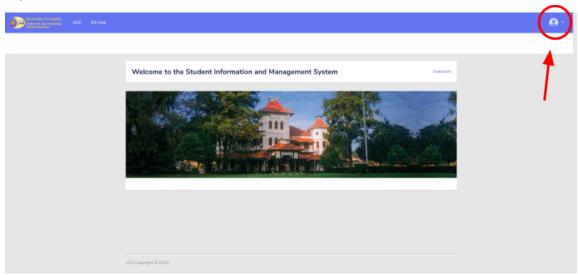
Student Information Management System

University of Colombo Institute for Agro-technology and Rural Sciences

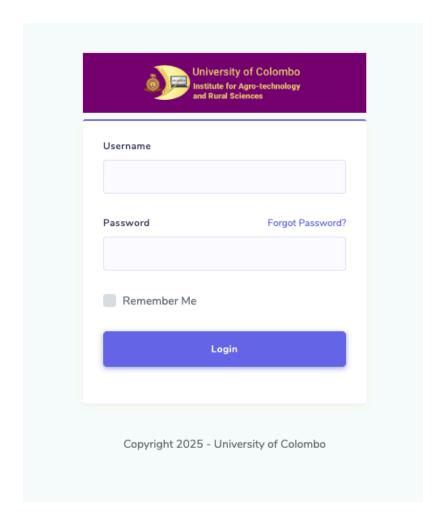
1.Log in to the system

Please use the following link to log in to the system. Temporary user credentials were sent to your email address.

https://sims.cmb.ac.lk/uciars/

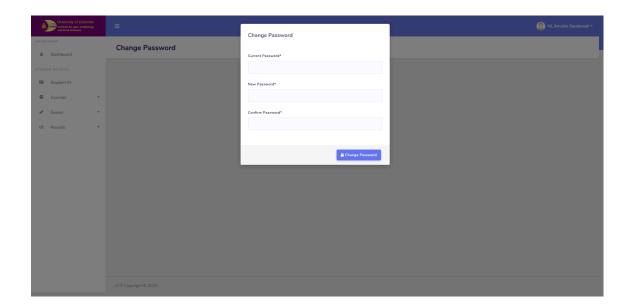


Then click the top right corner icon to visit the login page.

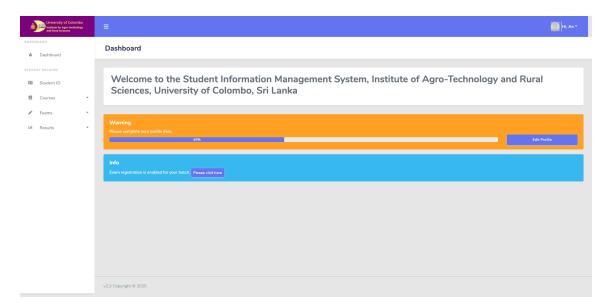


2. Change the temporary password to your own

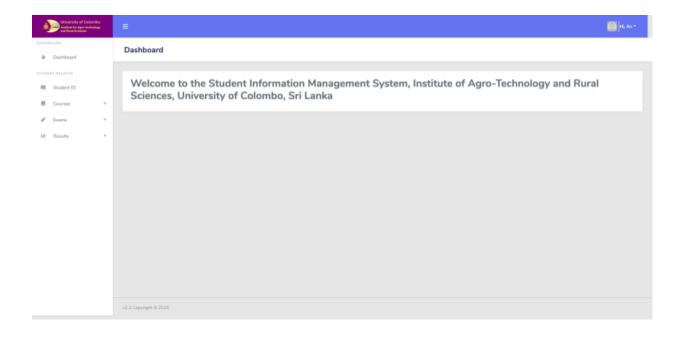
Once you log in to the system for the first time, you will see the following screen. By filling in the required fields, you can change your temporary password to your new one.



