



# Online Class Registration

## Quick Guide for Students

Read [Quick Guide for Students](#) before you login.

Login here...

Student ID

OCR Password

[Forgot password?](#)

First time login? [click here.](#)

**Latest messages**

- [NOTICE: Faculty of Business - Online Class Registration \(OCR\)](#)
- MPU Units Online Class Registration (OCR) [login here.](#)

**CURTIN MALAYSIA**  
**ONLINE CLASS REGISTRATION**

Property of Curtin University 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](mailto:ocr-admin@curtin.edu.my)

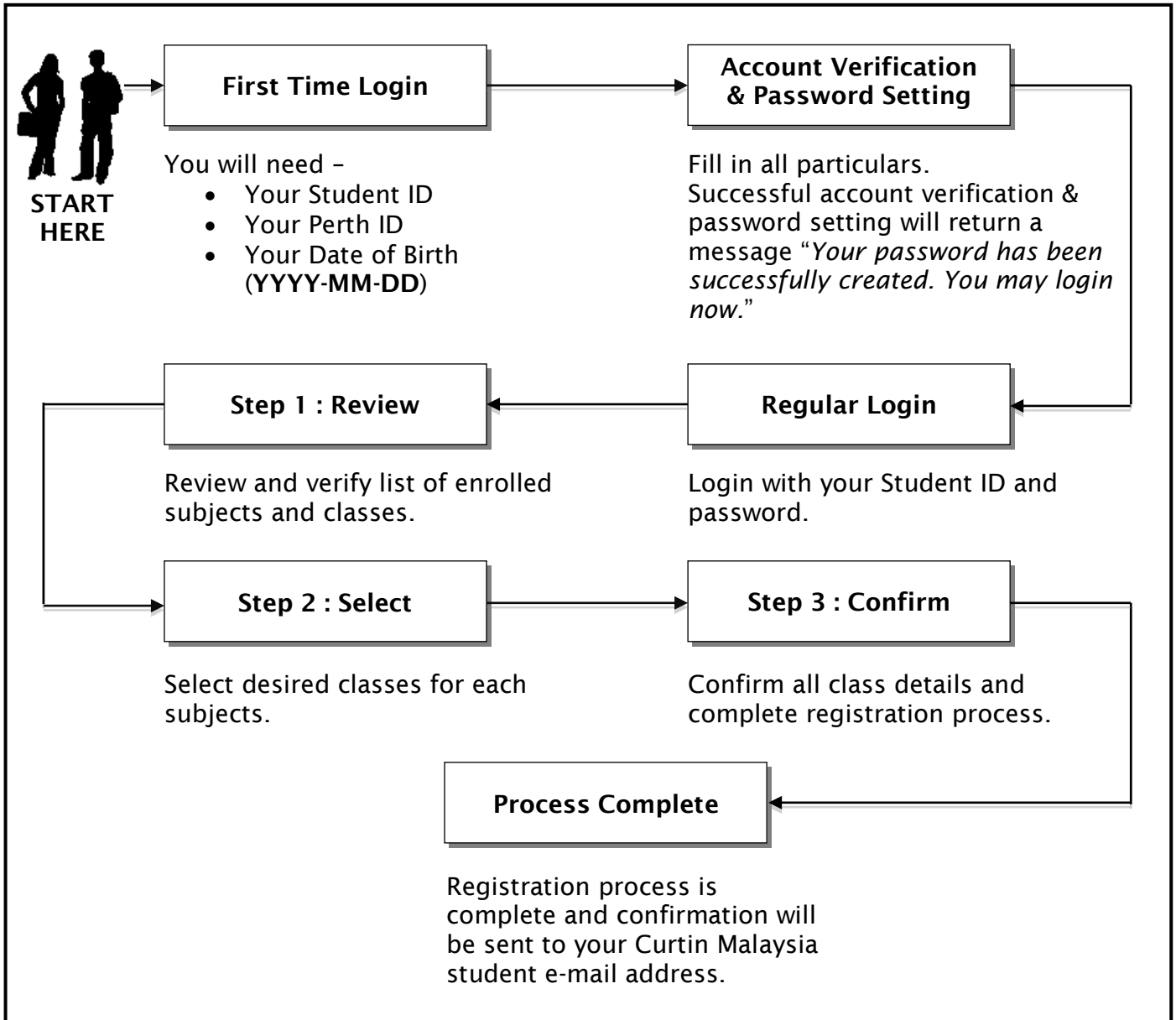
**TABLE OF CONTENTS**

<b>GENERAL PROCESS FLOW</b>	<b>3</b>
<b>FIRST TIME LOGIN</b>	<b>4</b>
STEP-BY-STEP INSTRUCTIONS	4
<b>GENERAL CLASS REGISTRATION PROCESS</b>	<b>6</b>
STEP 1: REVIEW ENROLMENT DETAILS	6
STEP 2: SELECT YOUR CLASSES	7
STEP 3: CONFIRM YOUR REGISTRATIONS	8
YOUR CLASSES REGISTRATION DETAILS	9
<b>SUBSEQUENT LOGIN TO VIEW AND EDIT</b>	<b>10</b>
STEP-BY-STEP INSTRUCTIONS	10

**VERSION HISTORY**

- 1.0 7<sup>th</sup> July 2009. - Initial release.
- 1.1 10<sup>th</sup> July 2009. - Updated document formatting and screenshots.
- 1.2 8<sup>th</sup> February 2010. - Updated process flow and screenshots.
- 1.3 4<sup>th</sup> February 2016. - Updated screenshots.
- 1.4 12<sup>th</sup> February 2018 - Updated process flow and screenshots.

General Process Flow



