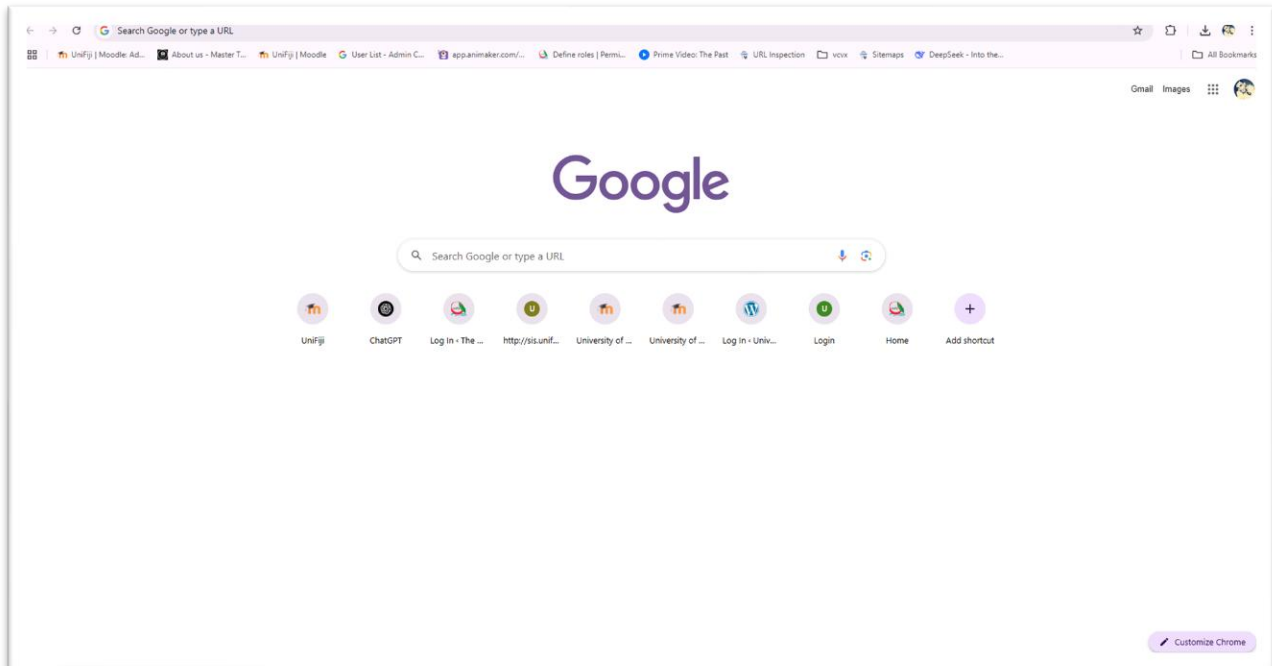# Online Registration Portal Guide

Welcome to the Online Registration Portal!
Follow these steps carefully to complete your registration.

Contents

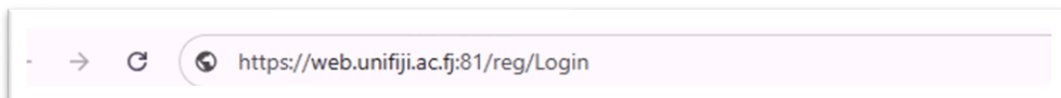# 1. Accessing the Portal

- Open your web browser.

- Visit: **https://web.unifiji.ac.fj:81/reg/Login**

- You will land on the **Login Page**.