Then you can see the following screen called "Dashboard"

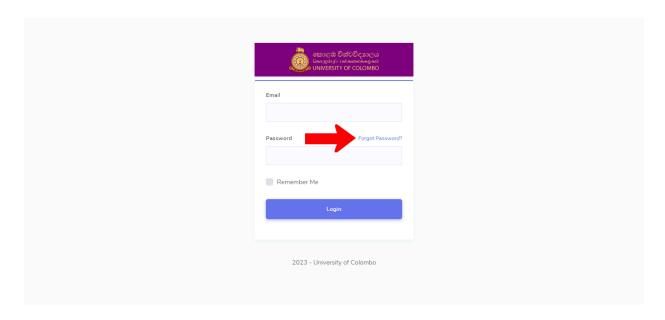


- Since your profile details are incomplete at the initial login, the above message will indicate this. Then you can edit your profile by clicking on the "Edit Profile" button.
- If your profile is completed with the required information, the following screen will appear as the "Dashboard"

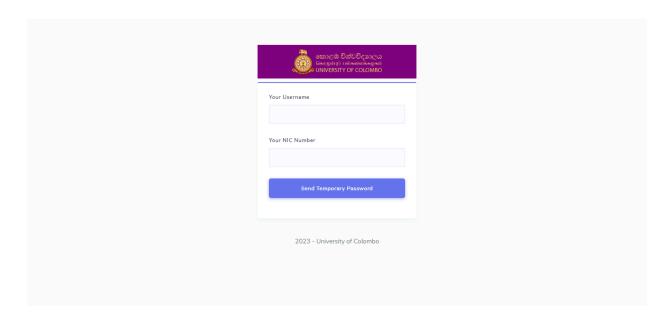


3. If you forgot your password

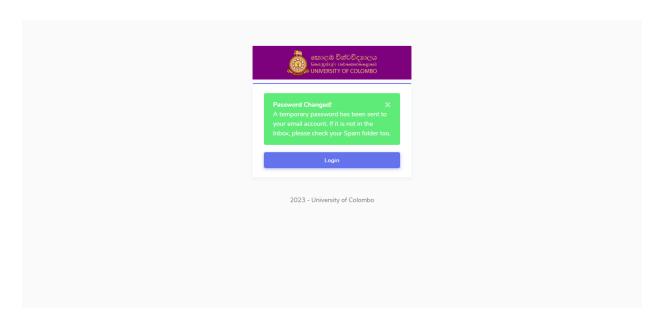
If you do not remember your password, then you can request a new temporary password by clicking on the "**Forgot Password?**" link on the login page.



Then fill in the required details to authenticate your identity as the following image.

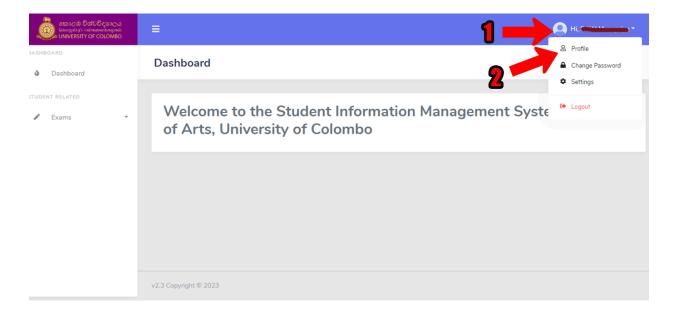


Then click on the "Send Temporary Password" button to get a new password.



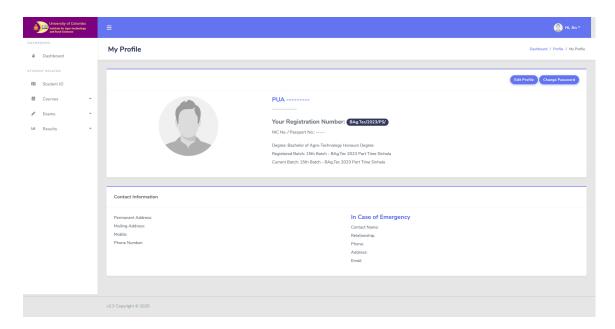
4. See your profile

- Step 1 Click on your name in the top right header
- Step 2 Select "Profile" from the dropdown list



Then you can see the following screen as your profile.

