



MAKERERE UNIVERSITY BUSINESS SCHOOL

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Office of the School Registrar

Date: October 19, 2026

To: All Students

From: School Registrar, MUBS

[Handwritten signature]
19/10/2026

RE: ONLINE REGISTRATION AND PRINTING OF EXAMINATION PERMITS FOR SEMESTER ONE ACADEMIC YEAR 2026/2027.

End of semester one 2026/2027 examinations are scheduled to start on November 16, 2026, and you are required to register before sitting any examination. This is to therefore inform you that:

- 1) The system is now open for online registration for Semester one academic year 2026/2027.
- 2) New entrants are required to first register manually and have their academic documents verified before they can access the system to register for courses.
- 3) All students are required to register online for semester one courses on the Academic Management Information System (ACMIS) student portal after their academic documents have been verified.
- 4) You will be required to print your examination permit from the system once you have completed your registration.
- 5) All students are required to do online registration on the student portal of Academic Management Information System (ACMIS) for semester one courses using the following procedures:

Online Registration Procedure

Step 1: To access the system, log to <https://myportal.mubs.ac.ug> using any of the following recommended browsers: Chrome, Microsoft Edge, Mozilla Firefox and Safari

Step 2: Login

Case 1: Go to login if you are accessing the system for the first time (meaning you have not enrolled on the system), to login in, use your registration number as the user ID and your **PASSWORD** is also your **registration number**.

Case 2: If you have enrolled on the system, login using your **Registration number** as your User ID and the **PASSWORD** you created for your student portal.

Step 3: Once you have successfully logged in; under your "ENROLLMENT AND REGISTRATION", then click on the **green Registration** button from the menu to display semester one course units. Click on the course unit you want to register and select the registration status **Normal paper**, then click on **ADD COURSE**.

Step 4: If all the course units are fine, under "REGISTRATION" check your **Study Year** and **Current Semester**, if they are fine, click on **Register NOW** below the selected course units.

Step 5: Print your Examination permit following the procedure below:

Printing Examination Permit Procedure

Step1: To access the system, log to <https://myportal.mubs.ac.ug> using any of the following recommended browsers Chrome, Microsoft Edge, Mozilla Firefox and Safari.

Step 2: Login using your **Registration number** as your User ID and the PASSWORD you created for your student portal.

Step 3: Once you have successfully logged in click on '**Registration**' and it will display the Examination **Card or proof of registration** for **Semester I 2026/2027 Academic year** on your right hand if you completed the tuition dues.

Step 4: A print preview of the Examination permit will be displayed, please confirm that the details displayed are correct then **double click on the examination permit to print**.

- 6) You will be required to present the following before you access any examination room.
- a. New entrants; your examination permit for semester one 2026/2027 and your previous School identity card/Mature Age Certificate.
 - b. Continuing Students; your examination permit of semester one 2026/2027 and valid University/School identity card or examination permit of semester two 2025/2026

Copies to: Principal,
Deputy Principal,
School Bursar,
Dean of Students,
Faculty Deans,
Chief Quality Assurance Directorate,
Chiefs Regional Campuses,
Heads of Departments,
MUBS Guild President,
MUBS Guild Education Minister