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
- OR visit <u>https://www.unimaid.edu.ng</u> and navigate to Our Portals and select <u>Staff</u>

Study with us \sim	TETFund	Our Portals > Our Library
	1	Staff
		Post UTME Screening
		Admission Status
	121	Undergraduate
		Postgraduate
		Institute of Education
		Center for Distance Learning
3.0		Bursary Department

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

	Middle Name	
Last Name*	Phone Number *	
Email You can only Register You can visit the ICT for Ins	using Institutional Email (@unimaid.edu.ng). Litutional email.	
	I that the Information entered are Correct	
I have read and checked		

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)

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	UNIMAID Portal Indox ×			8	Ľ
:	Staff-Pertal «taffmail@uninaid.edu.ng» 22-42 (6 min. to me • Dare • Dare • . This Message is into Directorate of Computer Center and ICT, University of Maiduguit and to confirm that you gives to Athrete your Staff Portial Login. Thank You Staff Portial Login.	ıtes ago) ur email is	☆ active I	← Kindly	1
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Click on the **<u>Click</u>** 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.

Staff Portal Verification Form	
First Name *	Middle Name
Last Name*	Phone Number *
Website	09099859393
Email You can only Register using Institutional Ema	ail (@unimaid.edu.ng)
website@unimaid.edu.ng	
I check the Information is Correct	
	Verify

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 Passv	vord	
L		
New Password		
2		0
Confirm 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.

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🕱 UNIMAID	E C Search	Q		0
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Dashboard				100 CM
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My Publication				
Generate Report +				•
🗘 Logout ()				
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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

Recent PassportNot more than 150kb	1	Choose File No file chosen		Specialization*	8	Enter a Specialization	
Title"	2]	¥	Rank/Post*	9		
Full Name*		Website		No of Publications*	10	Enter a Number of Publication	
Email Address"		website@unimaid.edu.ng		Date of Birth*	11	mm/dd/yyyy	
Date Assumption of Duty*	3	mm/dd/yyyy		State of Origin"	12]	
Marital Status*	4		~	Local Government*	13]	,
Gender*	5]	*	Brief Biography*	14	Enter Brief aboutt yourself	
GSM No*		09099859393				Update Profile	
Faculty *	6		~				
Department*	7	Search for your Department					

- 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

MAII	4		
Ç	Dashboard		On the left-hand side of
	My Profile	-	the dashboard page.
>	Update Profile		click on My Publication
>	View Profile		click on wry I doneation
	My Publication		
	Generate Report	+	
0	Logout ()		

You will be navigated to this page below to add your publications.

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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.

	Add New Publication	×
	Type *	
1	Journal 🗸	
	Textarea *	
2		li li
	Add Publication	

- 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:

← → C 🔒 unimaid.e	dung/UNIMADStaft/ChiefAdmin/All_Candidates.php
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Hy Profile +	List of Publications
My Publication	Capy CSV Save PDF Phot
Generate Report +	Search:
0 Logout ()	S/No. Publication
	1
	2 Shettima Buru Lawan " My Publication is a Journal on On Computer Science and Introduction to IT "
	Sequence 1 to 2 of 2 entries Prevenue 1 Nant

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 <u>staffportal@unimaid.edu.ng</u>. 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

🧝 UNIMAID		
MAIN		
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My Profile	+	
My Publication		
Generate Report	On the left menu on your s	taff
Admission Request	profile, click on Admission	1
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You will be presente	ed with the interface:	Sta



Enter R	egistration N	lo	Search					
Copy earch:	CSV	Excel PDF	Print					
					Subject Combination	Total	App	
S/No.	Name	Reg. No.	MoE	Course Apply	(Score)	Score	Status	Add Request
1	-	2023	UTME	Chemical Engineering	English (53) Mathematics (60) 57(Chemistry)	221	Paid	Add Request

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.



VIEW STAFF PROFILE

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

single Department, Common Law. At the beginning of the 1980/1981 Session, the Department of Sharia was created, thereby bringing the number of Departments to two. In the 1997/1998 Session, the University reviewed the LL. Read More

- + Dean Faculty Of Law
- + Sub Dean Faculty Of Law
- + Faculty Officer Faculty Of Law

Click your Department from the list

- + About the Faculty Of Law
- + Dean Faculty Of Law
- + Sub Dean Faculty Of Law
- Faculty Officer Faculty Of Law



• Scroll down and expand the "Staff List Department"



- + Staff List Public Law
 - Click on the "Click to View Staff List Department"

WELCOME TO PRIVATE LAW

- + About the Private Law
- + Head of Department Private Law
- + Administrative Officer Private Law



Click to View Staff List 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.

Show		Search:			
v entrier					
en anos	Empli Address		Data af	No. of	
Name	GSM No.	Specialization	Assumption	Publications	View
Prof. Sule Musa Tagi	tagism@unimaid.edu.ng	Child rights , humanitarian law and family law	1987-09-29	20	View

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

	Specialization	Date of Assumption	Publications
d.edu.ng	Child rights , humanitarian law and family law	1987-09-29	20 View *
	Previous 1 Net	d	

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

a	
Contact	