# UMCS ADMIN SELF SERVICE PORTAL

https://manage.umcs.go.ug/admin.php


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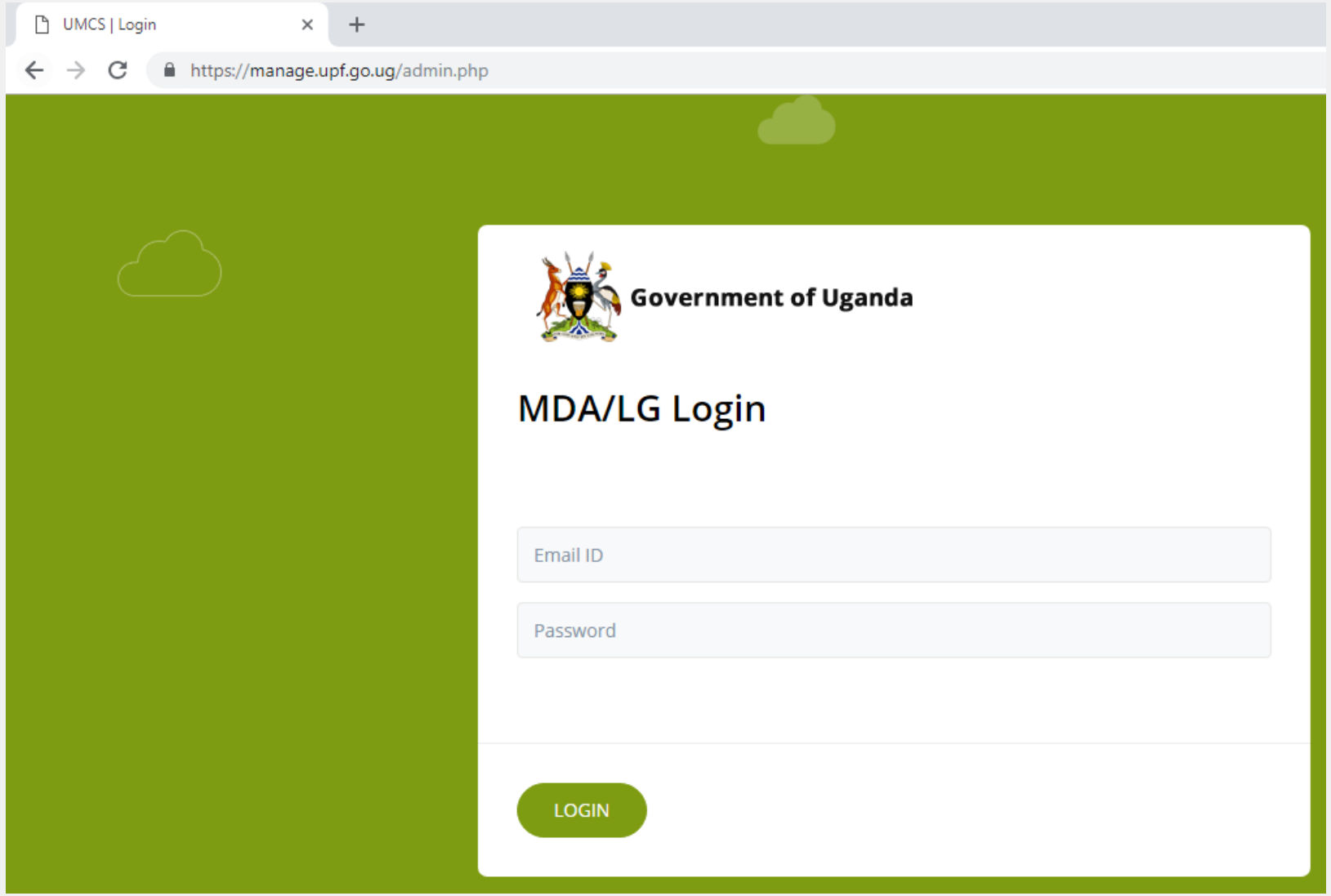
# Signing Into UMCS Admin Self Service Portal

