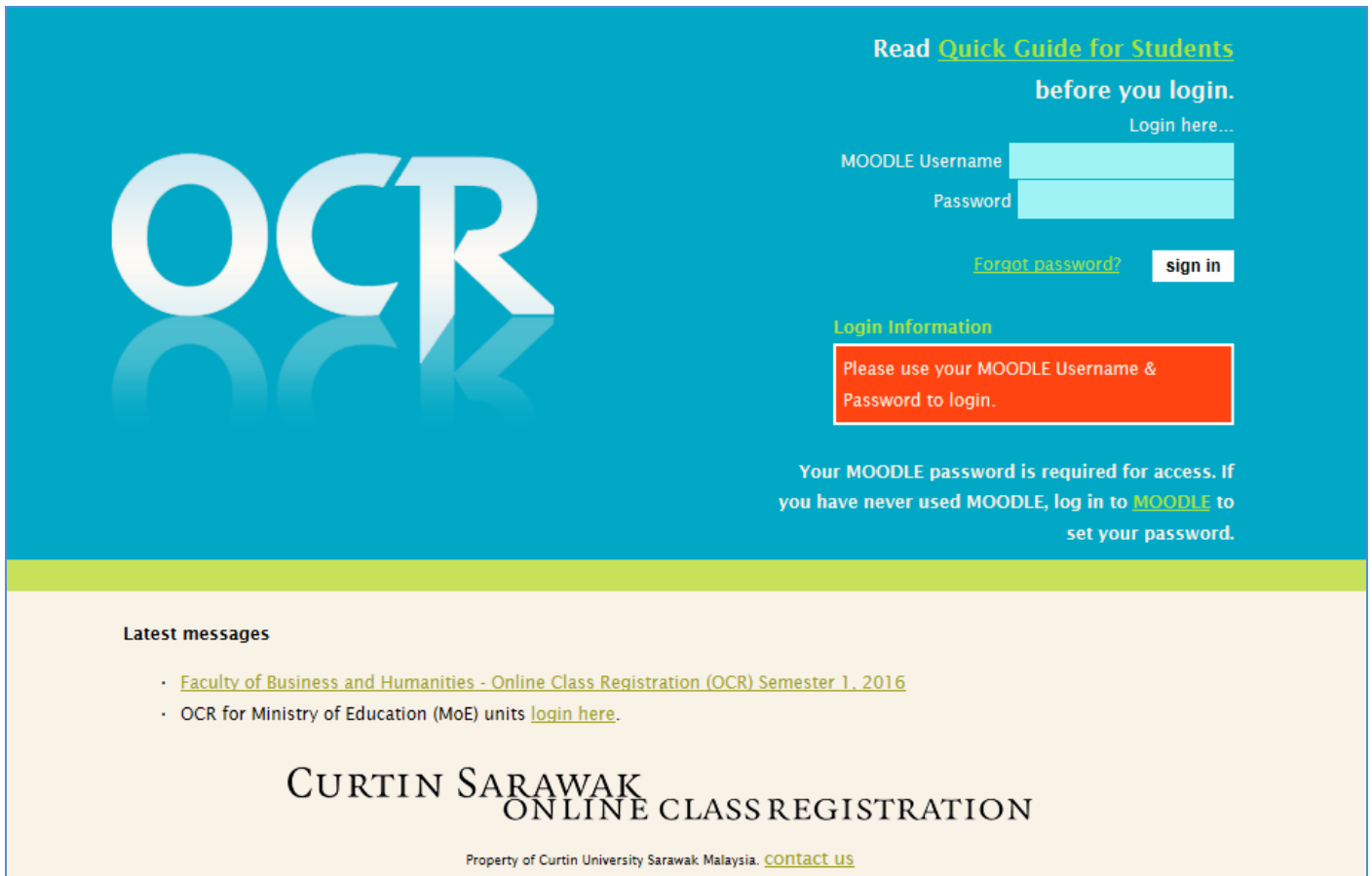




Online Class Registration

Quick Guide for Students



The screenshot shows the OCR login interface. On the left is a large white 'OCR' logo on a blue background. On the right, there is a login form with the following elements:

- Text: "Read [Quick Guide for Students](#) before you login."
- Text: "Login here..."
- Form fields: "MOODLE Username" and "Password" with input boxes.
- Text: "Forgot password?" with a link.
- Button: "sign in" in a white box with a black border.
- Section: "Login Information" with a red box containing the text: "Please use your MOODLE Username & Password to login."
- Text: "Your MOODLE password is required for access. If you have never used MOODLE, log in to [MOODLE](#) to set your password."

