

ONLINE PAYMENT & REGISTRATION

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;

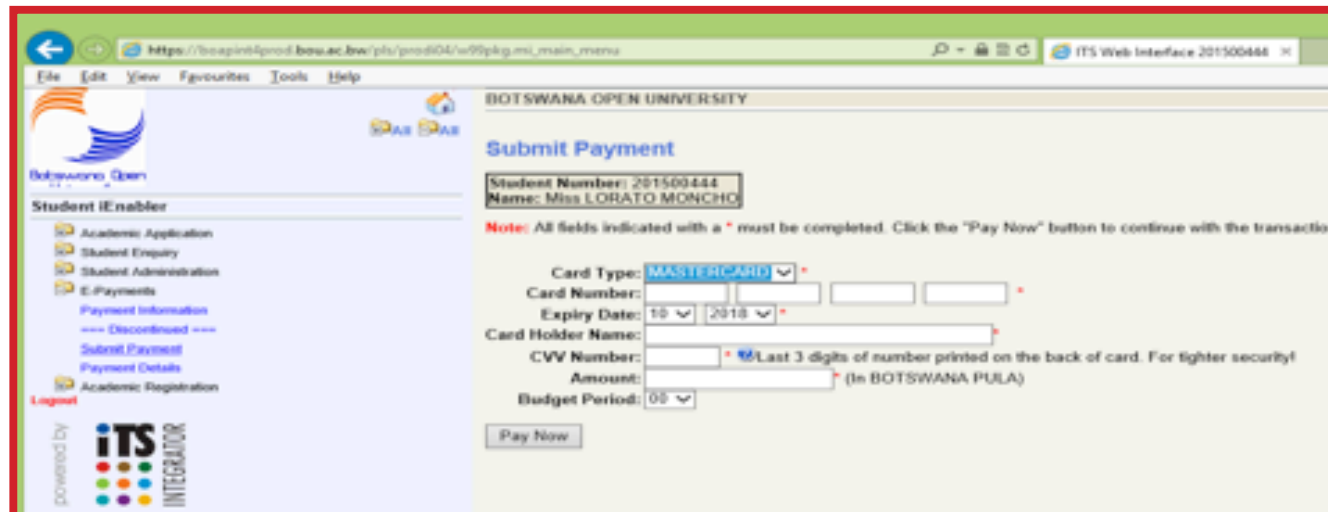
- (a) Confirm that you are on the Admission list and admitted on the system.
- (b) Have your credit/debit card ready.
- (c) Have sufficient funds in your bank account

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.