1) **Enter URL: https://manage.upf.go.ug/admin.php**

2) **Enter your Email & Password**

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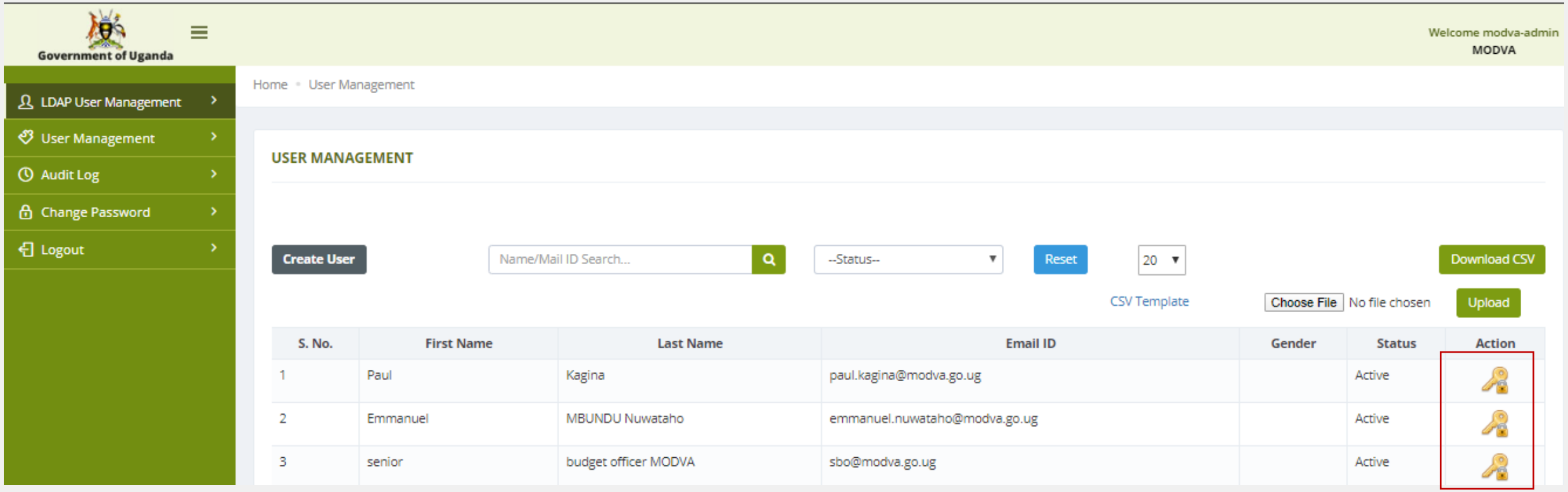
# Resetting Users Password

1) Select “LDAP User Management” from left menu
2) Select or Search a user to reset password and Click the change password icon

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# Resetting User Password Cont..

**Enter new preferred user's password in "New Password" and "Confirm Password" and click on "Save"**

LDAP User Management

**CHANGE PASSWORD**

Note: Your new password must be 8 characters long or longer and have at least: one capital letter, one lowercase letter, & one number and one special character.
You must use a new password, your current password can not be the same as your new password.

Name *
Paul Kagina

Email ID *
paul.kagina@modva.go.ug

New Password *

Confirm Password *

Cancel Save

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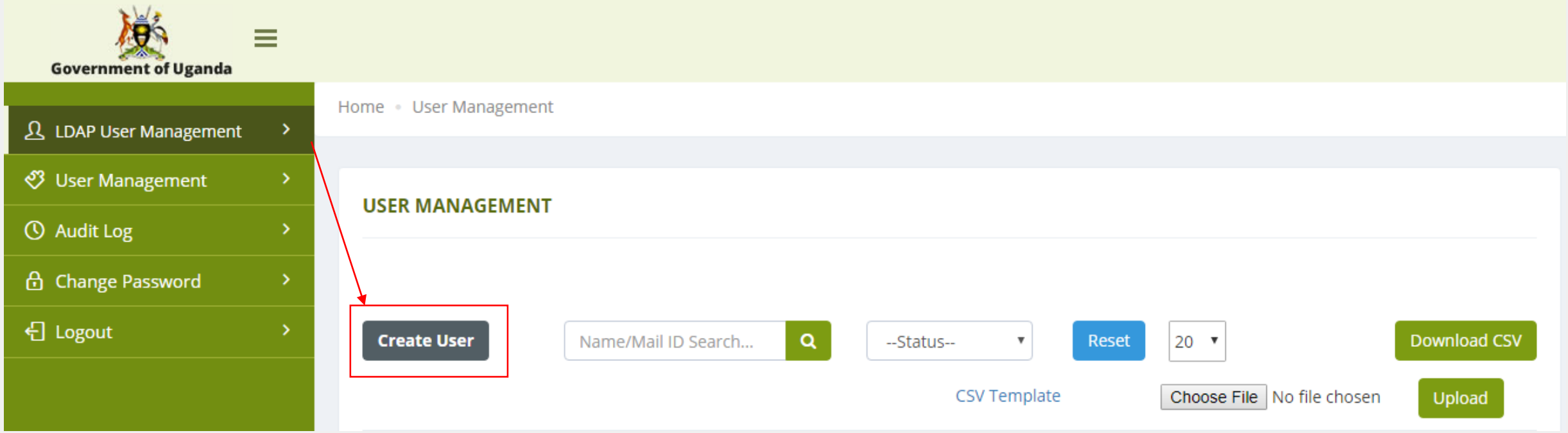
# Creating User Email Address

