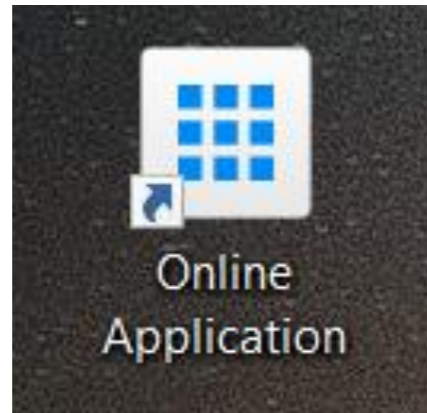




How to apply online

1. Before applying, note the following:
 - Only prospective students should use this solution; new applicants only;
 - Returning students may apply on the iEnabler;
 - Applicants are accountable for all things done under their name on the solution;
 - It is the responsibility of each student to ensure that their application is completed;
 - The applicant's contact details are up to date;
 - Applicant has a valid email address, if not they should create one or ask for assistance from the Application/Registration staff;
 - Have certified copies of **Applicant's ID, Results, Parent/Guardian/Next of Kin's ID;**
 - **All** fields/boxes that have a red asterisk (*) next to them are **important** and **must** be input/populated.

2. Double-click on the **Online Application** icon or link.



3. Select **No** on **Do you already have a student number?**


4. Select **No** on **Returning to complete application**

5. Skip **Do you have a Qualification Token?**

6. **Read the Protection of Personal Information Act**, then click on **I Accept**

7. The **Next** button will now be activated, click on it

8. Enter all the information in the following sections

- **All** fields/boxes that have a red asterisk (*) next to them are **important** and **must** be input/populated;
- When you see this box, , it means you must select by clicking on it;
- When searching type next to the % symbol, then search and select from the results;
- The new PIN should:
 - i. Be five (5) numbers long, i.e. *****;
 - ii. Be only numbers, i.e. **0 – 9** only;
 - iii. Not have special character, i.e. “! @\$%^&*()_+=-”;
 - iv. Not start or end with zero (0), i.e. **04568** or **98560**;
 - v. Not have repeating numbers, i.e. **99562** or **93677** or **19937**;
 - vi. Not have numbers that follow each other, i.e. **12345** or **45678** or **54321**
- The **PIN** will be use to login to the iEnabler in order to upload the applicant’s documents if they are unable to upload them

9. Complete application

10. Login to **iEnabler** (open Online Registration icon/link) using the **student number** and **PIN**

11. Click on the **Student Enquiry** on the left hand side, then click on **Certificates Seen**

12. Click on the **Load/View** next to the document name to upload your document

13. Click on **Logout** on the left hand side.

**If you need assistance kindly ask
the staff members**