



UGANDA HEALTH PROFESSIONS ASSESSMENT BOARD

Plot 157, Ssebowa Rd, Kiwatule, Kampala, P.O.Box 236 Ntinda
Tel: 0393000638 | Email: info@uhpab.go.ug, uhpab2025@gmail.com | Web: www.uhpab.go.ug



Institution User Manual: HTIN and Exam Registration

This user manual is for institution users and covers student management, finance deposits, HTIN registration, exam registration, and continuous assessment entry.

Introduction

This manual provides a practical step-by-step workflow for institution users in the UHPAB OSRS platform, from accessing the system to completing registration and assessment tasks.

The main production login flow uses the OSRS portal at <http://41.186.86.12:8008>.

Getting Started: System Access

1. Access the system by visiting uhpab.go.ug in your browser.
2. From the menu under **Registration**, click **Assessment Registration**.
3. You will be redirected to <http://41.186.86.12:8008/admin/login>.
4. Optionally, open your browser and access <http://41.186.86.12:8008> directly.

UHPAB website homepage

Registration menu with assessment registration link

Assessment system login screen

Before You Start

- You must be logged in with an institution account.
- Your institution account should have enough balance before registration.
- Active HTIN and exam registration periods should be available.
- Students should already exist in system profile lists.

Section 1: Student Management

Step 1: Open Manage Students

Go to </admin/students> or use **Manage Students** in the sidebar.

The screenshot shows the UHPAB OSRS interface for Student Management. The sidebar on the left contains navigation items: Dashboard, Manage Students, Manage Staff & Examiners, Registration, HTIN Registration, Exam Registration, Continuous Assessment, Manage Finances, and Student Research. The main content area is titled 'Student Management' and includes a '+ Add New Student' and 'Import Students' button. Below this is a 'Filter Students' section with input fields for 'Filter By Name', 'Filter By HTIN', 'Filter By District of origin', and 'Filter By Gender'. There are also checkboxes for 'Only Show Students With Attached Photos' and 'Only Show Students Without Attached Photos'. At the bottom, there is a 'Statistics' section with a table showing 'Total Students', 'Total Male', and 'Total Female'.

Select	ID	Passport	Name	Gender	Date of Birth	District	Country	Location	Identifier	HTIN
<input type="checkbox"/>	278697		LOLA BRIGHT	Female	1996-02-29 00:00:00	ARUA	UGANDA	EDROOZE		JUL25/U010/DO38
<input type="checkbox"/>	278448		OKELLO INNOCENT	Male	2000-07-20 00:00:00	OYAM	UGANDA	ABOK		JUL25/U010/PH14

Step 2: Add a new student

Click **Add New Student** and fill all required fields in the modal.

Step 3: Add student with HTIN and upload photo

Upload student photo, tick **Student already has HTIN?** when applicable, and complete the form.

Section 2: Deposit Funds

Step 1: Open Institution Transactions

From sidebar open **Manage Finances** then **Institution Transactions**, or visit </admin/finance/transactions>.

Step 2: Start deposit

Click the green **Deposit Funds** button in the command bar.

Step 3: Fill deposit modal

Enter amount, receipt number, upload proof, choose payment method, and submit.

Step 4: Wait for approval

After accounts approval, your institution balance updates accordingly.

Section 3: Register Students for HTIN

Step 1: Open HTIN Applications

Go to </admin/registrations/htin/applications/list> and click **New HTIN Applications**.

The screenshot displays the 'HTIN Applications for January 2026' page. The left sidebar shows the 'UHPAB' logo and a navigation menu with categories like 'Registration', 'Exam Registration', 'Workflow Management', 'Reports', 'Academic Records', and 'Access Controls'. The main content area features a table of applications with the following data:

HR ID	Institution	Program	Month	Year	Applications	Actions
6461	FR. BASH FOUNDATION COLLEGE OF HEALTH SCIENCES	Certificate in Nursing	January	2026	1 Students	Details
6625	GOOD SAMARITAN INTERNATIONAL SCHOOL OF NURSING	Diploma in Midwifery -Extension	January	2026	1 Students	Details
6616	IBANDA INSTITUTE OF HEALTH SCIENCES	Certificate in Nursing	January	2026	1 Students	Details
6380	INDIAN INSTITUTE OF HEALTH AND ALLIED SCIENCES	Certificate in Nursing	January	2026	1 Students	Details
6382	INDIAN INSTITUTE OF HEALTH AND ALLIED SCIENCES	Diploma in Nursing -Extension	January	2026	1 Students	Details
6320	MERIDIAN INSTITUTE OF NURSING AND HEALTH PROFESSIONALS	Certificate in Midwifery	January	2026	1 Students	Details
6346	SHAMMAH INTERNATIONAL INSTITUTE OF HEALTH SCIENCES	Certificate in Nursing	January	2026	1 Students	Details
6544	ST. FRANCIS SCHOOL OF HEALTH SCIENCES	Certificate in Nursing	January	2026	1 Students	Details
6462	ST. MARTIN INSTITUTE OF HEALTH SCIENCES MUNTEME	Certificate in Medical Laboratory Techniques	January	2026	1 Students	Details
6637	TROPICAL INSTITUTE OF ALLIED HEALTH SCIENCES - NAMUGONGO	Certificate in Pharmacy	January	2026	1 Students	Details
6628	UGANDA NURSING SCHOOL BIWINDI	Certificate in Nursing	January	2026	1 Students	Details
6379	INDIAN INSTITUTE OF HEALTH AND ALLIED SCIENCES	Diploma in Midwifery -Extension	January	2026	2 Students	Details
6350	KAGANDO INSTITUTE OF HEALTH SCIENCES	Certificate in Nursing	January	2026	2 Students	Details
6282	MENGO SCHOOL OF NURSING AND MIDWIFERY	Diploma in Nursing -Extension	January	2026	3 Students	Details

At the bottom of the table, there is a 'Configure columns' link and a note: 'Displayed records: 1-14 of 14'.



Step 2: Fill create HTIN modal

Select institution, period, and program. Institution is preselected for institution users.

Apply Students For HTINs
Select students for HTIN Application from the table below and submit

Filter Students

Select Institution: Filter By Name: Filter By District of origin: Filter By Gender:

<input type="checkbox"/>	ID	Photo	Student Name	Gender	Date of Birth	NIN	HTIN	Phone
<input type="checkbox"/>	8		NABAGGALA HAMIDAH	Female	N/A	N/A	U014/CM/95/2/34223	0704217479
<input type="checkbox"/>	89		TUHIRIRWE ADRINE	Female	N/A	N/A	N14/U009/CN/003	0786478885
<input type="checkbox"/>	100		MAWEJE REAGAN	Male	N/A	N/A	U028/CCN/95/1/34847	0706912849
<input type="checkbox"/>	101		KAMUSIIME DOREEN	Female	N/A	N/A	U028/CCN/95/2/34838	
<input type="checkbox"/>	102		LUBEGA JOY	Male	N/A	N/A	U028/CCN/91/2/34842	
<input type="checkbox"/>	104		MAWEJE RAEGAN	Male	N/A	N/A	U028/CCN/95/1/34847	
<input type="checkbox"/>	107		NABALEMA MOLLY	Female	N/A	N/A	U028/CCN/95/2/34857	
<input type="checkbox"/>	113		NAMUGAWE CHARITY	Female	N/A	N/A	U028/CCN/94/2/34888	
<input type="checkbox"/>	121		AKELLO JANET	Female	N/A	N/A	U028/CCN/94/2/34824	0778754990
<input type="checkbox"/>	122		APIO MALIZA	Female	N/A	N/A	U028/CCN/92/2/34824	

Showing 1 to 10 of 13442 results ◀ 1 2 3 4 5 6 7 8 9 10 ... 1344 1345 ▶

Selected Students for Review 0 [Clear All](#)

#	Student ID	Student Name	HTIN	Remove
No students selected yet. Use checkboxes in the table above to select students across pages.				

