



**The University of Fiji**  
(An Entity of Arya Pratinidhi Sabha of Fiji)



# Online Registration Portal Guide

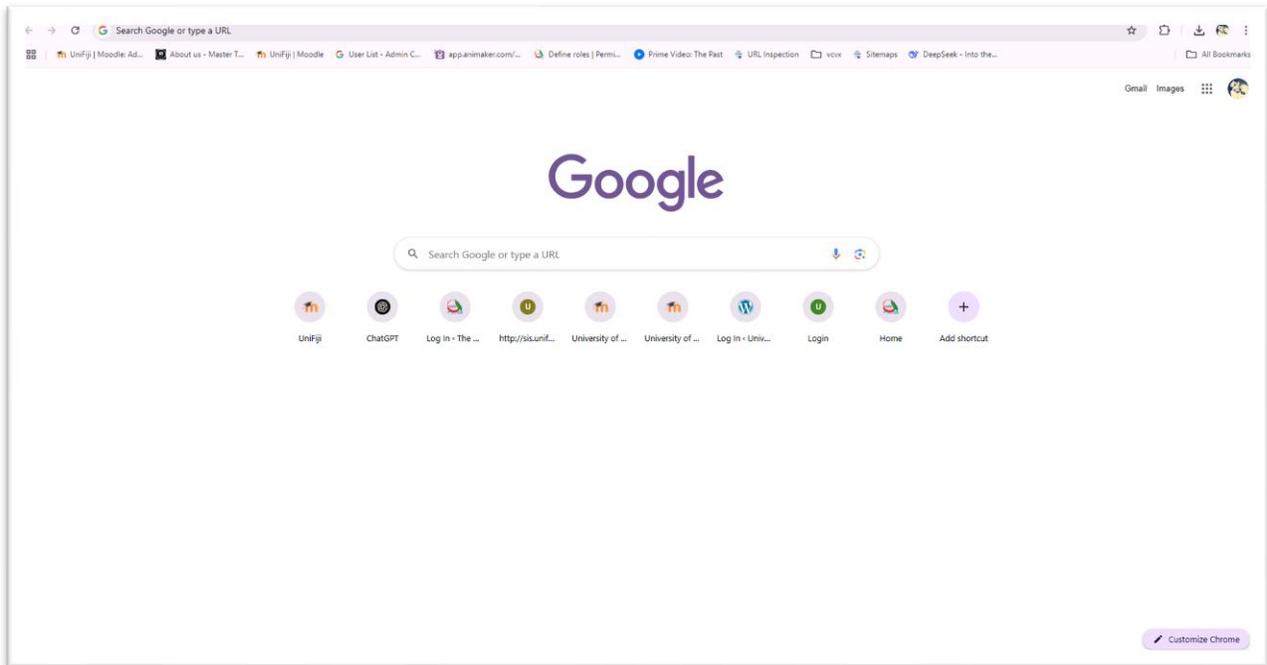
Welcome to the Online Registration Portal!  
Follow these steps carefully to complete your registration.

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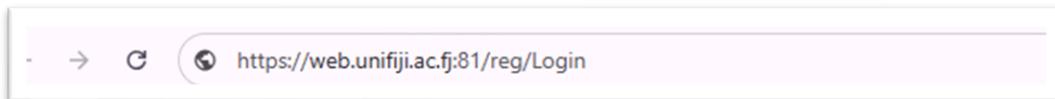
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# 1. Accessing the Portal

