



**ICT Cell**  
University of Chittagong



# CU Web Portal Registration and Profile Update Manual

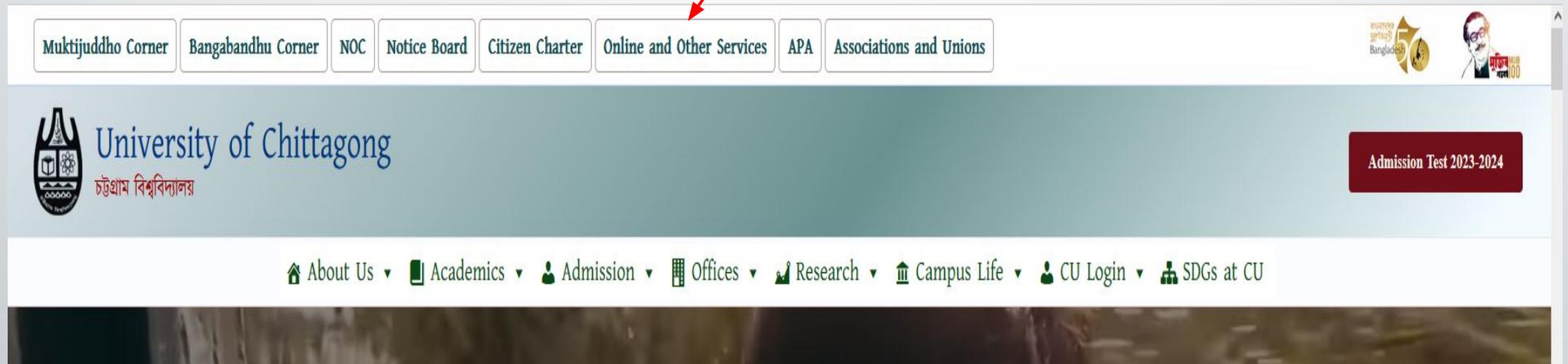
Prepared by

**S. M. Ahsanul Karim Shimul**  
Senior Computer Engineer  
(Deputy Registrar)  
ICT Cell  
University of Chittagong  
Email: [shimul.ict@cu.ac.bd](mailto:shimul.ict@cu.ac.bd)  
Mobile No: 01813-220893

# How do I create my profile in CU Web Portal?

## Registration Step - 1

Please go to [cu.ac.bd](http://cu.ac.bd) and click **online and other services** from the top menu.



The screenshot displays the top navigation menu of the University of Chittagong website. The menu items are: Muktijuddho Corner, Bangabandhu Corner, NOC, Notice Board, Citizen Charter, Online and Other Services, APA, and Associations and Unions. A red arrow points to the 'Online and Other Services' item. Below the menu is the University of Chittagong logo and name in English and Bengali, along with a banner for 'Admission Test 2023-2024'. At the bottom, there is a secondary navigation menu with icons and text for: About Us, Academics, Admission, Offices, Research, Campus Life, CU Login, and SDGs at CU.

Or

# How do I create my profile in CU Web Portal?

## Registration Step - 2

Please select “**How do I create my profile in CU Webportal?**” box and click **view details**.

**OUR SERVICES**

 <b>Academic Email for Faculty Members</b> You must be a current member of the University of Chittagong faculty in an eligible department to have an email account administered and/or provided by ICT Cell. <a href="#">View Details &gt;</a>	 <b>Academic Email for Graduate Students</b> You must be a graduate student of the University of Chittagong in an eligible department to have an email account administered and/or provided by ICT Cell. <a href="#">View Details &gt;</a>	 <b>Official Email for Officers</b> You must be a current member of the University of Chittagong Officer in an eligible department to have an email account administered and/or provided by ICT Cell. <a href="#">View Details &gt;</a>
 <b>Official Email for Class-3 Employee</b> You must be a current member of the University of Chittagong Class-3 Employee in an eligible department to have an email account administered and/or provided by ICT Cell. Class-3 Employees have to complete the training course from ICT Cell, CU at first step. <a href="#">View Details &gt;</a>	 <b>What is the procedure of recovering password of academic/official email?</b> If a user forgets his/her academic/official email password, he/she needs to fill up and submit the form. Please note that after receiving a requisition, an email containing a password reset link will be sent to the user shortly. <a href="#">View Details &gt;</a>	 <b>How do I create my profile in CU Webportal?</b> A faculty member or an officer of this university is eligible to create his/her own profile in CU Web Portal. To create a profile please fill up and submit the form. Please note that after receiving a requisition and submitted data verification, an invitation email will be sent to you shortly. <a href="#">View Details &gt;</a>
		<b>Other Services</b> (অধ্যাপক, ফিস এবং ভাণ্ডারী) অনন্যদিকৃতিক অধ্যাপক

