

Avoid long queues Register Online



Online Registration Guidelines

Contents

Online Regist	ration Process:	3
	How to login?	
STEP 2.	Did you forget your pin, or do you want to create a pin?	3
STEP 3.	Read Registration Rules / Indemnity and Consent Form.	4
STEP 4.	Upload required documents	5
STEP 5.	How do I register my qualification and subjects?	5
STEP 6.	How to generate a Proof of Registration?	10
STEP 7.	How to add additional subjects to your Registration?	11
STEP 8.	What you need to do if you are blocked from registering online?	12
STEP 9.	How to view your Academic Application Status?	13

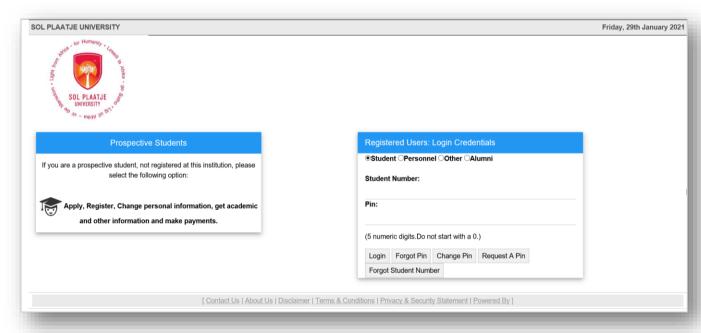
Online Registration Process:

Please Note the following:

- Visit our website: www.spu.ac.za
 or use the following link https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi login?numtype=S to register online.
- Browser to use: avoid technical issue with access by using *Internet Explorer*.

STEP 1. How to login?

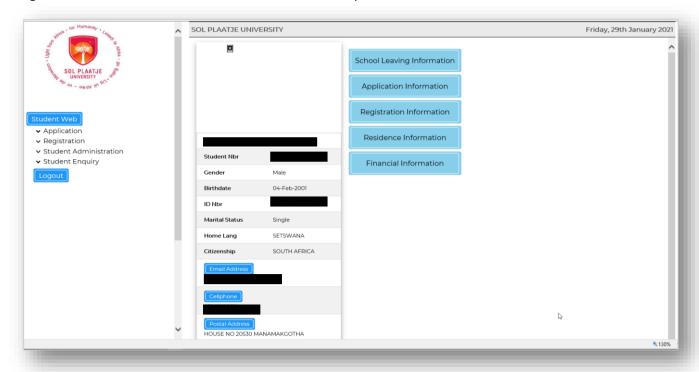
Login with your **student no** and five-digit **pin** then click on the **Login Button**.



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.

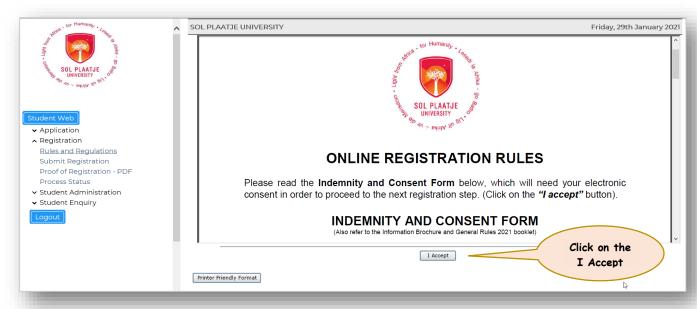
Congratulations!! You have accessed the Student Online System.

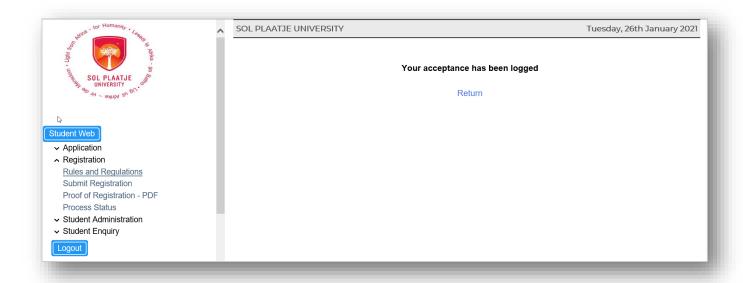


STEP 3. Read Registration Rules / Indemnity and Consent Form.

