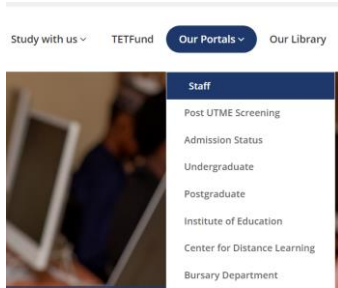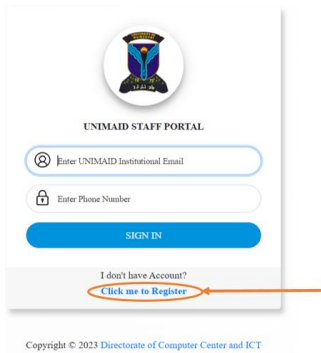Welcome to the official Staff Portal for University of Maiduguri.

You can:

- update your details
- upload your publication, and
- be viewed all over the world
- make admission requests

1. Visit https://unimaid.edu.ng/UNIMADStaff/index.php
2. OR visit https://www.unimaid.edu.ng and navigate to Our Portals and select Staff
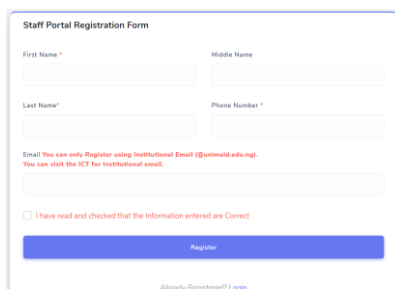

You will be directed to the Staff Login Page.

Once you arrive to this page you can login to the portal. But if you are a new user, please follow the steps described below to obtain a login detail.
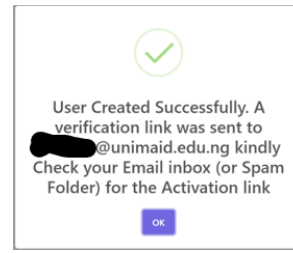
Click on Click me to Register

Fill in your details:

- First Name
- Middle Name
- Last Name
- Phone Number
- Email (MUST BE **UNIMAID.EDU.NG** EMAIL)

Accept the conditions and Click on Register
A message will pop up

NOTE: IF you do not have an institutional email (@unimaid.edu.ng), kindly visit the front desk at the ICT center to obtain one by just showing your Unimaid ID card

Check your inbox (or spam folder)
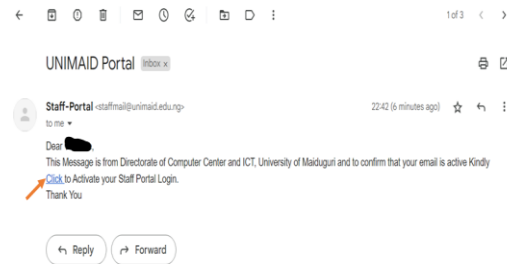
Click on the Click hyperlink

Check the box "I Check the Information is Correct and click on verify to continue.

You can Log-in by simply entering you your email (Institutional Email **@unimaid.edu.ng**) into the space provided for your email ID and then simply enter your password which is your contact number which you provided initially when registering for your new account and then click on Sign in to log into your staff account.
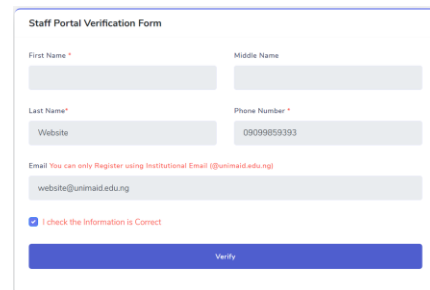
You will be prompted:
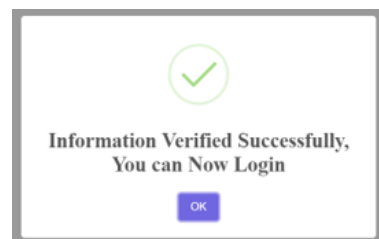
Click OK

You will be redirected to the login page.