Below the login form, there is a section titled "Latest messages" with two bullet points:

- [Faculty of Business and Humanities - Online Class Registration \(OCR\) Semester 1, 2016](#)
- OCR for Ministry of Education (MoE) units [login here](#).

At the bottom, the text reads: "CURTIN SARAWAK ONLINE CLASS REGISTRATION" and "Property of Curtin University Sarawak Malaysia. [contact us](#)".

The purpose of this document is to help students get started with the OCR System. This document will explain about the Login, the general class registration procedures as well as subsequent login to edit previous registrations and add new class registrations.

For inquiries and support issues-
Email ocr-admin@curtin.edu.my

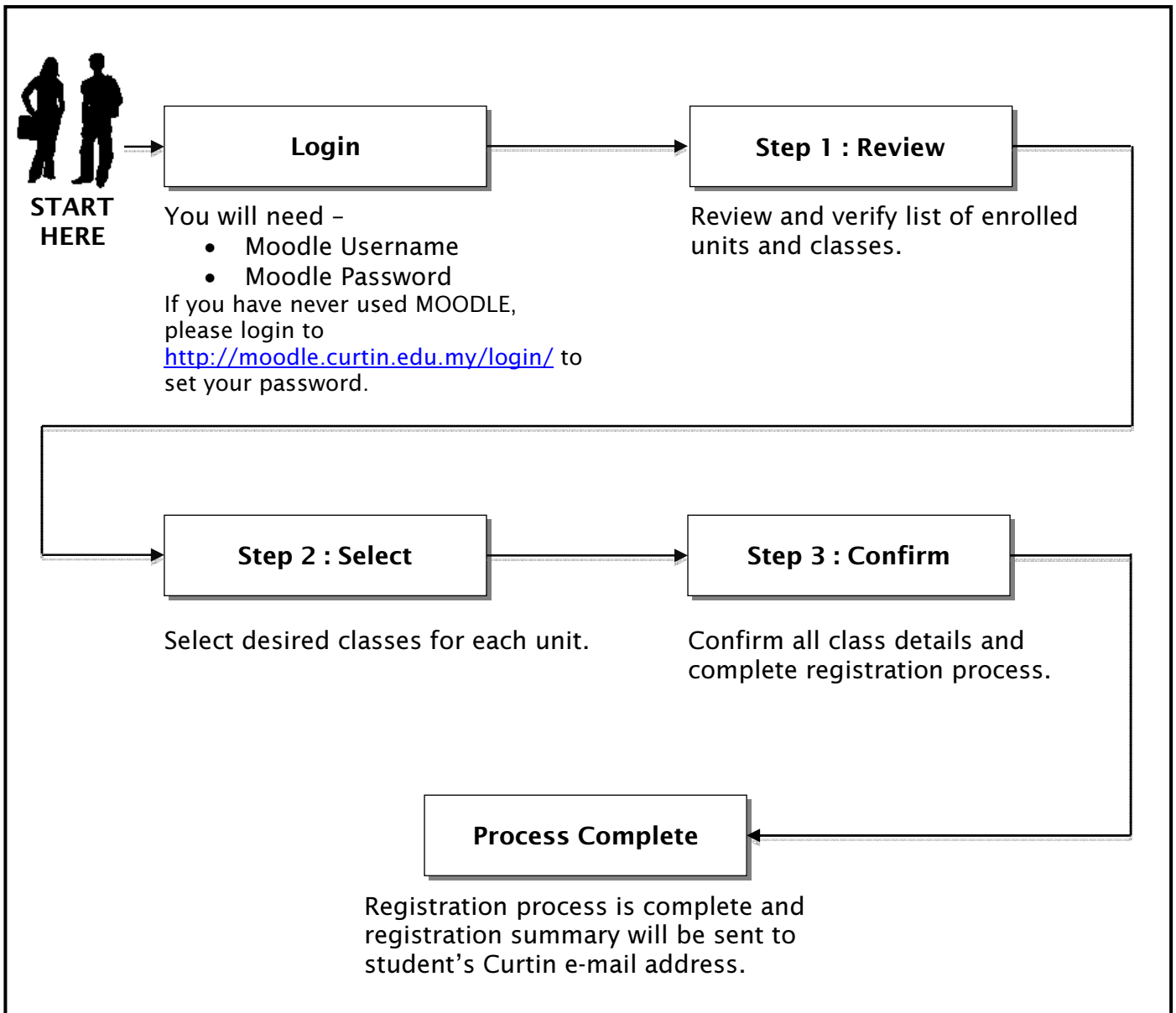
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VERSION HISTORY