# How do I create my profile in CU Web Portal?

## Registration Step - 3

Please fill up the form and submit with your necessary information.  
Read Important Instructions before submit.

### How do I create profile in CU Webportal?



A faculty member or an officer of this university is eligible to create his/her own profile in CU Web Portal. To create a profile please fill up and submit the form below. Please note that after receiving a requisition an invitation email will be sent to you shortly.

Please fill up the form below and submit with your necessary information.

**Full Name \***  
ইংরেজিতে পুরো নাম লিখুন

**Designation \***  
আপনার পদবী নির্বাচন করুন

**Department/Institute/Office/Research Centre \***  
Please select the Department/Institute you belong to

**Employee ID \***  
E.g. 1234

**Contact Number \***  
E.g. 01813XXXXXX

চমকে চাকুরীজীবীদের ও সংশ্লিষ্ট ব্যক্তিগত নথি/ফাইল নম্বর (এটি বেতনের সিপে উল্লেখ থাকে) 0 / 4

0 / 11

**Academic/Official/Personal Email ID \***  
E.g. Academic/Official/Personal Email ID

**Important Instructions (Read before submit!!!)**

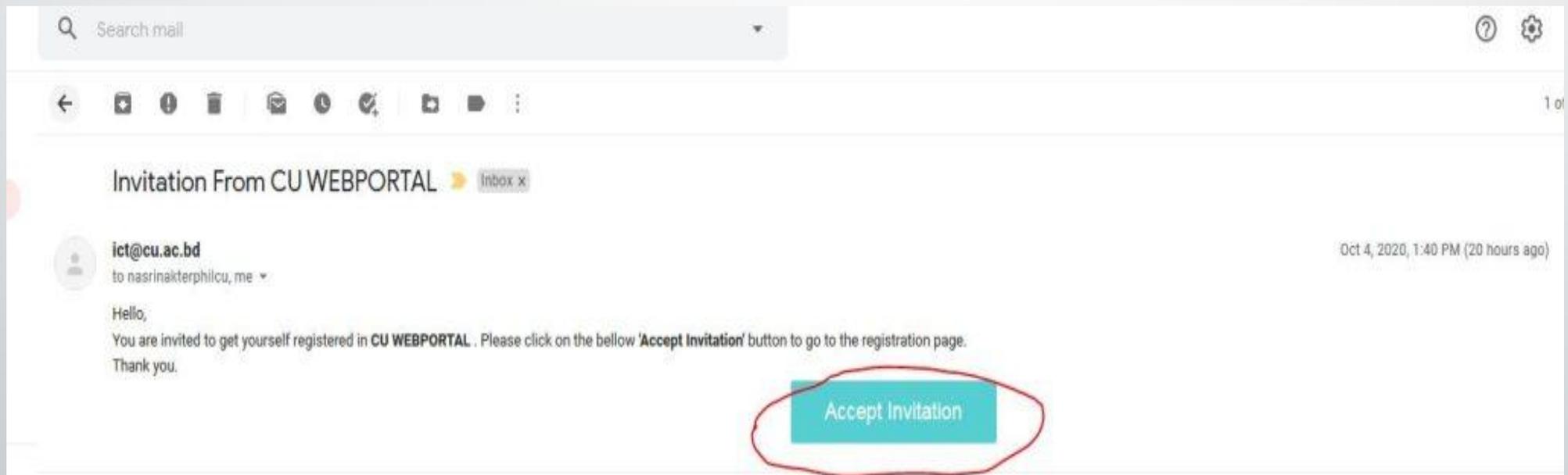
\*\* After submitting this form, you will get an autogenerated email from ICT cell, University of Chittagong.

