Student Resource Portal Manual

The student resource portal is an online platform that provides students with access to important resources such as course materials, announcements, forms, and academic information.

LOGGING IN

How to Log in to the Student Resource Portal

To access the portal, you need to log in using your student email address and password. Here is a step-by-step guide on how to log in to the student resource portal:

Step 1: Enter Your Student Email Address

Click the Link provided in the email from the Media and Communication department. The link will load the login page on our website. Enter your student email address in the provided field.
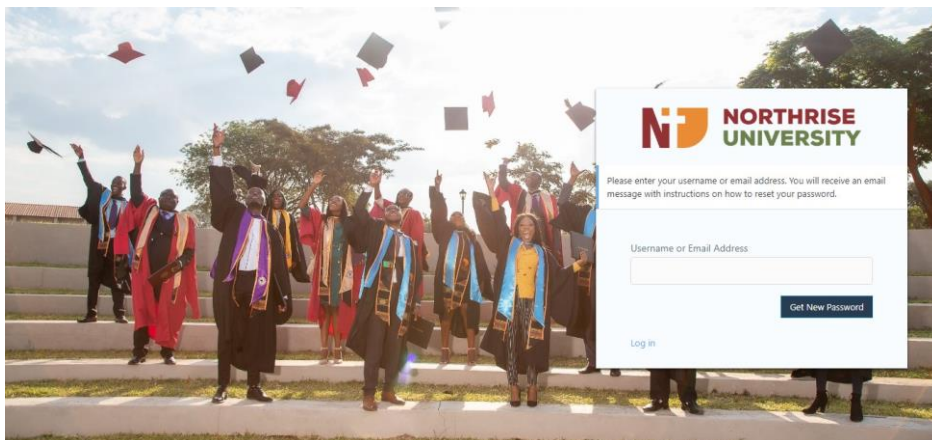
Step 2: Click on "Get New Password"

After entering your email address, click on the "Get New Password" button. This will initiate the password reset process.
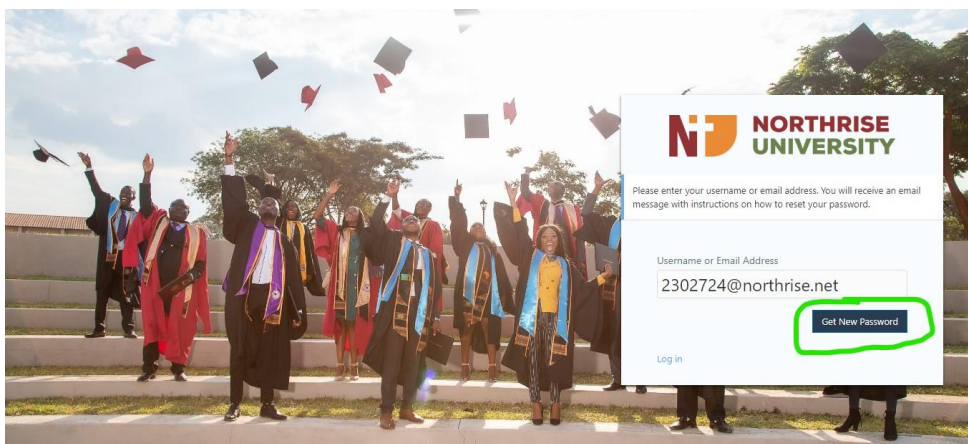
Step 3: Check Your Email Inbox for Instructions on How to Reset Your Password

You will receive an email with instructions on how to reset your password. Follow the instructions carefully to complete the password reset process.


