ASAS Students Self Service

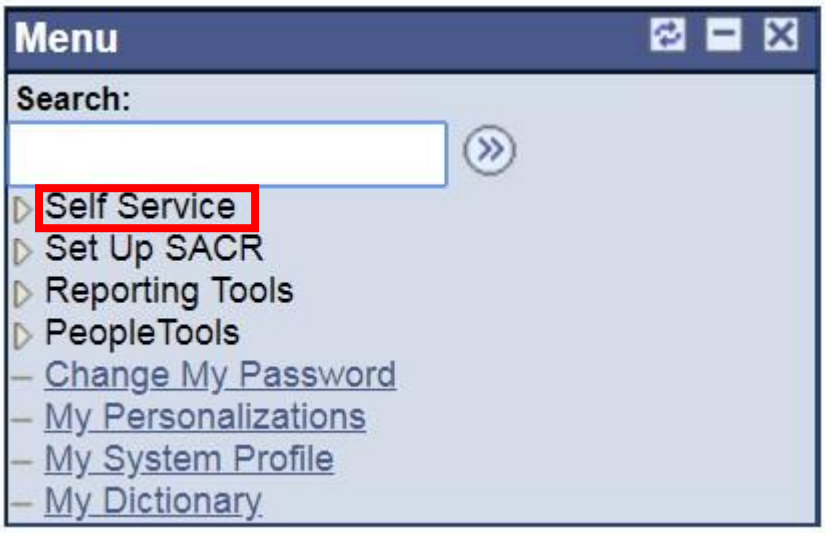
Registration Guide

Introduction

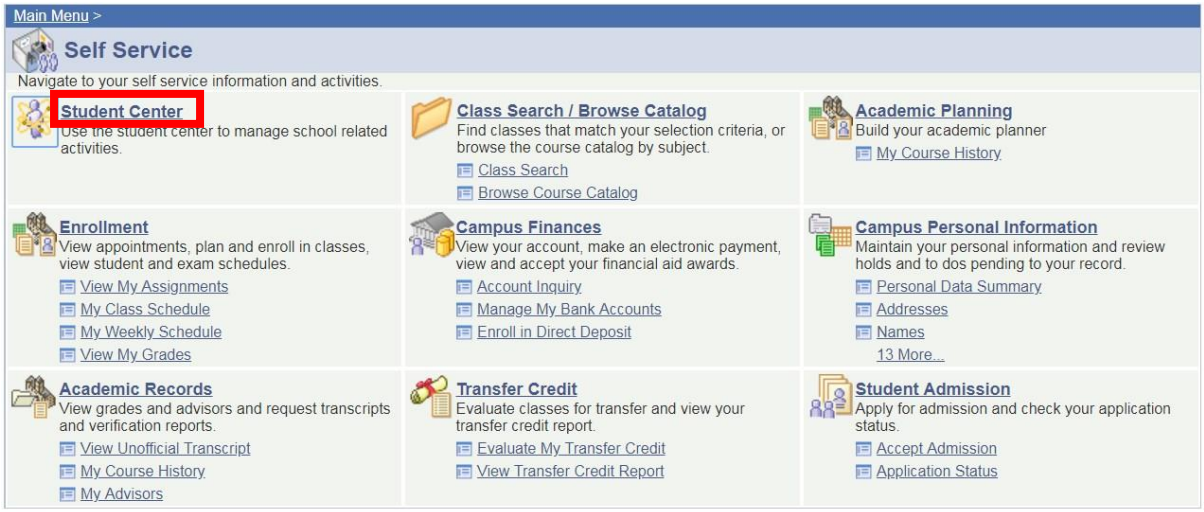
ASAS Self service registration guide designed to help you register anywhere anytime for your own convenience. For the system to allow you to register ensure all necessary payments are made (for selfsponsored students, pay at the cash office and, make an appropriate payment plan if not all fees have been paid, government sponsored students are automatically enabled to register unless they are supplementing previous semester courses). Students with FD or FE will not be able to register until they have satisfied the University rules and regulations set for them.

