

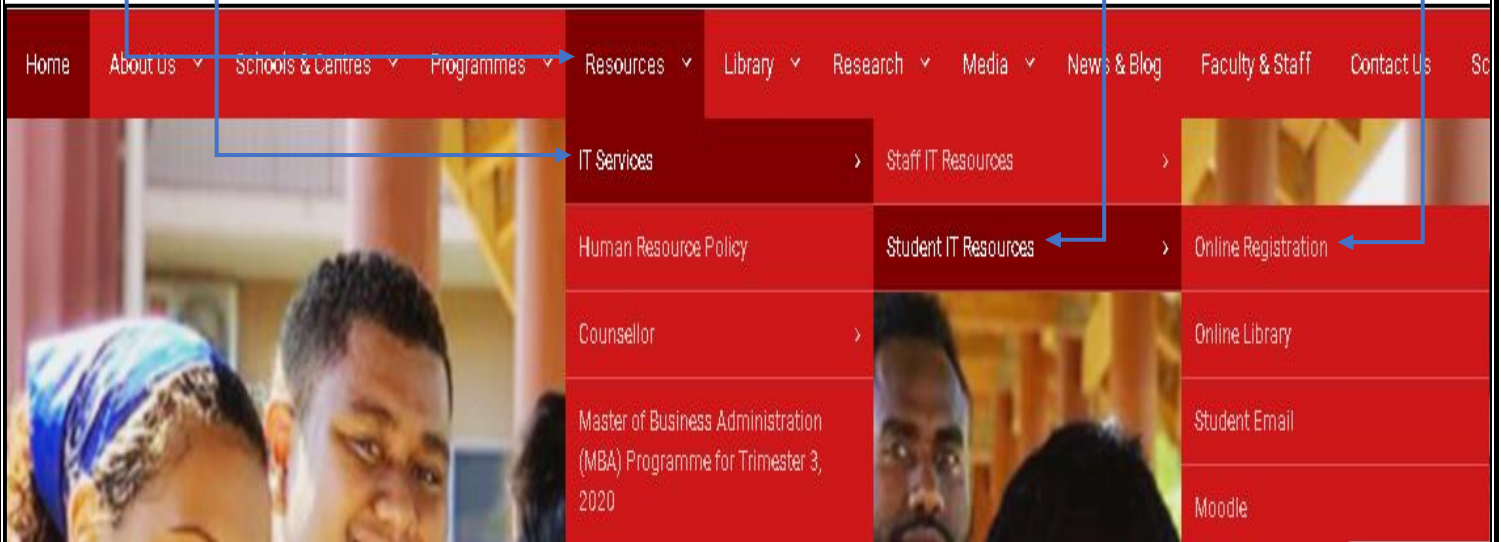


**The University of Fiji**

**USER MANUAL ON**  
**THE UNIVERSITY OF FIJI**  
**ONLINE REGISTRATION PORTAL**  
**STUDENT VERSION**

1. Navigate to the Online Registration portal from UniFiji website ([www.unifiji.ac.fj](http://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:

## The University of Fiji Online Registration

Please Login

Login

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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:**

**The University of Fiji Online Registration**

Please Login

s110026

.....

Login

© UniFiji ITS 2021

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 online Registration portal at [sas@unifiji.ac.fj](mailto:sas@unifiji.ac.fj)

## The University of Fiji Online Registration

Online Registration

Welcome : Arjun Pillay

[Logout](#)

Select from Active  
Programmes:

Master of Information Technology



Select from Offered  
Courses:



Semester / Trimester:

Trimester 2



Year:

2021



Campus:

SAW

Add Course

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.

