



INSTRUCTION TO REGISTER RETAKE CANDIDATES WITH REGISTRATION NUMBER “ U.../2017/....” FOR NOV/DEC 2018 EXAMINATIONS

ADDENDUM TO REGISTRATION CIRCULAR No.3: 2018

To: All Head of Examination Centers

ALL OTHER STUDENTS SHOULD REGISTER FOR RETAKES USING PAPER ENTRY FORMS

The principals or their assigned staff will do the registration and **NOT** the students themselves.

STEPS TO FOLLOW.

- i. Log on to UBTEB registration website <http://emis.ubteb.go.ug:8080> using your provided Username and password.
- ii. Click on the menu **Candidates** on the left window
- iii. Then Click on the sub-menu All **Candidates** to display the candidates under your center which you logged onto the system with.
Remember: only students which were registered earlier under that center number in 2017 will be displayed.
- iv. Type the **name** or **registration number** of the candidate you want to register for retake in the Search Box to isolate the candidate. Only that candidate should be displayed on the window.
- v. Click on the name of the candidate and a new window should open
- vi. From the new window, click on the tab **Academic Results** to display the candidates results window.
The papers to be retaken has a green text “+Retaker” displayed against them on the right of the marks.
- vii. To register for the paper/ module/ subject of retake, just click on the **+Retaker** once.

PRINTING REGISTRATION LIST FOR RETAKERS

- viii. Click on the menu, **Pre-Exam Reports,**
- ix. Click on Sub-menu **Registration List,**
- x. Fill in the information on the forms which appear, **BUT PUT THE CORRECT ACADEMIC YEAR OF REGISTERING RETAKE, WHICH IS 2018/2019** For Nov-Dec 2018 Examinations.
- xi. Leave the field for **Disability status** blank and click on **Search**
- xii. A PDF file will be generated and downloaded onto your download folder.
- xiii. Locate the file and print your copy.

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