## <u>User's Guide</u>

## **Online Subject Registration Guidelines**

Below are the steps to do Online Subject Registration.

- 1. Activate User Account. (May skip if account already activated)
  - a. Login onto PCs in either ITMS Labs or COIT Labs to activate user account.

Log On to Wi	indows	
Copyright © 1985-2 Microsoft Corporatio	Microsoft Windows xp Professional	Microsoft
User name:	sp20540	
<u>P</u> assword:	•••••	
Log on to:	STUDENT	
	OK Cancel Shut Down (	Options <<

b. Please use Student ID as both username and password (all capitals letters for password). Windows will prompt for change of password upon login.

Log On to W	indows Windows <sup>xp</sup> Professional
Copyright (© 1985- Microsoft Corporati	on Microsoft
User name:	sp20540
Password:	•••••
Log on to:	STUDENT
Logon	OK Cancel Shut Down Options << Message
8	You are required to change your password at first logon.
	ок

c. Enter you new password to replace the default.

Change Password		
Copyright © 1985-2001 Microsoft Corporation	Windows <sup>xp</sup> Professional	Microsoft
User name:	sp20540	
_ Log on to:	STUDENT	
Old Password:	•••••	
<u>N</u> ew Password:	•••••	
<u>⊂</u> onfirm New Password:	••••••	
	ОК	Cancel

- d. Windows will notify upon successful password change and activation.
- 2. Open Internet Explorer browser and type the Online Subject Registration's URL address. Table below describes three ways to go to the Online Subject Registration Homepage.

No.	Location	URL Address	Time Available
1	Internet	http://online.uniten.edu.my/online	8.30am – 4.30pm
2	Apartment	http://serrano/pgrs	8.30am – 4.30pm
3	COIT or ITMS Labs	http://payar/pgrs	8.30am – 4.30pm
4	Kampus Sultan Haji	http://payar/pgrs	8.30am – 4.30pm
	Ahmad Shah		

3. Below is the homepage of Online Subject Registration. Click **Subject List** from the menu on the left to begin subject registration process.

	nline Student Records Versi 10.1379		k j
Home P	reliminary Tasks		
Add/Drop List Apply To Graduate	elcome to the Online Student Records system, AHMAD AMIR		
Biodata Classes Taken Bi	efore you are allowed to continue with class registration, you are required to perform the following tasks in	the specified or	der:
Credit Transfer Subject List	o. Requirement Action Status		
Time Table	ou can proceed with class registration!		
A MANNE			
2010			
n fe			
Contains commands for working with	the selected items.	😗 🐴 = 🖲	100% - //

4. The screen below will appear. Make sure that you are registering the correct semester. Click 'Click here' to register as a continuing student.

	nline Student Records Versi 1.0.1:	379	A	- We the	ž
Home	» Register Subject				-
Add/Drop List Apply To Graduate	Subject Registration For Semester: Semester 1, Academic Year 2009/2010				
Classes Taken Credit Transfer	StudentID SC20542   Name AHMAD AMIR				
Subject List Study Plan Time Table	Pasport / NRIC No S265659 Program Name Master of Civil Engineering Description (By Full Descarph)				
THIS TABLE	Click here the Register as a Continuing Student				
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ATTENDED					
See See				1	-
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5. A successful message will appear upon your successful registration as continuing student.

	Online Student	Records Versi: 1.0	0.1379	Alk.	w K	No.
Home	» Register Subject					•
Add/Drop List Apply To Graduate	Subject Registration For Sen	nester: Semester 1, Academic Year 2009/2010				
Classes Taken Credit Transfer Subject List Study Plan Time Table	StudentID Name Pasport / NRIC No Program Name Description	SC20542 AHMAD AMIR S265659 Master of Civil Engineering Structure A (By Full Research)				
R. AR	You have successfully regis	stered as a continuing student.				
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1						
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