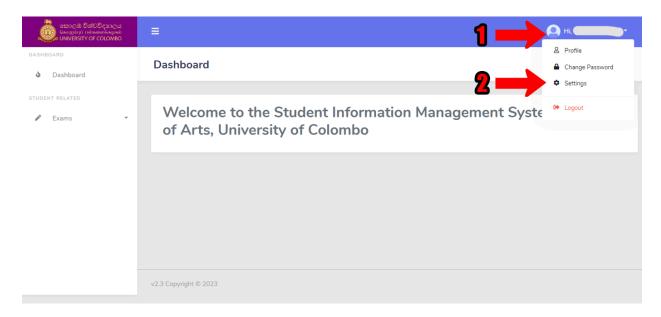
- By clicking on the "Edit Profile" button, you can edit your profile
- By clicking on the "Change Password" button, you can change your password.



5. Edit your profile

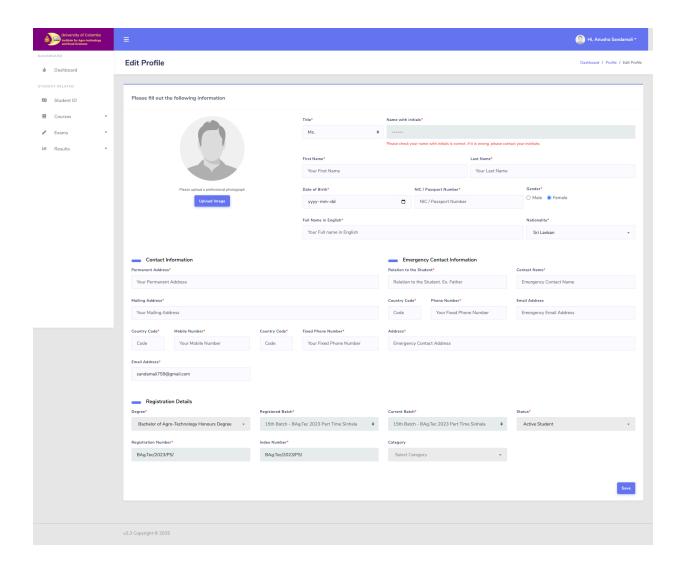
• Step 1 - Click on your name in the top right header

• Step 2 - Select "Settings" from the dropdown list



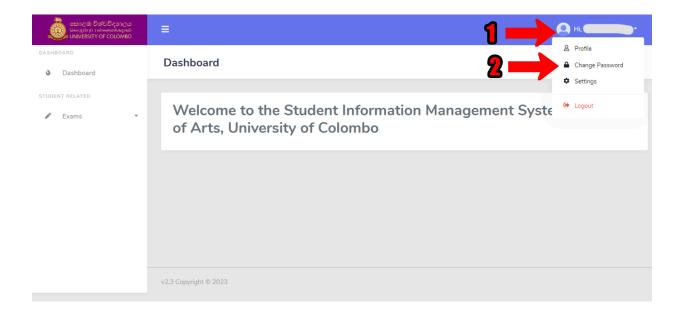
Then you can see the following screen.

- Please update your latest contact information here
- Please update your latest emergency contact information here
- Please update your latest, suitable photograph as your profile picture.

