

OCR *for MoHE units*

Online Class Registration for MoHE units Quick Guide for Students

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

Login here...

MOODLE Username

Password

[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.

Latest messages

- OCR for Faculty of Business [login here.](#)

CURTIN SARAWAK
ONLINE CLASS REGISTRATION

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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

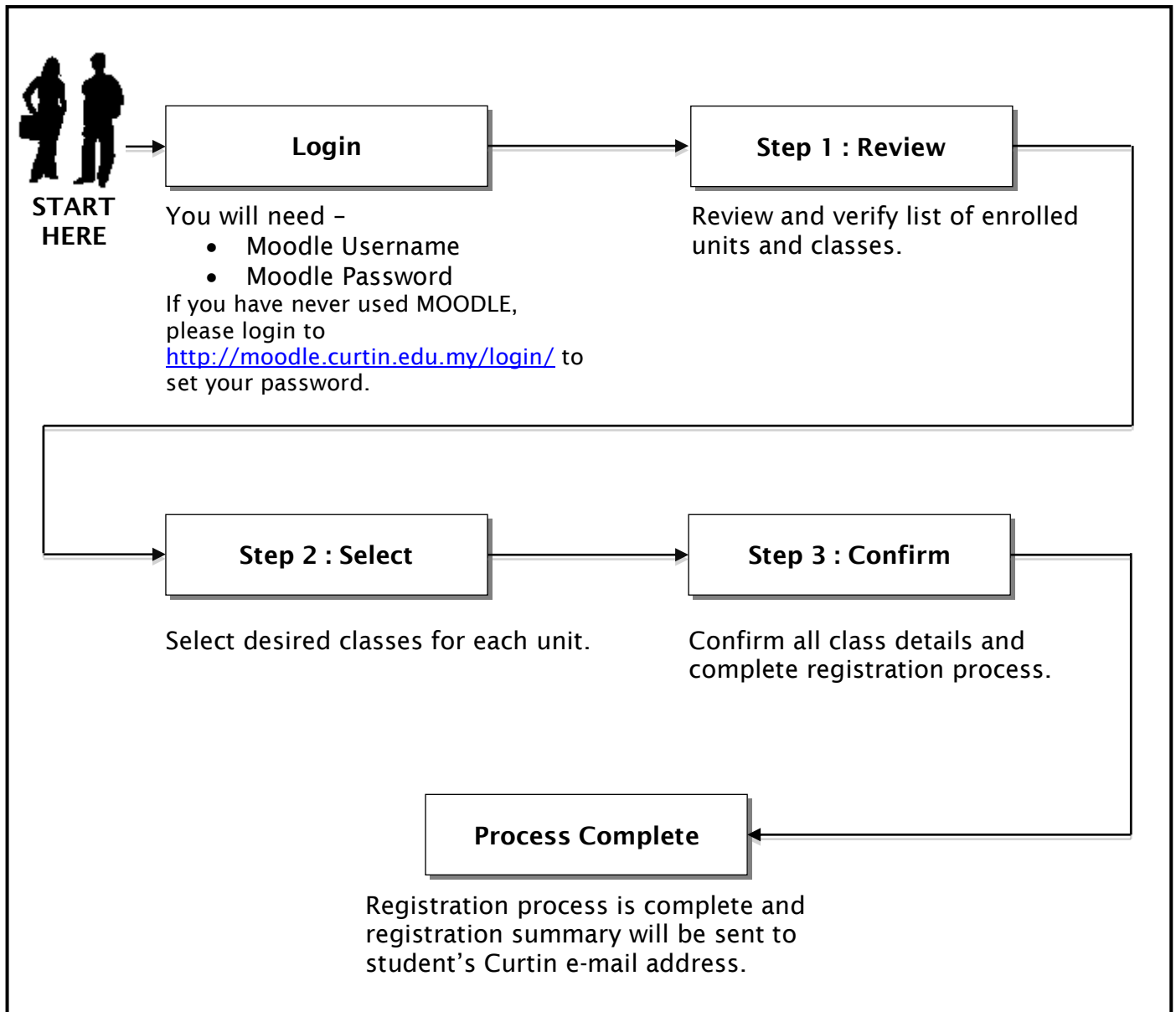
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VERSION HISTORY