The following process should be followed to allow a student to register:

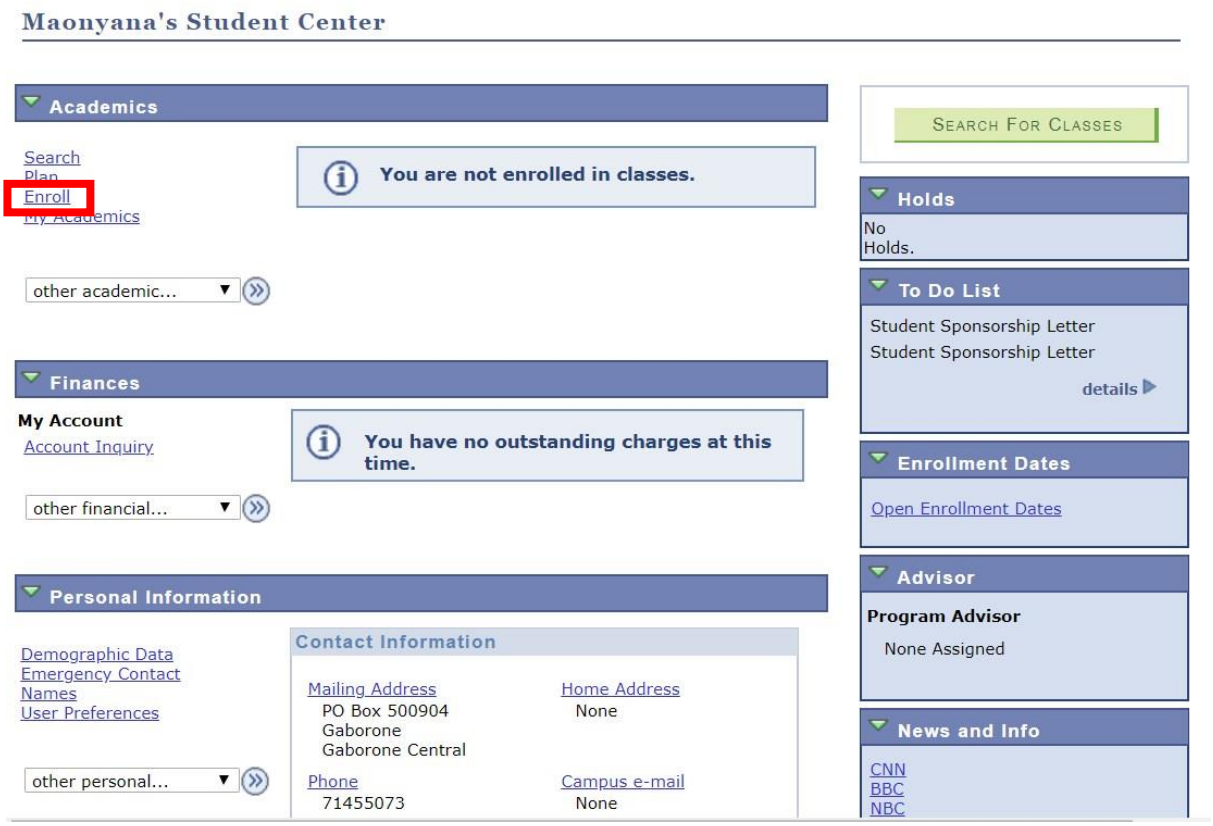
1. Login to the system with assigned credentials. Then select **<Self Service>.**