IT Services
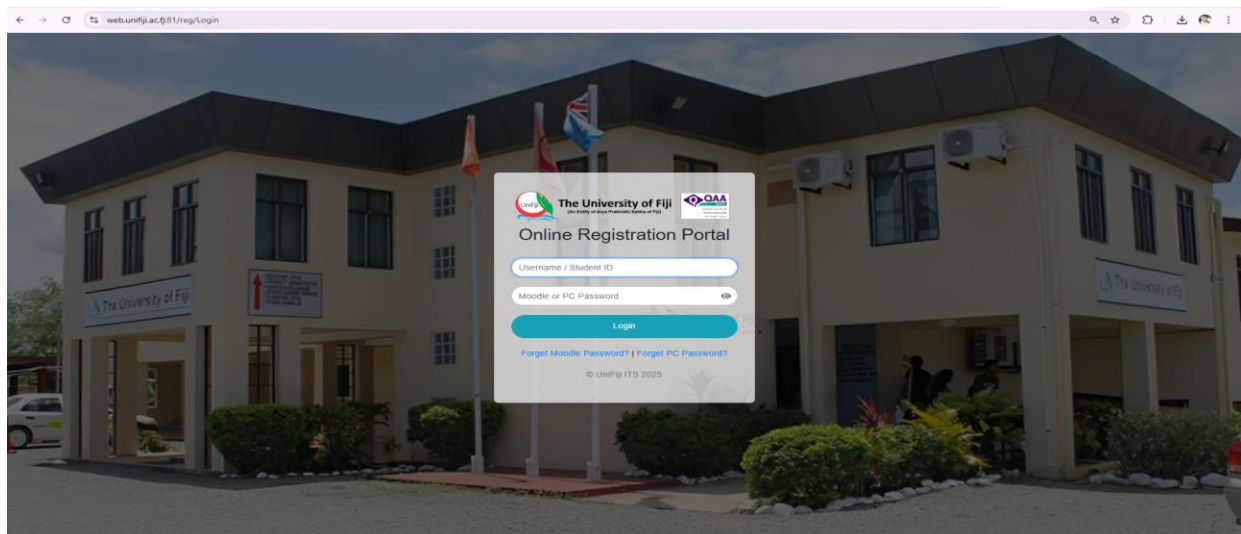
2. Login Methods Available

You can use two types of login options:

1. **PC Login**
2. **Moodle Login**

👉 **Choose the appropriate login method based on your account type.**

3. Important: How to Get Your Login Details

Before you can log in, you must **obtain your login credentials**.

To receive your login details:

- Send a copy of your **signed Offer Letter** to:

    📧 **offerletteracceptance@unifiji.ac.fj**

- After verification, you will be emailed with your login credentials.

⏳ *Please allow up to 1 day after submission for your login details to be emailed.*

4. Logging In -

- Once you receive your login credentials:
    - New Students will use Moodle Login Details
    - Enter your **Username** and **Password**.
    - Click **Login**.
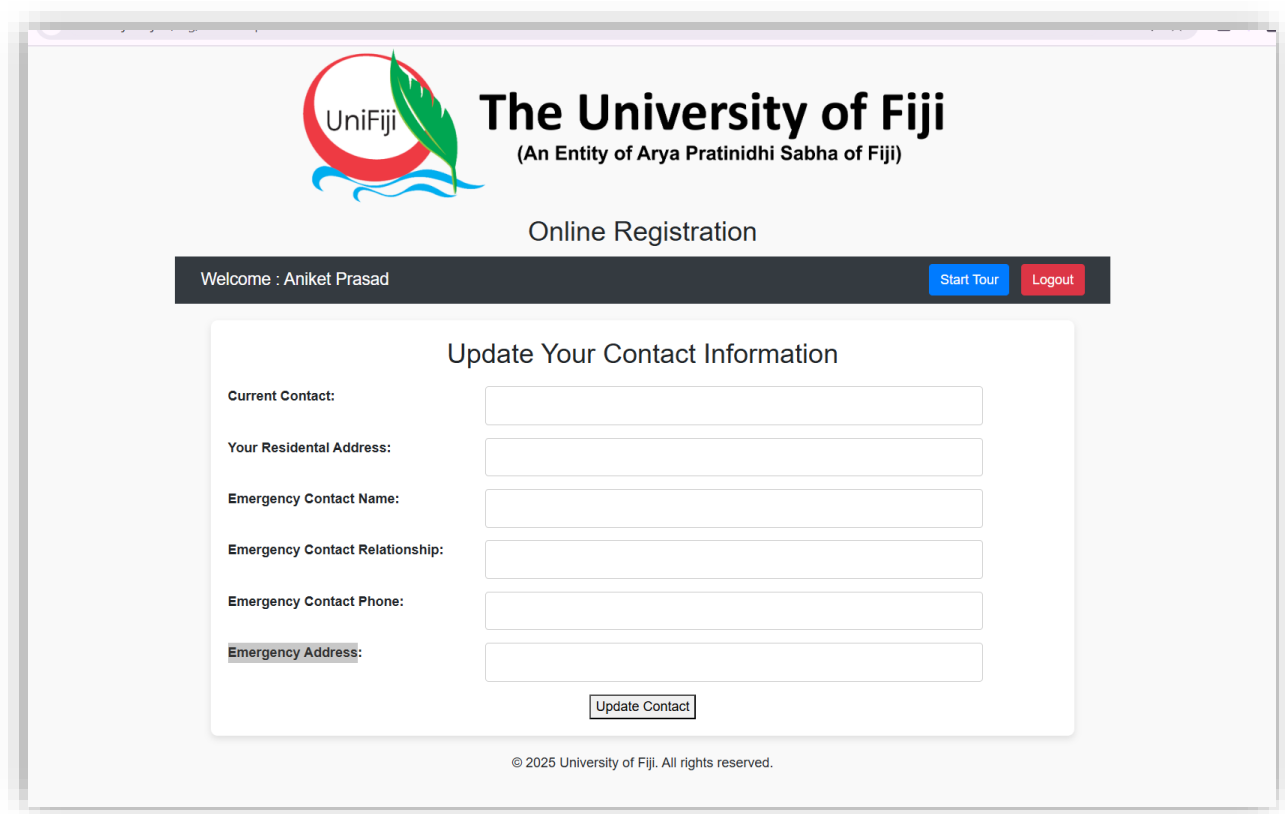
IT Services

