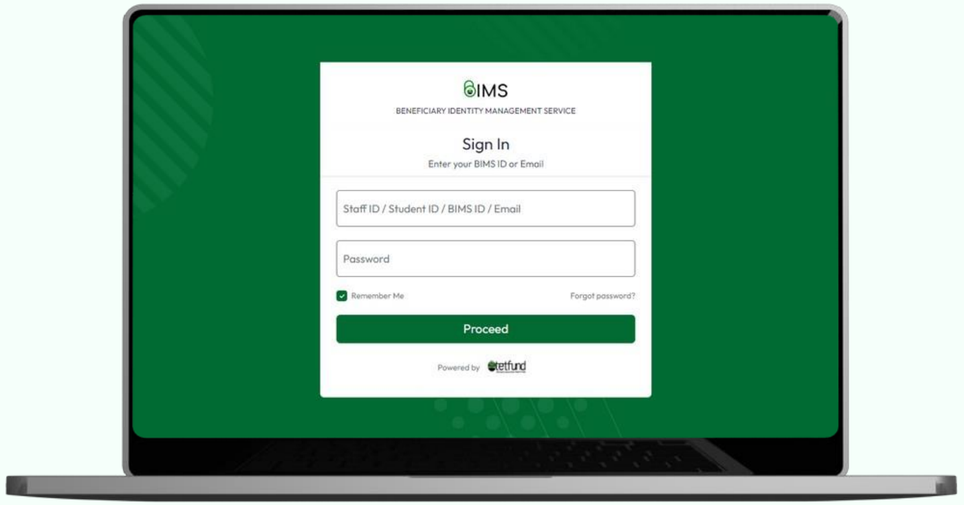
1. How to Login

Step 1: Go to the bims url: **https://account.bims.ng/**

Step 2: Enter your BIMS ID and password



Step 3: Click "**Proceed**" and you will be redirected to your dashboard

Please note: You can only sign in after being onboarded by your institution's DICT

Demonstration Test University 2024/2025

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Users Bulk Upload

Total Users	Students	Teaching Staff	Non-Teaching Staff
17	10	2	3

Complete Account Data

Showing the percentage of complete account data under each category.

Percentage of Complete Student Data	Percentage of Complete Teaching Staff Data	Percentage of Complete Non-Teaching Staff Data
0 0.00%	1 50.00%	0 0.00%

Verified Users

Showing the percentage of verified accounts under each category.

Total Verified Users	Verified Students	Verified Teaching Staff	Verified Non-Teaching Staff
9 52.90%	3 30.00%	1 50.00%	3 100.00%

Students | Teaching Staff | Non-Teaching Staff

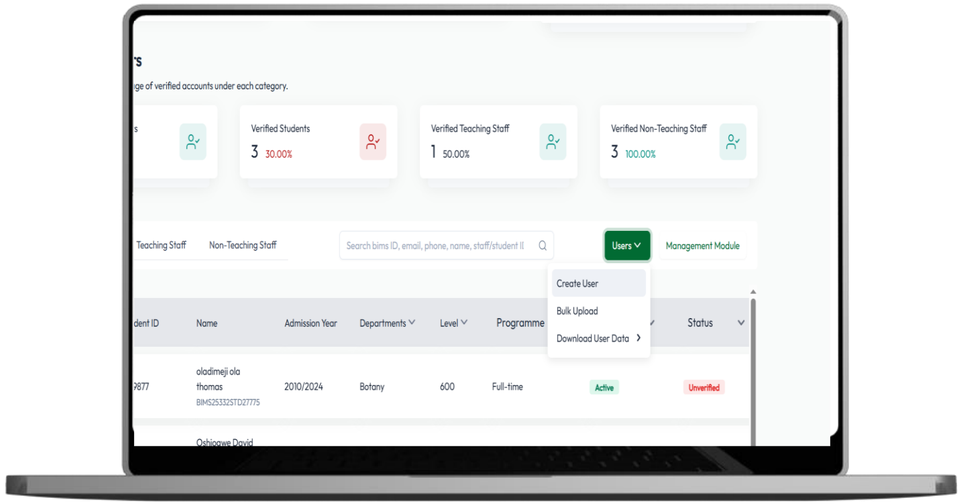
Search bims ID, email, phone, name, staff/student II