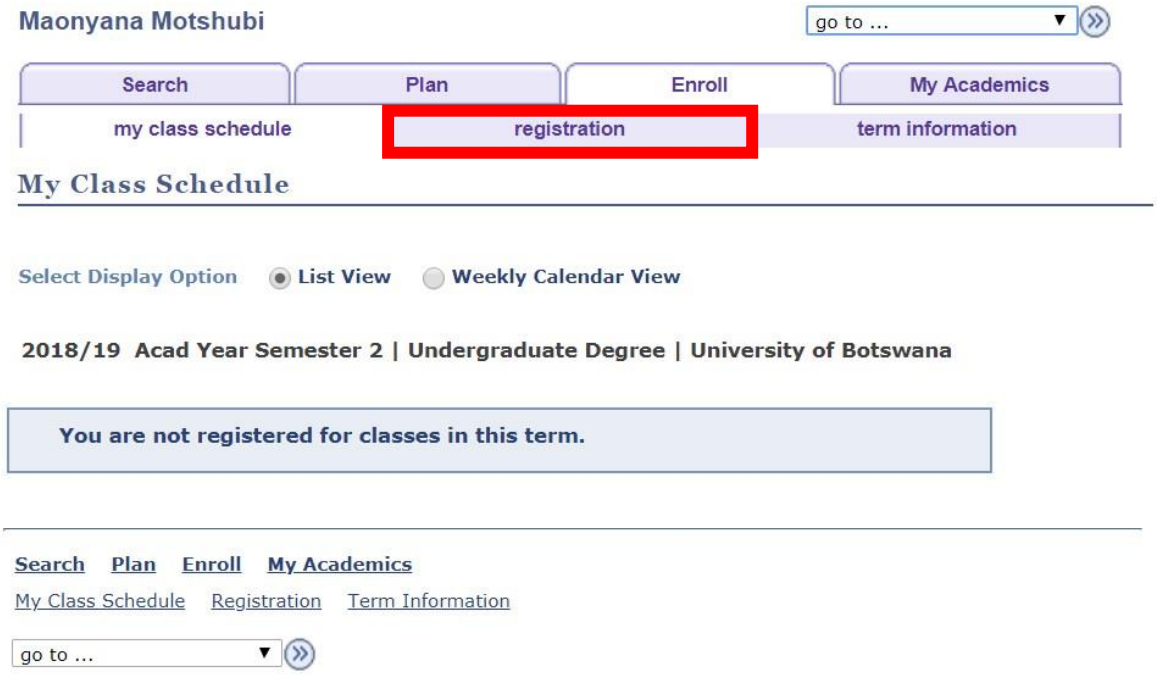
2. Then <**Student Center**>



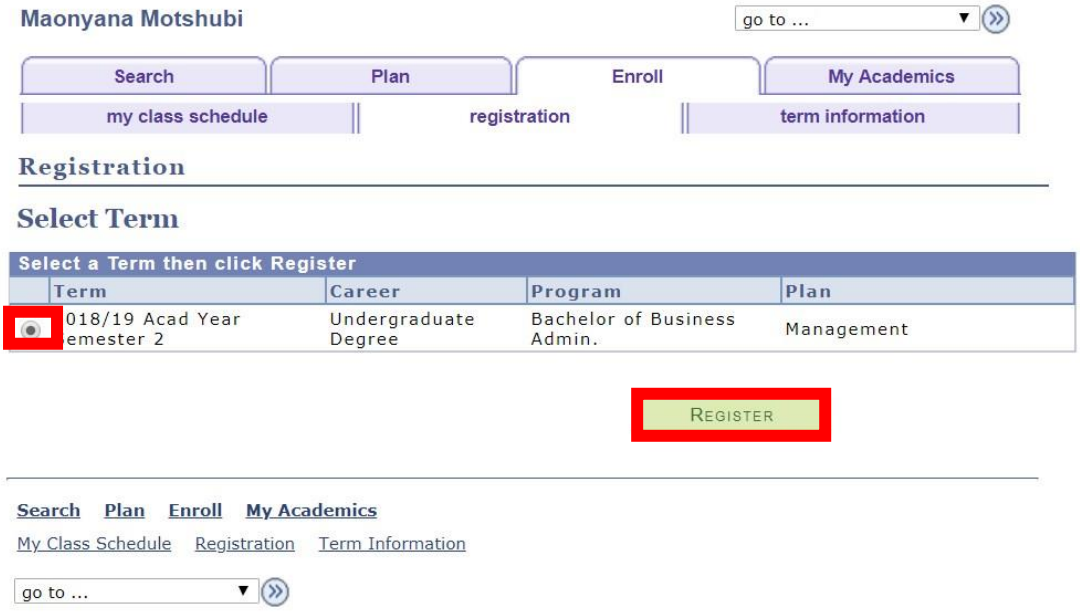
3. To Register go to <**Enrol**>



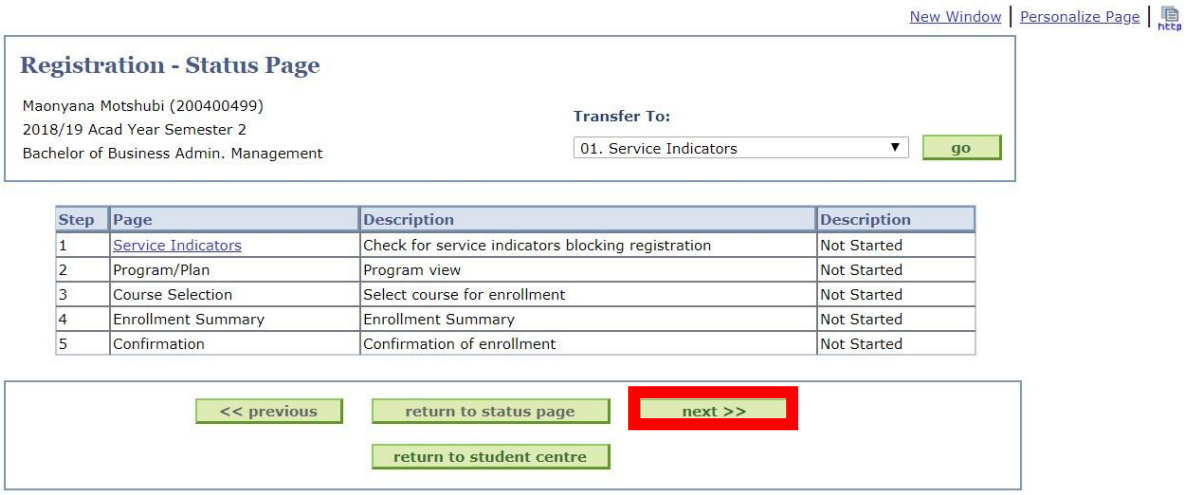
