

REGENT UNIVERSITY COLLEGE OF SCIENCE AND TECHNOLOGY, GHANA

A SIMPLE GUIDE FOR STUDENT REGISTRATION ON THE PORTAL

HOW TO DO YOUR PAYMENT REGISTRATION	HOW TO DO YOUR COURSE REGISTRATION	HOW TO EDIT AND UPDATE YOUR PROFILE
<p>STEP 1: Go to the portal (portal.regentghana.net) and login with your ID Number/UserName and password</p> <p>STEP 2: After Login, go to the "MY FEES" menu. Verify that you are paying the correct fees based on your present level/department/school. If not, contact the school portal administrator for rectification.</p> <p>STEP 3: Click on the Pay Fees button. Choose the payment gateway "BankCollect" and click on the <u>CONTINUE</u></p> <p>STEP 4: Click on <u>PRINT INVOICE</u> to generate the invoice that you are required to take to the bank (Please note this invoice will contain your unique Transaction (Invoice) ID which is required for the bank to update your record on the portal.</p> <p>STEP 5: After paying at the bank, wait for 24 Hours to allow the bank register your payment on the system.</p> <p>STEP 6: Login back into the portal and Click on the "MY FEES" menu. Scroll down and click on the <u>PRINT RECEIPT</u> button to generate your University Fees Receipt</p>	<p>STEP 1: Go to the portal (portal.regentghana.net) and login with your ID Number/UserName and password</p> <p>STEP 2: Click on the "MY COURSES" menu.</p> <p>STEP 3: Select your level and semester(s) as necessary.</p> <p>STEP 4: Select the Courses to be registered for and click on the "<u>REGISTER SELECTED COURSES</u>" button. If you want to unregister a course, select it, and click on the "<u>UNREGISTER SELECTED COURSES</u>" button.</p> <p>STEP 5: Follow steps 2 and 3 to register courses for the remaining semesters</p> <p>STEP 6: Afterwards, go to the MY DASHBOARD. and click on the <u>PRINT</u> button to generate your Course Registration Report</p>	<p>STEP 1: Go to the portal (portal.regentghana.net) and login with your ID Number and password</p> <p>STEP 2: Click on the "MY PROFILE" menu.</p> <p>STEP 3: Upload your passport photo by clicking on the "browse" button and then selecting the photo file resident on your computer hard drive. Click <u>VIEW</u> to preview what was uploaded.</p> <p>STEP 4: Continue to input any missing information about yourself such as Address, Phone, Next of Kin, Place of Birth, etc.</p> <p>STEP 5: Verify all information on the page and then click on the "<u>SAVE</u>" button at the top bar</p> <p>STEP 6: After saving, you may like to print out a copy of your personal data and keep. Do this by scrolling down the page and then clicking on the <u>PRINT</u> button</p>