SELF SERVICE ENROLLMENT

You can log on to CMS by providing the system with a valid username and password.

1) Open Internet Explorer or Mozilla Firefox
2) Go to http://cms.nilai.edu.my/ and click Go or press <ENTER>.

3) Enter Valid User ID and Password.
4) Click the Sign In button to login.

Note: User ID and Password are case sensitive.
**ENROLLING IN COURSES**

As a student of Nilai University, the CMS provides you the ability to Enroll/Drop your courses online.

1. **My Academic Requirements Setup: Plan courses for future term.**

   **Step 1:**

   Navigation: Self Service > Degree Progress/Graduation > My Academic Requirements

   ![Figure 1: Page showing My Academic Requirements](image-url)
Step 2:

Select courses from My Academic Requirements page.

![Figure 2: Select particular course](image)

Step 3:

Select course offering by selecting appropriate student career.

![Figure 3: Select student career](image)
Step 4:

Add the course to the planner.

Figure 4: Click add to planner button

Figure 5: Message will display after add the subject.
Step 5:

Click on ‘Return to Select Course Offering’ and ‘Return to My Academic Requirements’ link in order to add other courses.

Figure 6: Click on “Return to Select Course Offering” option.

Figure 7: Click on “Return to My Academic Requirements” option.
2. **My Planner Setup**: Move the courses from My Requirement to My Planner.

**Step 1:**

Navigation: Self Service > Academic Planning > My Planner

![Figure 8: Page showing My Planner option.]

**Step 2:**

Select the courses.

![Figure 9: Click on checkbox to select the course.]

**Figure 8**: Page showing My Planner option.

**Figure 9**: Click on checkbox to select the course.
Step 3:

Move the selected courses to appropriate term. After select the term, click on ‘Move’ button.

![Figure 10: Move the courses to term.](image)

Step 4:

The courses have been moved to selected term.

![Figure 11: Message indicate that the courses move to selected term.](image)
3. **Add Classes : Add courses.**

**Step 1:**

Navigation: **Self Service > Enrollment > Add Classes**

![Figure 12: Page showing Add Classes menu.](image)

**Step 2:**

Select the term and click ‘Continue’ button.

![Figure 13: Select term for enrollment process.](image)
Step 3:
Select ‘My Planner’ option and click ‘Search’ button.

![Figure 14: Select My Planner option.]

Step 4:
Select course by click ‘select’ button.

![Figure 15: Select the course.]

Step 5:

Select for ‘LEC’ section by selecting ‘select’ button.

Figure 16: Select subject by component.

Step 6:

Select related class section (for example Tutorial/Lab) and click ‘Next’ button.

Figure 17: Select related class section.
Step 7:

Click on ‘Next’ button to confirm the subject.

![Figure 18: Click ‘Next’ button.](image)

Step 8:

Repeat Step 3 until Step 7 to add other courses one by one.

Step 9:

Proceed for course enrollment by click ‘Proceed to Step 2 of 3’ button.

![Figure 19: Proceed to next level.](image)
Step 10:

Confirm classes. Click on ‘Finish Enrolling’ button.

Figure 20: Confirm the classes.

Step 11:

View enrollment confirmation.

Figure 21: Enrollment confirmation.
Step 12:

Click on ‘Add Another Class’ button to add new course and repeat Step 3 until Step 11.

Figure 22: Add another class.

4. **Drop Classes : Drop courses.**

Step 1:

Navigation: **Self Service > Enrollment > Drop Classes**

Figure 23: Page showing Drop Classes Menu.
Step 2:
Select term and click ‘Continue’ button.

Figure 24: Select the term.

Step 3:
Select the course and click on ‘Drop Selected Classes’ button.

Figure 25: Select the course.
Step 4:

Confirm the selection and click ‘Finish Dropping’ button.

Figure 26: Confirm the drop subject.

Step 5:

View result after drop the course.

Figure 27: Page showing drop status.
Step 6:

Click on ‘My Class Schedule’ button to check student’s class schedule.

Figure 28: Click ‘My Class Schedule’ button to check timetable.

Figure 29: Page showing Class Schedule.
5. **Account Inquiry.**

Student can view their account details such as account activity by term, charges due, payments made and etc.

**Step 1:**

Student can view their account balance at Account Summary.

**Navigation:** Self Service > Campus Finances > Account Inquiry

![Figure 30: Account Summary](image)

**Step 2:**

Click the ‘activity’ tab to view account activity.

![Figure 31: Account Activity](image)
Student also can view account activity by particular term.

![Figure 3: Account Activity by Term](image1)

**Step 3:**

Click the 'charges due' tab to view details of the charges.

![Figure 3: Charges due](image2)
Step 4:

Click the ‘payments’ tab to view details of the payments.

Figure 3: Payment details

Currency used is Malaysian Ringgit.