The purpose of this manual is to take you through a successful application and registration experience. This manual is divided into eight steps.

STEP 1: PRE REQUISITES

Before you can process your online payment and registration, you need to;

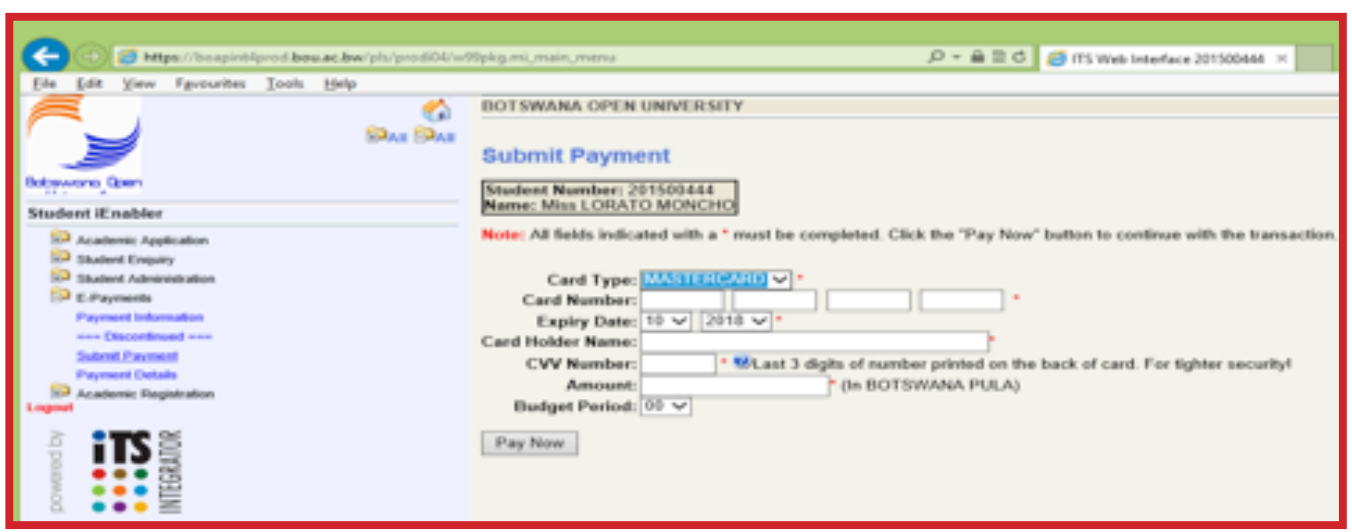
(a) Confirm that you are on the Admission list and admitted on the system.
(b) Have your credit/debit card ready.
(c) Have sufficient funds in your bank account

STEP 2: LOGGING IN

Since you have used this facility during application, use the same log in details you have created.

STEP 3: E-PAYMENT

Click on 'Submit Payment' and enter your credit/debit card details and the amount, then click on 'Pay Now'. You will receive a message under 'Results' indicating 'Accepted' if the transaction is successful.