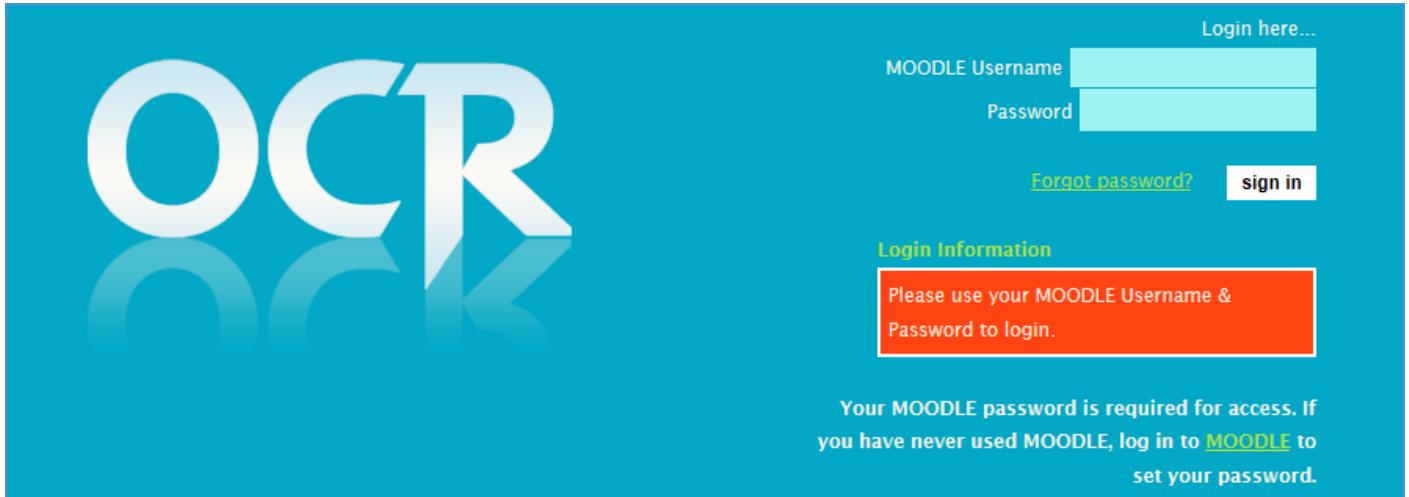
1.0	7 th July 2009.	- Initial release.
1.1	10 th July 2009.	- Updated document formatting and screenshots.
1.2	8 th February 2010.	- Updated process flow and screenshots.
1.3	4 th February 2016.	- Updated screenshots.

General Process Flow



Login

Use your MOODLE Username and Password to login. If you have never used MOODLE, please login to <http://moodle.curtin.edu.my/login/> to set your password.



MOODLE Username

Password

[Login here...](#)

[Forgot password?](#)

Login Information

Please use your MOODLE Username & Password to login.

Your MOODLE password is required for access. If you have never used MOODLE, log in to [MOODLE](#) to set your password.

If you have forgotten your MOODLE Password, click on the “Forgot password?” link and follow the instructions on the MOODLE website.

General Class Registration Process

The Class Registration Process is divided into 3 Steps.

- Step 1: Review Enrolment Details.
- Step 2: Select Your Classes.
- Step 3: Confirm Your Registrations.

Step 1: Review Enrolment Details

Upon successful login, you will be presented with a list of units and available classes for registration.

Step 1 : Review Enrolment Details

Please review the list of subjects that you are registered in.
If the subjects listed is different from your current enrolment, contact the [administrator](#) immediately.

Curtin Student 1 [logout]
email@valid-domain.com
700A1111 | 12345670
Accounting & Finance

ACCOUNTING (MANAGERIAL CONTROL) 301 [11014]

Seminar (Group 1)	Wednesday, 12:00 pm - 1:00 pm	GP403 101	Pauline Ho Poh Ling
Seminar (Group 2)	Tuesday, 2:00 pm - 3:00 pm	GP402 105	Anbalagan Krishnan

MARKETING OF SERVICES 311 [4375]

Seminar (Group 1)	Thursday, 10:00 am - 11:00 am	GP403 101	Shamsul Kamariah Abdullah
Seminar (Group 2)	Friday, 1:30 pm - 2:30 pm	GP402 102	Hayrene Chieng Yew Leh

ECONOMICS 100 [01234]

Tutorial (Group 1)	Saturday, 9:00 am - 10:00 am	R.C. 1	Sia Chow Siing
Tutorial (Group 2)	Friday, 7:00 pm - 8:00 pm	GP402 105	Sia Chow Siing

I confirm that the subjects listed is accurate.