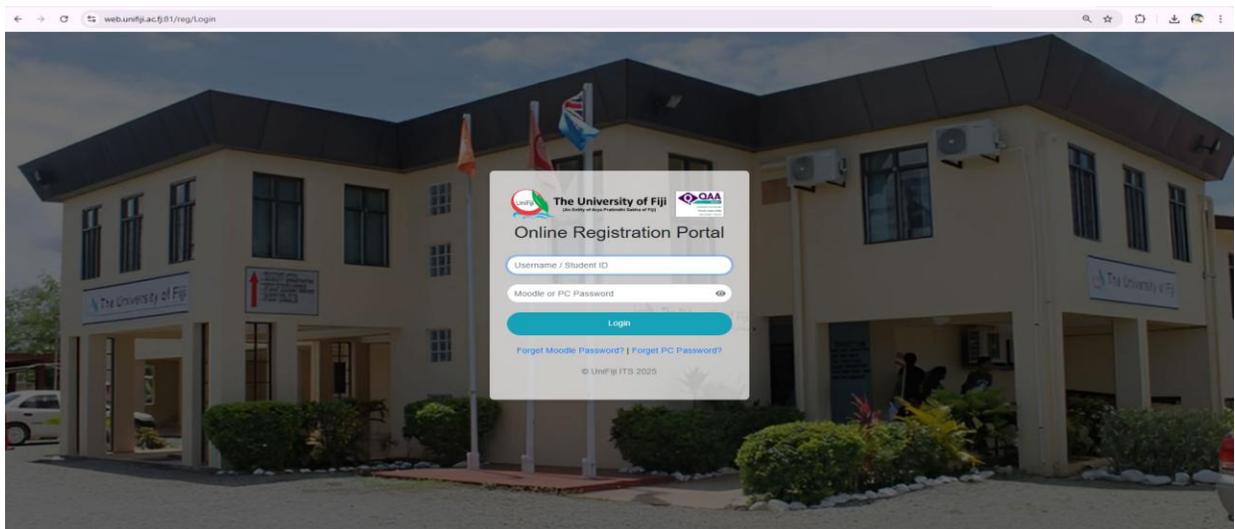
- Open your web browser.



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



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



## 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**.

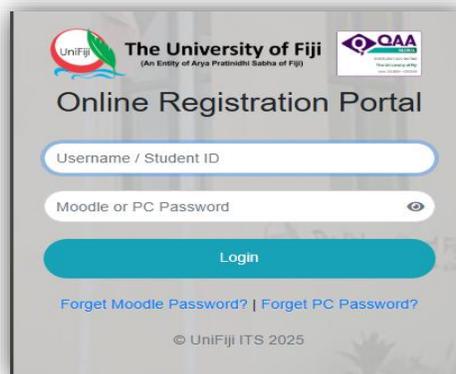
To receive your login details:

- 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:
  - Choose **PC Login** or **Moodle Login**.
  - Enter your **Username** and **Password**.
  - Click **Login**.