4. Then click on <**Registration**> to start the registration process



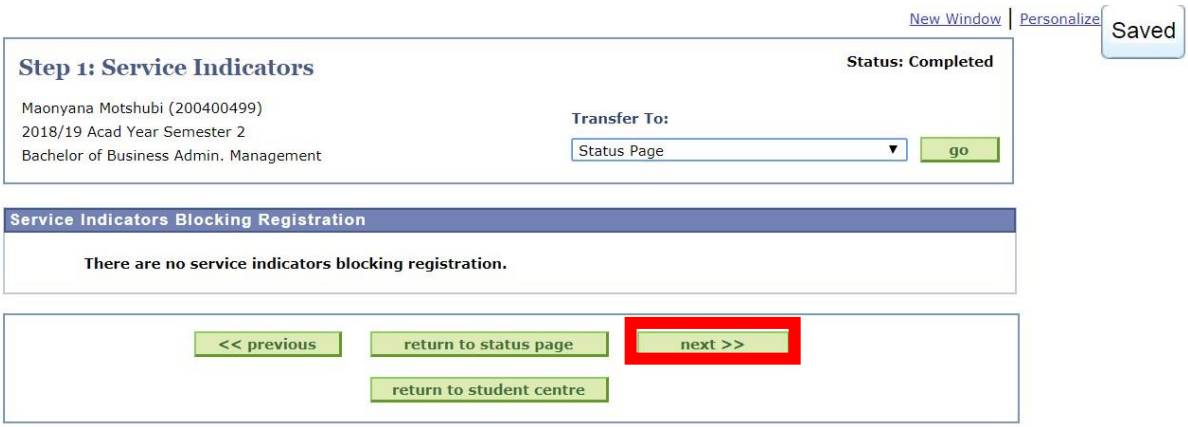
5. Select the term by clicking on the radio button next to the available term. Then click **<Register>.**



