

TEL: +264 -61 - 4336000 FAX: +264-61 - 4336152 WINDHOEK - NAMIBIA

STEP BY STEP GUIDE FOR ONLINE REGISTRATION - SEMESTER 1

Before you start with the Online Registration process, you must have the following

- 1. Access to an internet connected computer.
- **2.** The subject codes for all your semester 1 subjects and year courses. Subject codes can be obtained from Fee Structures available on the University Website.
- i) Go to the IUM Website (www.ium.edu.na) >> Click on "Student Corner" and Select "Tuition Fees"

Or follow copy and paste this URL into the browser https://ium.edu.na/tuition-fees/

- ii) Select your qualification type and search for the Fee Structure of your specific course
- iii) Write down all the subject codes for all semester 1 subjects and Year Courses under your current year of study.
- iv) Should you have any subjects you are repeating from earlier years, also note down their subject codes.
- **3.** Must have paid at least the 2024 registration Fee of N\$2100. Payments must be made by EFT directly into the University Bank account or at the Cashiers at any university campus. <u>Use your Student number as reference</u>. Note that Cashiers at the university premises only accept <u>Cash</u> payments from 08:00 to 13:00

The University Banking details are as follows:

Bank Name: Bank Windhoek

Beneficiary Name: IUM-Book Fund **Branch Name:** Kudu Branch, Windhoek

Account Number: 3000338051

Branch Code: 482172 Swift Code: BWLINANX

Students who made payments through EFT should allow the university at least 2 days (i.e. 48 hours) to process the payment so that it reflects on the student account. This means that a student must make the payment at least 2 days <u>before</u> the day they plan to register online.

4. NSFAF loan holders can register online without registration fee payment. Those who are unable to register online because they are blocked, must contact the Finance department.



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How to Register Online

Step 1:

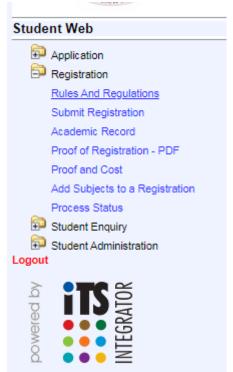
Go to the IUM Website (www.ium.edu.na) >> Click on Student Corner and Select Student Portal/iEnabler

Step 2:

Enter your student number and your 5-digit PIN and click login

Registered Users
Please use the login screen below if you already have the appropriate login information. If not, please cont
Student O Personnel O Other O Alumni Student Number 210001234 Pin (5 numeric digits.Do not start with a 0.) Login Forgot PIN? Change PIN Request A PIN
er Terms & Conditions Privacy & Security Statement]

Step 3 Open the Registration Menu/Folder

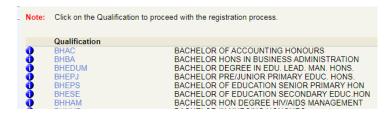


Step 4: Rules and Regulations Read and Accept the Registration rules and Contract. If you don't accept these rules, you cannot continue with the registration process. **Step 5: Submit Registration** After Clicking on Submit registration, search for your qualification. To search the for a Bachelor degree qualification, enter **%Bachelor%** in the last field and click on Search. To search for certificates, enter <u>%Certificate</u>%; For Masters: <u>%Master%</u> or %MSC%, for Postgraduate Diploma: <u>%Postgraduate%</u> and for PhDs: <u>%Doctor% or %PHD%</u>. Process Trail: Qualification **Submit Registration** Student Number: 1 Name: MS. ELIZABI Note: Select your intended year of study from the "Academic Year" list provided.Enter a word or phrase per be completed. Please Select your Tuition Type from the List: Contact Tuition If you have Chosen Distance Learning, Please Indicate the Method of Study Guide Collection: Personal Should we Create a Meal Account for you: No 🗸 Academic Year: 2022 Find A Programme Containing %bachel Search Click on Search

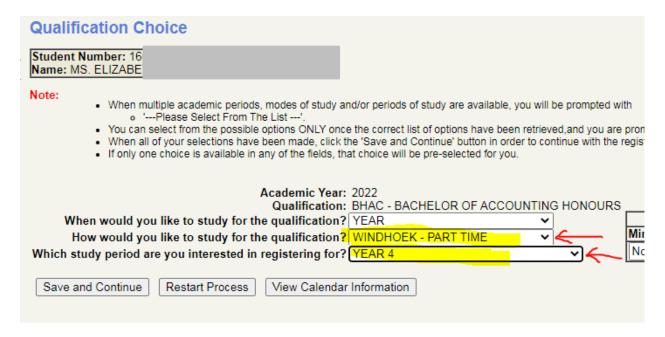


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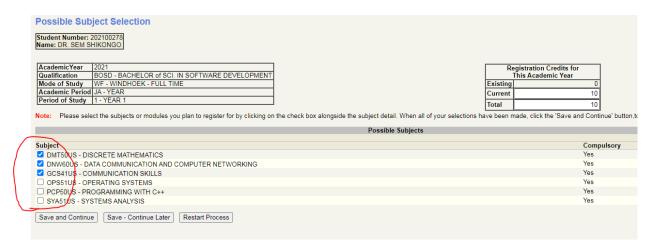
Step 6: Select your Qualification



