1. Navigate to the Online Registration portal from UniFiji website (www.unifiji.ac.fj).
   a. Click on **Resources**
   b. Then select on **IT Services**
   c. Then select on **Student IT Resources**
   d. Then click on **Online Registration**.

2. Upon clicking on the Online Registration link. The **Online Registration Portal** page will appear as shown below:

   ![Online Registration Portal](image-url)
3. In order to login into the Online Registration Portal, student can either use their *Moodle login credentials* or *UniFiji PC login details* and click on Login:

![Login Screen]

Please Login

Username: s110026

Password: ********

Login

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4. Upon clicking on Login, the student will be able to view the active programme he or she is enrolled in plus the Courses offered under that particular programme with terms to select i.e. Semester / Trimester plus Year and Campus. Students are advised to email Student Academic Services to change the active programme shown in the online Registration portal at sas@unifiji.ac.fj.
5. The students can select course/s he/she wants to enroll in by clicking on the drop box as shown below and clicking on the Add Course button.

6. Upon selection of the course and clicking on Add Course button. The student will be able to view the selected course/s at the bottom as shown below:
7. Upon selecting the course/s the student wants to take for the term, they should click on the **Submit Registration** button so that application could be submitted for approval. Once the student clicks on the submit button he/she will able to see a pop message which will state **“Registration Request Has Been Submitted To School for Approval”** as shown below and press **OK**

![Pop-up message](image1.png)

8. Once the student receives the message and clicks on OK then he /she will able to see the status of their course been approved or decline as shown below:

![Status Table](image2.png)

After registering for the course/s, the School will have to approve or decline and the application would then be forwarded to OReg (Office of Registrar) for approval.

Once the approval is given by the Office of Registrar, an email will be sent to the students stating that his/her registration has been completed and they can proceed with online payment of the registration fee: Example of the email sent to the student is shown below

**NB:** The student may check the Online Registration portal on the status of their course/s.
Dear Student,

Your registration request has been approved by the Student Academic Services.
Your enrollment fee breakdown is as below:

- General Service Fee: $30.00
- Student Association Fee: $10.00
Total To Be Paid: $40.00

We have 2 options where you can make the payment online: (Please note that you will need to capture/print the receipt or any proof of payment to upload on to the Online Registration System):

**Option 1: Bank Transfer**
- Bank Account Name: The University of Fiji
- Bank Account Number: 900365104
- Bank Address: 1 Thompson Street, Suva
- Bank Name: Westpac Banking Corporation
  BBB or IBAN/SWIFT: Reading No WPACFJFX

**Option 2: MPaisa**
- Make MPaisa payment to Business Name The University of Fiji

You can also make a manual deposit to our bank account stated in Option 1 and upload a snap of your deposit slip.

Please be sure to write your Student ID Number, Year and Semester in the Narration of the deposit slip. After you have done the payment, please login to the Online Registration System and upload your proof of payment. An option to upload the document has been activated on your login.

Once you upload the proof of payment, the application will be forwarded to the Finance department for verification and confirmation of registration.

- In the above email, the student will be able to view the Registration Fee amount and options of payment either via Online Bank Transfer or through MPaisa. Once the student has done the online payment, he/she is required to login to the Online Registration Portal to **upload the remittance slip or any proof of payment done**.
  Once the Remittance slip or any proof of payment is uploaded, the application will be forwarded to the Finance department for verification and confirmation of the registration.

- Once the student uploads the remittance slip, then he/she will be able to see the status as shown below:
- Once the Finance has processed the verification and confirmation, the status under Finance Processing will be changed as shown below and the student will receive an email regarding Registration Completed Successfully with a copy of the invoice. The status will show as below:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Course</th>
<th>Trimester / Semester</th>
<th>Year</th>
<th>Campus</th>
<th>School Approval</th>
<th>OReg Approval</th>
<th>Registration Fee</th>
<th>Finance Processing</th>
<th>Date Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgrad. Cert. in Buss. Admin.</td>
<td>MBA408 - Managerial</td>
<td>Trimester 2</td>
<td>2021</td>
<td>SAW</td>
<td>Approved</td>
<td>Approved</td>
<td>Verified</td>
<td>Processed</td>
<td>2021-06-06</td>
</tr>
<tr>
<td>(Gen. Mgt.)</td>
<td>Economics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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From: **Online Registration System** <onlinereg@unifiji.ac.fj>
Date: Fri, 11 Jun 2021, 14:55
Subject: Registration Completed successfully
To: [Redacted]

Dear Student,

Your registration has been completed successfully. Your moodle courses should be available shortly.
Thanks
Online Registration System

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9. The student shall have access to his/her Moodle courses upon successful online registration of courses.

-----Thank You-----