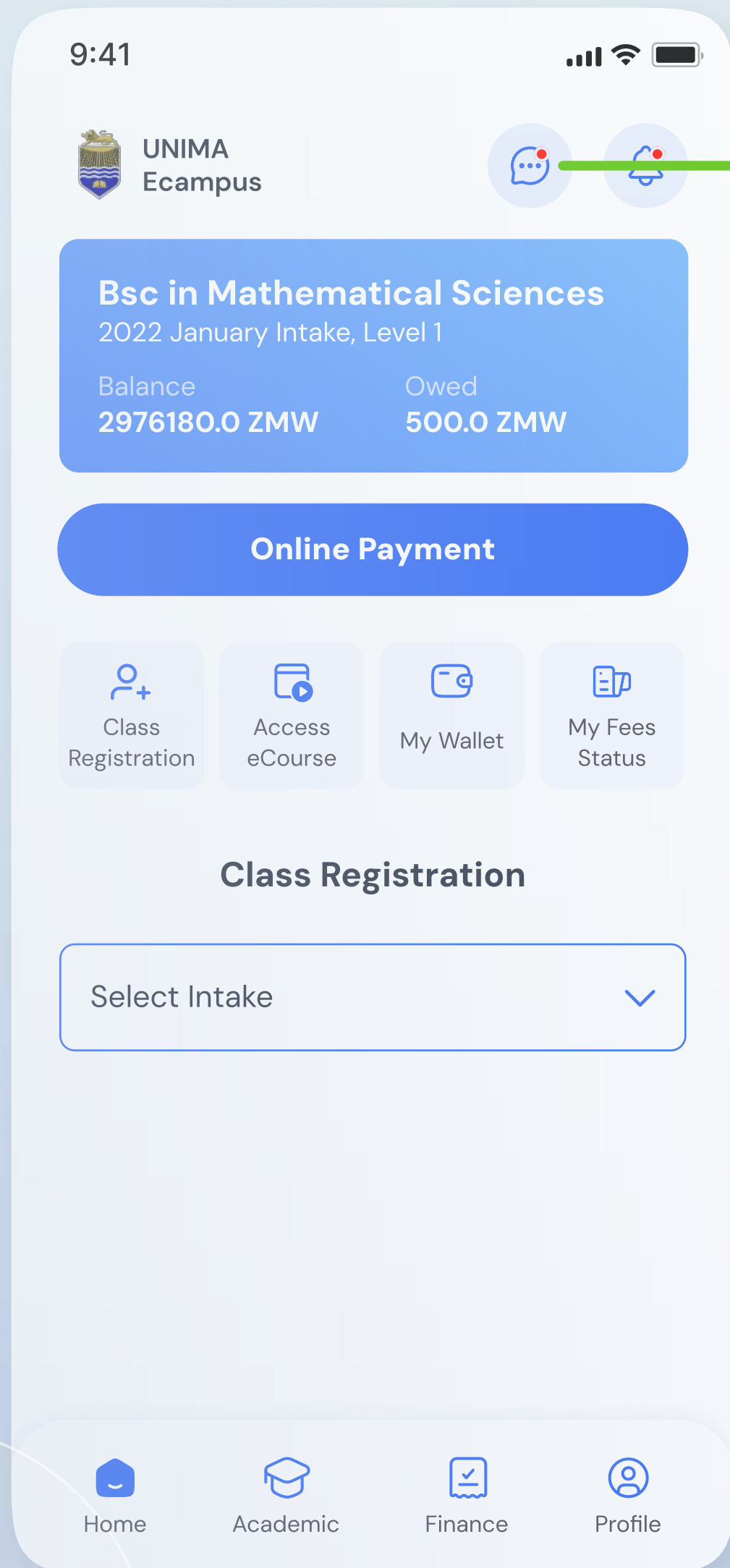
Select Intake

Home

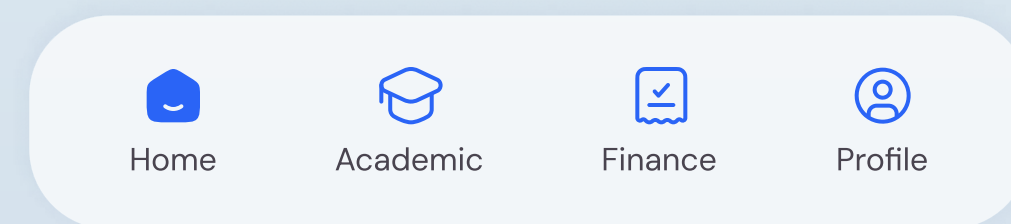
Academic

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Profile

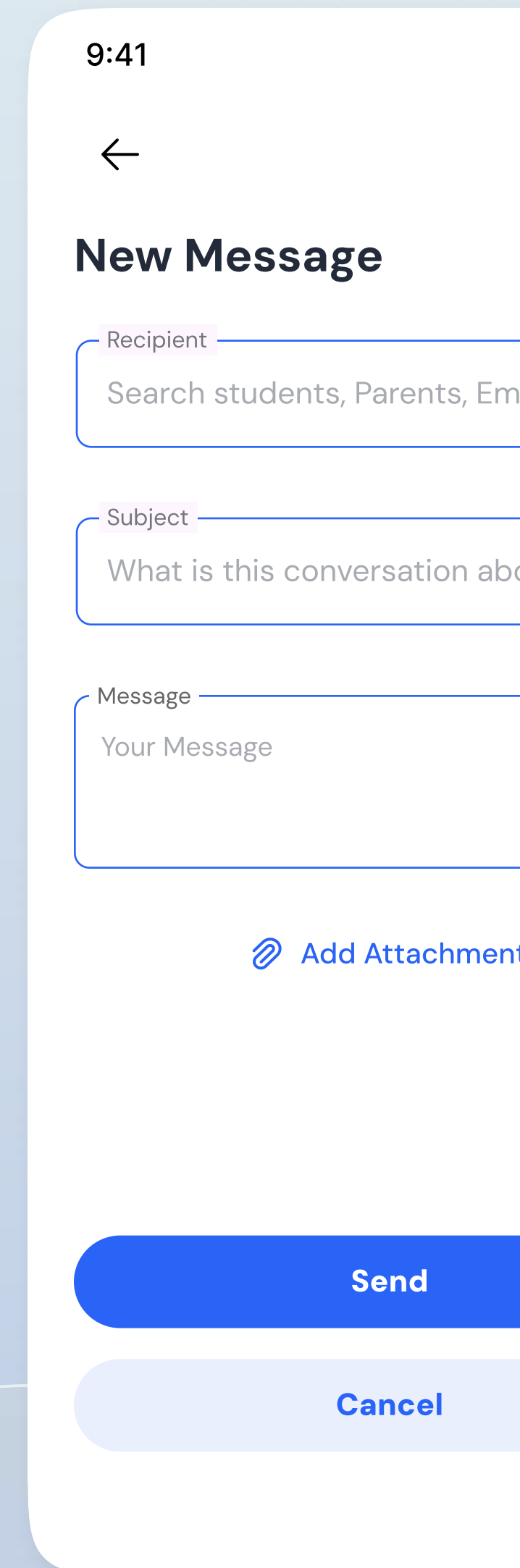


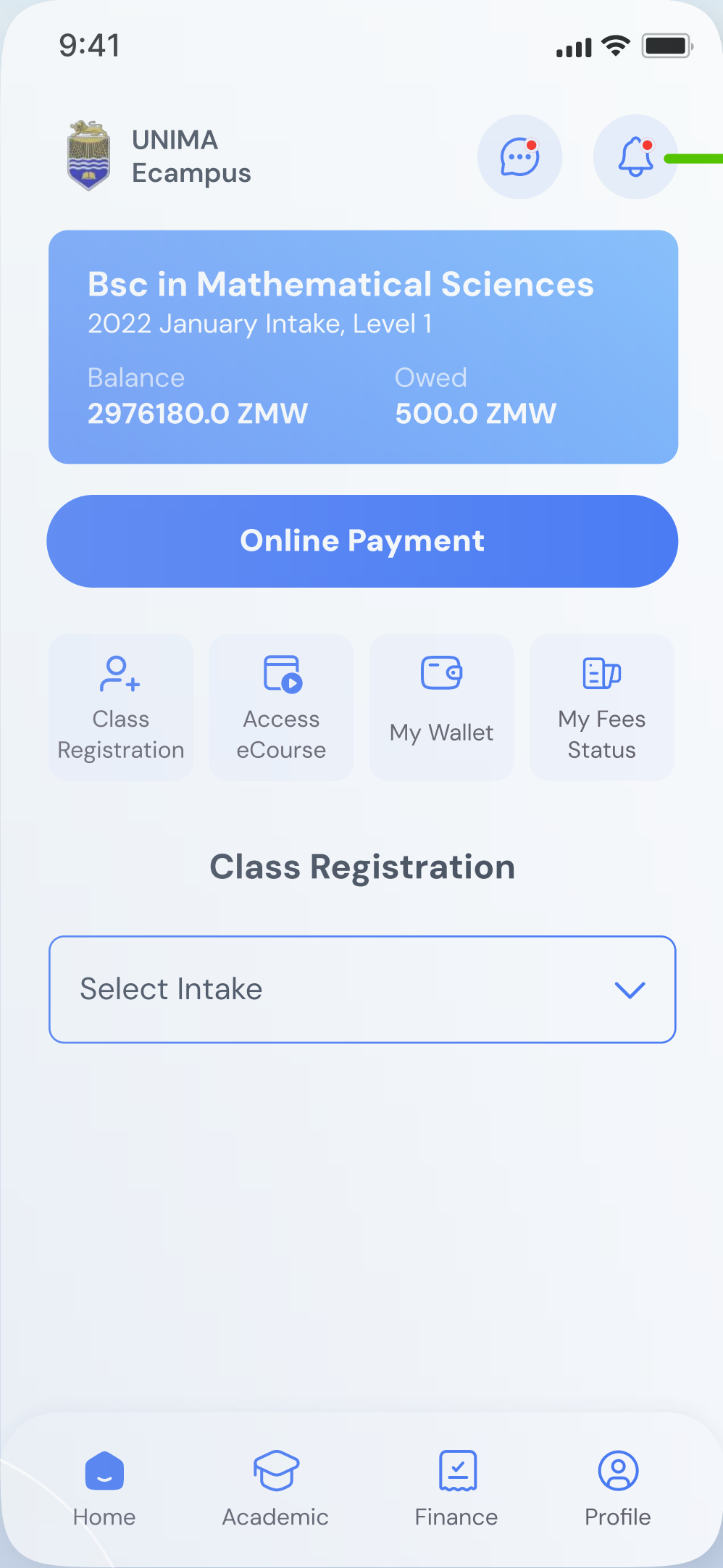
Dashboard



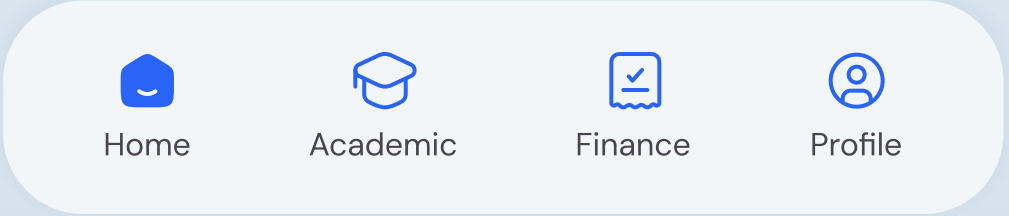
Messages

- To Open Messages:** Click on the bubble icon in the right corner.
- Start Chatting:**
 - Existing Chat:** Select an existing chat and continue the conversation.
 - New Chat:** Create a new chat by clicking on "New" button, add the subject, recipient and the body of message.



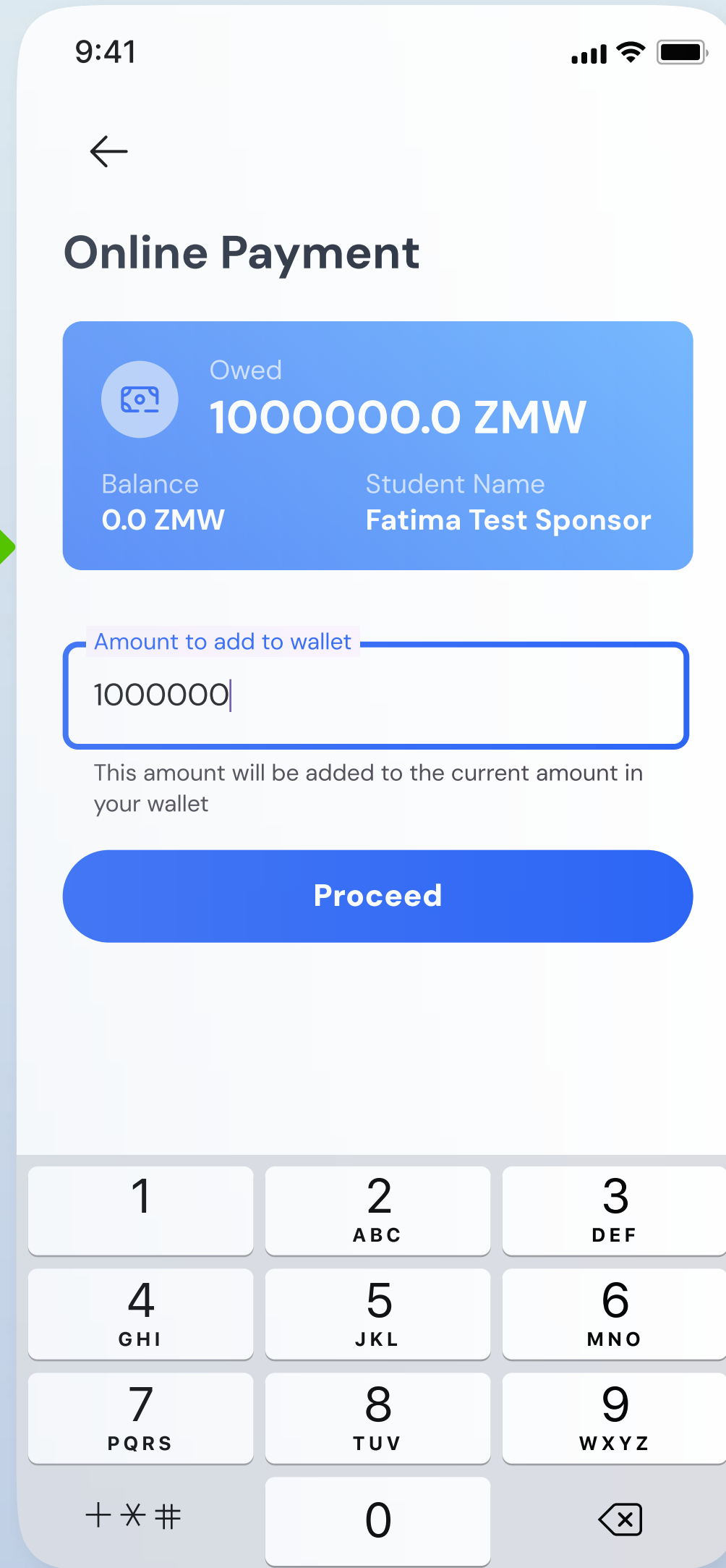
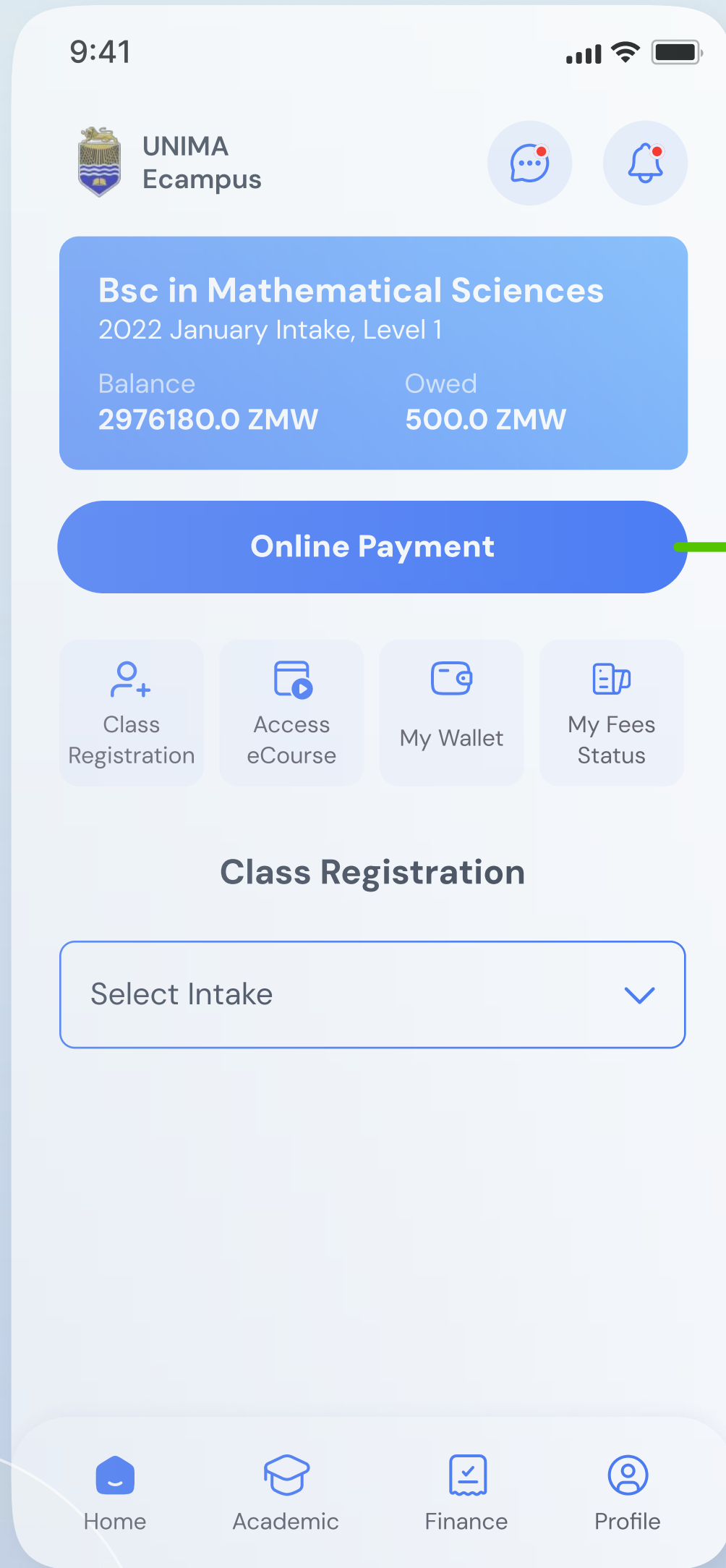


Dashboard

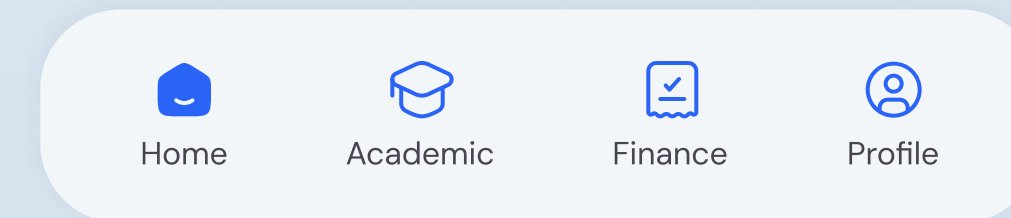


Notifications

- To Open Notifications:** Click on the bell icon in the top right corner.
- View Notifications:** Your latest notifications will be displayed from the top.

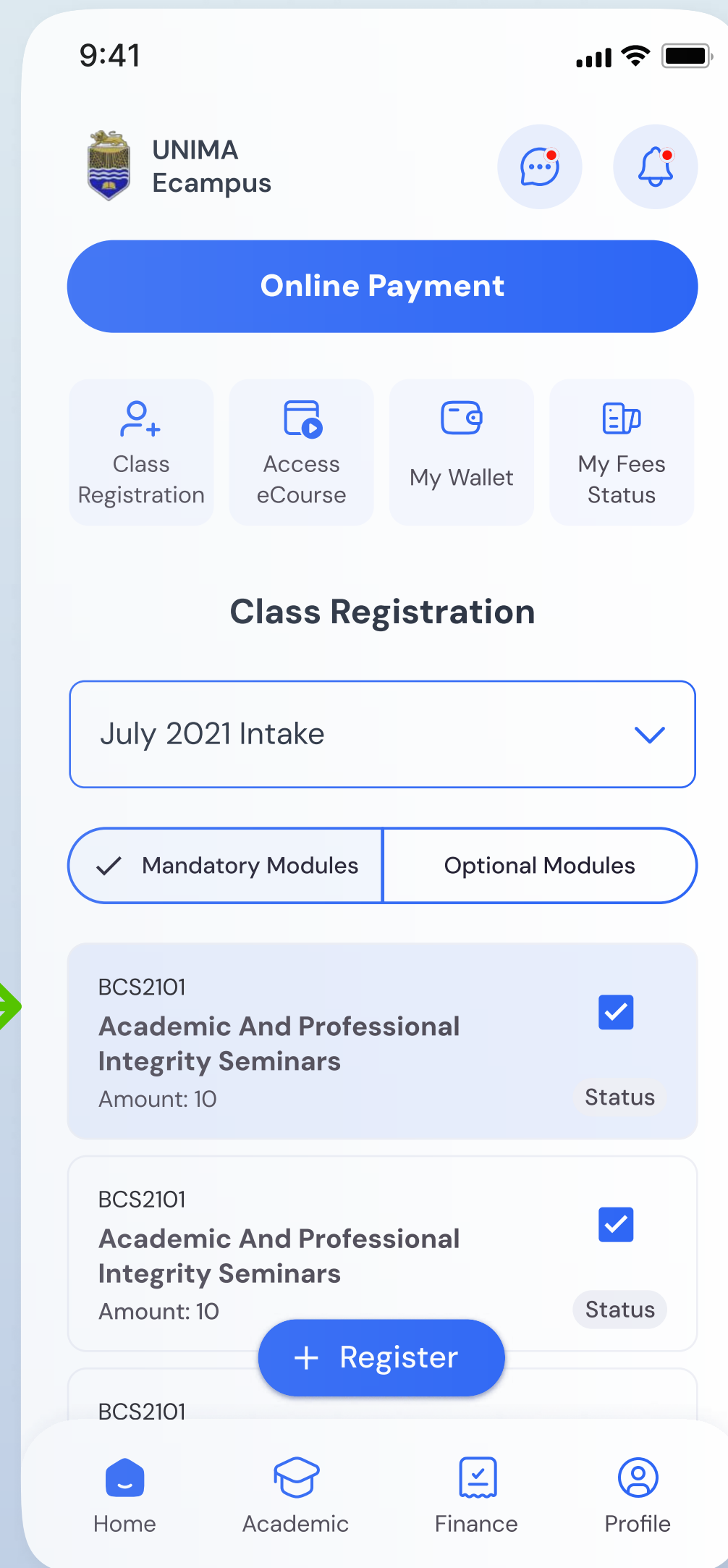
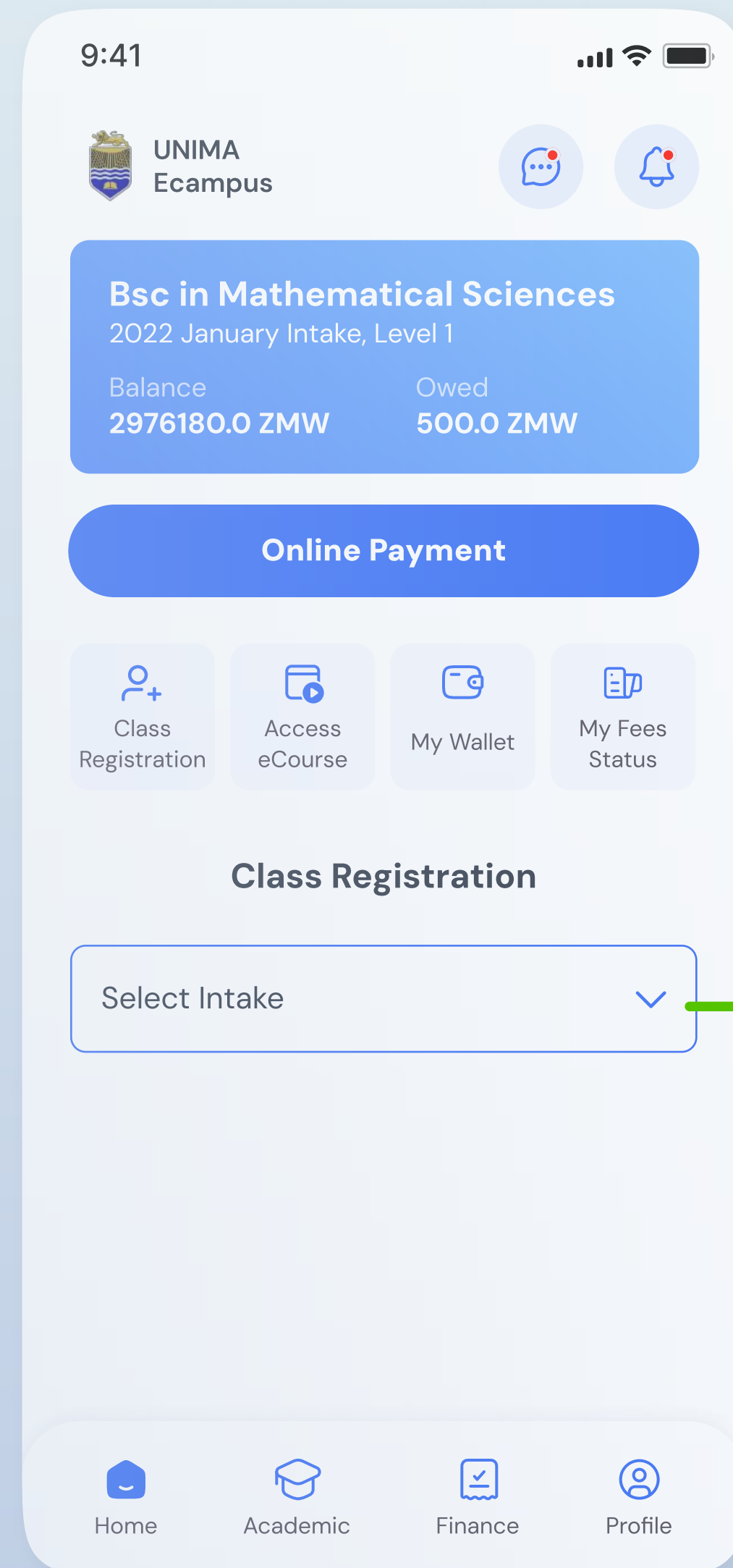


Dashboard

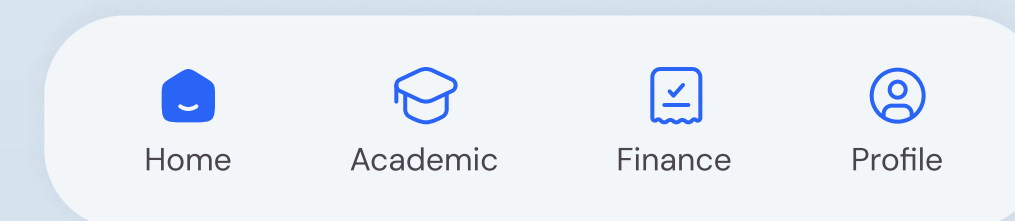


Online Payment

- 1. To Make a Payment:** Click the “Online Payment” button.
- 2. Select Top-Up Amount:** Choose the amount you wish to top up.
- 3. Proceed:** Click the proceed button to finalize the payment.



