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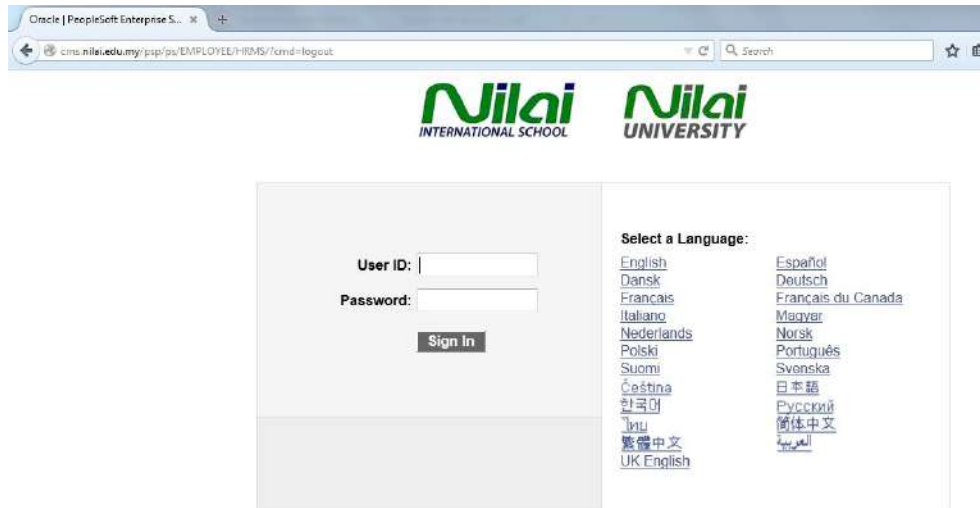
You can log on to CMS by providing the system with a valid username and password.

1) Open **Internet Explorer** or **Mozilla Firefox**
2) Go to **http://cms.nilai.edu.my/** and click Go or press <ENTER>.
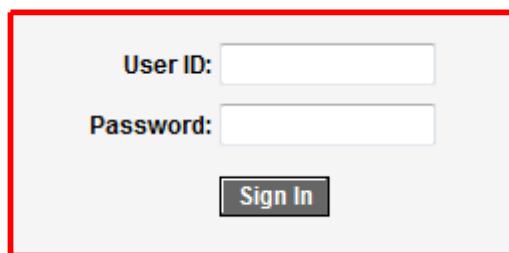
3) Enter Valid **User ID** and **Password.**
4) Click the **Sign In** button to login.

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: <u>Self Service</u> > <u>Degree Progress/Graduation</u> > <u>My Academic Requirements</u>

Figure 1: Page showing My Academic Requirements

Step 2:

Select courses from My Academic Requirements page.

Figure 2: Select particular course

Step 3:

Select course offering by selecting appropriate student career.

