

# Avoid long queues Register Online



# 2021 Online Registration Guidelines

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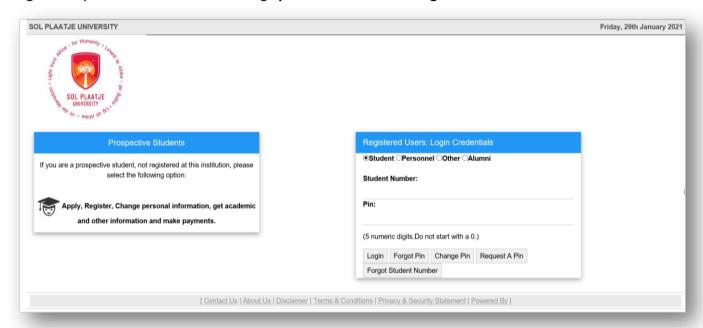
# Online Registration Process:

### Please Note the following:

- Use a computer or laptop to register online. (NOT A CELLPHONE)
- Visit our website: <a href="www.spu.ac.za">www.spu.ac.za</a>
  or use the following link <a href="https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi\_login?numtype=S">https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi\_login?numtype=S</a> to register online.
- Browser to use: avoid technical issue with access by using *Internet Explorer*.

#### STEP 1. How to login?

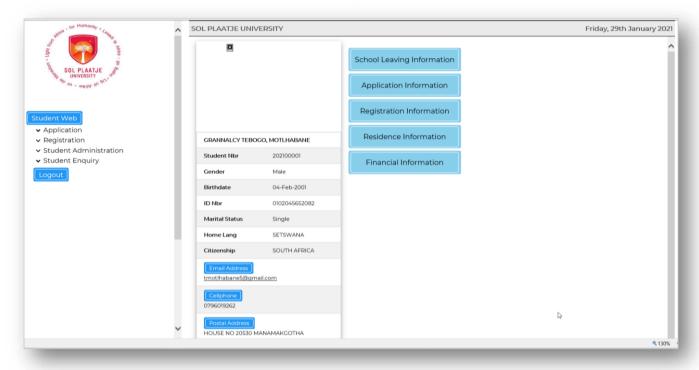
Login with your **student no** and five-digit **pin** then click on the **Login Button**.



## STEP 2. Did you forget your pin, or do you want to create a pin?

- Type in your student number and click on Request a Pin or click on Forgot Pin.
- A web pin will be send directly to your email address. If your email address has changed, please notify the following departments to update it:
  - Potential undergraduate students: and
  - Potential postgraduate students: School Registrars, see page 12.
- If the system blocks you after 3 unsuccessful login attempts, contact your School Registrar/Administrator to reset your login.
- Login and **read** the "**Registration Rules and Indemnity and Consent Form**" in order to proceed with your registration process.

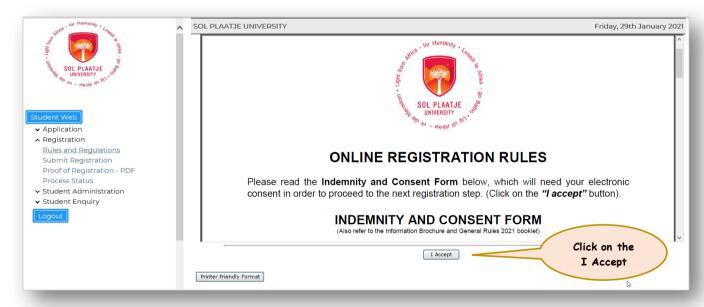
Congratulations!! You have accessed the Student Online System.

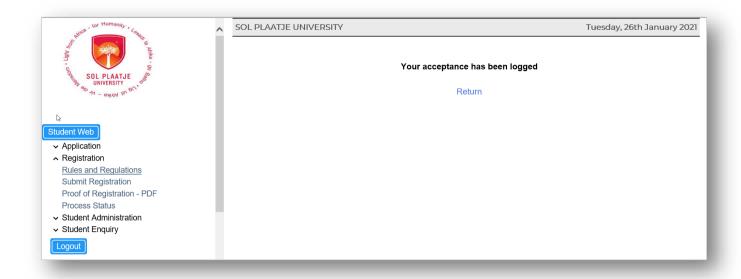


### STEP 3. Read Registration Rules / Indemnity and Consent Form.

Click on Registration on your left, then click on Rules and Regulations.