1) **Select “LDAP User Management” from left menu**
2) **Select “Create User”**

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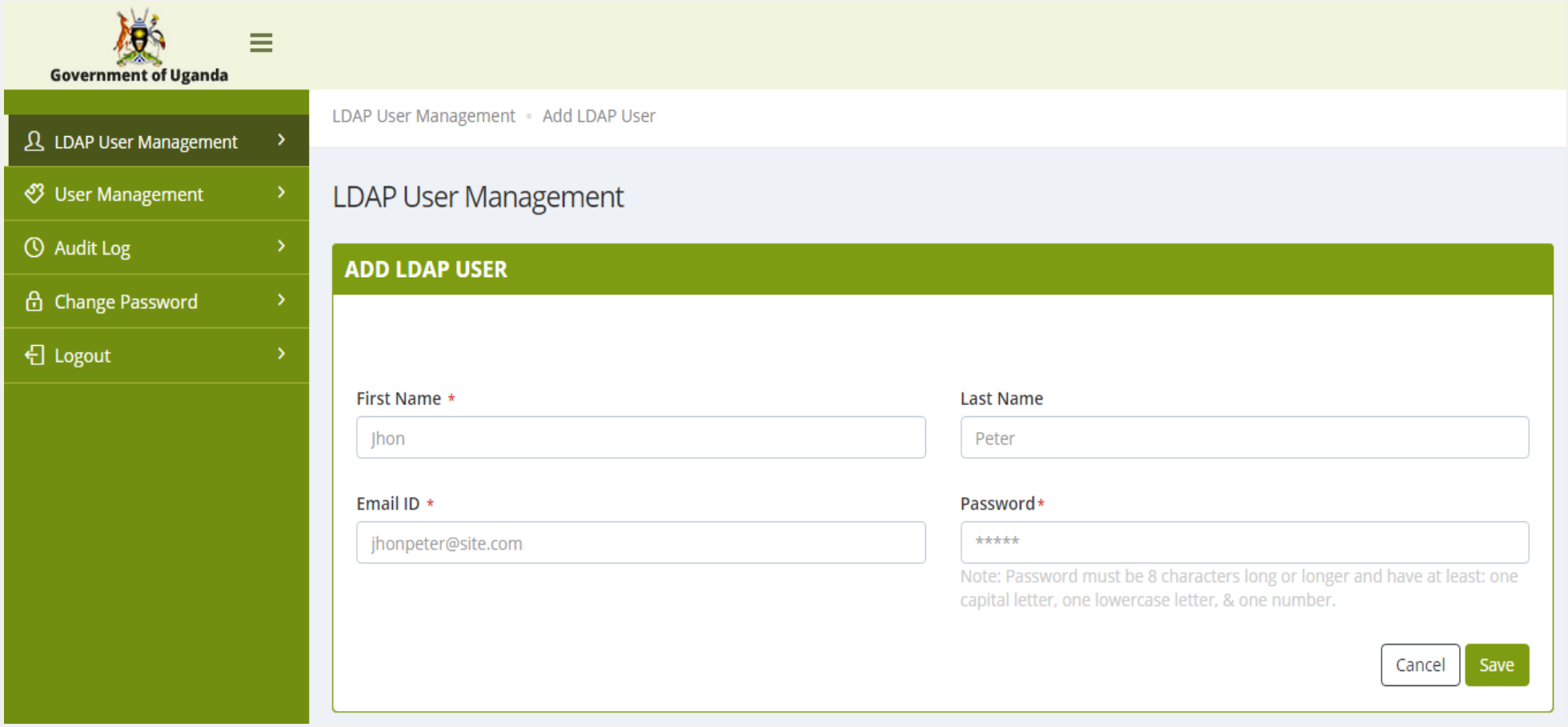
# Creating User Email Address Cont….

