Papua New Guinea University of Natural Resources and Environment

Ongor Digital Campus

User Guide for Ongor App for Students

1. **INTRODUCTION**

   The Ongor App for Students is version 1.0. This version comprises of three modules, two Finance Modules, that is, viewing online invoice, viewing and sending online statement to UNRE student email, and one Exam Module for sending the Semester Result Slip to the UNRE student email. (Outlook).
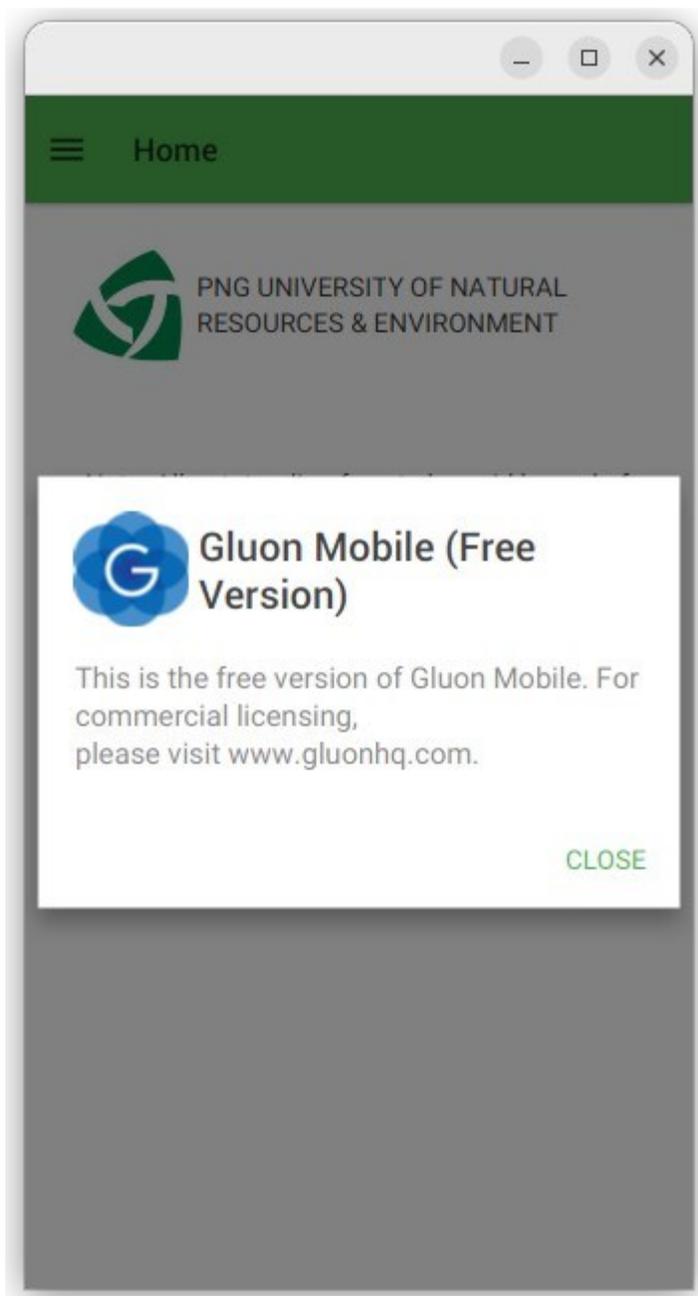
2. **NOTES FOR STUDENTS**

   - The app runs on Windows 10 and Windows 11.
   - Use Digicel or Bmobile (Telikom) mobile data or UNRE WIFI for your internet access.
   - Students with outstanding school fees in 2023 are required to pay up before semester 2 begins.
   - Any queries on access please report to ICT help desk.
   - Any queries on finance information please report to Bursary help desk.
   - Follow the steps below to access.

3. **GETTING STARTED**

   Download the Ongor-1.0.msi file from the PNG UNRE website: https://unre.ac.pg/
   Install the app on your computer.

   After installing, double-click on the Ongor [icon] icon on your desktop to start. You will get this splash screen as we are using a free developer's version of the Java FX Mobile package. The Java Mobile package is built for modernizing the look and feel of mobile and desktop applications.
   Click CLOSE to continue.