5. Update Your Contact Information

- After successful login, **you will be automatically prompted** to fill in your **Contact Information**.
- Complete the following fields:
  - o Current Contact
  - o Residential Address
  - o Emergency Contact Name
  - o Emergency Contact Relationship
  - o Emergency Contact Phone
  - o Emergency Address

Make sure the information is accurate and up to date. Click on the Update Contact Button.

✅ **All fields must be completed to proceed.**

6. Registration Page Overview

After updating your contact details, you will land on the **Registration Page**.

🧭 **On the left sidebar, you will see important links:**

- **Programmes by School:**
  View the list of programmes offered under each school (e.g., School of Business, Law, Science, etc.)
- **Course Offering:**
  Browse the available courses for the academic year.
- **2025 Registration Fee Information:**
  View the registration fees for different programmes and important notes on payments.
- **Available Payment Options:**
  See the payment methods available, including:
    - Online Payment
    - Bank Transfer
    - In-person Payment at University

Close ×

Student User Manual

SCHOOL OF BUSINESS AND ECONOMICS

SCHOOL OF HUMANITIES & ARTS

SCHOOL OF LAW

SCHOOL OF SCIENCE & TECHNOLOGY

SCHOOL OF MEDICINE and HEALTH SCIENCES

CENTRE FOR ITAUKEI STUDIES

Undergraduate Course Offering - Semester & Trimester I 2025

Postgraduate, Master, Phd Course Offering - Semester & Trimester I 2025

2025 Registration Fee Information

Available Payment Options

6.1 Start Tour (Assistance for New Students)

At the top of the Registration Page, you will see a **Start Tour** button.

- Click on the **Start Tour** to get step-by-step guidance through each field on the Registration Form.
- The tour explains the purpose of each section, helping you fill in the form accurately.

6.2 Fields to Complete on the Registration Form

You will be required to fill out the following:

- **Select from Active Programmes:**
  Academic programme you have been offered (e.g., BA, BCom, LLB, MBBS, etc.).
- **Select from Offered Courses:**
  Select the courses you wish to enroll in for the upcoming semester or trimester.
- **Semester / Trimester / MBBS:**
  Indicate whether you are registering for a Semester-based, Trimester-based, or MBBS programme.
- **Year:**
  Select your academic year.
- **Campus:**
  Campus where you will be attending classes (e.g., Saweni, Samabula).

✅ **Tip:** Follow the prompts carefully during the Start Tour to ensure you fill in the correct information.

7. Adding Courses

Once you fill out the above details:

- Click the **"Add Course"** button.
- The selected course(s) will appear in a **table displayed below the form**.

✅ **Important Notes:**

- You can select multiple courses at once.
- You must follow the **maximum allowed units** for each term:
  - **Preferably 3 Units** per semester/trimester.

✅ **Tip:** Only add the number of units you are permitted to register for based on your programme regulations.

Programme	Course	Trimester / Semester / MBBS	Year	Campus	Delete
Postgraduate Diploma in Information Technology	ITC491 - Research Methodology I	Semester 1	2025	SAW	Delete

Scroll From Left To Right To View The Entire Table on Mobile

Submit Registration

8. Finalizing Your Registration

After adding all your courses:

- Review the **table below** to confirm your selected courses.
- If everything is correct:
  - Scroll down and click the **"Submit"** button **below the table**.

📢 **Once you submit, your course registration will be officially applied.**

9. School Approval and OReg Approval

After submission, your registration will go into **two approval stages**:

1. **School Approval** (Academic Department approval)
2. **OReg Approval** (Office of the Registrar approval)

📌 **Status Tracking:**

- You can see your application status in the **same course table**.
- Status will initially show as **Pending**.

