



ICT Cell
University of Chittagong



CU Web Portal Registration and Profile Update Manual

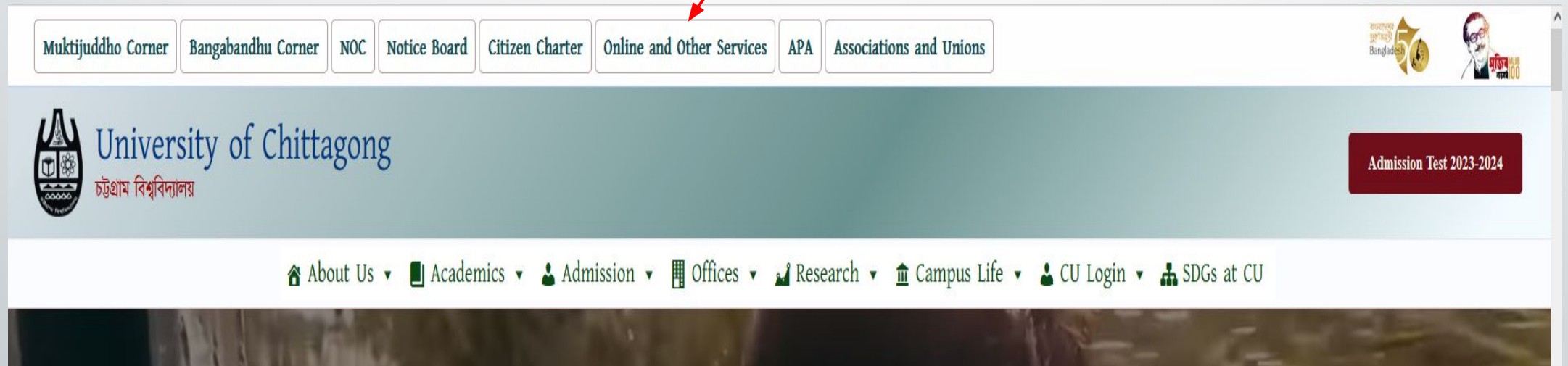
Prepared by

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How do I create my profile in CU Web Portal?

Registration Step - 1

Please go to cu.ac.bd and click **online and other services** from the top menu.



The screenshot shows the top navigation bar of the University of Chittagong website. The navigation menu includes the following items: 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 navigation bar, the University of Chittagong logo and name are displayed, along with the Bengali name 'চট্টগ্রাম বিশ্ববিদ্যালয়'. A red button for 'Admission Test 2023-2024' is visible on the right. The bottom navigation bar contains links 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

<p>Academic Email for Faculty Members</p> <p>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.</p> <p>View Details ></p>	<p>Academic Email for Graduate Students</p> <p>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.</p> <p>View Details ></p>	<p>Official Email for Officers</p> <p>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.</p> <p>View Details ></p>
<p>Official Email for Class-3 Employee</p> <p>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.</p> <p>View Details ></p>	<p>What is the procedure of recovering password of academic/official email?</p> <p>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.</p> <p>View Details ></p>	<p>How do I create my profile in CU Webportal?</p> <p>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.</p> <p>View Details ></p>
<p>Other Services (অধ্যাপক, ফিস এবং ভাণ্ডারী)</p>		


অনন্যদিকবিক অধ্যাদেশ

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 সংখ্যার ব্যক্তিগত নম্ব/ফাইল নম্বর (এটি বেতনের সিং উল্লেখ থাকে) 0 / 4