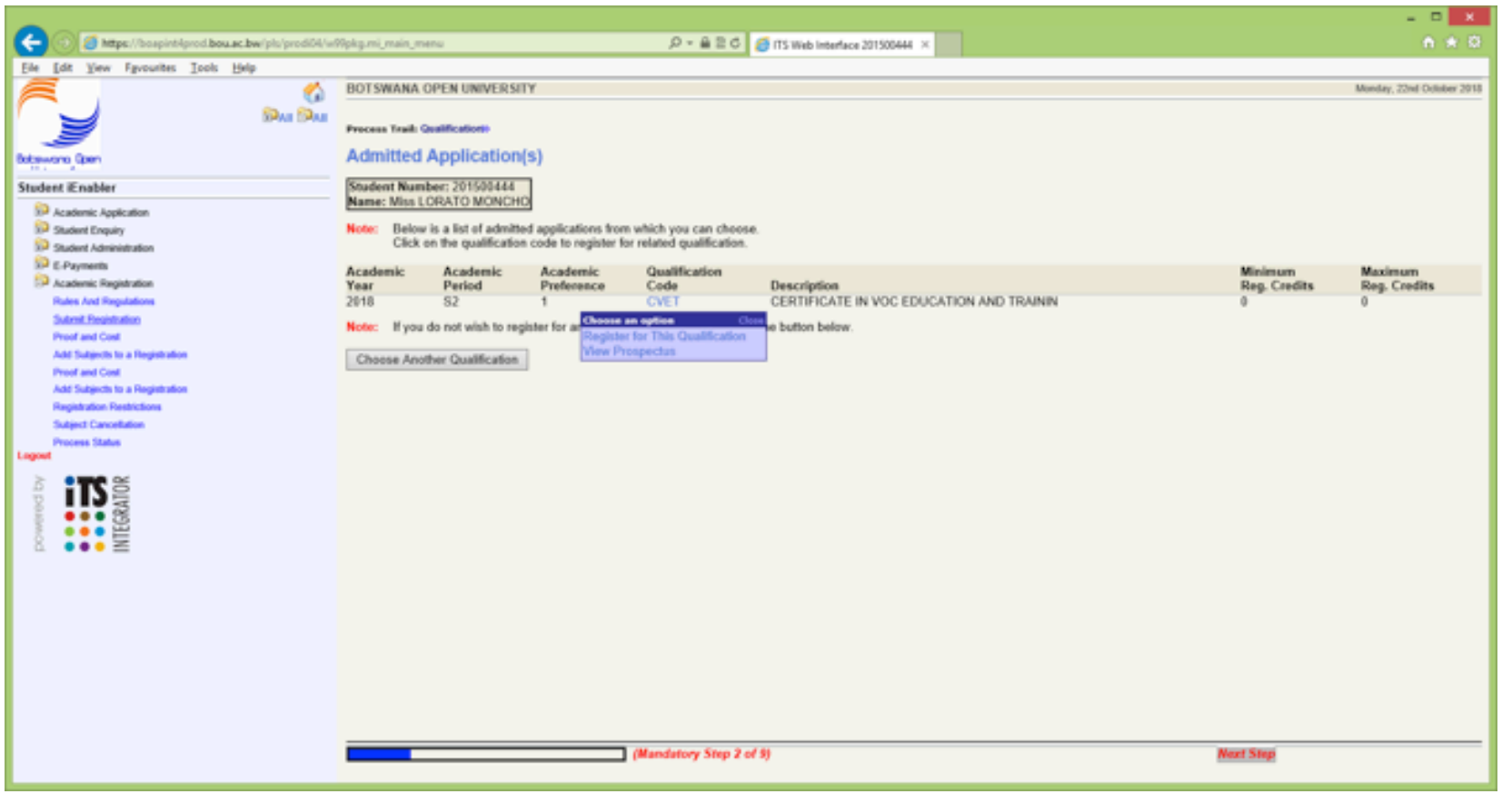


STEP 4: ACADEMIC REGISTRATION

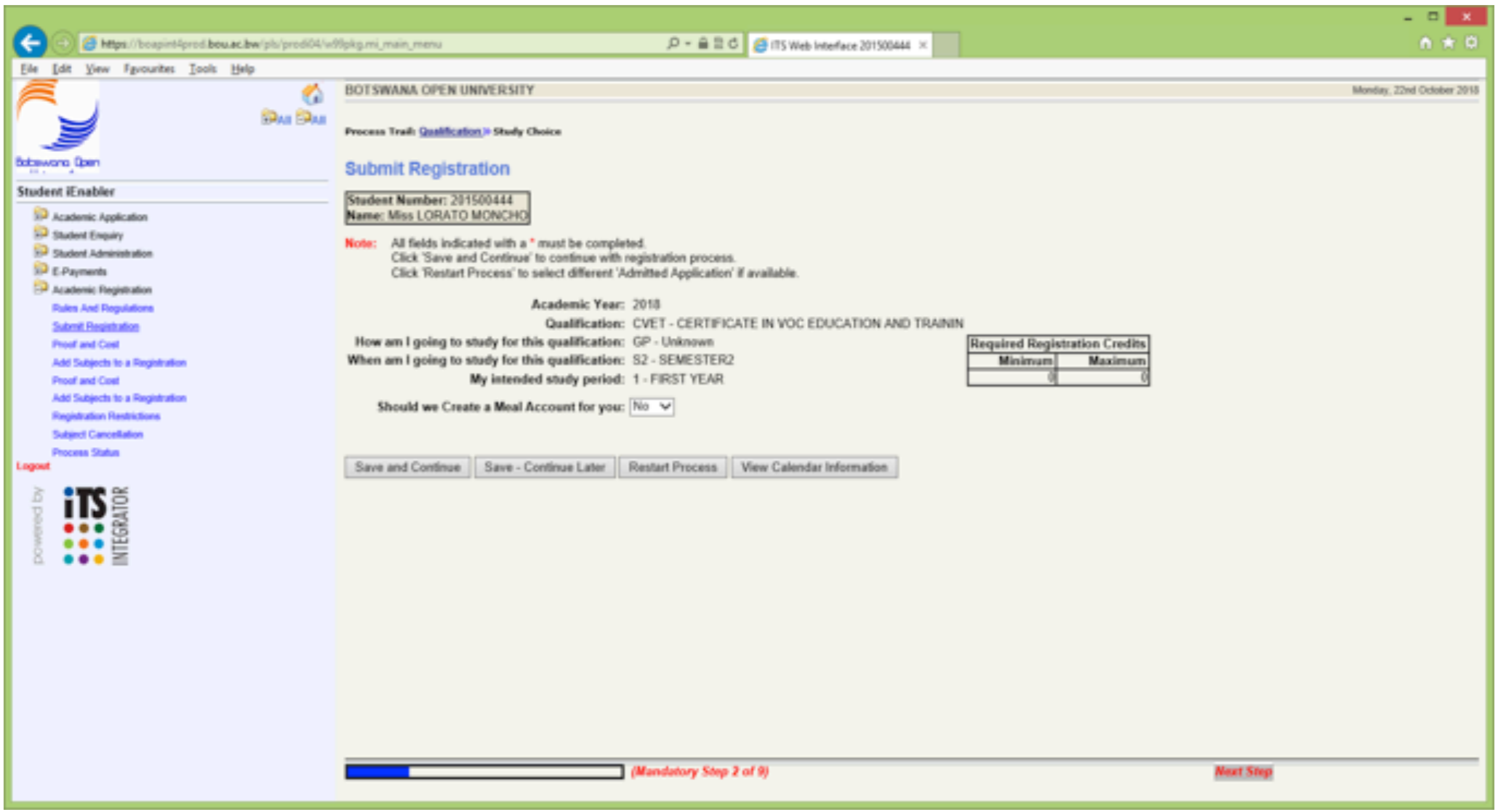
a) Under 'Academic Registration, select Rules and Regulations and click on 'Accept.'

