

# ONLINE REGISTRATION GUIDE

## Easy online registration!

As a DUT student you can do all sorts of things online, like register, check your exam results and see your exam timetable. Registering online is easy – you can access the self-service registration system, called the Student iEnabler, at DUT or from your computer at home or work.

It's simple:

- Enter the student portal link: <https://dutstudent.dut.ac.za>
- Enter your username (your student number preceded by DUT) as follows: DUT\studentnumber
- Enter your password (first six digits of your ID number preceded by Dut) as follows: Dutyymmdd  
Please note login and passwords are case sensitive.

To access iEnabler from the student portal from the right hand menu, go to "STUDENT SELF SERVICE (Web Reg, Results, Academic Record, Statements)" and click on "Off Campus Access" OR "On-Campus Access".

To see whether you are able to register online, follow these steps:

- Click on "STUDENT ENQUIRY"
- Click on "REGISTRATION RESTRICTIONS"
  - o Your iEnabler status must read "ALLOW WEB REGISTRATION"
  - o You must not have any other "STOP REGISTRATION" statuses
- Click on "ACADEMIC ADMISSION STATUS"
  - o Your admission status must read "ADMITTED FOR WEB REGISTRATION".

You can also register online on your home or office computer by accessing [www.dut.ac.za](http://www.dut.ac.za), then selecting "STUDENTS", then "STUDENT SELF SERVICE". Should you experience any difficulties, you will need to register on campus. You can only register online if do not have academic or financial exclusions. If you have academic exclusions or blocks, please contact your Faculty Officer. If you have financial blocks or outstanding fees, please contact the Finance Department.

If you can't register online, you will still be able to register the traditional way. From 2014, web registration will be the preferred method of registration for ALL faculties within ALL campuses. When you arrive at campus, please look out for signs indicating the venue.



# ONLINE REGISTRATION GUIDE



# HOW TO REGISTER

## STEP 1

Log on to the Student iEnabler. If you do not have a PIN, enter your student number then click on "Request a PIN". A pin will be emailed to your dut4life email address. Click on the folder called, "Registration" to open up the different functions within the folder.

Click on "Rules and Regulations". You have to read and accept the institutional rules by clicking on the button before proceeding to the next step. Click on ? for Help. Click on "I ACCEPT" to continue with the Online Registration. Please read the rules before accepting them. The comprehensive rulebooks are available on the DUT website or from your faculty office.

## STEP 2

Once you have accepted the Rules and Regulations and you have been admitted for Online Registration, you need to click on the next section, "Submit Registration". Enter your employment status and click on "Save and Continue".

**Submit Registration**

Student Number: 20052167  
Name: Mr. VIKESH RAUJEE

Note: All fields indicated with a \* must be completed.  
Click Save and Continue to continue with registration process.  
Click Restart Process to select different Identified Application if available.

Academic Year: 2014  
Qualification: NDVID2 - ND: VIDEO TECHNOLOGY  
How am I going to study for this qualification: D1 - Durban Campus Full-time  
When am I going to study for this qualification: 11 - YEAR  
My intended study period: 1 - STUDY PERIOD 1

Required Registration Credits	Minimum	Maximum
	.001	1

Should we Create a Meal Account for you:  No

Your Employment Status:

## STEP 3

You are now required to select all the subjects that you qualify for in accordance with the rules of the relevant qualification. Click on the checkbox next to the subject to select that particular subject. All compulsory subjects are pre-selected for you. Click on "Save and Continue".

Process Trail: Qualifications > Study Choice > Subject > Details

Possible Subject Selection

Student Number: 20052167  
Name: Mr. VIKESH RAUJEE

Academic Year: 2014  
Qualification: NDVID2 - ND: VIDEO TECHNOLOGY  
Mode of Study: D1 - Durban Campus Full-time  
Academic Period: 11 - YEAR  
Period of Study: 1 - STUDY PERIOD 1

Subject	Compulsory	Credits
<input checked="" type="checkbox"/> COVD101 - COMMUNICATION IN VIDEO I	Yes	.067
<input checked="" type="checkbox"/> INVD101 - INTRODUCTION TO VIDEO I	Yes	.333
<input checked="" type="checkbox"/> TETN101 - TELEVISION ELECTRONICS I	Yes	.133
<input checked="" type="checkbox"/> TPTH101 - TELEVISION PRODUCTION THEORY I	Yes	.467

## STEP 4

### Subject Verification

You are now required to verify the subjects you have selected. If you are not happy with the selection, click on "Restart Process". If you are happy with the selection of subjects, click on "Continue".

