



Online Student Self Registration Instructions

The Online student self-registration instructions document will help you complete your registration with ease. Simply follow through the main steps of the registration process from login to adding your courses and other fees, then confirming your registration and you are done.

Accessing the System

TERMS OF USE: Only authentic system users (Northrise University Students and Staff) should log into the NU Student Management System.

To access the Student Management System (SMS) use the following:

- Web Browser: Internet Explorer, Firefox or other preferred browser
- URL: <http://northrisestudent.net> then click on the Student Management System (SMS) icon.

NOTE: The system is accessible both on the Northrise University Local Area Network (LAN) and anywhere in the world via the Internet

How to Login

Enter your Login
Details

NU Student Management System Login

Username

Password

Login Cancel

Only authentic system users should log into the NU Student Management System. No part of this system should be copied or modified as doing so may attract legal prosecution.
Copyright (c) 2011. Northrise University. All rights reserved.

Powered by [Northrise Services](#).

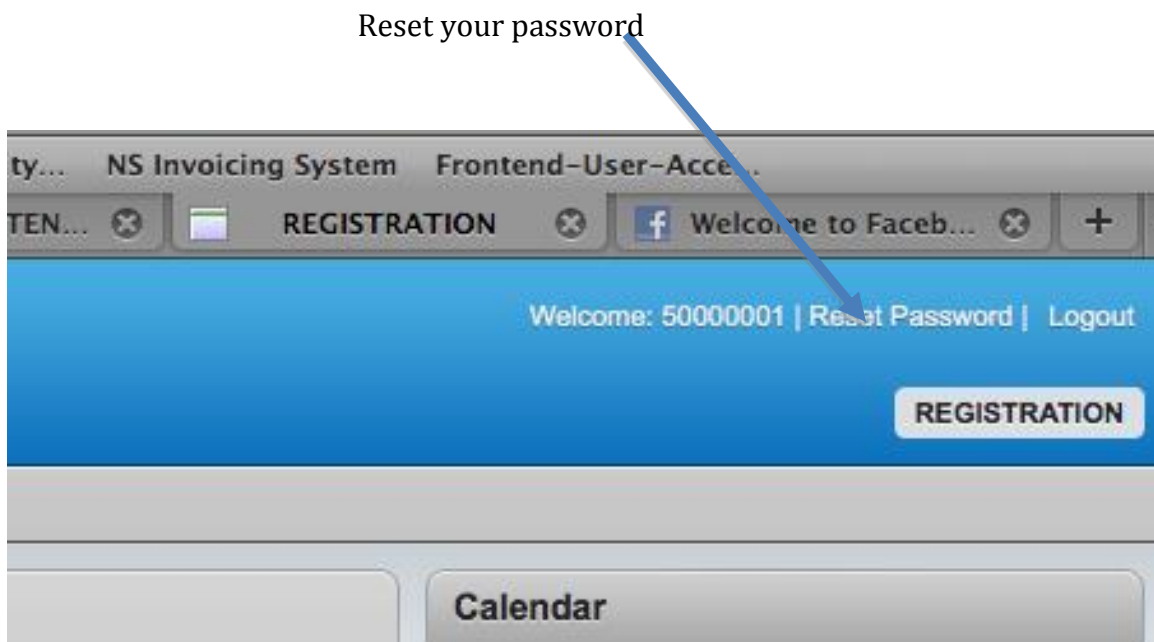
To login to the system, please enter your username and password in the form labeled *NU Student Management System Login* as shown above.

Login Credentials: Please use the following credentials to login:

- Username: Your Student ID
- Password: Peace4u

Reset your Password: *Please be reminded to reset your password at first log in*

To reset your password, simply click on the link next to the Logout link on the upper right corner as shown below:



Once on the Password Reset screen, enter the required fields and click Apply Changes and your password is reset.



TIP: *Please REMEMBER your password. If you are not good at remembering passwords, simply avoid making very complicated passwords or reset to the same password as the one you use on VLS or LAN logins.*

Reset your Password:

If you have forgotten your password, please contact the registrar.

Performing Registration

Registration Periods: There are two registration windows in each semester or CPS registration period: **Normal Registration Week(s)** and **Late Registration Week(s)**

Normal Registration Week(s): Week(s) designated for registration by the university for all DAY or CPS students in a particular Semester or CPS registration period. The registration fee applicable is called *Registration Fee*.

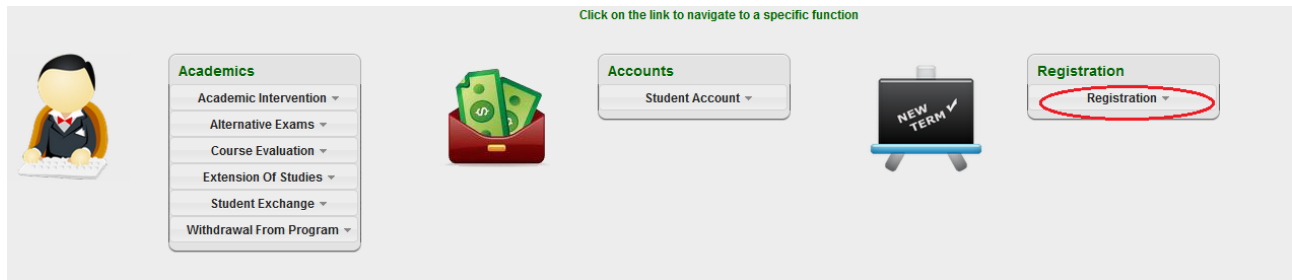
Late Registration Week(s): Week(s) beyond the designated week(s) for registration by the university for all DAY or CPS students in a particular Semester or CPS registration period. The registration fee applicable is called *Late Registration Fee*.