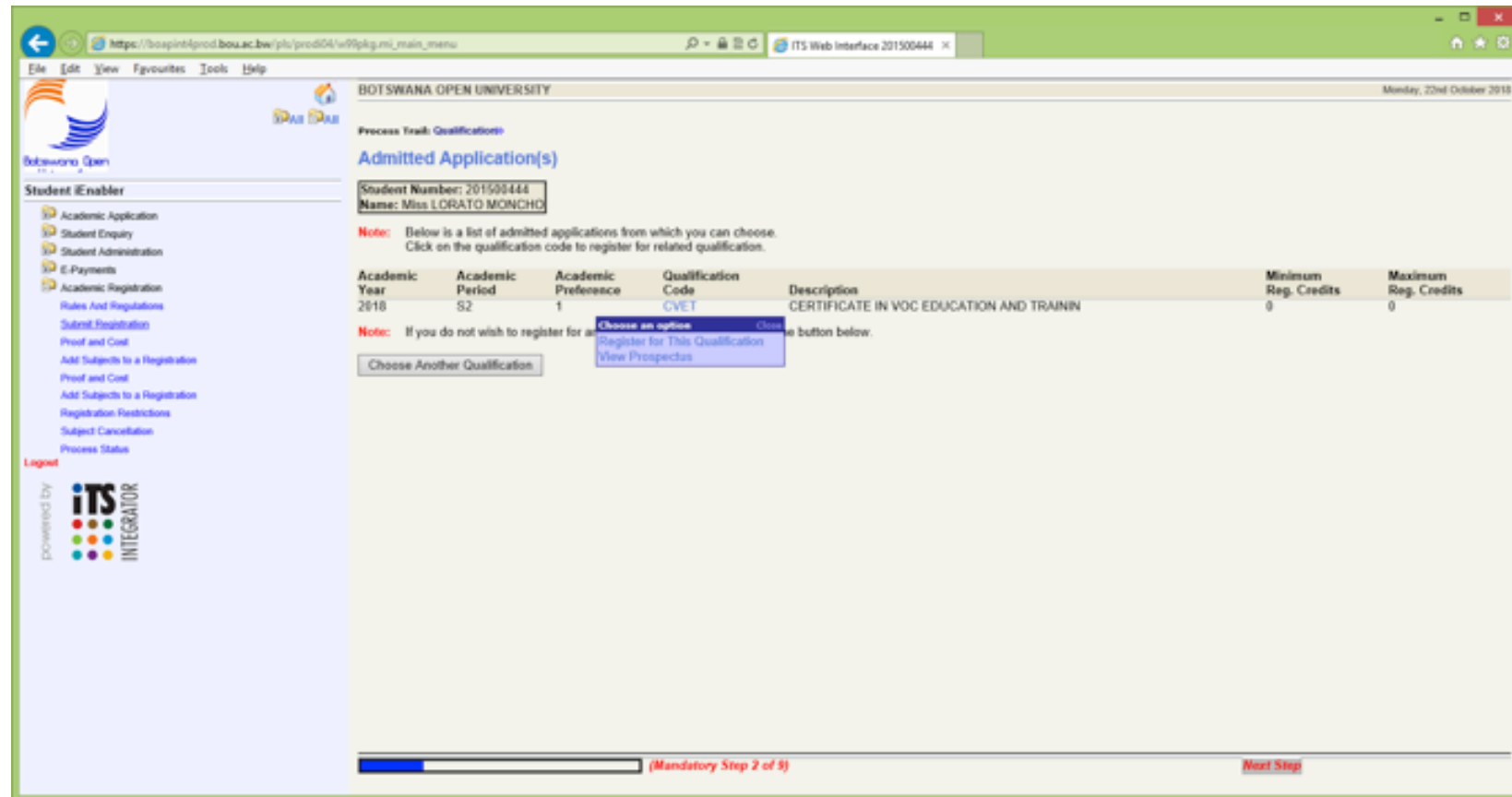


The screenshot shows a web browser window with the URL https://boapintprod.bou.ac.bw/pls/prod04/w99pkp.mi_main_menu. The page title is "BOTSWANA OPEN UNIVERSITY" and the main heading is "Submit Payment". The user's details are displayed as "Student Number: 201500444" and "Name: Miss LORATO MONCHO". A note states: "Note: All fields indicated with a * must be completed. Click the 'Pay Now' button to continue with the transaction." The form fields include: "Card Type" (dropdown menu set to "MASTERCARD"), "Card Number" (input field), "Expiry Date" (dropdown menus for "10" and "2018"), "Card Holder Name" (input field), "CVV Number" (input field with a note: "Last 3 digits of number printed on the back of card. For tighter security!"), "Amount" (input field with a note: "(In BOTSWANA PULA)"), and "Budget Period" (dropdown menu set to "00"). A "Pay Now" button is located at the bottom of the form. The left sidebar contains a "Student iEnabler" menu with options: "Academic Application", "Student Enquiry", "Student Administration", "E-Payments", "Payment Information", "Submit Payment", "Payment Details", and "Academic Registration". The page is powered by "ITS INTEGRATOR".