## First Time Login

The “First Time Login” link is located in the main page of the OCR System.

**NOTE:** If you’re a student registering for classes the very first time in the semester, you will need to do account verification and set your password first before you can proceed to register your classes.

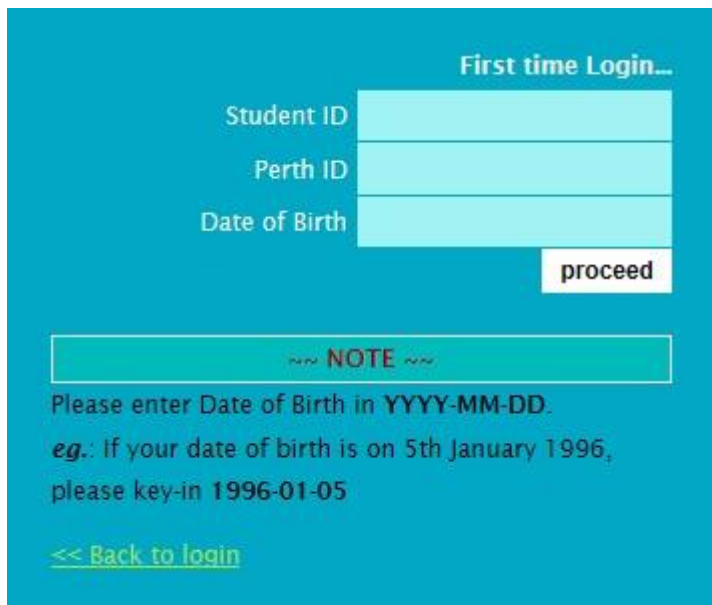
### Step-by-step Instructions

1. Click on the “First time login? Click here” link.



The screenshot shows the OCR system main page. On the left is the large white OCR logo on a blue background. On the right, there is a login section with the text "Read [Quick Guide for Students](#) before you login." Below this is a "Login here..." label above two input fields for "Student ID" and "OCR Password". There is a "Forgot password?" link and a "sign in" button. At the bottom right, there is a dark blue button that says "First time login? [click here.](#)"

2. Fill in your Student ID, Perth ID and Date of Birth (YYYY-MM-DD).



The screenshot shows the "First time Login..." form. It has three input fields: "Student ID", "Perth ID", and "Date of Birth". Below the "Date of Birth" field is a "proceed" button. Below the form is a note box that says: "Please enter Date of Birth in YYYY-MM-DD. eg.: If your date of birth is on 5th January 1996, please key-in 1996-01-05". At the bottom left of the note box is a link: "<< [Back to login](#)".

