



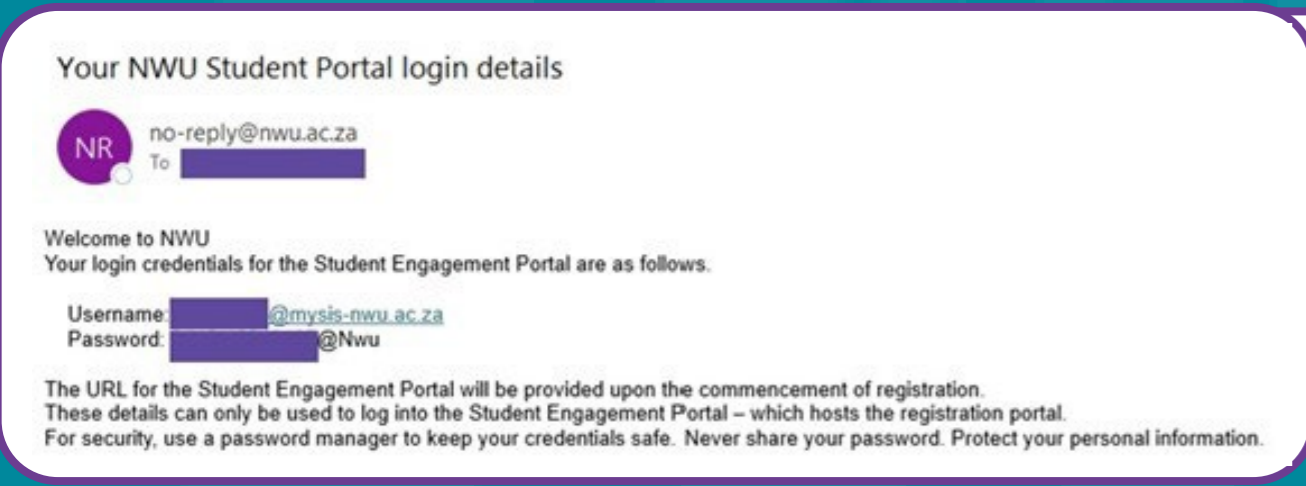
LET'S GET YOU REGISTERED

Here are helpful steps to help you register after you have received and accepted a final offer from the NWU.

For detailed information, visit the [registration summary webpage!](#)

STEP 1: RECEIVE YOUR STUDENT PORTAL LOGIN CREDENTIALS (MySIS)

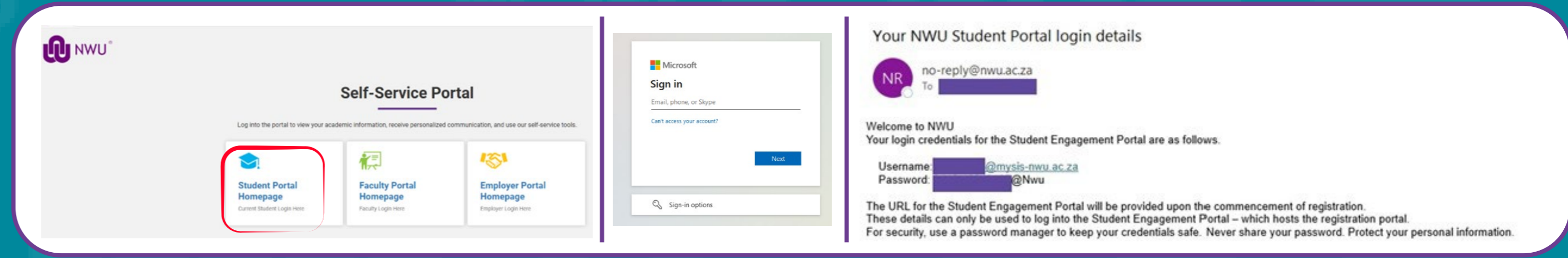
Your MySIS credentials (*sent from no-reply@nwu.ac.za*) will be sent to both your personal email (*used during application*) and your MyNWU email (*via Outlook*). These credentials are required to log into the Student Portal for registration and online payment.



ACTIVATE YOUR MYNWU EMAIL
Activate your MyNWU email to receive important communications from NWU after the registration period. For help, refer to the activation guide: [click here](#).

