

ONLINE REGISTRATION MANUAL

13 NOVEMBER 2020

Gordon
Institute
of Business
Science
University
of Pretoria

UP ONLINE REGISTRATION STEP BY STEP GUIDE

STEP 1:

- Log on to **UP Student Self-Service Portal** or **MyTUKS Login** (https://www1.up.ac.za/uplogin/faces/login.jspx) using your **STUDENT NUMBER** (U00000000) and PASSWORD.
- If you do not have a password. Click on **NEW USER** to continue.





STEP 2:

Click on the UP Student Service Centre on UP Student Self Service.



STEP 3:

Click on



UP Student Centre

" UP Student Centre"

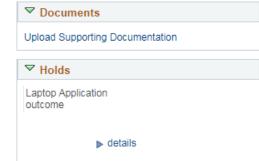


STEP 4:

• Click on **Registration/Module Changes** under the Academic Information dropdown.

Test Test ID 17113492





STEP 5:

Click on the **Online Registration** link.

Test Test ID 17113492



STEP 6:

• Click on "Next" to proceed with Online Registration.

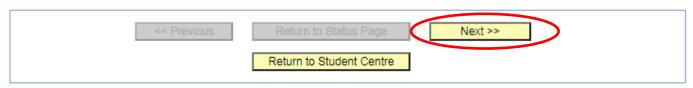


▼ Instructions (Click on triangle to expand/collapse)

These are the steps that needs to be completed for registration. All steps must be completed in order to be a registered student at UP.

Use the yellow buttons at the bottom of each page to navigate the system. You may also use the *Transfer To* drop down box at the top of the page to skip to a previous page.

	Page	Description	
1	Disclaimer	To continue, you must agree with the terms of the disclaimer.	Not Started
2	Information Consent	Review how your information may be shared.	Not Started
3	Contact Details	Enter address details, email address and phone numbers.	Not Started
4	Preferences	Specify communication and language preferences	Not Started
5	Course / Class Selection	Select courses and classes for enrollment.	Not Started
6	Enrollment Confirmation	Review the enrollment results.	Not Started
7	Confirmation	View confirmation of completed registration.	Not Started

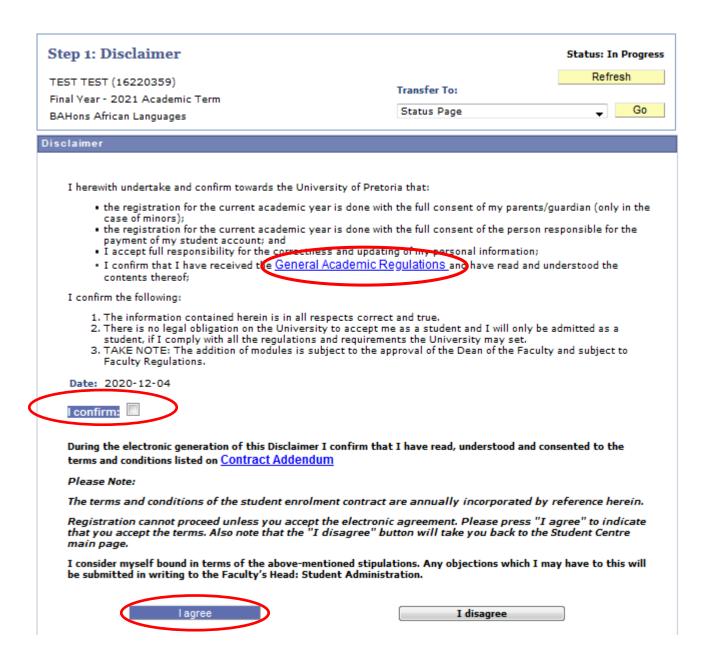


STEP 7:

• If you agree with the Disclaimer, click on the tick box next to the "I confirm" statement.

Next click on "Agree" to proceed.

To view the University's Academic regulations, click on the General Academic Regulations.