<u>NB</u>: Read the **SPU Online Registration Rules** and **Indemnity and Consent Form**, scroll down and click on the **[I Accept]** Button as it serves as an electronic consent in order to proceed to the next registration step.





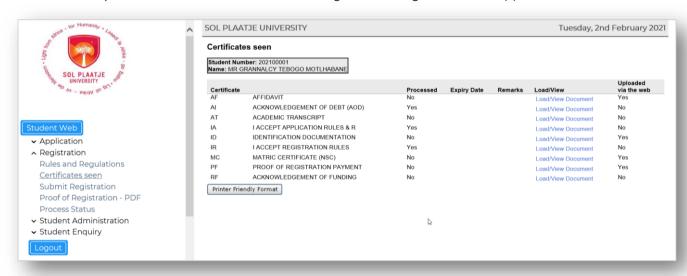
#### STEP 4. Upload required documents.

#### Click on Certificates seen.

Click on the following documents to be uploaded:

- Acknowledgement of Debt (AOD), upload a certified scanned document and SAVE the document.
- Proof of Registration Payment, upload a certified scanned copy and SAVE the document.
- Acknowledgement of Funding, upload a certified scanned letter of your funder and SAVE the document.

Please note: All uploaded documents will be validated against the original document(s).



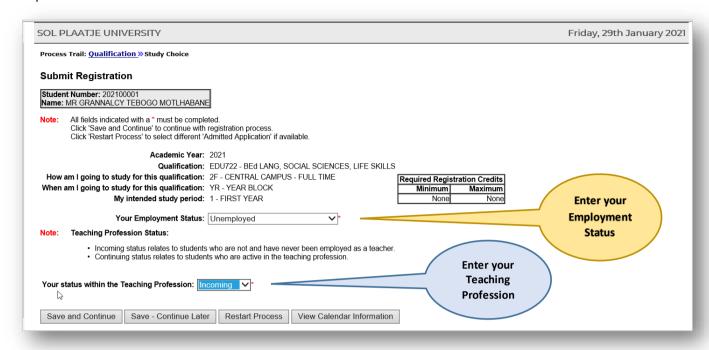
#### STEP 5. How do I register my qualification and subjects?

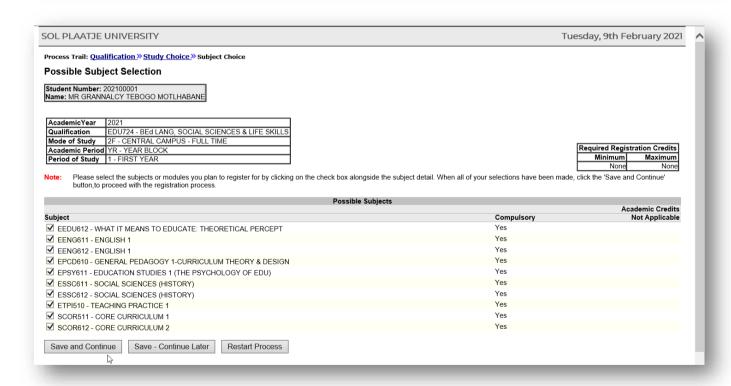
Click on **Submit Registration** on your left and complete the following:

- Students who are registering for Education qualification (See *Example 1*), must complete two fields as seen below:
  - Click on the dropdown button to enter your Employment Status
    - Employed by external employer;
    - Employed by this employer; or
    - Unemployed
  - Click on the dropdown button to enter your Teaching Profession, and click on the Save and Continue Button to display your subjects

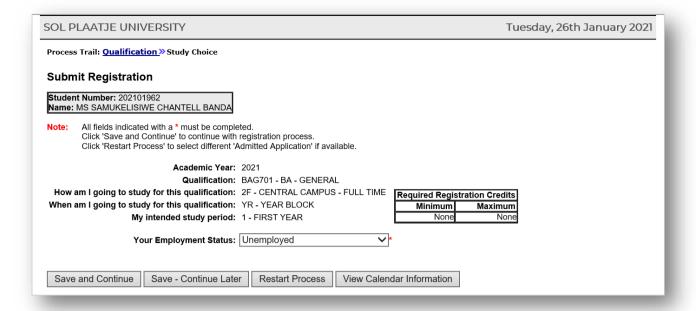
 Tick your compulsory and elective subjects according to the qualification guidelines, then click the Save and Continue Button to proceed with the, or click the Restart Process Button to start STEP 5 again.