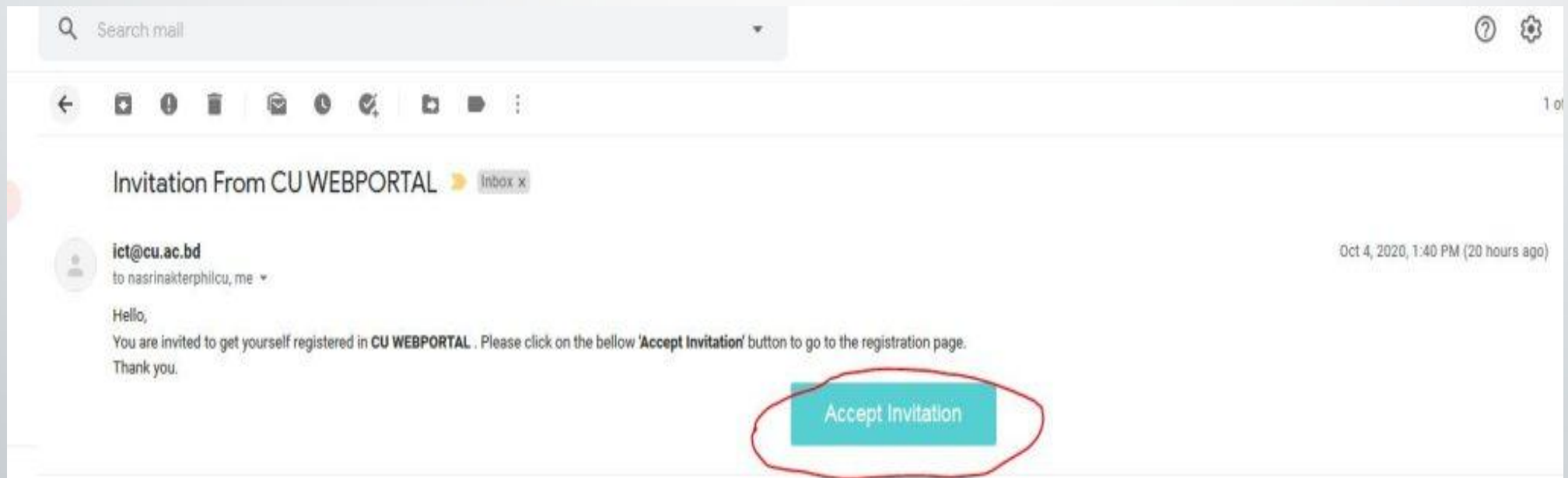
Academic/Official/Personal Email ID *
E.g. Academic/Official/Personal Email ID

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

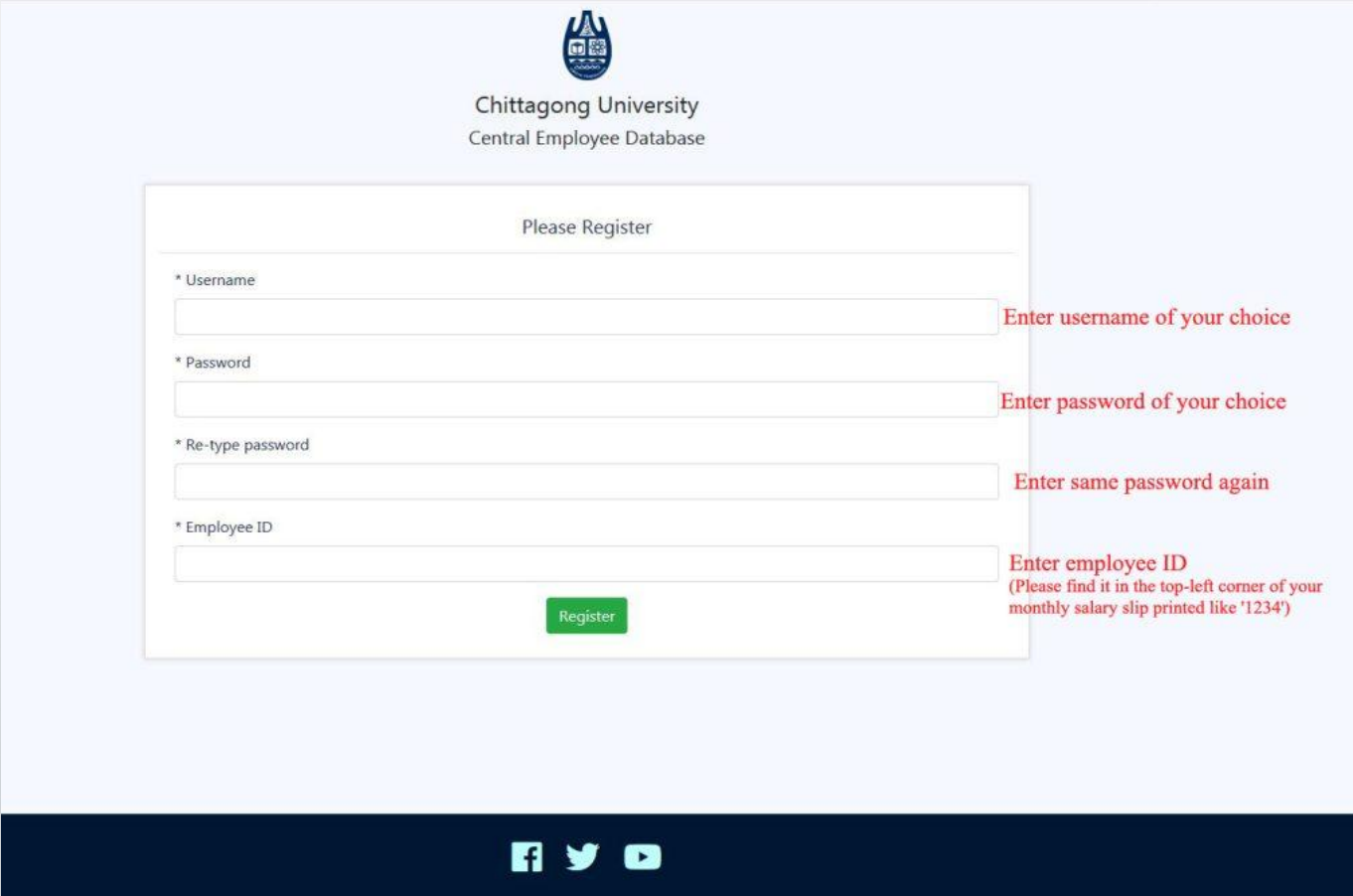
You will get an Invitation From CU WEBPORTAL regarding registration process. The E-mail body will contain the text