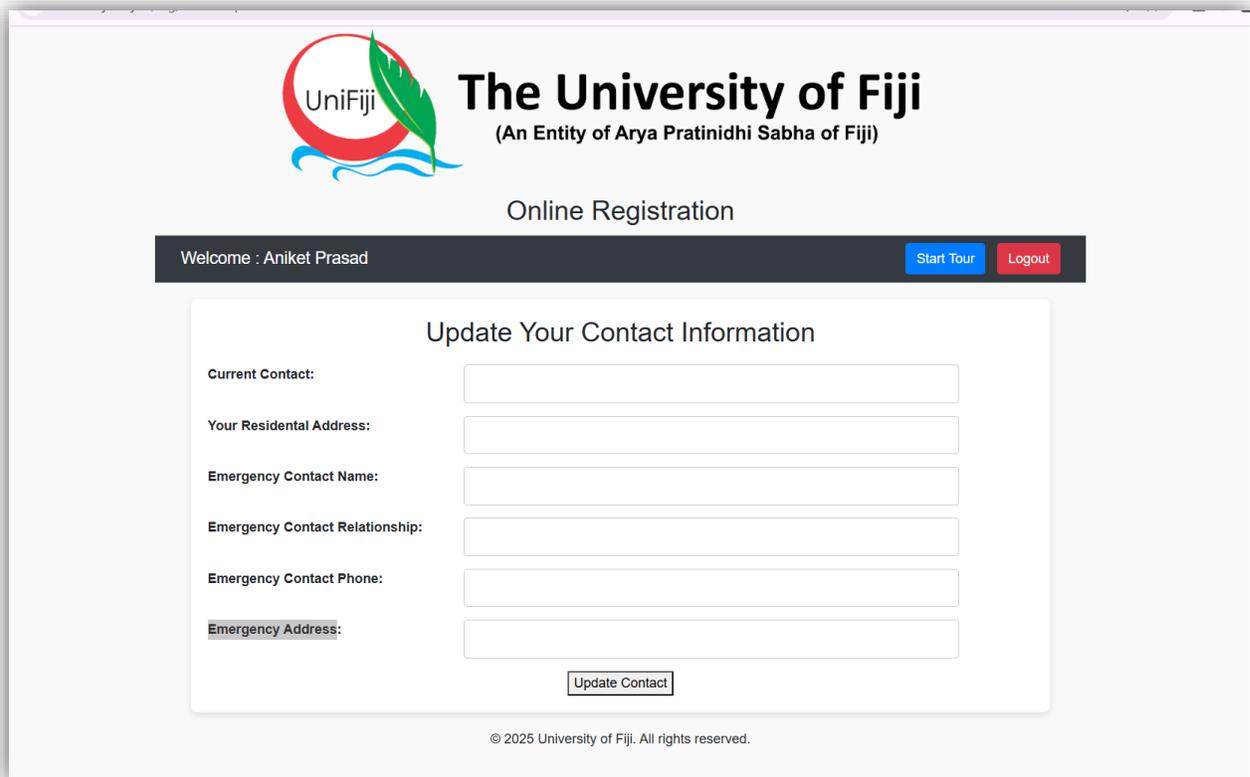
The screenshot shows the 'Online Registration Portal' login interface. At the top, there are logos for UniFiji, The University of Fiji (An Entity of Arya Pratinidhi Sabha of Fiji), and QAA. Below the logos, the text 'Online Registration Portal' is displayed. The form contains two input fields: 'Username / Student ID' and 'Moodle or PC Password' (with a toggle icon for password visibility). A blue 'Login' button is positioned below the password field. At the bottom of the form, there are links for 'Forget Moodle Password?' and 'Forget PC Password?'. The footer of the form reads '© UniFiji ITS 2025'.

## 5. Update Your Contact Information

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



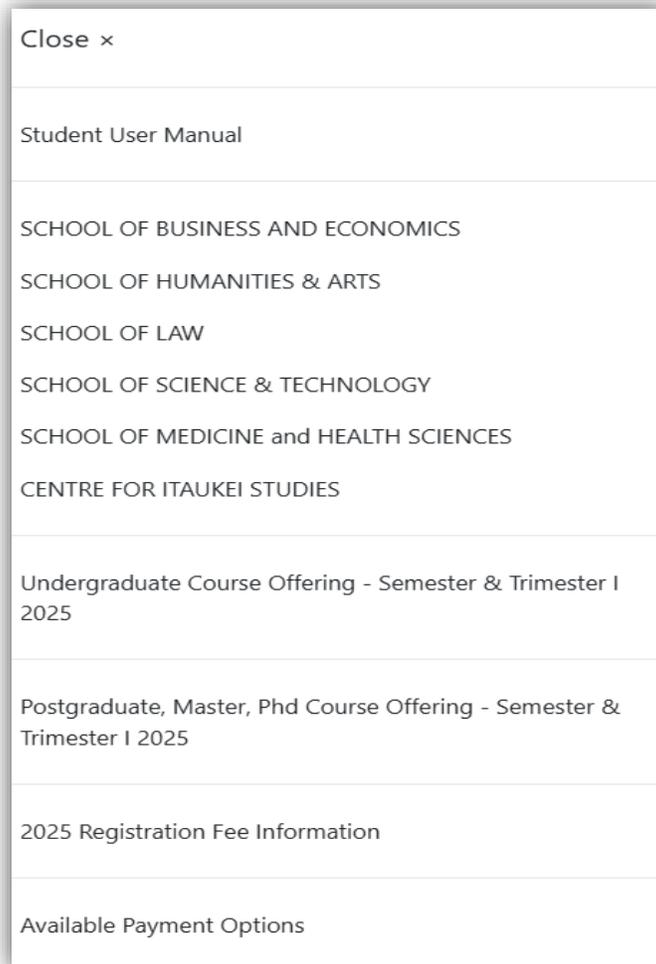
The screenshot displays the UniFiji online registration interface. At the top left is the UniFiji logo, featuring a red circle and a green leaf. To its right is the text 'The University of Fiji (An Entity of Arya Pratinidhi Sabha of Fiji)'. Below this is the heading 'Online Registration'. A dark navigation bar contains the text 'Welcome : Aniket Prasad' on the left, and two buttons, 'Start Tour' (blue) and 'Logout' (red), on the right. The main content area is a white box titled 'Update Your Contact Information'. It contains six input fields with labels: 'Current Contact:', 'Your Residential Address:', 'Emergency Contact Name:', 'Emergency Contact Relationship:', 'Emergency Contact Phone:', and 'Emergency Address:'. Below these fields is an 'Update Contact' button. At the bottom of the page, there is a copyright notice: '© 2025 University of Fiji. All rights reserved.'