Dashboard



Class Registration

- 1. Select Intake:** Choose the intake or term you want to register for.
- 2. Select Modules:** Choose between mandatory or optional modules.
- 3. Select Course:** Pick a specific course from the provided list.
- 4. Register:** Click the register button to complete the process.



Academic

Home

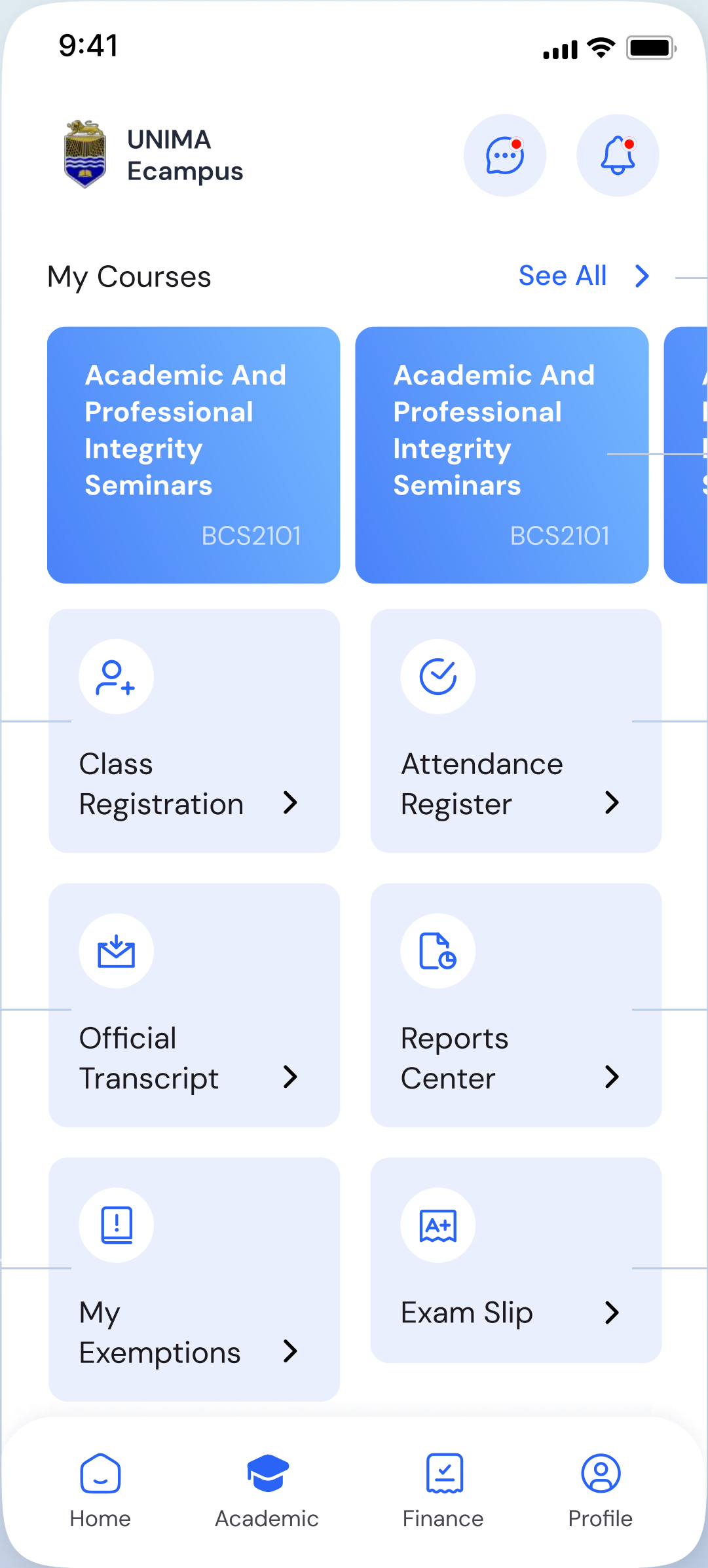
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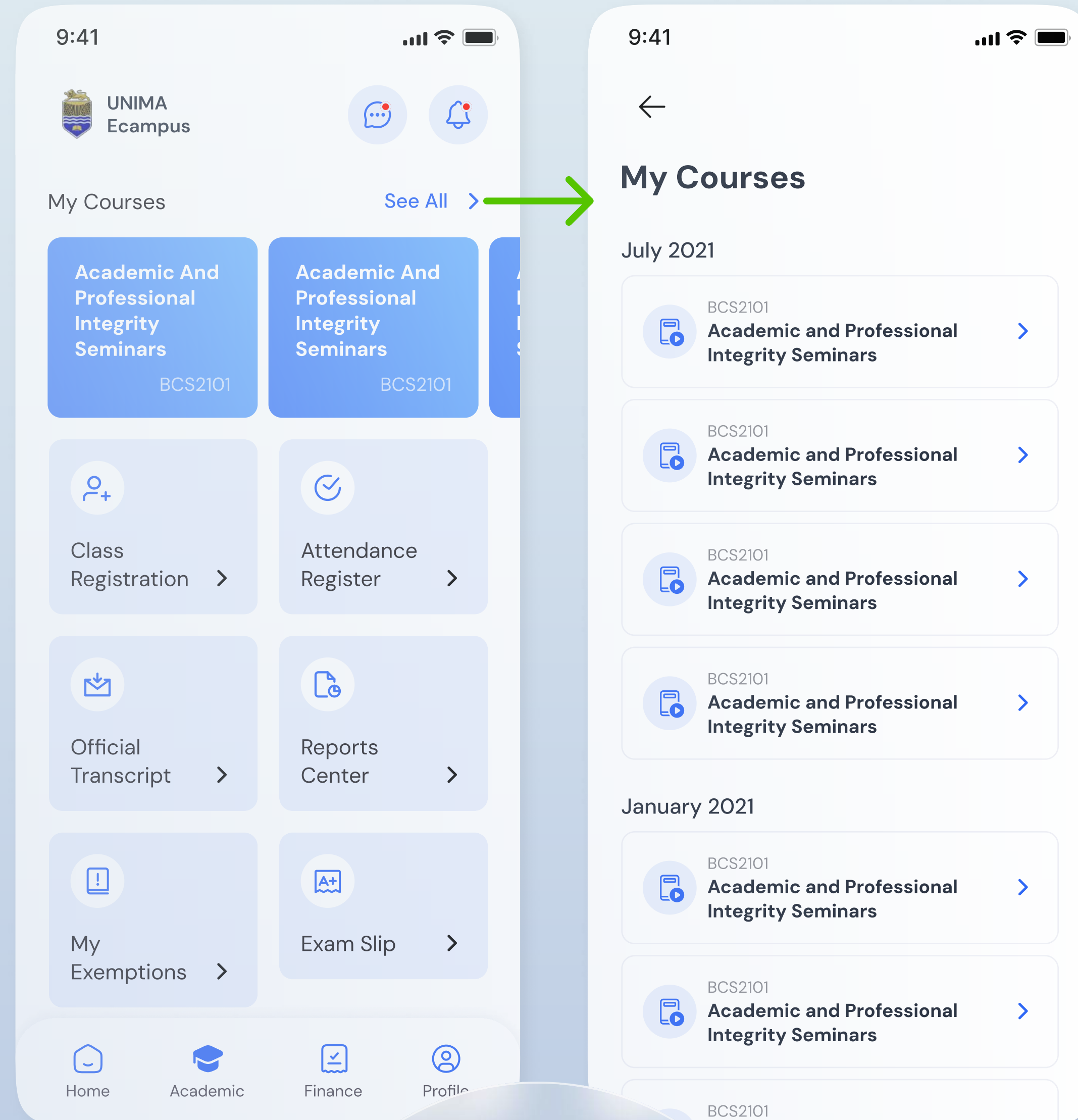
Finance

Profile

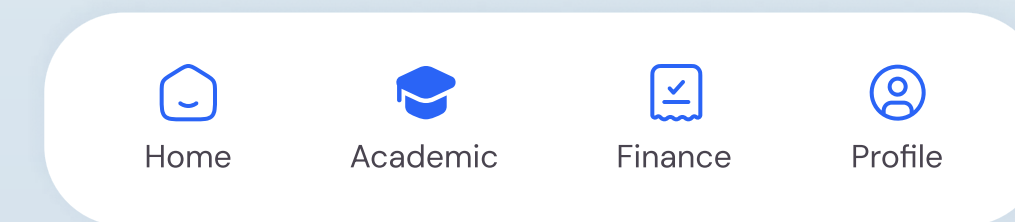
Overview

- 1. Your All Courses
- 2. Your Courses Quick Links
- 3. Class Registration
- 4. Attendance Register
- 5. Official Transcript
- 6. Reports Center
- 7. My Exemptions
- 8. Exam Slip





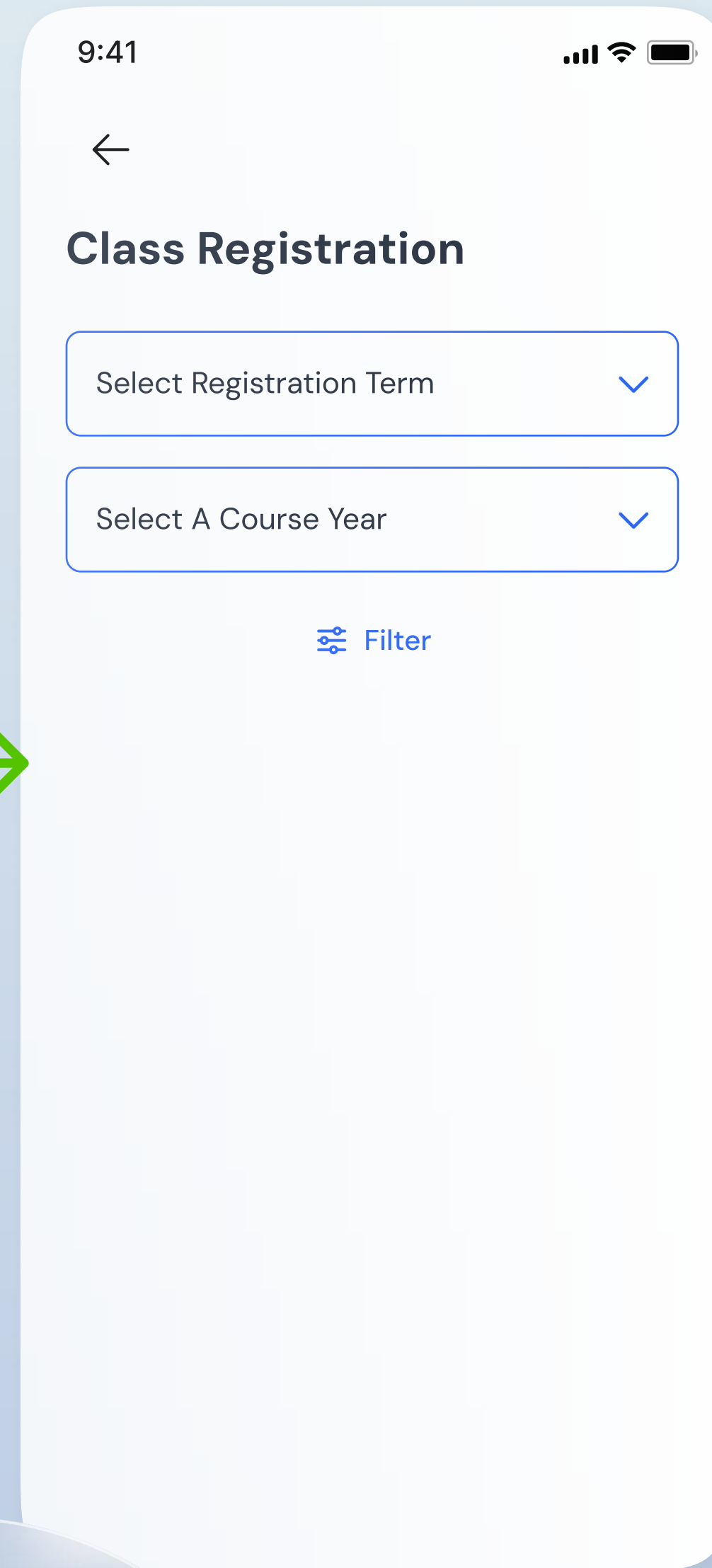
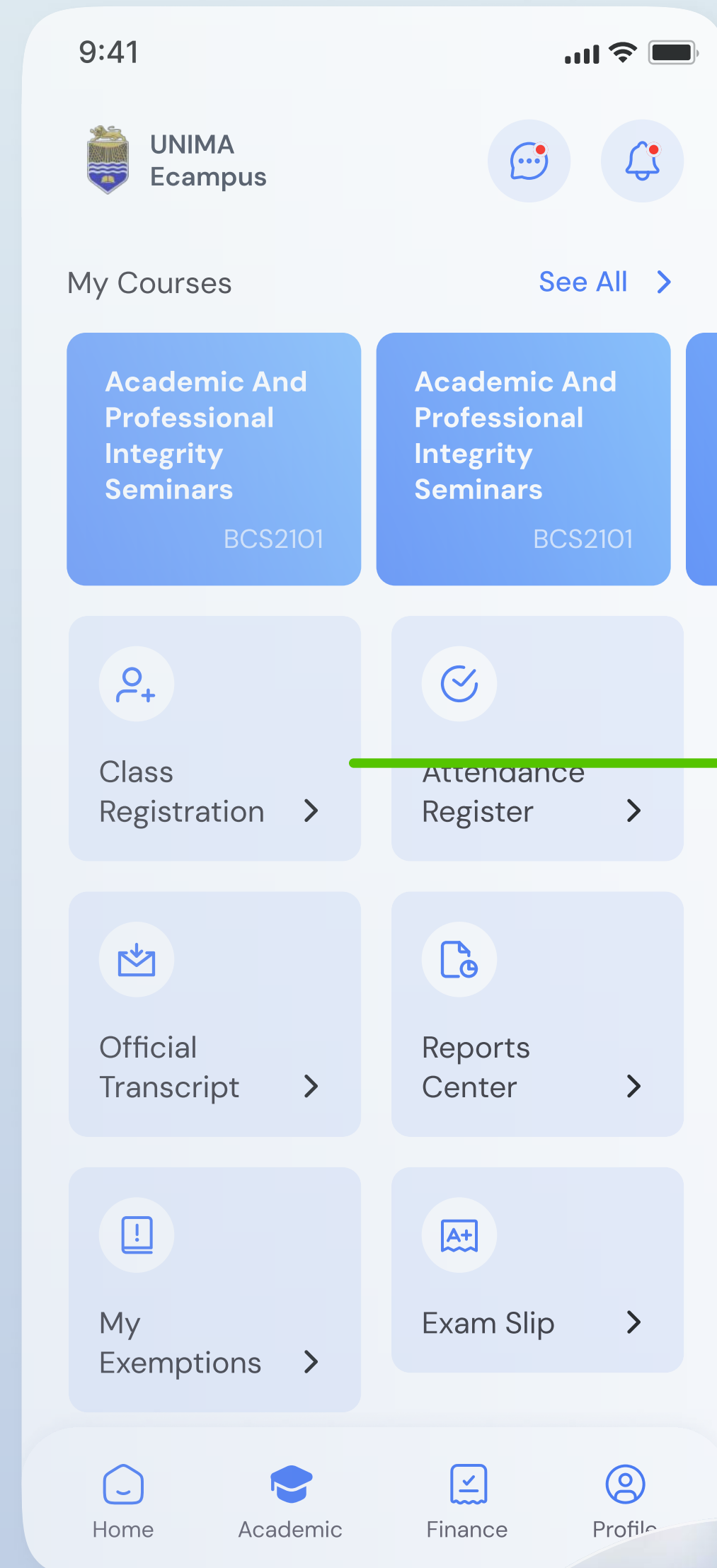
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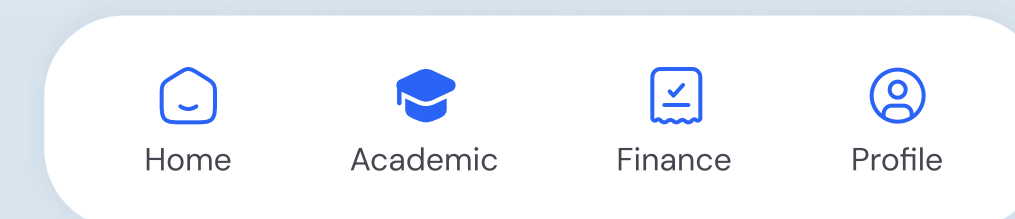
My Courses

1. **To Find Exact Course:** Navigate to the "My Courses" section.
2. **Click on All Courses:** Select "All Courses" to view the complete list.
3. **Find Registered Courses:** Browse the list to find courses for which you have previously registered.
4. **Select and Open Course:** Click on the desired course to open it in the LMS (Learning Management System).

Quick Links: Below, you will find quick links to the latest courses that will immediately open in the LMS.

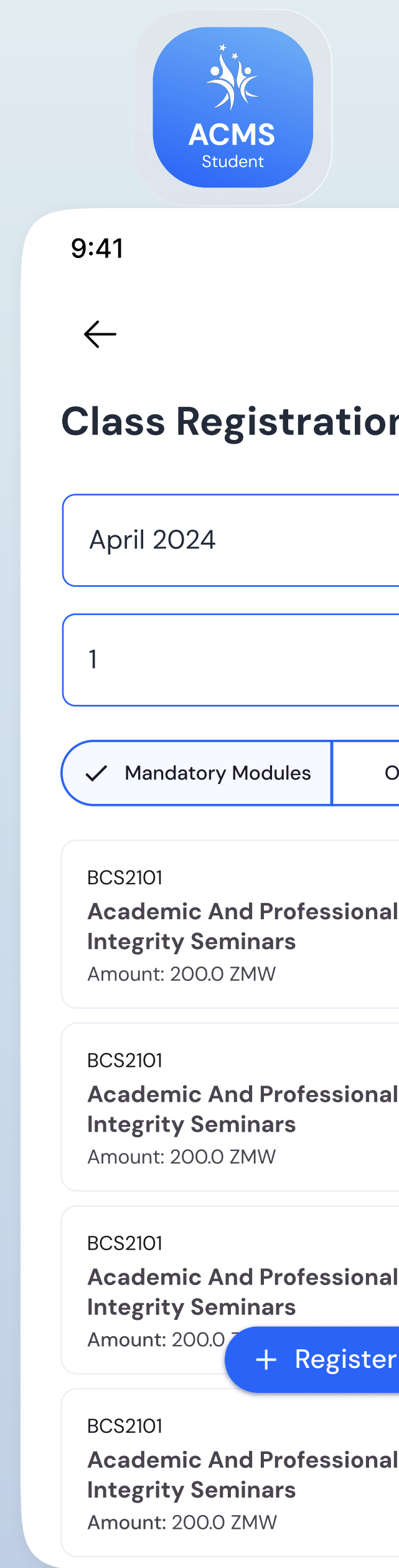


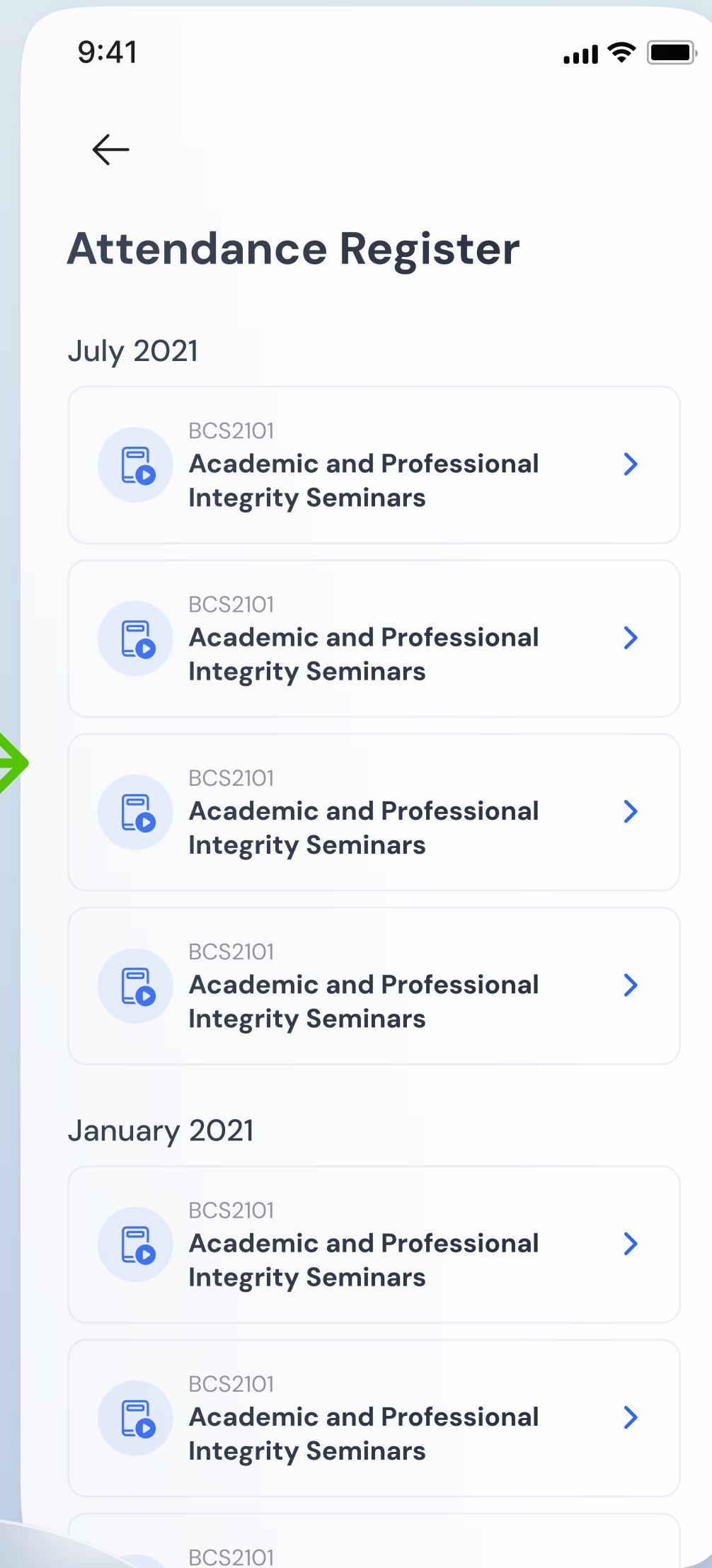
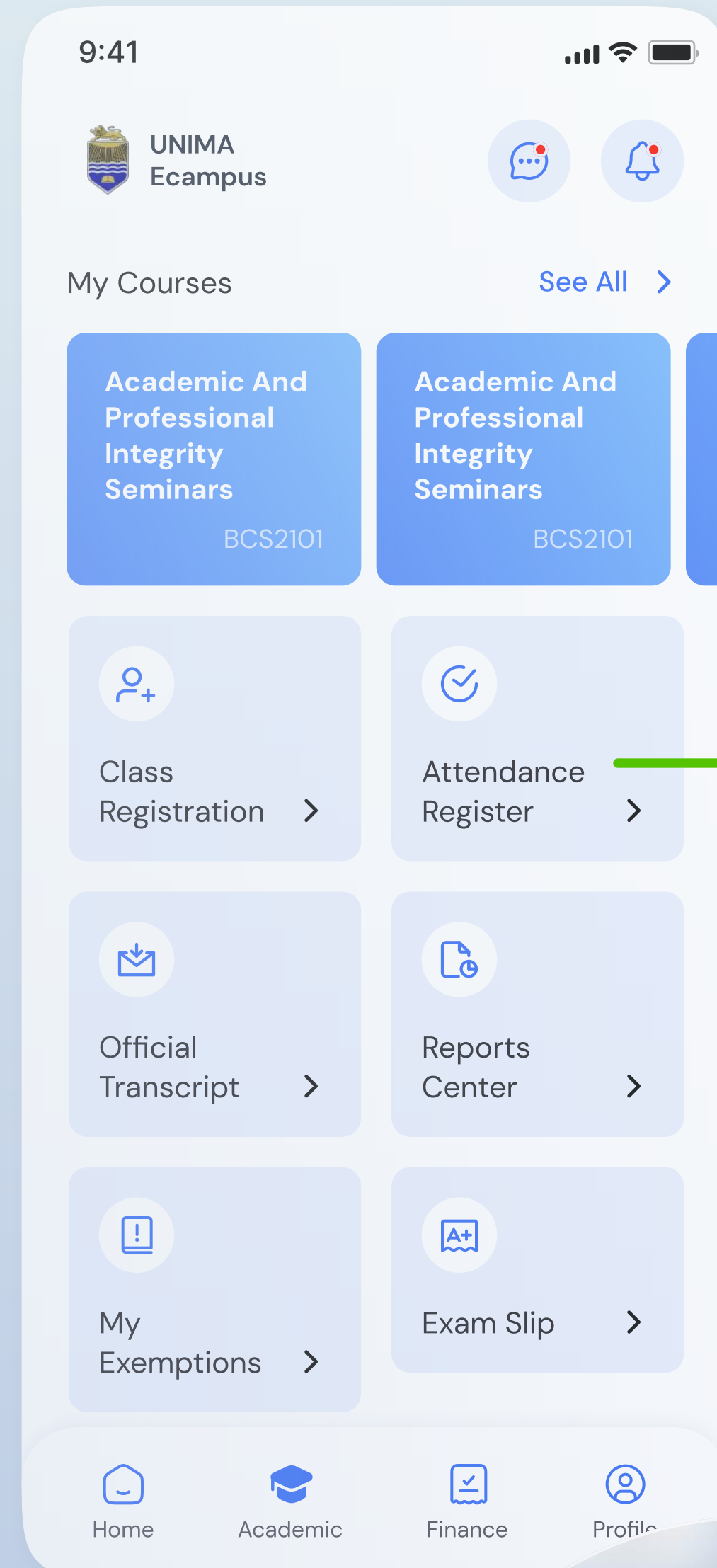
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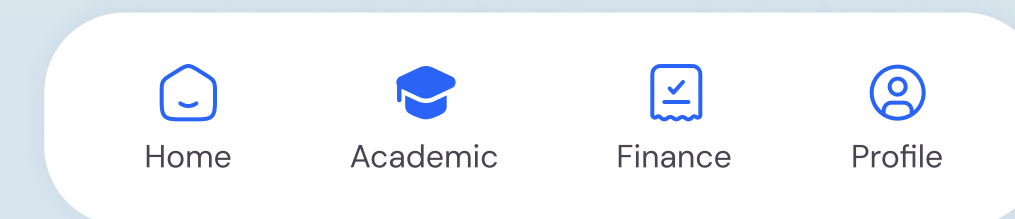
Class Registration

1. **To Register for a Class:** Navigate to the "Class Registration" section.
2. **Select Registration Term:** Choose the registration term.
3. **Select Course Year:** Choose the course year.
4. **Mandatory or Optional Modules:** Choose between mandatory or optional modules.
5. **Find Course:** Browse the list to find the correct course.
6. **Click Register Button:** Click the register button to complete the registration.