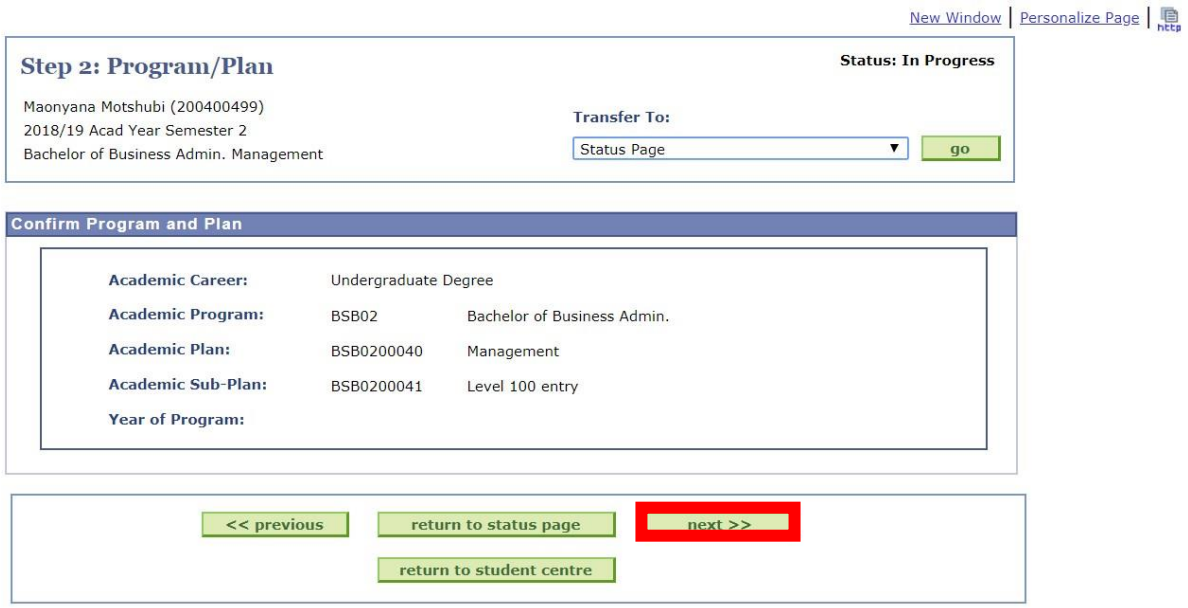
6. Click **<next>** to proceed.