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Step 3: Select students

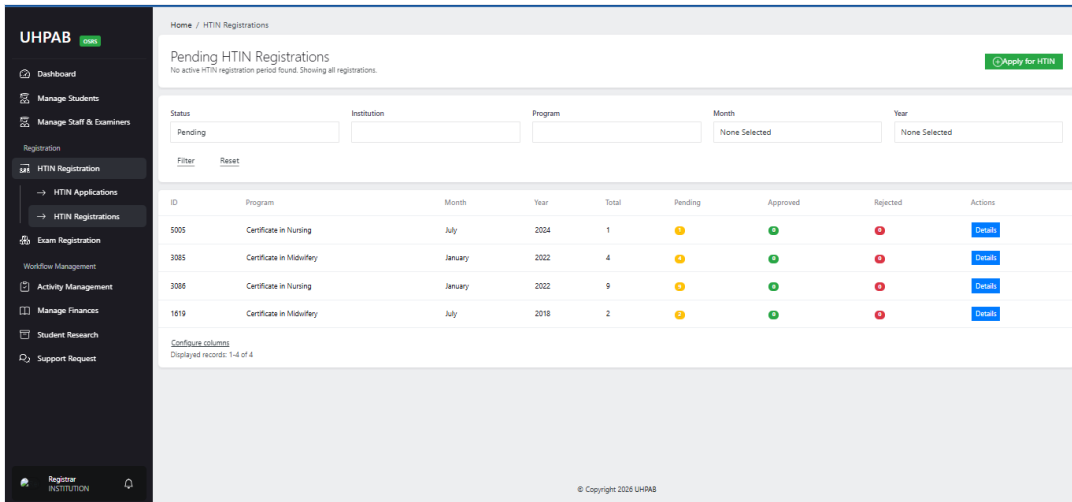
Use checkboxes and filters, then review selected students in the review table.

Step 4: Submit and confirm

Click submit and confirm the modal prompt.

Step 5: Verify submission

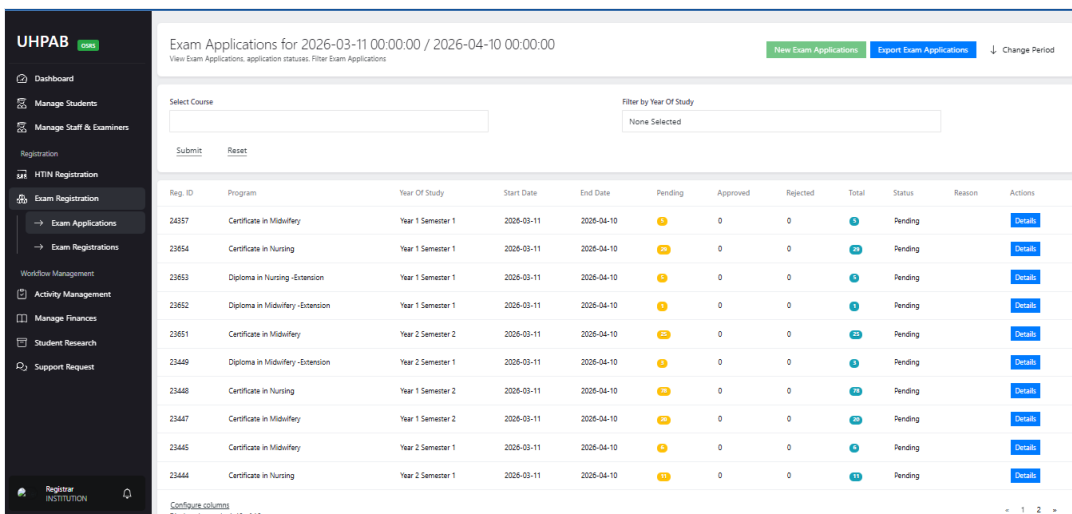
Return to the HTIN applications list and monitor status.