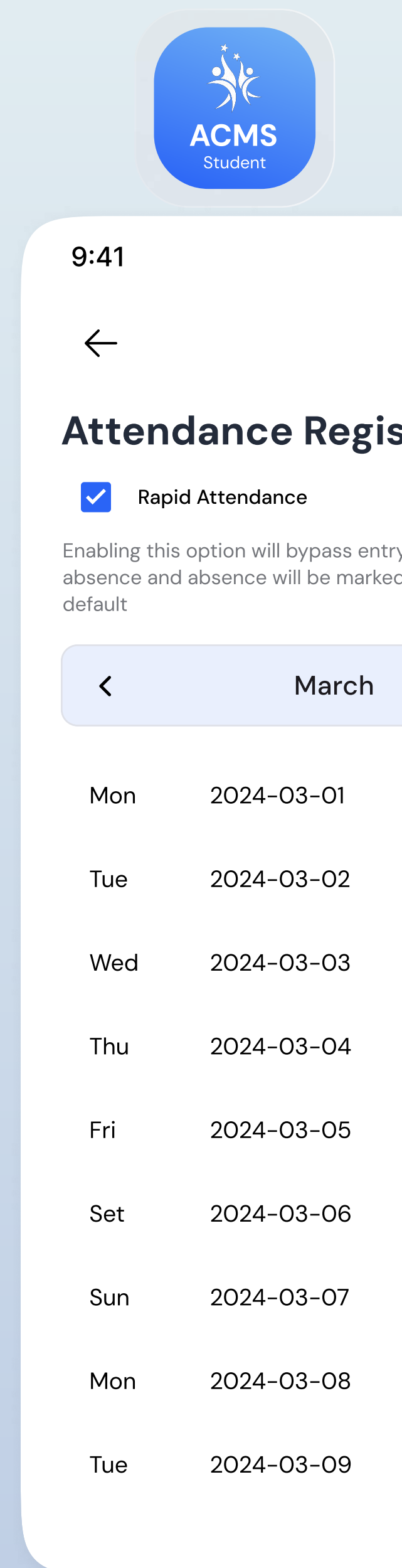


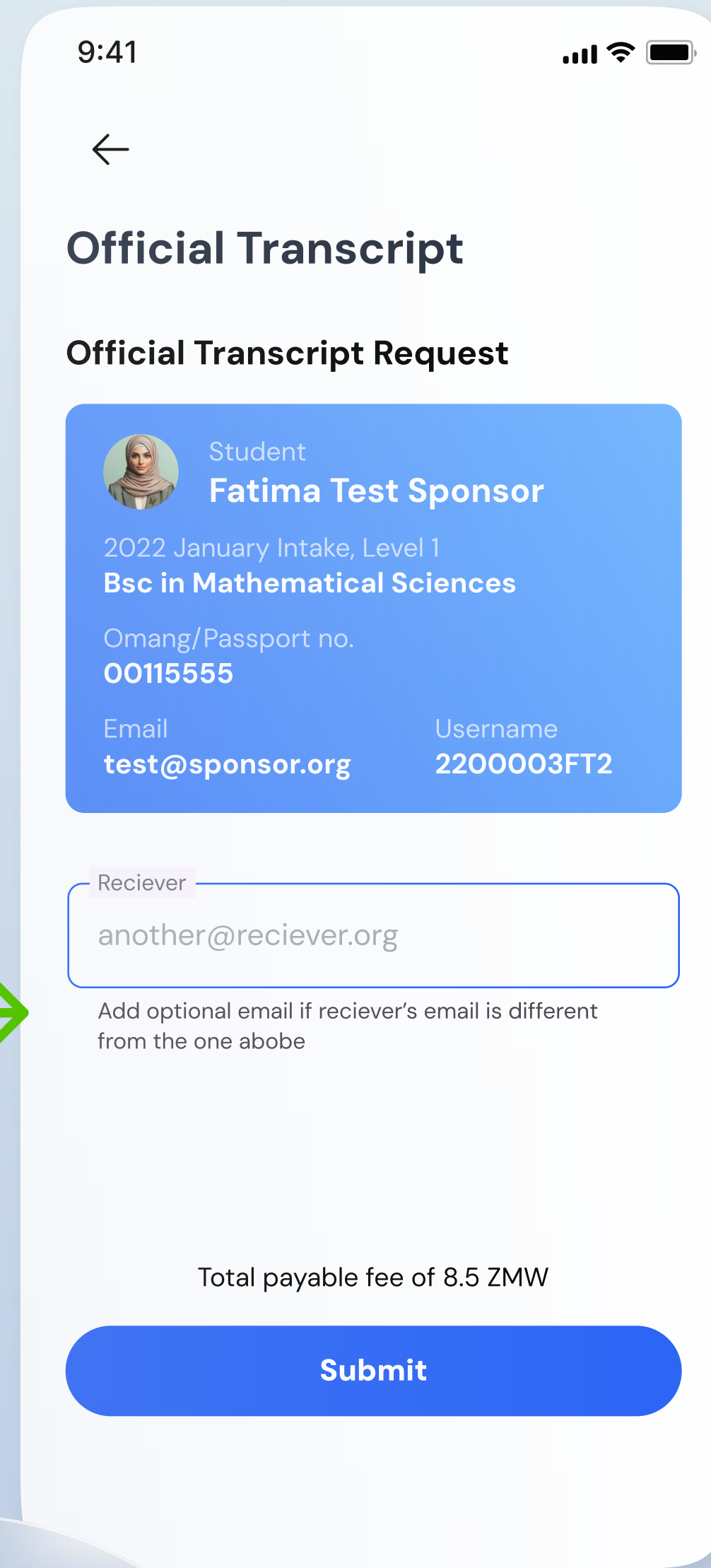
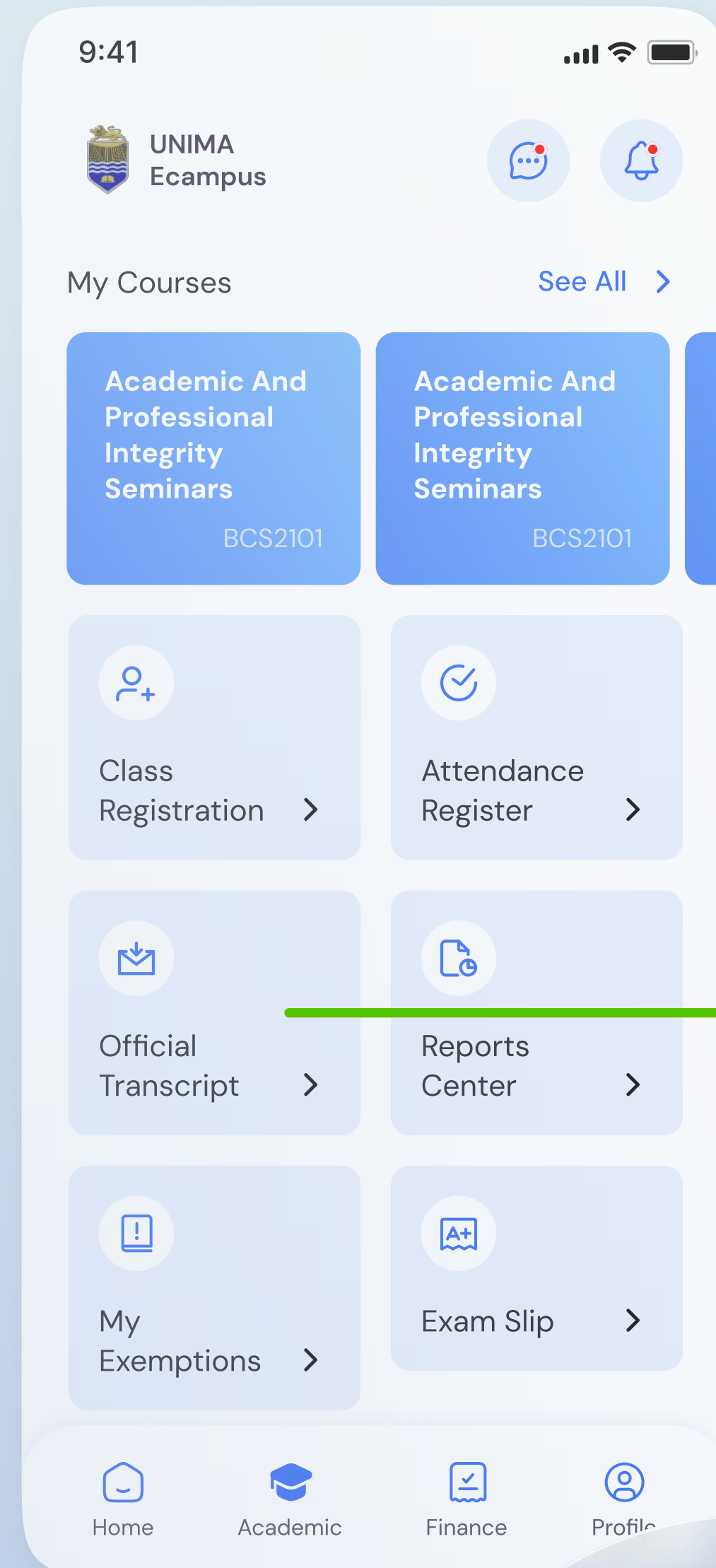
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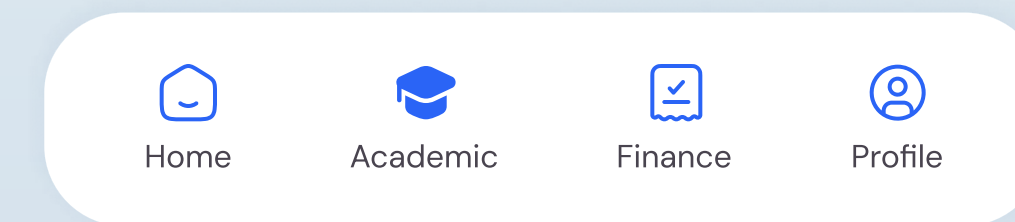
Attendance Register

- 1. To View Your Attendance:** Navigate to the "Attendance Register" section.
- 2. Select Course:** Choose the appropriate course from the list.
- 3. Select Month:** Select the month you wish to check.
- 4. Check Attendance:** Review your attendance records for the selected course and month.



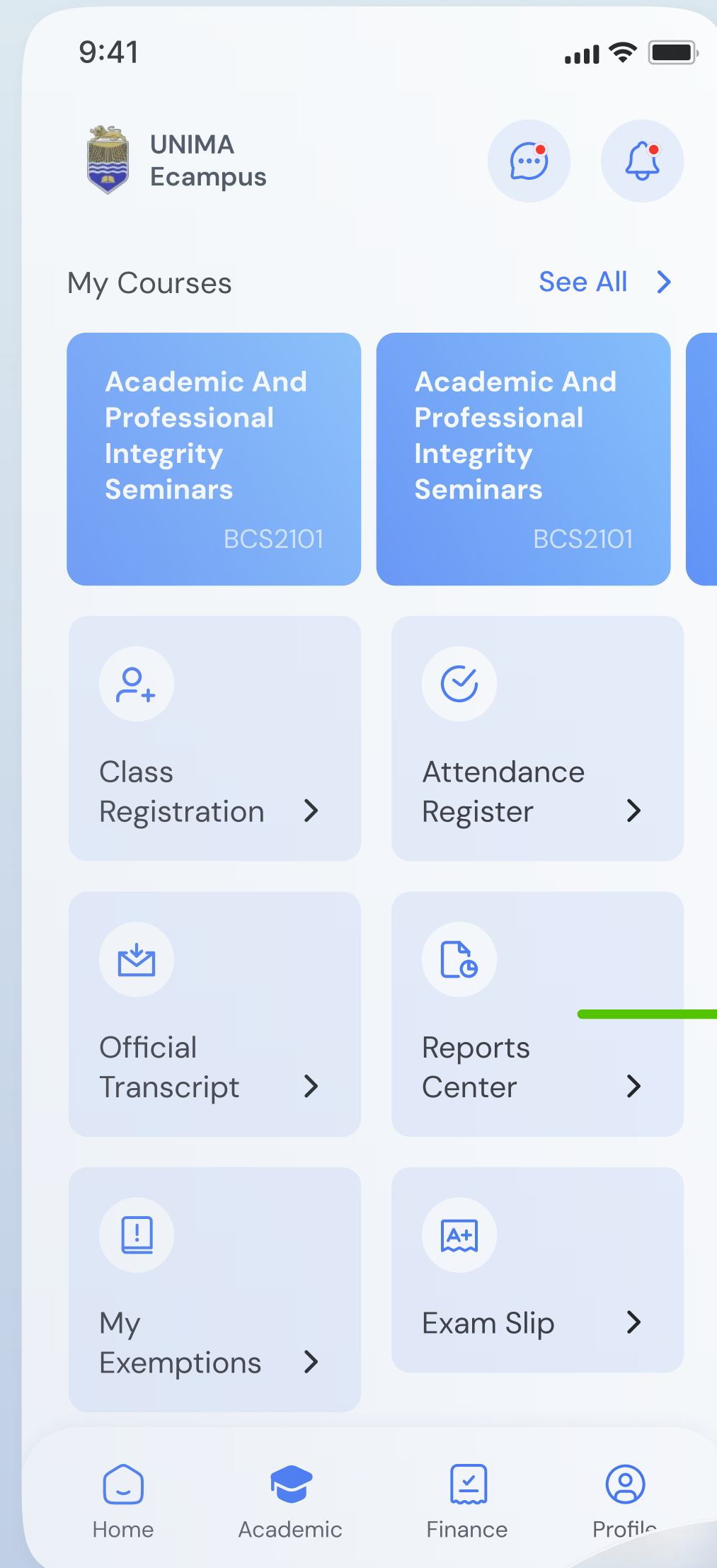


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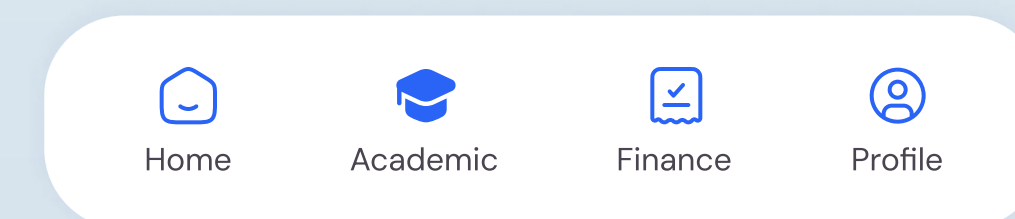


Official Transcript

1. **To Generate Your Transcript:** Navigate to the "Official Transcript" section.
2. **Add Receiver Email:** Enter the email address of the receiver.
3. **Click on Submit Button:** Click the submit button to send the official transcript.

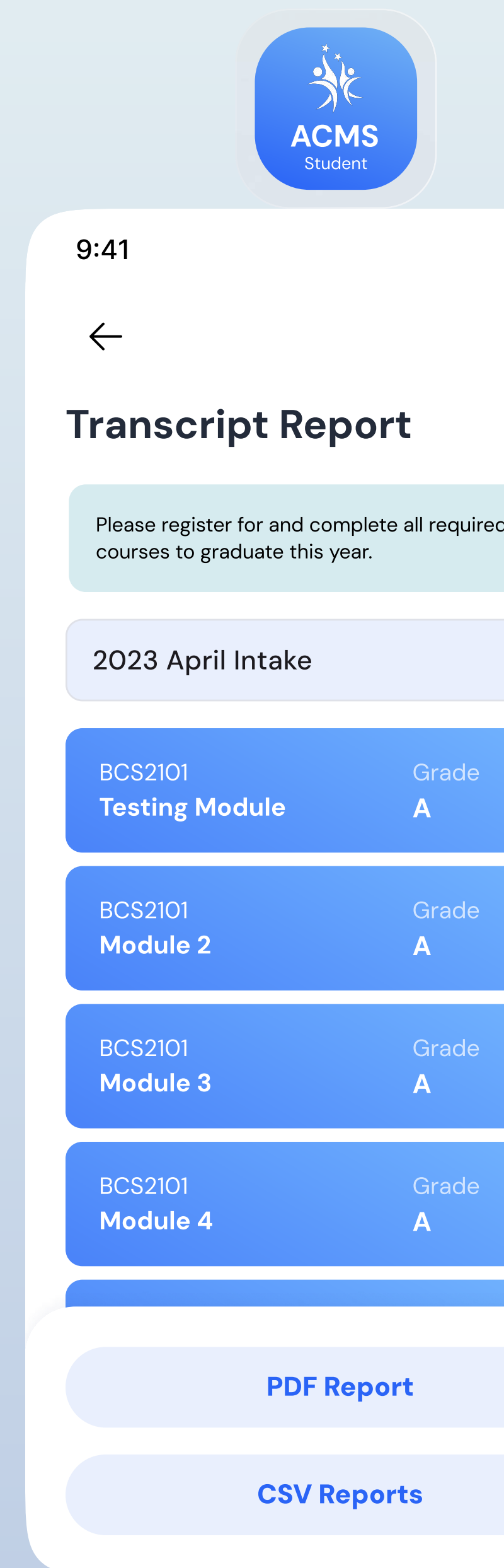


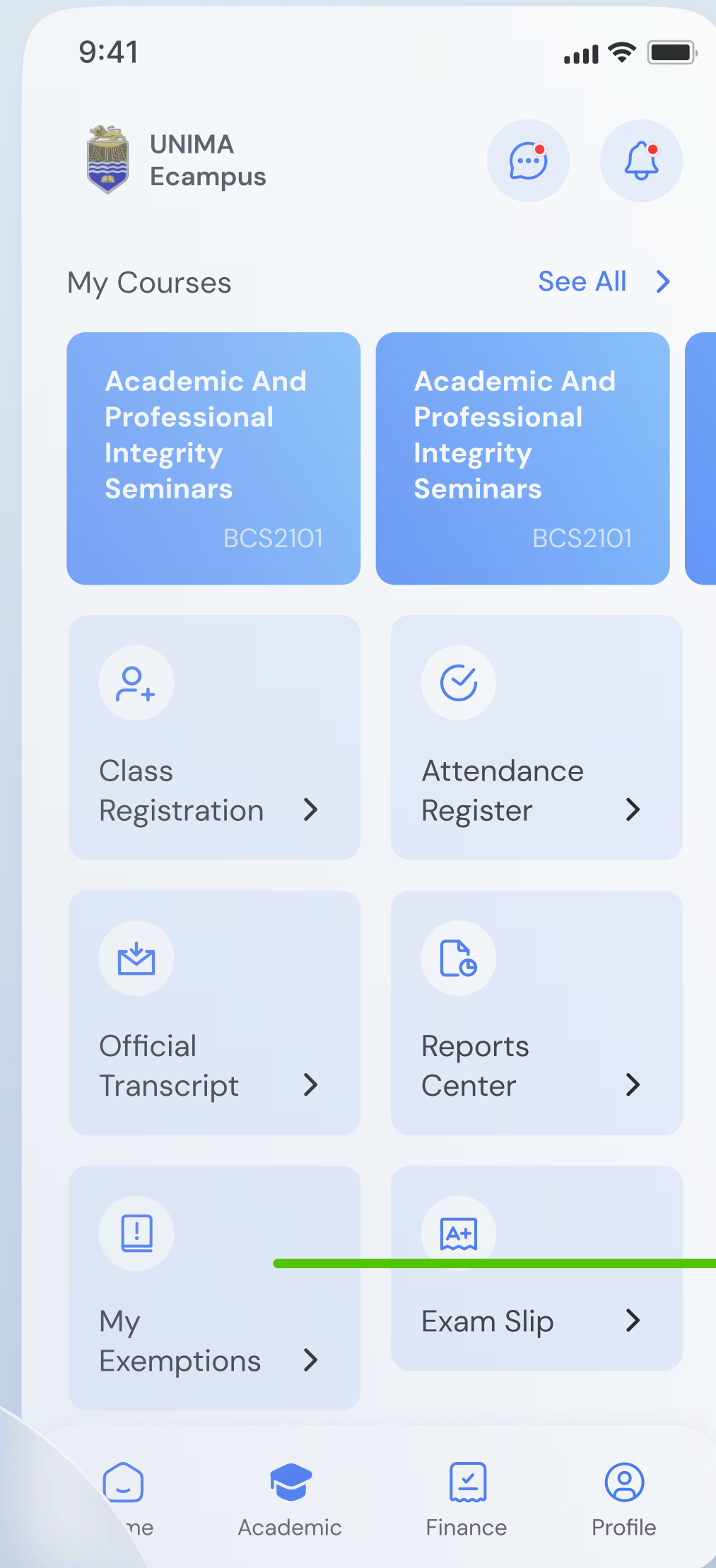
Academic



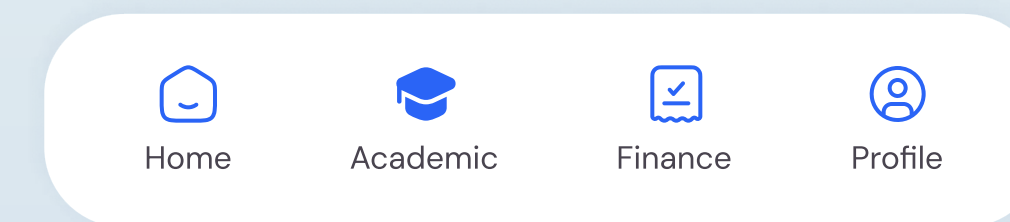
Reports Center

1. **To Find Previous Transcripts:** Navigate to the "Reports Center" section.
2. **Select Registration Term:** Choose the registration term you want to view.
3. **Select Document Type:** Choose the type of document (e.g., transcript) to be downloaded.





Academic



My Exemptions

1. To Make New Exemption Request or Find Previous:

Navigate to the "My Exemptions" section.