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.





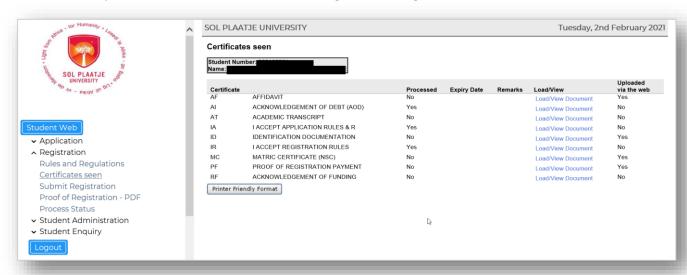
STEP 4. Upload required documents.

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).



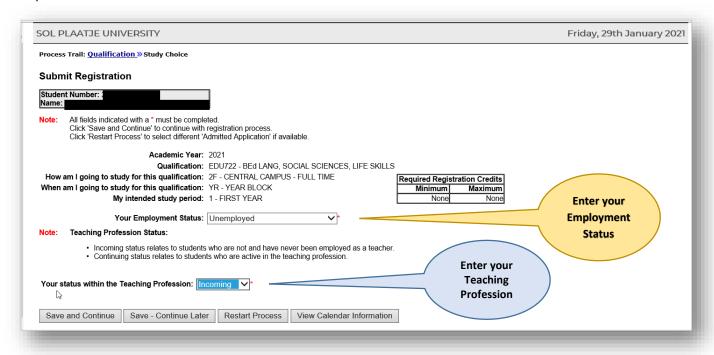
STEP 5. How do I register my qualification and subjects?

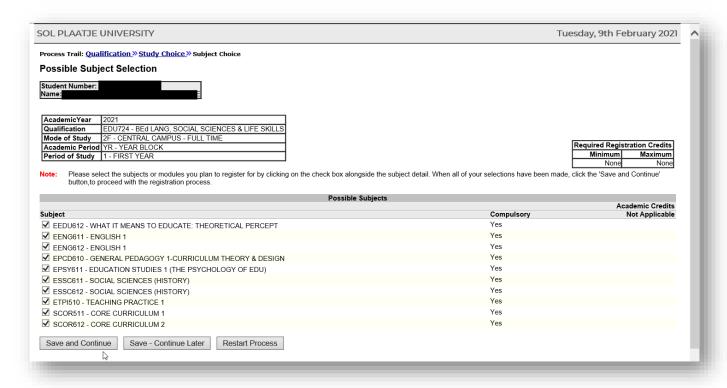
Click on **Submit Registration** on your left and complete the following:

- 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

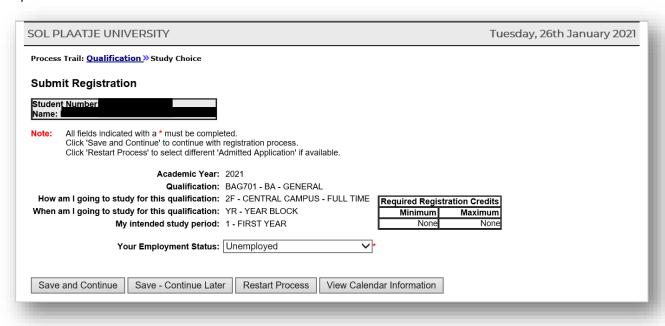
 Tick your compulsory and elective subjects according to the qualification guidelines, then click the Save and Continue Button to proceed with the, or click the Restart Process Button to start STEP 5 again.

