CoGS Online Subject Registration Guidelines

Below are the steps to do Online Subject Registration.

1. Open Internet Explorer browser and type in the Online Subject Registration's URL address. Table below describes two ways to go to the Online Subject Registration Homepage.

No.	Location	URL Address
1	Off-Campus	http://online.uniten.edu.my/pgrs
2	On-Campus	http://payar/pgrs

Skip step 2 for on-campus access.

2. When prompted, type in **STUDENT\yourstudentid** as User name and type in password.



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



4. Click on the + icon to view the list of classes offered.

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5. Choose a subject from the dropdown list to register.

Home	» Register Subjec	t	
Add/Drop List Biodata	Subject Registr	ation For Semester: Semester 1, Academic Year 2010/2011	
Classes Taken	StudentID	SP20540	
Credit Transfer	Name	ZARITH SOFEA AHMAD	
Studie Dian	Parport / NP	C No. 770315-08-6496	
Study Plan Time Teble	Pasport / NK	Master in Engineering Management	
Time Table	Program Nan	Master in Engineering Management	
	Description	Structure C (Taught Courses with Project)	
	Subject List:	Choose Subject	×
		Choose Subject	
		ACEM613 Accounting and Finance for Managers (3 credit)	
		ACFM613 Accounting and Finance for Managers (3 credit)	
		COEM546 Project Dissertation (6 credit)	
		ECNM613 Managerial Economics (3 credit)	
		ECNM613 Managerial Economics (3 credit)	
		EECM523 Adv. Applied Telecommunication Systems (3 credit)	
		EECM553 Antennas Technology for Wireless Communications (3	credit)
		EEEM513 Engineering Diagnostics Tools (3 credit)	
		EEPM513 Power Systems Steady State Analysis (3 credit)	
		EEPM523 Power Systems Dynamics (3 credit)	
		EEPM555 Power Systems Operation & Planning (3 credit)	and a
		EEPMS75 Alternative Energy Sources For Electricity Generation (3	s credit)

6. A list of sections for the subject chosen will appear. To register, click **Select**.

a	Subjec	t Registrat	ion For Semester:	2011				
<u>is Taken</u> Transfer	Stude	entID	SP20540					
<u>at List</u>	Name	8	ZARITH	SOFEA AHMAD				
<u>Plan</u> joblo	Pasp	ort / NRIC	No 770315-	08-6496				
able	Desc	ription	Structure	C (Taught Courses with Project	ct)			
	No	Code	Section	Lecturer Name	Credit	Capacity	Enrolled	
		ACEM613	3 2	Ravindran Palaniappan	3	40	12	Select
	1	ACFMOT				40	0	Select
	1	ACFM613	3 3	Ravindran Palaniappan	3	14		
	1 2 3	ACFM613 ACFM613	3 3 1	Ravindran Palaniappan Ravindran Palaniappan	3	30	30	Select
	1	ACFM613 ACFM613	3 3 1	Ravindran Palaniappan Ravindran Palaniappan	3	30	30	Select

7. The details of the class will appear. Click on the **Register for This Class** link to register for the selected class.

Home Add/Drop List Biodata Classes Taken Credit Transfer	Course Code ACFM613 Section 2 Course Name Accounting and Finance for Managers Capacity 40																								
Subject List	No Day		Sta	rt	End	Roo	m No	Blo	ck																
<u>Study Plan</u> Time Table	1 Thur	sday	18	:30	21:3	D BW-	2-L0	s co	т																
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	Time Slo	ot Fo	or			Sym	bol																		
	This Clas	s				ACF	4613																		
	Other Cla	asse	5			(Oth	er Cla	sses)																	
	Clash					x																			
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	There ar	e or	nly 2	28 s	eats	left																			
	Day/Time	800	830	900 9	930 10	00 103	0 1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900	1930	2000
	Tuesday	-												-	-			-	-		_				_
	Wednesday	-							_					-	-		-	-		_	-		·		_
	Thursday																					ACFM613 BW-2-	ACFM613 BW-2-	ACFM613 BW-2-	ACFN BW-2
	Friday	1		-			1		-					-	<u> </u>				<u> </u>	_	_				
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	Register	For	Th	s Cl	ass																				

8. Upon successful registration, message below will be displayed. To view timetable, either click **here** to view the timetable or click on **Time Table** from the menu on the left.

Home	» Register Subject - Register
Add/Drop List Biodata Classes Taken Credit Transfer Subject List Study Plan Time Table	You have successfully registered for that class. Click <u>here</u> to view Timetable.

9. Screen for Timetable for the current semester will appear. The screen will show the list of subjects that have been registered. Click **Yes** in the **Delete** column to drop a subject. Click **Print Timetable** to print timetable (local printer only).

Home Add/Drop List Biodata Classes Taken Credit Transfer Subject List Study Plan Time Table	» Tim Stud Nam Prog Desc Choo	etable ent l e ort / ram cripti se Se	D NRIC Name on	C No e ter to	View	SP2 ZAR 770 Mas Stru Tim	0540 NTH S 315- ster in icture etable	0FE/ 08-6 Eng C (T	A AH i496 ineer augt	MAD ing M nt Co	lanag urses	eme with	nt Proj	ect)		_								
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10. Repeat steps 6-8 to register for another subject.

FAQs

- 'Unauthorized: Access is denied' message appears Make sure you type in 'STUDENT\' (backslash) before your Student ID as your username.
- 2. Subject List menu is not visible

For on-campus access, please use computers in the ITMS or COIT labs if possible. Otherwise, please contact ITMS for assistance (<u>itmshelpdesk@uniten.edu.my</u>).

- **3.** 'Student is not allowed to register because of outstanding debt' message appears Please contact Finance to clear any outstanding debts (<u>financehelpdesk@uniten.edu.my</u>).
- **4.** 'You do not have an online ticket' message Please contact CoGS/ITMS for assistance (<u>https://www.uniten.edu.my/i-recommend/</u>)