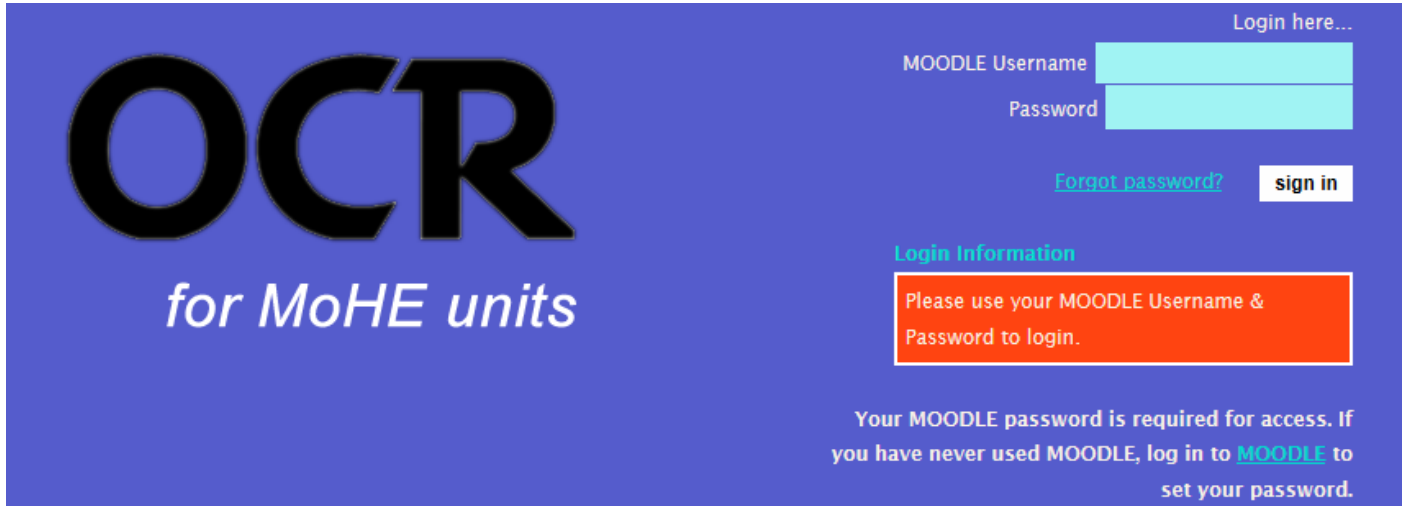
1.0	7 th July 2009.	- Initial release.
1.1	10 th July 2009.	- Updated document formatting and screenshots.
1.2	8 th February 2010.	- Updated process flow and screenshots.
1.3	4 th February 2016.	- Updated screenshots.

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.



OCR
for MoHE units

Login here...

MOODLE Username

Password

[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.

OCR for MoE units 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 [logout]
 email@student.curtin.edu.my
 7E4A1234 |
 Bachelor of Business Administration

HUBUNGAN ETNIK [MU13113]			
Tutorial (Group 2C1)	Monday, 8:00 am - 9:00 am	GP402.102	TBA
Tutorial (Group 2C2)	Monday, 10:00 am - 11:00 am	GP402.105	TBA
Tutorial (Group 2C3)	Monday, 1:30 pm - 2:30 pm	GP402.105	TBA
Tutorial (Group 2E1)	Tuesday, 9:00 am - 10:00 am	GP403.107	TBA
Tutorial (Group 2E2)	Tuesday, 2:00 pm - 3:00 pm	GP403.107	TBA

TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]			
Tutorial (Group 1C1)	Wednesday, 9:30 am - 10:30 am	GP403.102	TBA
Tutorial (Group 1C2)	Wednesday, 11:00 am - 12:00 pm	GP403.105	TBA
Tutorial (Group 1E1)	Thursday, 10:00 am - 11:00 am	GP403.105	TBA

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 for MoE units

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 [logout]
email@student.curtin.edu.my
7E4A1234 |
Bachelor of Business Administration

HUBUNGAN ETNIK [MU13113]

<input type="radio"/>	Tutorial (Group 2C1)	Monday, 8:00 am - 9:00 am	GP402.102	TBA	Availability : 30/30
<input checked="" type="radio"/>	Tutorial (Group 2C2)	Monday, 10:00 am - 11:00 am	GP402.105	TBA	Availability : 30/30
<input type="radio"/>	Tutorial (Group 2C3)	Monday, 1:30 pm - 2:30 pm	GP402.105	TBA	Availability : 30/30
<input type="radio"/>	Tutorial (Group 2E1)	Tuesday, 9:00 am - 10:00 am	GP403.107	TBA	Availability : 30/30
<input type="radio"/>	Tutorial (Group 2E2)	Tuesday, 2:00 pm - 3:00 pm	GP403.107	TBA	Availability : 30/30

TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]