Now login as follows:

Your email as username
Your phone number as password

You will be prompted to change your password

Change Password

1. Enter your password (phone number) in the first field
2. Enter a new password you want
3. Re-enter the new password in the third field
   Click on change password

You will be logged in to your profile

This page shown below is your Dashboard and has a Navigation bar to take you around the portal; to view your detailed information including your Publication that you will update by yourself.
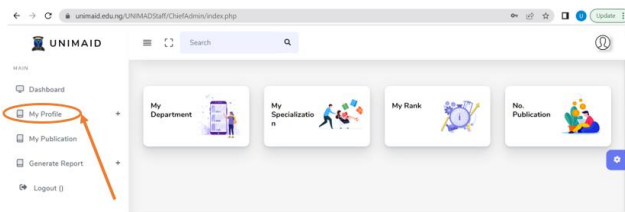
To update your profile and publications, follow the steps below:

On the left-hand side of the dashboard page, click on My Profile to expand it
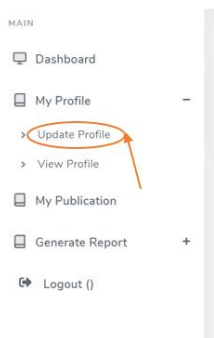

Click on Update Profile to enter your details

1. Upload your picture
2. Select your Title
3. Date of assumption of duty
4. Marital Status
5. Gender
6. Select your Faculty
7. Type the first three letters of your Department and select your department
8. Enter your Specialization
9. Select your rank
10. Enter your number of publications
11. Select your date of birth
12. Select your State of Origin
13. Select your Local Government
14. Write a brief biography about yourself
15. Click on Update Profile

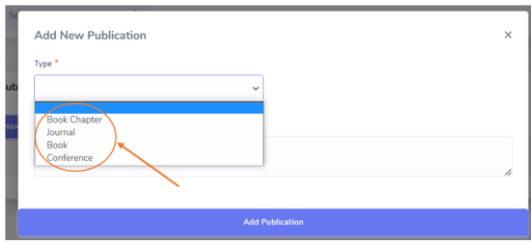On the left-hand side of the dashboard page, click on My Publication.
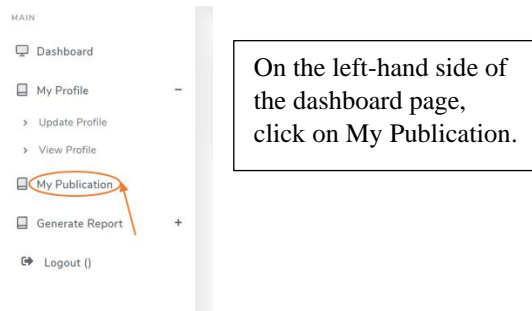
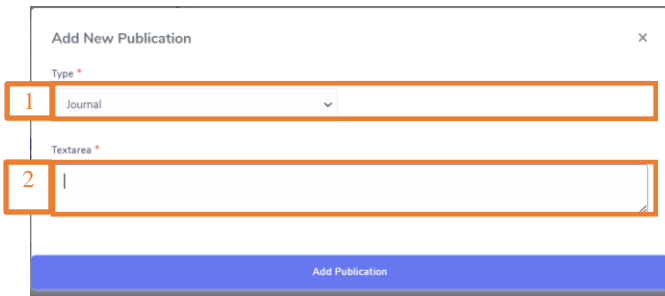You will be navigated to this page below to add your publications.
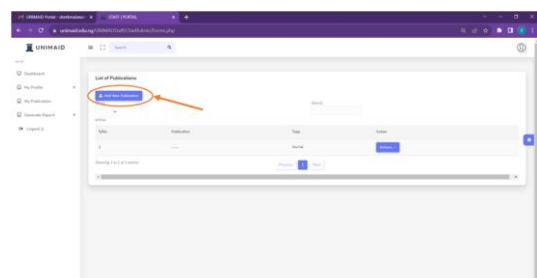
Click on "Add New Publication"

From the drop-down menu, select the Type of publication you want to upload:

Click on ADD NEW PUBLICATION to add a new publication into your list of publication as shown Below.

1. In the "Textarea" fill in the publication details you wish to upload. Follow the University of Maiduguri appraisal format.
2. Click on "Add Publication"

After getting a prompt as shown above, then click on Ok and your publication would be listed on the page LIST OF PUBLICATION as shown below.
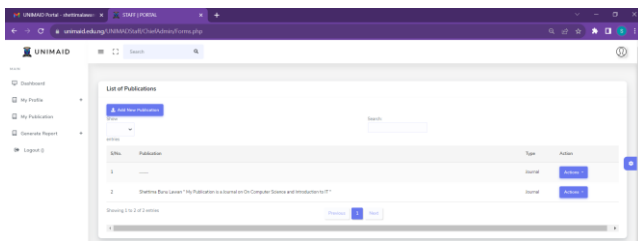
3. Repeat steps 1 and 2 for all your publications.