Step 4: Click on the Confirmation Link and Visit the Login Page

Once you have reset your password, click on the confirmation link in the email to verify your email address. You will then be redirected to the login page.
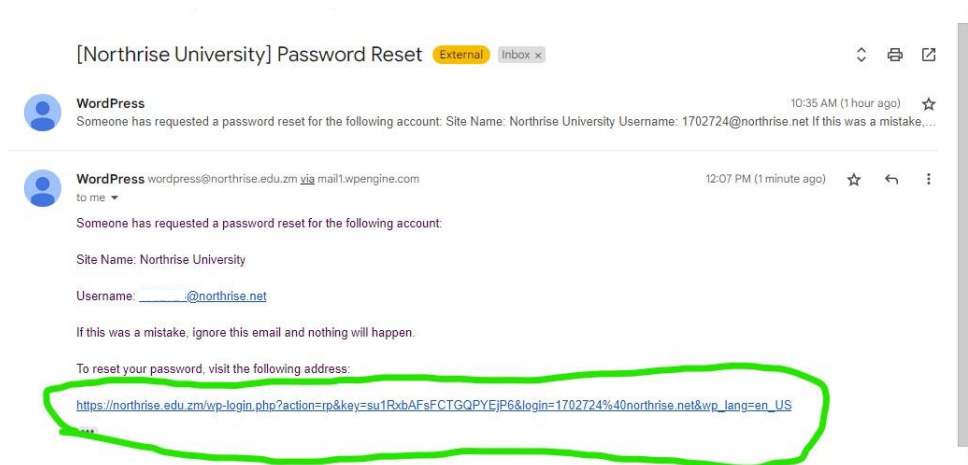

Step 5: Reset Your Password (First-Time Login Only)

If this is your first time logging in, you will be required to reset your password. Click on the link in the email you received and it will redirect you to the password reset page. You can enter a new password of your choice or regenerate one. Click on the "Save Password" button to complete the password reset process.
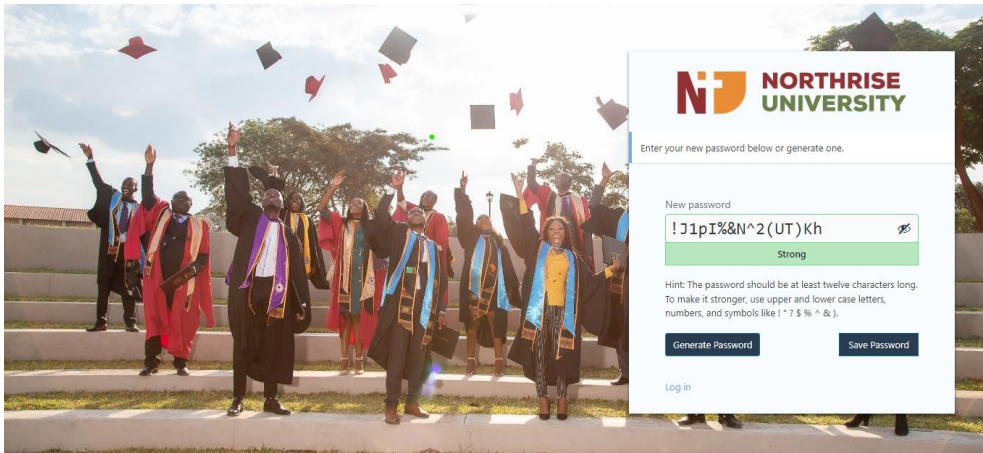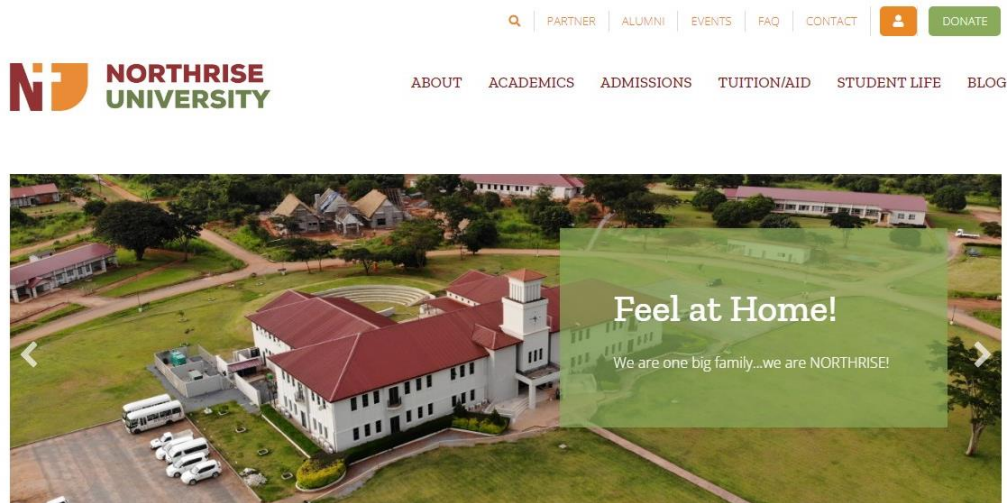
Step 6: Log in to the Student Resource Portal