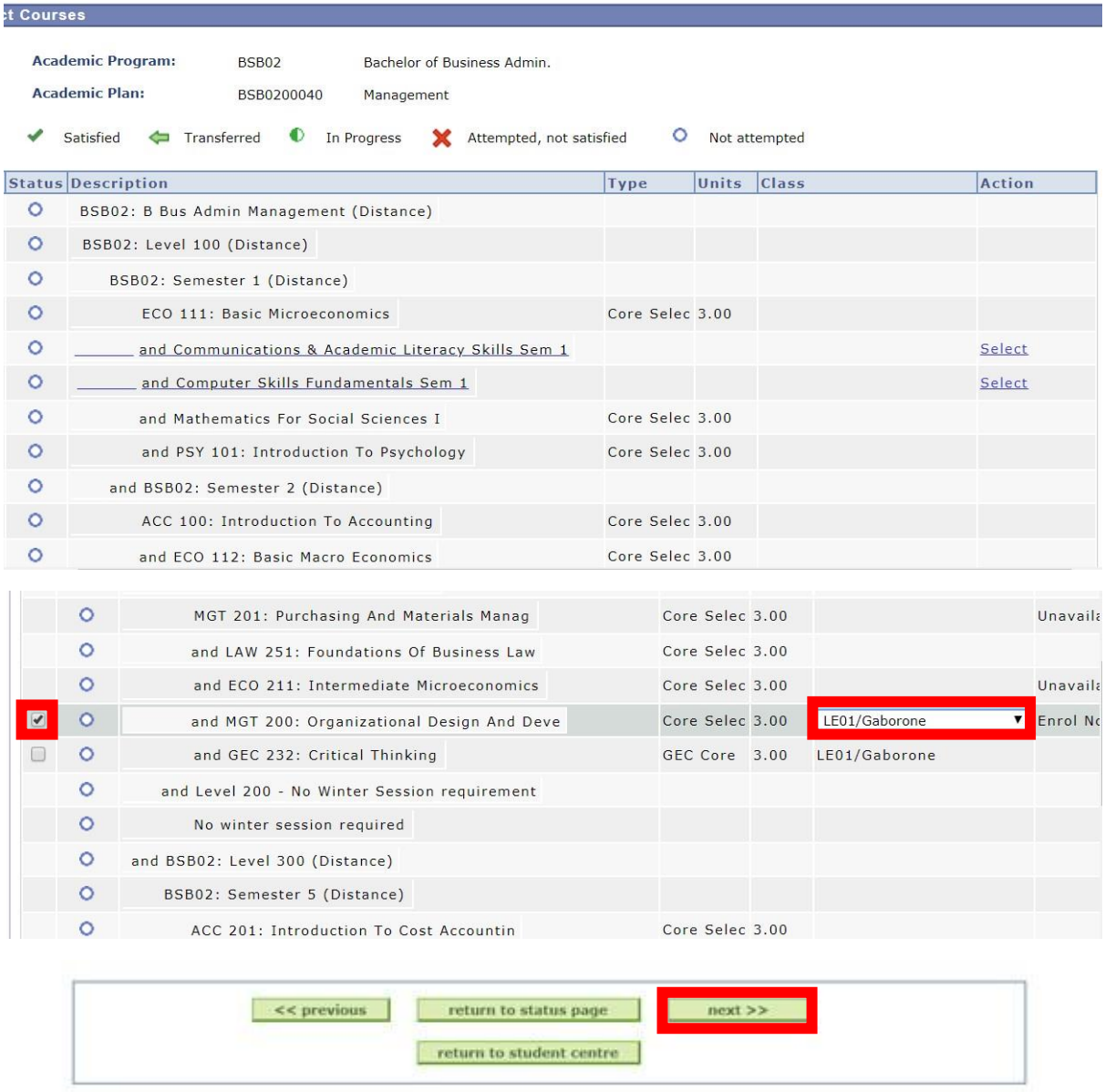
7. Click **<next>** again.



