

CoGS Online Subject Registration Guidelines

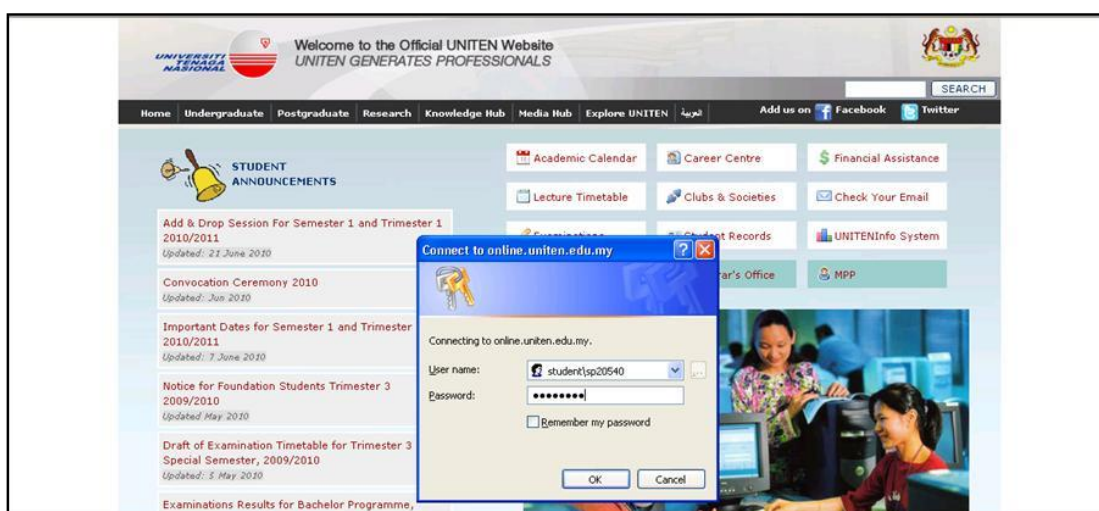
Below are the steps to do Online Subject Registration.

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.

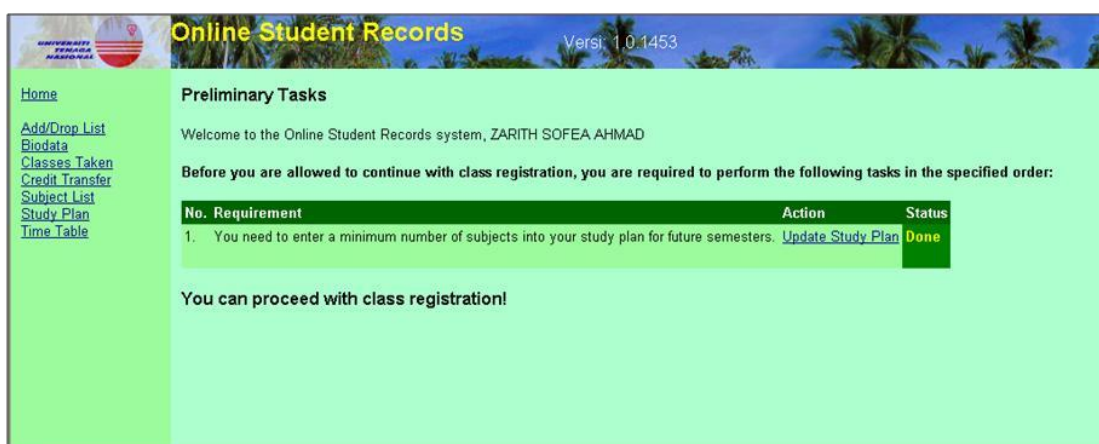
No.	Location	URL Address
1	Off-Campus	http://online.uniten.edu.my/pgrs
2	On-Campus	http://payar/pgrs

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.



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

The screenshot shows a web interface for subject registration. On the left is a green sidebar with navigation links: Home, Add/Drop List, Biodata, Classes Taken, Credit Transfer, Subject List, Study Plan, and Time Table. The main content area is titled '» Register Subject' and 'Subject Registration For Semester: Semester 1, Academic Year 2010/2011'. A table displays student details: StudentID (SP20540), Name (ZARITH SOFEA AHMAD), Pasport / NRIC No (770315-08-6496), Program Name (Master in Engineering Management), and Description (Structure C (Taught Courses with Project)). Below the table is a link: 'Click here to view all relevant subjects for your specified program that are offered.' At the bottom, a 'Subject List' dropdown menu is shown with the text '--Choose Subject--'.

- Choose a subject from the dropdown list to register.

This screenshot is identical to the previous one, but the 'Subject List' dropdown menu is expanded to show a list of available subjects. The subjects listed are: --Choose Subject--, ACFM613 Accounting and Finance for Managers (3 credit), ACFM613 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), EEPMS13 Power Systems Steady State Analysis (3 credit), EEPMS23 Power Systems Dynamics (3 credit), EEPMS53 Power Systems Operation & Planning (3 credit), and EEPMS73 Alternative Energy Sources For Electricity Generation (3 credit). The first subject, ACFM613 Accounting and Finance for Managers (3 credit), is highlighted in blue.