\*\* You will get an email from ict@cu.ac.bd containing registration link. Its automated. Don't forget to check spam folder if it's not in inbox. If you face any difficulty, please contact ict@cu.ac.bd

# How do I create my profile in CU Web Portal?

## Registration Step - 4

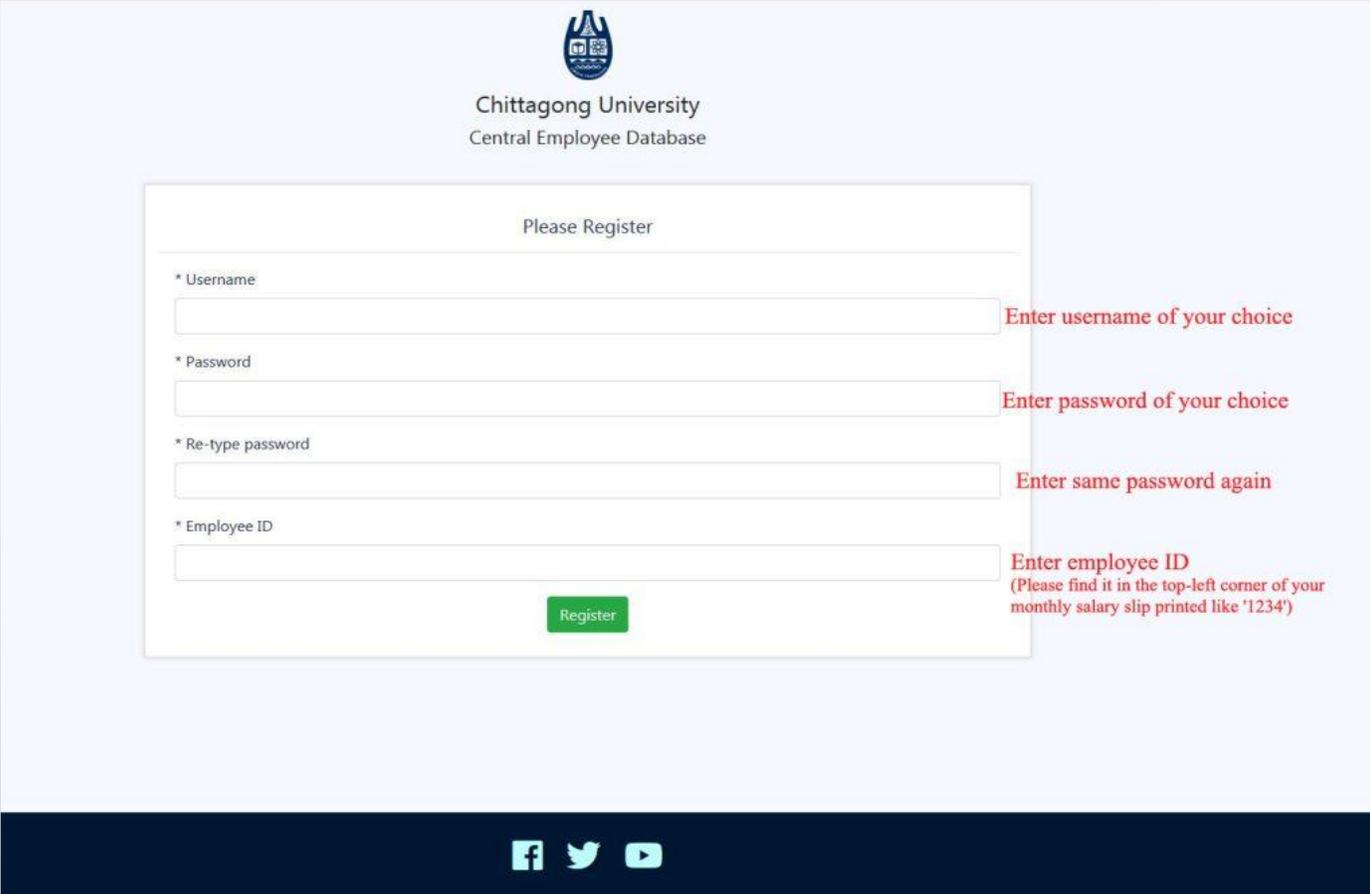
You will get an Invitation From CU WEBPORTAL regarding registration process. The E-mail body will contain the text



# How do I create my profile in CU Web Portal?

## Registration Step - 5

You will be redirected to the registration page. Please follow the instruction as per image.



