User's Guide

Online Subject Registration Guidelines

Below are the steps to do Online Subject Registration.

1. Activate User Account. (May skip if account already activated)
   a. Login onto PCs in either ITMS Labs or COIT Labs to activate user account.

   b. Please use Student ID as both username and password (all capitals letters for password). Windows will prompt for change of password upon login.

c. Enter you new password to replace the default.

d. Windows will notify upon successful password change and activation.

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

No.	Location	URL Address	Time Available
1	Internet	http://online.uniten.edu.my/online	8.30am – 4.30pm
2	Apartment	http://serrano/pgrs	8.30am – 4.30pm
3	COIT or ITMS Labs	http://payar/pgrs	8.30am – 4.30pm
4	Kampus Sultan Haji Ahmad Shah	http://payar/pgrs	8.30am – 4.30pm

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

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Preliminary Tasks

Home

Add/Drop List
Apply To Graduate
Biodata
Classes Taken
Credit Transfer
Subject List
Study Plan
Time Table

Welcome to the Online Student Records system, AHMAD AMIR

Before you are allowed to continue with class registration, you are required to perform the following tasks in the specified order:

No.	Requirement	Action	Status

You can proceed with class registration!

Contains commands for working with the selected items.   100%

4. The screen below will appear. Make sure that you are registering the correct semester. Click 'Click here' to register as a continuing student.

5. A successful message will appear upon your successful registration as continuing student.