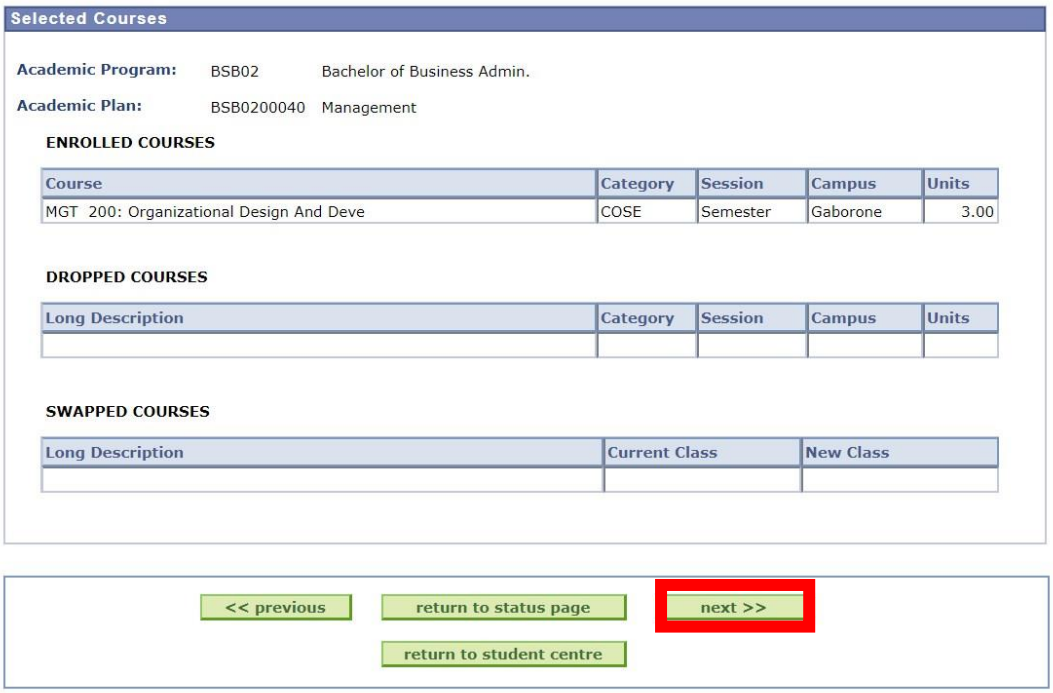
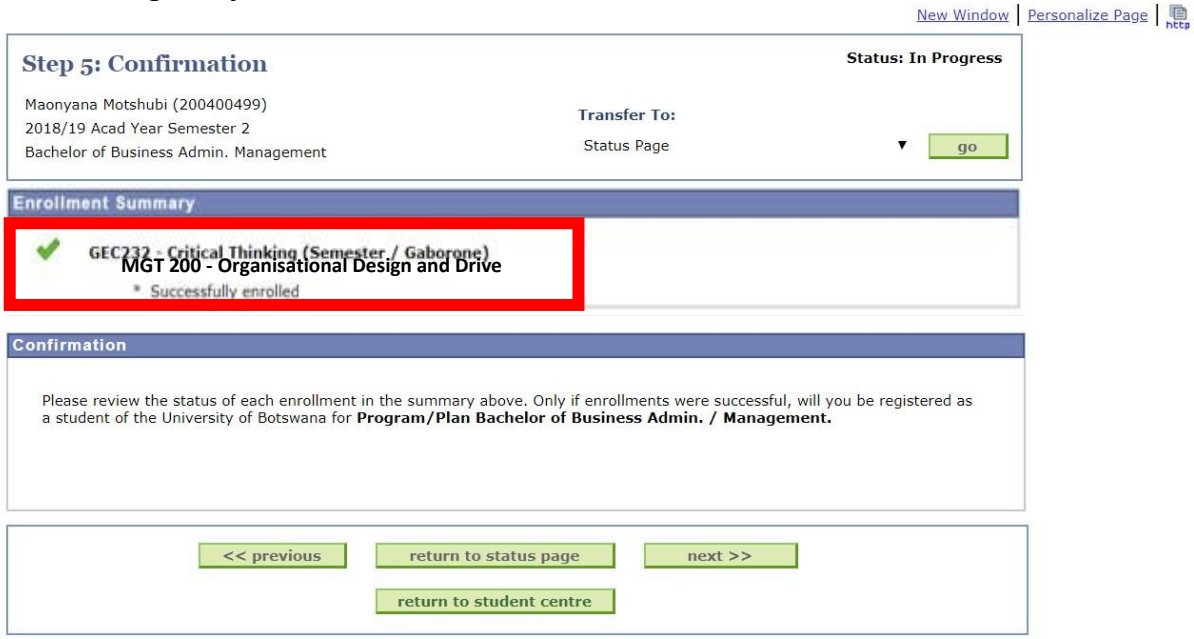
8. Click **<next>** again.



9. Click on the check box next to the course you want to register for (if the class being registered for has more than time slot then proceed to choose the suitable LEC class as seen from the time table by scrolling down to the bottom of the page).
10. Then select next to proceed to the next stage.



11. Confirm if all the courses previously selected are available on the list of Enrolled Courses. Then click next.



12. If successful you will receive the message: Successfully Enrolled. Then proceed to the next stage by selecting return to student center to see all the courses registered for or to make any other changes to your enrolled courses.