2. View Existing Exemptions:

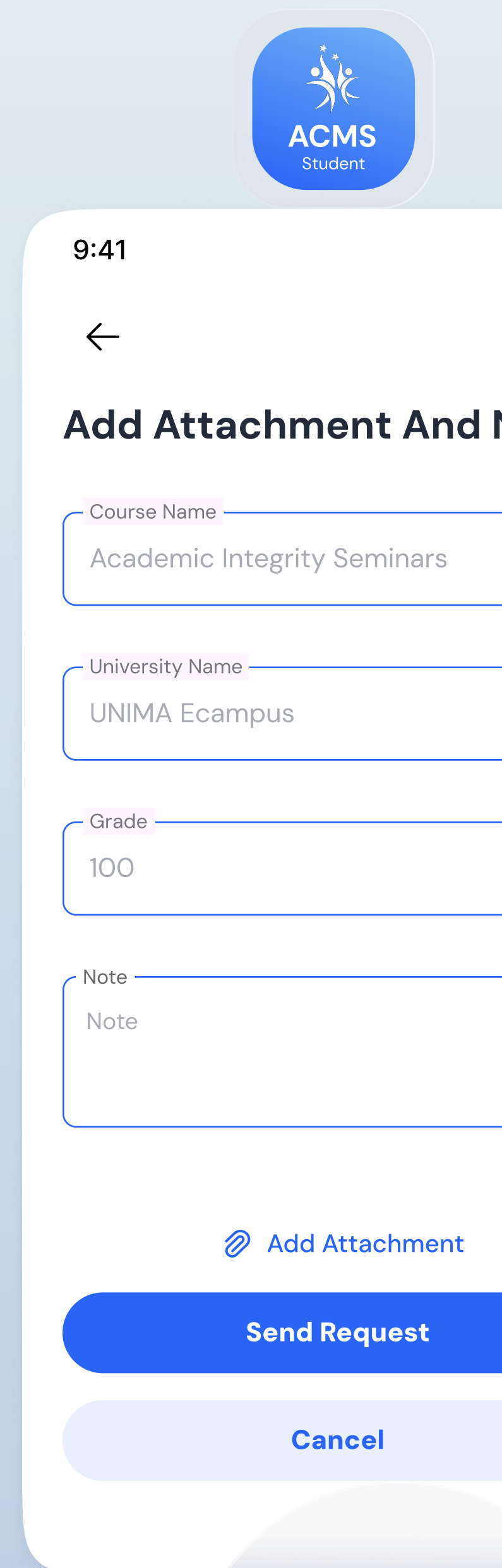
View all your existing exemptions.

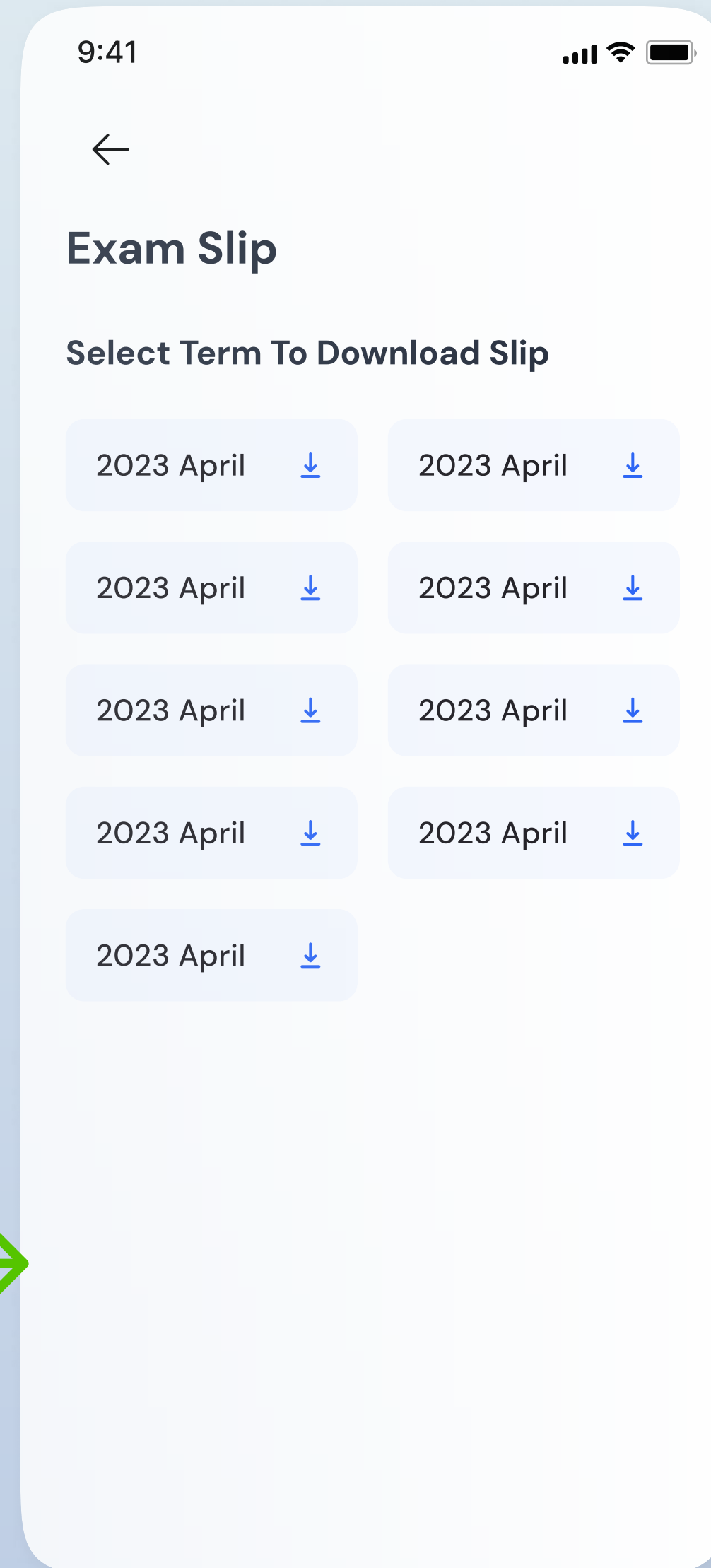
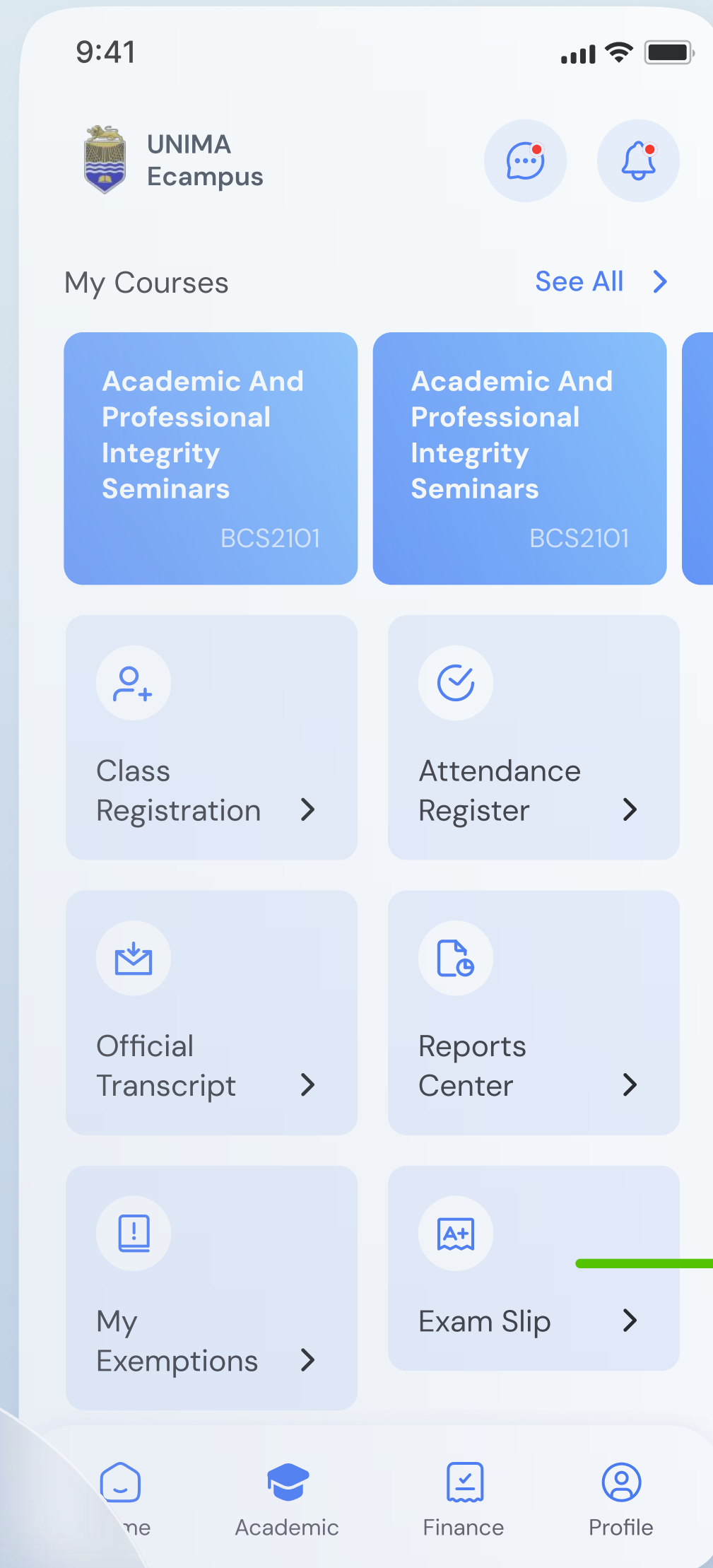
3. Create New Exemption Request:

- Click on the "New Exemption Request" button.
- Select the appropriate module.
- Click "Proceed".

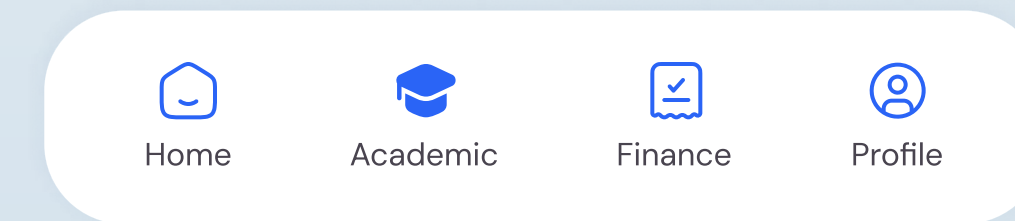
4. Fill Out Request Form:

- On the next screen, fill out all required fields.
- Add any necessary attachments.
- Click the "Send Request" button to submit your exemption request.





Academic



Exam Slip

- 1. To Download Your Exam Slip:** Navigate to the "Exam Slip" section.
- 2. Select Term:** On the next page, select the term for which you want to download the exam slip.
- 3. Download Slip:** Proceed to download the exam slip for the selected term.



Academic

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- 6. Sponsorship Request
- 7. Technology Fees

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UNIMA Ecampus

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Online Payment

My Wallet

Withdrawal Management

My Fees

Sponsorship Request

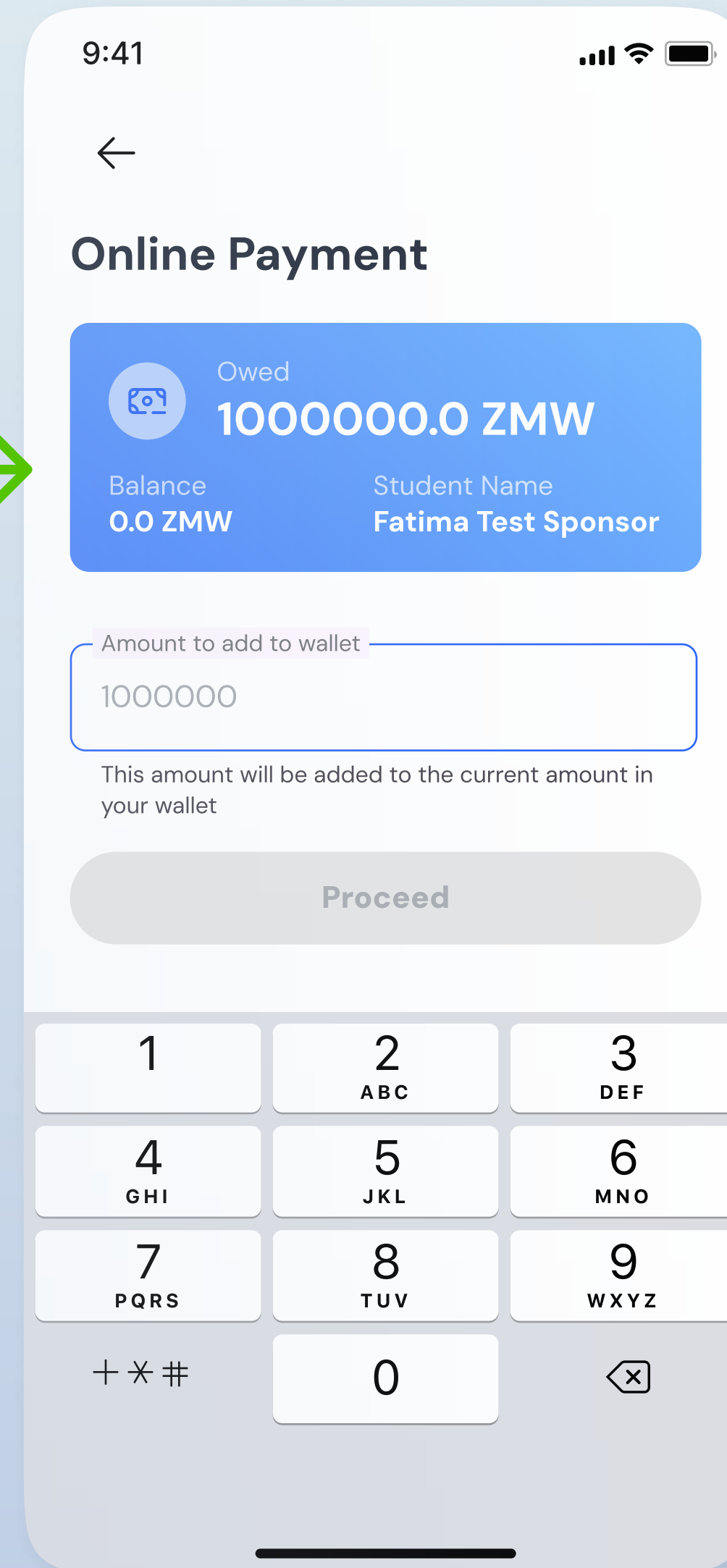
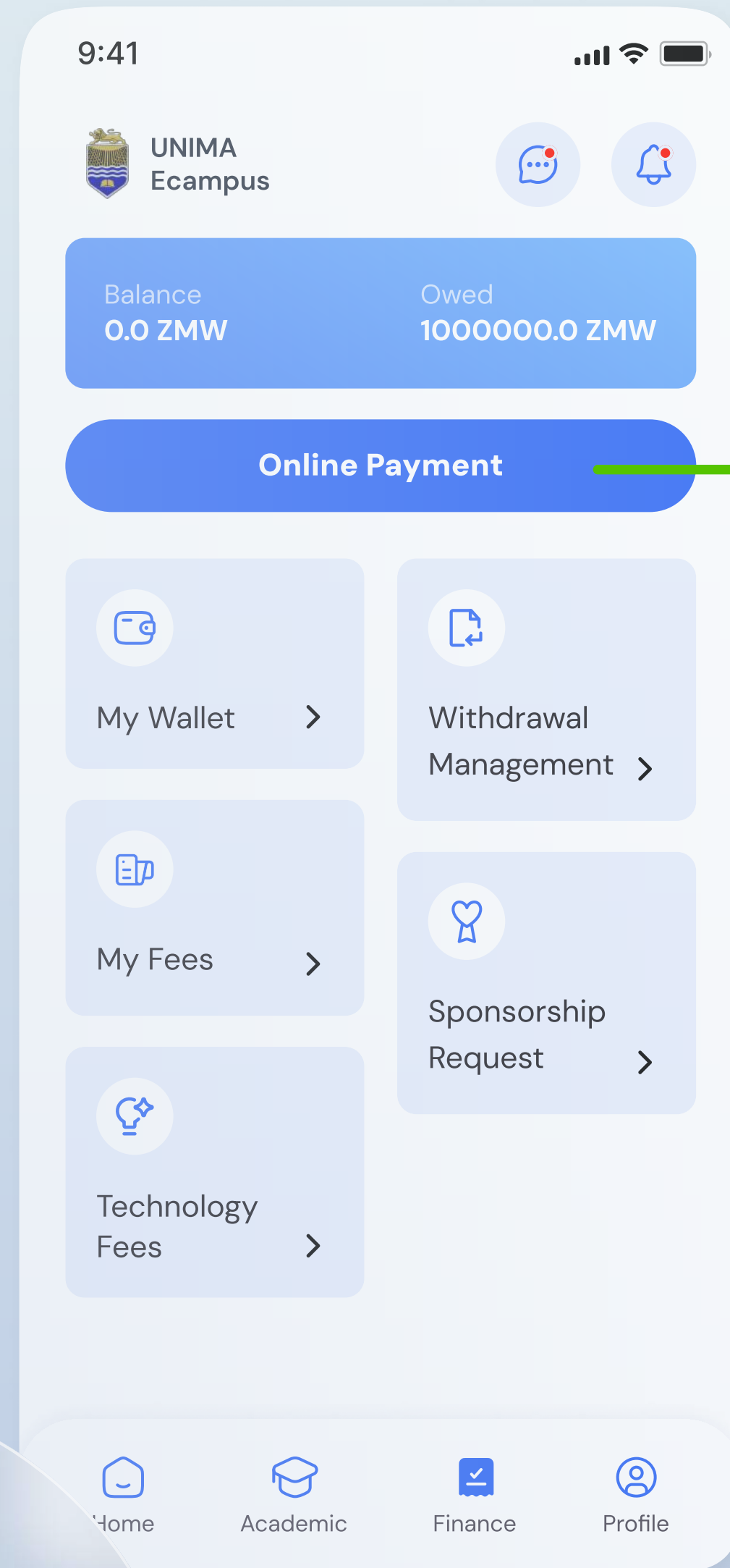
Technology Fees

Home

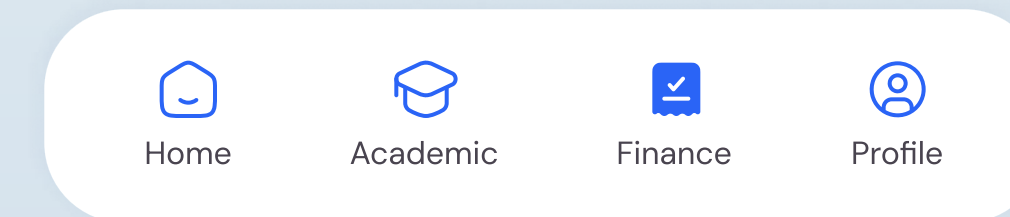
Academic

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Profile

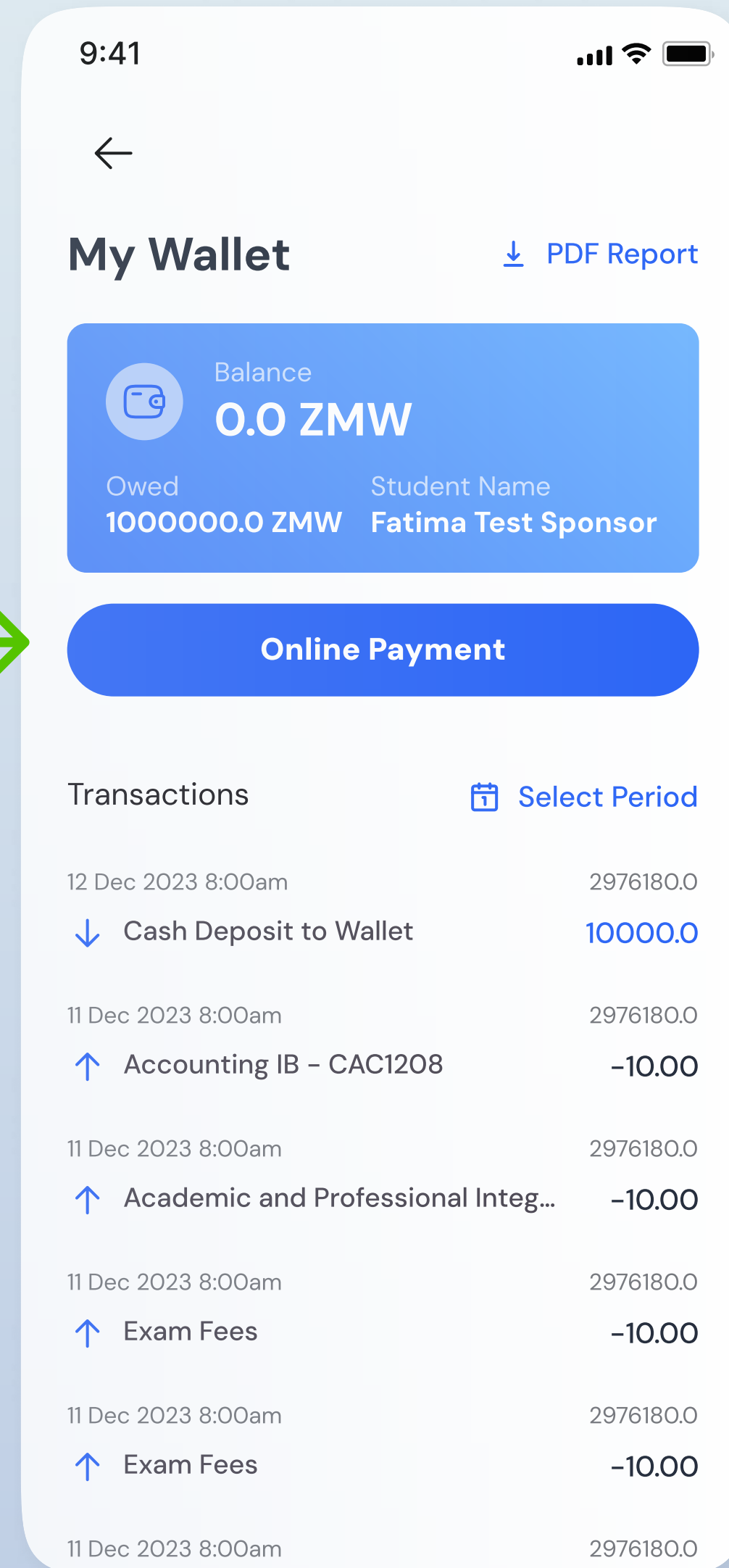
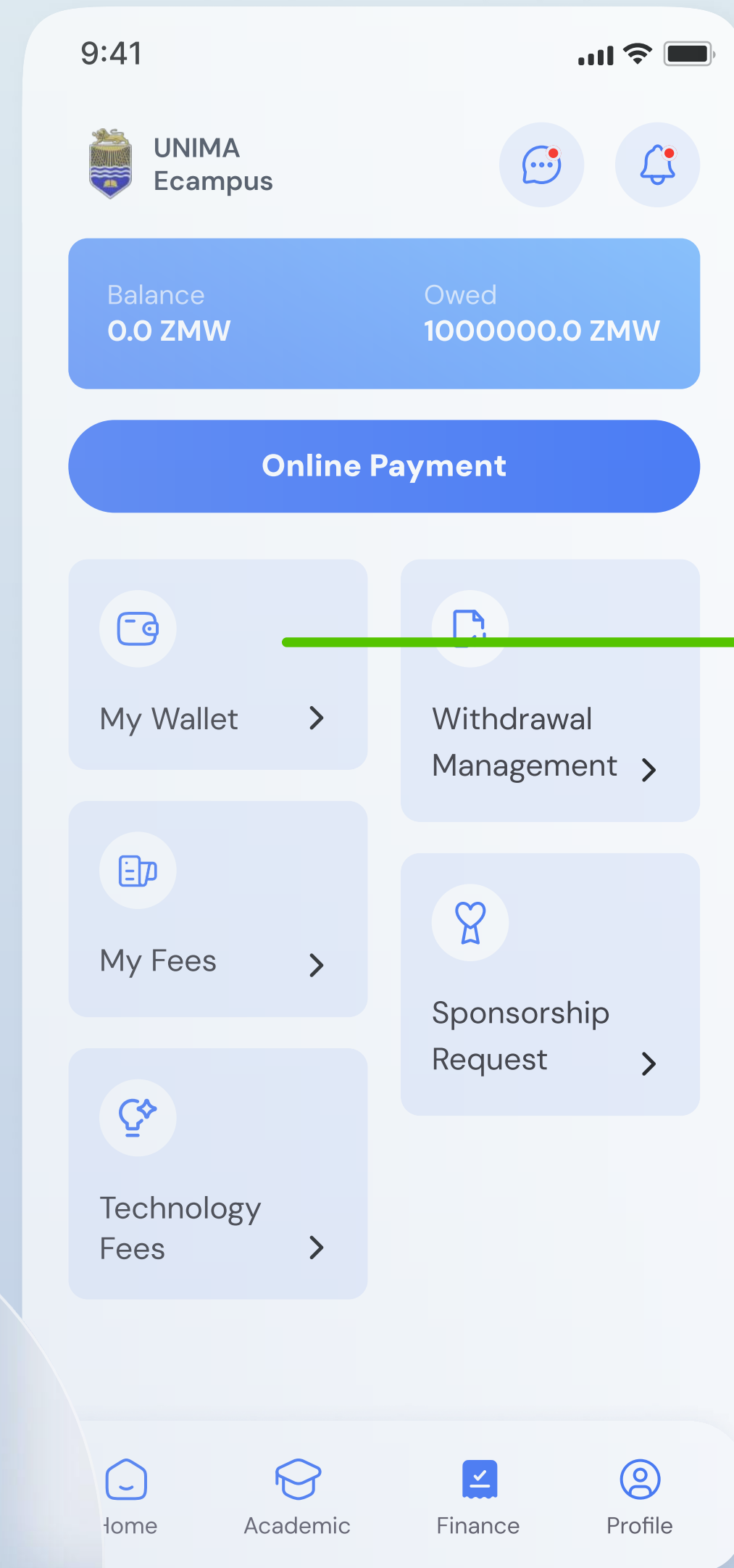


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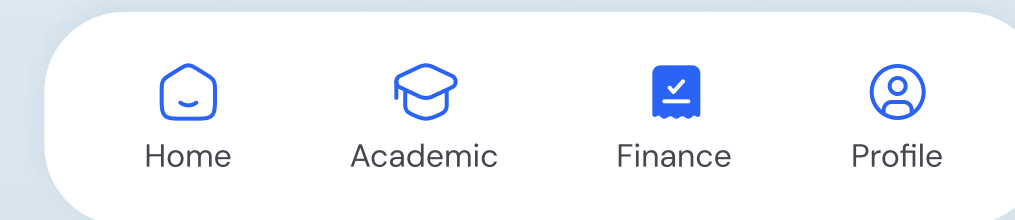


Online Payment

- 1. To Deposit Money Into Your Wallet:** Click the “Online Payment” button.
- 2. Select Top-Up Amount:** Choose the amount you wish to top up.
- 3. Proceed:** Click the proceed button to finalize the payment.