b) Click on 'Submit Registration' to view the qualification you have been admitted for under 'Qualification Code' and click on the qualification

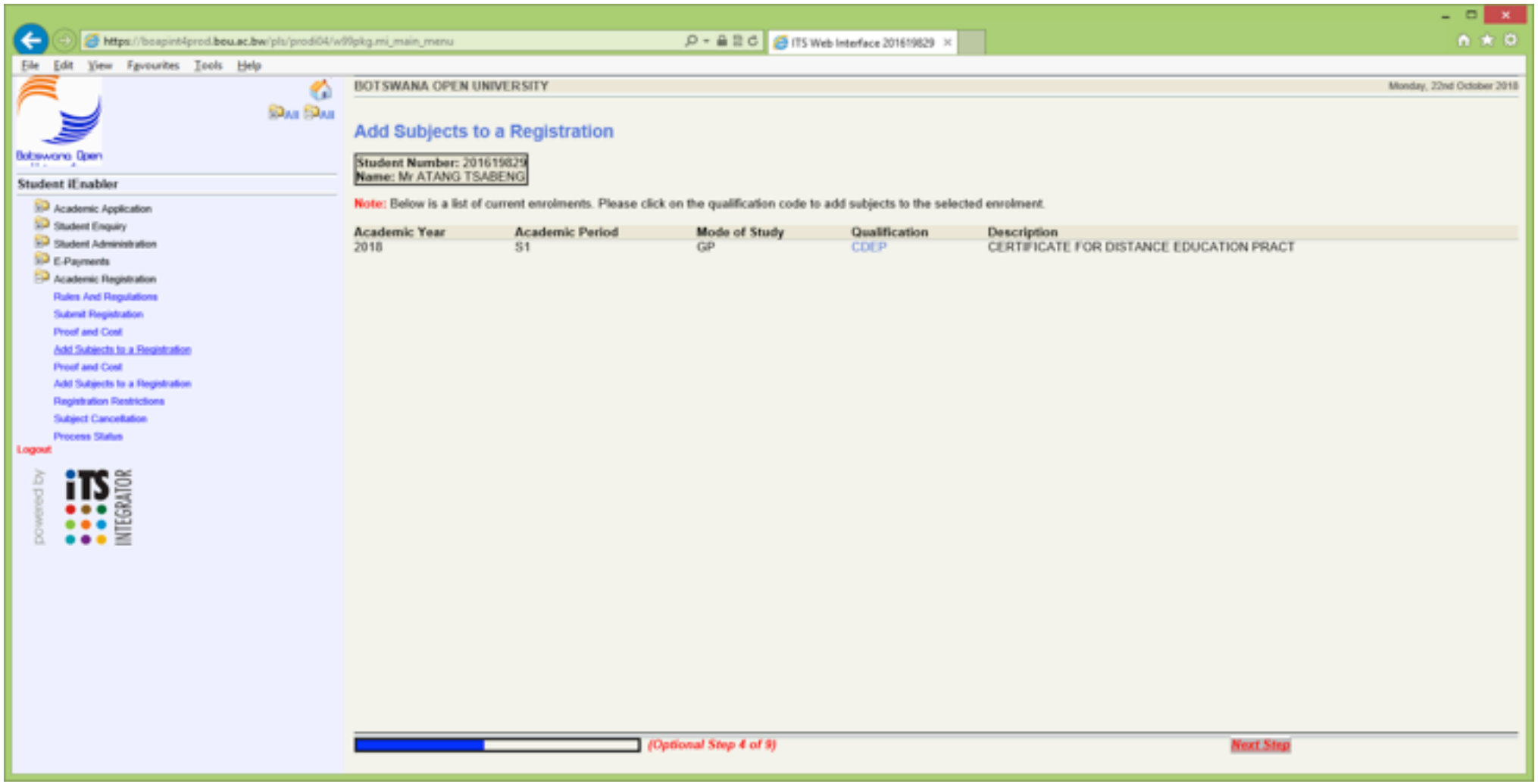
c) Select 'Register for This Qualification'