STEP 8:

• Click on "Next" to proceed

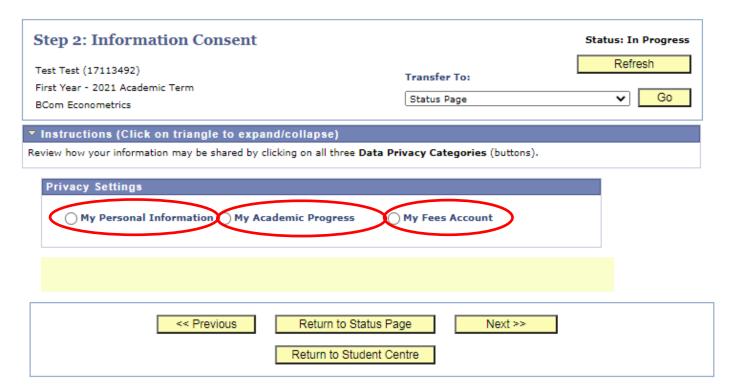
Should you have any services indicators, you will not be able to continue with your registration and need to contact the GIBS Academic Support team on asasupport@gibs.co.za.



STEP 9:

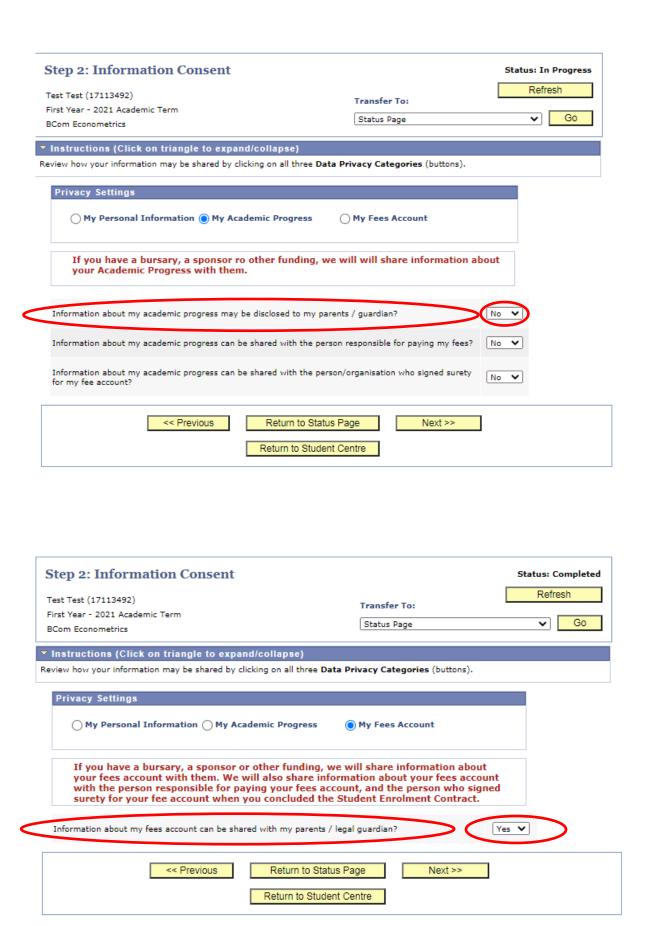
• Confirm your Data Privacy Settings by clicking on all three buttons "My Personal Data", "My Academic Progress" and "My Fees Account Data".

On confirmation, the "Next" button will become available.



• With each privacy setting carefully choose your preferred answer as this will determine who will have access to your information. Make use of the drop-down box to either choose a "Yes" or "No" answer.





STEP 10:

· Verify your personal details.

Click "Next" to proceed.



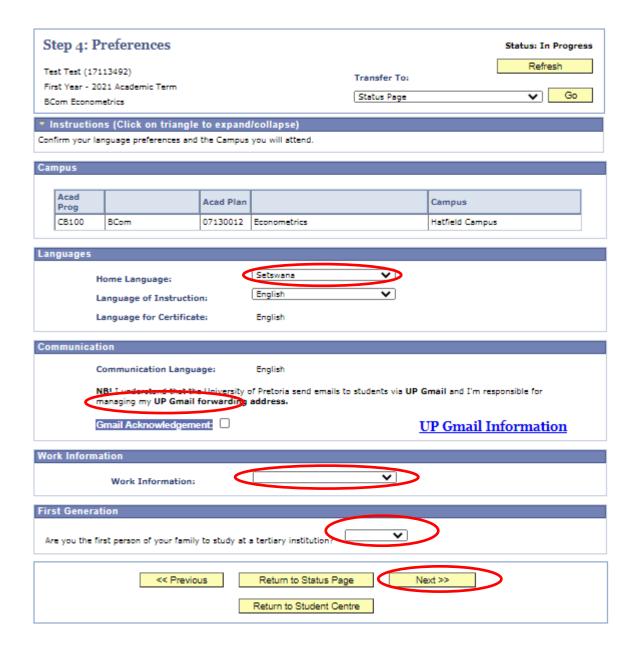
STEP 11:

• Choose your home language preferences from the dropdown menu.

