

OCR *for MoHE units*

Online Class Registration for MoHE units Quick Guide for Students

OCR
for MoHE units

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

Student ID
OCR Password

[Forgot password?](#)

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

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CURTIN MALAYSIA
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

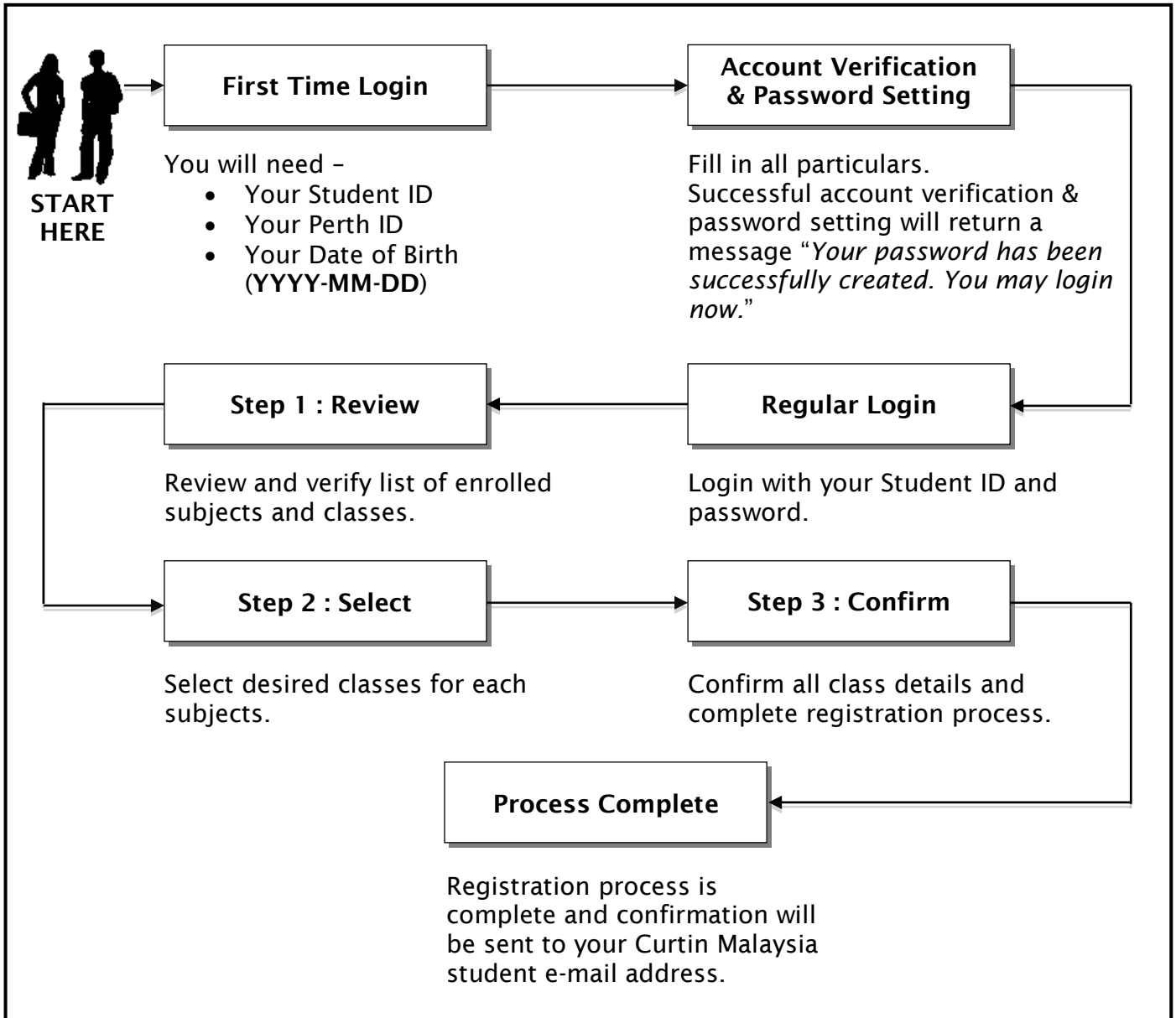
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VERSION HISTORY