**Enter User's First Name, Last Name, Preferred Email Address and Preferred/Default Password and Save.**

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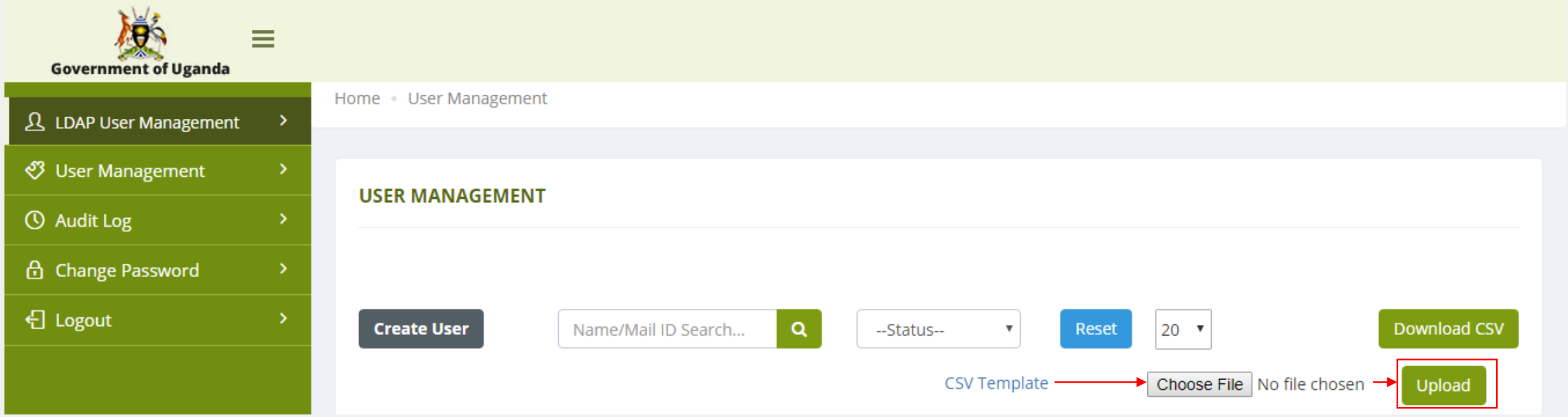
# Creating User Email Address Cont….

## Importing User's Emails from CSV File to the User Management Portal

1) Select "LDAP User Management" from left menu
2) Download the CSV Template and fill in the required User's information to be Imported
3) Select Choose button and located the CSV File
4) Select the Upload button and wait for the file to be uploaded.
5) Select the "User Management" Link on the Left side of the Menu to view the uploaded users

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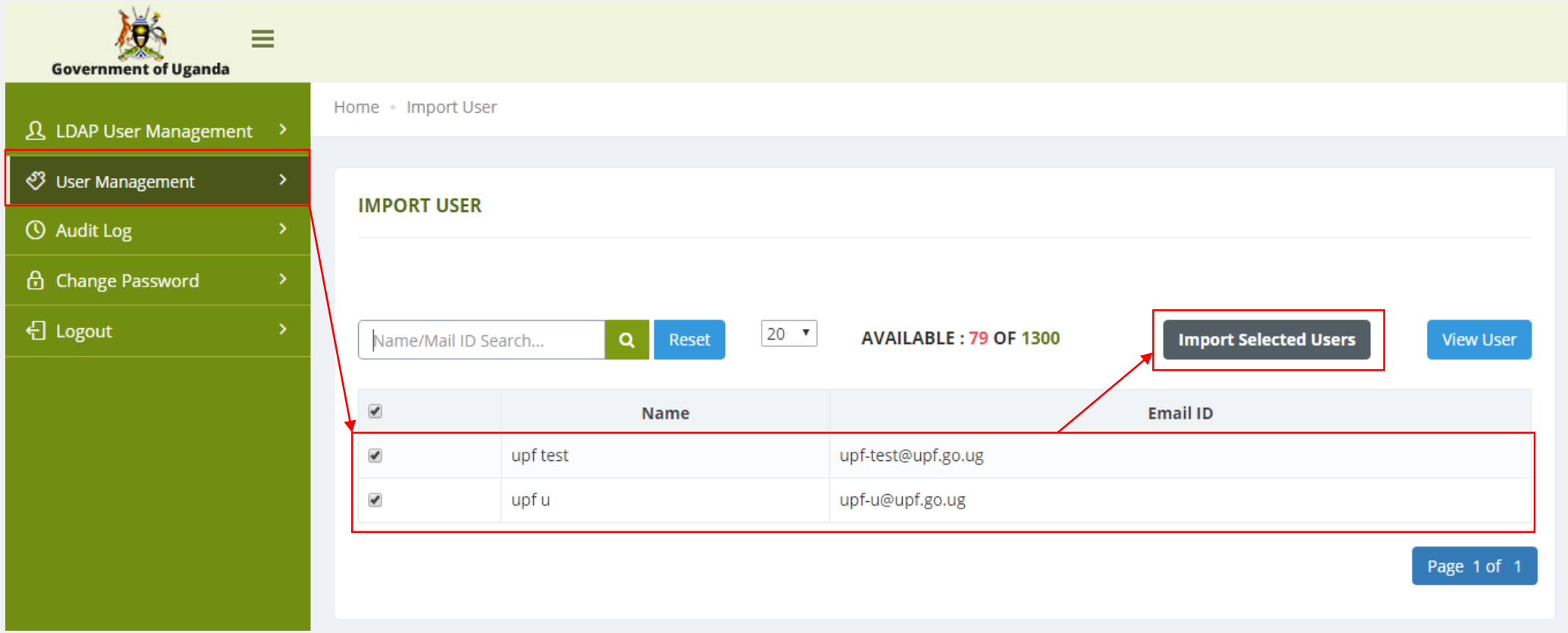
# Viewing uploaded/ Created User Email Address And Importing Selected User into UMCS