3. Click “Proceed”.

- If your account is in the database and verification success, you will be presented with the “**First Time User Password Setting**” page.
- Fill in your chosen password for your account.

OCR

First Time User Password Setting

For first time user, please fill in ALL the information below to continue.

If the course listed is different from your current course, please contact the Administrator.

Course : Bachelor of Business Administration

Student ID : 700111222

Perth ID : 11122256

E-mail : mystudent@email.edu.my

Password : [masked]

Repeat Password : [masked]

proceed

- Click “**Proceed**” to set your password.
- Upon successful password setting, you will be presented with the message “**Your password has been successfully created. You may login now**”.

Your password has been successfully created.  
You may login now.

[X]

OCR

Read [Quick Guide for Students](#) before you login.

Login here...

Student ID [input field]

OCR Password [input field]

[Forgot password?](#)

First time login? [click here.](#)

- You may now login with your Student ID and password.

## 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.

The screenshot shows the 'Step 1: Review Enrolment Details' page. At the top right, it says 'Step 1 : Review Enrolment Details'. Below the OCR logo, there is a message: '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.' In the top right corner, there is a user profile box for 'Curtin Student 1' with email 'email@valid-domain.com', ID '7D0A1111 | 12345670', and 'Accounting & Finance' department, along with a '[ logout ]' link.

ACCOUNTING (MANAGERIAL CONTROL) 301 [ 11014 ]			
Seminar (Group 1)	Wednesday, 12:00 pm - 1:00 pm	GP403 101	<a href="#">Pauline Ho Poh Ling</a>
Seminar (Group 2)	Tuesday, 2:00 pm - 3:00 pm	GP402 105	<a href="#">Anbalagan Krishnan</a>
MARKETING OF SERVICES 311 [ 4375 ]			
Seminar (Group 1)	Thursday, 10:00 am - 11:00 am	GP403 101	<a href="#">Shamsul Kamariah Abdullah</a>
Seminar (Group 2)	Friday, 1:30 pm - 2:30 pm	GP402 102	<a href="#">Fayrene Chieng Yew Leh</a>
ECONOMICS 100 [ 01234 ]			
Tutorial (Group 1)	Saturday, 9:00 am - 10:00 am	R.C. 1	<a href="#">Sia Chow Siing</a>
Tutorial (Group 2)	Friday, 7:00 pm - 8:00 pm	GP402 105	<a href="#">Sia Chow Siing</a>

At the bottom, there is a checkbox labeled 'I confirm that the subjects listed is accurate.' which is checked. Below it is a button that says '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  
7D0A1111 | 12345670  
Accounting & Finance

