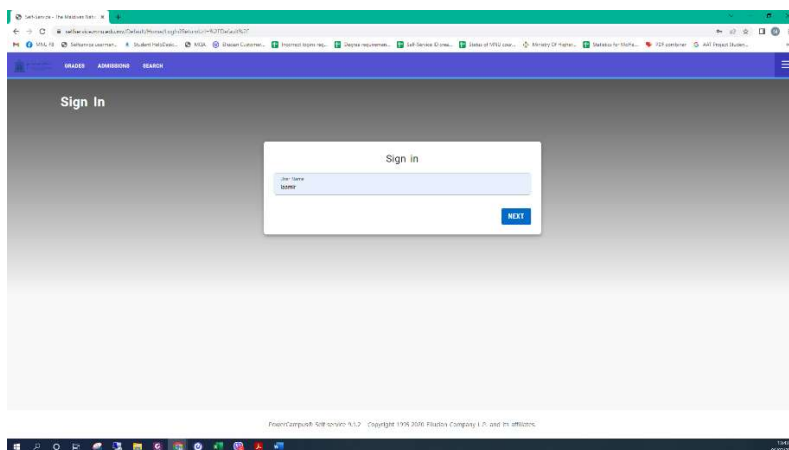


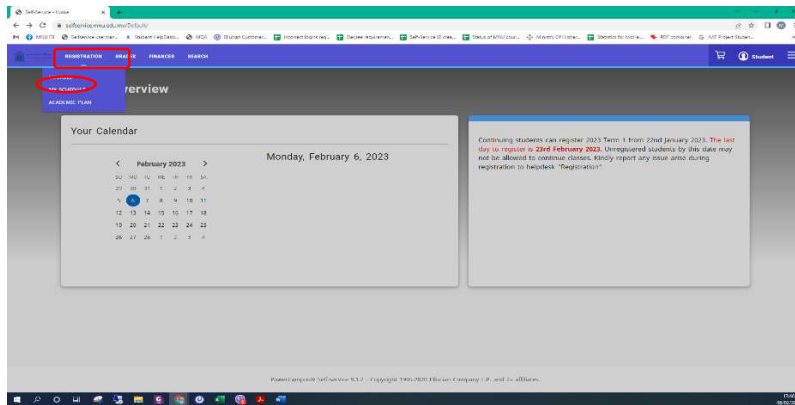
Continuing students' registration and Payment guide

Step	Action	Responsible Person
Step 1:	Submit registration form to Student Admin Services (SAS) / Atoll Campuses / ORCs	Student
Step 2:	Application status is changed, registered to the subjects and the student information is passed to Student Support	Student Services
Step 3:	Selfservice ID and email is created by Student Support. Selfservice password will be sent to email. Click this link to see the instructions to login to email https://selfservice.mnu.edu.mv/selfservice/emailInstructions.pdf Email link: https://mail.google.com/a/student.mnu.edu.mv	Student Support Services

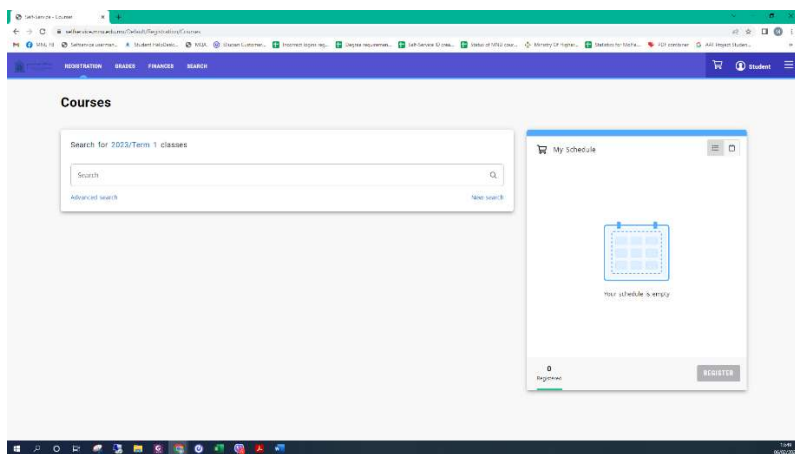
Step 1: Login to Selfservice <https://selfservice.mnu.edu.mv> using your ID and the password sent to your email. If this is your first login you will be asked to change the password. Your user name is an "s" followed by the last 6 digits of your student number.



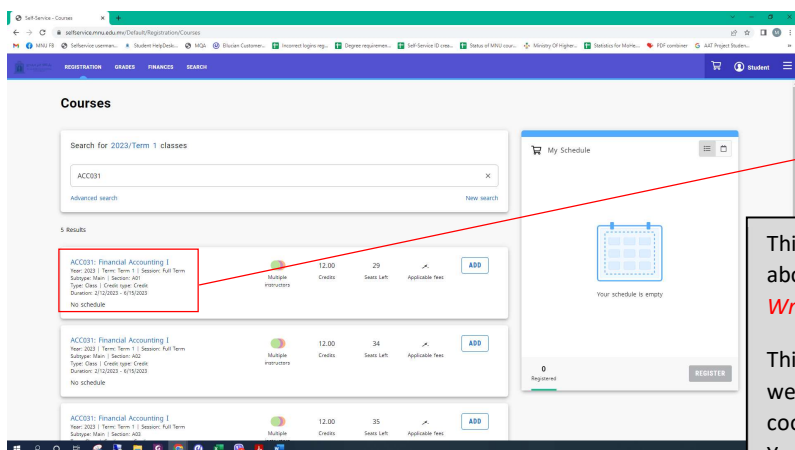
Step 2: Click the “Register” Tab and then click “Courses”



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



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.



