

# 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!



1

- Log onto the registration portal via [ulink.uj.ac.za](http://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.

3a

### \* New Qualification Registration

- 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**.

3b

### \* Add a new Module to your current Registration

- 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** 1<sup>st</sup> time registration

\*STEPS 1, 2, 3b, 4, 5 for already registered students to add the new module