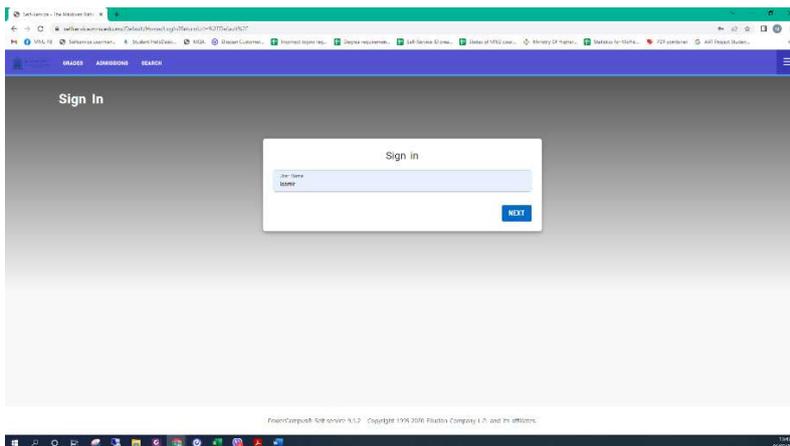


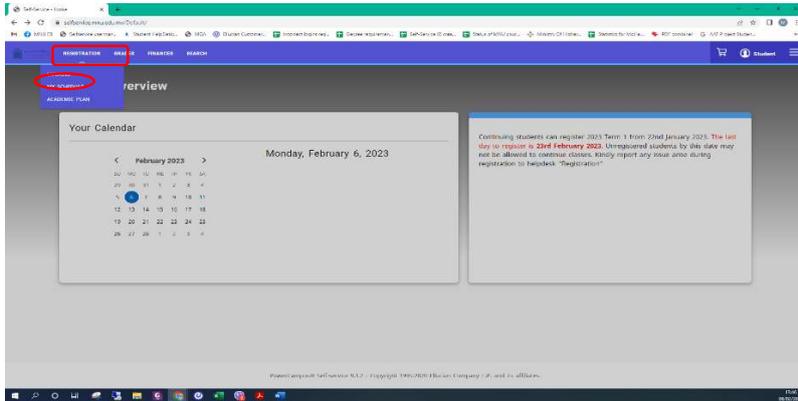
## Continuing students' registration and Payment guide

Step	Action	Responsible Person
<b>Step 1:</b>	Submit registration form to Student Admin Services (SAS) / Atoll Campuses / ORCs	Student
↓		
<b>Step 2:</b>	Application status is changed, registered to the subjects and the student information is passed to Student Support	Student Services
↓		
<b>Step 3:</b>	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 <a href="https://selfservice.mnu.edu.mv/selfservice/emailInstructions.pdf">https://selfservice.mnu.edu.mv/selfservice/emailInstructions.pdf</a> Email link: <a href="https://mail.google.com/a/student.mnu.edu.mv">https://mail.google.com/a/student.mnu.edu.mv</a>	Student Support Services

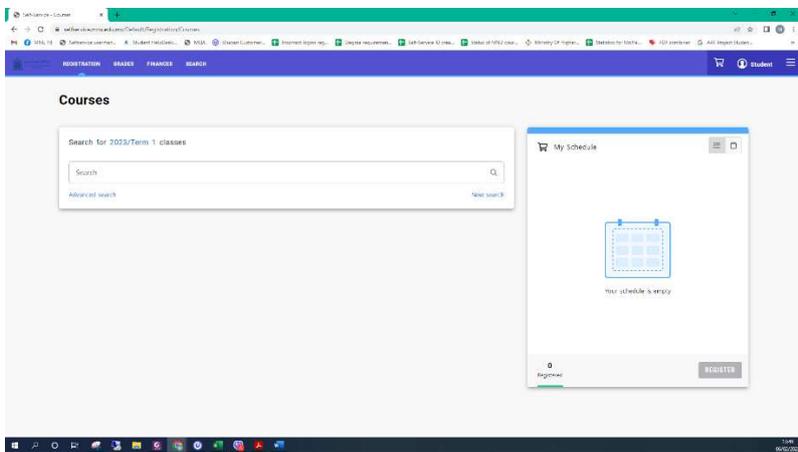
**Step 1:** Login to Selfservice <https://selfservice.mnu.edu.mv> using your ID and the password sent to your email. If this is your first login you will be asked to change the password. Your user name is an "s" followed by the last 6 digits of your student number.