Section 4: Register Students for Exams

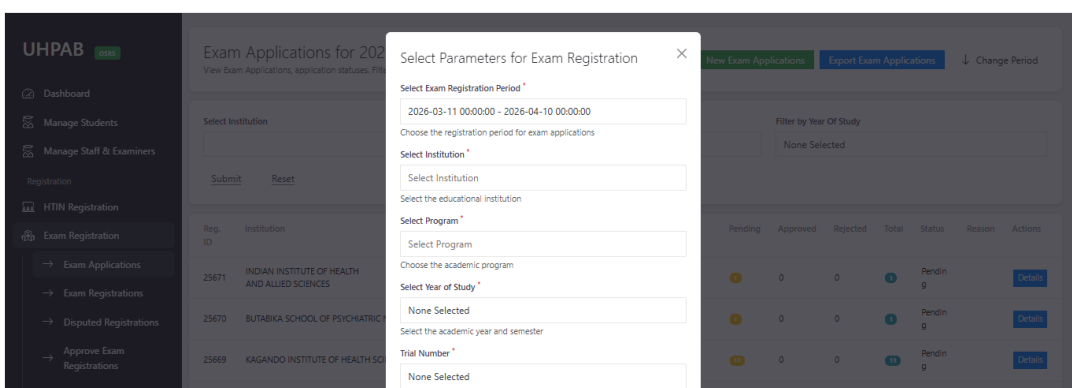
Step 1: Open Exam Applications

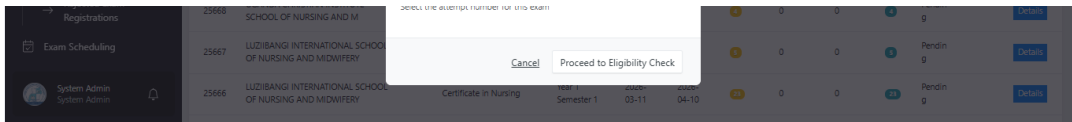
Open **Exam Registration** then **Exam Applications**, or visit </admin/registrations/exam/applications/list>.