## 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:**

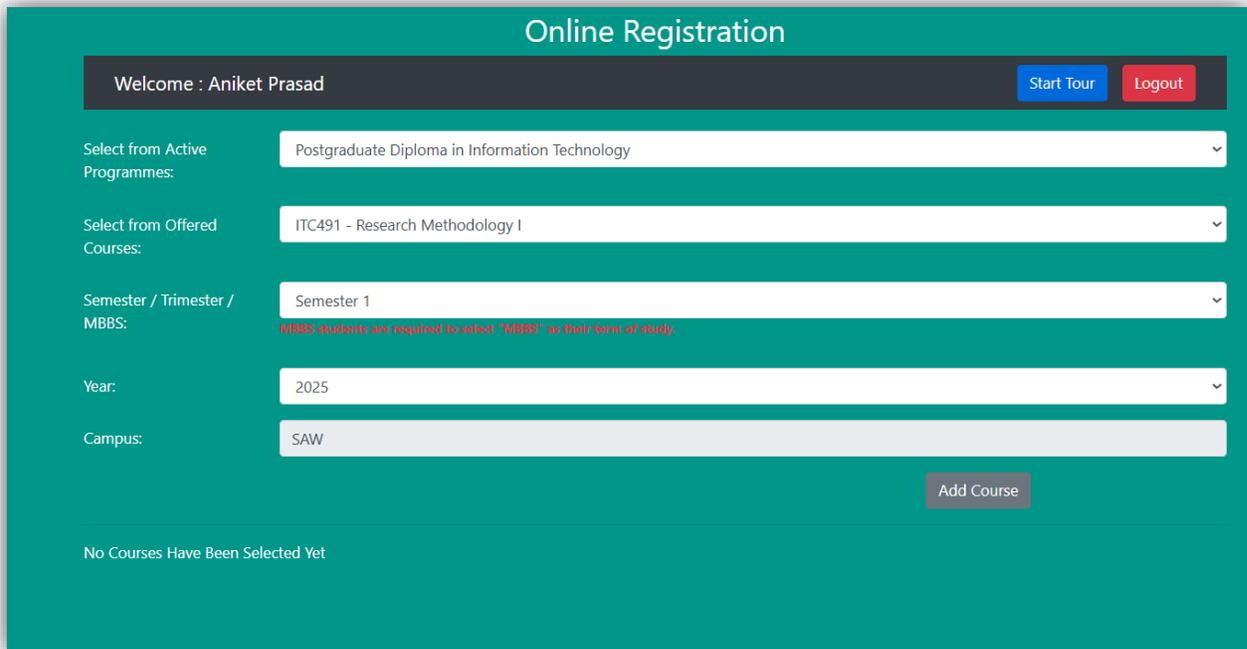
- **Programmes by School:**  
View the list of programmes offered under each school (e.g., School of Business, Law, Science, etc.)
- **Course Offering:**  
Browse the available courses for the academic year.
- **2025 Registration Fee Information:**  
View the registration fees for different programmes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



## 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.



The screenshot shows the 'Online Registration' page. At the top, there is a dark teal header with the text 'Online Registration'. Below the header, a dark grey bar contains the text 'Welcome : Aniket Prasad' on the left and two buttons, 'Start Tour' (blue) and 'Logout' (red), on the right. The main content area is a teal background with several white dropdown menus. The first dropdown is labeled 'Select from Active Programmes:' and contains 'Postgraduate Diploma in Information Technology'. The second is 'Select from Offered Courses:' with 'ITC491 - Research Methodology I'. The third is 'Semester / Trimester / MBBS:' with 'Semester 1' and a red error message below it: 'MBBS students are required to select "MBBS" as their term of study.'. The fourth is 'Year:' with '2025'. The fifth is 'Campus:' with 'SAW'. At the bottom right of the form area is a grey 'Add Course' button. Below the form area, a message states 'No Courses Have Been Selected Yet'.

