

## **NOTICE TO ALL STUDENTS**

### **EXEMPTION APPLICATION & TRANSFER OF CREDITS DEADLINE**

Please be advised that the deadline for submitting course exemption and transfer of credit applications is **February 14<sup>th</sup>, 2025**.

We encourage you to submit all applications via the **UGMS EX portal**. For all **exemption applications**, ensure the required payment of **\$200** per course is made. Kindly note that access to the UGMS EX portal is currently restricted to **UTT campuses** and cannot be accessed remotely at this time.

If you experience any difficulties or require assistance, please feel free to contact:

- **Dr. Laurice Phillips** at [laurice.phillips@utt.edu.tt](mailto:laurice.phillips@utt.edu.tt)
- **Ms. Keri-Marie Campbell** at [keri-marie.campbell@utt.edu.tt](mailto:keri-marie.campbell@utt.edu.tt)

#### **Instructions for first-time users of the UGMS EX portal**

1. Enter <https://ugmsportal.utt.edu.tt/student/> in your browser's address bar.
2. Enter your Student ID# and click "Register" to receive an auto-generated password, which will be sent to your student email (e.g., 123456@we.utt.edu.tt).
3. Retrieve the password from your student email.
4. Complete the login form and click "Login."
5. In the menu tab, select "Student Portal."
6. The UGMS EX Student Portal options will appear. You can then access the required services.
7. To change your password, click the "Password Management" tab in the menu.

#### **Instructions for Returning Users**

1. Go to <https://ugmsportal.utt.edu.tt/student/>
2. Enter your student ID number as your username and your password to log in.
3. In the menu tab, select "Student Portal."
4. The UGMS EX Student Portal options will appear. You can then access the required services.