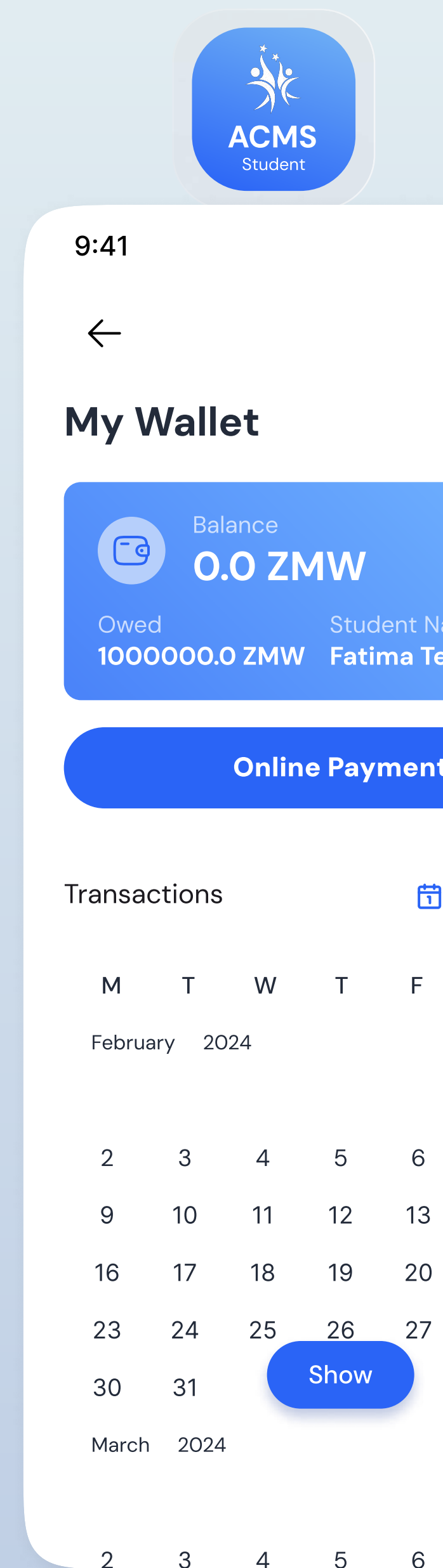


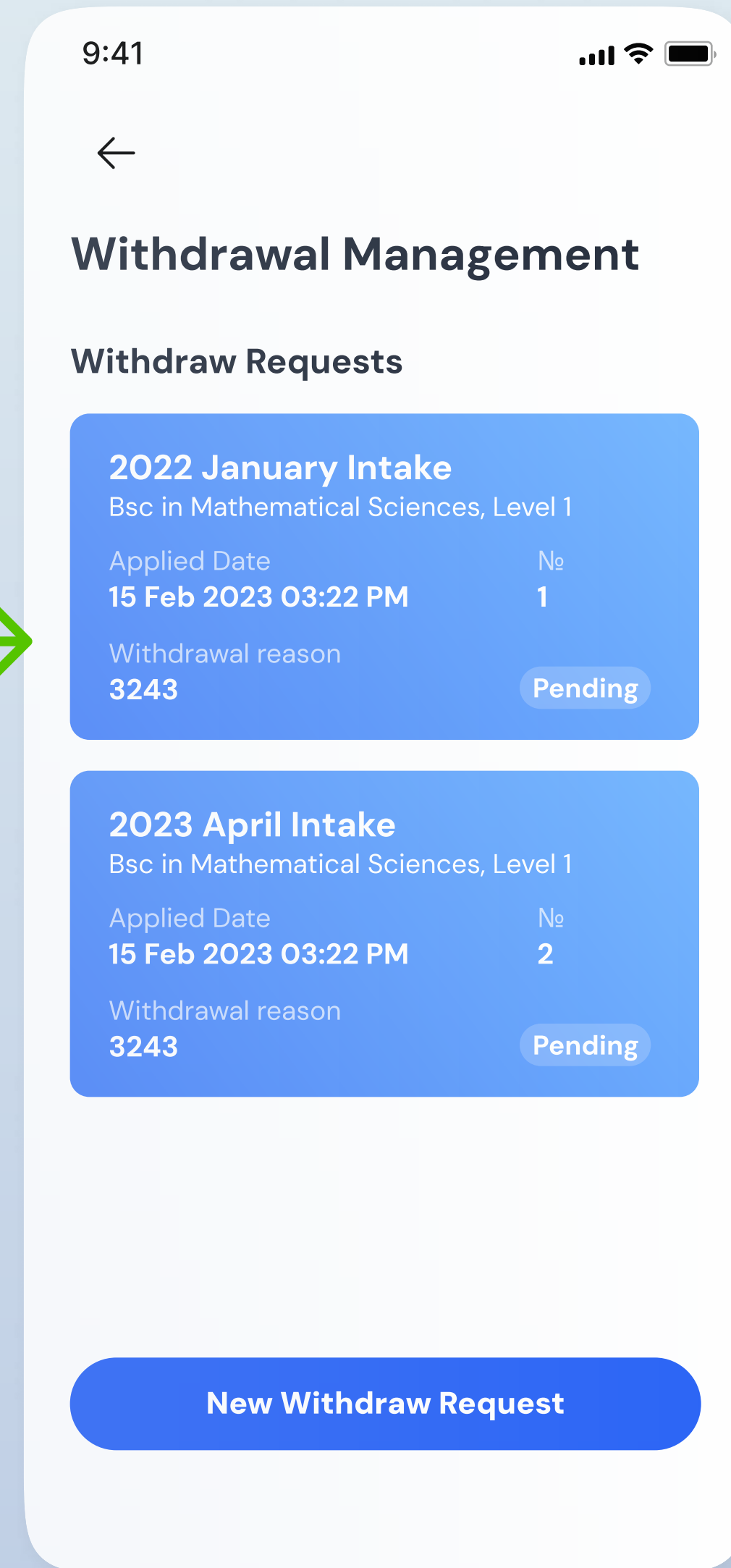
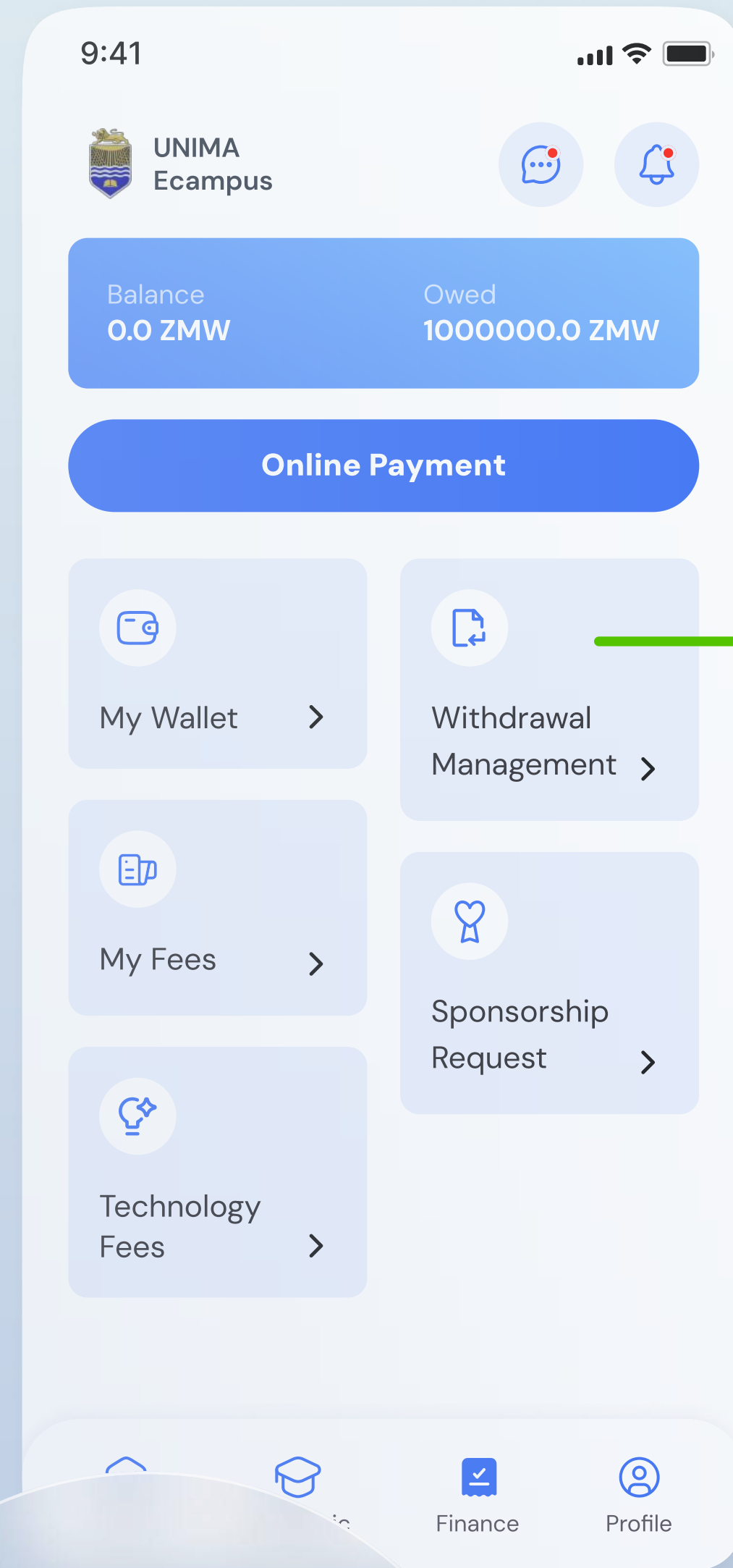
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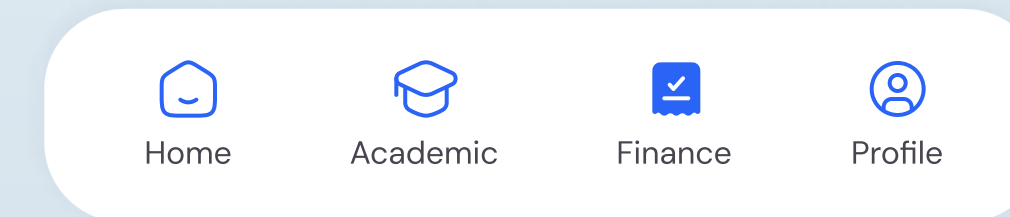
My Wallet

- To Find Your Transactions:** Navigate to the "My Wallet" tab.
- View Wallet Status:** In the new window, view the status of your wallet.
- View Transactions:** Below the wallet status, all your transactions will be displayed.
 - Scroll through the list to find the desired transaction.
 - Use the date filter to narrow down the transactions.
- Download PDF Report:** Click the button in the upper right corner to download a PDF report of your transactions.





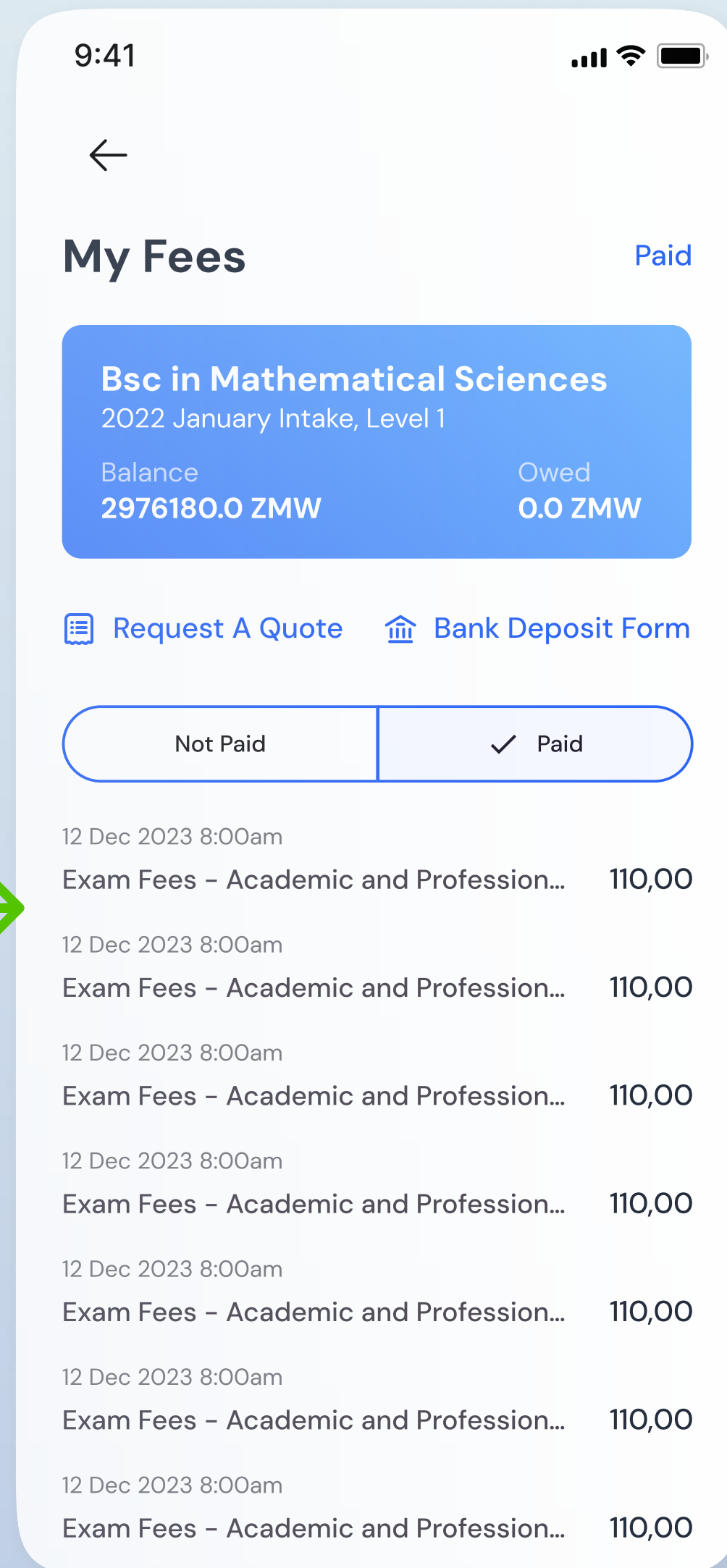
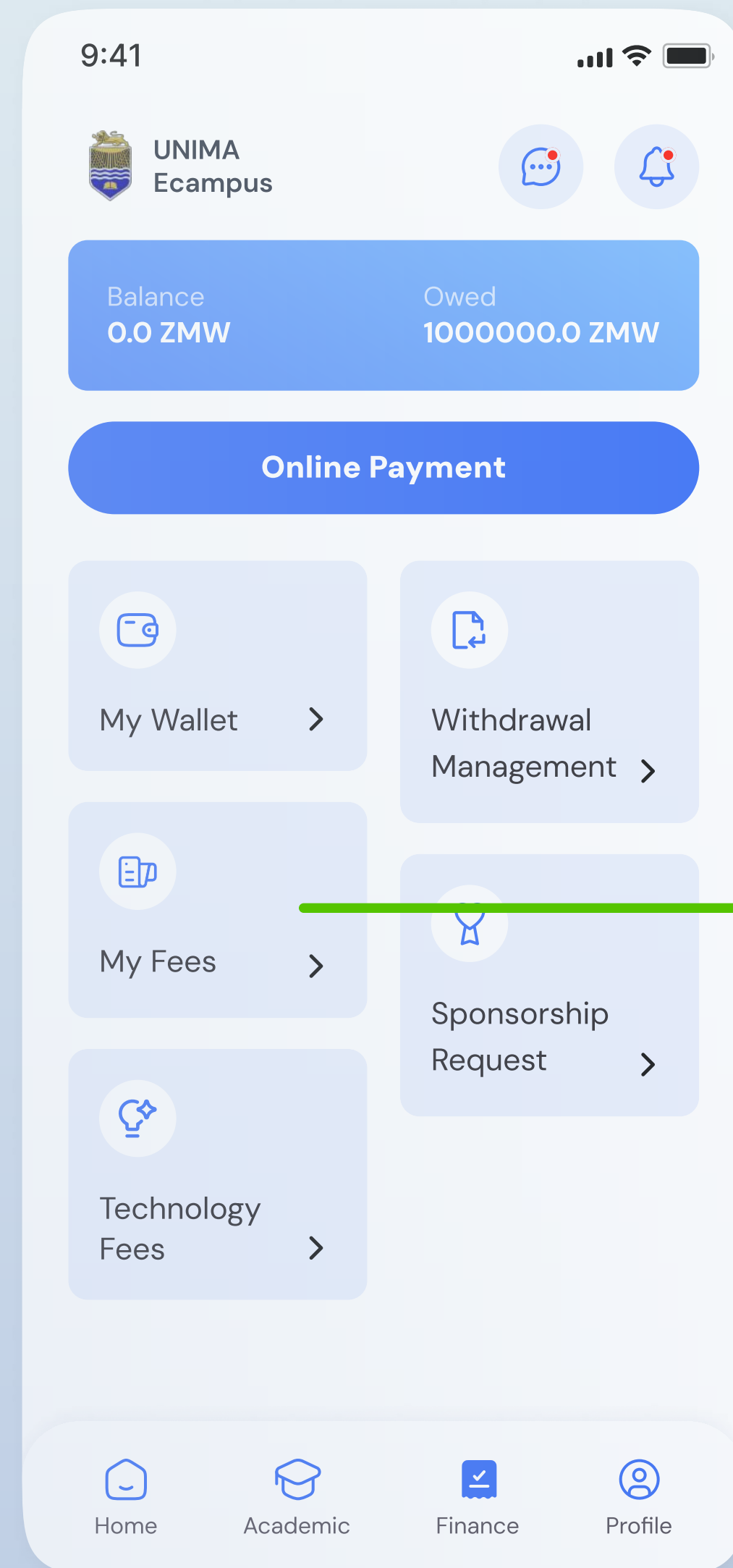
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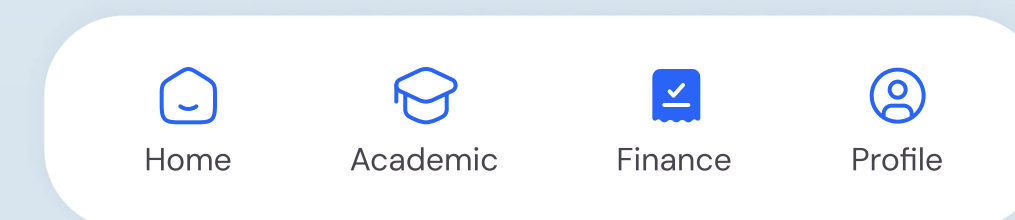
Withdrawal Management

- 1. To Make a Withdraw Request:** Navigate to the "Withdraw Request" section.
- 2. View All Requests:** View all your previous withdrawal requests.
- 3. Create New Withdraw Request:**
 - Click the "New Withdraw Request" button.
 - On the new screen, select the registration term.
 - Provide the reason for the withdrawal.
 - Attach any necessary files.
 - Click the "Send Request" button to proceed.



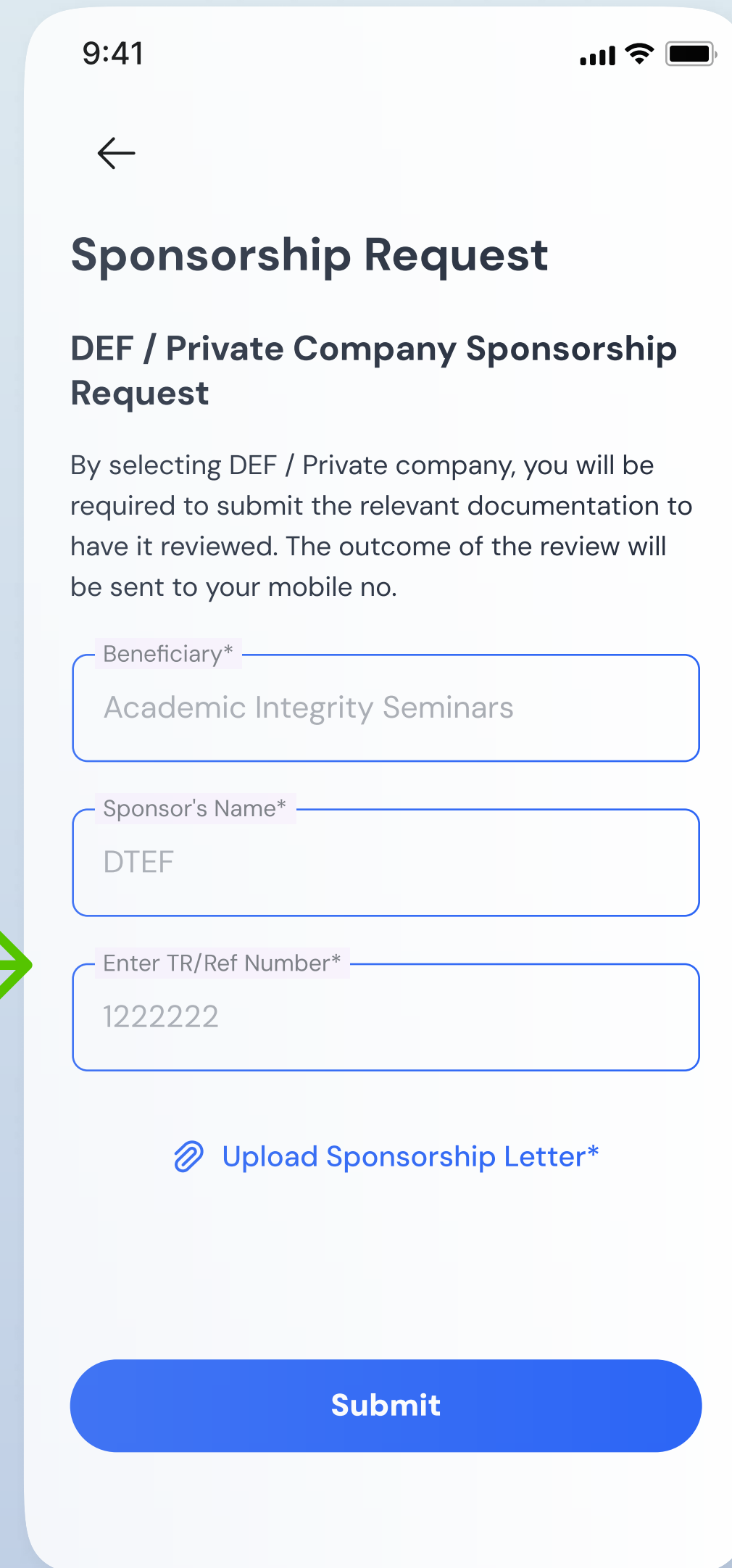
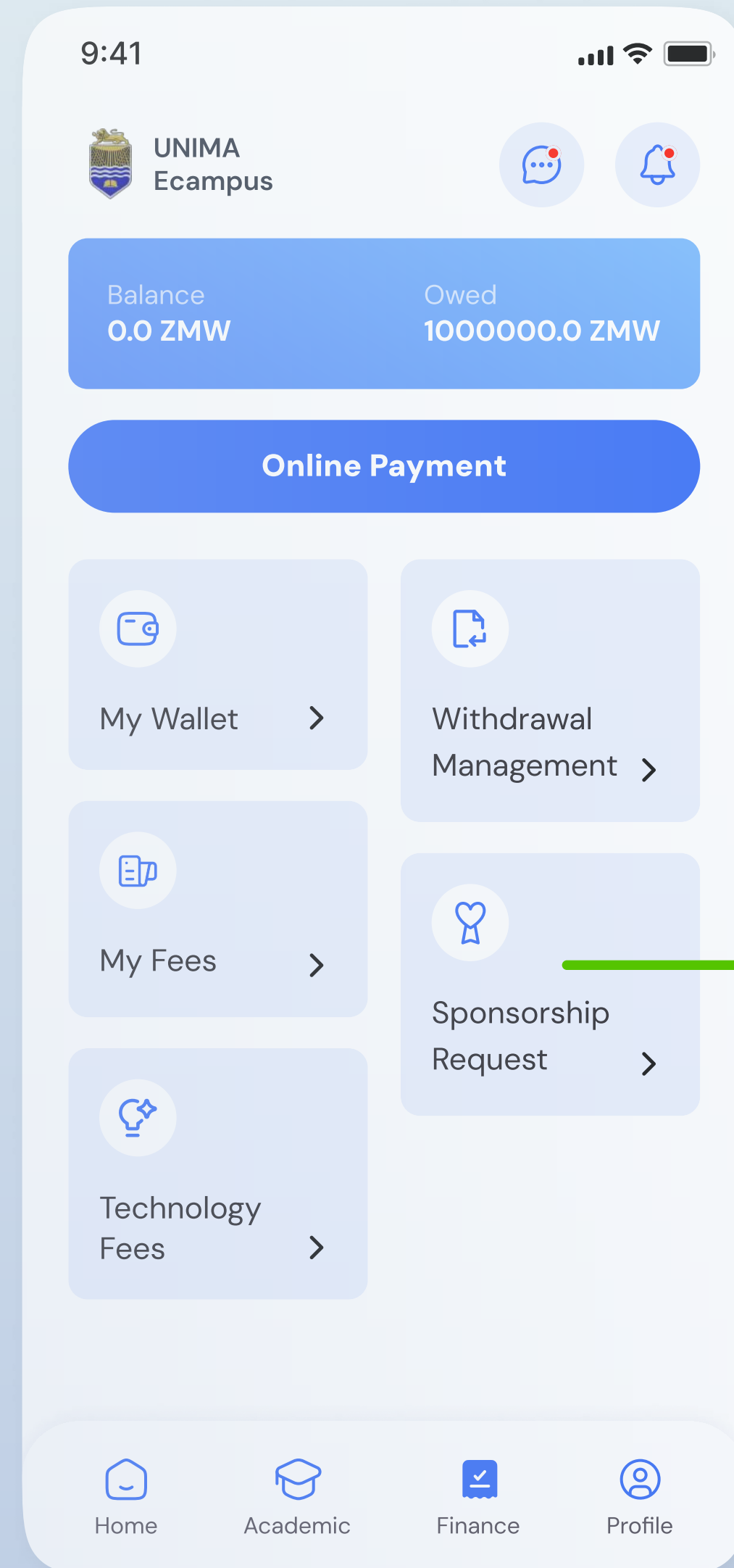


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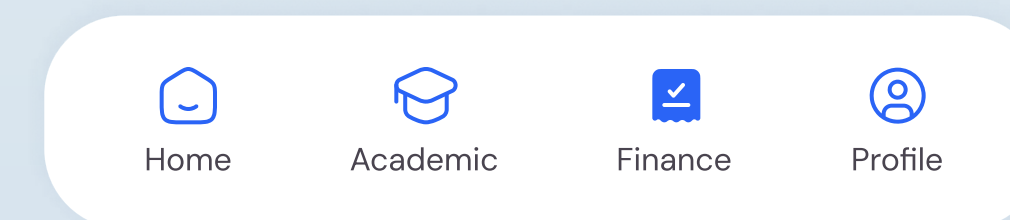


My Fees

1. **To Manage Your Fees:** Navigate to the "My Fees" section.
2. **View Fee Status:** On the new screen, view the status of your fees (e.g., "Not Paid" or "Paid") in the top right corner.
3. **Available Options:**
4. **Request Quote:** Click this option to request a quote.
5. **Bank Deposit Form:** Click this option to access the bank deposit form.
6. **View Transactions:**
 - **Paid Transactions Tab:** View transactions marked as "Paid" under this tab.
 - **Not Paid Fees Tab:** View fees that are "Not Paid" under this tab.