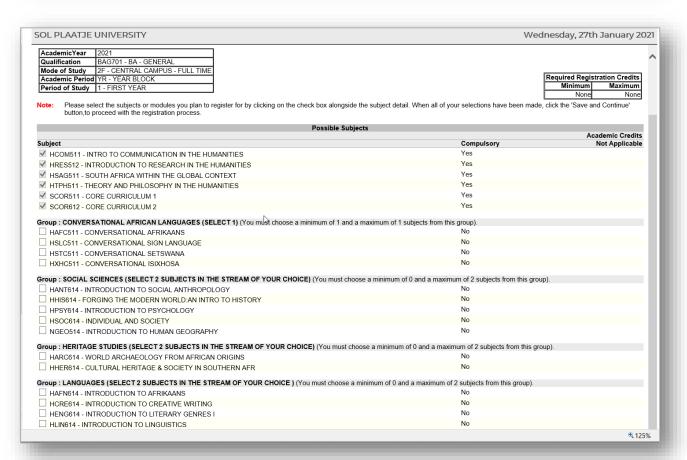
Example 1.



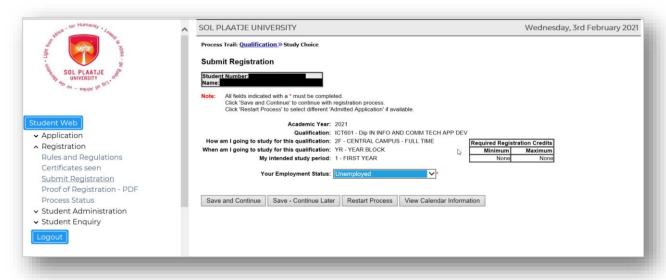


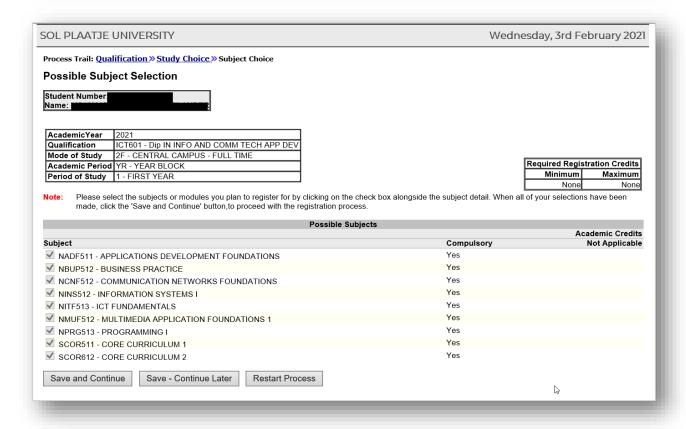
- When registering for any other qualification, please update only the Employment Status. (See examples 2 and 3):
 - Click on the dropdown button to select your Employment Status, then click on the Save and Continue
 Button to display your subjects





Example 3.