Users | Management Module

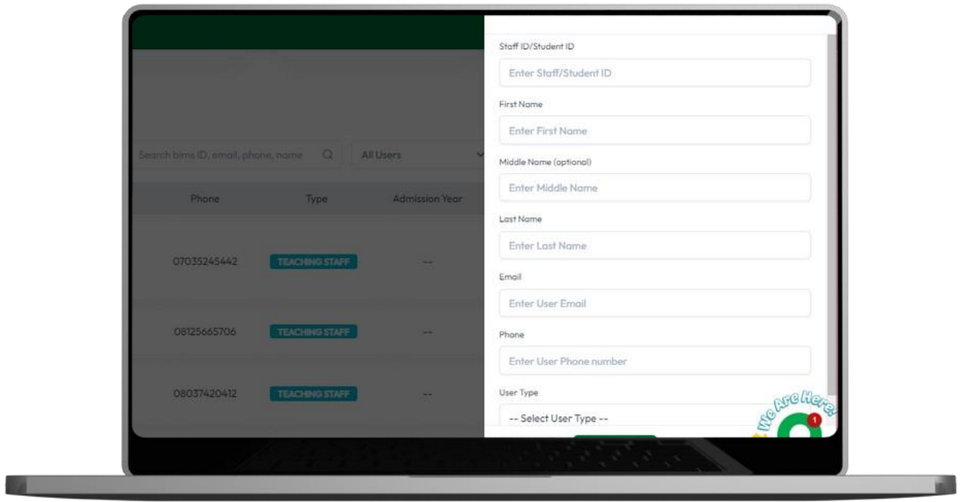
2. How to Onboard Users

a. **Add single user**

Step 1: On the dashboard, click **User**

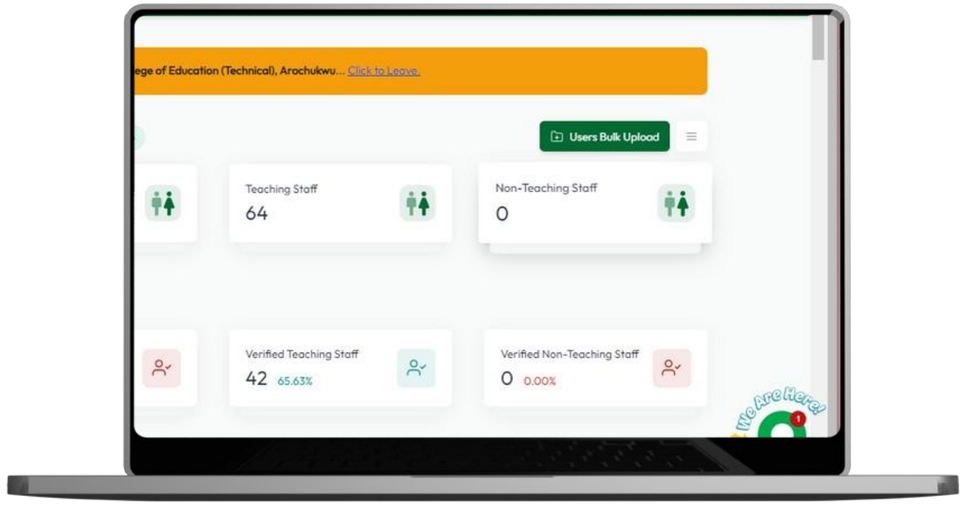


Step 2: Click on create user and fill out the **New User** details on the screen and click **Submit**

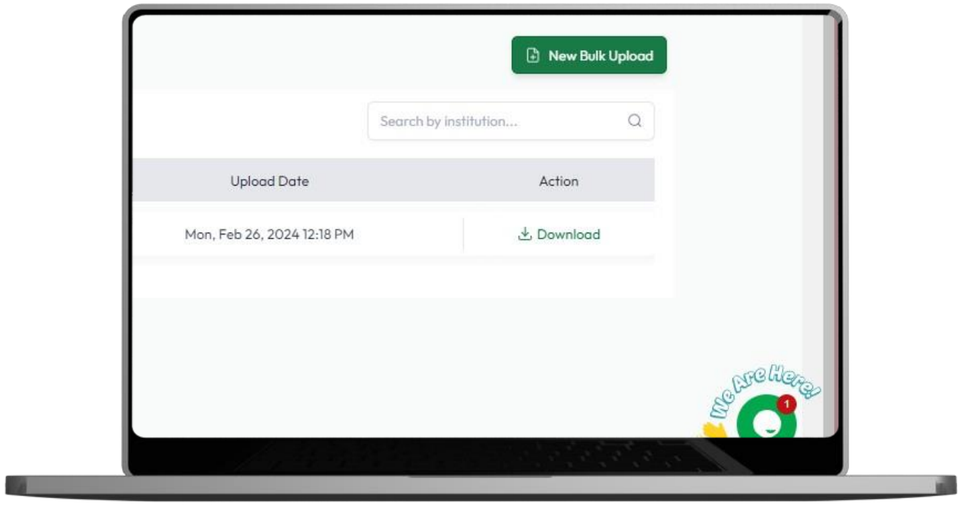


b. **User bulk upload**

Step 1: On the dashboard, click the **Users Bulk Upload** button



Step 2: Click the **New Bulk Upload** button



Step 3: Click the **Download Template** button and select a **user-type**: **Student**; **Teaching Staff**; and **Non-Teaching Staff**