[Proceed to Step 2 : Enrol >>](#)

Example of a Review Enrolment page with list of units and classes available

Once you have confirm and verify that your list of units is correct, check the “**I confirm that the subjects listed is accurate**” checkbox and click “**Proceed to Step 2 : Enrol >>**”.

NOTE It is very important that you verify and make sure that the subjects and details listed in this page correspond to your enrolment records.

Step 2: Select Your Classes

You may select your desired classes by clicking on the radio button corresponding to each class. Please note that classes with **Availability** shown as **FULL** will not be selectable.

OCR Step 2 : Select Your Classes

Please select the classes you wish to register.
You may only select ONE for each type of classes available.

Curtin Student 1 [logout]
email@valid-domain.com
700A1111 | 12345670
Accounting & Finance

ACCOUNTING (MANAGERIAL CONTROL) 301 [11014]

<input type="radio"/> Seminar (Group 1)	Wednesday, 12:00 pm - 1:00 pm	GP403 101	Pauline Ho Poh Ling	Availability : 20/20
<input type="radio"/> Seminar (Group 2)	Tuesday, 2:00 pm - 3:00 pm	GP402 105	Anbalagan Krishnan	Availability : 20/20

MARKETING OF SERVICES 311 [4375]

<input checked="" type="radio"/> Seminar (Group 1)	Thursday, 10:00 am - 11:00 am	GP403 101	Shamsul Kamariah Abdullah	Availability : 20/20
<input type="radio"/> Seminar (Group 2)	Friday, 1:30 pm - 2:30 pm	GP402 102	Fayrene Chiong Yew Leh	Availability : 10/10

ECONOMICS 100 [01234]

<input checked="" type="radio"/> Tutorial (Group 1)	Saturday, 9:00 am - 10:00 am	R.C. 1	Sia Chow Siing	Availability : 5/5
<input type="radio"/> Tutorial (Group 2)	Friday, 7:00 pm - 8:00 pm	GP402 105	Sia Chow Siing	Availability : 3/3

Proceed to Step 3: Confirm >>

Example of Step2: Select Your Classes page

Once you've selected all the classes that you want to register, you may click "**Proceed to Step 3: Confirm >>**" to continue.

NOTE You may opt not to register for all the classes available at this time by simply not selecting any of the classes' options available. When you click "**Proceed to Step 3: Confirm >>**", you will be presented with a confirmation box which you will need to confirm again.

?

You have not selected all the available classes this time.
You understand and agree that you will need to re-login again to complete your other registrations.

Do you wish to continue?

Cancel OK

The Confirmation box to notify you that not all classes are selected

Step 3: Confirm Your Registrations

This is the final confirmation screen before your classes are registered and added to the database. If there are any changes, please click on “<< **Back to Step 2**” button and make your amendments.

If you opted not to register for some of your classes now, you will be presented with a note “*** You choose not to register for any {class} this time”.

The screenshot displays the 'Step 3: Confirm Your Registrations' page. At the top left is the OCR logo. The page title is 'Step 3 : Confirm Your Registrations'. Below the title, there is a message: 'Please review your selection below. If all the details are correct, click on the "Confirm Now" button to proceed.' In the top right corner, the user's profile is shown: 'Curtin Student 1 [logout]', 'email@valid-domain.com', '700A1111 | 12345670', and 'Accounting & Finance'. The main content area lists three classes:

- ACCOUNTING (MANAGERIAL CONTROL) 301 [11014]**: Seminar. A message below it states: '*** You choose not to register for any Seminar this time.'
- MARKETING OF SERVICES 311 [4375]**: Seminar (Group 1) on Thursday, 10:00 am - 11:00 am, in G-2403 101, taught by [Shamsul Kamariah Abdullah](#).
- ECONOMICS 100 [01234]**: Tutorial (Group 1) on Saturday, 9:00 am - 10:00 am, in R.C. 1, taught by [Sja Chow Sling](#).

At the bottom, there are two buttons: '<< Back to Step 2' and 'Confirm Now >>'.

Example of Step 3: Confirm Your Registrations page

Once you've confirmed all your classes; click on “*Confirm Now >>*” to proceed.