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

» Register Subject

Subject Registration For Semester: Semester 1, Academic Year 2010/2011

StudentID	SP20540
Name	ZARITH SOFEA AHMAD
Pasport / NRIC No	770315-08-6496
Program Name	Master in Engineering Management
Description	Structure C (Taught Courses with Project)

Click here to view all relevant subjects for your specified program that are offered.

Subject List:

No	Code	Section	Lecturer Name	Credit	Capacity	Enrolled	
1	ACFM613	2	Ravindran Palaniappan	3	40	12	Select
2	ACFM613	3	Ravindran Palaniappan	3	40	0	Select
3	ACFM613	1	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.

Course Code: ACFM613
Section: 2
Course Name: Accounting and Finance for Managers
Capacity: 40

No	Day	Start	End	Room No	Block
1	Thursday	18:30	21:30	BW-2-L05	COIT

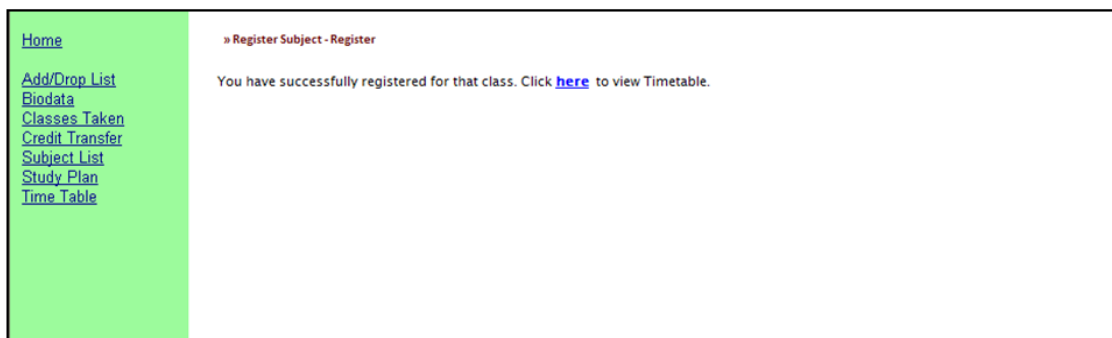
Time Slot For	Symbol
This Class	ACFM613
Other Classes	(Other Classes)
Clash	X
Multiple Clashes	X

There are only 28 seats left

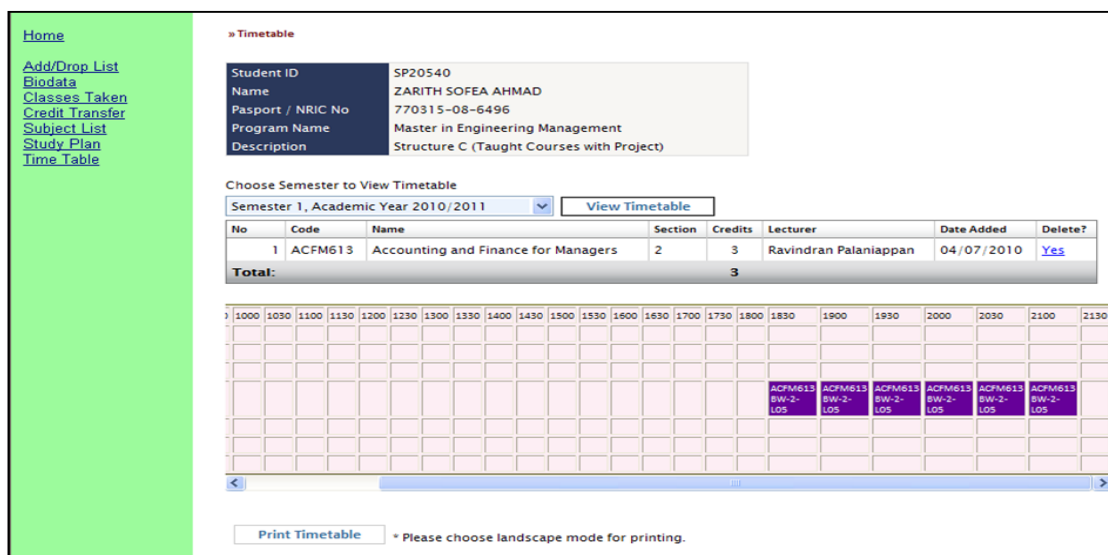
Day/Time	800	830	900	930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900	1930	2000	
Monday																										
Tuesday																										
Wednesday																										
Thursday																							ACFM613 BW-2- L05	ACFM613 BW-2- L05	ACFM613 BW-2- L05	ACFM613 BW-2- L05
Friday																										
Saturday																										
Sunday																										

[Register For This Class](#)

- 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.



- 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).



- 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.

- 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 (itmshelpdesk@uniten.edu.my).

- ‘Student is not allowed to register because of outstanding debt’ message appears**

Please contact Finance to clear any outstanding debts (financehelpdesk@uniten.edu.my).

- ‘You do not have an online ticket’ message**

Please contact CoGS/ITMS for assistance (<https://www.uniten.edu.my/i-recommend/>)