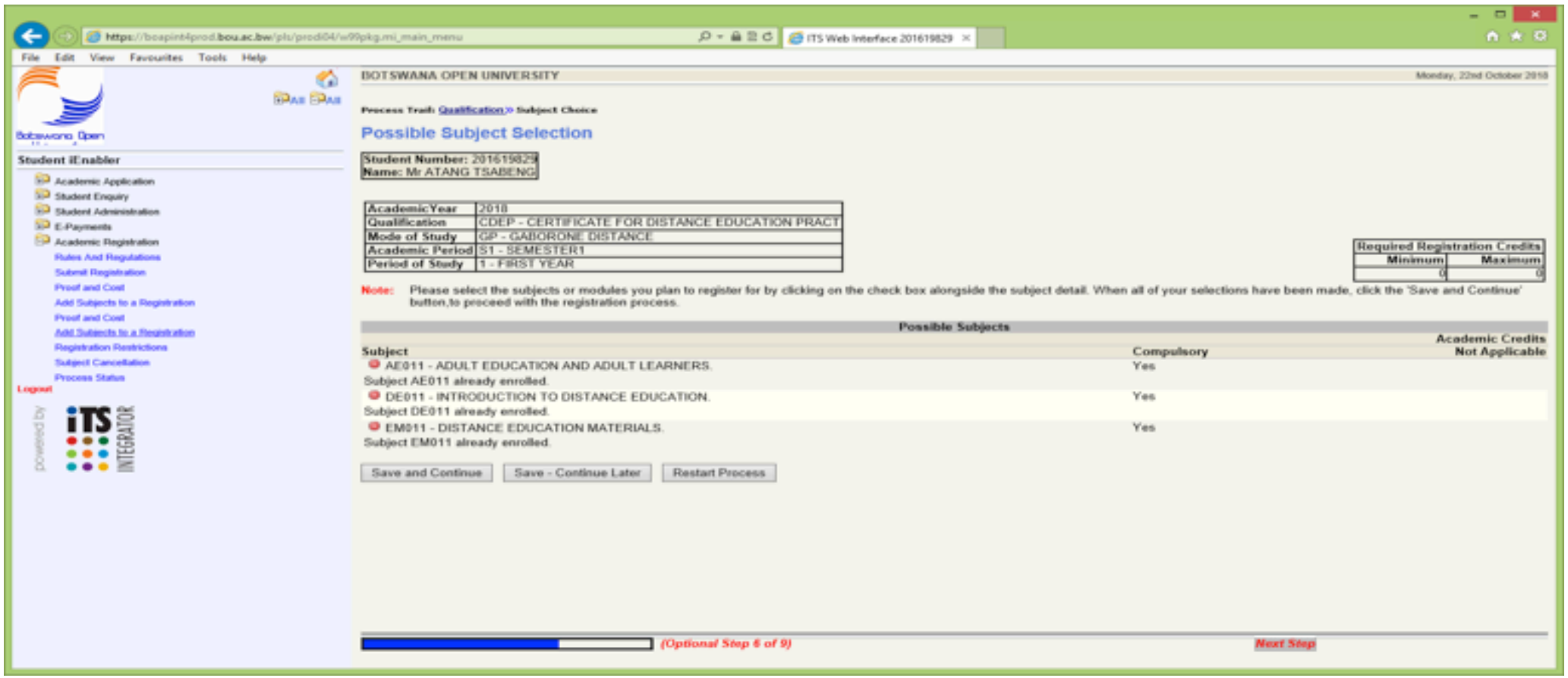
d) Click on 'Save and Continue'



To add subjects, click on 'Add Subjects to a registration'.



(e) Select all subjects you are registering for and click on 'Save and Continue'.



STEP 5: PROOF OF REGISTRATION

Click on 'Proof of Cost' to view your completed registration.