Figure 3: Select student career
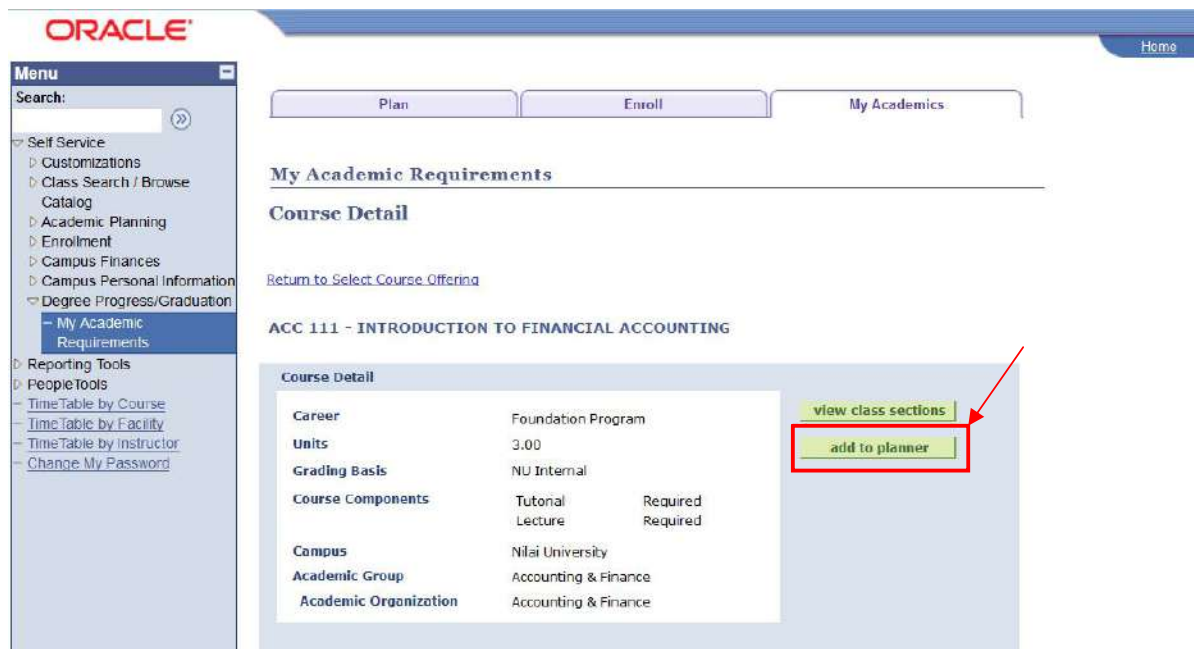
Step 4:

Add the course to the planner.
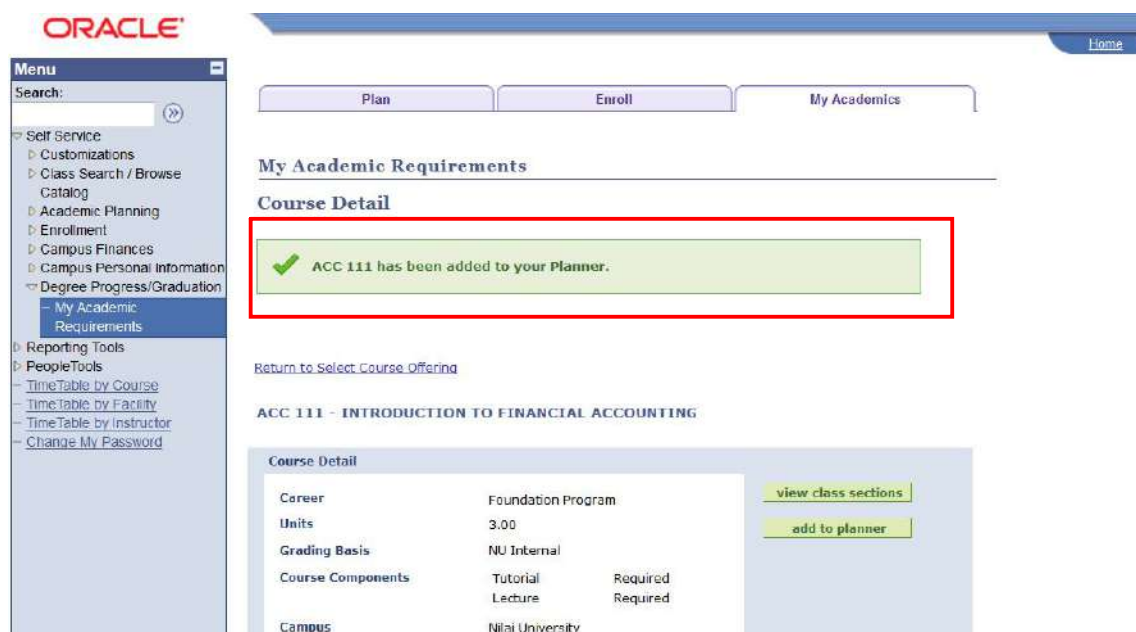

Figure 4: Click add to planner button

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: <u>Self Service</u> > <u>Academic Planning</u> > <u>My Planner</u>
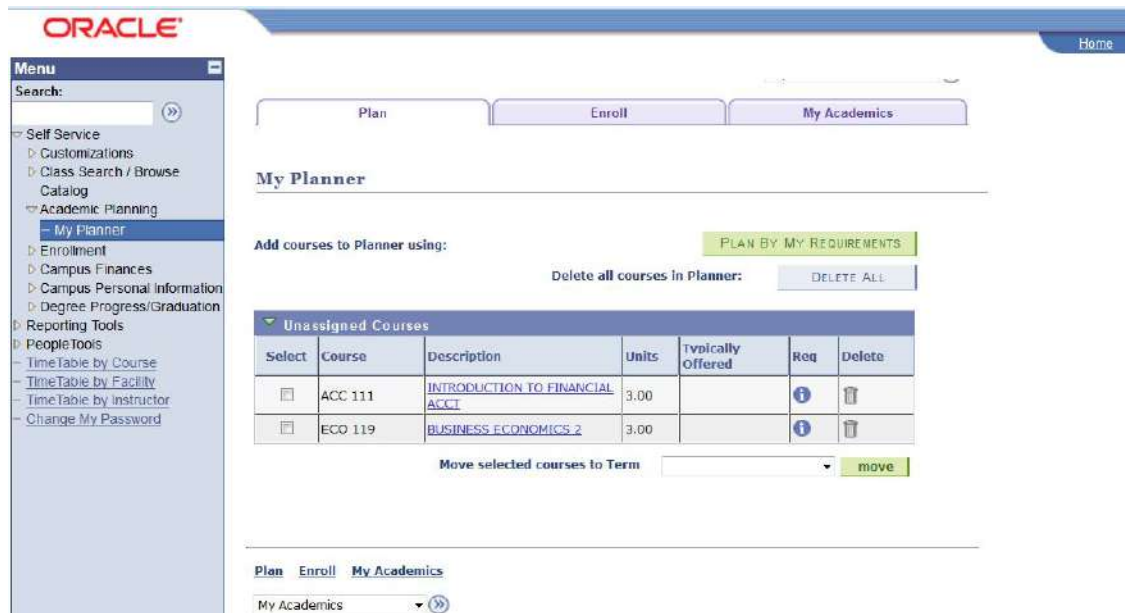
Figure 8: Page showing My Planner option.

Step 2:

Select the courses.
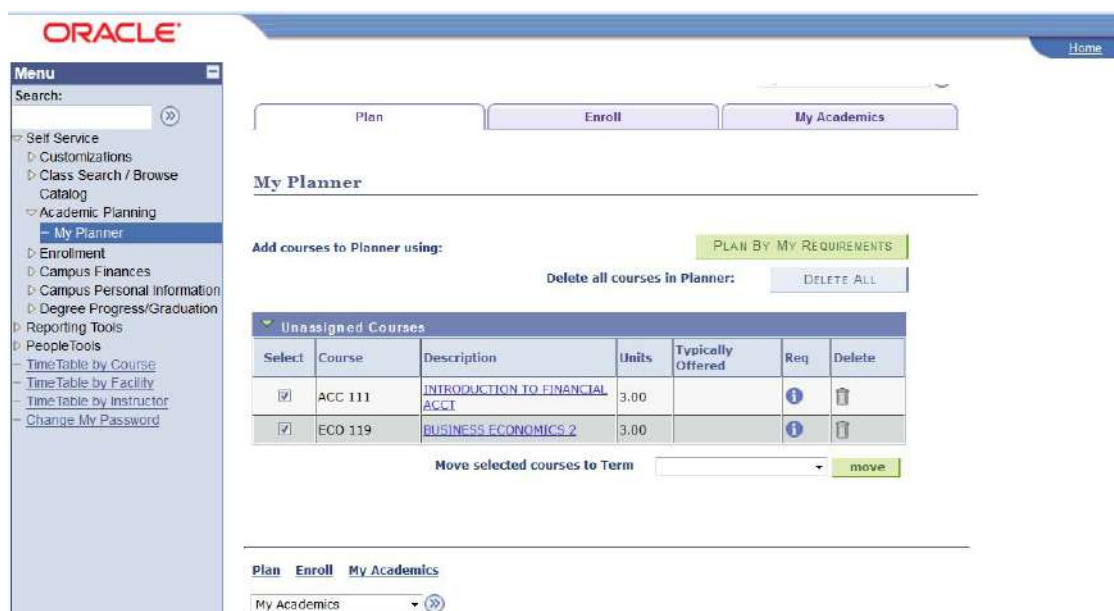
Figure 9: Click on checkbox to select the course.