Chittagong University  
Central Employee Database

Please Register

\* Username  Enter username of your choice

\* Password  Enter password of your choice

\* Re-type password  Enter same password again

\* Employee ID  Enter employee ID  
(Please find it in the top-left corner of your monthly salary slip printed like '1234')

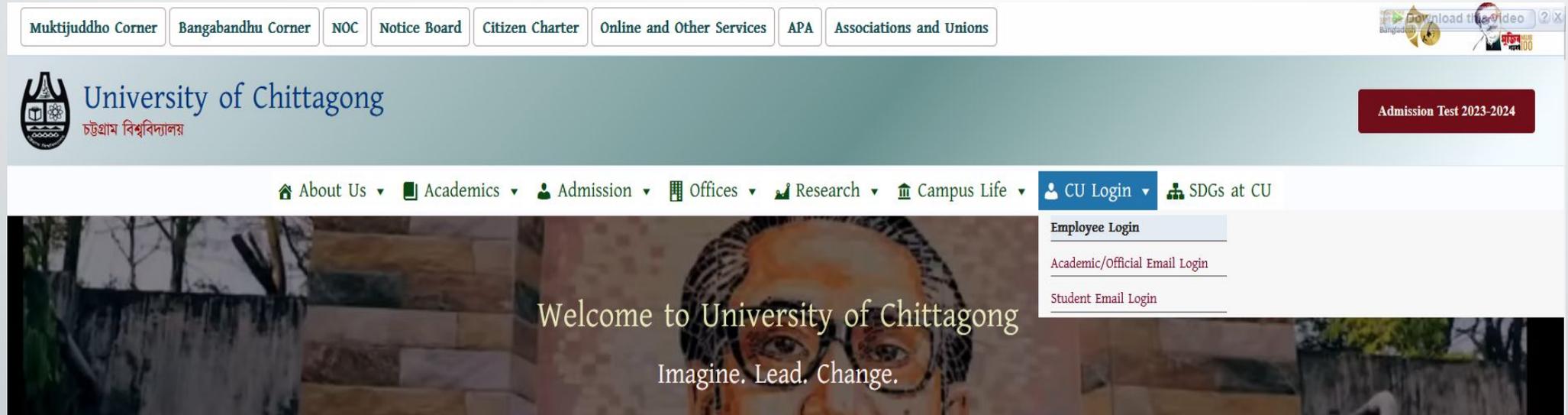
Register

f t y

# How do I update my profile in CU Web Portal?

## Update Profile: Step - 1

Please click <http://cu.ac.bd/people/login.php> or go to [cu.ac.bd](http://cu.ac.bd) and click **CU login > Employee Login**. Then give your username and password that you have just created.



The screenshot shows the University of Chittagong website. At the top, there is a navigation bar with links: Muktijuddho Corner, Bangabandhu Corner, NOC, Notice Board, Citizen Charter, Online and Other Services, APA, and Associations and Unions. Below this is the University of Chittagong logo and name in Bengali (চট্টগ্রাম বিশ্ববিদ্যালয়). A red button for "Admission Test 2023-2024" is visible. The main navigation menu includes: About Us, Academics, Admission, Offices, Research, Campus Life, CU Login, and SDGs at CU. The "CU Login" menu is expanded, showing three options: Employee Login, Academic/Official Email Login, and Student Email Login. The background of the page features a portrait of a man with glasses and the text "Welcome to University of Chittagong" and "Imagine. Lead. Change."

Please use Firefox, Chrome or Microsoft Edge browser to login to your profile. Safari is not suggested as you may face some difficulties.

# Troubleshooting

- Do not forget to add section which means the department/Institute you belong to, otherwise your profile will not be visible at department/Institute's Faculty members page section. See next slide. We often do not add or mistakenly delete this section information. If you do not see your profile at department/Institute's Faculty members page section, then login to your profile and add section information and click save button. After that, refresh your Department/Institute's Faculty members page section and you are there.



# How do I update my profile in CU Web Portal?

## Update Profile: Step - 2

Please see the images below carefully. After giving primary information don't forget to click "Publish" button. You will be able to **upload** your profile image after publishing your primary information.

