

# Online Payment

## STUDENT ONLINE PAYMENT GUIDE



1. Log on to [www.bou.ac.bw](http://www.bou.ac.bw) and click on Online Services
2. Enter Your student Number and Pin and log on
3. **Click** on Paygate Online Payment
4. **Click** on Payment Information- Rules & Regulations and scroll down to the bottom of page 3
5. **Click** on **I Accept**
6. **Click** on Process Online payment
7. **Enter** the registration amount to be paid, including P160 administration fee then **PAY NOW**
8. If it does not open the page that depicts ATM card information, then click on the TOP RIGHT icon with a RED sign inside
9. **Click** on the circle for Allow popups for the iEnabler site
10. **Fill in** the ATM Card information using CAPITAL LETTERS
11. **Click** on **Next**, bottom right! A card save pop will come up, click on **NO Thanks!**
12. **Enter** the OTP ( 4-6 digits) that the system is going to send into your cellphone – through Sms. Enter the code on the space provided.
13. **Click** on Submit – **A receipt will pop up on the screen and sent to your email address.**
14. **Click** on View Transaction Payment – To further confirm your payment transaction.

**REMEMBER : SUCCESSFUL PAYMENT DOES NOT AUTOMATICALLY TRANSLATE INTO COMPLETE SEMESTER REGISTRATION!**

**THE NEXT PROCESS IS TO REGISTER FOR YOUR MODULES! FOR THIS REFER TO THE GUIDE ON THE NEXT PAGE.**

# Online Registration

## STUDENT ONLINE REGISTRATION GUIDE



1. Log on to [www.bou.ac.bw](http://www.bou.ac.bw) and click on Online Services
2. Enter Your student Number and Pin and log on
3. **Click** on Academic Registration just below the Student Finance
4. **Click** on Rules and Regulations and **accept** them
5. **Click** on Submit Registration
6. **Change** Tuition fee to Distance Learning
7. Within the long box for **Find program containing-** **Type** your course abbreviation e. g DBM
8. **Click** on **Search** just below that box then click on the **BLUE** abbreviation
9. **When would you like to study for the qualification?** Use the downward arrow and choose your semester e.g SEMESTER 2
10. **How would you like to study for the qualification?** Use the downward arrow and choose your CAMPUS e. g GABORONE REGION
11. **Which study period are you interested in registering for?** Use the downward arrow and choose your year of study e. g FIRST YEAR
12. **Click** on Save and Continue
13. **Place** a tick in each box (left) against the subject
14. **Save** and **Continue** then **Click** on **Continue**
15. Finally **Accept Registration**, then **click** of Proof and Cost to verify your registration!