#### Example 1.



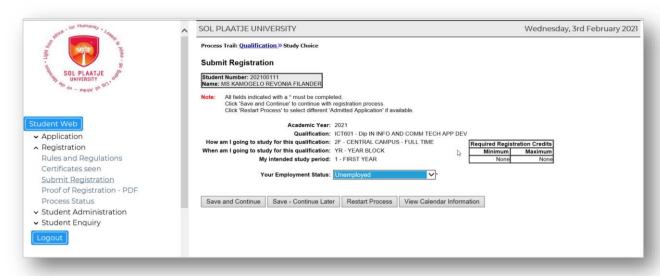


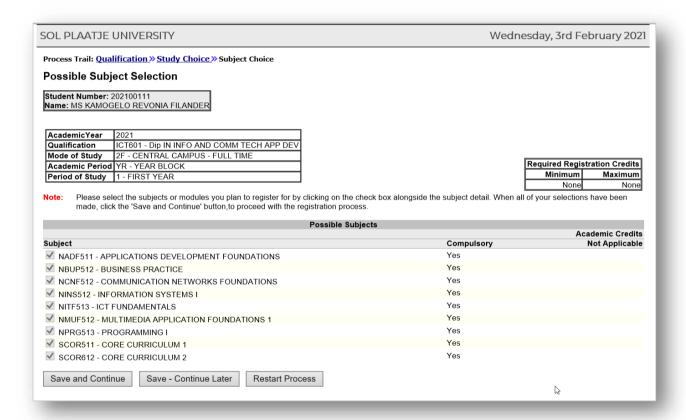
- When registering for any other qualification, please update only the Employment Status. (See examples 2 and 3):
  - Click on the dropdown button to select your Employment Status, then click on the Save and Continue
     Button to display your subjects



SOL PLAATJE UNIVERSITY	Wednesday,	27th January 20
AcademicYear   2021	Minin	None None
Possible Subje	ts	
Subject	Compulsory	Academic Credits Not Applicable
M HCOM511 - INTRO TO COMMUNICATION IN THE HUMANITIES	Yes	Not Applicable
■ HRES512 - INTRODUCTION TO RESEARCH IN THE HUMANITIES	Yes	
✓ HSAG511 - SOUTH AFRICA WITHIN THE GLOBAL CONTEXT	Yes	
▼ HTPH511 - THEORY AND PHILOSOPHY IN THE HUMANITIES	Yes	
SCOR511 - CORE CURRICULUM 1	Yes	
SCOR612 - CORE CURRICULUM 2	Yes	
roup : CONVERSATIONAL AFRICAN LANGUAGES (SELECT 1) (You mulsit choose a minimum of 1 and a   HAFC511 - CONVERSATIONAL AFRIKAANS   HSLC511 - CONVERSATIONAL SIGN LANGUAGE   HSTC511 - CONVERSATIONAL SETSWANA   HXHC511 - CONVERSATIONAL ISIXHOSA	maximum of 1 subjects from this group).  No  No  No  No  No	
roup : SOCIAL SCIENCES (SELECT 2 SUBJECTS IN THE STREAM OF YOUR CHOICE) (You must choose		
HANT614 - INTRODUCTION TO SOCIAL ANTHROPOLOGY	No	
HHIS614 - FORGING THE MODERN WORLD:AN INTRO TO HISTORY	No	
HPSY614 - INTRODUCTION TO PSYCHOLOGY	No	
HSOC614 - INDIVIDUAL AND SOCIETY	No	
☐ NGEO514 - INTRODUCTION TO HUMAN GEOGRAPHY	No	
roup : HERITAGE STUDIES (SELECT 2 SUBJECTS IN THE STREAM OF YOUR CHOICE) (You must choo	se a minimum of 0 and a maximum of 2 subjects from this group).	
HARC614 - WORLD ARCHAEOLOGY FROM AFRICAN ORIGINS	No	
HHER614 - CULTURAL HERITAGE & SOCIETY IN SOUTHERN AFR	No	
roup: LANGUAGES (SELECT 2 SUBJECTS IN THE STREAM OF YOUR CHOICE ) (You must choose a m	inimum of 0 and a maximum of 2 subjects from this group).	
HAFN614 - INTRODUCTION TO AFRIKAANS	No	
HCRE614 - INTRODUCTION TO CREATIVE WRITING	No	
HENG614 - INTRODUCTION TO LITERARY GENRES I	No	
HLIN614 - INTRODUCTION TO LINGUISTICS	No	

