UJ ONLINE REGISTRATION
STEP BY STEP GUIDE

THIS IS YOUR GUIDE TO A FIVE MINUTE REGISTRATION PROCESS

Follow all the necessary steps and you should be finished in five minutes!

UNIVERSITY OF JOHANNESBURG

1
- Log onto the registration portal via **ulink.uj.ac.za** using your **STUDENT NUMBER** and **PASSWORD**.
- If you do not have a password, click on **CREATE A PASSWORD** to continue.

2
- Click on **ITS iENABLER** under administrative utilities.
- Detailed instructions on how to use each option can be accessed by clicking on the blue question mark at each process.
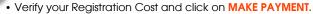
* New Qualification Registration

3a
- Click on **REGISTRATION** to start the registration process.
- Work your way through all the processes listed on the left.
- Please verify your personal contact and address details.
- Read the Academic Registration Rules or Agreement and click on **I ACCEPT** to be able to continue with Online Registration.
- Click on **SUBMIT REGISTRATION**.
- Enter qualification information and click on save and continue.
- Select the module you want to add to your qualification and click on **SAVE AND CONTINUE.**
- Verify the modules you want to add and click on **CONTINUE.**

* Add a new Module to your current Registration

3b
- Click on **CHANGES TO REGISTRATION.**
- Click on **ADD SUBJECTS TO A REGISTRATION.**
- Click on the qualification code you are already registered for.
- Select the module you want to add to your qualification and click on **SAVE AND CONTINUE.**
- Verify the modules you want to add and click on **CONTINUE.**

4
- Verify your Registration Cost and click on **MAKE PAYMENT.**
- Enter your card details and relevant information and click on **PAY NOW.**
- Click on **REGISTRATION.**
- Click on **ACCEPT REGISTRATION** to view Proof of registration or click on **EMAIL PROOF OF REGISTRATION** to email a copy to yourself.

5
- Click on LOG OUT and navigate back to the uLink tab. Select **BLACKBOARD.**
- You will have immediate access to the **ONLINE ORIENTATION** module to familiarise yourself with the online learning environment, as well as the tools and skills required for online studies.
- You will further be able to access your **REGISTERED MODULE** with all your reading and study materials for downloading/saving/printing a week prior to the module start date.
- The module will officially start running on the Monday (module start date) for participation in activities and assignments, etc.

*STEPS 1, 2, 3a, 4, 5 for NEW 1st time registration
*STEPS 1, 2, 3b, 4, 5 for already registered students to add the new module