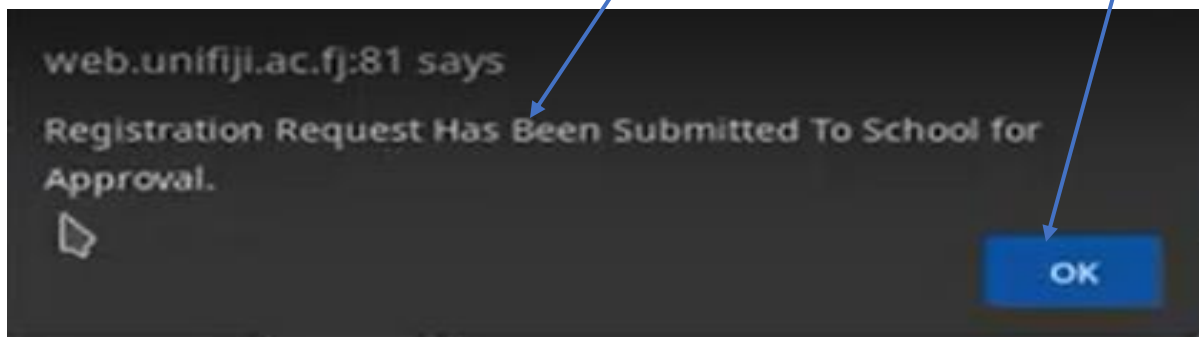
The screenshot shows the 'Online Registration' interface. It features a dark header with the text 'Online Registration' and a 'Logout' link. Below the header are five dropdown menus: 'Select from Active Programmes:' (Postgrad. Cert. in Buss. Admin. (Gen. Mgt.)), 'Select from Offered Courses:' (MBA410 - Management Information System), 'Semester / Trimester:' (Trimester 2), 'Year:' (2021), and 'Campus:' (SAW). At the bottom right of the form is a grey 'Add Course' button. Two blue arrows point from the text above to the 'Select from Offered Courses:' dropdown and 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:

This screenshot shows the same 'Online Registration' form as above, but with a table at the bottom displaying the selected course details. The table has columns for Programme, Course, Trimester / Semester, Year, Campus, and Delete. The selected course is 'MBA410 - Management Information System' in 'Trimester 2' for the year '2021' at the 'SAW' campus. A 'Delete' button is visible next to the course entry. Below the table is a blue 'Submit Registration' button. A blue arrow points from the text above to the 'Delete' button in the table.

Programme	Course	Trimester / Semester	Year	Campus	Delete
Postgrad. Cert. in Buss. Admin. (Gen. Mgt.)	MBA410 - Management Information System	Trimester 2	2021	SAW	Delete

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 be able to see a pop message which will state **“Registration Request Has Been Submitted To School for Approval”** as shown below and press **OK**



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

Programme	Course	Trimester / Semester	Year	Campus	School Approval	OReg Approval	Registration Fee	Finance Processing	Date Applied
Postgrad. Cert. in Buss. Admin. (Gen. Mgt.)	MBA410 - Management Information System	Trimester 2	2021	SAW	Pending			2021-5-25	

A blue arrow points from the text 'status of their course' in the paragraph above to the 'School Approval' column of the table.

After registering for the course/s, the School will have to approve or decline and the application will 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 Namer: The University of Fiji  
Bank Account Number: 9800966104  
Bank Address: 1 Thompson Street, Suva  
Bank Name: Westpac Banking Corporation  
BSB or IBAN/SWIFT/Routing 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 you 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 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 able to see the status as shown below:

Programme	Course	Trimester / Semester	Year	Campus	School Approval	OReg Approval	Registration Fee	Finance Processing	Date Applied
Postgrad. Cert. in Buss. Admin. (Hum. Res. Mgt.)	MBA425 - Human Resource Information System	Trimester 2	2021	suv	Approved	Approved	Submitted	Pending	2021-05-28

- 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 :

Programme	Course	Trimester / Semester	Year	Campus	School Approval	OReg Approval	Registration Fee	Finance Processing	Date Applied
Postgrad. Cert. in Buss. Admin. (Gen. Mgt)	MBA403 - Managerial Economics	Trimester 2	2021	SAW	Approved	Approved	Verified	Processed	2021-06-06

From: **Online Registration System** <[onlinereg@unifiji.ac.fj](mailto: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

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

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