4. **WELCOME**

   The Welcome page has notices for students. Click Login button.
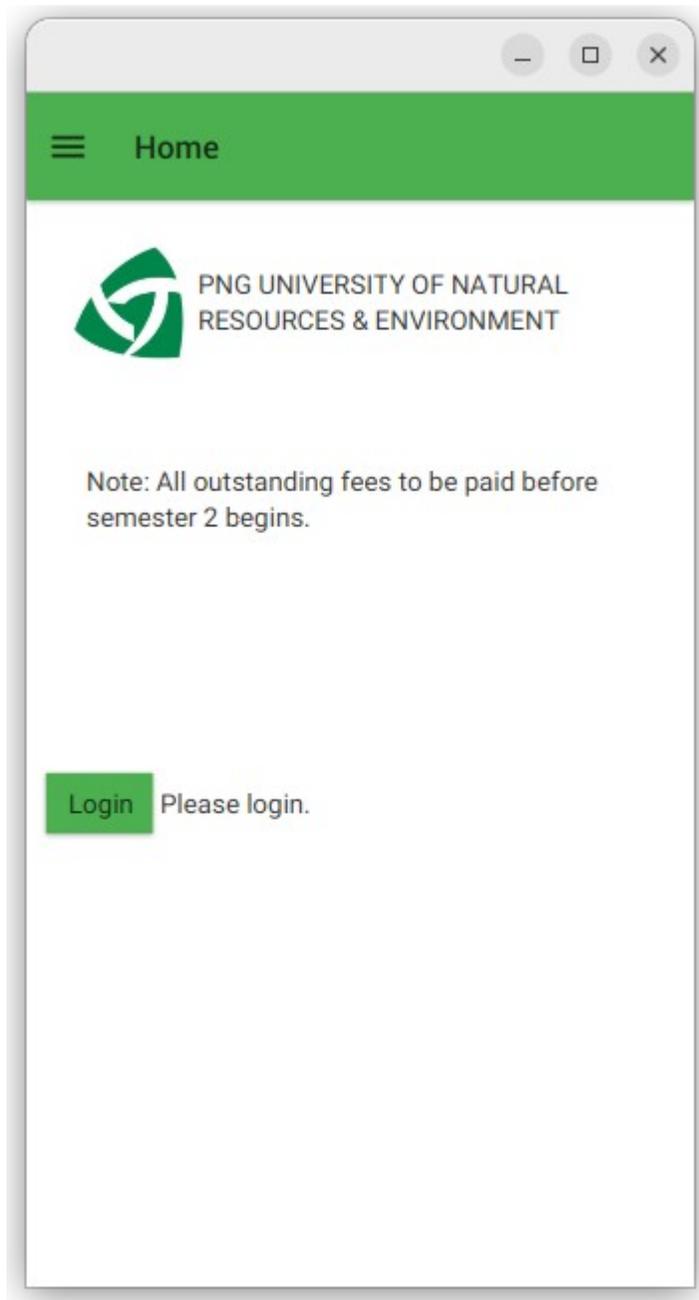
5. SECURITY

The app utilizes One-Time Password system. Enter your Student ID and click GENERATE OTP. The message "OTP sent to your UNRE student email" indicates your 6-digit One-Time Password has been sent to your UNRE student email account (Outlook). The email will be as such below:

| UNRE Accounts | |
| **PNGUNRE ONGOR** | 9:37 PM |
| Your One-Time Password for OngorSTUD: 502464 | |
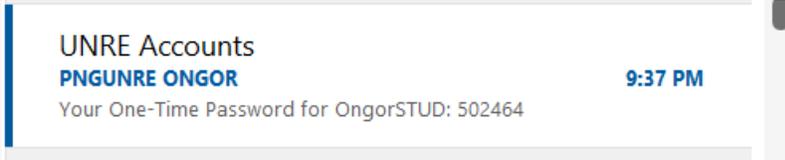
Enter that one-time password emailed to you in the next field below and click "SUBMIT". It will allow you access into the system. (DO NOT ENTER THE ONE IN THE EXAMPLE ABOVE.)