**ACCOUNTING (MANAGERIAL CONTROL) 301 [ 11014 ]**

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

**MARKETING OF SERVICES 311 [ 4375 ]**

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

**ECONOMICS 100 [ 01234 ]**

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

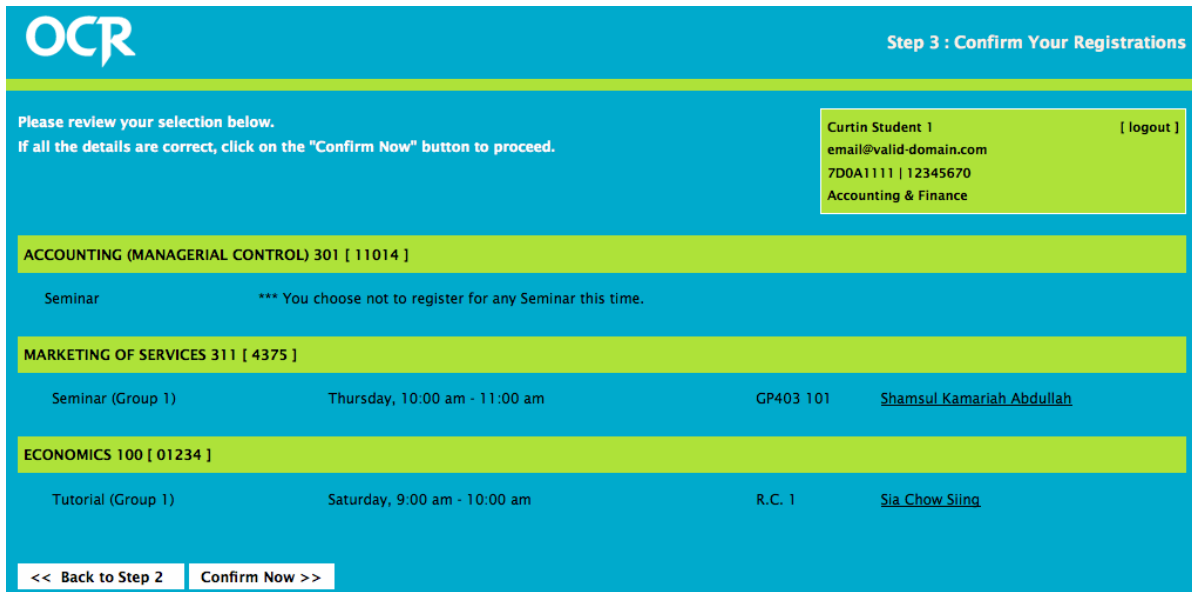
Cancel OK

*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”.



*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 View and Edit

**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 registration records.
2. To make changes to your registered classes.
3. To register for classes that you have not register.

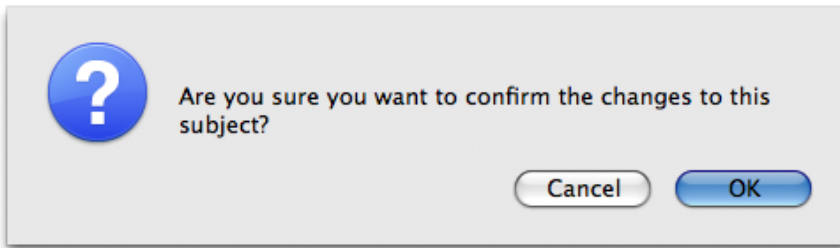
The OCR System will allow changes to class registration records as long as it's within the given timeframe. After which, you will need to approach the respective schools and lecturers to make your amendments manually.

### Step-by-step Instructions

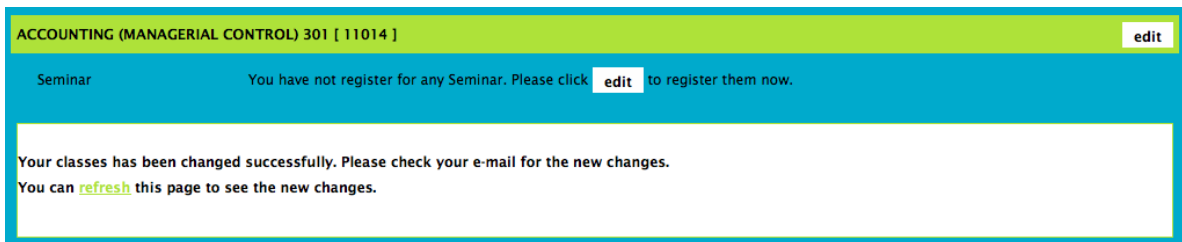
1. Login to the OCR System.
2. You will be presented with a summary page of your registered classes details.

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

- Select your desired class 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 will be sent to your Curtin e-mail address.

