# **IOBM SMARTZ STUDENT GUIDE**

#### 1. Portal URL

Go to this link "https://smartz.iobm.edu.pk "

and click on " STUDENT PORTAL"

### 2. Login

Enter your Student Registration Number and Password

e.g. Registration no. 20241-12345



# 3. Dashboard

After successful login, following "DASHBOARD" will appear.



#### 4. Change the password

To change your password, click on "Change Password" option as highlighted.

Enter your desired password and confirm password in the given text boxes.

Then Press "SAVE" button. It will change your password.

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		it Wetcome,
Dashboard	Change Password Doubloard - Change Password	
General +	New Password:	
<ul> <li>Time Table</li> </ul>		
+ Todo List	Confirm Password:	
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<ul> <li>Student Major</li> </ul>		
Rood Map		
- My Activity		
<ul> <li>WorkFlow Report</li> </ul>		
Announcements		
Change Password		
GPA Calculator		
<ul> <li>SurveyResponse</li> </ul>		
Registration >		
Course >		
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#### 5. Course Registration Status

To view the list of your registered courses, go to "COURSE" navigation and select "COURSE" option

INSTITUTE OF BUSINESS MANAGEMENT	~																ah
Dashboard		Course + Course															
General			@ Stud	ent Courses 🛛 🎯	Drop Cours	es											
Registration	>		VIEW TOPICS	COURSE	COURSE CODE	COURSE TYPE	SEMESTER	GRADE	SESSION	FROM DATE	SEQUENCE	COURSE PASSED STATUS	REPEAT STATUS	SECTION CODE	FACULTY	TIMINGS	SOA
Course     Course Plan			View Topics	Introduction To Erp Systems	SCM400	Program Core	Semester Four		Summer - 2024	6/1/2024 12:00:00 AM	90	Failed		MWE- 21183	Mustafeez ur Rehman	IT LAB #2 Saturday (09:00:00 - 12:00:00), IT LAB #2 Sunday (09:00:00 - 12:00:00)	
E txam			View Topics	Islamic Financial Accounting	ISF201	Program Core	Semester Four		Summer - 2024	6/1/2024 12:00:00 AM	90	Final result not created		MWE- 21062	Khawaja Masood Raza	UB408 Saturday (13:00:00 - 16:00:00), UB408 Sunday (13:00:00 - 16:00:00)	
			View Topics	Financial Management	FIN202	Program Core	Semester Four	C-	Spring - 2024	11/20/2023 12:00:00 AM	89	Passed		M-19686	Dr. Arsalan Hussain	CBM321 Monday (09:00:00 - 10:30:00), CBM321 Wednesday (09:00:00 - 10:30:00)	
			View Topics	Introduction To German	LANI04	Languagel Core	Semester Four	A-	Spring - 2024	11/20/2023 12:00:00 AM	89	Passed		M-20157	Muhammad Ammad Mughal	CBM213 Thursday (09:00:00 - 10:30:00), CBM213 Tuesday (09:00:00 - 10:30:00)	
			View	Methods In Business		Program	Semester		Sprina -	11/20/2023						CBM103 Monday (14:15:00 - 15:45:00),	
			4 Grade X i	s short of attendance													F

The following window will appear. You can see your courses registration status.

#### 6. Drop Courses

To drop any of your existing course, go to "REGISTRATION" navigation and select "DROP COURSE" option.

Below window will appear with your registered courses in current semester.

Step 1:- Select the course which you want to drop by clicking on checkbox against it.

Step 2:- After selection press "DROP" button.



Note: This option works for a given time only.

## 7. Fee Ledger

To view your balance and recent transactions, go to "FEE" navigation and select "My General Ledger" option. Below window will appear.

INSTITUTE OF BUSINESS MANAGEMENT	«									ah - S			
Dashboard		Fee + My General Ledger											
:= Ceneral			STUDENT GENERAL LEDGER REPORT REPORT DATE: 15-Aug-2024 04/02/07 Program Bruchure (IA-CLUCIS) - BBA (report) 4/ - MOR Carrent Balance - 4000										
Registration     Course     from	>												
in tee			DESCRIPTION	FEE NATURE	CREATED BY	SESSION	DATE	CHARGING	AMOUNT	CURRENT BALANCE			
Student Advance Fee			Advance	Fee Payment	muhammad.nadeem	Fall - 2022	30 July 2022 10:52:34	0	-140200	-140200			
			Fee structure	Registration Fee	abid.ali	Fall - 2022	20 August 2022 02:39:50	10000	0	-130200			
<ul> <li>Student Fee</li> </ul>			Fee structure	Tuition Fee Charge	abid.ali	Fall - 2022	20 August 2022 02:39:50	115200	0	-15000			
Income Tax Certificate			Fee structure	Security Deposit Charge	masood.hassan	Fall - 2022	05 September 2022 05:05:11	15000	0	0			
My General Ledger			Advance	Fee Payment	muhammad.nadeem	Fall - 2022	07 September 2022 08:58:10	0	-16000	-16000			
			Fee structure	Transport Charge - Jadoon Non AC	Student	Fall - 2022	08 September 2022 01:33:53	16000	0	0			
			Advance	ID Card Fee Payment	fazalurrehman	Fall - 2022	28 November 2022 12:00:00	0	-2000	-2000			
			Advance d.d.scb-12/12/2022 (deposit wrong id.23504)	Fee Payment	fazalurrehman	Spring - 2023	14 December 2022 12:00:00	0	-50000	-52000			
			Fee structure	Registration Fee	Student	Spring - 2023	22 December 2022 03:37:30	10000	0	-42000			
			Fee structure	Tuition Fee Charge	Student	Spring - 2023	22 December 2022 03:37:30	115200	0	73200			
								Total : 725920	Total : -765920				
			Id d 1 2 3 4 b bl Page size: 10 •							39 items in 4 pages			

You can see your current balance, deferment and scholarship in the grid of Current Balance. (Scholarship row will be visible only to those students who have the scholarship available in current semester).