Procedures for Students online registration (NEW AND RETURNING STUDENTS)

1. Go to your Faculty/Department for clearance, you will be given a **Login and Clearance pins** (Both to be used only once)
   
   *Note: New most present their Admission Letter and Originals of credentials for screening and issues of ID Number.*

2. 
   
   a) Open your browser (Chrome, Firefox, Internet Explorer or Safari) and in the address bar type [www.unimaidonline.net](http://www.unimaidonline.net)
   
   b) On the login page enter User ID (Your Id Number) and Password (Your Login PIN Number). See arrow on the image below

   ![Login Page](image1)

   c) Success login (*See image below on successful login*)

   ![Success Login](image2)

Enter your Registration No. and login PIN (eg. 01000003)
d) Enter your clearance PIN (e.g. P010000003) Click Submit

e) Take note of information provided on you Home Screen
f) Click on “personal” (Mandatory for New Student)

g) Output after editing personal Data

Please Change your password at this point
h) Click on your ID number of the Welcome bar to Change Password

i) Click Course and Click Registration (This will take you to pay section if you did not pay your fee)
j) Click “Pay through REMITA” for e-payment

k) Choose payment type either bank or ATM (REMITA)
I) Print the RRR invoice and proceed to any Bank of your choice or your ATM to make your payment. After making payment, login the portal and continue your registration.
m) Click **“Course”**, then **“Registration”** to register your courses
n) Enter **1** for First semester or **2** for second semester as in image below and click search (**See image below**)
o) Select your required courses in the displayed courses and click “Add”

p) Repeat steps i, m & n for second semester.

q) Click Print to print out your registration
r) On the print dialog box click on save icon and click PDF (see image below)

s) It saves your registration as PDF file. Print 4 copies and take to your Department for signing and submission