

NOTICE TO ALL STUDENTS
EXTENSION OF EXEMPTION APPLICATION DEADLINE
AND ACCESS INSTRUCTIONS FOR UGMS EX PORTAL
SEMESTER 1 2024-2025

Please be advised that the deadline for exemption applications for continuing students has been extended to **October 4th, 2024**. We encourage you to submit your applications via the UGMS EX portal.

Kindly note that access to the UGMS EX portal is currently restricted to UTT campuses and cannot be accessed remotely at this time. This is a temporary measure and we will update you when remote access is available.

For **first-time users** of the UGMS EX portal, please follow these steps to log in:

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.

If you have previously used the portal, simply follow these steps:

1. Go to <https://cjms.utt.edu.tt/student/>.
2. Enter your student ID number as your username and your password to log in.

Should you experience any difficulties, please contact Dr. Laurice Phillips at laurice.phillips@utt.edu.tt or Ms. Keri-Marie Campbell at keri-marie.campbell@utt.edu.tt for assistance.

Thank you for your cooperation.