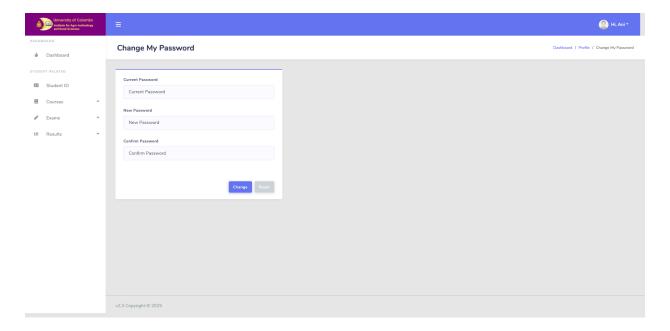


6. Change password

- Step 1 Click on your name in the right top header
- Step 2 Select "Change Password" from the dropdown list

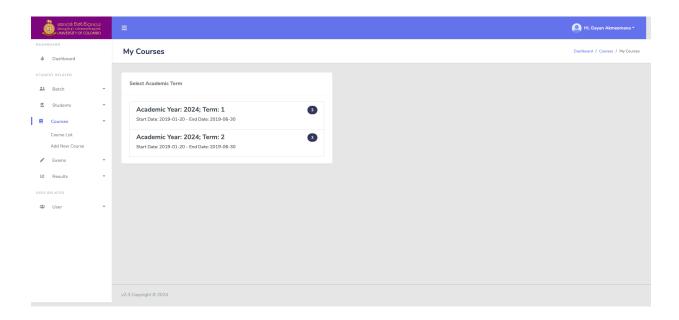


Then you can fill out the following details to change your current password.

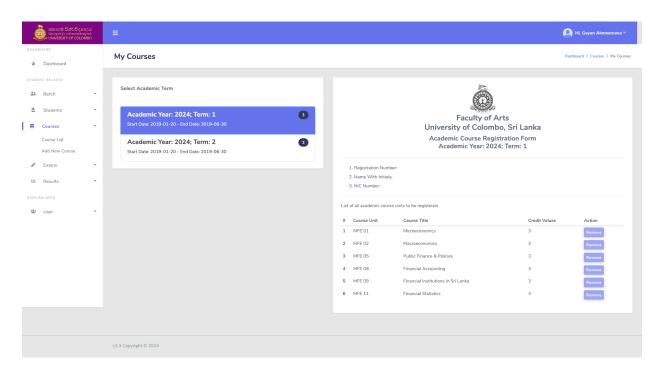


7. Course Registration

Once your academics start, you can register for your Academic Courses. Visit the Left side main menu → Courses → Student Courses

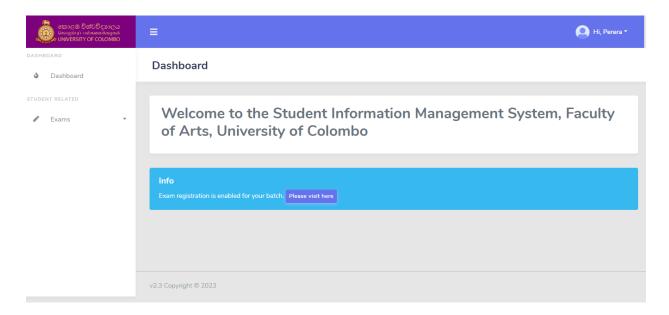


Then select your Academic Term to register for the courses. Once you select the academic term, all the compulsory courses are automatically registered, and you can select your elective courses.



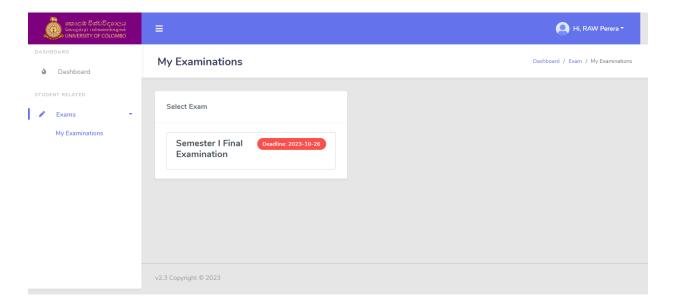
8. Exam Registration

Once the coordinator creates an exam event in the system, you can see a notification message on the dashboard as follows.