Step 7: Enter the Mode of Study and Study Period



Click on Save and Continue



All the subjects for your Course for that specific semester are listed here by default. Select/tick on <u>ALL</u> the subjects applicable for your course for the current year. If any of the Compulsory subjects is missing, Report it to Admissions Office. Select the subject you may be repeating

Otherwise, Click on Save and Continue



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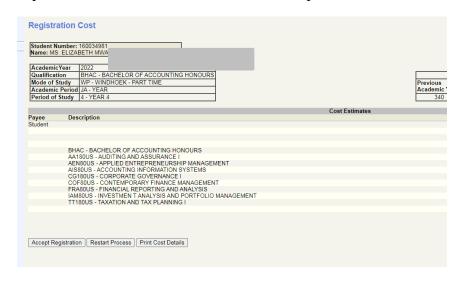
Click on Save and Continue



All the subjects you registered will be displayed. Click on Continue

NOTE: If there are any errors here, which are normally highlighted in red, you won't be able to continue with the registration, report the error to Admissions office, and once it is resolved, you can continue with the registration.

If you see an error message: "Currently prevented from registration. Exclusion action R Stop Registration [MSG 00042 at 6230]" it means that you are blocked from registration by the Finance department and should contact the finance department.



Click on Accept Registration

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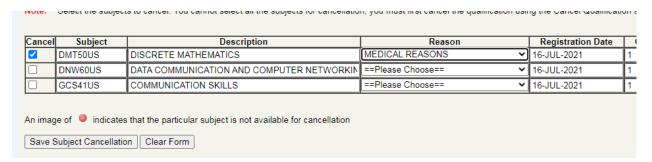
Proof of Registration - PDF

The proof of registration, showing your registered subjects, can be viewed here. Make sure all details and subjects on your Proof of Registration are correct. Download and Print it. Please ensure that all your 1st semester modules and year courses are appearing on the Proof of Registration. If any subject is missing, you must add it, or contact Admissions Office for it to be added.

An Official Proof of Registration letter can be obtained from the Admissions Office at your Campus

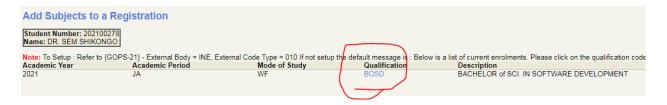
Subjects Cancellation

Cancellation of subjects can be done here. Select/tick the subject you wish to cancel and indicate the reason for cancellation. Self-cancellations of subjects by students shall only be allowed until the last day of registration.

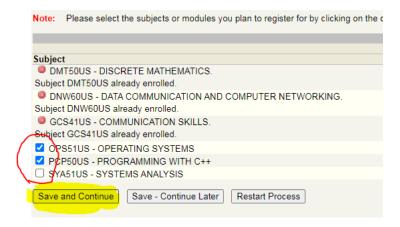


Add Subjects to a Registration

This is where to can add/register for the current semester's subjects. Click on the qualification code for which you wish to add subjects.



Select all the subjects to be added/registered.





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AcademicYear 2021		Academic Credits Previous This Academic Year 0 Academic Years This Registration 10 Total for This Year 10	
Subjects	Mode of Study	Academic Period	
DMT50US - DISCRETE MATHEMATICS	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2	
DNW60US - DATA COMMUNICATION AND COMPUTER NETWORKING	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2	
GCS41US - COMMUNICATION SKILLS	WF - WINDHOEK - FULL TIME	2 - SEMESTER 2	
Note: Click on 'Continue' button to display Registration Costs. To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.			
Continue Restart Process Print Registration Details			

All the subjects you registered/added will be displayed. Click on **Continue**

NOTE: If there are any errors here, which are normally highlighted in red, you won't be able to continue with the registration, report the error to Admissions office, and once it is resolved, you can continue with the registration.

If you see an error message: "Currently prevented from registration. Exclusion action R Stop Registration [MSG_00042 at 6230]" it means that you are blocked from registration by the Finance department and should contact the finance department.

Capturing and Printing of Student Cards

Once you have completed the online application process, you may go to your Campus to have your photo captured and your student card printed out.

How to verify yourself that you registered successfully

At end of the process, it is important to really verify that you are registered successfully and have saved the registration process. There are 3 ways to verify that you successfully completed the online registration process.

1. Under the registration folder: Click on **Proof of Registration – PDF**

All your 1st semester modules and year courses must appear on the Proof of Registration. If no subject is appearing, it means you did not register. If any subject is missing, you must add it yourself, or contact Admissions Office for it to be added.

2. Under the Student Enquiry folder: Click on Progress Report

The current Academic year (i.e. 2024) must appear under which all your 1st semester modules and year courses are listed. If any subject is missing, you must add it yourself, or contact Admissions Office for it to be added.

3. Under the registration Folder: Click on **Proof and Cost**

All your 1st semester modules and year courses must appear here