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')

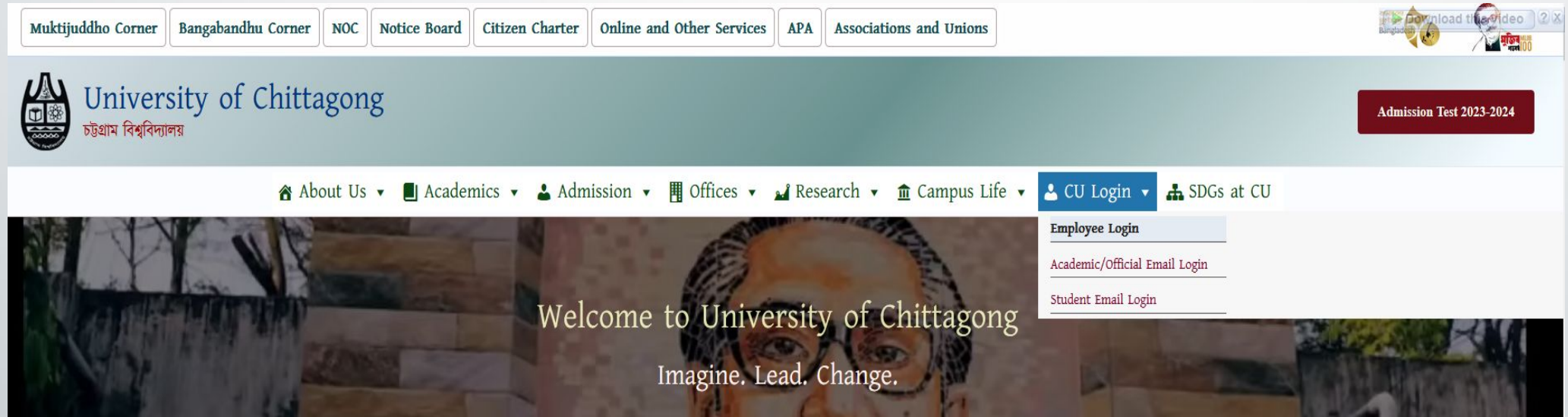
Register

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 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