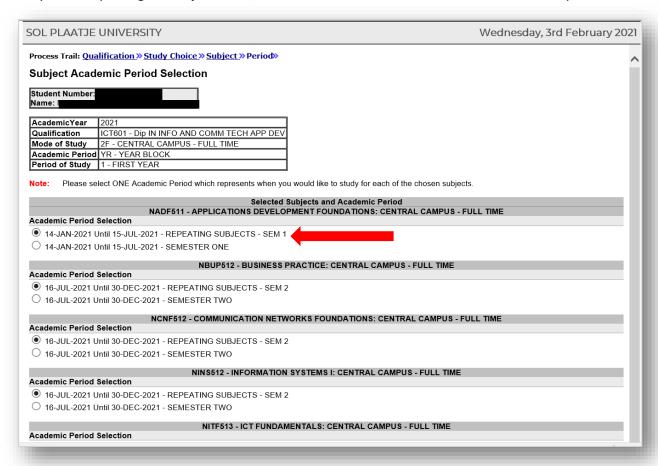




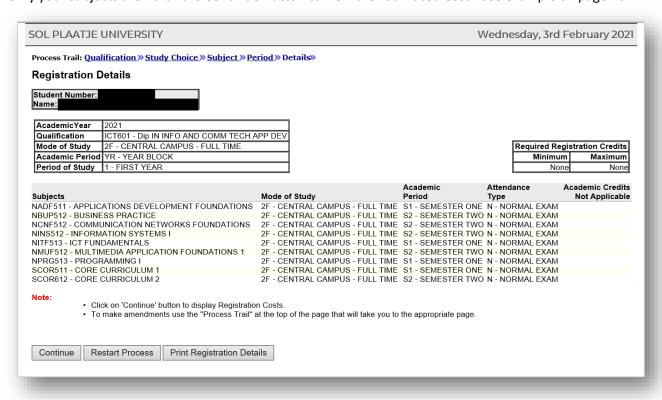
After you tick the compulsory subjects, click the Save and Continue Button.

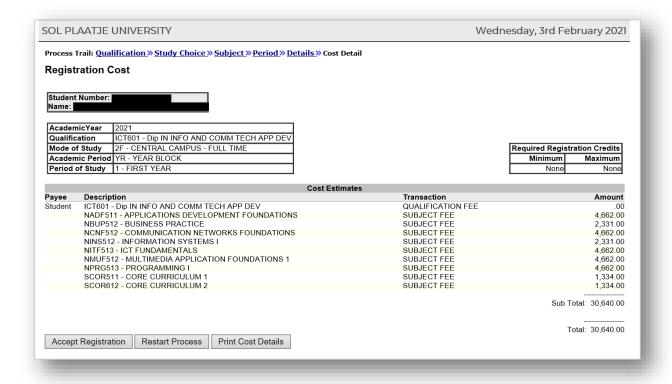
Please note:

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.



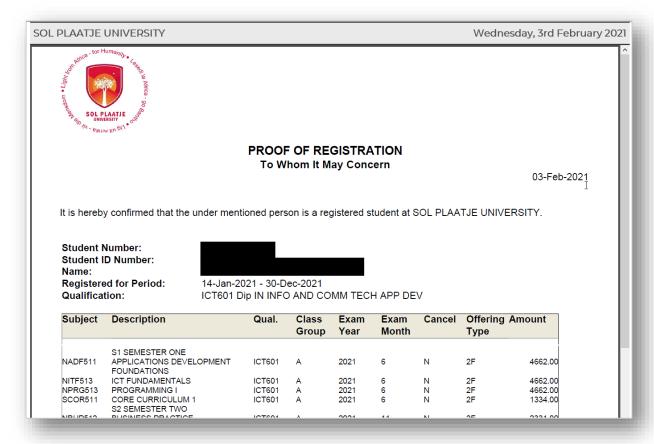


STEP 6. How to generate a Proof of Registration?

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

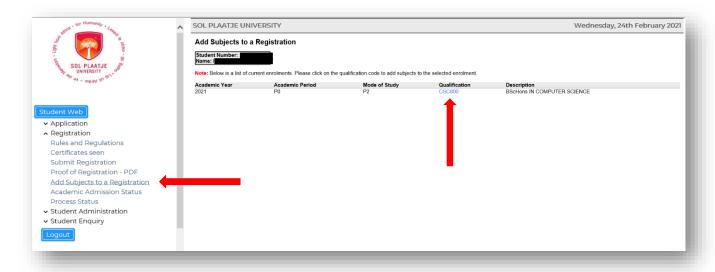
This **Proof of Registration** document can be submitted to:

- 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)



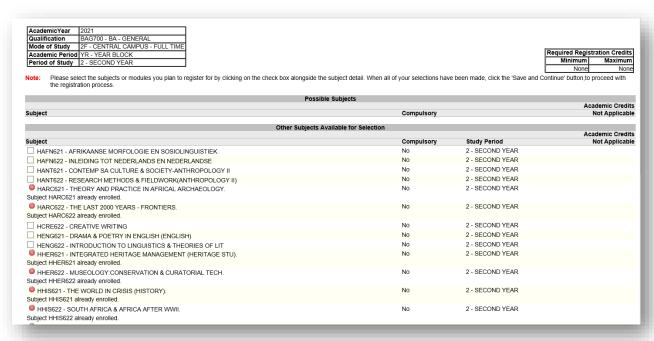
STEP 7. How to add additional subjects to your Registration?

