

**Examinations Unit**  
**Faculty of Management Studies and Commerce**

**NOTICE**

In order to ease communication during this period, the Faculty of Management Studies and Commerce requires **ALL STUDENTS** to kindly **update the contact information** provided on their individual student portals on the **FMSC Examination System**.

You are requested to update your information on or before Thursday, 16<sup>th</sup> October 2020.



Dean  
Faculty of Management Studies and Commerce  
14<sup>th</sup> October 2020

**Instructions**

**Step 1 : Go to the web site (examfmsc.sjp.ac.lk)**

**Step 2 : Enter your credentials to access the system**

**Step 3 : Select "Update Information" in "Student" menu**

Update Student Information	
User Name	1896
Address	address
Telephone	0112356987
E-mail (Primary)	wwskfernandobb6@gmail.com
E-mail (Secondary)	wwskfernando123@gmail.com
<input type="button" value="Change Details"/>	

Note: You can't change the primary email address

**Step 4 : Enter updated details as in the screen**

**Step 5 : Click on "Change Details"**