Once you have reset your password, you will be redirected to the login page. Enter your student email address and new password to log in to the student resource portal.
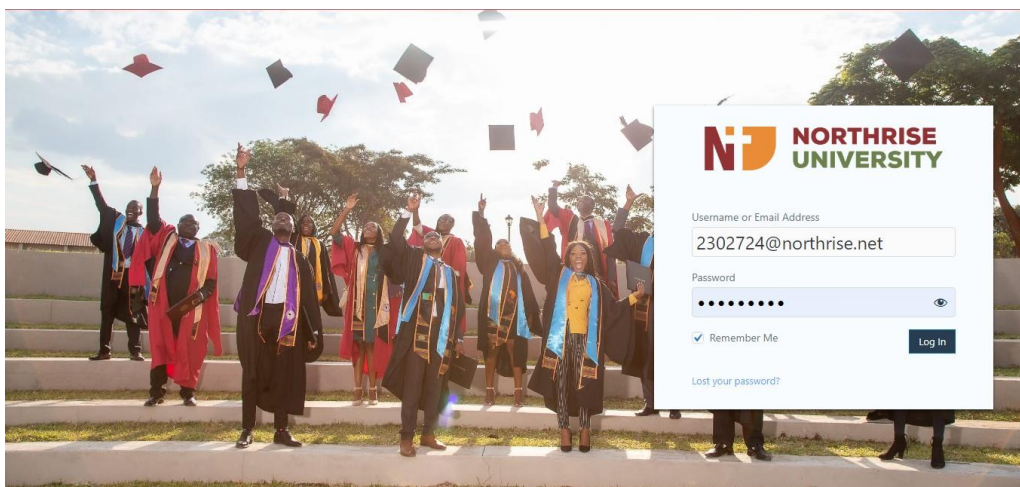
After successfully logging in you will be redirected to the homepage of the student resource portal.


In The Student Portal:

Home Page

Once you are logged in to the portal, you will have access to various services and information. Access to these is all on the home page. Below are illustrations that will guide you on where to find what you are looking for.

1. Once you log in, scroll to the bottom. This is the overview of the student resource portal that should be on your screen.
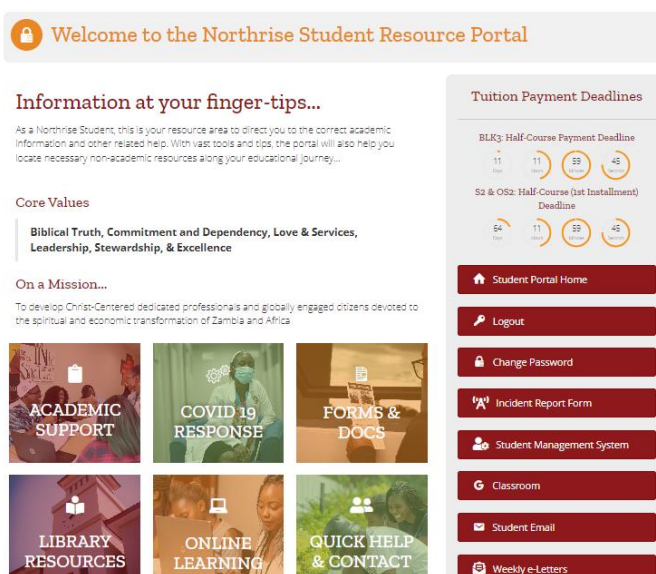
2. Each of these buttons on the portal provides you with important information and resources that you may need.