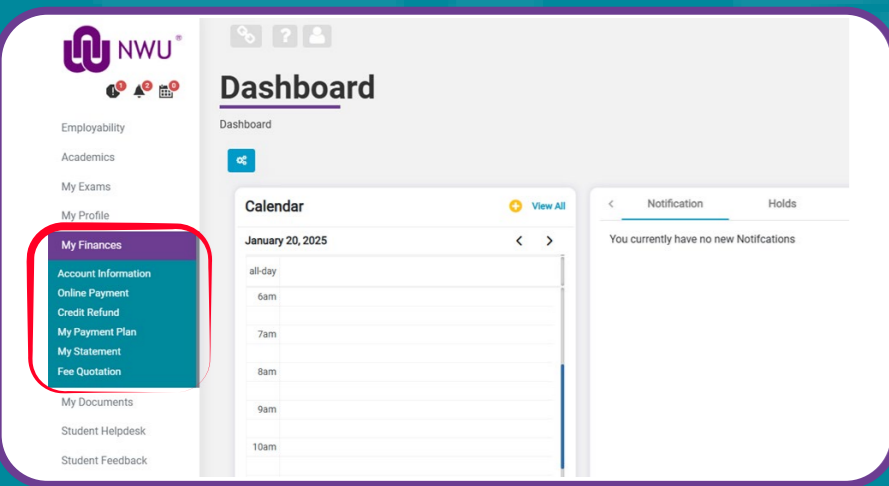
STEP 2: ACCESS YOUR STUDENT PORTAL

Log into the [Student Portal](#) using your MySIS credentials. Avoid opening multiple versions of the portal simultaneously, as this can cause login issues. Always sign out before logging in again.



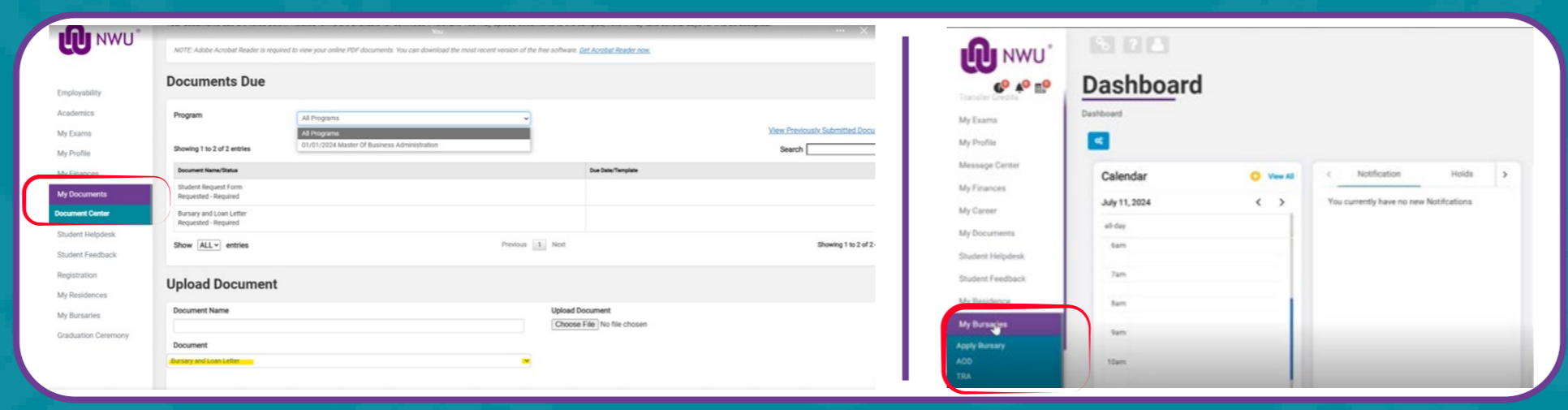
STEP 3: PAY MINIMUM FEES

To pay the minimum fees, access the payment portal via [Student Portal](#) and choose the option "Online Payment" to proceed with the payment. Your details will be automatically filled in. When entering the final amount, ensure that it does not contain any zeroes.



STEP 4: PAY MINIMUM FEES

To pay the minimum fees, access the payment portal via [Student Portal](#) and choose the option "Online Payment" to proceed with the payment. Your details will be automatically filled in. When entering the final amount, ensure that it does not contain any zeroes.



STEP 5: PREPARE YOUR CLASS TIMETABLE

1. Refer to your final offer letter to identify your programme.
2. Download the relevant Excel file under Step 5 on the [Summary of registration steps for first-year students webpage](#) for your faculty to select the correct course group.
3. Ensure you choose the correct course group to avoid clashes and incorrect registration.