LIST OF PUBLICATIONS

Finally, on our Navigation Menu is GENERATE REPORT, which is used to Generate report for your LIST OF PUBLICATIONS in CSV , EXCEL or PDF format as shown:
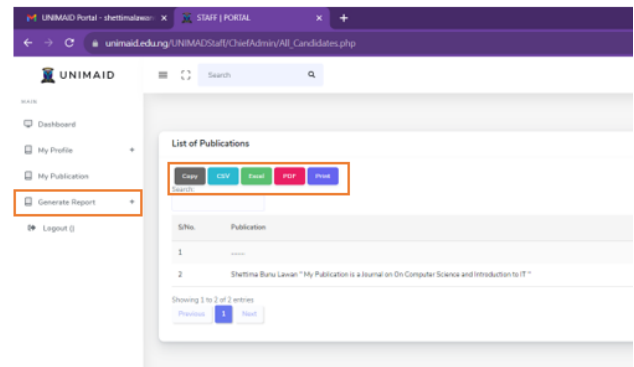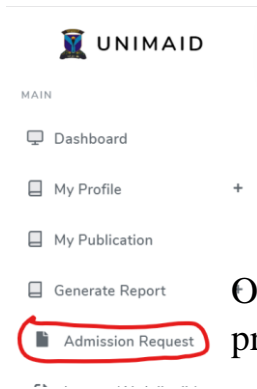

On the top right corner of your STAFF PORTAL ACCOUNT is a symbol which would log you out of your account by clicking on it and then select LOG OUT.

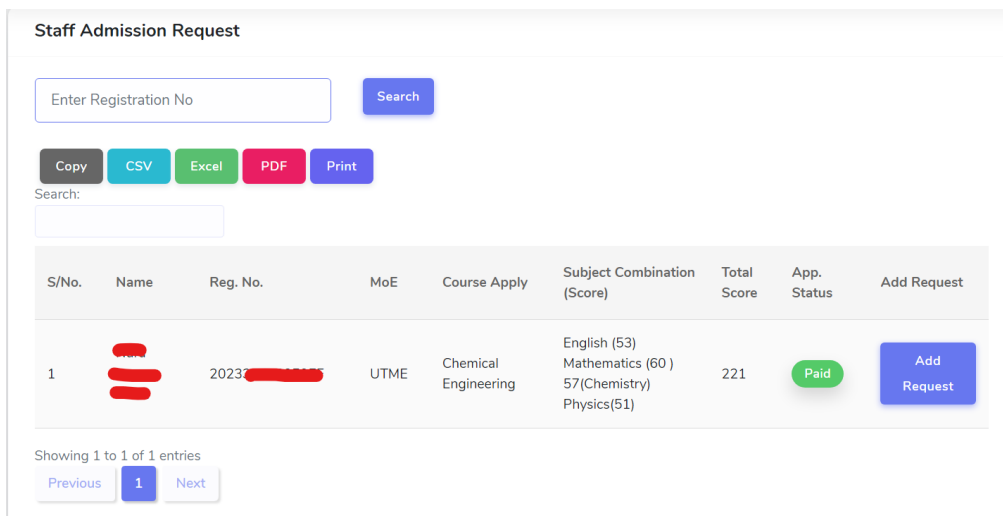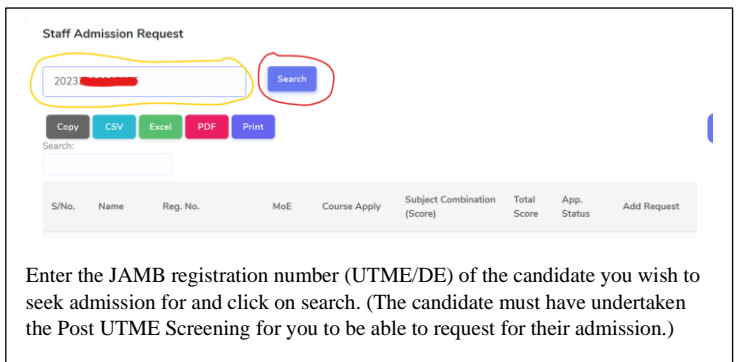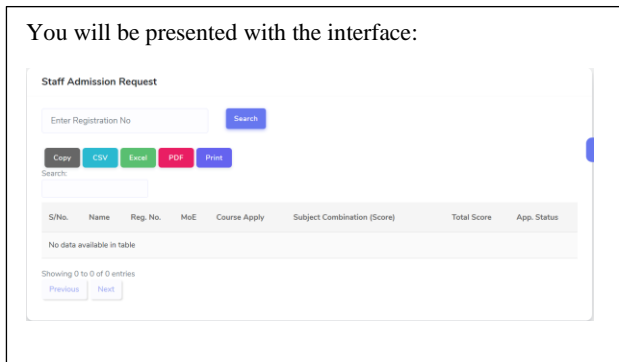You can login at anytime to update your profile.

