

HOW TO CREATE A MUELE ACCOUNT

Introduction:

Makerere University E-learning Environment (MUELE) is the official online learning platform for the university. A student will need to have their account in order to;

1. Access class materials for different course units
2. Do Assessment such as quizzes.

Requirements:

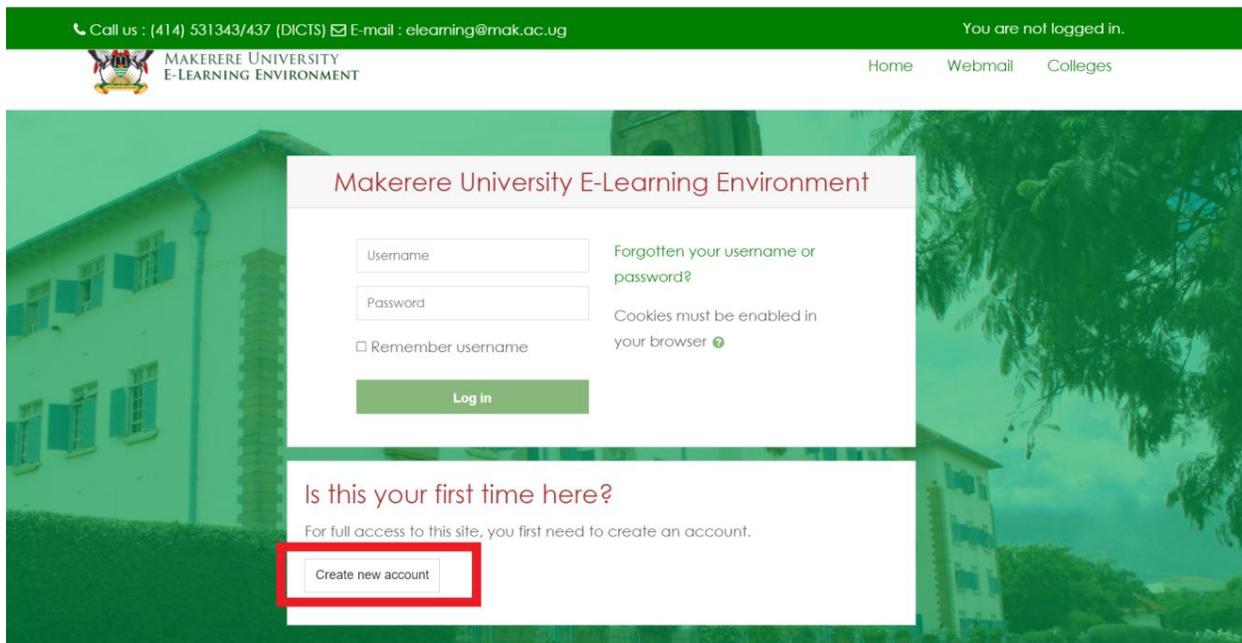
1. Active Makerere webmail account

Creating an Account

MUELE is a self-service system and allows a student with the requirements to create their own account. The following steps will be useful in the process.

STEP 1: Go to <https://muele.mak.ac.ug>

Scroll down and click on the “**Create new account**” button



Call us : (414) 531343/437 (DICTS) E-mail : elearning@mak.ac.ug You are not logged in.

MAKERERE UNIVERSITY
E-LEARNING ENVIRONMENT Home Webmail Colleges

Makerere University E-Learning Environment

Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

STEP 2: Fill in the account details and click “**Create my new account**”

Key Notes:

- **Username**

The username must be unique on MUELE. We advise choosing the format of firstname.surname as the username. In this example, the student is Maurisher Nalugo and maurisher.nalugo as their username.

- **Password**

The choice of the password must be in line with the instructions, at least 8 characters in length, at least one digit, and with at least one uppercase and lowercase letter.

