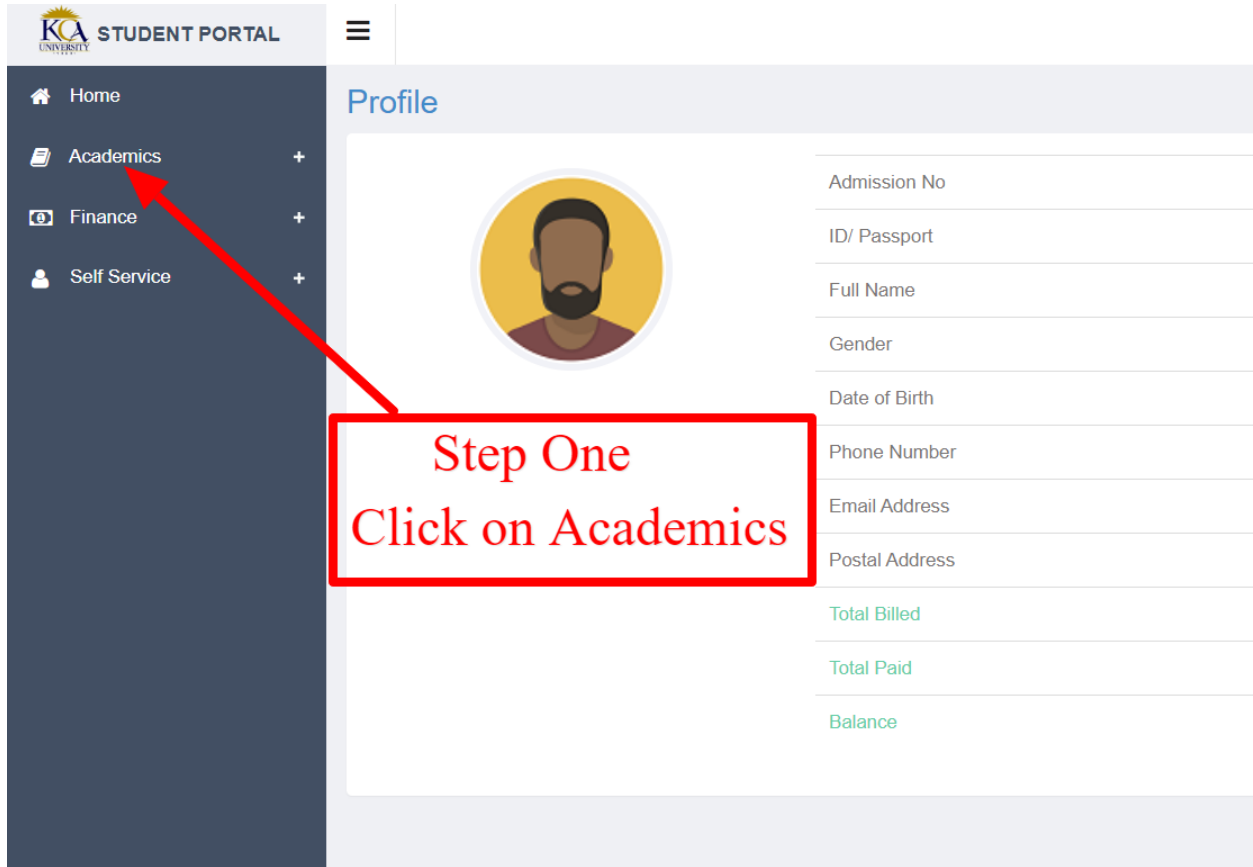


# Units Registration Manual

## Step One:

Login and using your registration number and password as your ID number and click on Academics