MAT049: Mathematics II
Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A04
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023
No schedule

This is the section code. You should be very careful about this code when you add the subject to cart.
Wrong code will put you in a wrong class.

This information can also be seen from the registration website <https://mnu.edu.mv/regISTRATION/>. Your coordinator will also guide you about this information. You may also see detail by click this blue text.

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

ACC031: Financial Accounting I

12.00 35 34
Credits Total Seats Seats Left

Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A02
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023

Instructors
A Aishath Rihula S Saeed Athhar F Fathimath Nasuha

Schedule
No schedule

Course Description
1ST SEM, MALE, BATCH 32, BUSINESS (BBus) B2

Registration type: Traditional
Prerequisites: N/A
Corequisites: N/A
Fees: 1,056.00 AED ACC031-FinAcc1-CAFS All
Credit Types: Credit

ADD

This information is the course, the campus and semester to which this section is

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.

Self Service - Courses

REGISTRATION GRADES FINANCES SEARCH

Courses

Search for 2023/Term 1 classes

MAT049

Advanced search New search

7 Results

MAT049: Mathematics II
Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A01
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023
No schedule

Multiple Instructors 12.00 Credits 23 Seats Left

MAT049: Mathematics II
Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A02
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023
No schedule

Multiple Instructors 12.00 Credits 15 Seats Left

MAT049: Mathematics II
Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A03
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023
No schedule

Multiple Instructors 12.00 Credits 8 Seats Left

My Schedule

MAT049: Mathematics II
Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A01
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023
No schedule
Multiple Instructors
Applicable fees

ACC031: Financial Accounting I
Year: 2023 | Term: Term 1 | Session: Full Term
Subtype: Main | Section: A02
Type: Class | Credit type: Credit
Duration: 2/12/2023 - 6/15/2023
No schedule
Multiple Instructors
Applicable fees

0 Registered 2 Cart

REGISTER

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.

Charges for 2023/Term 1

Review the information and confirm payment. [Print statement](#)

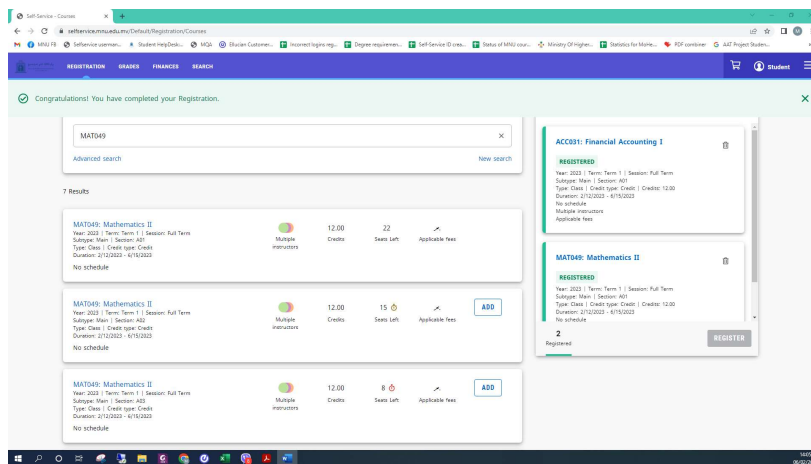
☒ Balance: 8,794.00 AED
☐ Another amount

Details

Charge	Amount
MAT049 - MAT049-Math II(CAFS)	996.00 AED
ACC031 - ACC031-FinAcc I	1,056.00 AED
STDUNFEE	50.00 AED
Total:	2,102.00 AED
Payment due:	8,794.00 AED

COMPLETE REGISTRATION

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.



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

Making Payment through Selfservice

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

Balance

Balance 2023/Term 1

Here is a summary of your account balance for the selected Period.

2,102.00 MVR

Summary Type	Amount
Tuition Fees	2,052.00 MVR
Union Fees	50.00 MVR

Summary Total: 2,102.00 MVR

Period/Session 2023/Term 1

From other periods/sessions: 6,650.00 MVR

Balance Due: 8,752.00 MVR

Options:

Period: 2023/Term 1

View:

☐ Detail by Charges / Credits

☐ Detail by Summary Type

☒ Balance Summary

Make a payment

Payment period: 2023...

Amount:

MAKE A PAYMENT

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 payment

Payment is conducted through a third-party website. Elucian is not responsible for third-party website content.

CONTINUE

The Maldives National University
Rahelhal Higen, Machangolhi,
Male 20-04, Maldives

Important Note

MNU does not retain / capture any credit or debit card details as part of the transaction.

We secure your personal information by encrypting all information including credit and debit card details.

When you click "CONTINUE" button you will be forwarded to the BML Payment Gateway and will return back once the payment process is complete.

Students who attended more than 14% of the module will not be eligible for any refund.

We have secured the transaction with 256-bit SSL encryption certified by Digicert.

Always print and retain a copy at the end of the transaction for reference.

If you have any inquiry regarding our service, please call +960 (844) 330 or email at enquiries@mnuni.edu.mv

Student Name: Student MNU

Student ID: 9067909

Payment Type: Course Fee

Total Amount (MVR): 5.00

CONTINUE

Proceed to BML Payment Gateway

You will be redirected to the Bank of Maldives Payment Gateway after clicking the Proceed button below.

After the transaction is processed by the payment gateway you will be redirected back to our website.

Please DO NOT click Refresh / Back button or the process may be interrupted before transaction is complete.

PROCEED

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.

THE MALDIVES NATIONAL UNI
CENTRAL ADMINISTRATION, MALE

MVR 5.00

☒ I agree to the terms and conditions of THE MALDIVES NATIONAL UNI

Pay now

From: THE MALDIVES NATIONAL UNI

Sent on: 6th February 2023, 2:34 pm

Payment secured and powered by Bank of Maldives

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