Tick the Gmail Acknowledgement box.

Select "Work information" from the dropdown menu.

Select the relevant option under "First Generation".

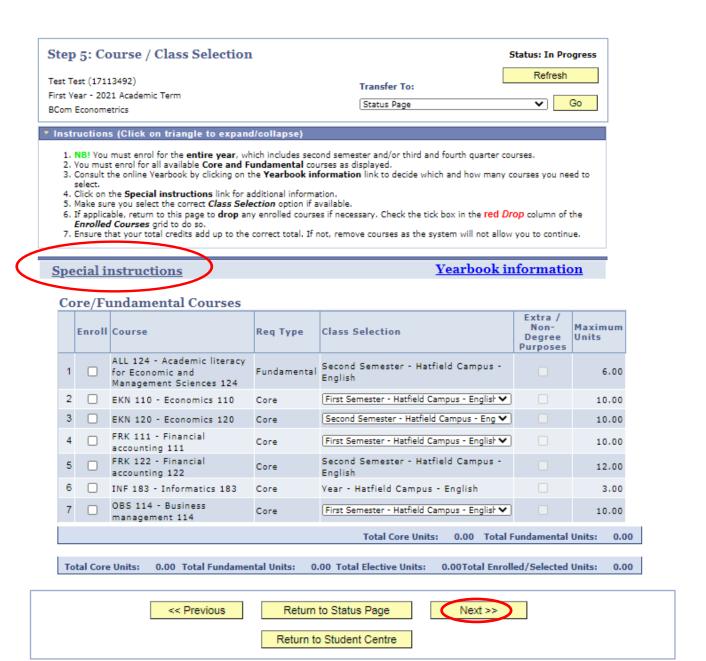


STEP 12:

• Select all modules you need to enroll on, if not automatically ticked.

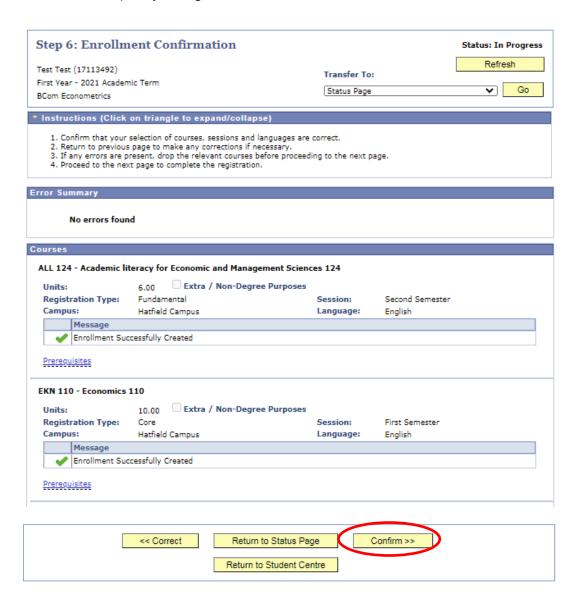
Click on "Special Instructions" link to view any special instructions linked to the program.

Click "Next" after all necessary modules are selected.



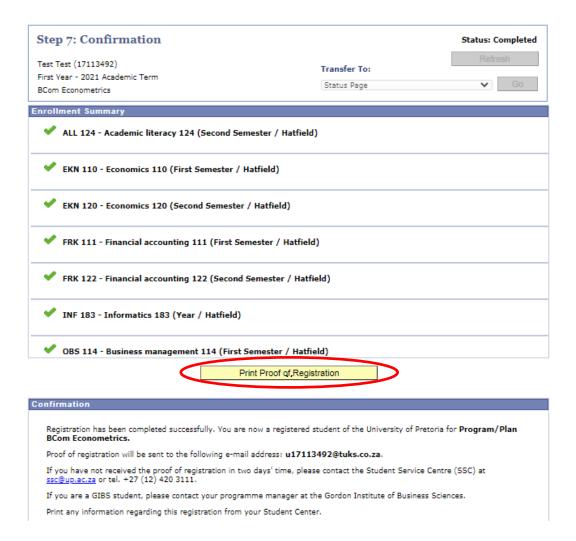
STEP 12.3:

• Click "Confirm" to complete your registration.



- You are now registered!
- Proof of Registration is automatically send to your UP email address.