1) Select “User Management” Link from left menu

1) Select all or Search or select from the dropdown menu for the number of users emails to be imported

1) After selecting the email, click the “Import Selected Users” button and wait for users to be imported

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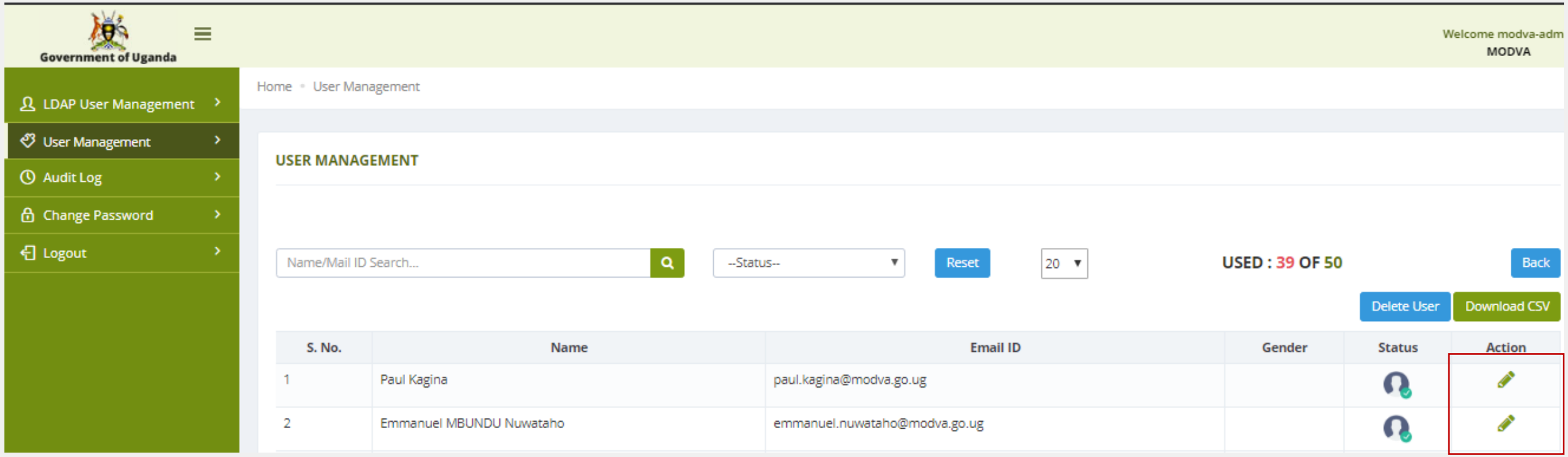
# Editing an Email in the UMCS

1) Select “User Management” Link from left menu.
2) Click on “View User” to view all the users
3) Click on the edit option for the respective account to be edited