ONLINE PAYMENT & REGISTRATION

STEP 4: ACADEMIC REGISTRATION

- Under 'Academic Registration, select Rules and Regulations and click on 'Accept.'
- Click on 'Submit Registration' to view the qualification you have been admitted for under 'Qualification Code' and click on the qualification
- Select 'Register for This Qualification'



ITS Web Interface 201500444

BOTSWANA OPEN UNIVERSITY

Monday, 22nd October 2018

Process Track: Qualification(s)

Admitted Application(s)

Student Number: 201500444
Name: Miss LORATO MONCHO

Note: Below is a list of admitted applications from which you can choose. Click on the qualification code to register for related qualification.

Academic Year	Academic Period	Academic Preference	Qualification Code	Description	Minimum Reg. Credits	Maximum Reg. Credits
2018	S2	1	CVET	CERTIFICATE IN VOC EDUCATION AND TRAININ	0	0

Note: If you do not wish to register for a qualification, click on the 'Choose Another Qualification' button below.

Choose Another Qualification

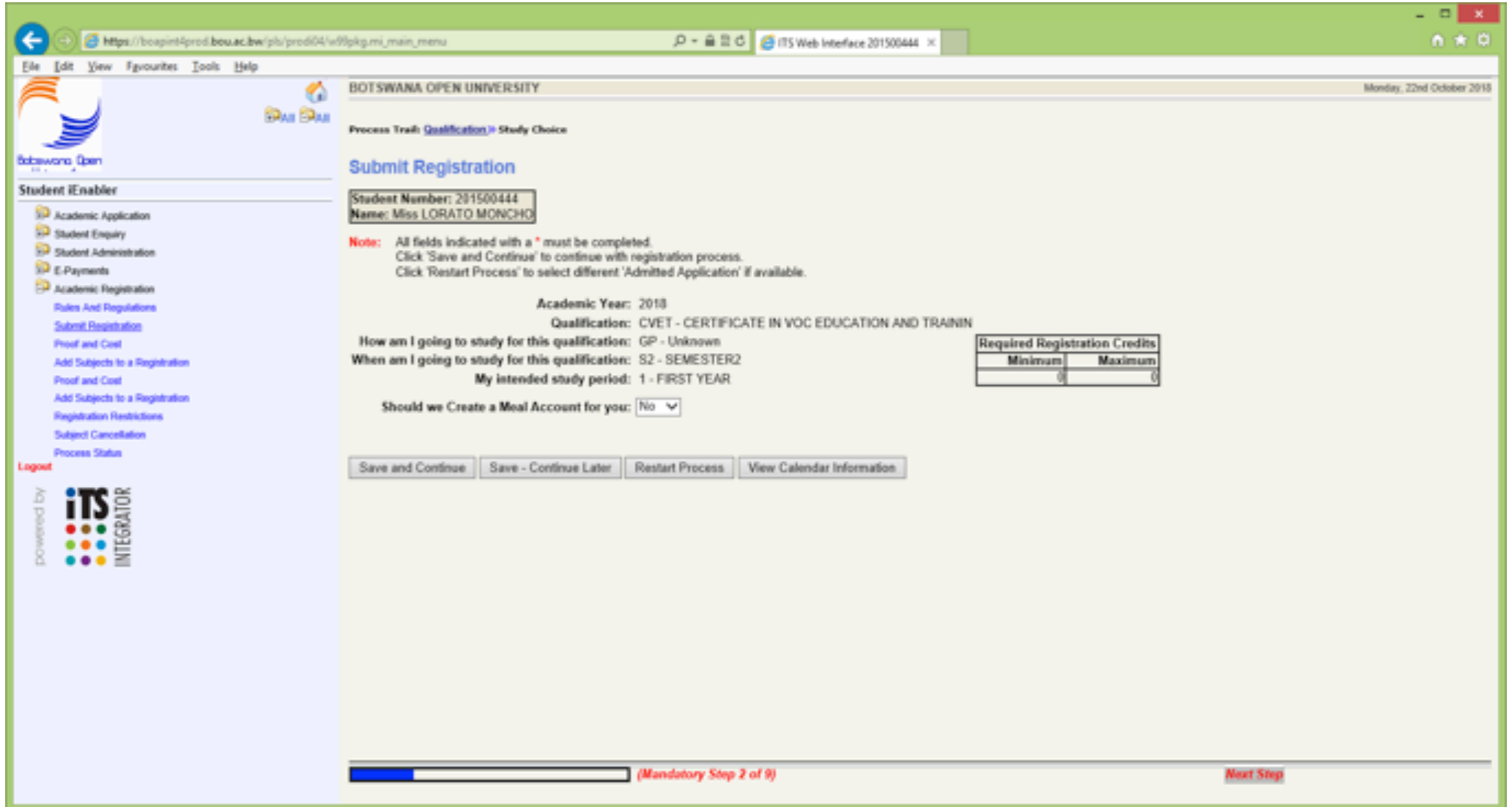
Choose an option

- Register for This Qualification
- View Prospectus

powered by ITS INTEGRATOR

(Mandatory Step 2 of 8) Next Step

d) Click on 'Save and Continue'



The screenshot shows a web browser window with the URL https://boagint4prod.bou.ac.bw/pls/prod04/w99/pkg.mi_main_menu. The page title is "BOTSWANA OPEN UNIVERSITY" and the date is "Monday, 22nd October 2018". The breadcrumb trail is "Process Trail: Qualification > Study Choice". The main heading is "Submit Registration".

Student Information:

- Student Number: 201500444
- Name: Miss LORATO MONCHO

Note: All fields indicated with a * must be completed. Click 'Save and Continue' to continue with registration process. Click 'Restart Process' to select different 'Admitted Application' if available.

Registration Details:

- Academic Year: 2018
- Qualification: CVET - CERTIFICATE IN VOC EDUCATION AND TRAININ
- How am I going to study for this qualification: GP - Unknown
- When am I going to study for this qualification: S2 - SEMESTER2
- My intended study period: 1 - FIRST YEAR

Required Registration Credits:

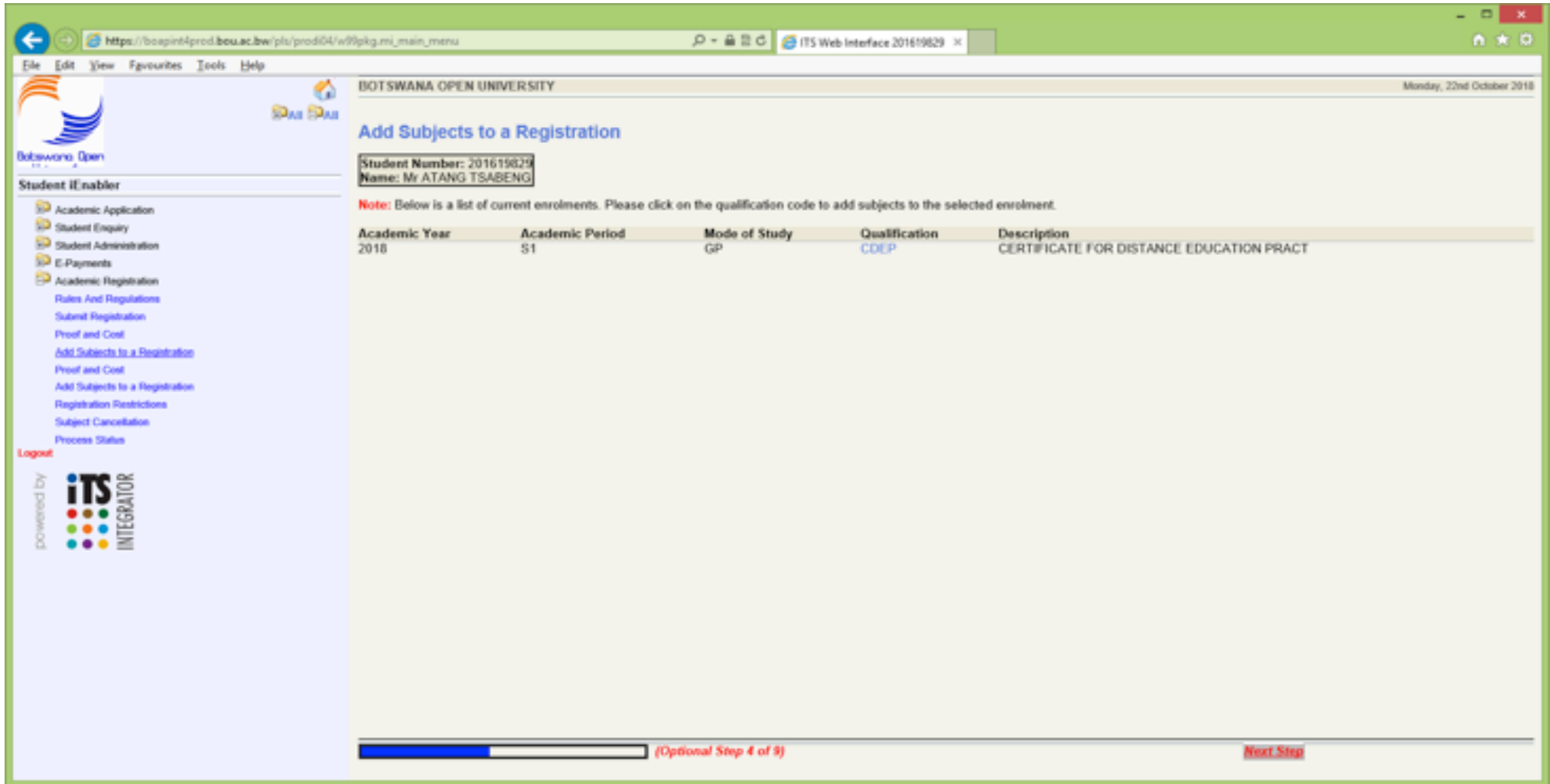
Minimum	Maximum
0	0

Should we Create a Meal Account for you:

Buttons: Save and Continue, Save - Continue Later, Restart Process, View Calendar Information

Footer: (Mandatory Step 2 of 9) Next Step

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



The screenshot shows a web browser window with the URL https://boapint4prod.bou.ac.bw/pls/prod04/w99pkg.mi_main_menu. The page title is "BOTSWANA OPEN UNIVERSITY" and the date is "Monday, 22nd October 2018". The main heading is "Add Subjects to a Registration".