If you entered correctly, the menu is shown below.
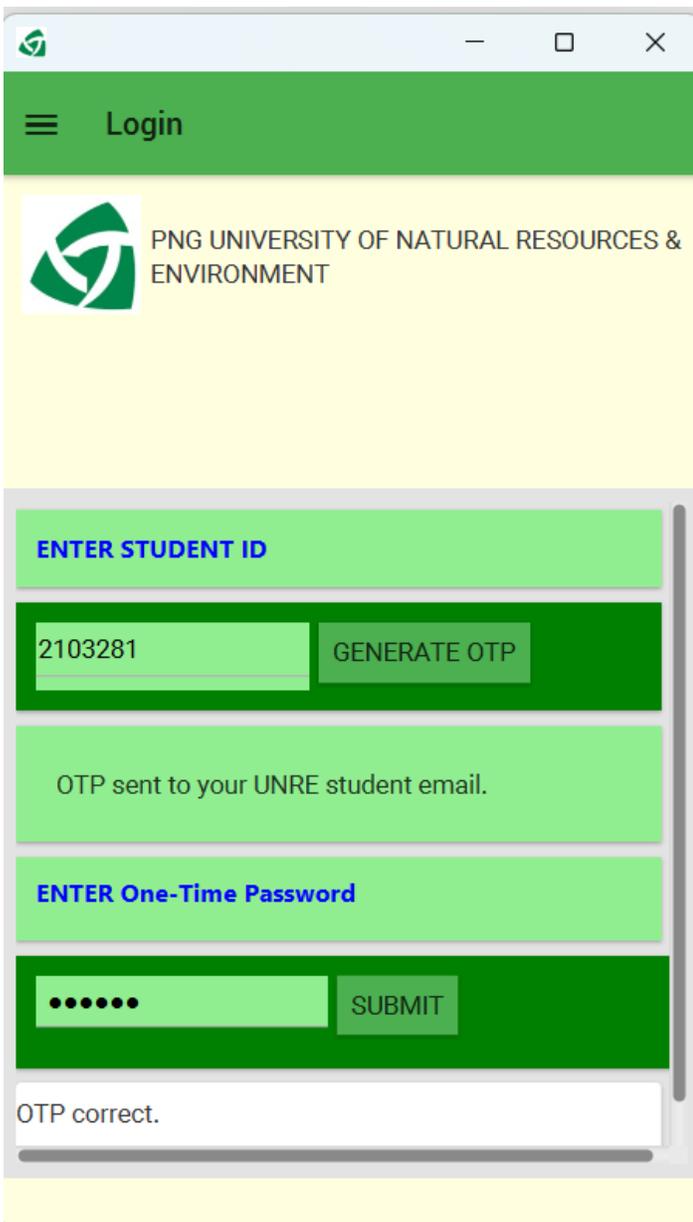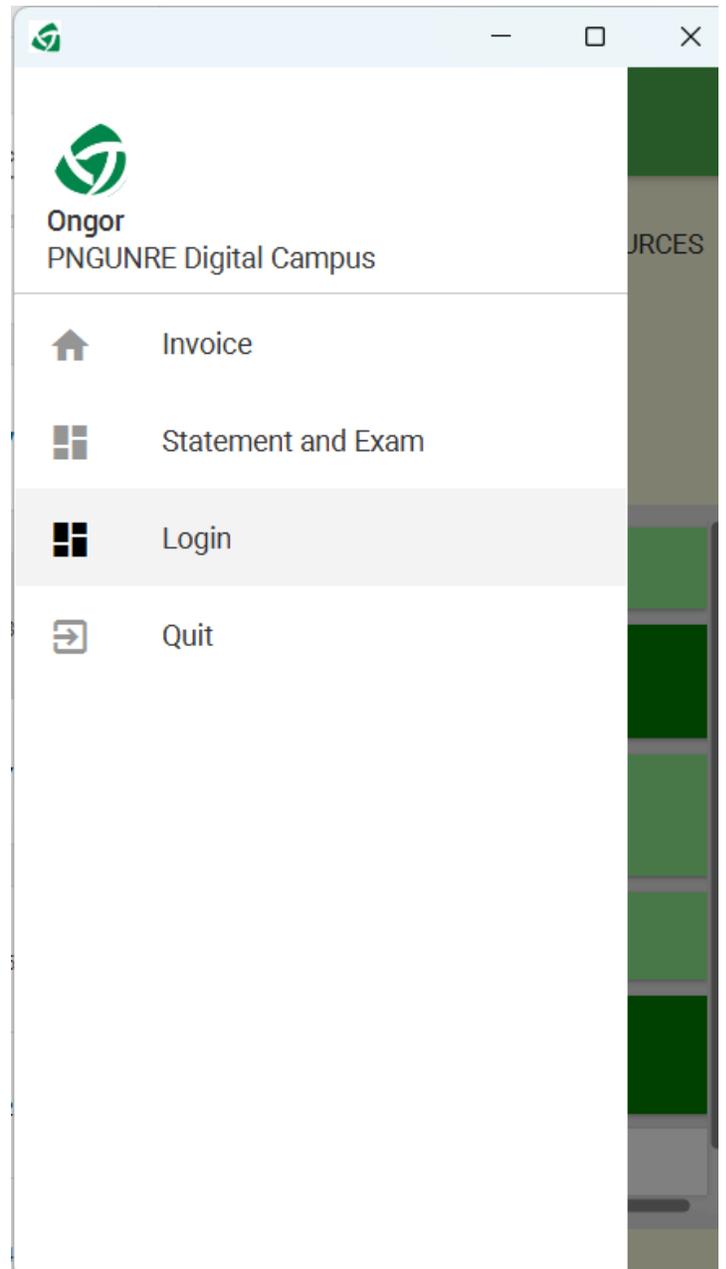
6. INVOICE

