COVENANT UNIVERSITY
SIWES UNIT

(Students Industrial Work Experience Scheme)

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e-SIWES PORTAL HELP FILE

for

CU SIWES INSTITUTION SUPERVISORS

esiwes.covenantuniversity.edu.ng

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**Synopsis**

Go to e-SIWES Portal website by entering `esiwes.covenantuniversity.edu.ng` in your browser. The recommended browsers for the package is either *Internet Explorer* or *Google Chrome*. Follow the instruction box(es) as illustrated with **Step 1** to **Step 6** in this document to carry out the supervision of the students that have been assigned to you.

**Step 1: Home Page**

Step 1(a): Click Admin to transit to the Administrative login page
Step 2: Administrative Login Page

Step 2(a): Select Lecturer

Step 2(b): Enter your CU Staff ID (e.g. CU/XX/XXX)

Step 2(c): Enter your Surname in lower case

Step 2(d): Click Login. This takes you to Step 3.

Step 3: Institution Supervisor’s Page

Step 3(a): Clicking here links to this current page

Step 3(b): Click here to go to the list of students that are assigned to you. This takes you to Step 4.

Step 3(c): Click here to award grades to students that are assigned to you.

Step 3(d): Click here to log out
**Step 4: Assigned Students’ List Page**

**Step4(a):** Click a student’s name to transit to his/her logbook page. This takes you to Step5.
Step 5: Student’s Logbook Page

Step 5(a): Select a Week number

Step 5(b): Click Go to view the student’s logbook entry and sketches for the selected week in Step 5(a).

Step 5(c): Click here to transit to the page for making remark on the student’s entry for the selected week. This takes you to Step 6.

The logbook entry and sketches (of the current student) for the selected week appear here.

The remark of the Industry-Based Supervisor for the selected week (for the current student) appears here.

Step 6: Institution Supervisor’s Remark Page

Step 6(a): Enter your remark for the logbook entry and sketches by the student for the selected week.

Step 6(b): Click Submit to upload your remark.