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

General Process Flow



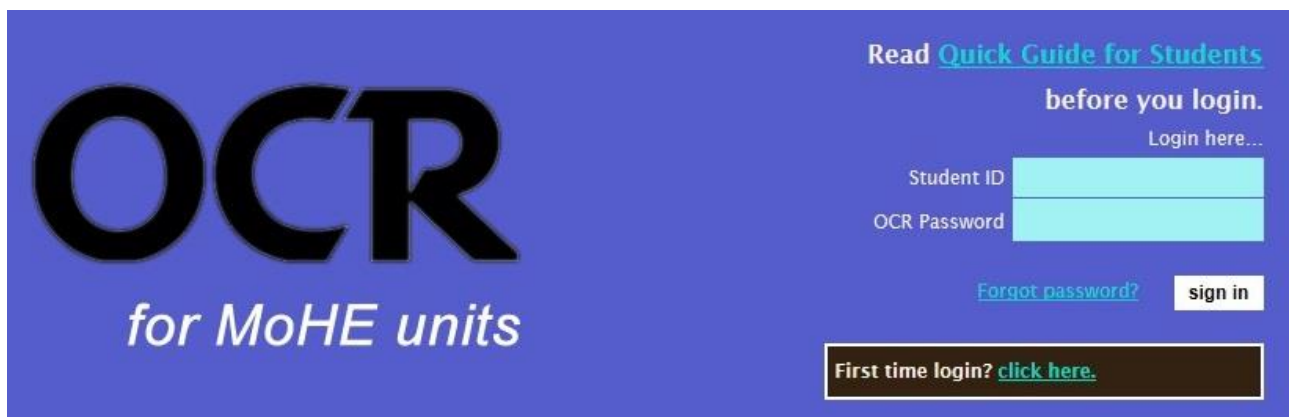
First Time Login

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.



Read [Quick Guide for Students](#) before you login.
Login here...
Student ID
OCR Password
[Forgot password?](#)
First time login? [click here.](#)

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



First time Login...
Student ID
Perth ID
Date of Birth

~ NOTE ~
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
[<< Back to login](#)

3. Click “Proceed”.

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

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

8. 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.

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 |

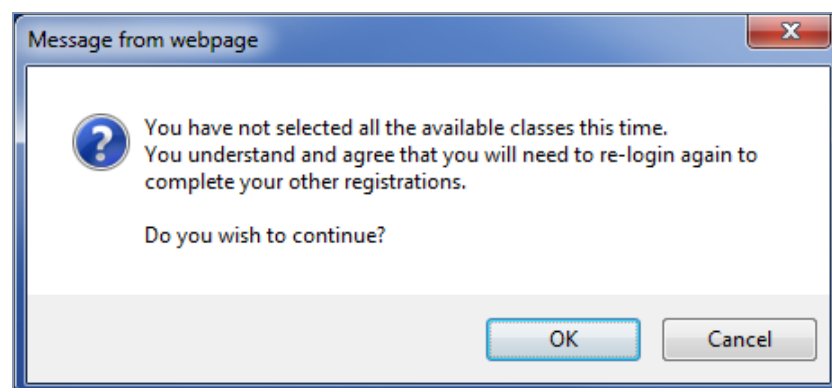
| TAMADUN ISLAM DAN TAMADUN ASIA [MU13123] | | | | | |
|--|----------------------|--------------------------------|-----------|---------------------|----------------------|
| <input type="radio"/> | Tutorial (Group 1C1) | Wednesday, 9:30 am - 10:30 am | GP403.102 | TBA | Availability : 25/25 |
| <input 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.