University of Chittagong

Profile

Profile Info

Primary Information (Mandatory)

Contacts

Social Media

Sections

Education

Professional Experience

Developed by AGAMILabs Limited

You have to enter information here by clicking + icon. This icon is also applies for other section.

Enter information here. It is a must.

Add only your public contact information

Add your social media link(s)

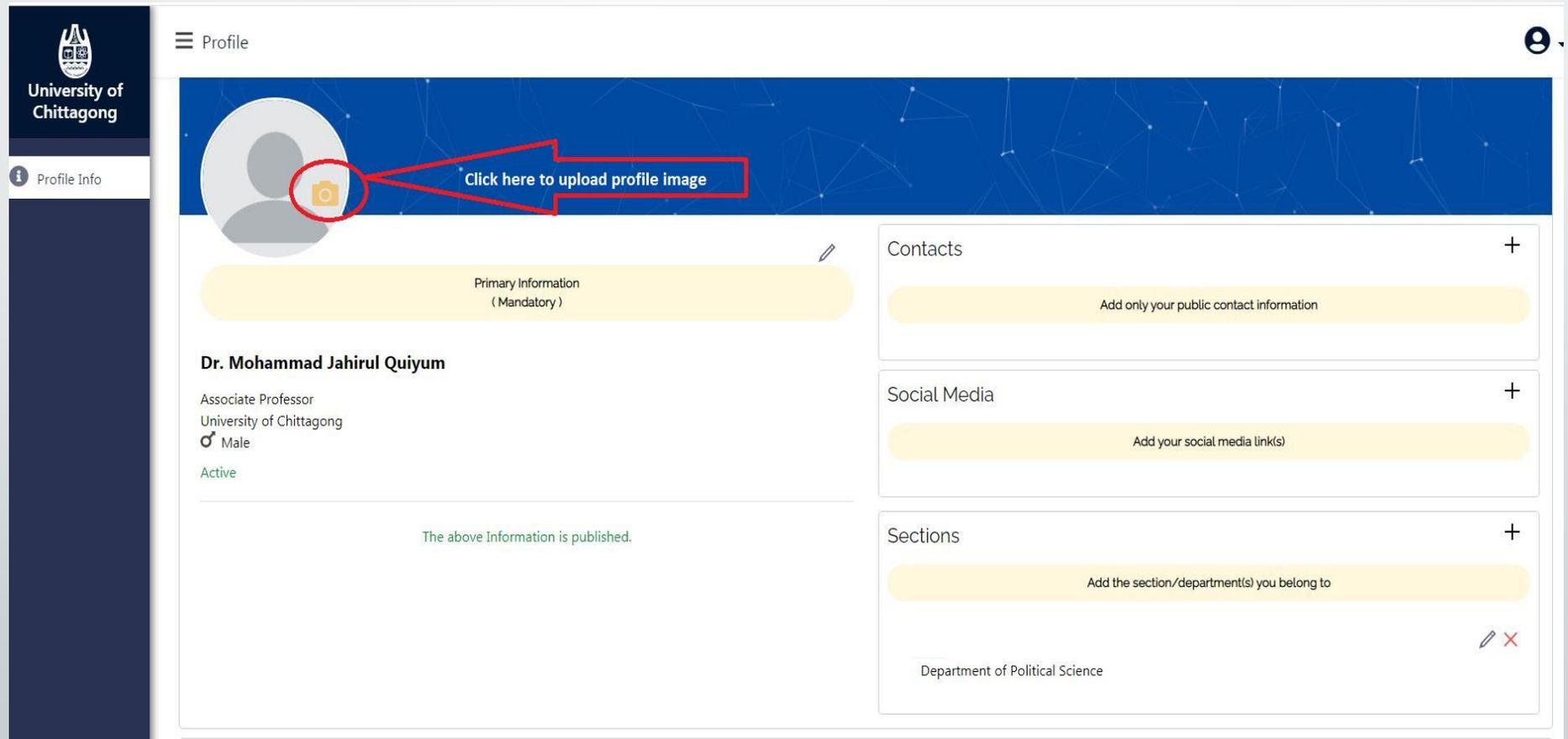
Add the section/department that you belong to

Add your educational background

# How do I update my profile in CU Web Portal?

## Update Profile: Step - 3

After giving basic information please upload a profile photograph. It is not mandatory to upload a profile photograph, but we encourage to do so.