- **Academic Support**

    This button redirects you to a page having resources and information concerning any support or clarification you may need concerning your academics. It has information regarding:

    - Examinations, both for online and day students.

    - Accessing results and a link to Advisor, as well as the advisor manual.
    - Information regarding Academic advising.

Student Results

Results are the official yardstick for measuring the academic performance of a student. Academic performance is fundamental to the Academic Advising process and therefore a good starting point for both students and Academic Advisors.

To streamline the process of publishing results and Academic Advising, Northrise University introduced a new Results System called **ADVISOR!** **ADVISOR** is the electronic student advising system intended to assist you in determining your progress towards completion of your program.

Login into ADVISOR using the following link.
http://advisor.northrisestudent.net:8082/flightpath

Download the ADVISOR Manual for more info on system usage.

Academic Advising

Getting Started with Academic Advising

Northrise partners with students to offer academic, social, and emotional support with a goal of helping students succeed in their academic endeavors. This process is called Academic Advising (AA). Through AA, we achieve the following and more:

1. Provide students with accurate information about their academic progression status and degree requirements.
2. Assist students in understanding NU academic policies, procedures and programs.
3. Help students access campus and other resources that will enhance their ability to be academically successful.
4. Assist students in overcoming educational and personal problems or setbacks.

Who is eligible for AA

- **COVID-19 Support**

  This button redirects you to a page that stipulates the measures Northrise University has implemented to adhere to COVID-19 prevention rules.

- **Forms and Documents**

  The Forms and Documents button redirects you to a page that has links to all forms a student will need to use or read during their study.

- **Library Resources**

    This page provides you with library guidelines and more resources as an "extension" of the main campus library. It has links to online libraries that a student would need to access scholarly information and also provides links to websites, for different programs, that are authorized and accepted by the institution.

- **Online Learning**

    Here, students will be able to find information regarding online learning such as a guide to online learning, and online learning requirements.

Guide to Online Learning

A major setback for online learning is the lack of skills and tools required to pursue online studies. Therefore, before students can embark on online studies, we require that each student completes a self-evaluation for Online Learning Readiness. This evaluation must be done by all students each semester. A readiness assessment is important because it helps both the student and University to better prepare for online learning

Click the link to complete your _Self Evaluation Online Learning Readiness Form_

Online Learning Manual:

Another great place to start with Online Learning is by downloading the comprehensive Online Learning Guide. In it you will find detailed explanation of what Online Learning is, the programs on offer under Online Learning, technical and non-technical requirements of online learning and many other insights into learning online like strategies for Online Learning.

Online Learning Guide 📄

Online Learning Requirements

🔧 Technical Requirements

HARDWARE

It is a requirement for ONL students to have a computer for online activities.

- **Tablet** (preferably running a version of iOS)
- **Personal Computer** (Compatible Operating System: Windows 7, 8 or 10, Mac OS, Linux Distributions)
  - **Note that the exams cannot be taken on an android device.** Please refer to the Trelson Student User Manual on the minimum system requirements.

SOFTWARE:

Regardless of the hardware device being used, each device should have:-

- **Quick Help and Contacts**

  This page points you to all possible documents, policies, and manuals as your starting point in navigating different systems, and procedures to obtain required services. This page also points you to the designated contact persons under the academic or support offices.

