

# Step by Step Online Registration Guide

## Step 1: Access the WSU Online Registration Portal

- Go to the WSU website and click on the **Student Portal** link, or use the direct link:
- [Access the WSU Online registration portal](#)

## Step 2: Login and PIN Retrieval

- Registered users will appear.
- Select **Student** and type in your student number and **Personal Identification Number (PIN)**.
- Click on **Login** if you know your PIN, otherwise click on **Request a PIN**. Your PIN will be sent to your registered email address.

### Forgot your PIN?

- You can retrieve your PIN by clicking on [Reset PIN](#).
- Enter your **Student Number, ID or Passport Number**, and **Full Name**.
- If entered correctly, your PIN will be displayed on the page.

### Request PIN?

- You can request your PIN by clicking **REQUEST PIN** on [REQUEST PIN](#)
- Enter your Student Number
- If entered correctly, your PIN will be sent to your email.

## Step 3: Academic Registration

- Select **Academic Registration** from the left menu.
- Even if you are fully accepted, there may be issues preventing registration. Check under **Registration Restrictions** for any issues.

### Rules and Regulations:

- Select **Rules and Regulations** and read through the document.
- Click on the **I Accept** button at the bottom (you may need to scroll down to see it).
- Acceptance of the Rules and Regulations is compulsory and serves as your **electronic signature**, stored in your student file.

## Step 4: Submit Registration and Select Subjects

- Select **Submit Registration** from the left menu.
- Verify that the displayed qualification details are correct.
- All fields marked with an asterisk (\*) must be completed.
- Select your **Employment Status** from the dropdown list.
- Click on **Save and Continue**.

### Possible Subject Selection:

- Select your subjects by ticking the box next to each subject.
- Note for returning student: You may not register for subjects where the prerequisite has not been met; these will be indicated with a red button.

### On the next screen:

- Verify your selected subjects for the whole year.
- If you wish to change a subject, click the **previous item** in the process trail at the top.
- Once verified, click on **Continue, Save and Continue**.

### Print Registration Details or Print Cost Details:

- You can use the **Print Registration Details** or **Print Cost Details** buttons to print a list of subjects or costs. **Important:** You are NOT yet registered at this point— you MUST click on the **Accept Registration** button to complete the registration.

### Accept Registration

- If you are satisfied with your subject selection and wish to proceed, click the **Accept Registration** button.

## Step 5: Proof of Registration

- Select **Proof of Registration** from the left to print your proof.
- The Proof of Registration should include:
  - **2026 Academic Year**
  - Your **correct personal details**
  - Correct **Qualification and Subjects**.
- Save the proof of registration document.
- **Congratulations**, you have registered successfully.

## Step 6: Issuing of Student Cards

- When on campus, visit the **student card printing station/office** to get your student card.
- Present the **saved proof of registration** for printing your student card.