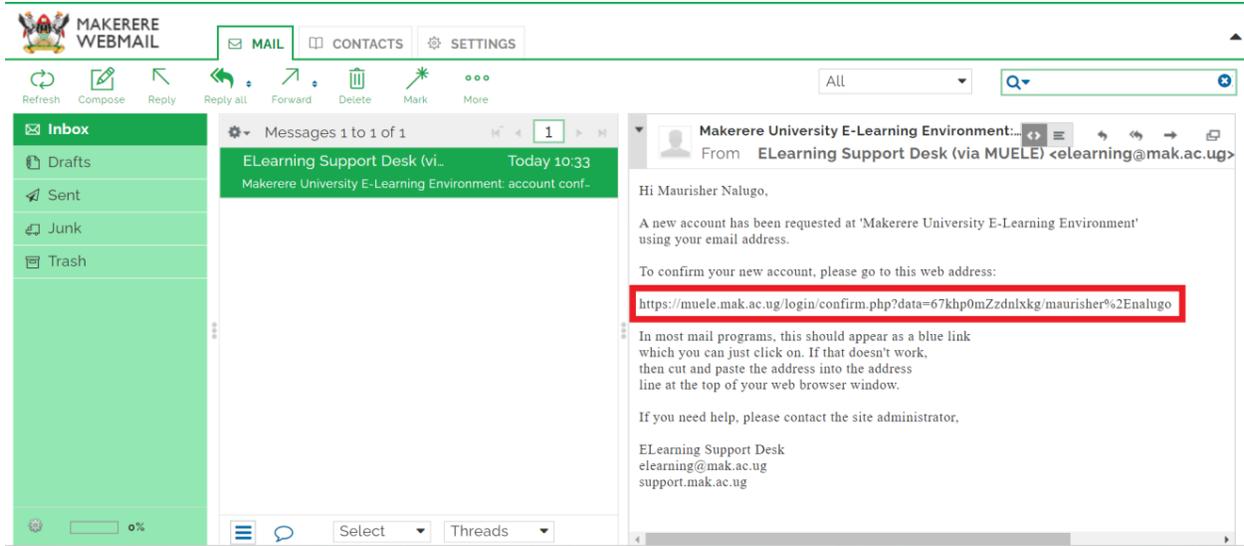
- **Email address**

The email address required is the university email address e.g. `firstname.surname@students.mak.ac.ug`

The screenshot shows the 'New account' registration page for the Makerere University E-Learning Environment. The form is titled 'New account' and includes a section for 'Choose your username and password' and a section for 'More details'. The 'Choose your username and password' section contains fields for 'Username' and 'Password'. The 'More details' section contains fields for 'Email address', 'Email (again)', 'First name', 'Surname', 'City/Town', and 'Country'. The 'Country' field is set to 'Uganda'. At the bottom of the form, there is a red button labeled 'Create my new account' and a green button labeled 'Cancel'. A red error message at the bottom right states 'There are required fields in this form marked'.

STEP 3: Find the confirmation link in webmail inbox

Open your webmail account and find the email that contains the confirmation link. Copy the link and paste it in your web browser.



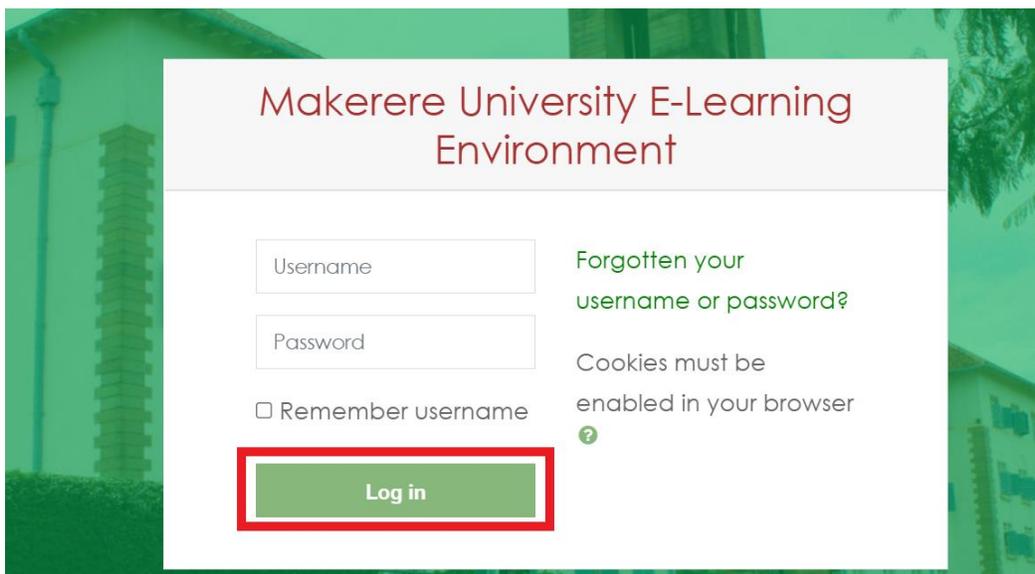
FINAL STEP: Account Confirmed

Thanks,

Your registration has been confirmed

Continue

LOGGING IN TO MUELE: Go to <https://muele.mak.ac.ug> and input the username and the password previously created and then click “**Log in**”



If the right credentials are input, the student will be logged in

The screenshot shows the Makerere University E-Learning Environment dashboard. At the top, a green header bar contains contact information: "Call us : (414) 531343/437 (DICTS)" and "E-mail : elearning@mak.ac.ug". The main header area features the university's logo and name, "MAKERERE UNIVERSITY E-LEARNING ENVIRONMENT", along with navigation links for "Home", "Webmail", and "Colleges". A "Customise this page" button is located in the top right corner. On the left, a dark red sidebar menu lists "Dashboard", "Site home", "Calendar", and "Private files". The central content area is divided into two main sections. The "Course overview" section includes filters for "All (except removed from view)", "Course name", and "Card", and displays a "No courses" message with a laptop icon. The "Private files" section shows "No files available" and a "Manage private files..." link. Below this, the "Latest badges" section displays "You have no badges to display".

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