COVENANT UNIVERSITY
SIWES UNIT

(Students Industrial Work Experience Scheme)

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e-SIWES PORTAL USER MANUAL
FOR
CU STUDENTS
esiwes.covenantuniversity.edu.ng

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Step 1: Go to Portal Home Page (esiwes.covenantuniversity.edu.ng) as shown below

1a) Select Abeokuta
1b) Select Covenant University
1c) Select Your Department
1d) Click Go
1e) Select your Matric No.
1f) Enter your Registration Number
1g) Click on Login: This takes you to Student Profiles’ Page as shown in the next page.
**Step 2: Student Profile Page**

2a) Click here to update your placement information

2b) Click Fill Logbook to go to your Logbook Home page (Step 4).

2c) Click Student to go back to Student Profiles’ Page.

2d) Click Choose File to select and Upload your .jpeg Offer Letter

2e) Click Logout to go back to Portal’s Home Page
Step 3: Update Placement Information Page

3a) Supply relevant placement information from time to time

3b) Click Update Placement Info after entering any information on this page. This is mandatory for your entry to take effect. After clicking this button, you’re transferred back to the Students’ Profile page to view the changes you made.
Step 4: Logbook Home Page

4a) Select the appropriate Month, Year and Date

4b) Select the current week for SIWES. First week was 6\textsuperscript{th}-10\textsuperscript{th} January.

4c) Click here to fill your Logbook for the selected day. This click takes you to Step 5

4d) You can click here to view your weekly Logbook entries with the institution and industry supervisors’ remarks for the selected week. This takes you to Step 7.

4e) You can click here to view your uploaded weekly Sketches. This takes you to Step 6
**Step 5: Logbook Entry**

5a) Enter the activity for the selected day here.

5b) Click **Submit** to update your entered activity. Note that once you submit, you cannot edit it again.

5c) Click here to upload relevant scanned sketches, diagram and pictures for each week (in .jpeg). This takes you to Step 6.

5d) Click the arrow to go back to Logbook Home page.
Step 6: Sketch Gallery

6a) Select week for which you want to upload sketches. You can upload several sketches for any selected week.

6b) Click here to select a scanned sketch (in .jpeg) from your system

6c) Click here to Upload the currently selected sketch.

6d) Click here to select a week for viewing uploaded sketches for that week

6e) Click here to view the uploaded sketches for the week you selected
**Step 7: View Logbook**

7a) Select a week number to view the entered activities for that week.

7b) Click **Go** to view the activities for the selected week.

7c) Your Industry Supervisor’s remark will appear here for the selected week.

7d) Your Institution Supervisor’s remark will appear here for the selected week. Make sure you take to any necessary corrections pointed out by your Supervisors.

7e) Click here to go back to the page for filling your Logbook.