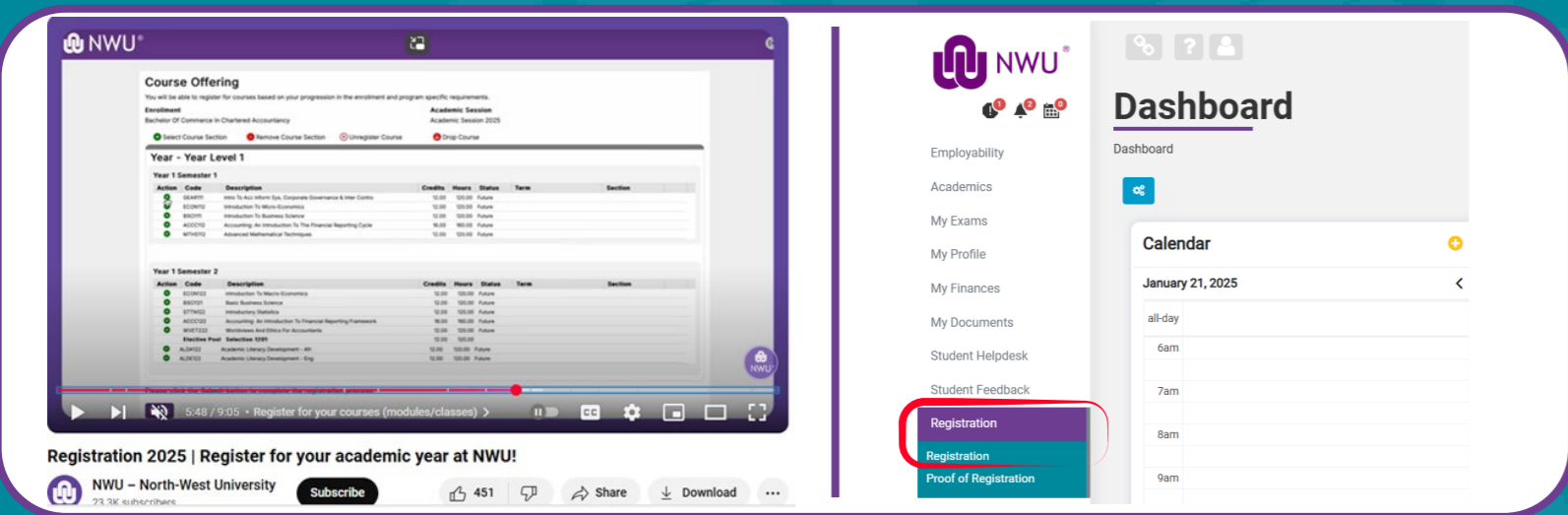
REMEMBER! The following content is **only applicable if you have received and accepted a final offer from the NWU.**

- Step 1: Look out for your Student Portal login credentials (MySIS credentials)
- Step 2: Access your student portal
- Step 3: Minimum fees payable
- Step 4: Uploading financial documents, NWU bursaries, AOD and travel allowances
- Step 5: Preparing to register (Class timetable)

Before choosing your courses (previously known as modules) for your individualised class timetable, ensure that you follow the steps as set out directly below. Completing these steps prior to your registration will ensure that you select the correct class times that correlates with your programme and class mates. **You must choose the correct course group to register for**, or you will encounter lecture clashes, may find yourself in a class group which is not relevant for your specific