#### Example 3.

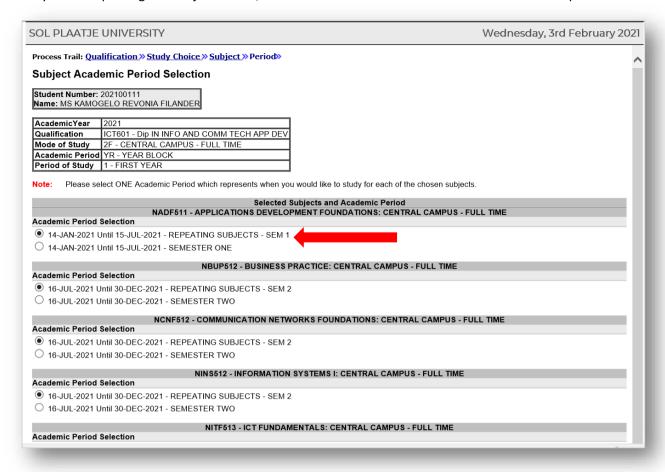




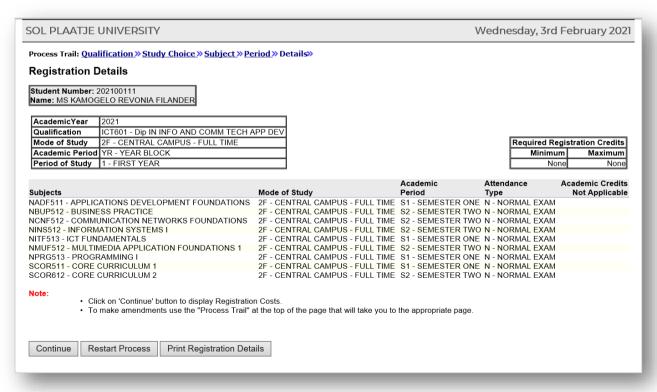
After you tick the compulsory subjects, click the Save and Continue Button.

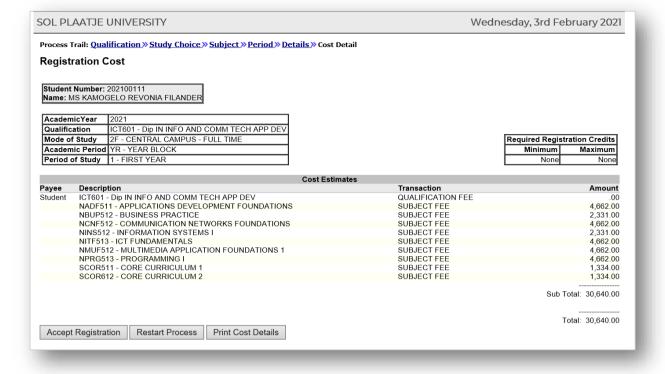
#### Please note:

Tick if you are repeating the subject or not, then click on Save and Continue Button. See example below:



Verify your subjects then click the **Continue Button** to view the **Estimated Cost.** See example on page 10.



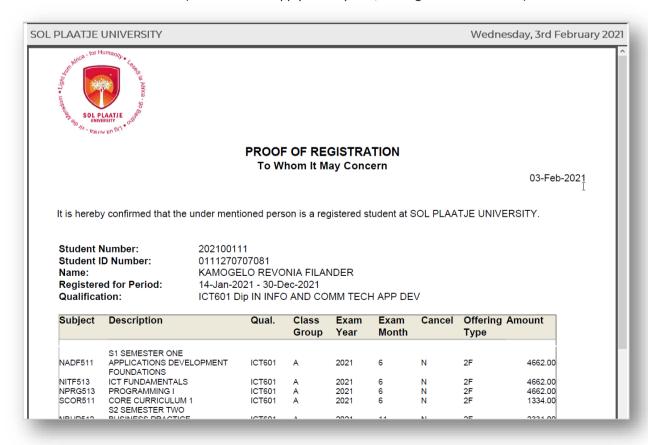


#### STEP 6. How to generate a Proof of Registration?

Click the **Accept Registration Button** to generate your **Proof of Registration**.