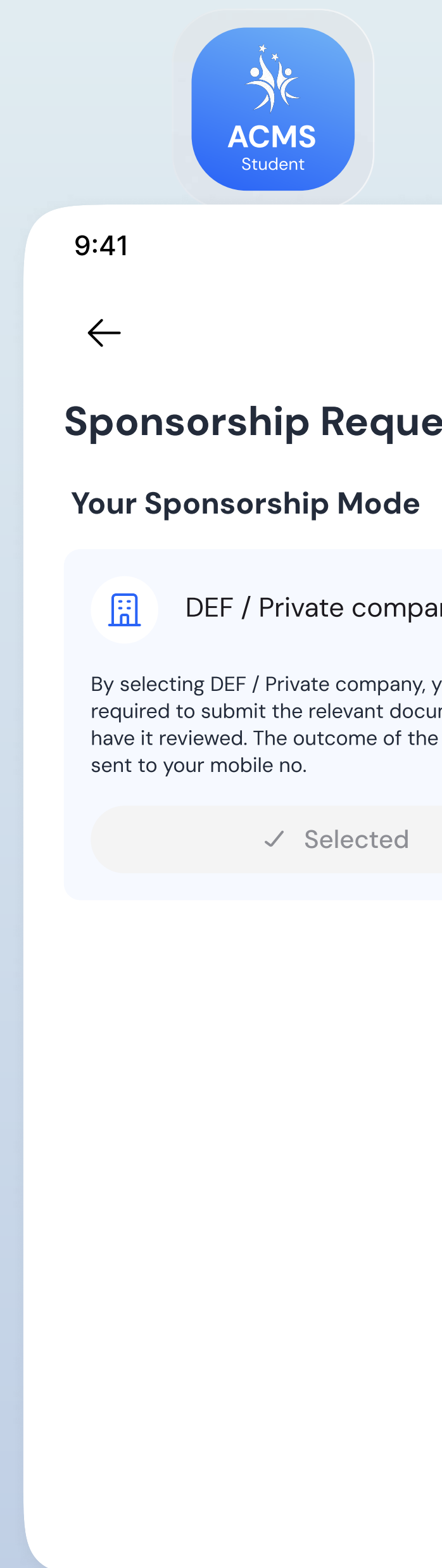


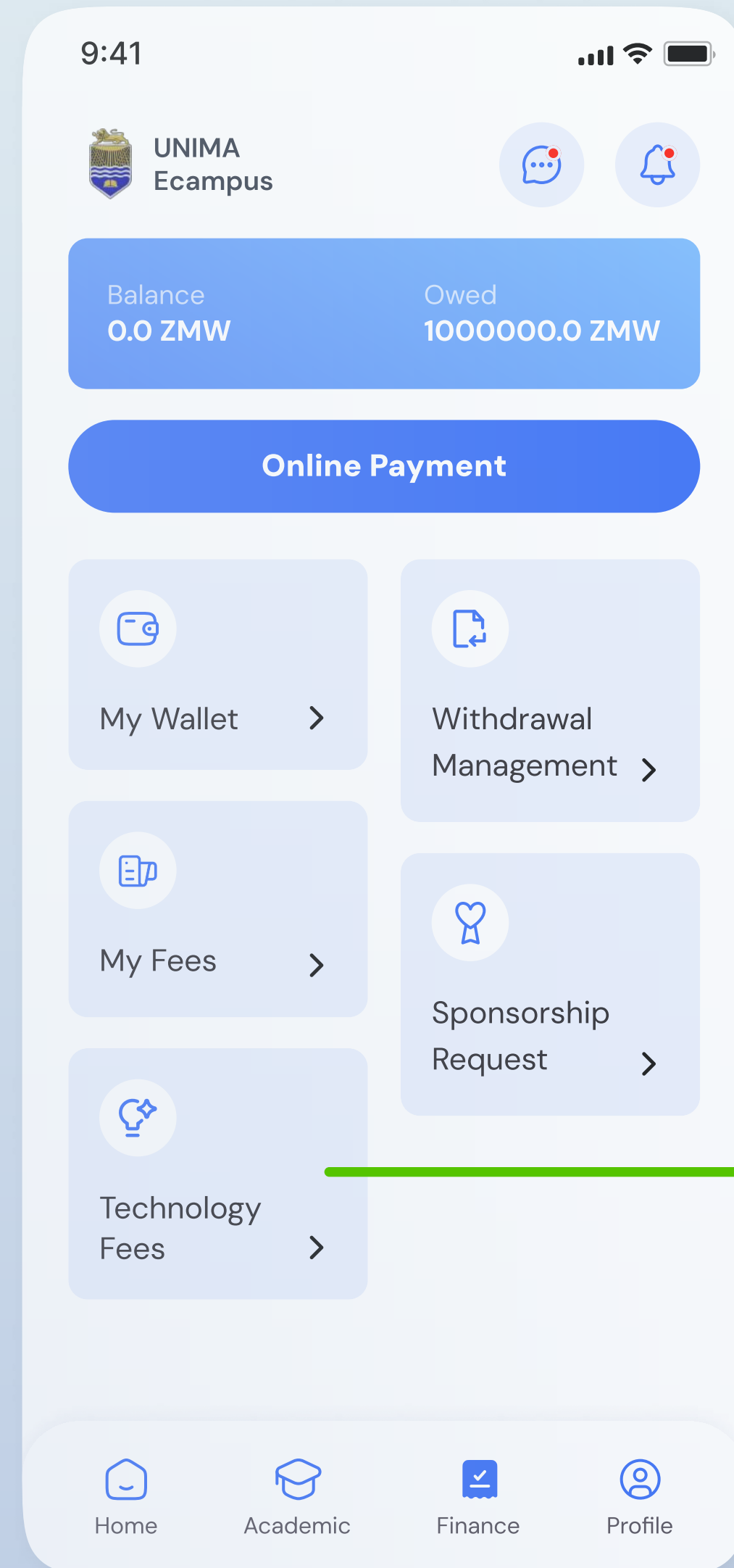
Academic



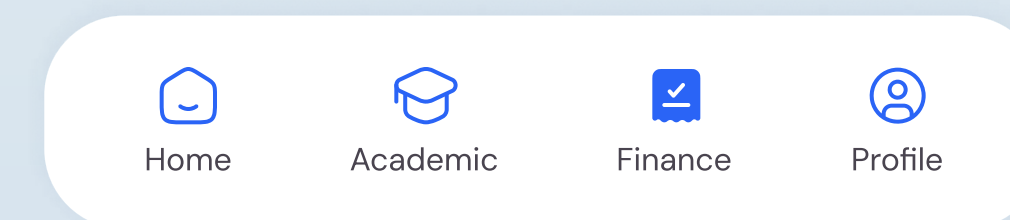
Sponsorship Request

- 1. To Make Sponsorship Request:** Navigate to the "Sponsorship Request" section.
- 2. Fill Out Form:** Complete the required fields on the form.
- 3. Add Letter:** Attach any necessary letter or documentation.
- 4. Press Submit:** Click the "Submit" button to send your request.



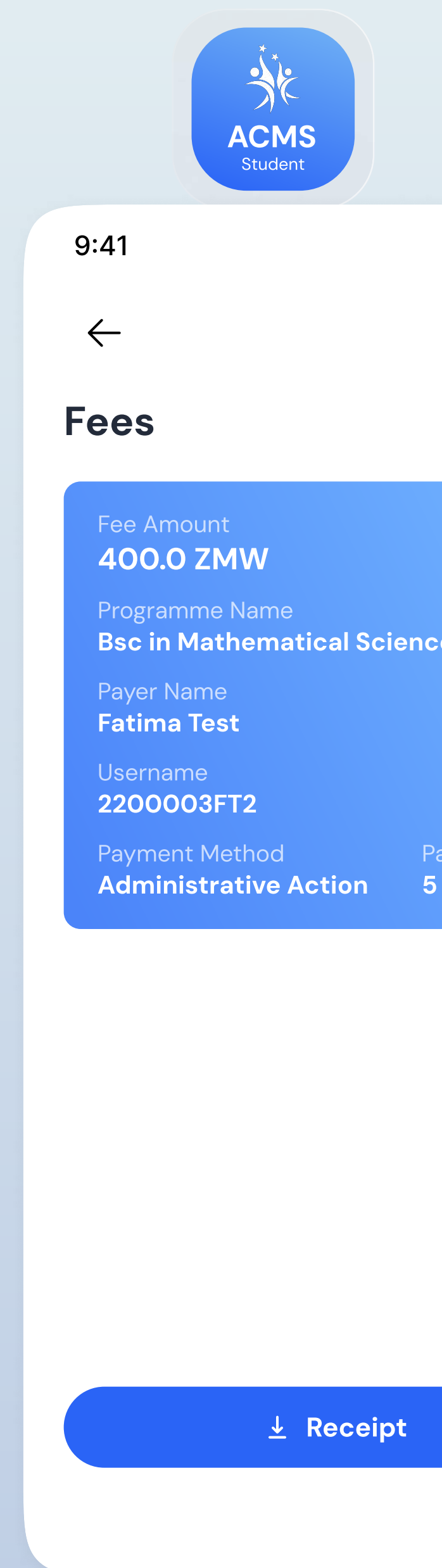


Academic



Technology Fees

- To Search Technology Fees Transactions:** Navigate to the "Technology Fees" section.
- Select Desired Transaction:** Choose the transaction you want to check from the list.
- View Receipt:** The receipt for the selected transaction will be displayed.





Profile

Home

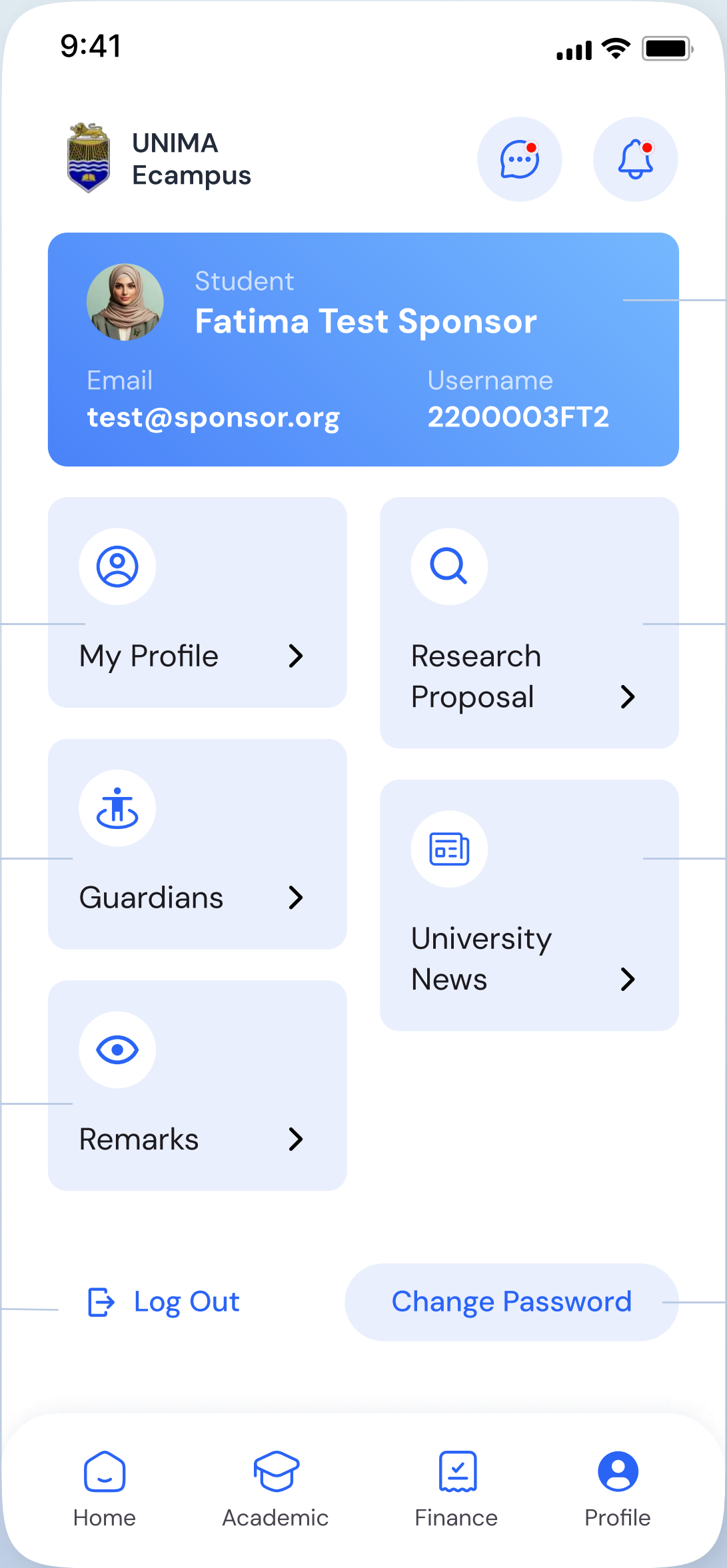
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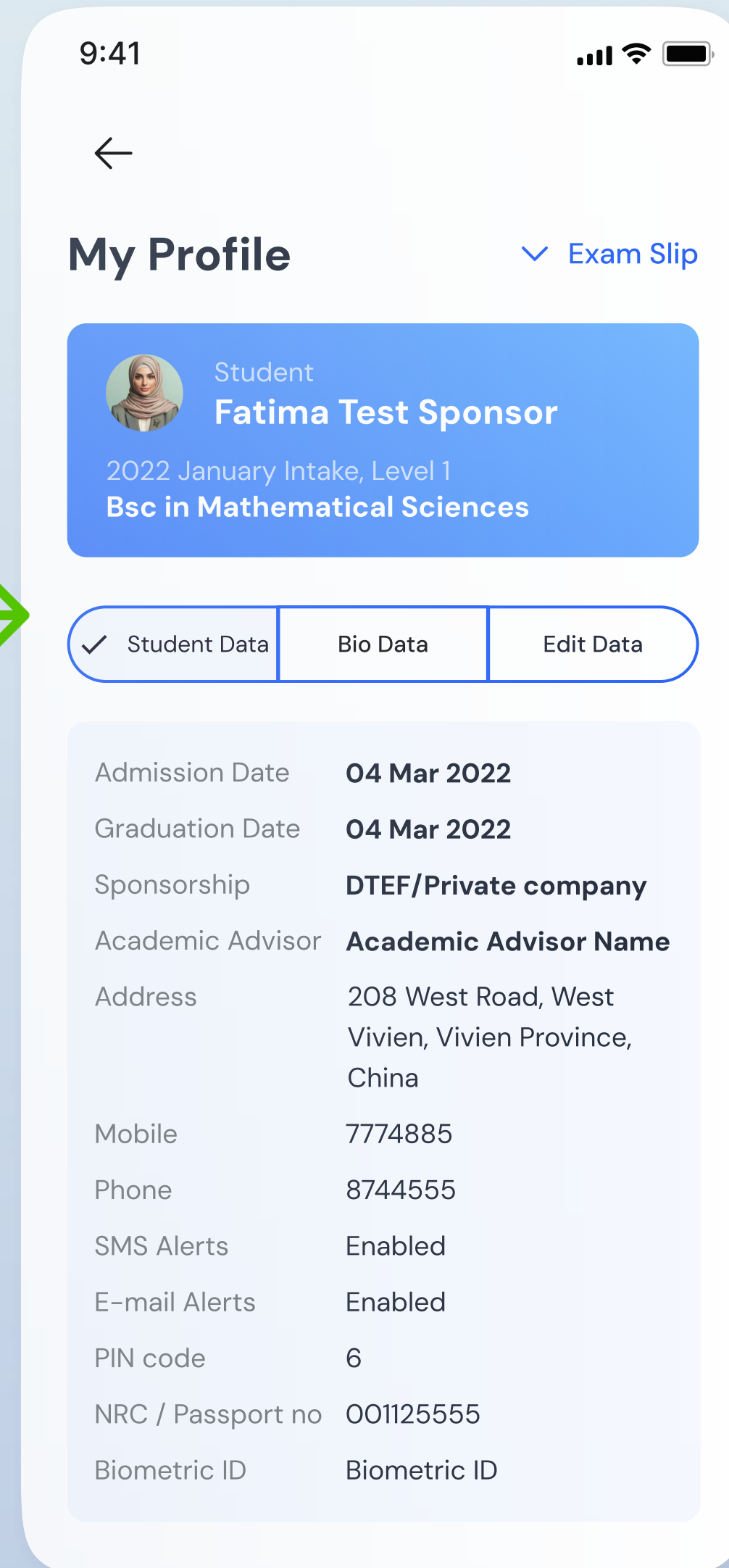
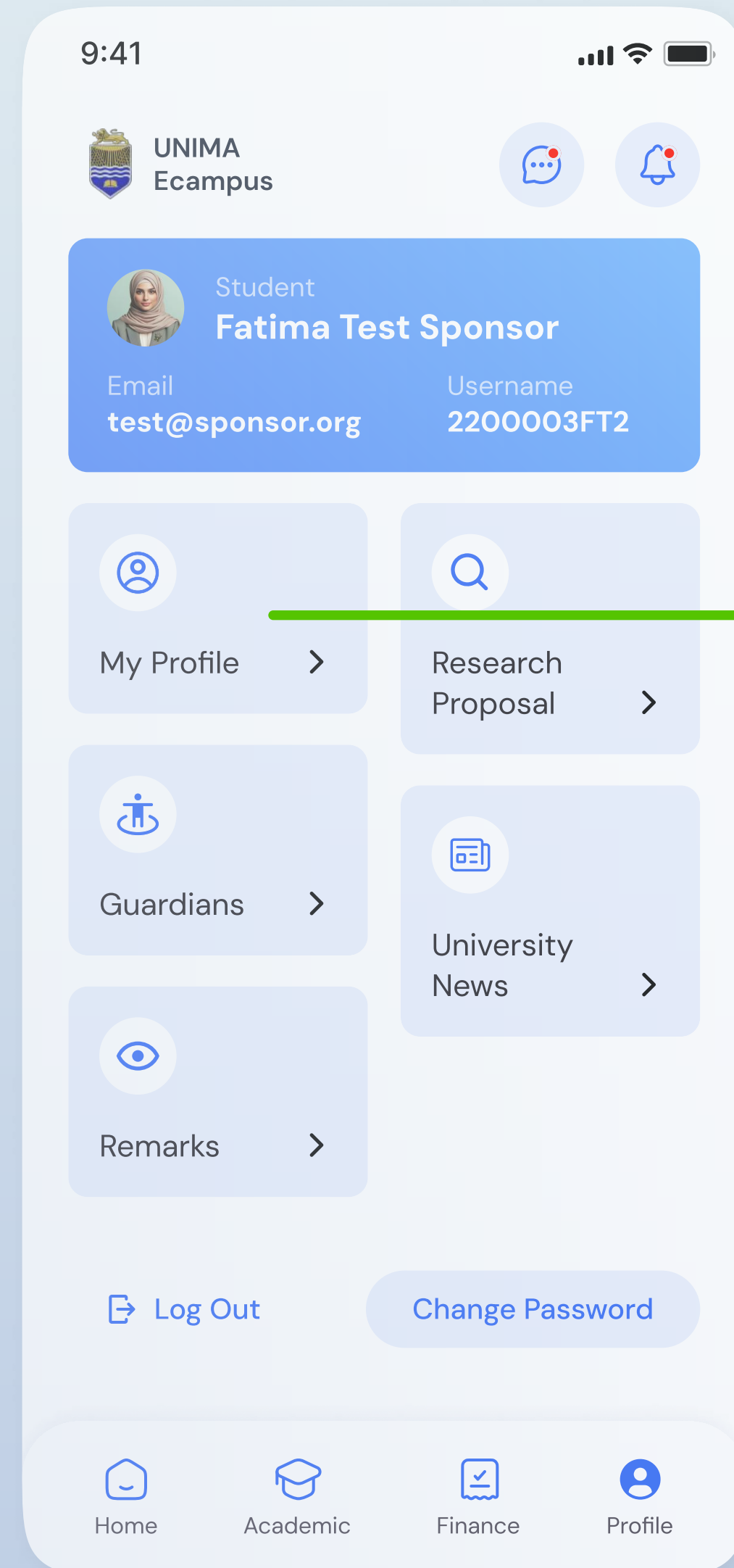
Finance

Profile

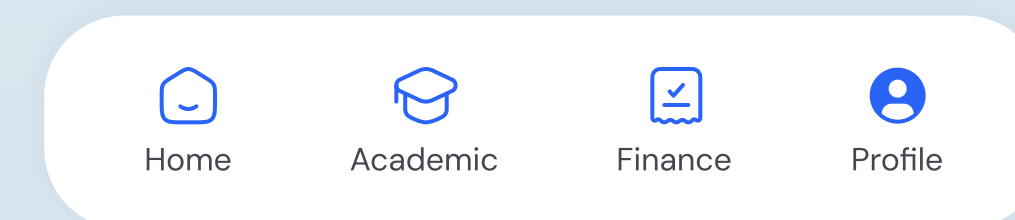
Overview

- 1. Your Summary Info
- 2. Your Profile
- 3. Research Proposal
- 4. Guardians
- 5. University News
- 6. Remarks
- 7. Log Out
- 8. Change Password