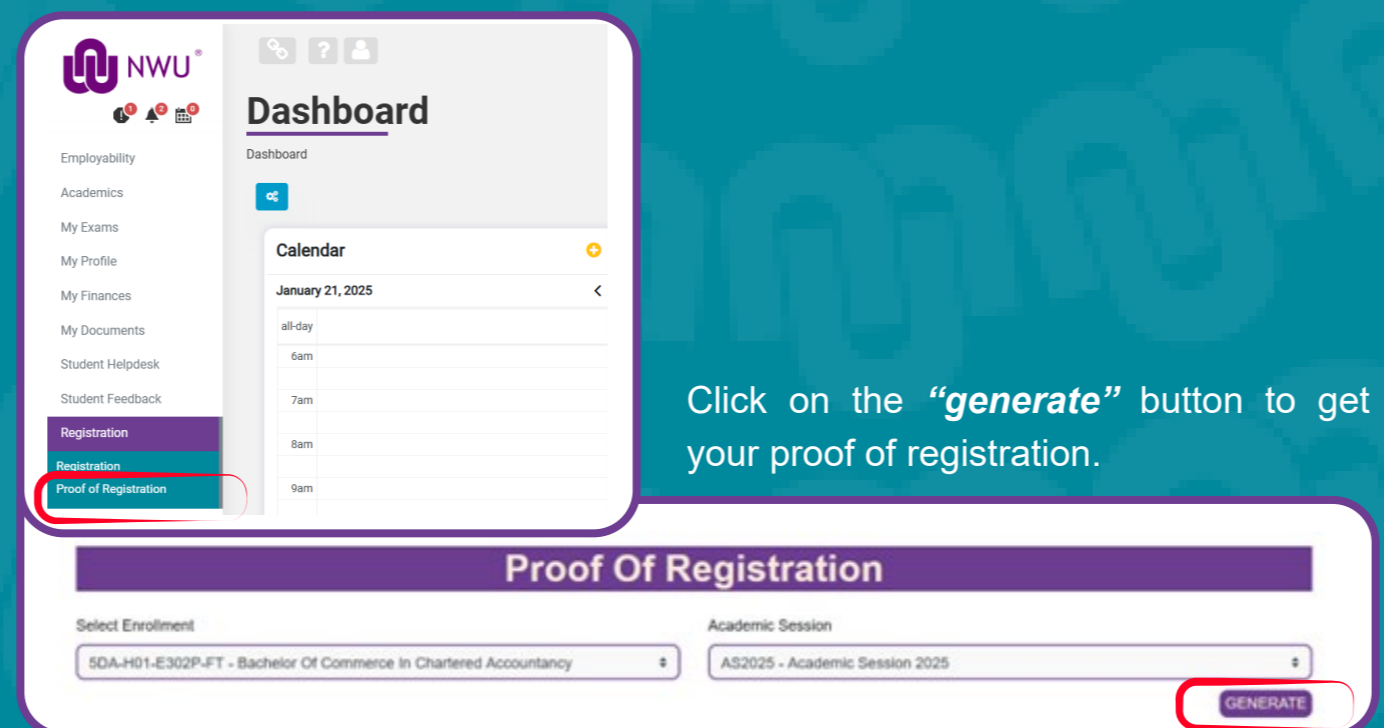
STEP 6: REGISTER FOR COURSES

[Watch the registration guide video](#) for detailed instructions. Access the [registration portal](#) either directly (if your minimum fees payment reflects on the NWU system) or through the [Student Portal](#). Select courses based on the preparation in Step 5, ensuring correct course sections are chosen.



STEP 7: DOWNLOAD YOUR PROOF OF REGISTRATION

Once registered, generate and download your proof of registration via the portal.



Click on the "generate" button to get your proof of registration.

STEP 8: EXPLORE THE STUDENT PORTAL

The [Student Portal](#) is where you can track progress, view finances, and access documents and resources. It also provides access to the [Student Helpdesk](#) for assistance with various issues. Refer to [infographic](#) on how to navigate the Student Portal.

Building your class timetable

1. Refer to your final offer letter to get your programme version name (i.e. the name of the programme you are registering for). For example: *Bachelor of Commerce in Economic Sciences with International Trade*
 - If you are unsure of your Faculty, refer to your Faculty Yearbook, or the [Fields of Study webpage](#)
2. Access the relevant Excel file below for your Faculty:
 - Economic and Management Sciences
 - Education
 - Engineering
 - Health Sciences
 - Humanities
 - Law
 - Natural and Agricultural Sciences
 - Theology
3. In column A, your year level has been preselected as "Year 1" (i.e., a First-year student).
4. In column B you need to filter/select your campus using the drop-down arrows in line 1.
5. In column C, your Faculty has been pre-selected.
6. In column D you need to filter/select your programme version, making sure the name is the same as is indicated in your final offer letter.
7. In column E you will see all the course codes (previously known as modules) you must register for. Keep this list at hand, as you will need to refer back to it during the registration process when you will be confirming your class timetable.
8. Don't worry, the codes you see in the excel will be the same codes you see on the registration platform to compare. A short description of what each code means will also display on the registration platform.
9. To understand course codes, the following abbreviations are relevant:

REMEMBER! These steps are only applicable if you have received and accepted a Final Offer from the NWU.