NOTE The OCR System does not check for class timetable clashes. It is your responsibility to ensure that the classes you selected do not clash with each other.

Your Classes Registration Details

This page will show you a list of your classes registered and notify you that a copy of the enrolment details has been sent to your Curtin e-mail address.

Example of Your Classes Registration Details page

You have now completed your class registrations.

Subsequent Login to Edit and Add

NOTE This process is optional.

You may login to the OCR System anytime after you have registered for your classes-

1. To review your class registrations records.
2. To make changes to your current class registrations.
3. To register for classes that you did not select the first time.

The OCR System will allow changes to classes registration as long as it's within the given timeframe. After which, you will need to approach the respective schools and lecturers to make your amendments manually.

Step-by-step Instructions

1. Login to the OCR System.
2. You will be presented with a summary page of your previous class registration details.

OCR Your Enrolment and Personal Details

You have successfully registered your classes previously. Below are your enrolment details.

Curtin Student 1 [logout]
 email@valid-domain.com
 7DDA1111 | 12345670
 Accounting & Finance

ACCOUNTING (MANAGERIAL CONTROL) 301 [11014]					edit
Seminar	You have not register for any Seminar. Please click edit to register them now.				
MARKETING OF SERVICES 311 [4375]					edit
Seminar (Group 1)	Thursday, 10:00 am - 11:00 am	GP403 101	Shamsul Kamariah Abdullah	Registered : 2009-07-10 09:04:49	
ECONOMICS 100 [01234]					edit
Tutorial (Group 1)	Saturday, 9:00 am - 10:00 am	R.C. 1	Sia Chow Sing	Registered : 2009-07-10 09:04:49	

3. For classes that you have not registered previously, you will be able to register for them by clicking on the “Edit” button.
4. If you wish to change your current class registrations, you can also click on the “Edit” button to make your amendments.
5. A new form will appear at the bottom of the subject’s list.

ACCOUNTING (MANAGERIAL CONTROL) 301 [11014]

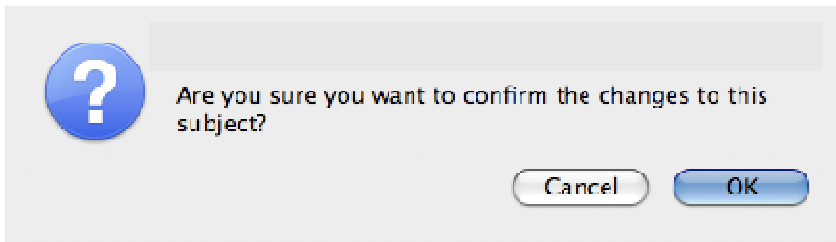
Seminar You have not register for any Seminar. Please click **edit** to register them now.

Editing enrolment of ACCOUNTING (MANAGERIAL CONTROL) 301 [11014]

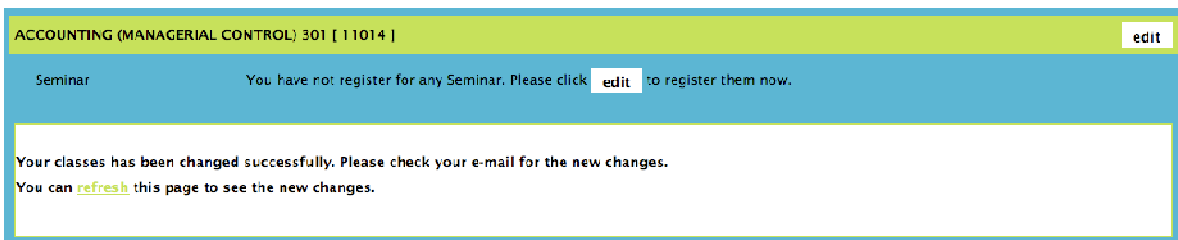
<input type="radio"/>	Seminar (Group 1)	Wednesday, 12:00 pm - 1:00 pm	GP403 101	Pauline Ho Poh Ling	Availability : 20/20
<input type="radio"/>	Seminar (Group 2)	Tuesday, 2:00 pm - 3:00 pm	GP402 105	Arbalaagan Krishnan	Availability : 20/20

edit

- Select your desired classes and click on the “**edit**” button. You will be presented with a confirmation prompt to confirm your new changes.



- Refresh the page to see your new class registration records.



- Your changes are now saved into the system and a confirmation e-mail has been sent to your Curtin e-mail address.