Profile



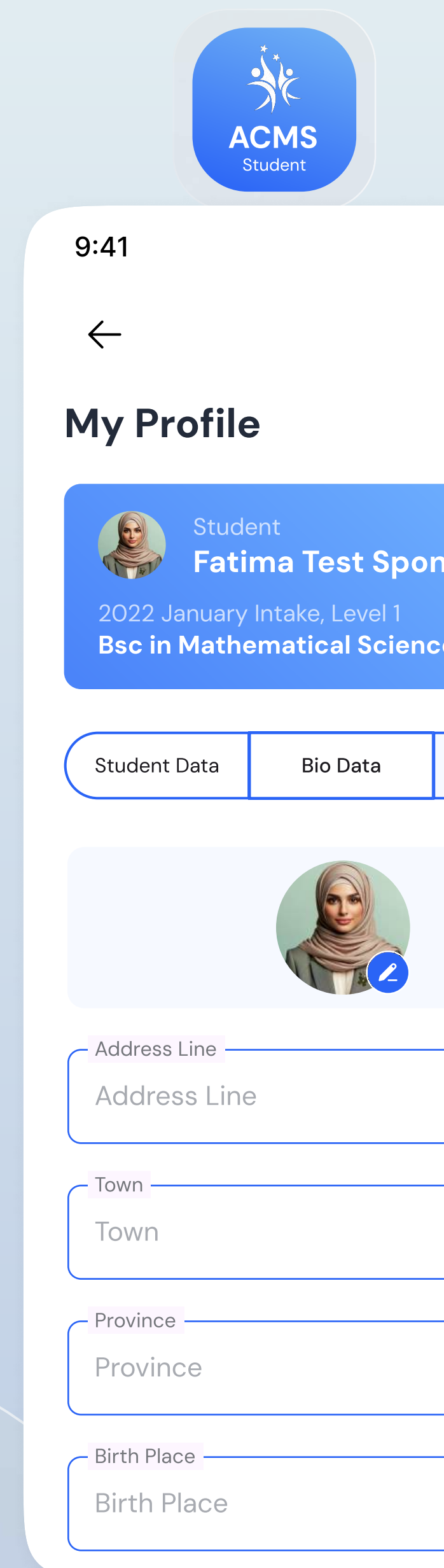
My Profile

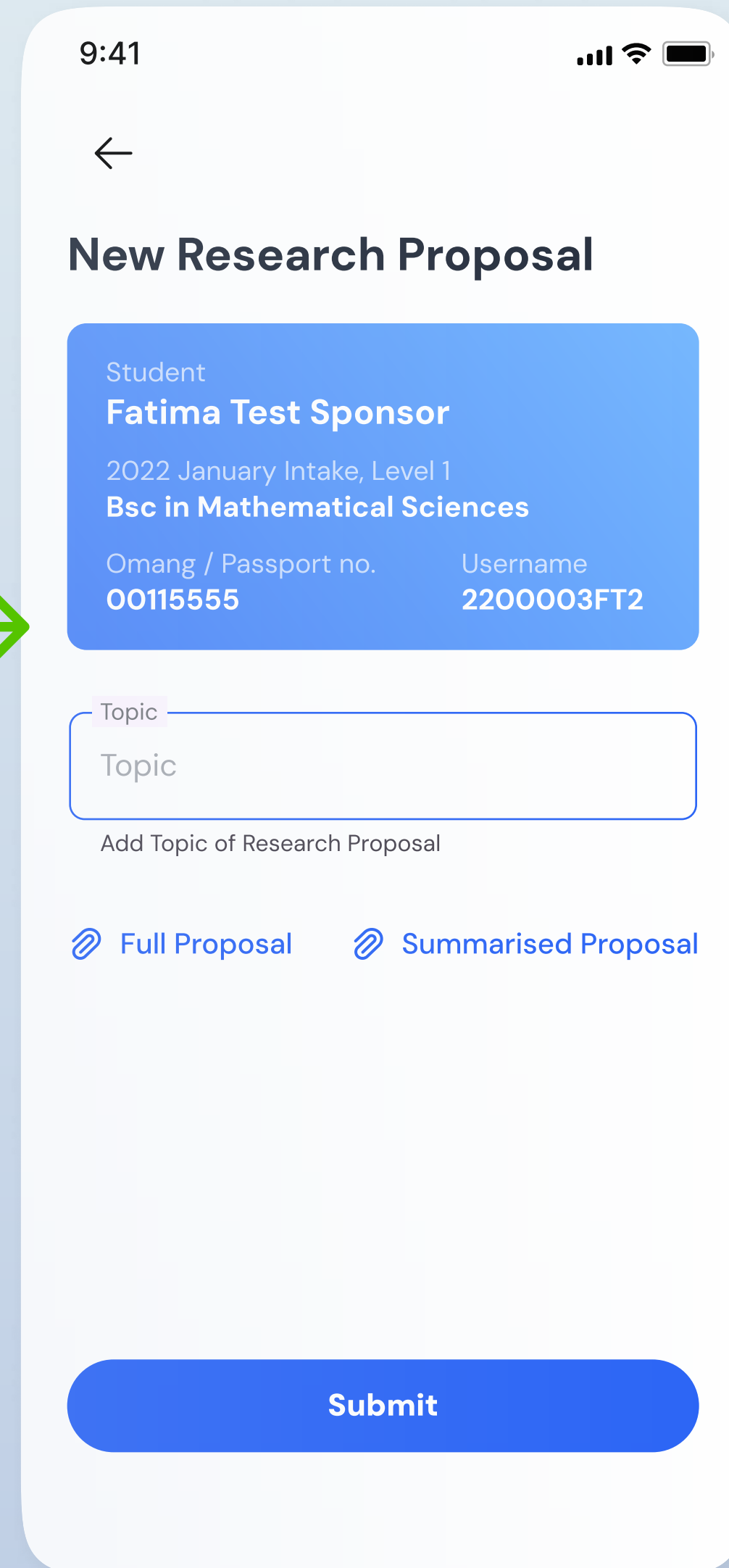
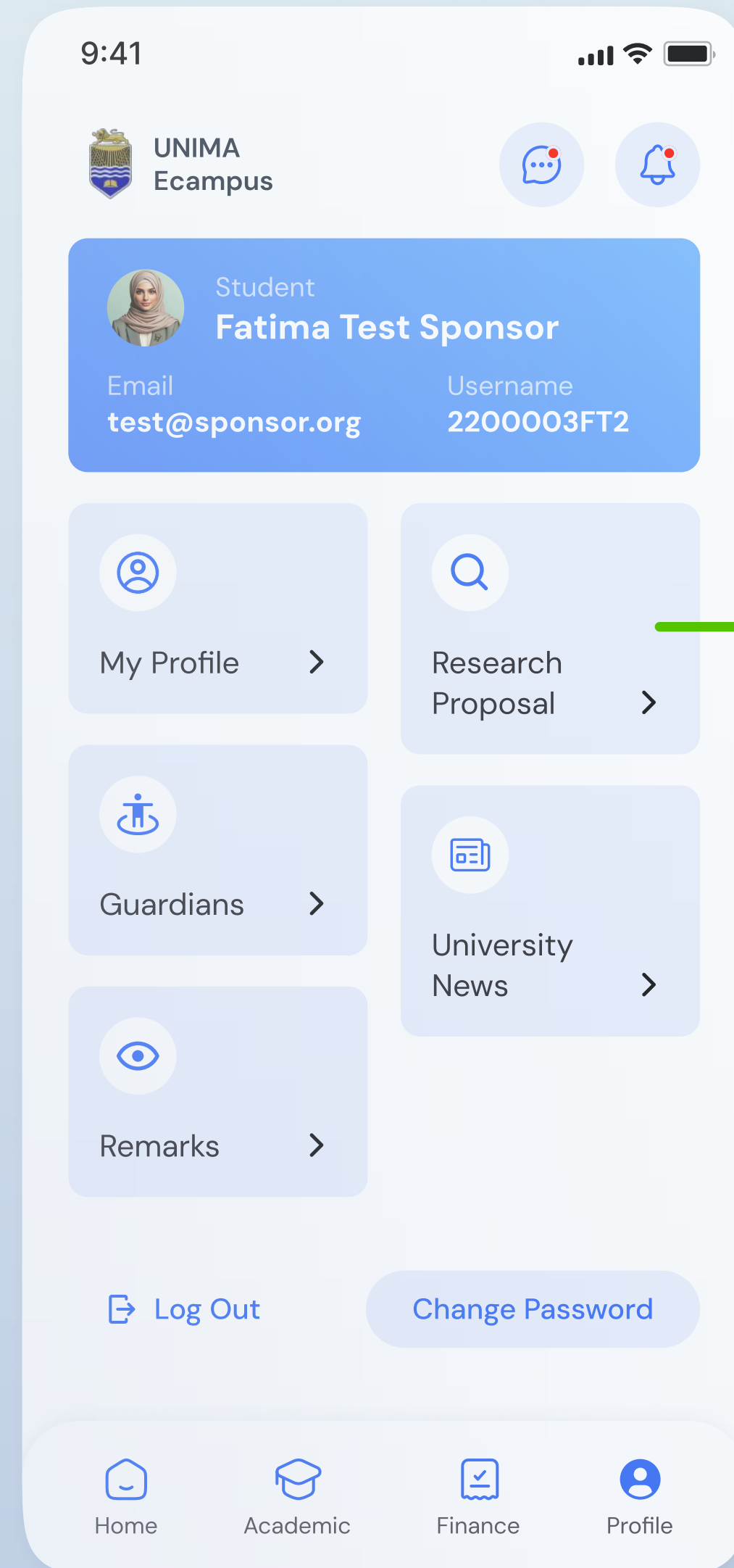
1. To Manage Profile: Navigate to the "Profile" section.

2. View Tabs:

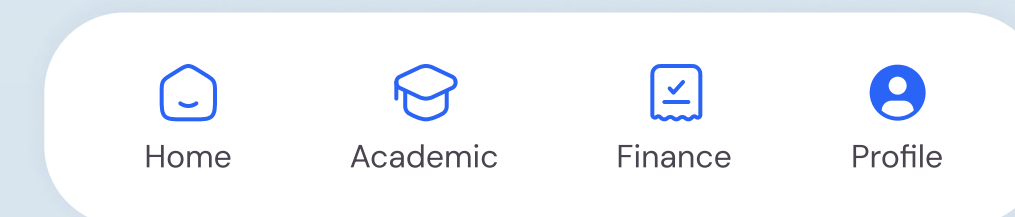
- **Student Data:** View and edit your student information.
- **Bio Data:** Review and update your personal bio data.
- **Editable Data:** Edit other profile information as needed.

3. **Change Avatar:** Update or change your avatar in Editable Data Tab.



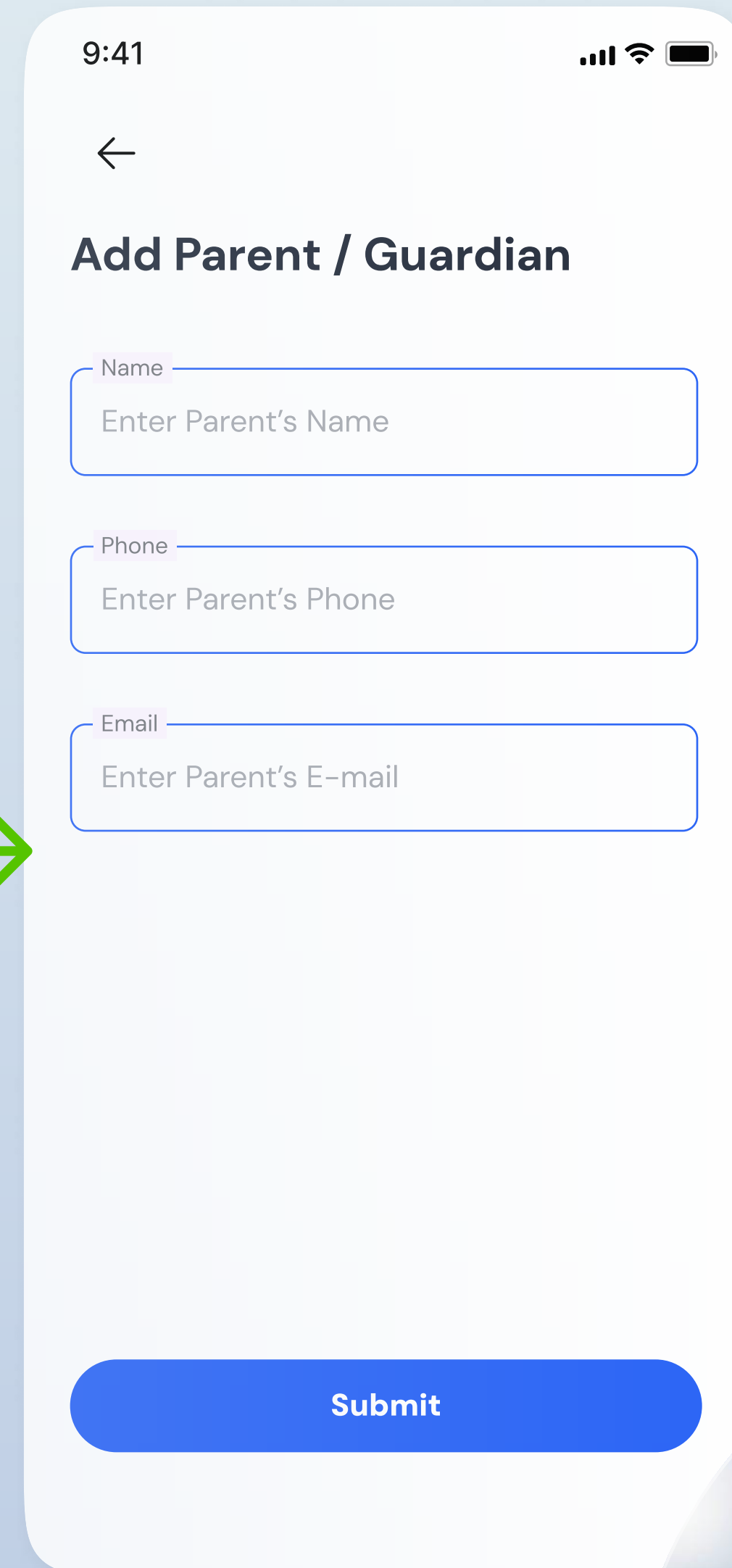
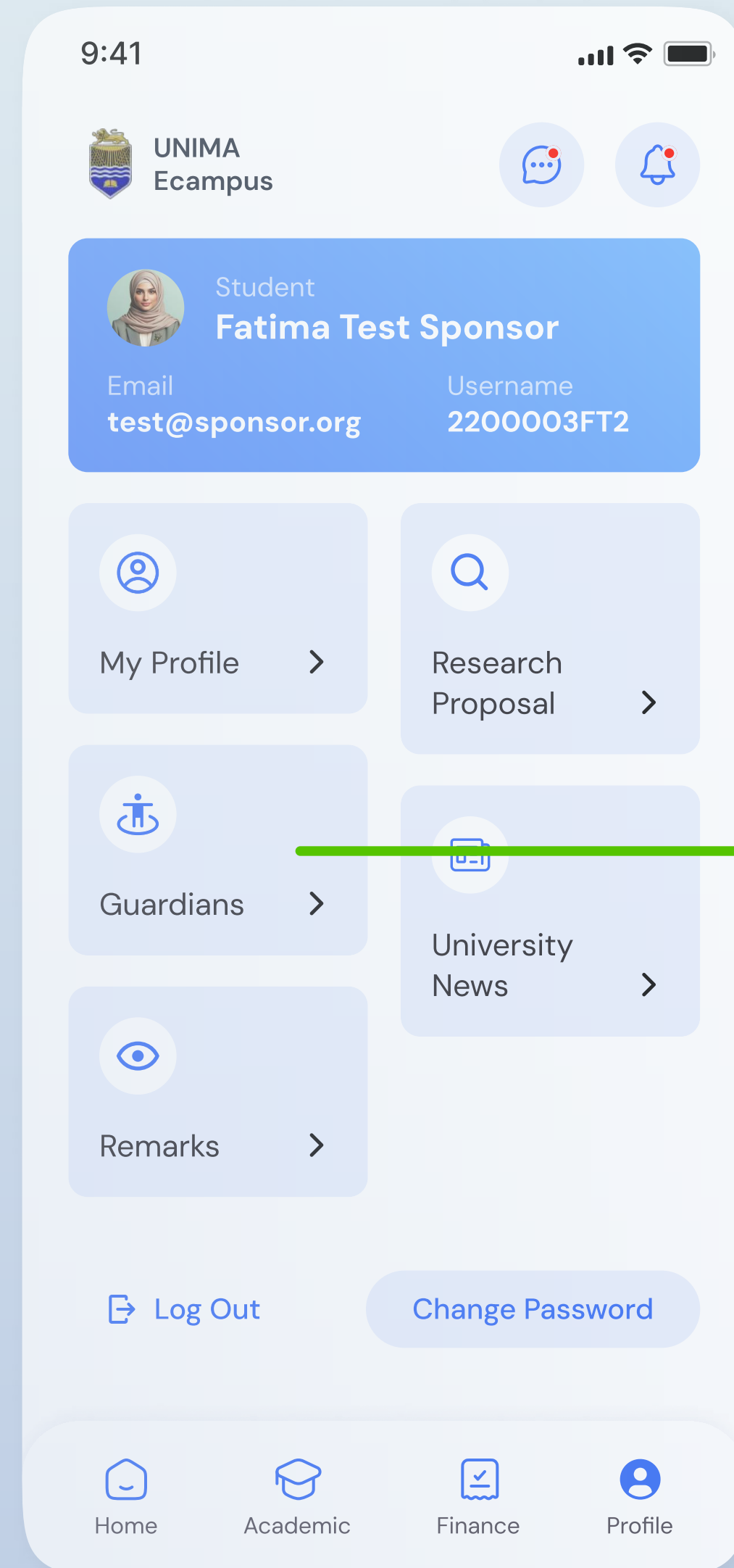


Profile

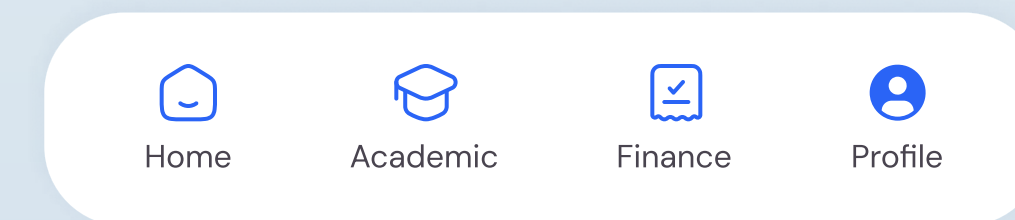


Research Proposal

- To Make Research Proposal:** Navigate to the "Research Proposal" section.
- View Existing Researches:** See your existing research proposals.
- Create New Proposal:**
 - Enter the title of the proposal.
 - Add the full document and a summarized version.
 - Click Submit: Submit the new research proposal.

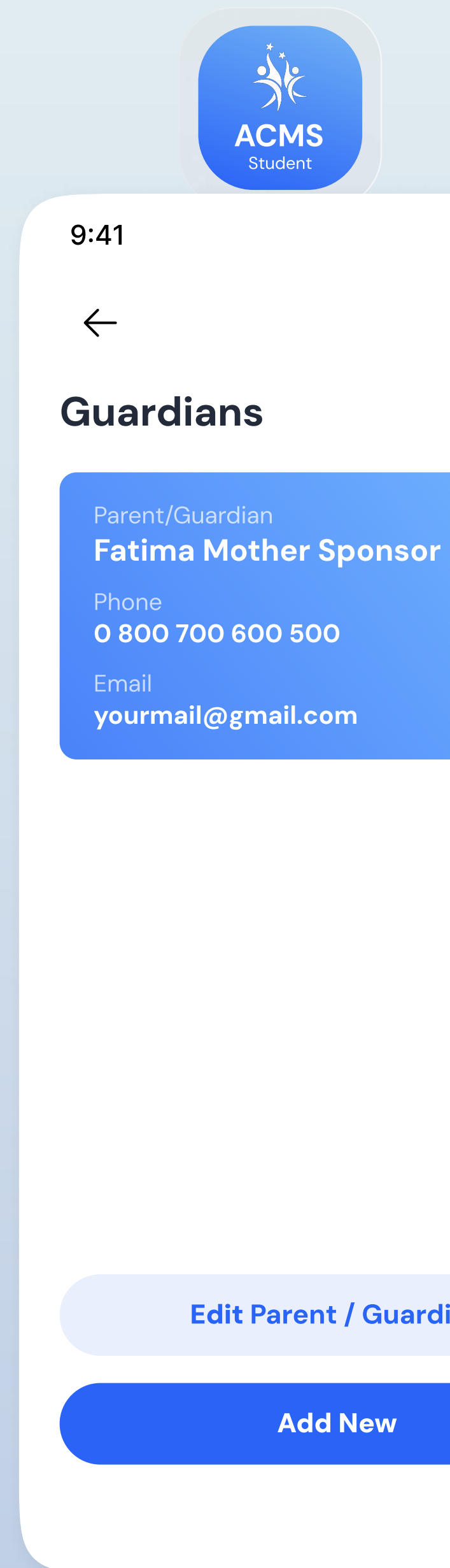


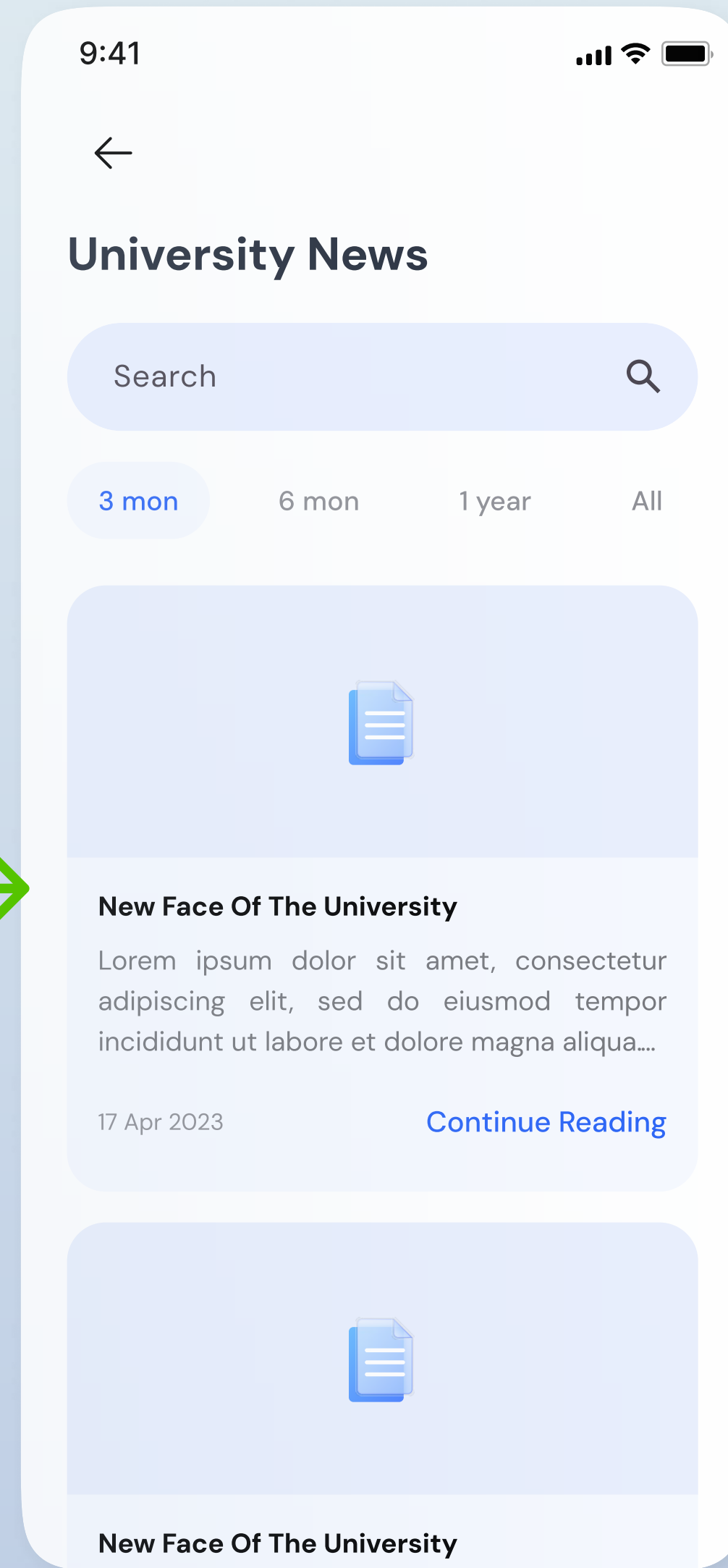
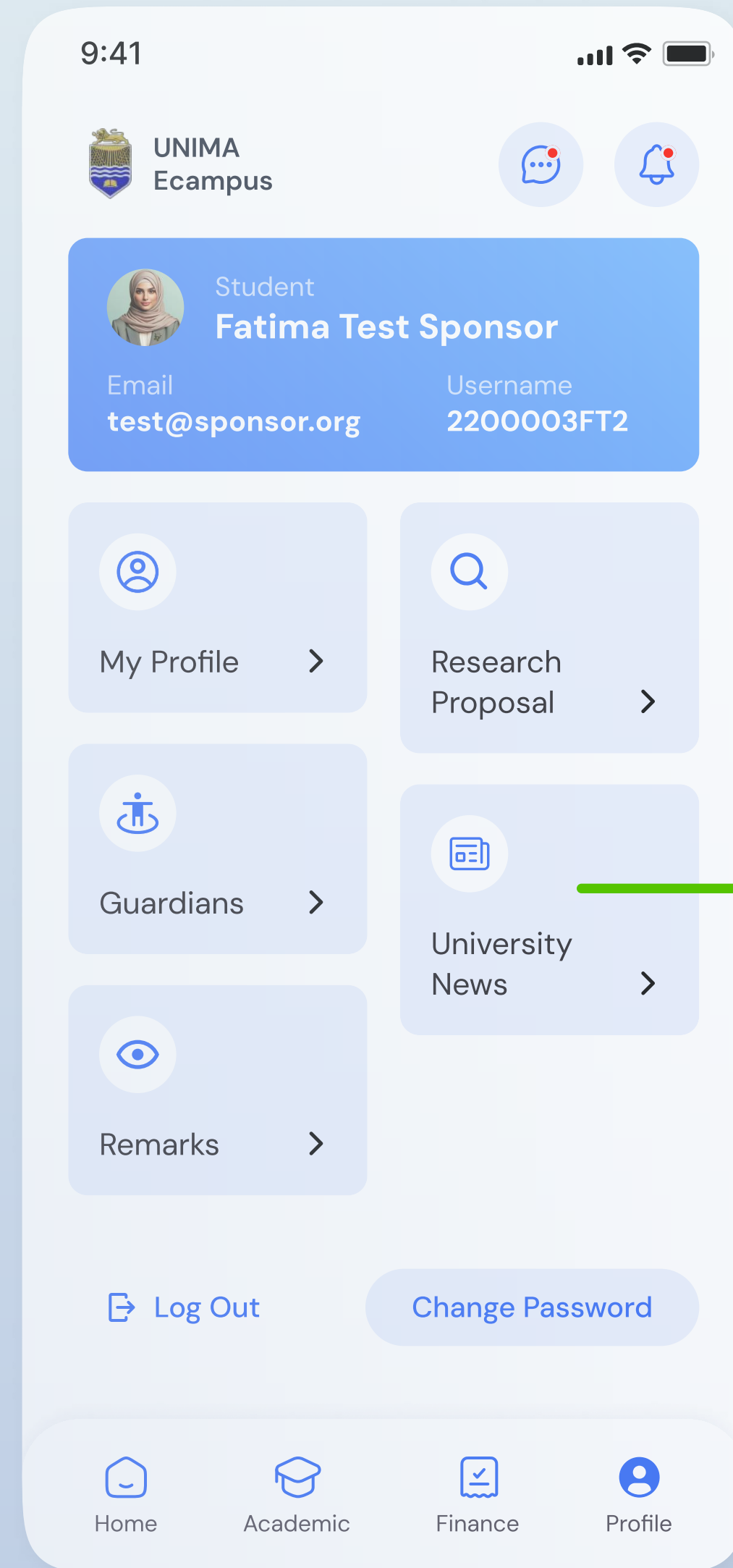
Profile



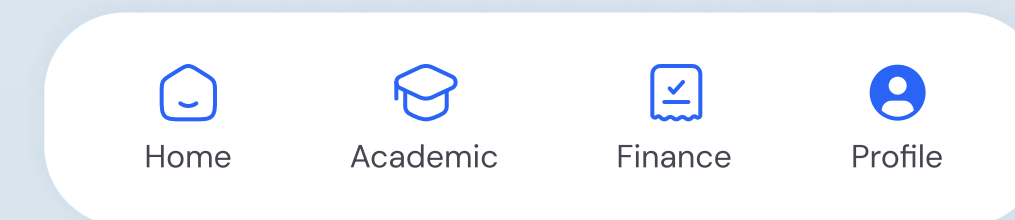
Guardians

1. **To Add Your Parent or Guardian:** Navigate to the "Guardians" section.
2. **Fill Out Form:** Complete the form with the necessary details for the parent or guardian.
3. **Click Submit:** Submit the form to add the parent or guardian.