Contacts

Northrise University understands your need to directly contact a specific office or department requesting various services. Please reach out to the designated contact persons under the Academic or Support Offices listed below when in need of their services.

Accounts

Email: accounts@northrise.net
Contact Person: Mrs. Nellia Z. Lungu
Contact Line: +260 960 776 142
Visit or email the Accounts office if you have any account-related issues.

Library

Email: librarian@northrise.net
Contact Person: Mr. Clarence Mulundano
Visit or email the Librarian for book reservations, inquiries or questions.

Maintenance

Email: maintenance@northrise.net
Contact Person: Mrs. Kabwe Mbasela
Report property damages, leakages or Work Study allocation issues to the Facilities and Maintenance Manager.

Media & Communications

Email: communications@northrise.net
Contact Person: Ms. Asifiwe Banda
For media, branding and communication related issues, contact the Media and Communications Manager.

Registrar

Registrar's office

Email: registrar@northrise.net
Contact Person: Mr. Peter Lungu
Contact the Registrar Program and Course related queries, for Registers or Timetable issues, for Google Classroom invitations issues and more.

Exam office

Email: exammanager@northrise.net
Contact Person: Mr. Bruce Mukaba

Recruitment & Admissions

Email: apply@northrise.net
Contact Person: Mr. Willie Zulu
Contact Line: +260 960 776 143
Visit or email the Recruitment & Admissions Manager for applications, enrollments or admission probations related issues.

Student who want to refer others to Northrise and want to benefit from the 7/100 Discount Policy can contact the Recruitment office.

3. **Side Bar Menu**

   This menu appears on all pages throughout the portal for quick access.

Tuition Payment Deadlines

BLK3: Half-Course Payment Deadline

| 11 Days | 12 Hours | 00 Minutes | 21 Seconds |

S2 & OS2: Half-Course (1st Installment) Deadline

| 64 Days | 12 Hours | 00 Minutes | 21 Seconds |

🏠 Student Portal Home

🔑 Logout

🔒 Change Password

('A') Incident Report Form

👥⚙ Student Management System

G Classroom

✉ Student Email

📇 Weekly e-Letters

🙏 Chapel Messages
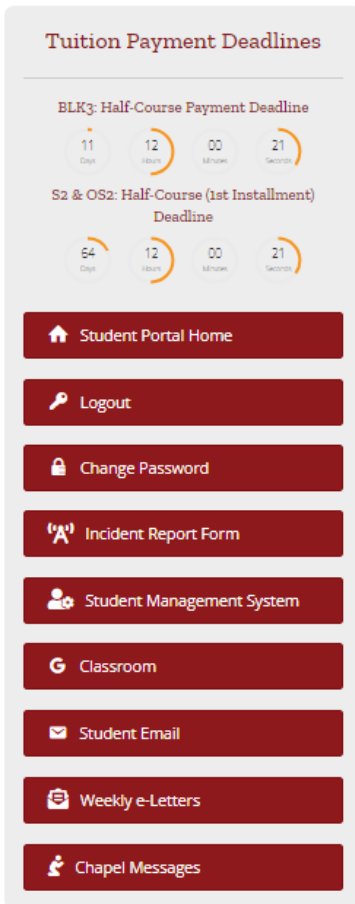
- Tuition Payment Deadlines: This shows a timer for tuition fee deadlines for the various payment plans
- A home button to go back to the student portal home page from any page
- A logout button to log out of the student portal
- A button to Change your password to the student portal
- A form to quickly report incidents in school
- A button to access the SMS
- Access your Google Classroom using the Classroom button
- Access your emails in the portal using the Student Email button
- Access past and current weekly e-Letters under one roof using the Weekly e-Letters button
- Listen to past and current Chapel sermons in the student portal uploaded under one roof using the Chapel Messages button

Accessing the student resource portal is easy. By following the above steps, you should be able to log in to the portal and access the resources you need. If you experience any difficulties or have any questions, please contact media and communications for assistance: communications@northrise.net