Step 2: Create a new exam application

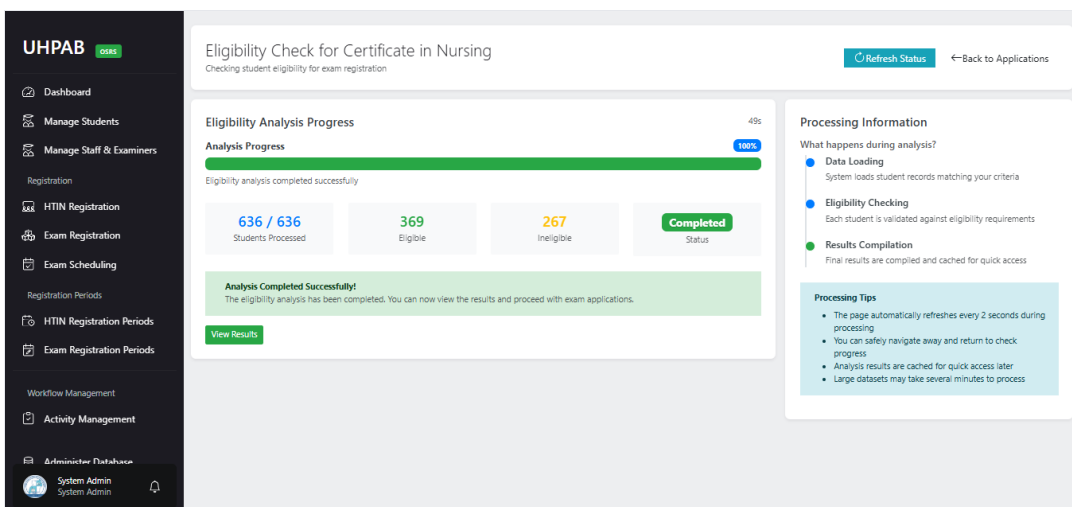
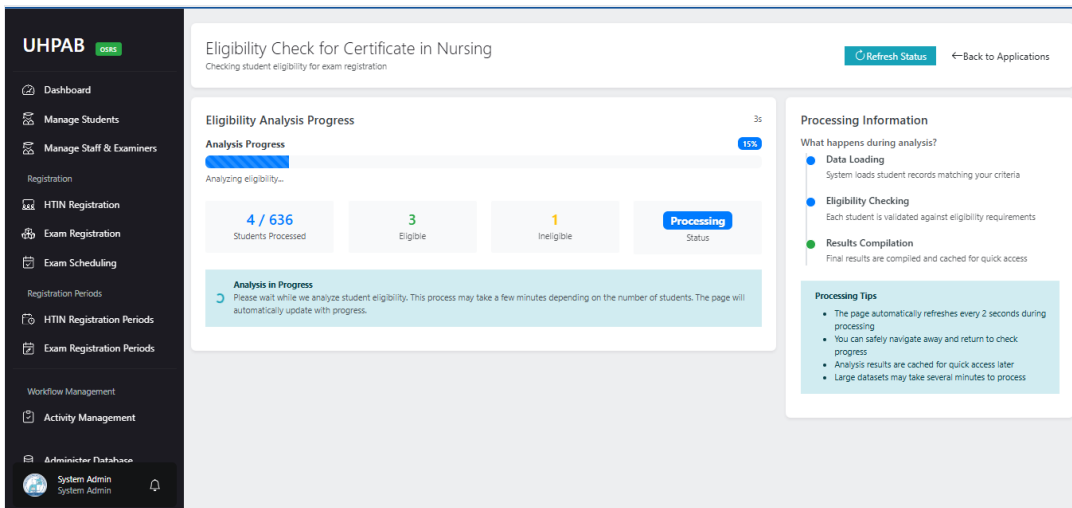
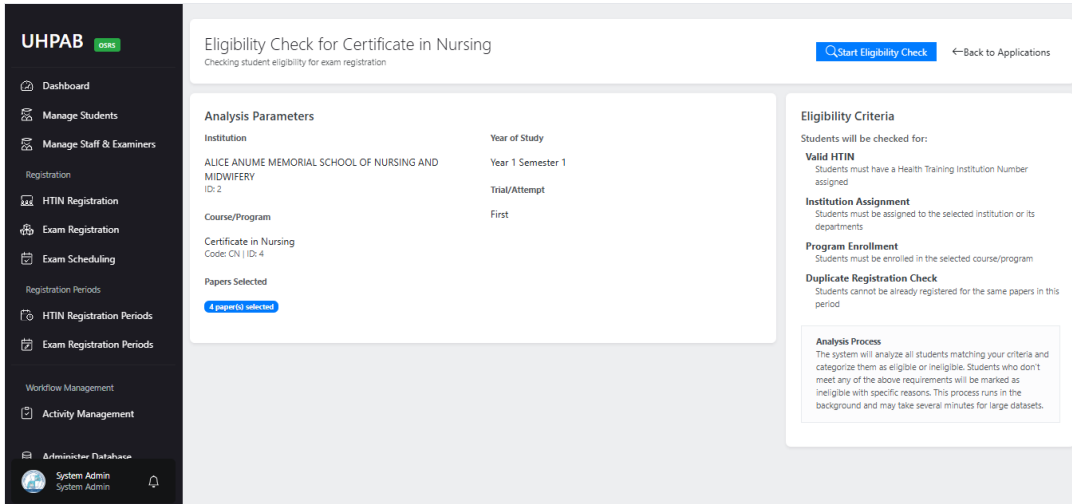
Click **New Exam Applications**, fill period, institution, program, year of study, attempt, and papers, then proceed.