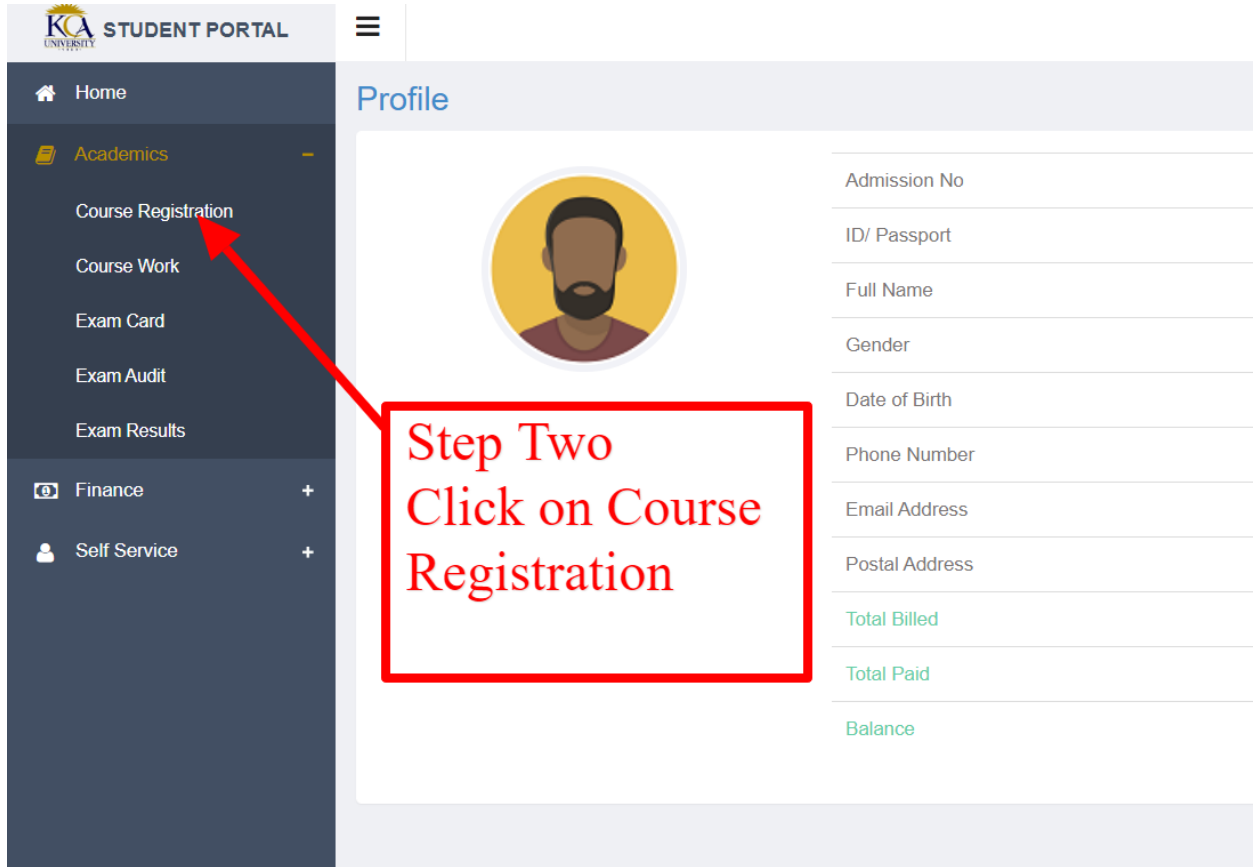


The screenshot displays the KCA Student Portal interface. On the left, a dark blue sidebar contains navigation options: Home, Academics, Finance, and Self Service. A red arrow points from a callout box to the Academics menu item. The main content area shows a 'Profile' section with a user avatar and a list of fields: Admission No, ID/ Passport, Full Name, Gender, Date of Birth, Phone Number, Email Address, Postal Address, Total Billed, Total Paid, and Balance.

**Step One**  
**Click on Academics**

## Step Two

Click on Course registration.



The screenshot displays the KCA University Student Portal interface. On the left, a dark blue sidebar contains a navigation menu with the following items: Home, Academics (expanded), Course Registration (highlighted with a red arrow), Course Work, Exam Card, Exam Audit, Exam Results, Finance, and Self Service. The main content area is titled 'Profile' and features a circular profile picture of a man with a beard. To the right of the profile picture is a list of personal and financial information fields: Admission No, ID/ Passport, Full Name, Gender, Date of Birth, Phone Number, Email Address, Postal Address, Total Billed, Total Paid, and Balance. A red-bordered box with red text is overlaid on the 'Course Registration' menu item, containing the text: 'Step Two Click on Course Registration'.

Field	Value
Admission No	
ID/ Passport	
Full Name	
Gender	
Date of Birth	
Phone Number	
Email Address	
Postal Address	
Total Billed	
Total Paid	
Balance	

### Step Three:

Click on new registration.