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# Editing an Email in the UMCS……

1) **Select “Staff Name” to edit The name of the account and “Email” to edit email**
2) **Save**

LDAP User Management

**EDIT USER**

Full Name *
Paul Kagina

Edit for *
Staff Name  Email ID

First Name *
Paul
Note:First name change will affect Full name

Last Name*
Kagina
Note:Last name change will affect Full name

Login ID *
paul.kagina

Email ID *
paul.kagina@modva.go.ug
Note:Email ID change will affect Login ID

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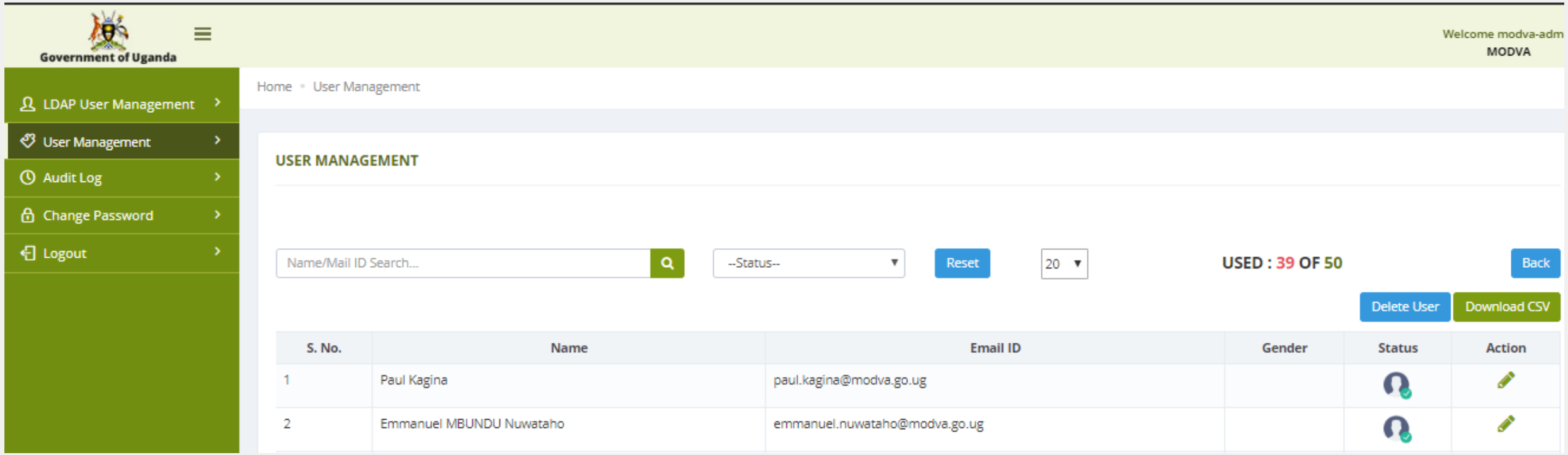
# Viewing, Deleting & Downloading Imported User in the UMCS

1) Select “User Management” Link from left menu.
2) Search or select from the dropdown menu for the number of users emails to be deleted or downloaded.
3) Select dropdown menu next to search textbox to view active/ Inactive users