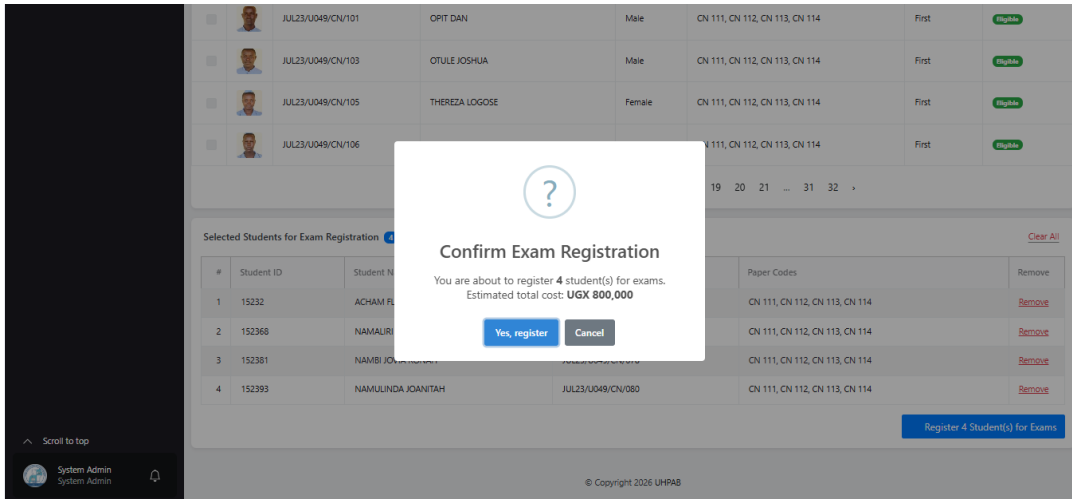
Step 3: Run eligibility check

Click **Start Eligibility Check** and wait for completion.



Step 4: Select students and submit

Select students, review totals, confirm, and submit registration.



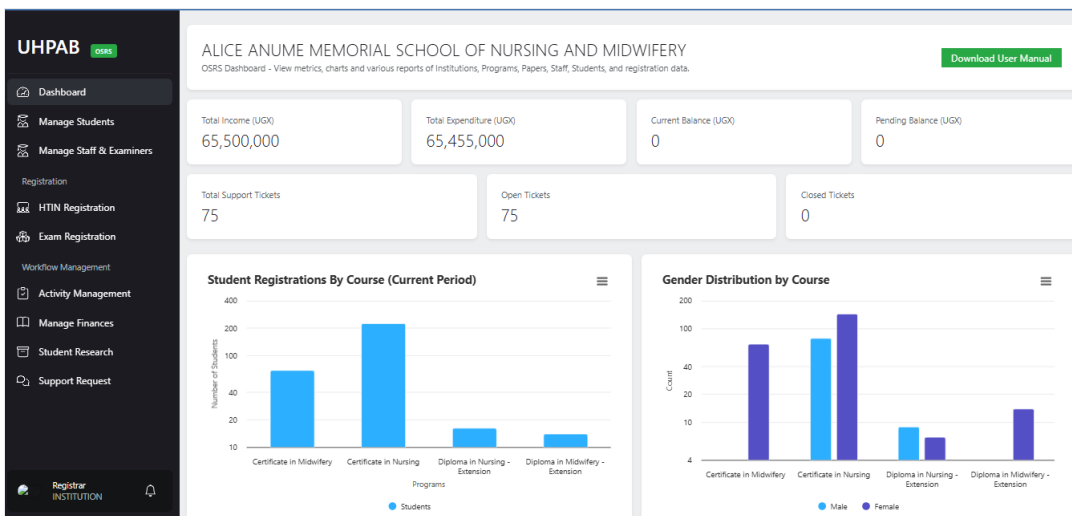
Step 5: Verify submitted applications

Return to exam applications list and monitor statuses.

Section 5: Continuous Assessment (SBA) Entry

Step 0: Confirm institution account

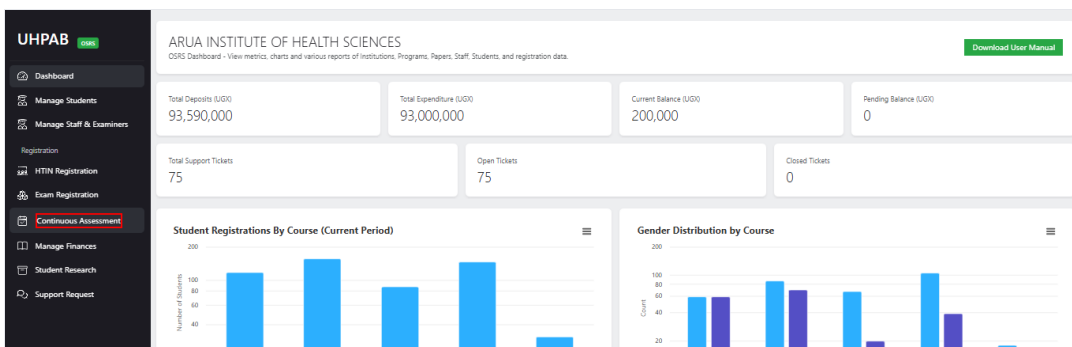
From the dashboard, confirm you are logged in under the correct institution account.

