



Step-by-Step Guidelines for Online Registration



Let's start with the easy steps:

Step 1

- Login with your student number and five-digit pin
- Click on Registration
- Select **"Rules and Registrations"** on the left.
- Once you have read the rules and agreed to the Rules and Regulations, click on the **"I Accept"** button at the bottom of the page.



Step 4

- Take note that your compulsory subjects cannot be deleted.
- Select your elective subjects, by ticking the box next to each subject if applicable.
- Note that you may not register for subjects where the pre-requisite has not been met. These subjects will be indicated with a **red dot - ●**
- Click on **"Save and Continue"** or **"Save – Continue Later"** or **"Restart Process"** button.
- Click on the **"Save and Continue"** button if you are absolutely sure that you've selected the right subject(s)



Step 2

Click on **Certificate Seen** on your left to upload the following documents:

- Acknowledgement of Debt (AOD)
- Proof of Registration Payment
- Acknowledgement of Funding
- Click on **"Save and Continue"** or **"Save – Continue later"** or **"Restart Process"** button.



Step 5

Click on the **"Accept Registration"** button to continue with the registration process.



Step 3

Select **"Submit Registration"** on the left

- Select your **"Employment Status"** in the drop down list **"Employed by External Employer"**, **"Employed by This Institution"** or **"Unemployed."**
- Click on **"Save and Continue"** or **"Save – Continue later"** or **"Restart Process"** button.



Step 6

Click on **"Proof of Registration"** on the left, print and collect your document by the printer.



Congratulations!

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