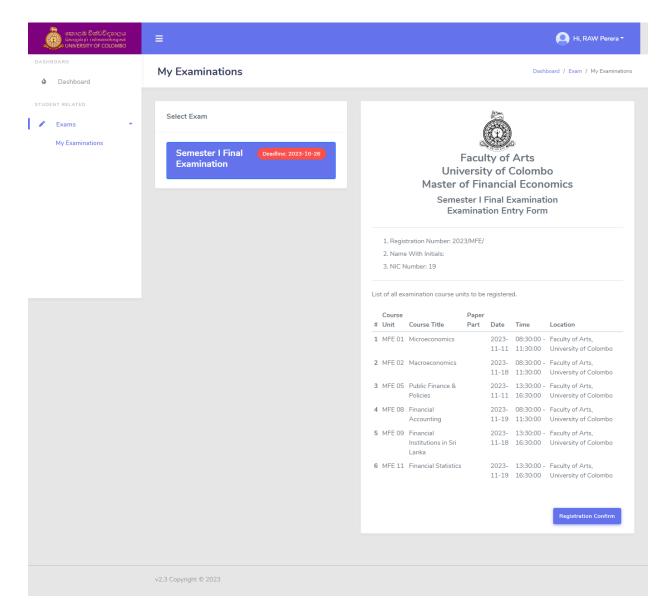


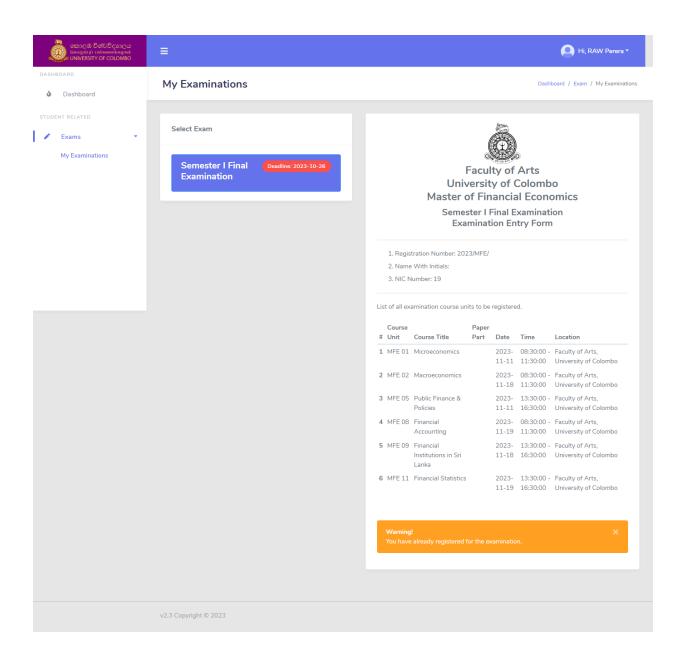
- Option 1: You can click on the "Please visit here" button on the dashboard
- Option 2: Visit the Left side main menu → Exam → Exam Registration

Once you visit the Exam Registration page, you can see the following screen. Here you can see all the exams related to you (Normal & Repeat).



Then select the exam you want to register for by clicking on the name. Once you select the exam, you can see the following screen and by clicking on the "Exam Registration" button you can register for the exam. (Before registering for the exam, please check all the details are correct in the exam entry form, including the courses.)





Once you register for the exam, you will receive an email as follows. Please check your spam folder too.





Semester I Final Examination

We are delighted to inform you that you have successfully registered for the upcoming examination. We have received your registration details, and you are all set to take the exam with the following list of courses:

	#	Course Unit	Title
	1	MFE 01	Microeconomics
	2	MFE 02	Macroeconomics
	3	MFE 05	Public Finance & Policies
	4	MFE 08	Financial Accounting
	5	MFE 09	Financial Institutions in Sri Lanka