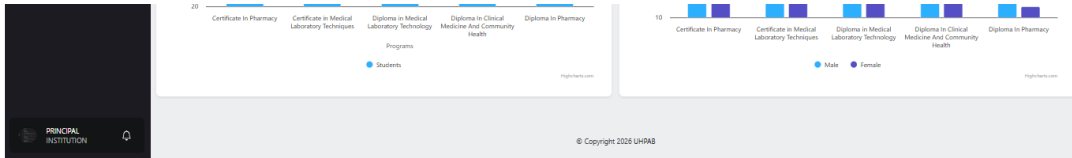


Step 1: Open Continuous Assessment

From the dashboard, use the left navigation and click **Continuous Assessment**. The target page is usually `/admin/exam/schedules`.

Before clicking, confirm the menu item is visible and highlighted in the institution dashboard.





After clicking **Continuous Assessment**, the Continuous Assessment schedules screen opens.

Step 2: Open schedule and paper

On the Continuous Assessment schedules list, each schedule row has an actions dropdown with **View Details** and **Marksheet**. Click **Marksheet** for the target schedule.

This opens the schedule papers page, where a table lists all papers in that schedule. In the selected paper row, open actions and click **Enter results** to open that paper's marksheet.

System Admin System Admin

UHPAB cross

- Dashboard
- Manage Students
- Manage Staff & Examiners
- Registration
 - HTIN Registration
 - Exam Registration
 - Continuous Assessment**
 - Manage Finances
 - Student Research
 - Support Request
- PRINCIPAL INSTITUTION

Exam Papers - Diploma in Medical Laboratory Technology
Select a paper to enter continuous assessment results. [← Back to Schedule](#)

Diploma in Medical Laboratory Technology
Institution: ARIUA INSTITUTE OF HEALTH SCIENCES
Year of Study: Year 1 Semester 2

Exam Date: Jun 01, 2026
Attempt: N/A

Papers: 1 | Participants: 1

Papers

Paper Code	Paper Name	Participants	Results Entered	Completion	Max Score	Actions
MLT 1201	Microbiology II	1	1	100%	111	Configure columns <input checked="" type="checkbox"/> Enter Results

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Step 3: Enter and save SBA marks

Enter marks per student and click **Save SBA Marks**.

System Admin System Admin

UHPAB cross

- Dashboard
- Manage Students
- Manage Staff & Examiners
- Registration
 - HTIN Registration
 - Exam Registration
 - Exam Scheduling**
 - Registration Periods
 - HTIN Registration Periods
 - Exam Registration Periods
 - Workflow Management
 - Activity Management
 - Administrator Database
 - Manage Finances
 - Reports
- System Admin System Admin

Exam Results - Microbiology II (MLT 1201)
Enter exam results for Microbiology II. [← Back to Papers](#)

MINISTRY OF EDUCATION AND SPORTS
UGANDA HEALTH PROFESSIONALS ASSESSMENT BOARD
EXAMINATION MARKSHEET

Microbiology II (MLT 1201) Pending
Course: Diploma in Medical Laboratory Technology
Institution: ARIUA INSTITUTE OF HEALTH SCIENCES
Year of Study: Year 1 Semester 2

Exam Date: Jun 01, 2026
Attempt: N/A

Marksheet Status: Pending (Not yet submitted)

Students	Progress Sections	Complete
1	1	0/1
0% Complete		

Exam Number	Student Name	SBA (Max 10)	SBA (100%)
001	ARIKA MICHAEL	12	80 / 100

Entry

[Save SBA Marks](#)