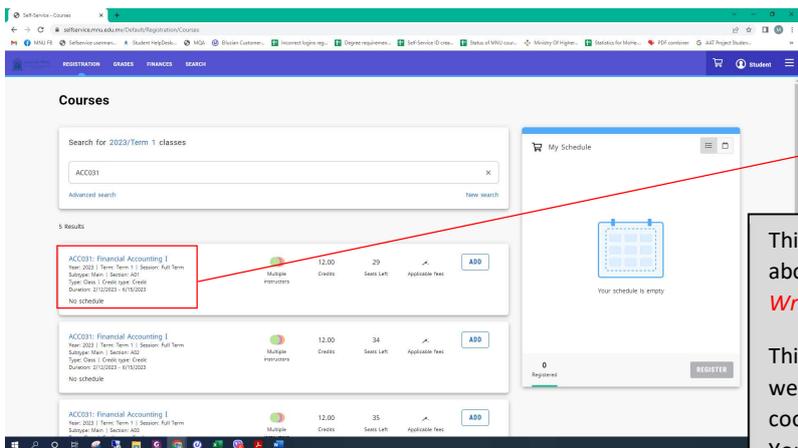
**Step 2: Click the “Register” Tab and then click “Courses”**



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.**

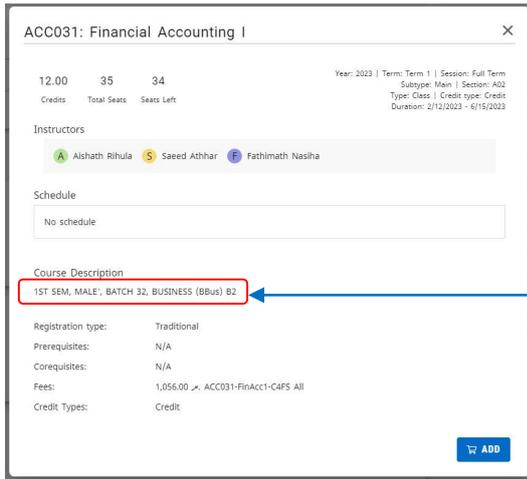


MAT049: Mathematics II  
 Year: 2023 | Term: Term 1 | Session: Full Term  
 Subtype: Main | Section: A04  
 Type: Class | Credit type: Credit  
 Duration: 2/12/2023 - 6/15/2023  
 No schedule

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.*

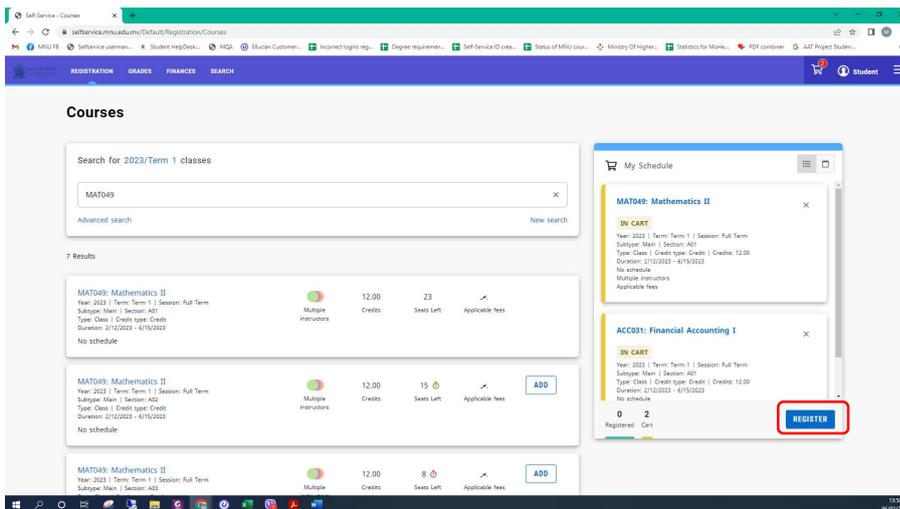
This information can also be seen from the registration website <https://mnu.edu.mv/registration/>. Your coordinator will also guide you about this information. You may also see detail by click this blue text.