Process Trail: Qualifications > Study Choice > Subject > Details

Registration Details

Student Number: 20052167  
Name: Mr. VIKESH RAUJEE

Academic Year: 2014  
Qualification: NDVID2 - ND: VIDEO TECHNOLOGY  
Mode of Study: D1 - Durban Campus Full-time  
Academic Period: 11 - YEAR  
Period of Study: 1 - STUDY PERIOD 1

Academic Credits		Required Registration Credits	
Previous Academic Year	This Academic Year	Minimum	Maximum
3.999		.001	1

Subjects	Mode of Study	Academic Period	Attendance Type	Academic Credits
COVD101 - COMMUNICATION IN VIDEO I	D1 - Durban Campus Full-time	11 - YEAR	N - NORMAL EXAM	.067
INVD101 - INTRODUCTION TO VIDEO I	D1 - Durban Campus Full-time	11 - YEAR	N - NORMAL EXAM	.333
TETN101 - TELEVISION ELECTRONICS I	D1 - Durban Campus Full-time	11 - YEAR	N - NORMAL EXAM	.133
TPTH101 - TELEVISION PRODUCTION THEORY I	D1 - Durban Campus Full-time	11 - YEAR	N - NORMAL EXAM	.467

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.

## STEP 5

### Accepting the Registration with Costs

The system will now provide you with the fee details for the subjects that you have selected. Click on "Accept Registration" to accept the registration and costs for the subjects selected. You are now registered! Well done!

Process Trail: Qualifications > Study Choice > Subject > Details > Cost Detail

Registration Cost

Student Number: 20052167  
Name: Mr. VIKESH RAUJEE

Academic Year: 2014  
Qualification: NDVID2 - ND: VIDEO TECHNOLOGY  
Mode of Study: D1 - Durban Campus Full-time  
Academic Period: 11 - YEAR  
Period of Study: 1 - STUDY PERIOD 1

Academic Credits		Required Registration Credits	
Previous Academic Year	This Academic Year	Minimum	Maximum
3.999		.001	1

Pages	Description	Transaction	Amount
Student		SERVICES LEVY ANNUAL-DEN CAMP	1,200.00
	COVD101 - COMMUNICATION IN VIDEO I	SUBJECT FEES RAISED	3,040.00
	INVD101 - INTRODUCTION TO VIDEO I	SUBJECT FEES RAISED	9,270.00
	TETN101 - TELEVISION ELECTRONICS I	SUBJECT FEES RAISED	8,490.00
	TPTH101 - TELEVISION PRODUCTION THEORY I	SUBJECT FEES RAISED	10,500.00
			Sub. Total: 33,000.00
			Total: 33,000.00

## STEP 6

### Address Validation

The system will display the current address details available. Check these details to ensure that the information is correct. If you want to change the information, click on the type of address in blue, for example "Postal Address", and update the information. Remember to click on "Save". Click on "Next Step".

## STEP 7

### Contact Detail Validation

Check the current contact details on the system to ensure that the information is correct. To change the information, click on the type of communication you wish to update in blue, for example "Cell Number", and update the information. Remember to click on "Save". Click on "Next Step".

## STEP 8

### Print Proof of Registration

Click on "Printer Friendly Format", File, and print your document. Click on "Next Step".

## STEP 9

### Print a Statement of Account

Click on "Printer Friendly Format", File, and print your document. Click on "Next Step".

## STEP 10

Registration and ID document to collect your Student Card.

### Logout

You have now completed all the steps in the Online Registration process. Remember to proceed to Security with your printed Proof of Registration to collect your Student Card.

Remember that you can access the iEnabler system at any time. The system is designed to empower you as a student and provide you with access to useful information.