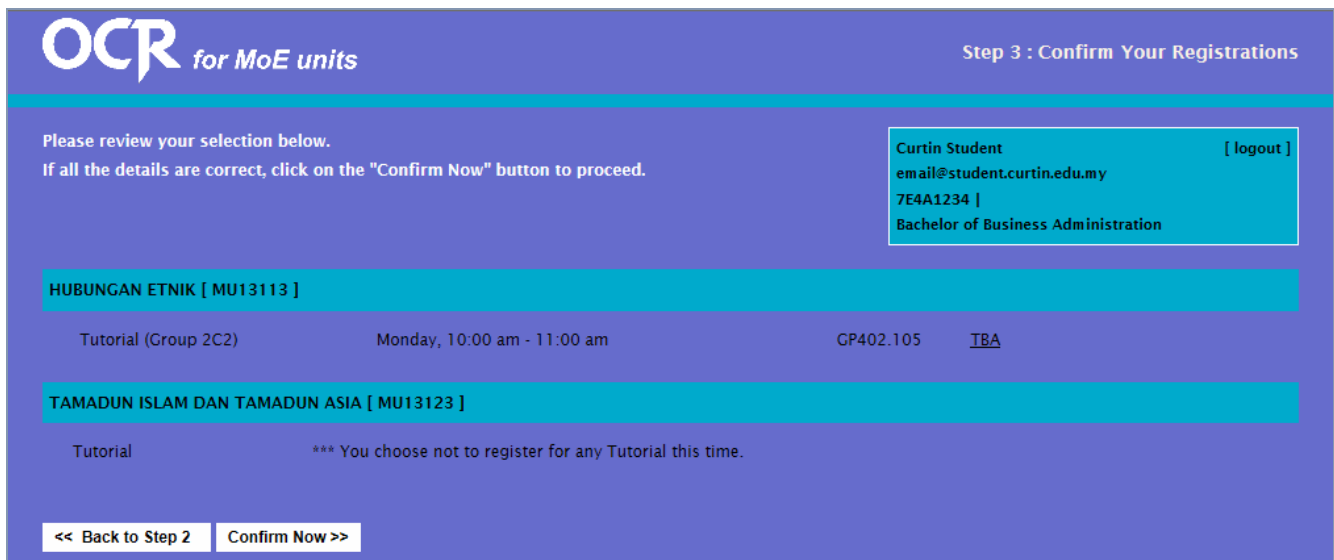


The Confirmation box to notify you that not all classes are selected

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”.



The screenshot displays the 'Step 3 : Confirm Your Registrations' page. At the top left is the OCR for MoE units logo. On the right, the student's profile is shown: Curtin Student, email@student.curtin.edu.my, ID 7E4A1234, and Bachelor of Business Administration. A [logout] link is next to the name. Below the profile, a list of selected classes is shown. The first class is 'HUBUNGAN ETNIK [MU13113]' with details: Tutorial (Group 2C2), Monday, 10:00 am - 11:00 am, GP402.105, and TBA. The second class is 'TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]' with details: Tutorial, and a message: *** You choose not to register for any Tutorial this time. 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.

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 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.

OCR for MoE units Your Enrolment and Personal Details

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

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

| HUBUNGAN ETNIK [MU13113] edit | | | | |
|--|---|-----------|---------------------|----------------------------------|
| Tutorial (Group 2C2) | Monday, 10:00 am - 11:00 am | GP402.105 | TBA | Registered : 2016-02-04 15:14:19 |
| TAMADUN ISLAM DAN TAMADUN ASIA [MU13123] edit | | | | |
| Tutorial | You have not register for any Tutorial. Please click edit to register them now. | | | |

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.

TAMADUN ISLAM DAN TAMADUN ASIA [MU13123] edit

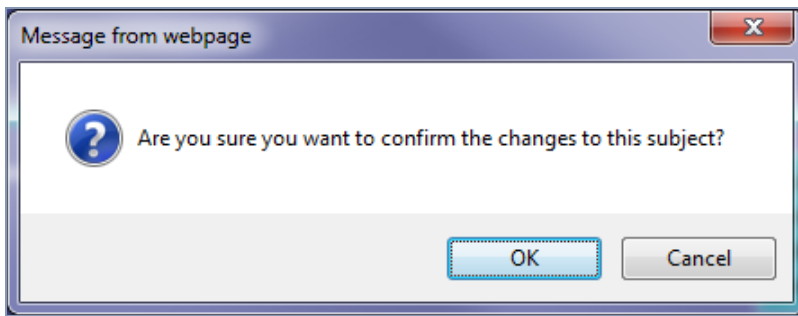
Tutorial You have not register for any Tutorial. Please click [edit](#) to register them now.

Editing enrolment of TAMADUN ISLAM DAN TAMADUN ASIA [MU13123]

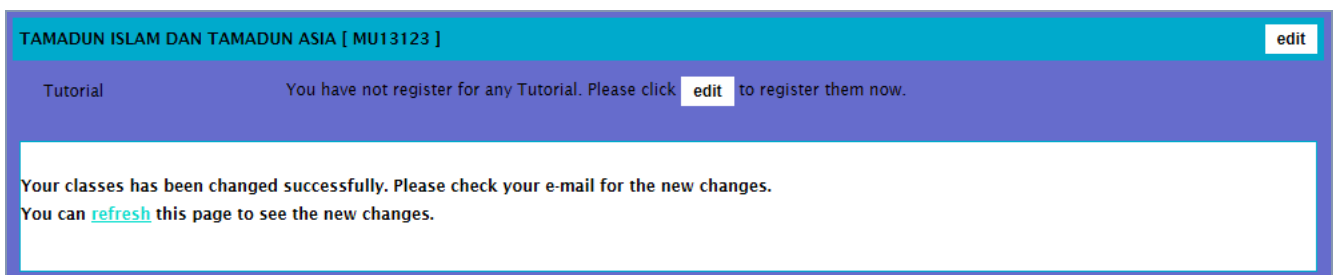
| | | | | |
|--|--------------------------------|-----------|---------------------|----------------------|
| <input type="radio"/> Tutorial (Group 1C1) | Wednesday, 9:30 am - 10:30 am | GP403.102 | TBA | Availability : 25/25 |
| <input type="radio"/> Tutorial (Group 1C2) | Wednesday, 11:00 am - 12:00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

[edit](#)

- 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.