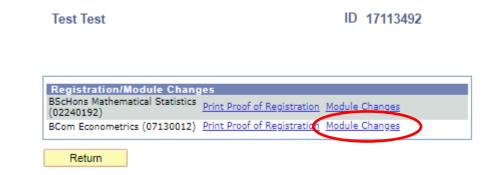
• To Print your Proof of Registration, Click on "Print Proof of Registration"



CHANGING YOUR REGISTRATION SUBJECTS/MODULES

STEP 1:

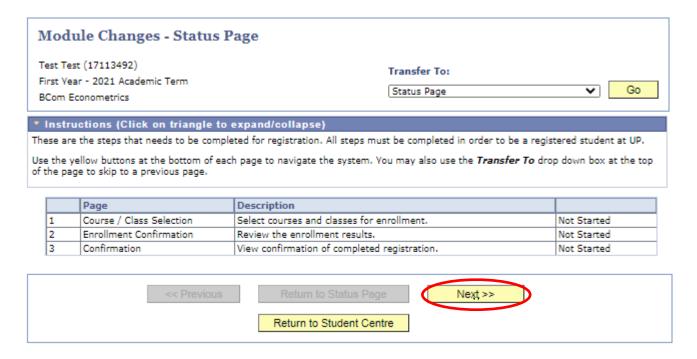
• Click on "Module Changes".



STEP 2:

MODULE CHANGES

Click "Next" to change course/class selection.



STEP 3:

• Select the Course you want to drop.

The Recycle bin under the "Drop Class Indicator" should turn RED.

Click "Next" to continue and complete the registration process.



Enrolled Courses

	Drop Class Indicator	Course	Req Type	Class Selection	Extra / Non- Degree Purposes	Maximum Units	
1	(T)	ALL 124 - Academic literacy for Economic and Management Sciences 124	Fundamental	Second Semester - Hatfield Campus - English		6.00	
2	î	EKN 110 - Economics 110	Core	First Semester - Hatfield Campus - Englisl 🗸		10.00	
3	î	EKN 120 - Economics 120	Core	Second Semester - Hatfield Campus - Enç 🗸		10.00	
4	î	FRK 111 - Financial accounting 111	Core	First Semester - Hatfield Campus - Englisl 🗸		10.00	
5	î	FRK 122 - Financial accounting 122	Core	Second Semester - Hatfield Campus - English		12.00	
6	î	INF 183 - Informatics 183	Core	Year - Hatfield Campus - English		3.00	
7	î	OBS 114 - Business management 114	Core	First Semester - Hatfield Campus - Englisl 🗸		10.00	
Enrolled Core Units: 55.00 Enrolled Fundemental Units: 6.00 Enrolled Elective Units: 0.00 Total Enrolled Units: 61.00							

<< Previous Return to Status Page Next >>

• Click "Confirm" to submit and Reprint your proof of Registration.

	ent Confirmation			Status: In Progress
Test Test (17113492)		Transfer To:		Refresh
First Year - 2021 Academi BCom Econometrics	ic Term	Status Page		✓ Go
	on triangle to expand/collapse)			
	election of courses, sessions and languages are			
Return to previous If any errors are pr	election of courses, sessions and languages are page to make any corrections if necessary. esent, drop the relevant courses before proceed page to complete the registration.		age.	
Error Summary				
No errors found	ı			
Courses				
ALL 124 - Academic lite	eracy for Economic and Management Scien	ices 124		
Units:	6.00 Extra / Non-Degree Purposes	Session:	Second Semester	
Registration Type: Campus:	Fundamental Hatfield Campus	Language:	English	
Message				
Reprint Proof of	Registration			
Prerequisites				
EKN 110 - Economics 1	10			
Units:	10.00 Extra / Non-Degree Purposes			
Registration Type:	Core	Session:	First Semester	
Campus: Message	Hatfield Campus	Language:	English	
Reprint Proof of	Registration			
	•			
Prerequisites				
EKN 120 - Economics 1	20			
Units:	10.00 Extra / Non-Degree Purposes			
Registration Type:	Core	Session:	Second Semester	
Campus: Message	Hatfield Campus	Language:	English	
Reprint Proof of	Registration			
FRK 122 - Financial acc				
	counting 122			
Units:	12.00 Extra / Non-Degree Purposes			
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• Click "Print Proof of Registration" to reprint your proof of Registration and "Next" to complete the registration processs.

