Step-by-step Assignment Portal Upload Instructions

1. **Login**
- Visit myrime.rimeonline.org
2. **Registering for Student Account (Applicable to <u>new users only)</u>**
- On the home page click **SIGNUP**
- Fill in all the details in the registration page and click register.
3. **Login with user student ID and password you entered in the registration page (new and old students). *If you have forgotten your student ID contact Student Affairs**
4. **Selecting courses that you are studying this semester**
- Click **My Courses** on the menu
- Click on **COURSE CATALOGUE**
- Click on **Subscribe →]** for **<u>ALL</u> Courses** you are studying this semester
- To view **Courses** you have registered/subscribed click **MY COURSES**
5. **SUBMITTING ASSIGNMENT FOR SPECIFIC MODULES REGISTERED/SUBSCRIBED**
- Name the word document with the course code **e.g** PGDBM 101 before uploading
- Click on the module you want to submit assignment
- Click on Assignments ✏
- Inside **Assignment** click the assignment and click **UPLOAD**

ALL ASSIGNMENTS SHOULD BE SUBMITTED IN THE CORRECT SUBJECT AND BULK UPLOADS WILL RESULT IN DISQUALIFICATION.
<u>N.B-EACH SUBJECT HAS A DIFFERENT LECTURER HENCE IT'S ADVISABLE TO UPLOAD IN THE CORRECT SUBJECT TO AVOID YOUR ASSIGNMENT FROM GETTING LOST.</u>