To view online Invoice, select Invoice on menu. Click "LOAD" button at the bottom of the table to load details of your 2023 school fee invoice. Maximize the screen to get a better view.
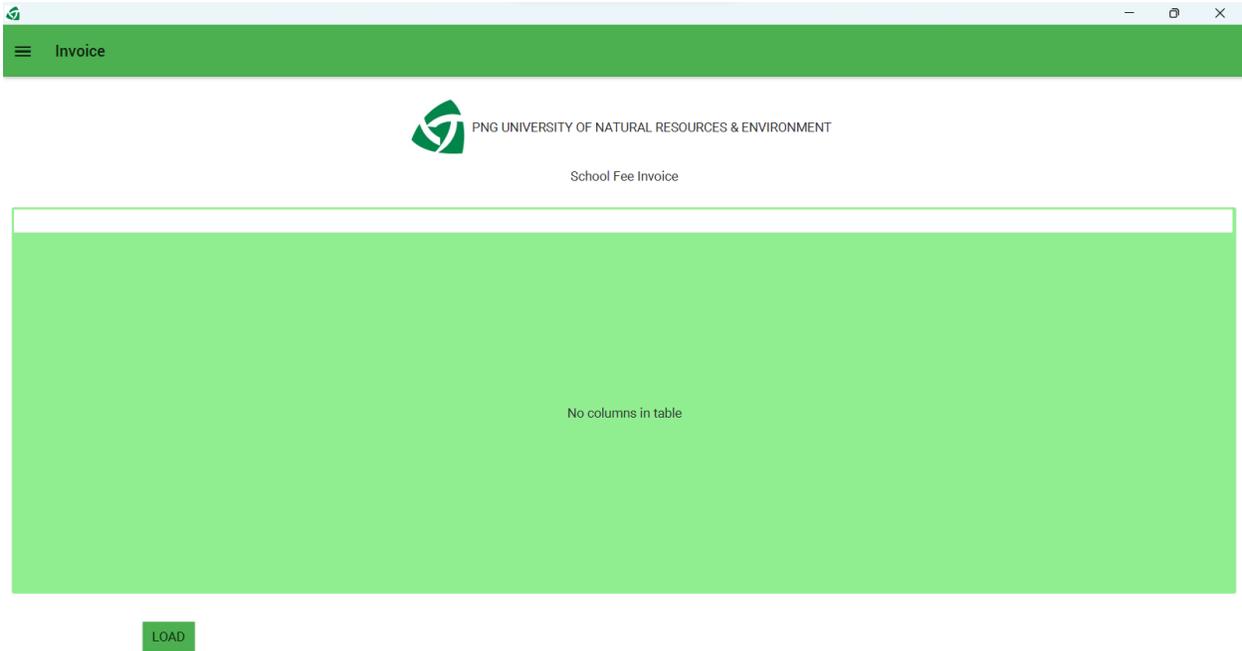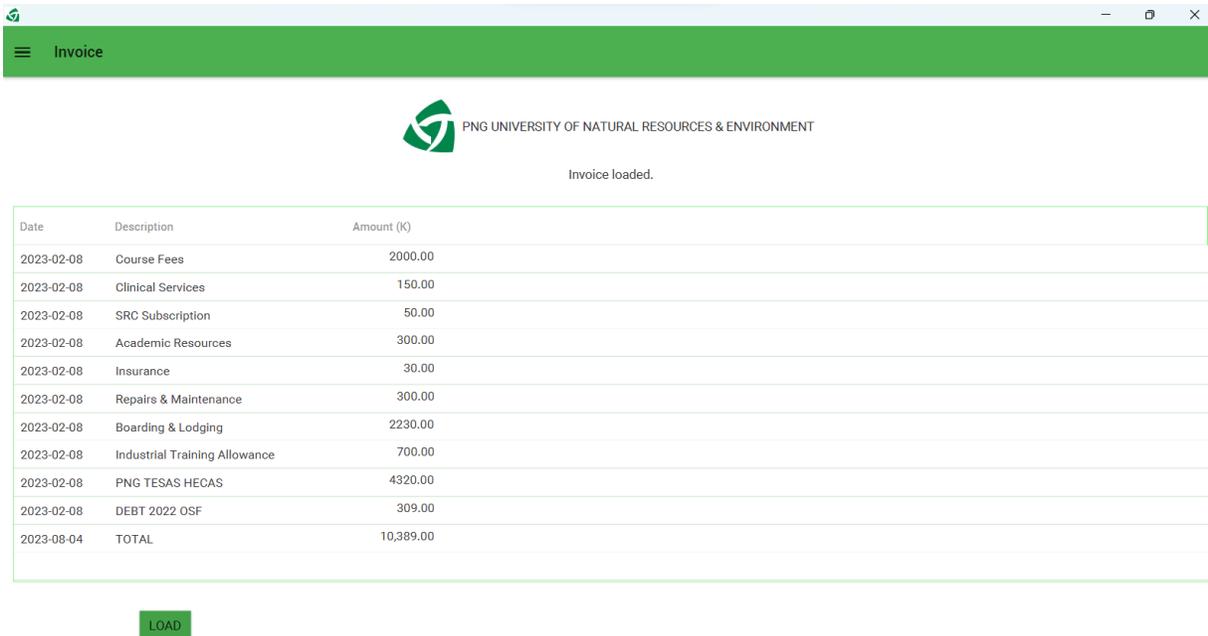