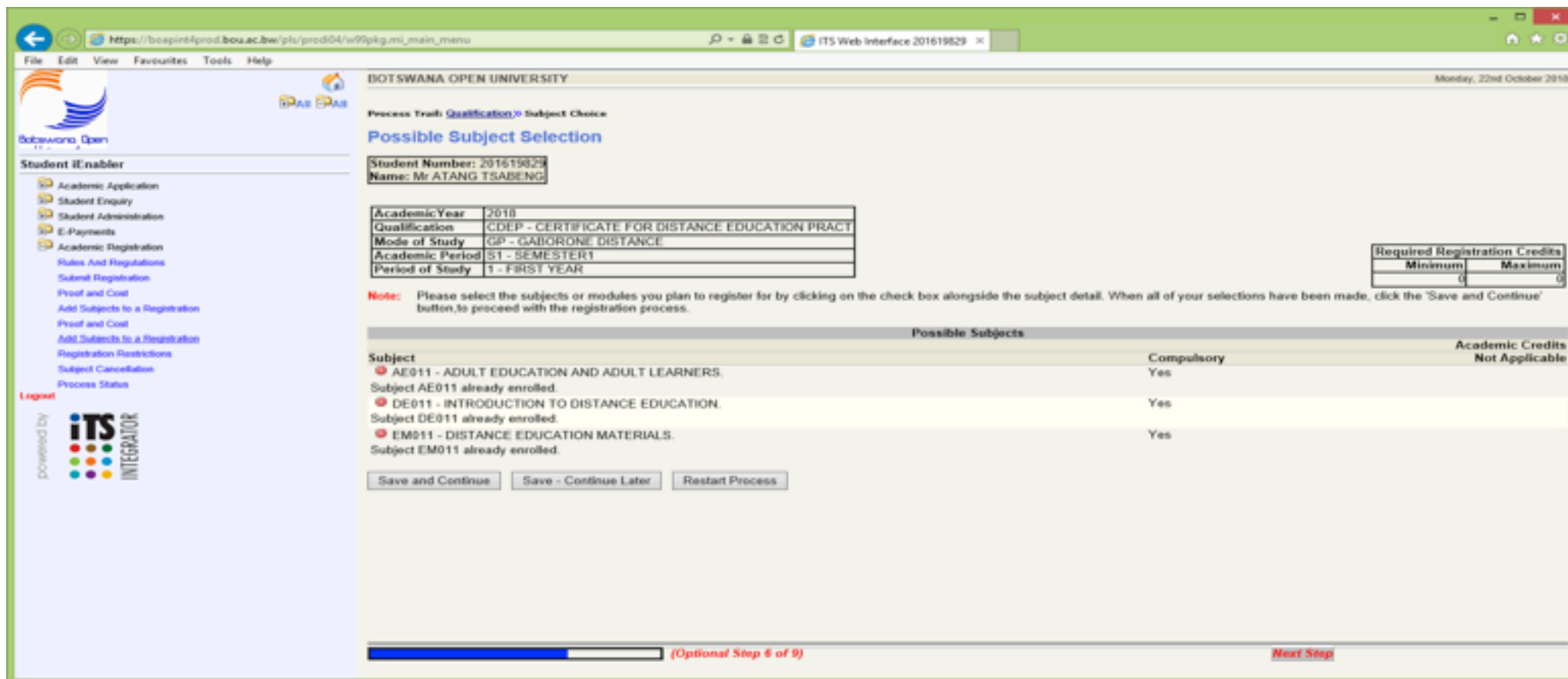
Student Number: 201615829
Name: Mr ATANG TSABENG

Note: Below is a list of current enrolments. Please click on the qualification code to add subjects to the selected enrolment.

Academic Year	Academic Period	Mode of Study	Qualification	Description
2018	S1	GP	COEP	CERTIFICATE FOR DISTANCE EDUCATION PRACT

At the bottom of the page, there is a progress bar and the text "(Optional Step 4 of 8)" and "Next Step".

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



The screenshot shows the 'Possible Subject Selection' page in the ITS Web Interface. The page header includes the Botswana Open University logo and navigation links. The main content area displays the following information:

Process Trail: Qualification > Subject Choice

Possible Subject Selection

Student Number: 201615829
Name: Mr ATANG TSABENG

Academic Year	2018
Qualification	CDEP - CERTIFICATE FOR DISTANCE EDUCATION PRACT
Mode of Study	GP - GABORONE DISTANCE
Academic Period	S1 - SEMESTER1
Period of Study	1 - FIRST YEAR

Note: Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click the 'Save and Continue' button, to proceed with the registration process.

Subject	Compulsory	Required Registration Credits	
		Minimum	Maximum
<input checked="" type="checkbox"/> AE011 - ADULT EDUCATION AND ADULT LEARNERS. Subject AE011 already enrolled.	Yes	0	0
<input checked="" type="checkbox"/> DE011 - INTRODUCTION TO DISTANCE EDUCATION. Subject DE011 already enrolled.	Yes	0	0
<input checked="" type="checkbox"/> EM011 - DISTANCE EDUCATION MATERIALS. Subject EM011 already enrolled.	Yes	0	0

Buttons: Save and Continue, Save - Continue Later, Restart Process

Footer: (Optional Step 8 of 9) Next Step

STEP 5: PROOF OF REGISTRATION

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