Continuing students' registration and Payment guide



Step 1: Login to Selfservice <u>https://selfservice.mnu.edu.mv</u> using your ID and the password sent to your email. If this is your first login you will be asked to change the password. Your user name is an "s" followed by the last 6 digits of your student number.

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Step 2: Click the "Register" Tab and then click "Courses"

rerview		
Your Calendar		Continuing students can register 2023 Term 1 from 22nd January 2023. The last
C Pederasy 2023 > 20 ≤ 50 ≤ 10 ≤ 10 ≤ 10 ≤ 10 ≤ 10 ≤ 10 ≤ 1	Monday, February 6, 2023	ned be allowed to commune closes. Kindy report any toos area during registration to helpdek. "Registration"

You should see a screen like this. Your period should be 2023/Term 1.

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Courses		
Search for 2023/Term 1 classes	🛱 My Schedule	= 0
Search	Q	
Advanced search	Note: search	
	mar at	terðle s enpy
	0	BEGISTER

Step 3: Type the subject code in the search area and press enter. This will display all the sections of this subject offered in the current term. An example is below.

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Search for 2023/Term 1 classes	R My Schedule	Type: Class Credit type: Credit Duration: 2/12/2023 - 6/15/2023
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Auds ACC21 Present Accounting (ACC21 Present Accounting (Present Accounting (Pres	This is the sec about this cou Wrong code	tion code. You should be very carefu de when you add the subject to cart. <i>will put you in a wrong class.</i>
ACCOLD: Investigation Antonime J. 12.00 34 A A A A A A A A A A A A A A A A A A	This informat website https	ion can also be seen from the registra :://mnu.edu.mv/registration/. Your
ACC031: Financial Accounting I fere:3021 fere: fee: 11 Season: All fees Langue User, Season: All fees Langue User, Season: All fees	coordinator v	vill also guide you about this informat

When you click the blue text it display the window shown on the next page.

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12.00 35 Credits Total Seats	34 Seats Left	Year: 2023 Term: Term 1 Session: Full Te Subtype: Main Section: A Type: Class Credit type: Cre Duration: 2/12/2023 - 6/15/20	rm 402 1 edit 123	
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Step 4: Click on the "ADD" button on the right side against your subject section. The subject will be automatically added to "My Schedule" Cart on the right side. Repeat this process until all subjects are added to the My Schedule Cart. Once all subjects are added, click "Register" button at the bottom right corner of the My Schedule Cart.

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Courses							
Search for 2023/Term 1 classes						🙀 My Schedule	= D
MAT049					×	MAT049: Mathematics II	
Advanced search					New search	IN CART	Â
7 Results						Veac 2023 ferm: ferm: 1 Season: full ferm Sultype: Main Seconds A01 Type: Class Credit type: Credit Credits: 12.00 Duration: 2/12/2023 - 6/15/2023 No schedule Multiple instructors	
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Type: Class Credit type: Credit Duranien: 2/12/2023 - 6/15/2023 No schedule	instructors					0 2 Registered Cart	REGISTER
MAT049: Mathematics II		12.00	8 0		ADD		

Step 5: Registration will take you to the payment screen. This screen will display the amount charged. Click "Complete Registration" at the bottom right corner.

Review the information and confirm payment.	🔒 Print statemer
Balance: 8,794.00 ×.	
Another amount	
0	
Details	
Charge	Amount
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ACC031 - ACC031-FinAcc I	1,056.00 🖟
STDUNIFEE	50.00 <i>×</i> .
	Total: 2,102.00 ,×.
	Payment due: 8,794.00 ,*.

This completes your registration. The subject you added to the My Schedule Cart will now changed to Green colour and "Registered" will appear below the subject name at the top of each subject.

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No schedule							

If the registration fails, report to student helpdesk with a scree shot of the message displayed.

Making Payment through Selfservice

Step 1: Click "Finance" tab and then click "Balance". This will take you the screen below.

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Balance			
		Ontinue	
Balance 2023/ Ierm 1		Period	
Here is a summary of your account balance for the selected Period.		2023/Term 1	
		View	
2,102.00 ×.		O Detail by Charges / Credits	
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Битекалу Турн.	Amount	Balance Summary	
Tultion Pres	2,052.00 ,*	Make a payment	
Union Fees	50.00 ×		
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Summary Total	2,102.00 ,*.		
Delener.	From other periods/sessions	MAKE A PAYMENT	
Belance Dus	8.794.00 ×		

Choose the period, generally current year/term, type the amount that you want to pay and click "Make a Payment" button. Click "Continue" from the next screen that pops out. This will take to the screen that displays your Student Name, Student ID, Payment Type and Total Amount and some important information. Click "Continue" button on this screen and the "proceed" button on the screen that pops out.

				Proceed to BML Payment Gateway
Proceed to payment	The Maldives Natio Rahdhebai Higun, Mach Male 20-04, Maldives	nal University angolhi.		You will be redirected to the Bank of Maldives Payment Gateway after clicking the Proceed button below.
Payment is conducted through a third-party website. Ellucian is not responsible for third-party website content.	Important Note	Student Name	Student MNU	After the transaction is processed by the payment gateway you will be redirected back to our website.
	MNU does not retain / capture any credit or debit card details as part of this transaction.	Student ID	\$067909	
CANCEL	We secure your personal internation by encrypting all internation including criefit and debit care details.	Payment Type	Course Fee	Please DO NOT click Refresh / Back button or the process maybe intrupted
	When you don "CONTINUE" button you will be forwarded to the BML Regment Generary, and will revert back onto the payment process is complete.	Total Amount (MVR)	5.00	serve analasi s conjecta
	Students who attended more than 14% of the module will not be eligible for any refund.	CONTIN	IUE	
	We have secured the transaction with 256kit 55L encryption certified by Digitizer.			PROCEED
	Always paint and retain a copy at the end of the transaction for reference.			
	If you have any inquiry regarding our service, please call (+160) 8843108 or email up at revenue@mnu.odu.mv			
	VISA ()			

Step 2: Click on the tick box to agree the terms of BML and click "Pay now". Kindly note that "Pay now" will be enable only when you agree the terms.



Step 3: Choose your preferred payment method and fill the details on the screen and click "Pay" button.