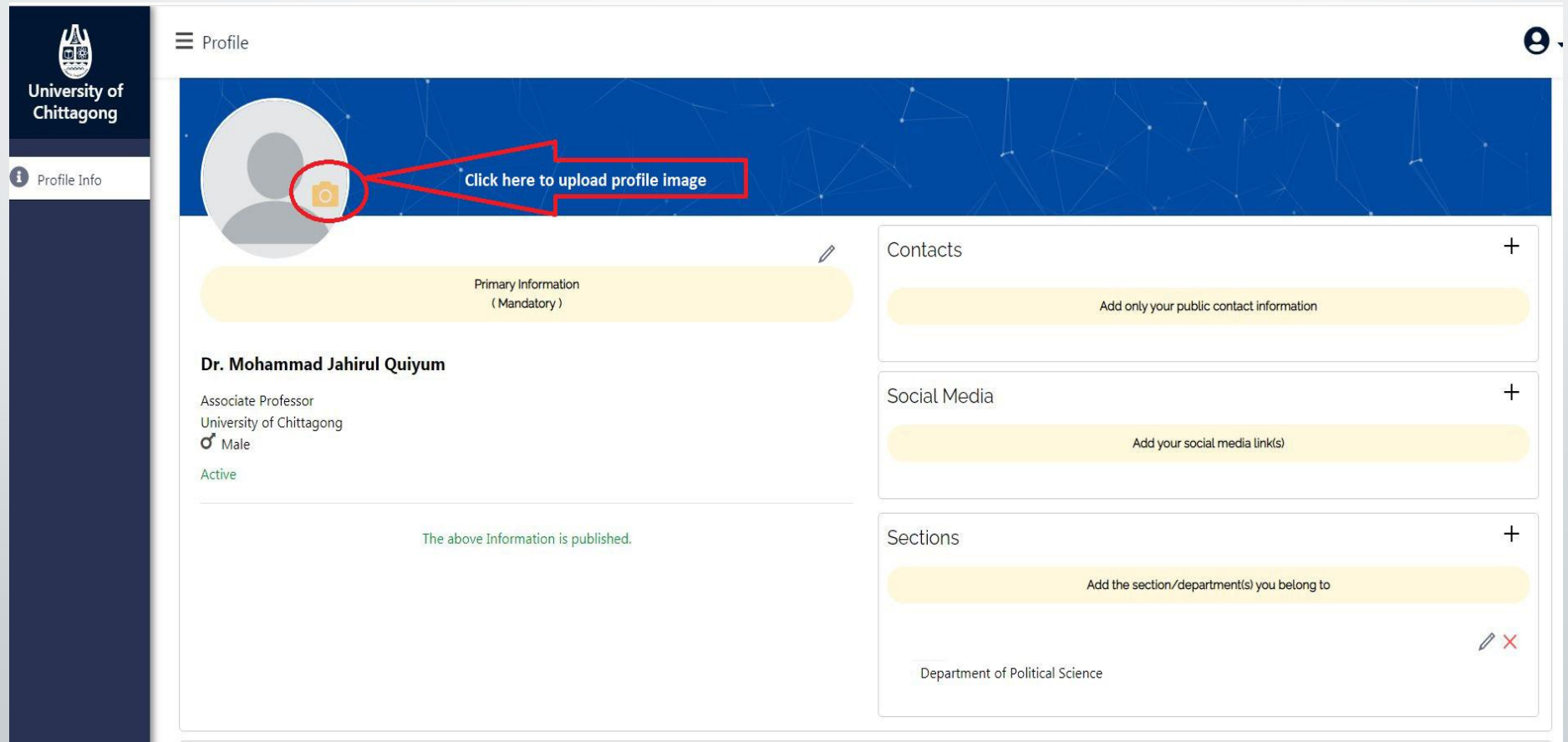
You have to enter information here by clicking + icon. This icon is also applies for other section.

Enter information here. It is a must.

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 'University of Chittagong' text, with a 'Profile Info' tab selected. 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 shows 'Department of Political Science' with edit and delete icons.

How do I update my profile in CU Web Portal?