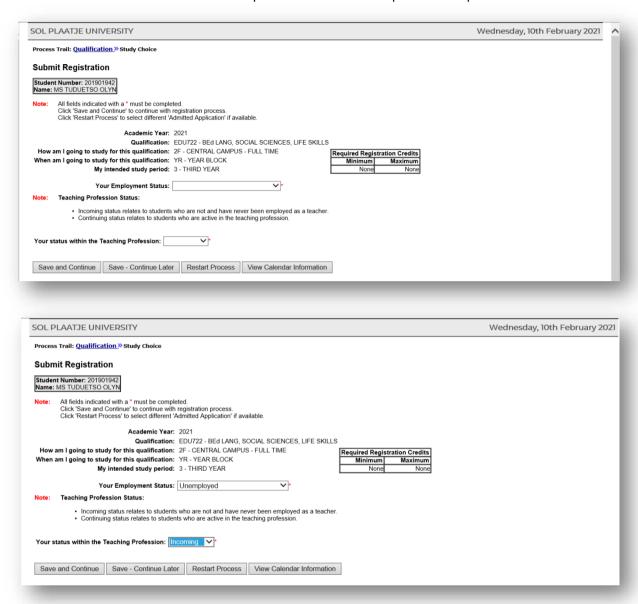
This **Proof of Registration** document can be submitted to:

- apply for residence accommodation
- receive a laptop (NB: Only students who register for the first time at Sol Plaatje University)
- receive a student card (NB: A fee will apply for any lost, damaged or stolen card)



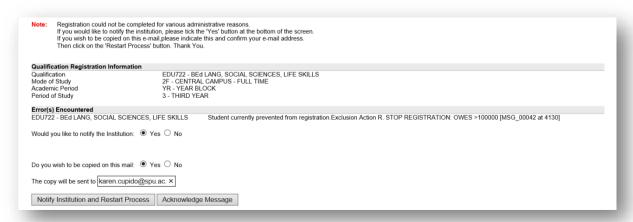
#### STEP 7. What you need to do if you are blocked from registering online?

When you register for a qualification, ensure that you use the dropdown button to select the mandatory field(s). Click on the **Save and Continue Button** to proceed to the next step. See example below.

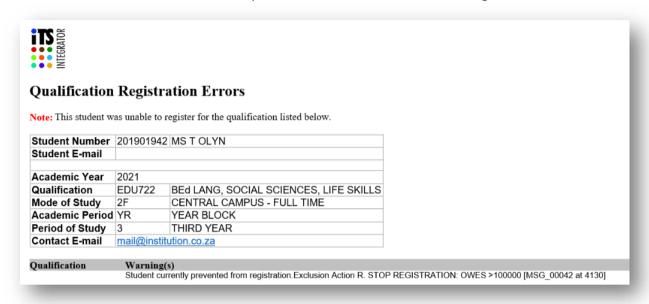


#### Please tick the following:

- Would you like to notify the Institution? (Yes/No)
- Do you wish to be copied on this mail? (Yes/No)
- The copy will be sent to <a href="mailto:Chrizelle.Mally@spu.ac.za">Chrizelle.Mally@spu.ac.za</a>; click notify and restart process.



An email will be sent to the Finance Department and the student. See warning statement above.



STEP 8. Do you need assistance?



## **Undergraduates and Postgraduates**

School of Education: Mr J Thomas - Jeffrey.thomas@spu.ac.za

School of Applied and Natural Sciences: Ms N Mathimba - Nobulali.mathimba@spu.ac.za

School of Humanities: Ms S Williams - Simone.williams@spu.ac.za

School of Economics and Management Sciences: Ms C Cardoso - charmelle.cardoso@spu.ac.za



You have successfully completed your registration as a bona fide student of **Sol Plaatje University**