Click on Add Subject to a Registration, then click on your qualification code.



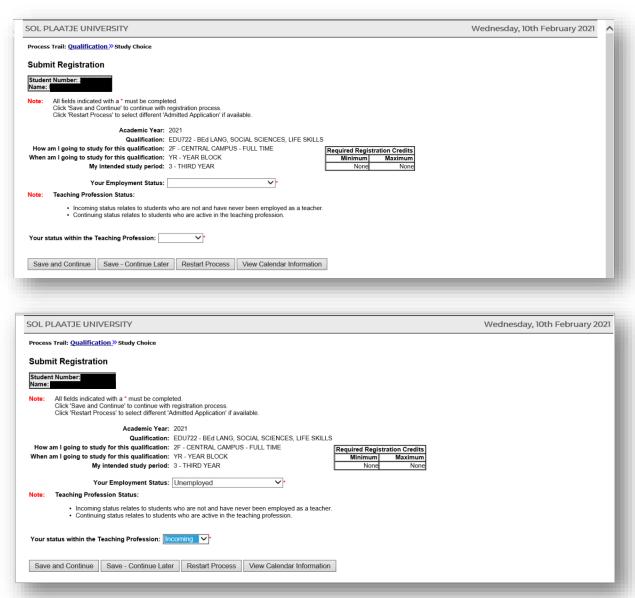
You will be able to view all modules already being registered for. To add modules that you still need to registered, tick the subject box and click on **Save and Continue**. You may print your proof of registration again.

NB: To cancel a subject or to change the subject from a repeating subject to a Semester 1, 2 or Year subject, contact your School Registrar. See page 14.



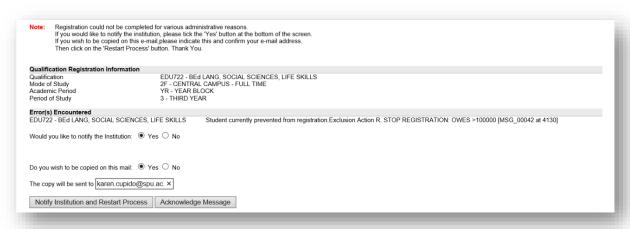
STEP 8. What you need to do if you are blocked from registering online?

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.

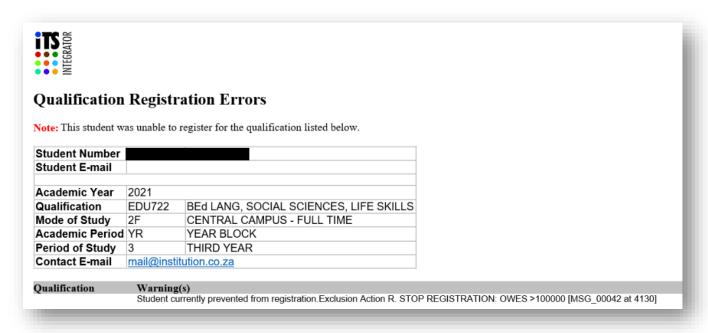


Please tick the following:

- 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 [Please capture your email address]; click notify and restart process.

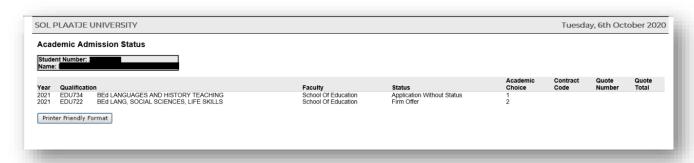


- An email will be sent to the Finance Department and the student' email address. See warning statement above (Online Student System), and below on Email-Address.



STEP 9. How to view your Academic Application Status?

Click on Academic Application Status to view your status (e.g. Firm Offer, Waitlisted, Unsuccessful, etc.).



STEP 10. 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 Obaray – Sukayna.obaray@spu.ac.za

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