

STAFF INFORMATION UPDATE EXERCISE

The Management Information System Unit (M.I.S) in conjunction with Establishment Division of the Registry will conduct staff information update. The main objective of the exercise is to provide web-based staff information with individual's professional profile that could be accessed anywhere in the world using web search engine.

The existing staff data has been put on-line and members of staff are hereby requested to obtain pin numbers from the **Establishment Division** for use along with their staff number to access their data and update it accordingly.

PROCEDURE

1. Log on to www.bukportal.com
2. If connected, you will be taken to BUK portal. Click on the hyperlink "staff Registration". This takes you to BUK Staff web page. On the right hand side of the page there would be three (3) buttons as follow:

Create New Account

Log in

Request New Password

For your first visit to the page you should click on “*create new account*” button. This will display the “account information page.”

3. On this page you are expected to provide the following :-

- **Username:** Here you are requested to put your staff number in the form of P12345 or JP12345 (not P100/12345). There should be no space between the P or JP and the numbers.
- **E-mail address:** Valid e-mail address.
- **Password:** Password can be any word of your choice that you can easily remember and should be recorded for subsequent visits.
- **Confirm Password:** The same word chosen as the password above.
- **Pin:** The 8 digit **pin number** obtained from the Establishment Division should be entered here. The serial and pin numbers are written on a strip of paper on white and grey backgrounds respectively.
- **Math question:** On top of the box where the answer should be entered, you will find a simple arithmetic e.g. $1+3$, the answer to this arithmetic (4 in this case) should be entered in the box. The question is for testing whether you are a human visitor or not and to prevent automated spam submission.

Once all these data are provided, then click on “*create new account*” button at the base of the page. This will take you to the profile page where you will find 4 major buttons at the right hand side as follows:

- View profile
- Update profile

- Update photo
- Attach publications

4. Members of staff should ignore the update profile link, as your photo captured recently by M.I.S will be uploaded for you. You can go straight to update profile. There are two buttons for the update as follows:

- Staff profile form.
- Professional profile.

5. Click on “*staff profile form.*” This displays a form with your bio data existing in the University. You are expected to edit where you feel the existing information is not correct, especially spelling errors and provide new information where necessary, e.g. e-mail, personal and emergency telephone numbers. Names should please be provided in full (**no abbreviations**)

It is worth mentioning here that, change of information different from what you provided when employed is **unacceptable**. The data will eventually be audited by the Establishment Division. It should also be noted that, the emergency telephone number you will provide should be of your next of kin who could be contacted when there is need. The same will be reflected on your new identity card.

6. On completing the above, click on “*Professional profile*” button. This takes you to a form where your professional profile is required. Fill in accordingly. Where the items you will provide are more than one, please number them using Arabic numerals e.g. 1. 2. 3. , e.t.c. The fields required are as follows:

- Research interest
- Current projects

- Previous experiences
- Publications
- Award and recognitions
- Professional affiliations
- Teaching areas
- Qualifications
- Professional profile
- Committee affiliations

It should also be noted that, under “publications” only the titles are to be provided. The full text of each publication should be uploaded, from the “*attach publication*” button.

Such texts are preferred to be in PDF. M.I.S. Unit or cyber cafés in the University can be contacted for assistance on the conversion to PDF.

STAFF IDENTITY CARD PROJECT

The picture snapping exercise conducted by M.I.S. Unit which is part of the staff information update exercise has been concluded according to the time table provided.

One thousand six hundred and thirteen (1613) members of staff participated. Those who could not participate for any reason can come to the Unit during working hours. The pictures and signatures have been processed and would be merged with relevant updated staff information to produce the new staff identity cards.