Step 3:

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

Figure 10: Move the courses to term.

Step 4:

The courses have been moved to selected term.

Figure 11: Message indicate that the courses move to selected term.

3. Add Classes : Add courses.

Step 1:

Navigation: <u>Self Service</u> > <u>Enrollment</u> > <u>Add Classes</u>

Figure 12: Page showing Add Classes menu.

Step 2:

Select the term and click 'Continue' button.

Figure 13: Select term for enrollment process.

Step 3:

Select 'My Planner' option and click 'Search' button.

Figure 14: Select My Planner option.

Step 4:

Select course by click 'select' button.
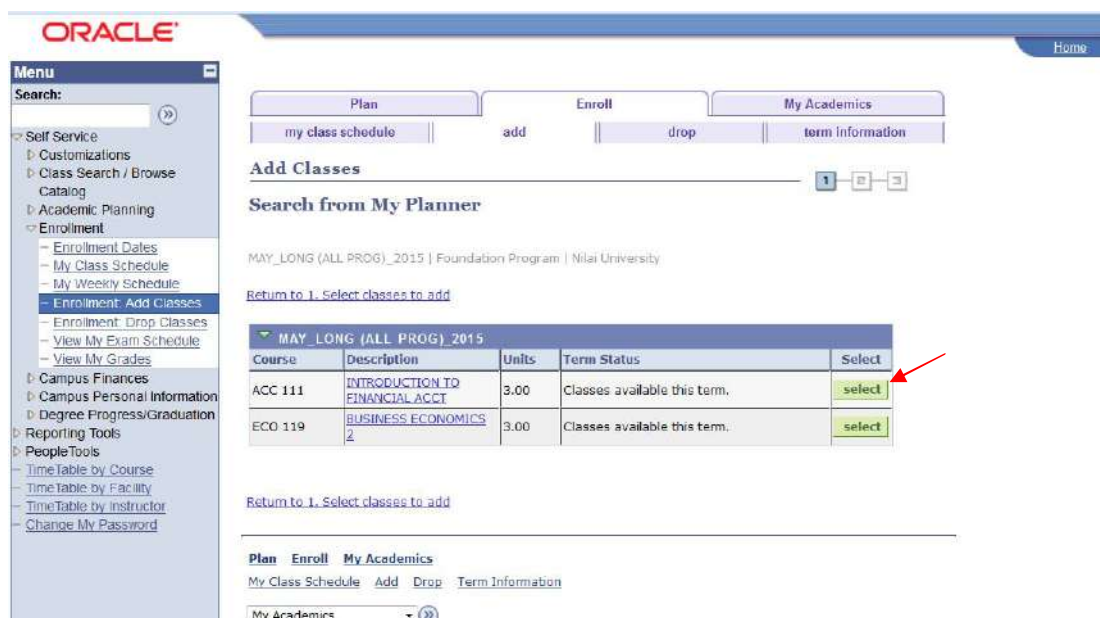
Figure 15: Select the course.

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.

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.

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. <u>**Drop Classes : Drop courses.**</u>

Step 1:

Navigation: <u>Self Service</u> > <u>Enrollment</u> > <u>Drop Classes</u>

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.

