

## NOTICE TO STUDENTS

Please be advised that the following examination related services can be accessed via the UGMS EX Portal:

1. Letter to Employer
2. Missed Examination Application
3. Extenuating Circumstance Application
4. Change of Venue Application
5. Examination Clash Report

**IMPORTANT:** The UGMS EX portal can only be accessed from a UTT campus. Ensure that you are connected to the student network before attempting to login.

### Instructions for First Time Users of 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](mailto: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.

Feel free to contact [exams.unit@utt.edu.tt](mailto:exams.unit@utt.edu.tt) or Dr. L. Phillips at [laurice.phillips@utt.edu.tt](mailto:laurice.phillips@utt.edu.tt) for further assistance.