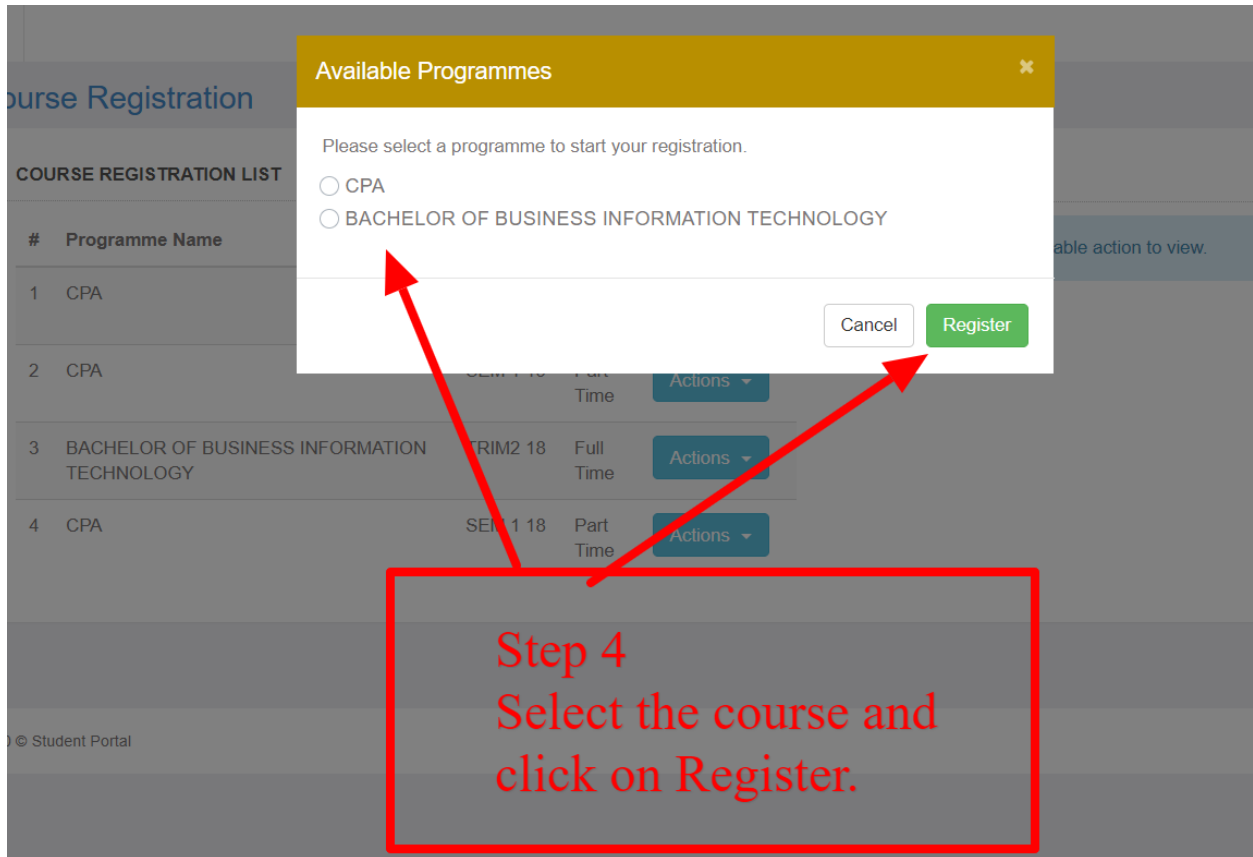
The screenshot shows the KCA Student Portal interface. On the left is a dark sidebar with navigation links: Home, Academics, Finance, and Self Service. The main content area is titled 'Course Registration' and features a 'COURSE REGISTRATION LIST' table. The table has columns for '#', 'Programme Name', 'Semester', and 'Type'. It lists four courses: CPA (SEM 2 19, Part Time), CPA (SEM 1 19, Part Time), BACHELOR OF BUSINESS INFORMATION TECHNOLOGY (TRIM2 18, Full Time), and CPA (SEM 1 18, Part Time). Each row has an 'Actions' button. A green 'New Course Registration' button is located at the top right of the table area. A red arrow points from a red-bordered box containing the text 'Step Three Click on New Course Registration' to the 'New Course Registration' button. A blue 'Info!' box is also visible on the right side of the table.