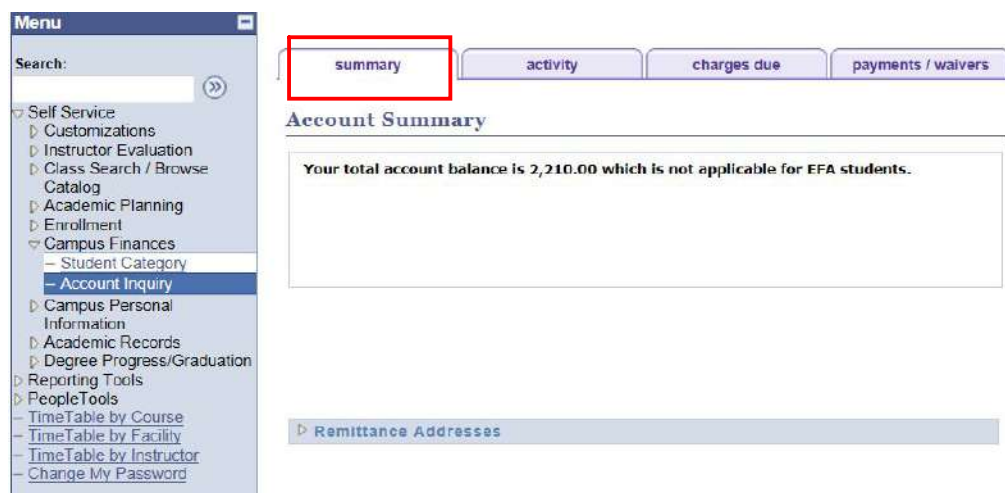Navigation: Self Service > Campus Finances > Account Inquiry

Figure 30: Account Summary

Step 2:

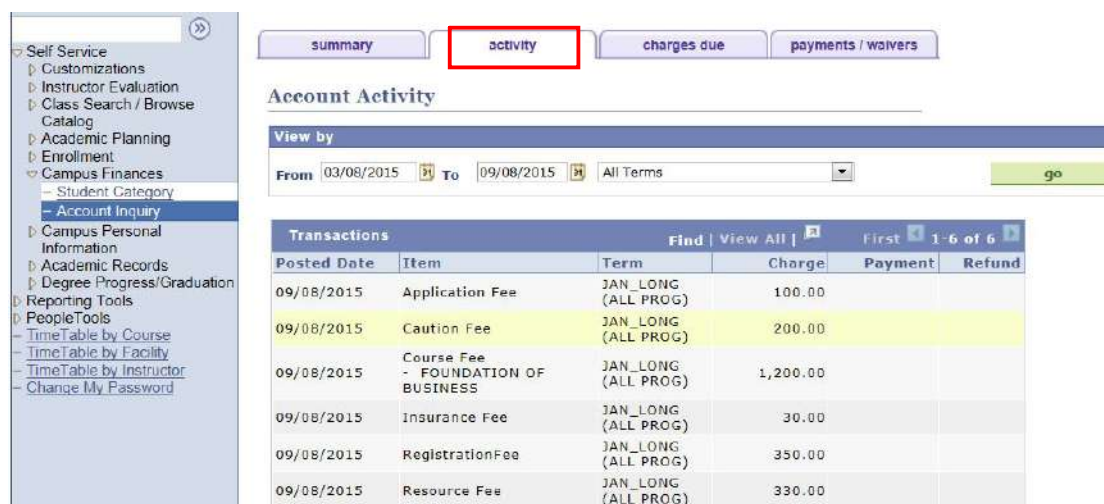Click the 'activity' tab to view account activity.

Figure 31: Account Activity

Student also can view account activity by particular term.

Figure 32: Account Activity by Term

Step 3:

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

Figure 33: Charges due

Step 4:

Click the 'payments' tab to view details of the payments.

Figure 34: Payment details