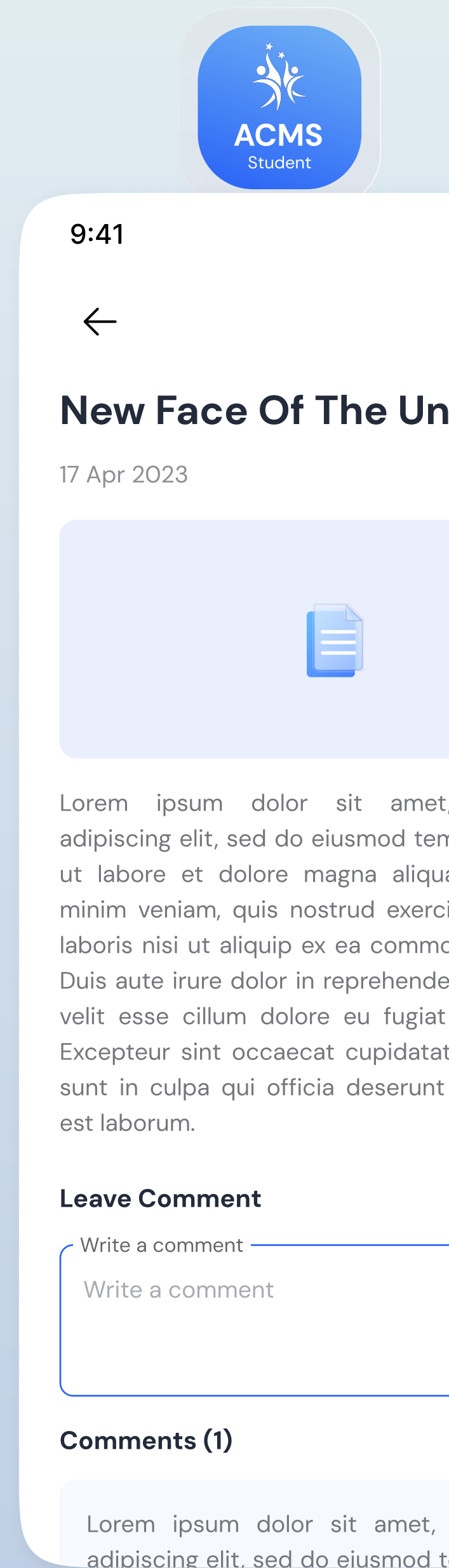


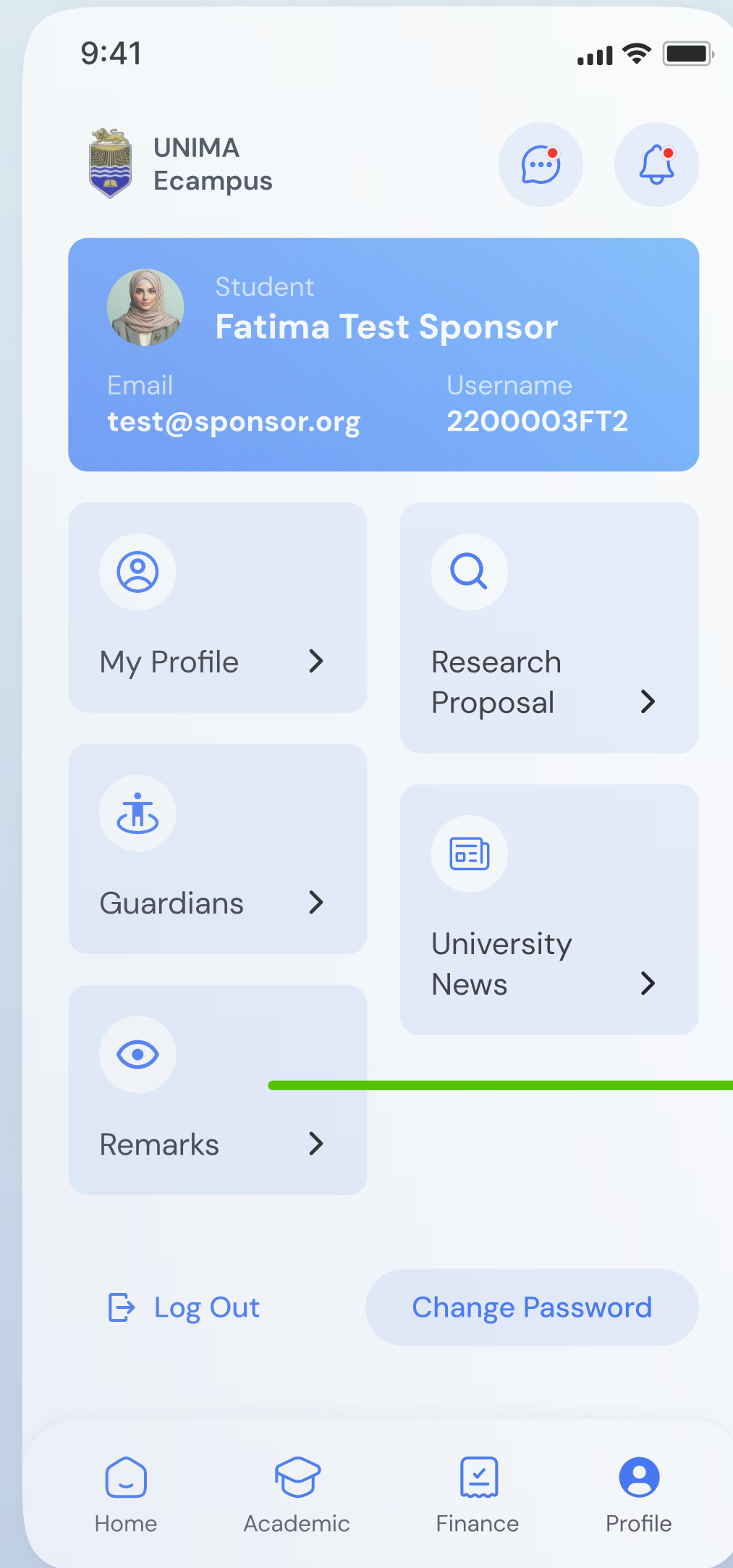
Profile



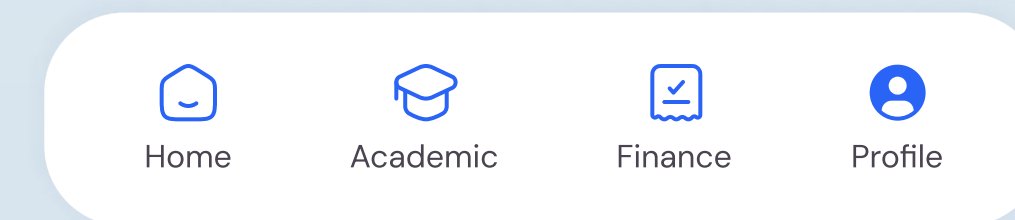
University News

1. To Read University News: Navigate to the "University News" section.
2. View News: Browse and read the latest university news available in this section.



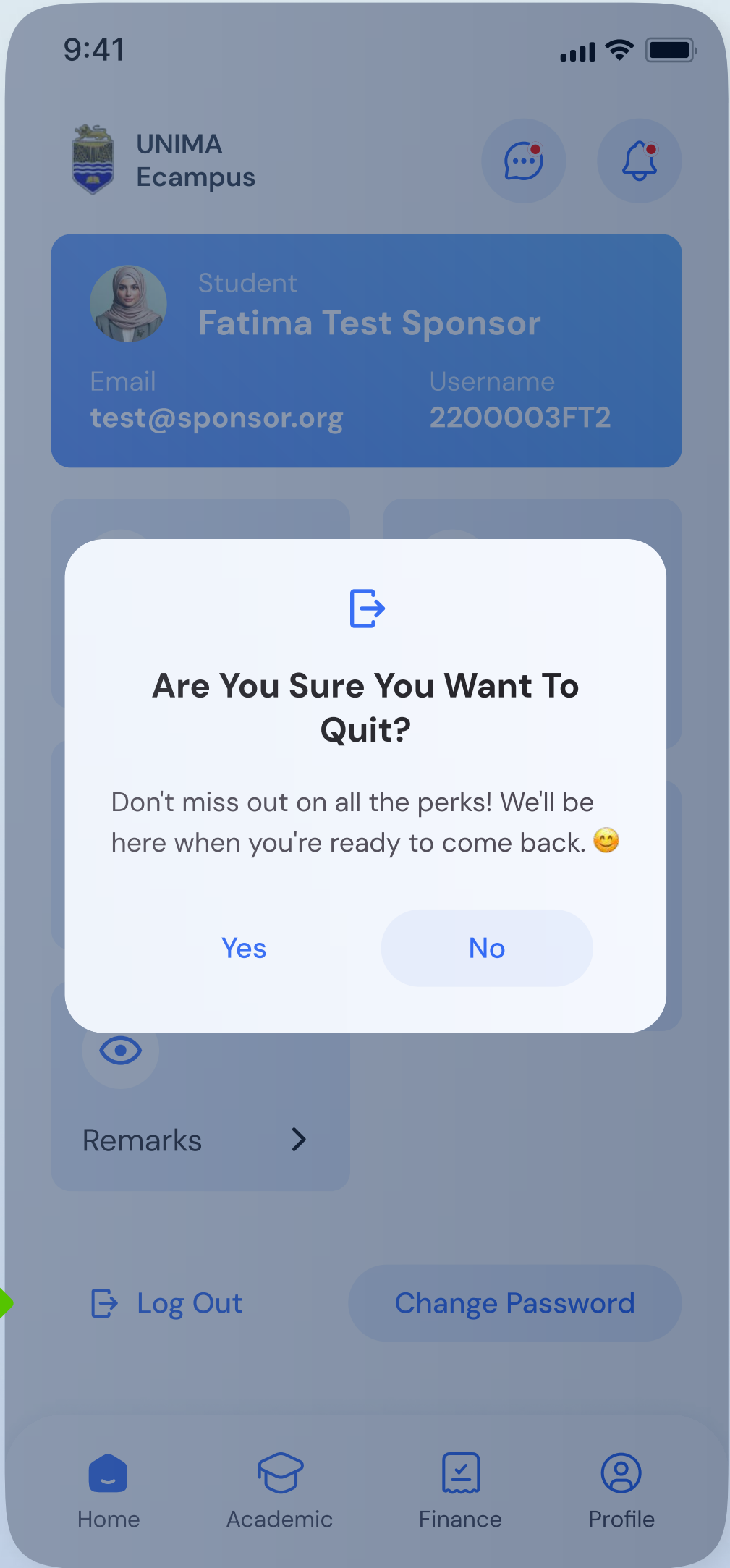
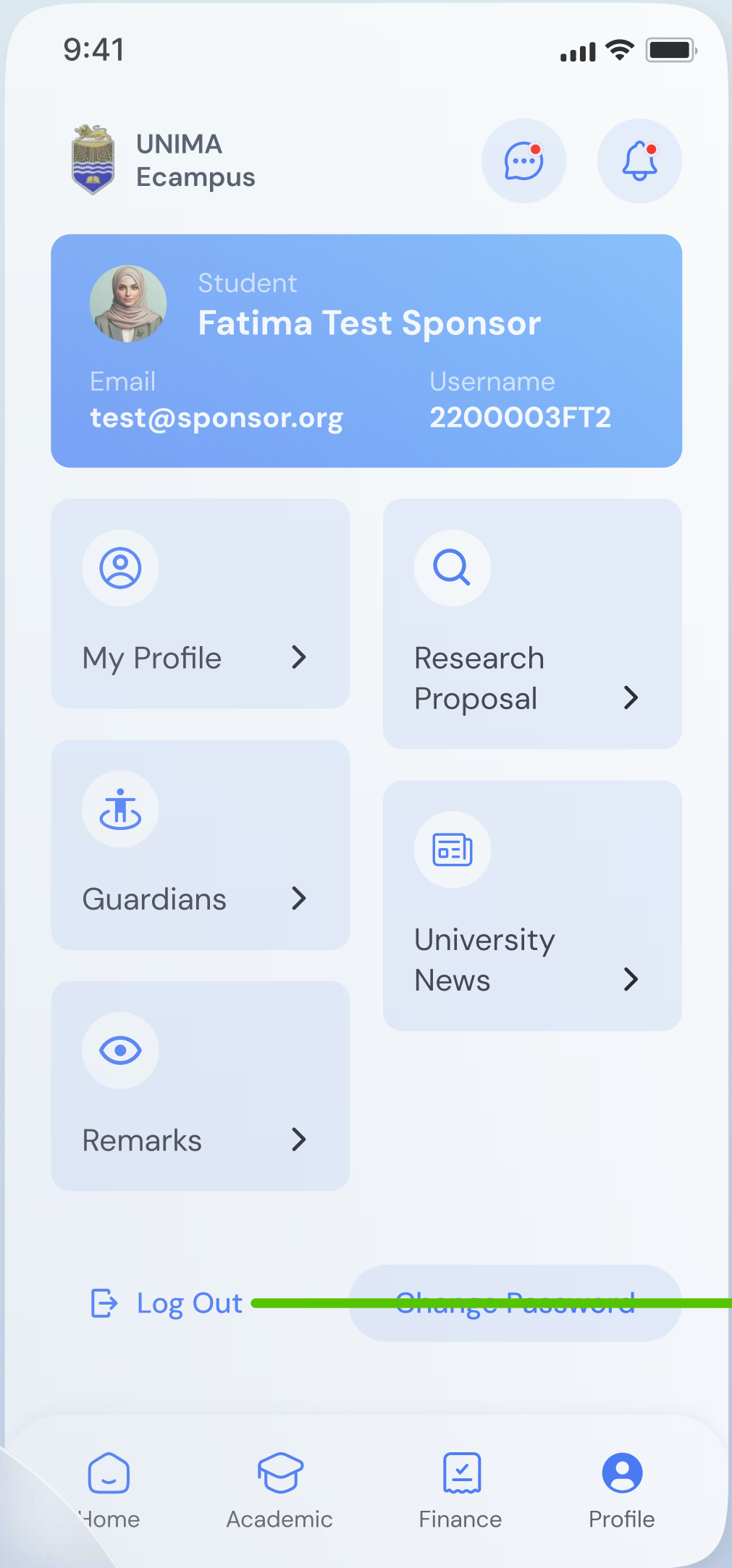


Profile

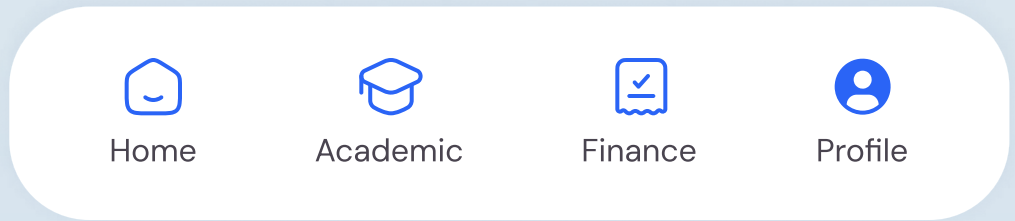


Remarks

1. **To View Remarks:** Navigate to the "Comments" tab.
2. **View Teachers' Remarks:** Read the comments provided by teachers.
3. **Download Documents:** If available, download any associated documents.

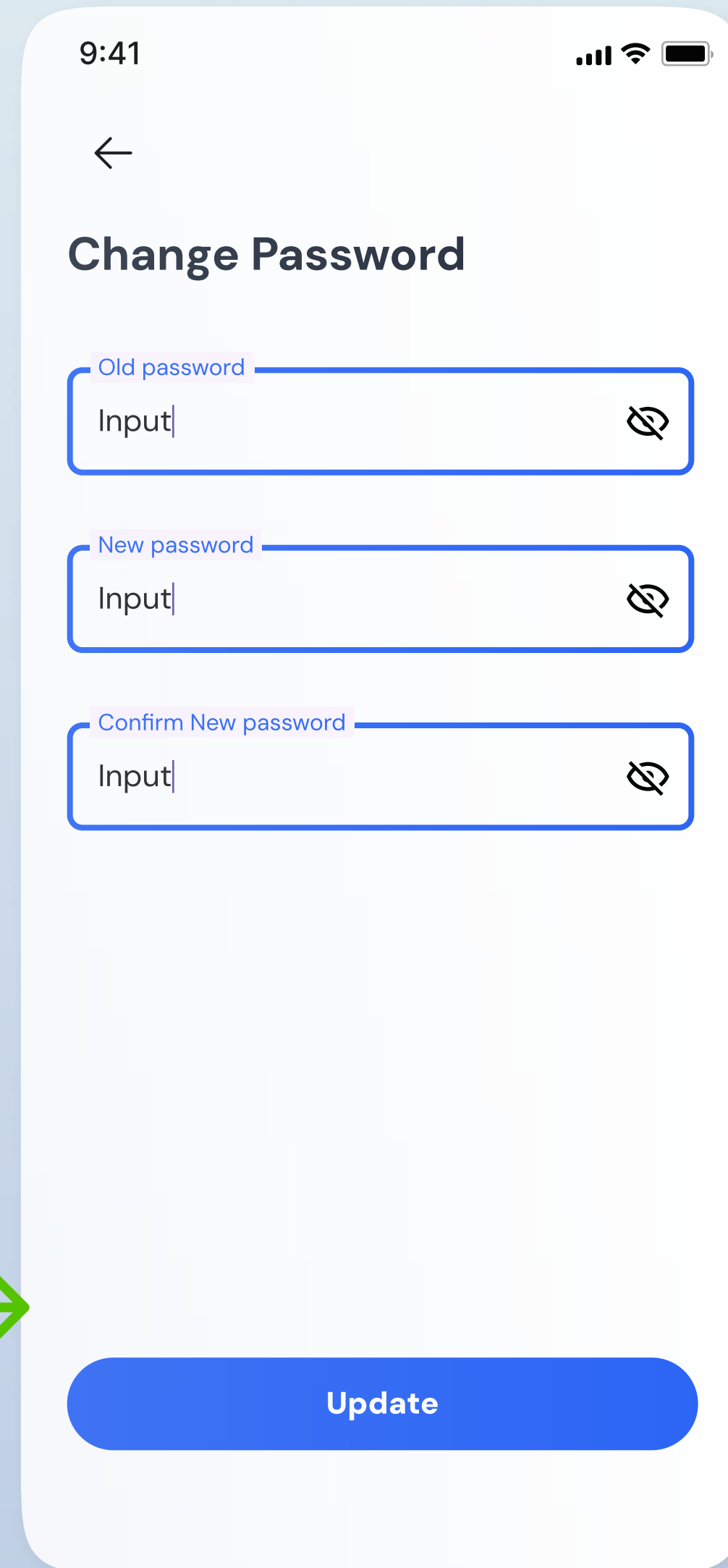
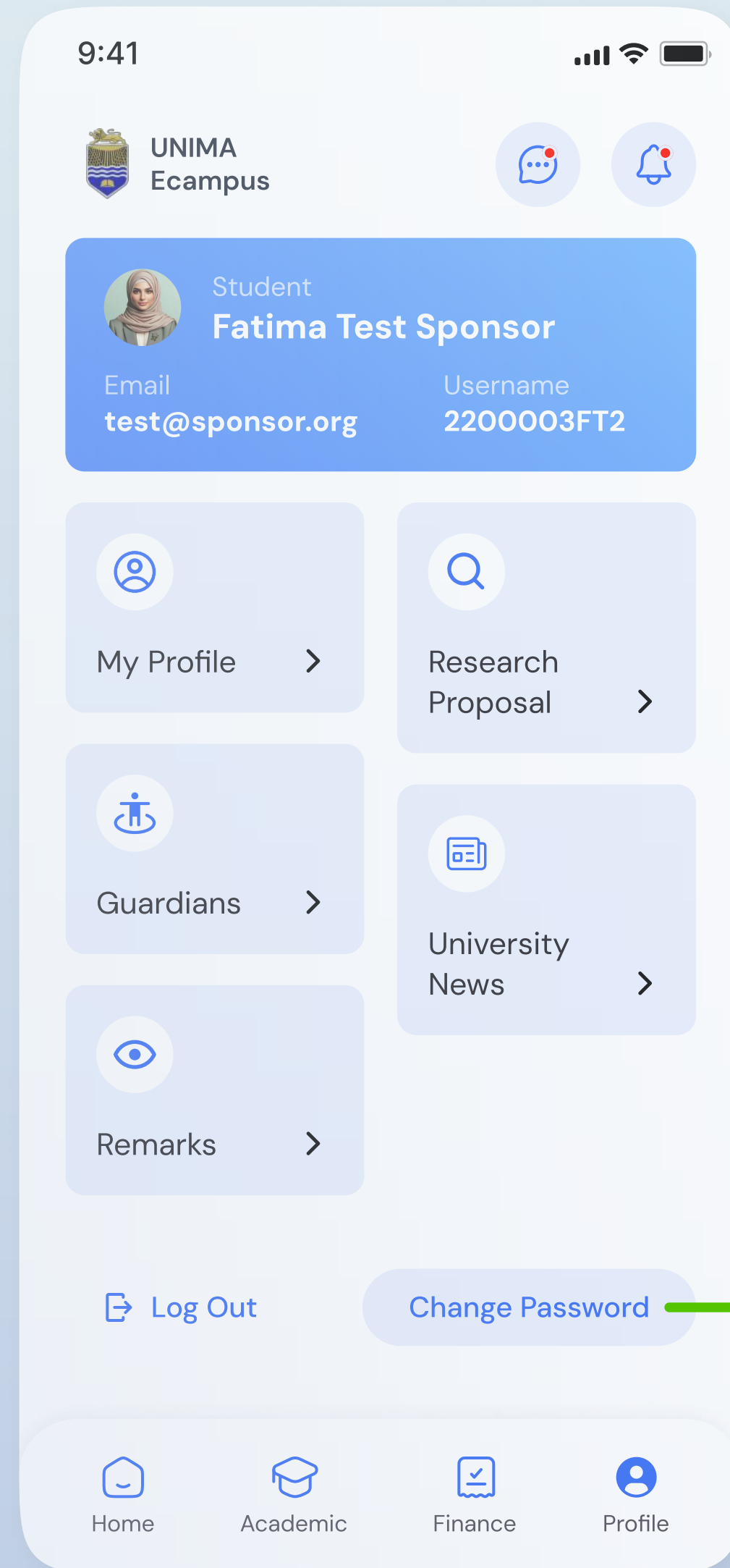


Profile

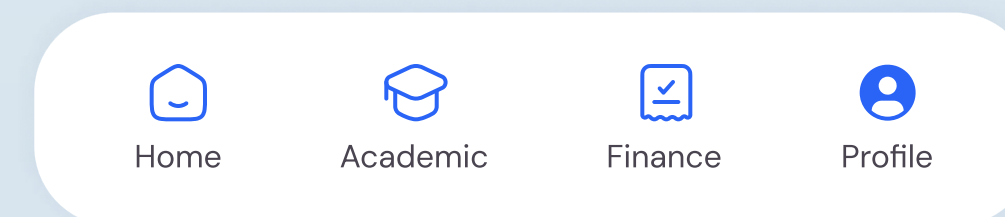


Log Out

1. **To Log Out:** Click the "Log Out" button to exit your account.



Profile



Change Password

- 1. Enter Old Password:** Input your current password.
- 2. Enter New Password:** Type in the new password you want to set.
- 3. Repeat New Password:** Re-enter the new password to confirm it.