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School Fee Invoice

No columns in table

LOAD

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Invoice loaded.

Date	Description	Amount (K)
2023-02-08	Course Fees	2000.00
2023-02-08	Clinical Services	150.00
2023-02-08	SRC Subscription	50.00
2023-02-08	Academic Resources	300.00
2023-02-08	Insurance	30.00
2023-02-08	Repairs & Maintenance	300.00
2023-02-08	Boarding & Lodging	2230.00
2023-02-08	Industrial Training Allowance	700.00
2023-02-08	PNG TESAS HECAS	4320.00
2023-02-08	DEBT 2022 OSF	309.00
2023-08-04	TOTAL	10,389.00

LOAD

7. **STATEMENT AND EXAM**

To View online statement, select Statement and Exam on the menu. Maximize the screen for a better view.

A. Your statement can now be downloaded. Click "SEND STATEMENT" button at the bottom of the table to send a copy of your Statement of Account to your email. The message "Your Statement of Account has been sent to your UNRE email." Indicates that your statement has been emailed successfully. Please check your email to download your statement.

Statement and Academic Results

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State Of Account (01/01/2023 to date)

Date	Description	Charges (K)	Receivables (K)	Balance (K)
2023-01-01	BALANCE C/F FROM 2022	309.00		309.00
2023-01-01	TOTAL FEES PAYABLE FOR 2023	9380.00		9,689.00
2023-01-16	Cash Deposit **[name of student]**		3060.00	6,629.00
2023-01-16	Cash Deposit **[name of student]**		1000.00	5,629.00
2023-02-13	Cash Deposit **[name of student]**		200.00	5,429.00
2023-07-26	HECAS DHERST Sem1 TESAS		2160.00	3,269.00

SEND STATEMENT   SEND RESULT SLIP

Your Statement of Account has been sent to your UNRE email.

B. Accessing your Academic Results

Click "SEND RESULT SLIP" button at the bottom of the table to send a copy of your Semester Academic Results to your email. The message "Semester Result Slip sent to your UNRE student email" indicates your Notice of Academic Results slip for the semester has been emailed successfully. Please check your email to download your Result slip.

8. Additional menus and upgrades and or further improvements of the app will be added in later versions and made available.

User Guide compiled by ICT Department

August 2023