Update Profile: Step - 4

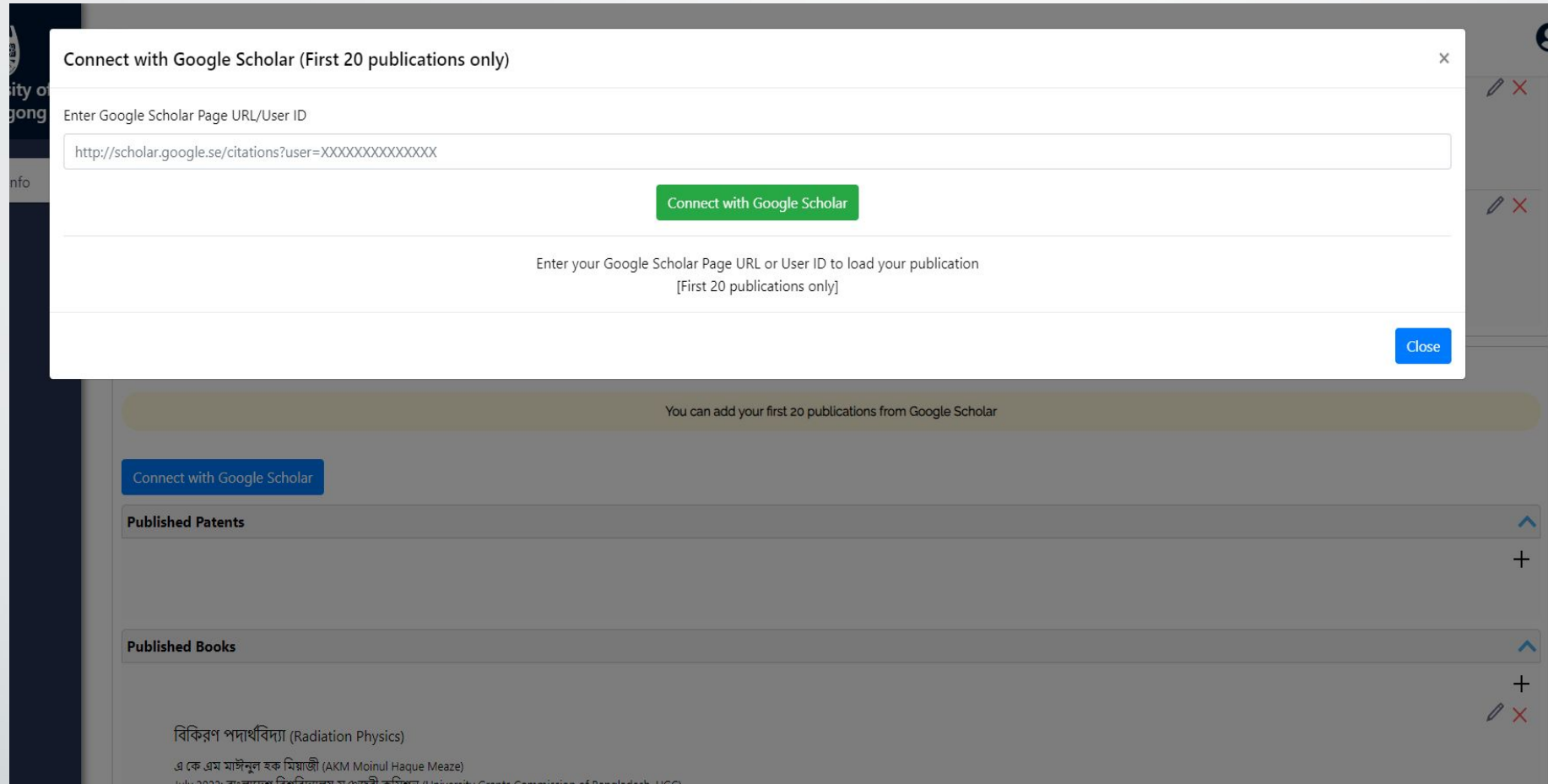
Please add various profile information by clicking + icon. You can add as much as you have at any time by yourself. Please don't forget to click the publish button if it remains as a draft after providing information.

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 section labeled "Publications" with a yellow banner that says "Please add your publications below". Below this, there are several expandable sections, each with a header, a blue upward arrow, and a plus sign. Red arrows point to the plus signs for "Published Patents", "Published Journal Articles", and "Published Conference & Research Seminar Papers".



Category	Expandable	Add (+)
Published Patents	Yes	Yes
Published Books	Yes	Yes
Published Journal Articles	Yes	Yes
Published Conference & Research Seminar Papers	Yes	Yes
Publicly Available Technical Reports	Yes	Yes
Taught Courses	No	Yes

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 & 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"/>				

Troubleshooting

If you encounter 108 error while adding publications through auto suggestions, please follow the below steps. At Step-8, If you see Title is automatically generated as it was added by earlier, then never select it from suggestions. Just complete typing your title or paste your title and click save as draft and then click publish button. Red arrows are mandatory fields and Green arrows are optional fields.

Title:	Field Administration and Local Government in Bangladesh: A Study	← Step-8	Authors:	Ahmed, M.U.; Nasrullah, AM,	← Step-7	
Publication Type:	Journal	← Step-6	Book:	Public Affairs and Governance, Vol 7, No 2, 2019	← Step-5	
Publisher(Optional):	India	← Step-4	Page(Optional):		← Step-3	
Book Link(Optional):		← Step-2	Month(Optional):	September	Year: 2019	← Step-1
Description(Optional):						
			Save As Draft			Cancel

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)

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University of Chittagong

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