## 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 or payment confirmation).

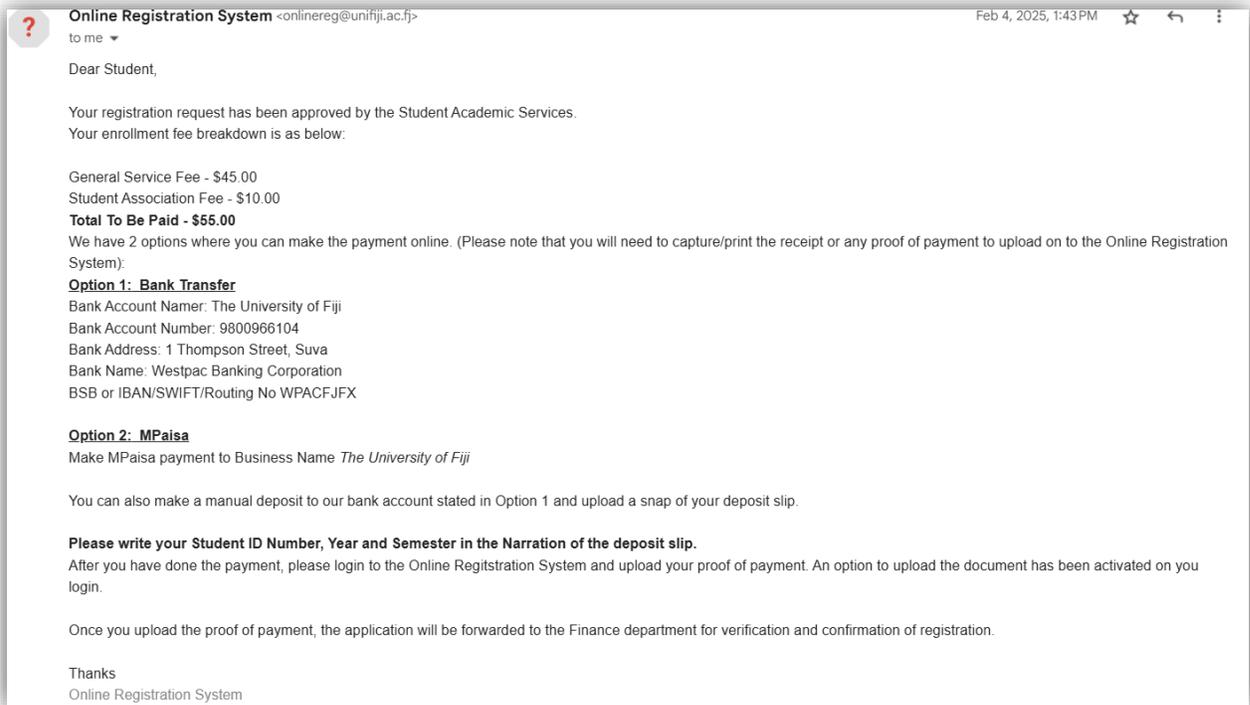
Programme	Course	Trimester / Semester	Year	Campus	School Approval	OReg Approval	Registration Fee	Finance Processing	Date Applied
Postgraduate Diploma in Information Technology	ITC491 - Research Methodology I	Semester 1	2025	SAW	Approved	Approved	Submitted	Pending	2025-04-28

## 11. Email Notification about General Fees

After both approvals:

- You will **receive an email** informing you:
  - The exact amount of **General Fees** you need to pay.
  - Payment instructions and deadlines.

## ✔ Monitor your email inbox (including spam/junk folder).



## 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**