

LOCAL GOVERNMENT TRAINING INSTITUTE



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ANNOUNCEMENT TO ALL COUNTINUING STUDENTS

STEPS FOR LOGIN IN STUDENT INFORMATION SYSTEM (SIS)

For first Login

1. **Username:** Type your registration number in this format: eg **NS9978/0145/2017** or **NP9978/0145/2017**
2. **Password:** Type 1234
3. **Tick Student Box**
4. Click **Login**
5. In **Change Password** Screen, type your password which you will be using and confirm your password by typing it again in the confirm password box then click **Save**
6. The system will redirect you to **Login Screen** again, here: -
 - **User name:** Type your registration number
 - **Password:** Type your new password you created and do **NOT** type 1234 again
 - Tick **Student BOX**
 - Click **Login**

For the **Next** Login type your registration number for user name and type your new created password and do **NOT** type 1234 again. Remember to tick **Student box** every time you login

- Complaints regarding individual Module result should be channeled to your Head of Department
- Complains regarding SIS login problems should be channeled to the ICT technical team through their mobile Phone numbers displayed on the Login Page
- Deadline for receiving complaints regarding your displayed results is on **Friday 05th, July 2019** and supplementary examination will commence on **08th July, 2019**

ISSUED BY THE OFFICE OF REGISTRAR

1STJULY, 2019