For support, email to staffportal@unimaid.edu.ng. Your request may take 48 hours to be resolved.

YOUR PROFILE IS NOW VISIBLE ON THE UNIVERSITY OF MAIDUGURI WEBSITE FOR THE WHOLE WORLD TO ACCESS.

Admission Request

On the left menu on your staff profile, click on Admission

You will be presented with the interface:

Enter the JAMB registration number (UTME/DE) of the candidate you wish to seek admission for and click on search. (The candidate must have undertaken the Post UTME Screening for you to be able to request for their admission.)

The candidate's information (Name, Registration number, mode of entry (MoE), Course applied for, subject combination and total score and application status indicator) will be displayed for you to verify.
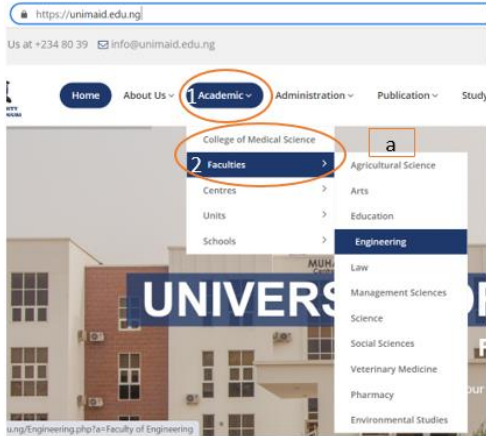
If you are satisfied it is the candidate, click on Add Request.
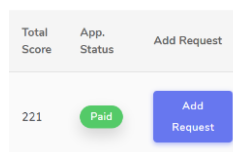
You can now go to https://unimaid.edu.ng and navigate to:

- Academic
- Faculties or College of Medical Science (CMS)
  a. Faculty

- Scroll down and expand the list of Departments

- Click your Department from the list
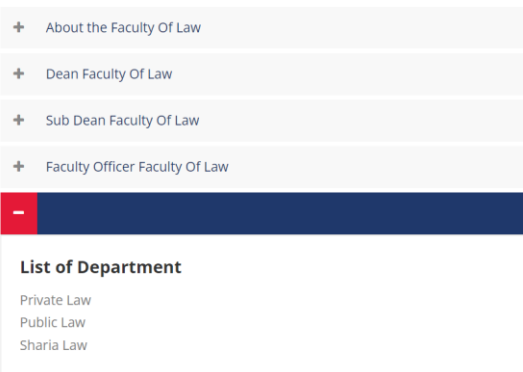
- Scroll down and expand the "Staff List Department"
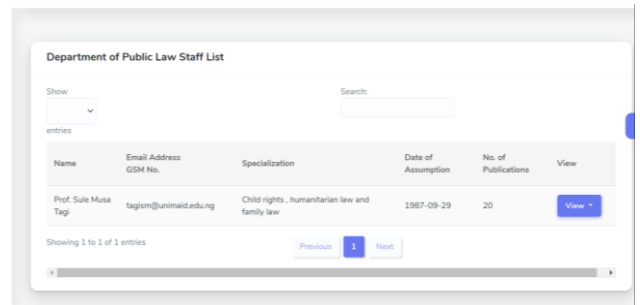

- Click on the "Click to View Staff List Department"

WELCOME TO PRIVATE LAW

The list of Staff of the Department will be available, including the one you just uploaded.

Use the next button to view other staff members.

- Click on the **view** drop bar for staff:
  a. Publications
  b. Staff Profile

On the staff profile, you can view the staff

- Brief Biography (as entered)
- Full Name and Salutation
- Email
- Specialisation
- State and Local Government of origin
- Total number of publications
- You can also contact the staff through email by clicking on