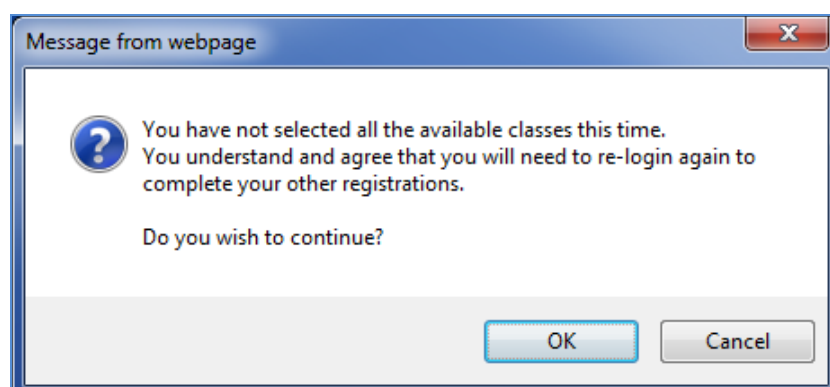
<input type="radio"/>	Tutorial (Group 1C1)	Wednesday, 9:30 am - 10:30 am	GP403.102	TBA	Availability : 25/25
<input type="radio"/>	Tutorial (Group 1C2)	Wednesday, 11:00 am - 12:00 pm	GP403.105	TBA	Availability : 25/25
<input type="radio"/>	Tutorial (Group 1E1)	Thursday, 10:00 am - 11:00 am	GP403.105	TBA	Availability : 25/25

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.



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”.

OCR for MoE units

Step 3 : Confirm Your Registrations

Please review your selection below.
If all the details are correct, click on the "Confirm Now" button to proceed.

Curtin Student [logout]
email@student.curtin.edu.my
7E4A1234 |
Bachelor of Business Administration

HUBUNGAN ETNIK [MU13113]

Tutorial (Group 2C2) Monday, 10:00 am - 11:00 am GP402.105 TBA

TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]

Tutorial *** You choose not to register for any Tutorial this time.

<< Back to Step 2 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.

OCR for MoE units Your Classes Registration Details

Your enrolment details have been successfully saved.
A copy of your enrolment has been sent to your e-mail address at email@student.curtin.edu.my.

Curtin Student [logout]
 email@student.curtin.edu.my
 7E4A1234 |
 Bachelor of Business Administration

HUBUNGAN ETNIK [MU13113]			
Tutorial (Group 2C2)	Monday, 10:00 am - 11:00 am	GP402.105	<u>TBA</u>
TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]			
Tutorial	*** You've not register for any Tutorial this time.		

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.

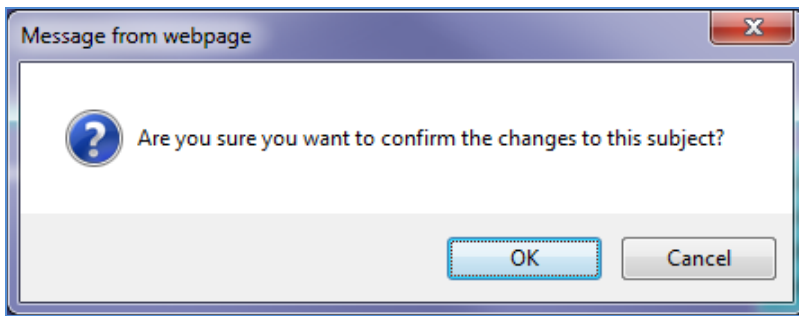
Step-by-step Instructions

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

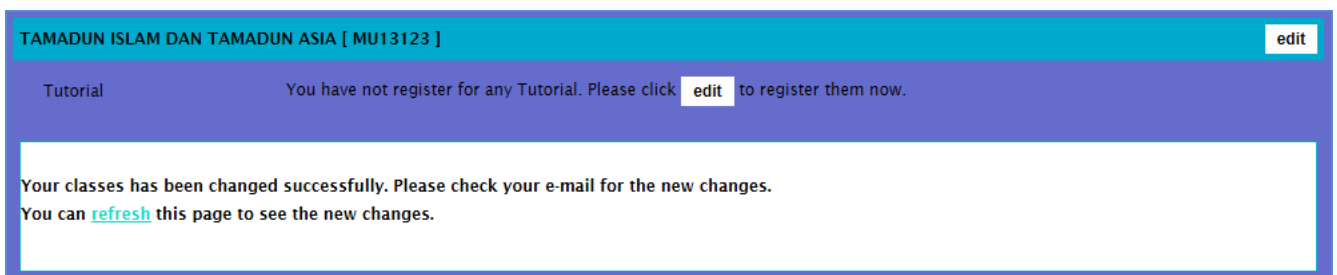
3. For classes that you have not registered previously, you will be able to register for them by clicking on the “Edit” button.
4. If you wish to change your current class registrations, you can also click on the “Edit” button to make your amendments.
5. A new form will appear at the bottom of the subject’s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

Editing enrolment of TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]					
<input type="radio"/>	Tutorial (Group 1C1)	Wednesday, 9:30 am - 10:30 am	GP403.102	TBA	Availability : 25/25
<input type="radio"/>	Tutorial (Group 1C2)	Wednesday, 11:00 am - 12:00 pm	GP403.105	TBA	Availability : 25/25
<input type="radio"/>	Tutorial (Group 1E1)	Thursday, 10:00 am - 11:00 am	GP403.105	TBA	Availability : 25/25

- 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.