The screenshot displays the 'Profile' page of the University of Chittagong web portal. The left sidebar shows the university logo and 'Profile Info'. The main content area is titled 'Profile' and features a blue header with a network pattern. A red circle highlights a camera icon on a grey profile picture placeholder, with a red arrow pointing to it and the text 'Click here to upload profile image'. Below the header, there is a yellow bar for 'Primary Information (Mandatory)'. The user's name is 'Dr. Mohammad Jahirul Quiyum', with details: Associate Professor, University of Chittagong, Male, and Active. A green message states 'The above information is published.' On the right, there are three expandable sections: 'Contacts' (Add only your public contact information), 'Social Media' (Add your social media link(s)), and 'Sections' (Add the section/department(s) you belong to). The 'Sections' section currently lists 'Department of Political Science'.

# How do I update my profile in CU Web Portal?

## Update Profile: Step - 4

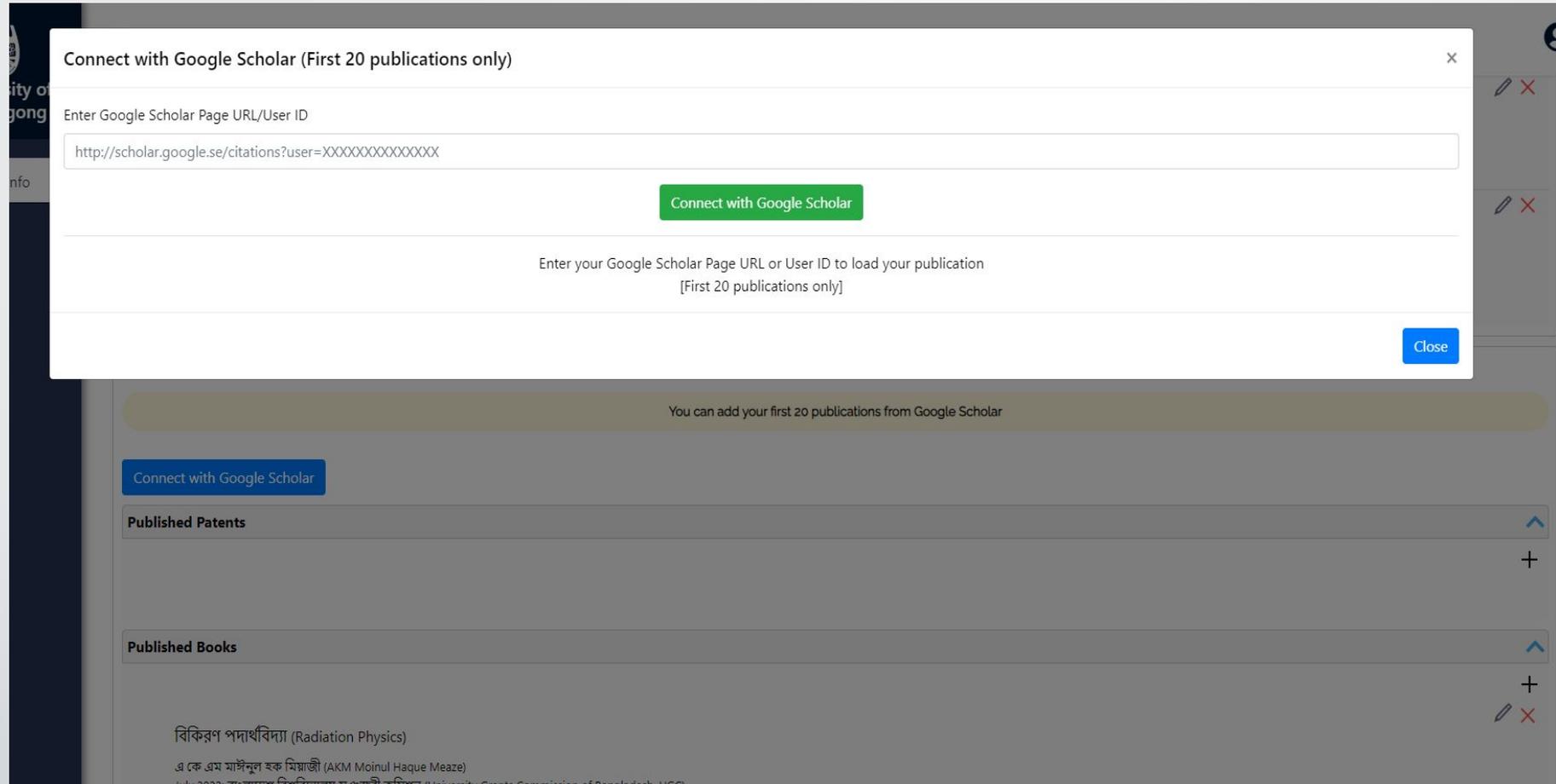
Please add various profile information by clicking + icon. You can add as much as you have at any time by yourself. Please don't forget to click the publish button if it remains as a draft after providing information.