#	Programme Name	Semester	Type	Actions
1	CPA	SEM 2 19	Part Time	Actions
2	CPA	SEM 1 19	Part Time	Actions
3	BACHELOR OF BUSINESS INFORMATION TECHNOLOGY	TRIM2 18	Full Time	Actions
4	CPA	SEM 1 18	Part Time	Actions

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## Step Four:

Select on the programme you want to register for and click on register.



The screenshot displays a 'Course Registration' page with a 'COURSE REGISTRATION LIST' table. A modal window titled 'Available Programmes' is overlaid on the table. The modal contains the text 'Please select a programme to start your registration.' and two radio button options: 'CPA' and 'BACHELOR OF BUSINESS INFORMATION TECHNOLOGY'. At the bottom of the modal are 'Cancel' and 'Register' buttons. Red arrows point from a red-bordered box at the bottom to the 'CPA' radio button and the 'Register' button. The red-bordered box contains the text: 'Step 4 Select the course and click on Register.'

#	Programme Name	SEM	TRIM	CR	Time	Actions
1	CPA					
2	CPA					Actions
3	BACHELOR OF BUSINESS INFORMATION TECHNOLOGY		TRIM2	18	Full Time	Actions
4	CPA		SEM	1	18 Part Time	Actions

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Step 4  
Select the course and  
click on Register.

## Step Five:

Click on Add and confirm Course Registration.

New Course Registration


**NEW COURSE REGISTRATION**

Programme	BACHELOR OF BUSINESS INFORMATION TECHNOLOGY
Semester	TRIM2 20
Stage	SSKCABBIT-NEW
Mode of Study	Full Time
RegisterFor	Stage
Campus	MAIN
UnitsTaken	0

**Note!** Confirm your selection before saving.

Add & Confirm Course Registration

Step 5  
Click on Add  
and confirmUnits



## Step Six:

Click on actions and then click on register units.

New Course Registration

Info! Click on an available action to view.

nr	Type	Actions
0	Full Time	Actions ▾ View Registration Register Units Proforma Invoice
9	Part Time	Exam Card Exam Audit
9	Part Time	Actions ▾
8	Full Time	Actions ▾
8	Part Time	Actions ▾

**Step 6**  
Click on actions then register units

## Step Seven:

Select on units you are registering for by searching using the unit code and once done click on add and confirm units. The system will give a message that you have successfully registered. Click on actions then proforma invoice to get the invoice.

The screenshot displays a web interface for course registration. It is divided into two main columns: 'Available units for registration' on the left and 'Selected Units' on the right. Both columns have search bars at the top. The 'Available units' list includes various units such as 'BBIT 108: Computer Operating Systems' and 'BBIT 201: Internet Applications Programming', with the latter highlighted in yellow. The 'Selected Units' list includes 'BBIT 101: Computer Applications' and 'BBIT 102: Computer Organization and Architecture', with the latter highlighted in yellow. A red box with the text 'Step 7 select the units and click add & confirm' is overlaid on the interface, with red arrows pointing to the highlighted units in both columns. Below the unit lists is a light blue note box that reads: 'Note! Confirm all your units before saving. On save, editing of units will be locked.' At the bottom right, there is a green button labeled 'Add & Confirm Course Registration Units'.

**Available units for registration**

search available units...

BBIT 108: Computer Operating Systems

BBIT 109: Object Oriented Analysis and Design

BBIT 110: Computer Organization, Application and Architecture

BBIT 111: Operating System

BBIT 112: Application programming

BBIT 200: Foundation of Artificial Intelligence

**BBIT 201: Internet Applications Programming**

BBIT 202: Business Information Strategy

BBIT 203: Object Oriented Programming

BBIT 204: IT Project Management

**Selected Units**

search added units...

BBIT 101: Computer Applications

**BBIT 102: Computer Organization and Architecture**

BBIT 104: System Analysis and Design

BBIT 105: Programming Methodology

BBIT 107: Database Management Systems

**Step 7**  
select the units and  
click add & confirm

**Note!** Confirm all your units before saving. On save, editing of units will be locked.

Add & Confirm Course Registration Units