Programme	Course	Trimester / Semester	Year	Campus	School Approval	OReg Approval	Registration Fee	Finance Processing	Date Applied
Postgraduate Diploma in Information Technology	ITC491 - Research Methodology I	Semester 1	2025	SAW	Pending				2025-04-28

10. After Approval: Upload Registration Fee Document

✅ Once **both School Approval and OReg Approval are approved**:

- The **Registration Fee** status will update to **Pending**.
- A new section will appear below the course table:

  Upload Registration Fee Document Here

👉 You must upload proof of payment (e.g., scanned receipt)

Format – (docx, png, jpg, jpeg and pdf single page)

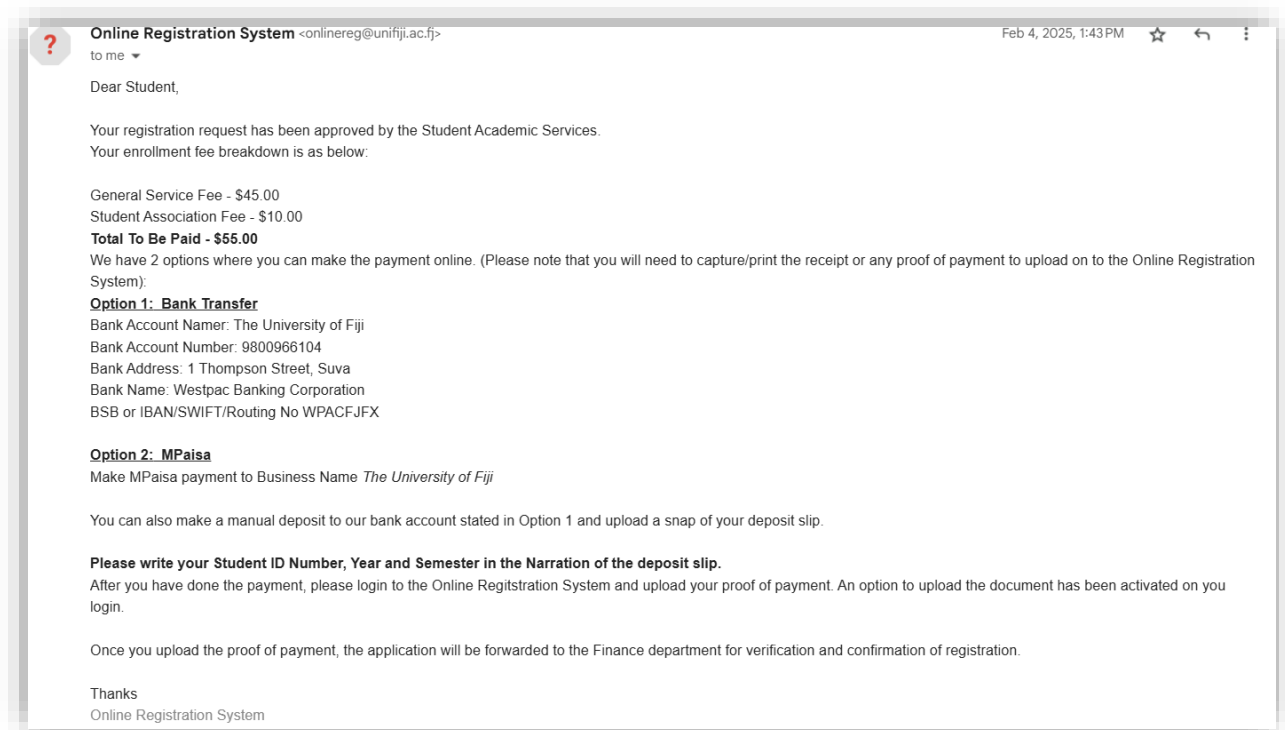| Programme	Course	Trimester / Semester	Year	Campus	School Approval	OReg Approval	Registration Fee	Finance Processing	Date Applied
Postgraduate Diploma in Information Technology	ITC491 - Research Methodology I	Semester 1	2025	SAW	Approved	Approved	Submitted	Pending	2025-04-28

11. Email Notification about General Fees

After both approvals:

- You will **receive an email** informing your Student email:
  - The exact amount of **General Fees** you need to pay.

IT Services

       o   Payment instructions and deadlines.

✅ **Monitor your email inbox (including spam/junk folder).**

Online Registration System <onlinereg@unifiji.ac.fj>   Feb 4, 2025, 1:43 PM
to me

Dear Student,

Your registration request has been approved by the Student Academic Services.
Your enrollment fee breakdown is as below:

General Service Fee - $45.00
Student Association Fee - $10.00
Total To Be Paid - $55.00
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 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 Regitstration 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.

Thanks
Online Registration System

12. Finance Team Processing

- After uploading your Registration Fee document:
  - The **Finance Team** will verify your payment.
  - They will process your General Fees.

13. Successful Registration

Once Finance confirms the payment:

✅ **Your units will be officially registered.**

✅ **You will receive a confirmation email.**

✅ **You are now a fully registered student for the academic year.**

📢 **Need Help?**

If you encounter any issues:

- 📧 Email: **itservices@unifiji.ac.fj**