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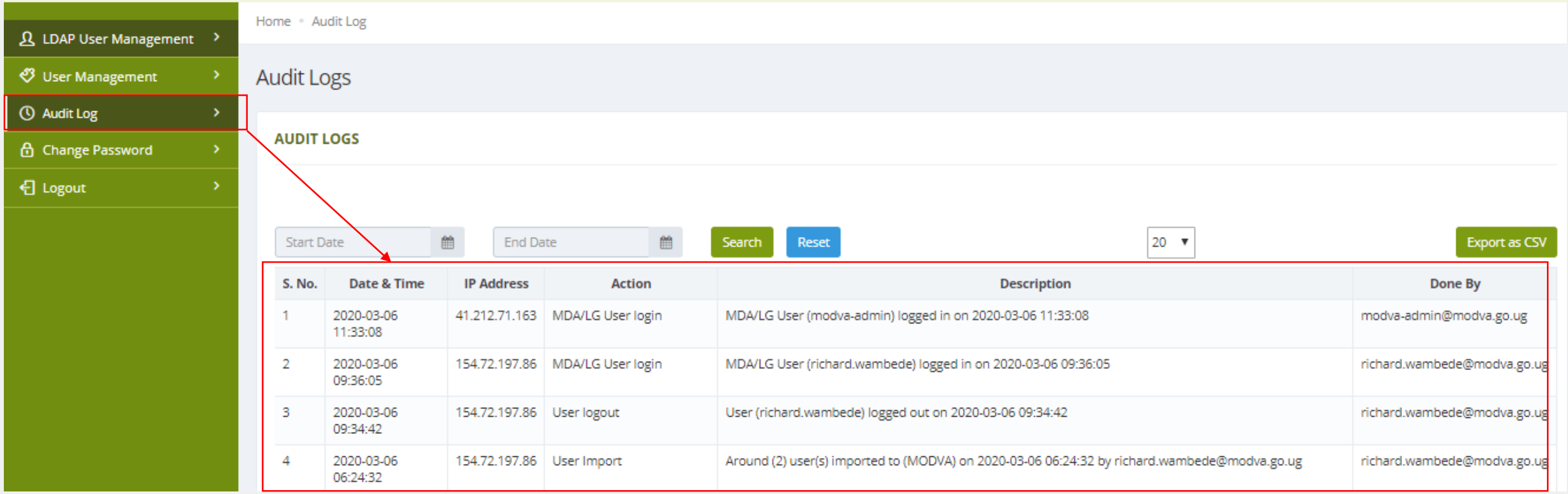
# Viewing, Searching & Exporting Audit Logs

1) **Select “Audit Log” Link from left menu.**

2) **Select Start/End Dates and Click the search button to view the preferred Audit Logs.**

3) **Select “Export as CSV” button to download Audit Logs in CSV**

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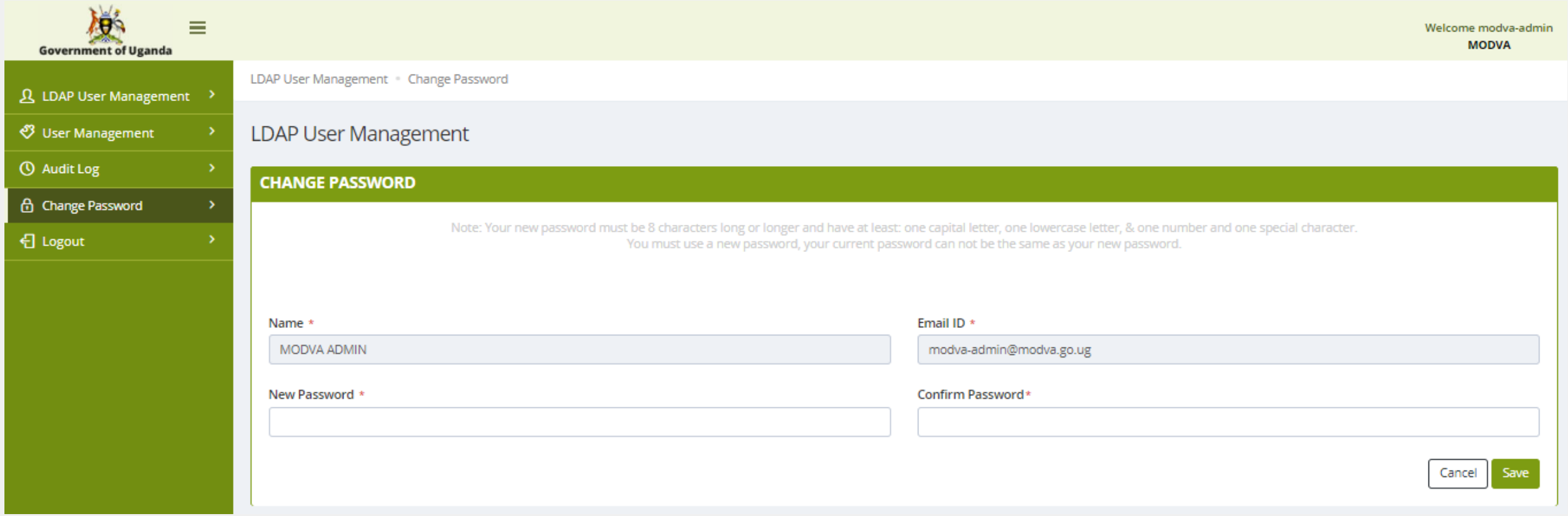
# Changing Admin Password

1) **Select “Change Password” Link from left menu**

2) **Enter your preferred password in “New Password” and “Confirm Password” and click on “Save”**

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