Begin Your Registration

Now that you have logged in and have successfully reset your password, lets begin the registration process.

At this point, you are on the Registration Screen and ready to register. Click on “Registration” icon to begin your registration – See below circled below.

Student Self Registration



This icon should now take you to the confirm registration screen. On the confirm registration screen you are expected to proceed if your particulars are displayed correctly, otherwise, logout and contact the registrar. See example of Confirmation Screen below.

Student Details

Confirm Your Student Details

If you are not **Default Student** and your ID is not **50000000**, please [LOGOUT NOW!](#)

Otherwise [CLICK HERE](#) to proceed.

Adding Courses to your Registration Form

The Registration Form is where you will add all the courses that you intend to take in the upcoming semester/period.

The registration form displays your full student details first.

Note: If you notice incorrect particulars, especially the program you are pursuing, please contact the registrar for corrections. Otherwise, you will not be able to see the correct list of courses.

Below your particulars is the section titled “Registered Courses for: S1 2012 or P1 2012. This section will list all the courses you have registered for. To add a course, click on the “Add Row” button. On that row, click on the Course Code to select the course you wish to add. After you have added all courses you intend to take, click on submit to save the courses.

Note: The order of the list is the priority order that will be used for payments if you are not on Half Course. Meaning, the first course on the list gets paid first in the event that you are unable to pay for all the courses.

See Example of Registration Form below.

REGISTRATION

REGISTRATION > Dashboard > Retrieve Registration Record > Registration Form

Student Registration Form

Student Information

Student ID: 50000001
Last Name: Student
First Name: Default
Program: BBM
Semester/Period: S1 2012
Currency: Zambian Kwacha [ZMK]

Registered Courses for: **S1 2012**

<input type="checkbox"/>	Course Code	Repeat	FA (%)	Fee	Amount Due [ZMK]
<input type="checkbox"/>	MGT401 – Business and Personal Ethics	N	15	1200000	1020000
<input type="checkbox"/>	ACC102 – Accounting II	N	15	1200000	1020000
<input type="checkbox"/>	FIN101 – Business Finance	N	15	1200000	1020000

1 - 3

Account Information

Other Fees Amount Due: 45000

Adding Other Fees to your Registration Form

Once you have successfully added at least one course, you can now proceed to add your “Other Fees” using the “Next – Other Fees” button on the top right of the Form.

You will notice your particulars on top of the form and then a section called “Default Other Fees.” Your Default Other Fees are basically “other fees” that are compulsory to all students and are added to your account by default.

Below the “Default Other Fees” section is the “Other Fees” section that you will use to add all other fees that you know will apply to you. E.g., if you are living at the Northrise University Dormitory, you are

required to pay the accommodation fee. Therefore you are to add that as an “Other Fee” that you will incur in the upcoming semester.

To add the other fees, simply click on the “Add Row” button and select the other fees you wish to add. Once you have selected the Fee Code, you can specify the quantity (defaults to 1). Click on submit to save the Other Fees on your account.

NOTE: For most items, you will require paying once, but for meals, you can indicate the quantity of 4 to give you the total amount that you will require for meals for the entire semester.

Below is the example of the “Other Fees” screen.

The screenshot displays the 'Other Fees' screen in the Northrise University Student Management System. The page header includes the university name and user information. The navigation breadcrumb is 'REGISTRATION > Dashboard > Retrieve Registration Record > Registration Form > Other Fees'. The main content area is titled 'Student Account - Other Fees' and contains three sections: 'Student Information', 'Default Other Fees', and 'Other Fees'. The 'Student Information' section lists: Student ID 50000001, Last Name Student, First Name Default, Program BBM, and Term/Period S1 2012. The 'Default Other Fees' section contains a table with the following data:

Fee Code	QTY	Fee	Amount Due
10009SCF - Student Council Fee	1	15000	15000
10006LBF - Library Fee	1	30000	30000

Below the table is a '1 - 2' indicator. The 'Other Fees' section has a 'Reset' and 'Submit' button. Below that is a table with a checkbox and columns for 'Fee Code', 'Qty', 'Fee', and 'Amount Due'. The text 'No data found.' is displayed below the table. An 'Add Row' button is located at the bottom right of the section.

Completing your Registration

Once you have added your other fees and have added all the courses, you can choose to do either of the following: Leave Form in draft mode or confirm your registration.

Leave Form in Draft Mode: You can leave your form in draft mode so that you are able to make changes to it later. This is usually the case when you have not completed adding all the course you intend to take or not sure if you have added the right other fees. Provided you are within the registration period (normal or

late), you can leave the form in draft mode to complete later when finally decided on what course and other fees you will register for by simply logging out of the system without clicking on “Confirm Registration”

Once the Registration period is over and your form remains in draft mode, you will no longer have access to the form or the summary page and your partial registration will not be considered for the upcoming courses. Therefore make sure that you do confirm your registration.

If you confirm your registration outside of normal registration week(s), you will incur the Late Registration Fee instead of the Registration Fee.

Confirm Registration: To confirm your registration means to complete your registration and submit your form to the registrar. Once you are satisfied with the listing of all the course you intend to take and “Other Fees” for the upcoming Semester or Period, you can click on the “Confirm Registration” button.

This action will take you to a Summary Form showing the summary of your account for the semester or periods registered for. This summary form is accessible as long as you are within the registration period.

The Summary Form will also include class session and instructor details once you have been assigned to a class. When you are done view your summary registration form, simply logout of the system and your registration is complete.