The screenshot displays the 'Profile' page with the following sections and their respective '+' icons:

- Areas of Interest**: Add your research interest (one interest at a time)
- Honors & Awards**: Add your outstanding achievements for which you have been awarded with certificates
- Scholarship & Fellowship**
- Professional Responsibilities**: Add your experience as reviewer, editorial member, organizer to journal/conference
- Academic/Professional Membership**
- Skills**: Add your additional skill which has not been covered (one skill at a time)
- Accomplishments**: Completed Projects

Red arrows point to the '+' icons for 'Areas of Interest', 'Honors & Awards', 'Skills', and 'Accomplishments'.

# Troubleshooting



- Google Scholar discontinued this API. So, it may not work. If not, then please add your publications manually as usual.

# How do I update my profile in CU Web Portal?

## Update Profile: Step - 5

Please add various publication types and their list by clicking + icon. You can add as much as you have at any time by yourself. Please don't forget to click the publish button if it remains as a draft after providing information.

The screenshot displays a web interface for updating a profile. At the top, there is a 'Publications' section with a yellow banner that says 'Please add your publications below'. Below this, there are several categories, each with a '+' icon and a red arrow pointing to it:

- Published Patents
- Published Books
- Published Journal Articles
- Published Conference & Research Seminar Papers
- Publicly Available Technical Reports
- Taught Courses

# How do I update my profile in CU Web Portal?

## Update Profile: Step - 5

Please add various publication types and their list by clicking + icon. You can add as much as you have at any time by yourself. Please don't forget to click the publish button if it remains as a draft after providing information.

The above information is published.

### Update Conference

Title:	<input type="text" value="Measurements of neutron total cross-sections of Niobium &amp; Palladium from 0.1 to 100 eV"/>	Authors:	<input type="text" value="AKM Moinul Haque Meaze, M. Shakilur Rahman, G. N. Kim, Y. D. Oh"/>		
Publication Type:	<input type="text" value="Conference"/>	Book:	<input type="text" value="Proceedings of the Scientific Workshop on Nuclear Data Measurements, Theory and Applications (Speci"/>		
Publisher(Optional):	<input type="text"/>	Page(Optional):	<input type="text"/>		
Book Link(Optional):	<input type="text" value="http://www.iki.kfki.hu/efnudat/Proc.pdf"/>	Month(Optional):	<input type="text" value="Select Month"/>	Year:	<input type="text" value="2010"/>
Description(Optional):	<input type="text"/>				

# How do I update my profile in CU Web Portal?

## Update Profile: Step - 6

Please add a role if you have any and set their display order. You may have one or more. Then add Administrative Experience and give the necessary information. This will be shown in your public profile.

Administrative Experience +

Add your job related additional duties/responsibilities

✎ ✕

### Update Administrative Experience

Title:  Organization:

Start Date: Day:  Month:  Year:  End Date: Day:  Month:  Year:

Currently Working

Location(Optional):  Description(Optional):

Display Order No:

Sections +

Add the section/department(s) you belong to

✎ ✕

Role Name:

Section:

Display Order No:

Now You are on your own. You can update your profile at any time by yourself.



# Thank you

If you face any difficulty, please contact

**S. M. Ahsanul Karim Shimul**

Senior Computer Engineer

(Deputy Registrar)

ICT Cell

University of Chittagong

Email: [shimul.ict@cu.ac.bd](mailto:shimul.ict@cu.ac.bd)

Mobile No: 01813-220893