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

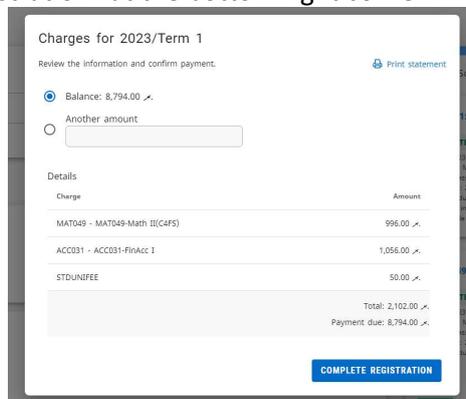


This information is the course, the campus and semester to which this section is

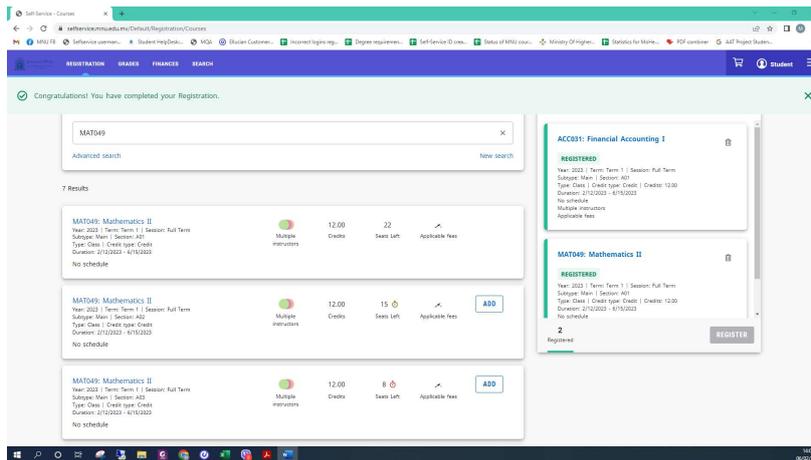
**Step 4:** Click on the “ADD” button on the right side against your subject section. The subject will be automatically added to “My Schedule” Cart on the right side. Repeat this process until all subjects are added to the My Schedule Cart. Once all subjects are added, click “Register” button at the bottom right corner of the My Schedule Cart.



**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.



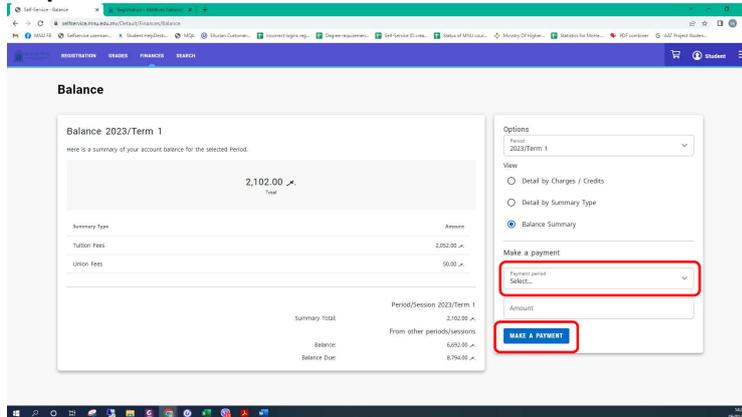
This completes your registration. The subject you added to the My Schedule Cart will now changed to Green colour and “Registered” will appear below the subject name at the top of each subject.



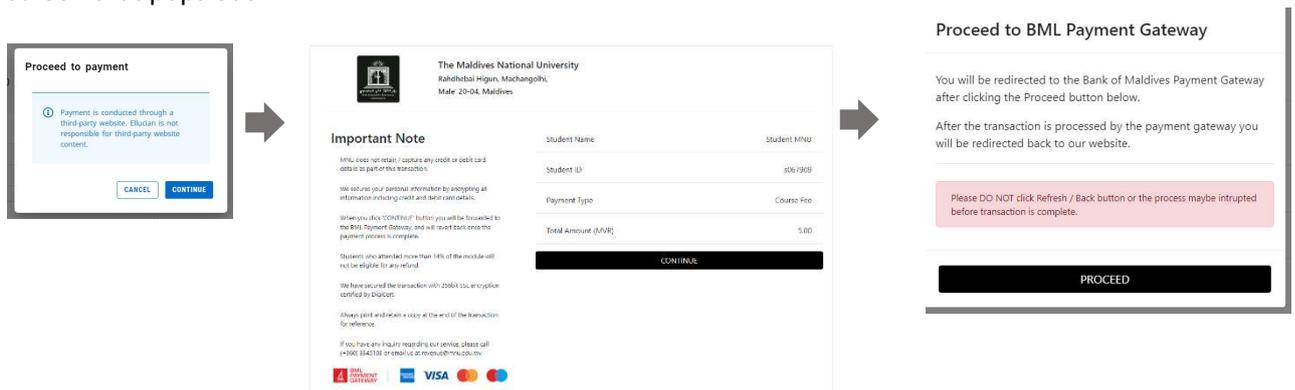
If the registration fails, report to student helpdesk with a screenshot of the message displayed.

## Making Payment through Selfservice

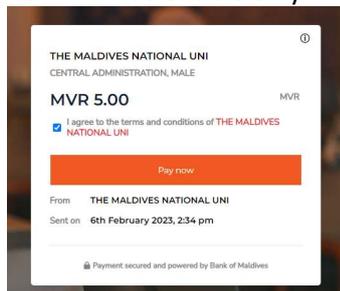
**Step 1:** Click “Finance” tab and then click “Balance”. This will take you the screen below.



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.



**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.