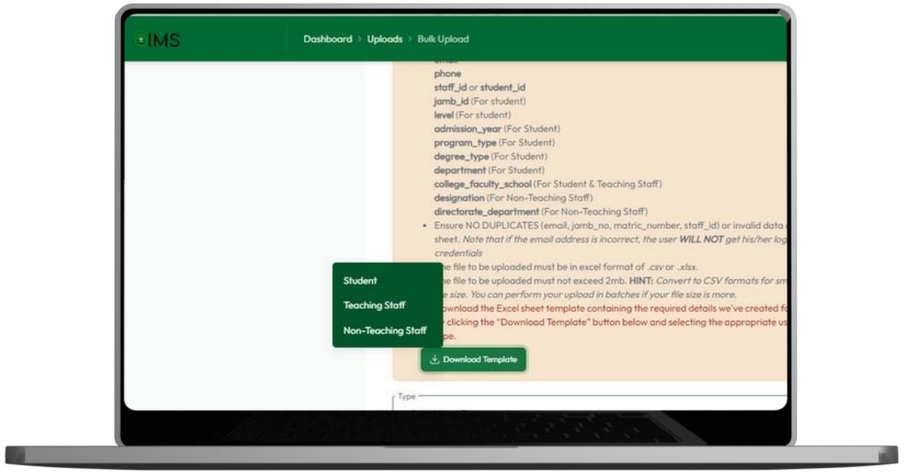


Figure 1. Teaching Staff template

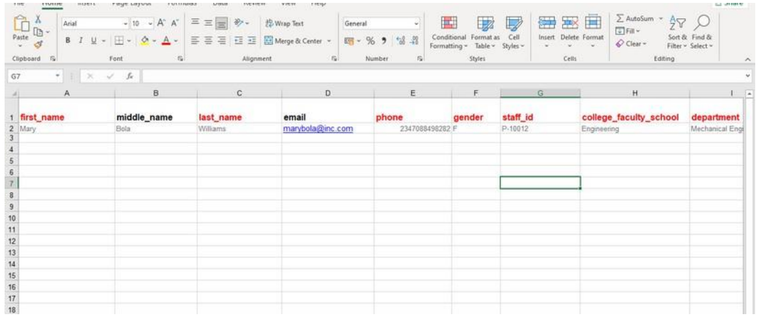


Figure 2. Non-Teaching Staff template

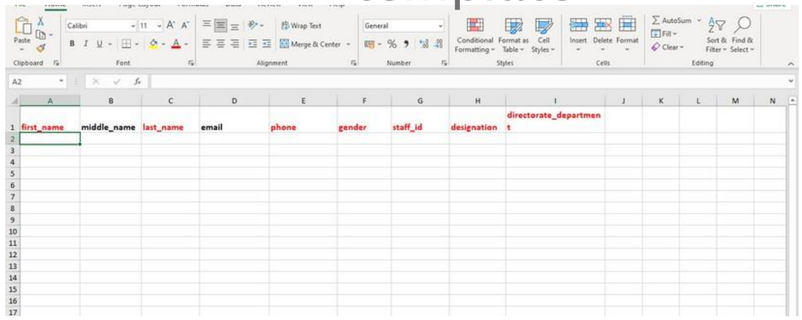
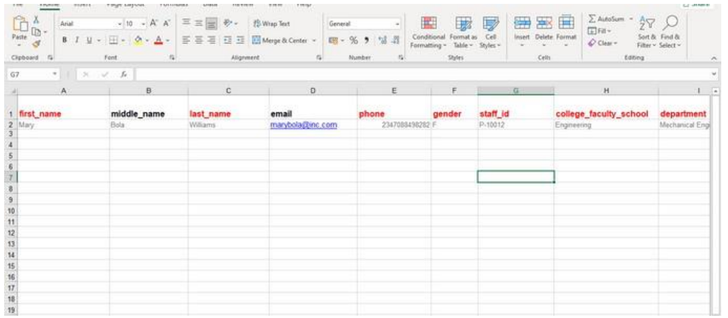


Figure 3. Student template



Step 4: Locate the downloaded template on your computer and fill out the required details

Kindly Note: Ensure to fill out all the compulsory fields on the templates otherwise your data will not be processed

Step 5: Select the user-type you intend to upload (**Students, Teaching or Non-Teaching Staff**) and upload the file

Step 6: Upload the file and click **submit**