System Admin System Admin

UHPAB cross

- Dashboard
- Manage Students
- Manage Staff & Examiners
- Registration
 - HTIN Registration
 - Exam Registration
 - Exam Scheduling**
 - Registration Periods
 - HTIN Registration Periods
 - Exam Registration Periods
 - Workflow Management
 - Activity Management
 - Administrator Database
 - Manage Finances
 - Reports
- System Admin System Admin

Continuous Assessment Results - Microbiology II (MLT 1201)
Enter continuous assessment results for Microbiology II. [Print SBA Marks Confirmation Sheet](#) [← Back to Papers](#)

MINISTRY OF EDUCATION AND SPORTS
UGANDA HEALTH PROFESSIONALS ASSESSMENT BOARD
EXAMINATION MARKSHEET

Microbiology II (MLT 1201) Pending
Course: Diploma in Medical Laboratory Technology
Institution: ARIUA INSTITUTE OF HEALTH SCIENCES
Year of Study: Year 1 Semester 2

Exam Date: Jun 01, 2026
Attempt: N/A

Marksheet Status: Pending (Not yet submitted)

Students	Progress Sections	Complete
1	1	1/1
100% Complete		

Exam Number	Student Name	SBA (Max 10)	SBA (100%)
001	ARIKA MICHAEL	12	80 / 100

Entry

[Save SBA Marks](#)

System Admin System Admin

UHPAB cross

- Dashboard
- Manage Students
- Manage Staff & Examiners
- Registration
 - HTIN Registration
 - Exam Registration
 - Exam Scheduling**
 - Registration Periods
 - HTIN Registration Periods
 - Exam Registration Periods
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 - Activity Management
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Continuous Assessment Results - Microbiology II (MLT 1201)
Enter continuous assessment results for Microbiology II. [Print SBA Marks Confirmation Sheet](#) [← Back to Papers](#)

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UGANDA HEALTH PROFESSIONALS ASSESSMENT BOARD
EXAMINATION MARKSHEET

Microbiology II (MLT 1201) Pending
Course: Diploma in Medical Laboratory Technology
Institution: ARIUA INSTITUTE OF HEALTH SCIENCES
Year of Study: Year 1 Semester 2

Exam Date: Jun 01, 2026
Attempt: N/A

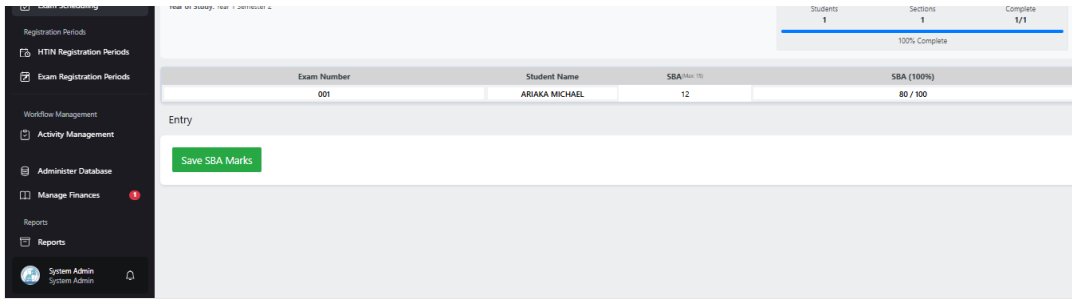
Marksheet Status: Pending (Not yet submitted)

Students	Progress Sections	Complete
1	1	1/1
100% Complete		

Exam Number	Student Name	SBA (Max 10)	SBA (100%)
001	ARIKA MICHAEL	12	80 / 100

Entry

[Save SBA Marks](#)



Step 4: After entry

Saved SBA marks become available for synchronization and downstream processing.

What Happens Next

- Submitted HTIN and exam applications move to board/admin approval workflows.
- Institution users continue with SBA entry after schedules are generated.
- Institution users do not perform approval actions in the system.
- Track progress from applications and schedule pages.