## PASSWORD RECOVERY ON AIMS STUDENT PORTAL

Dear MAKERERE UNIVERSITY students, when you forget your password on the student's portal (AIMS STUDENT PORTAL), kindly follow the guidelines below to recover your password without having to contact DICTS for extra help.

1) Access the AIMS student portal via students.mak.ac.ug and all you have to click is the "Forgot Password" and try to recover your password as you follow through with the prompts.

LOGIN Itudent Number or Other U	
Login Forgot Perspected?	Welcome to the Student Portal, If you are a new student, your User ID is your Student Number and your Password is also your Student Number. If you are a continuing student, your User ID is your Registration No. (Access Number) and your password is also your Registration No.
Click the Yangel Tee	acord" option

2) A new window will open up that will ask for your User ID (which is usually your Student Number) and Recovery token. If you have not received a recovery token yet, kindly fill in your User ID and click the "Continue" button. The Recovery Token will be sent to your Email Address.

	Password Recovery X
LOG	Welcome to the Password Recovery Wizard. If you already have a recovery token, fill in your User ID and the Token to continue
	User ID Recovery Token
	Continue >>
	If you do not have a recovery taken yet, fill in your User ID to continue. A recovery Token will be sent to your email address
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3) After receiving your Recovery Token, kindly fill it in and click the "Continue" button.

LOG	Welcome to the Password Recovery Wizard. If you already have a recovery token, fill in your User ID and the Token to continue	
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	Success X A Passeord Recovery Token has been sent to your email address. Fill in the token to continue with your account recovery, email hint; undefined	
	CK If you do not have a recovery the yet, fill in your class (2) to continue it recovery Taken (a) the series to	
	enual address Occupyin been input the right "Start CP, a resolvery below is used to your annual.	
	Ling Bills your shall and Gird the recovery likes, performing Copy 4 as that you can peak & Bernahar Control	

4) A new window will open up where to have to Change Password. Ensure that you follow the password rules as prescribed. Click "Reset Account"

Password Recovery		×
You may now enter the new password you want to use		
Confirm New Password		
	Reset Account >>	

5) Finally, submit and the changes will be put to effect in a few minutes.

NOTE: Students can now change passwords by themselves. It's only in instances where you as a student will have lost either your phone number or email address where tokens have to be sent. You will be required to visit the registrar's office for help. The college registrar is the only one mandated to change any of your bio-data. The registrar will either press the reset button and immediately give a token to you or edit the bio (phone or email address).