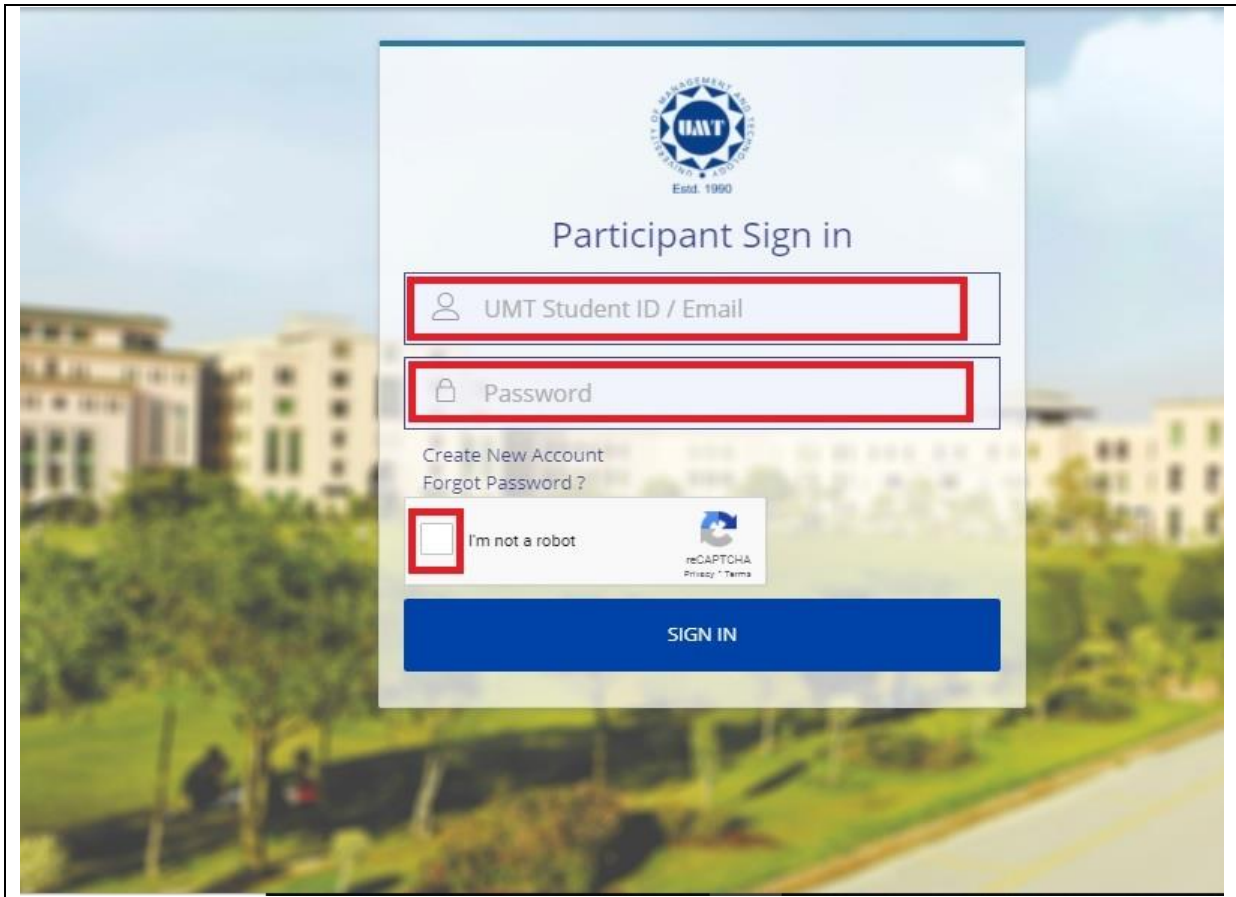


## Registration (Add/Drop) Guide

### Access to Online Portal

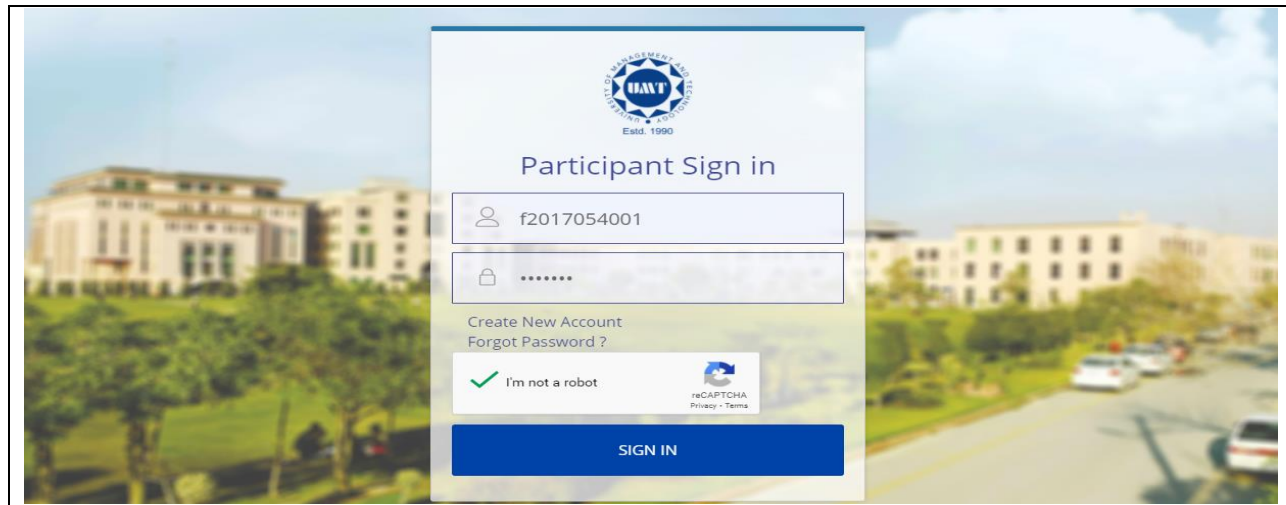
To access online Portal, follow the following steps

- Open browser and enter link <http://online.umat.edu.pk> Following window will appears

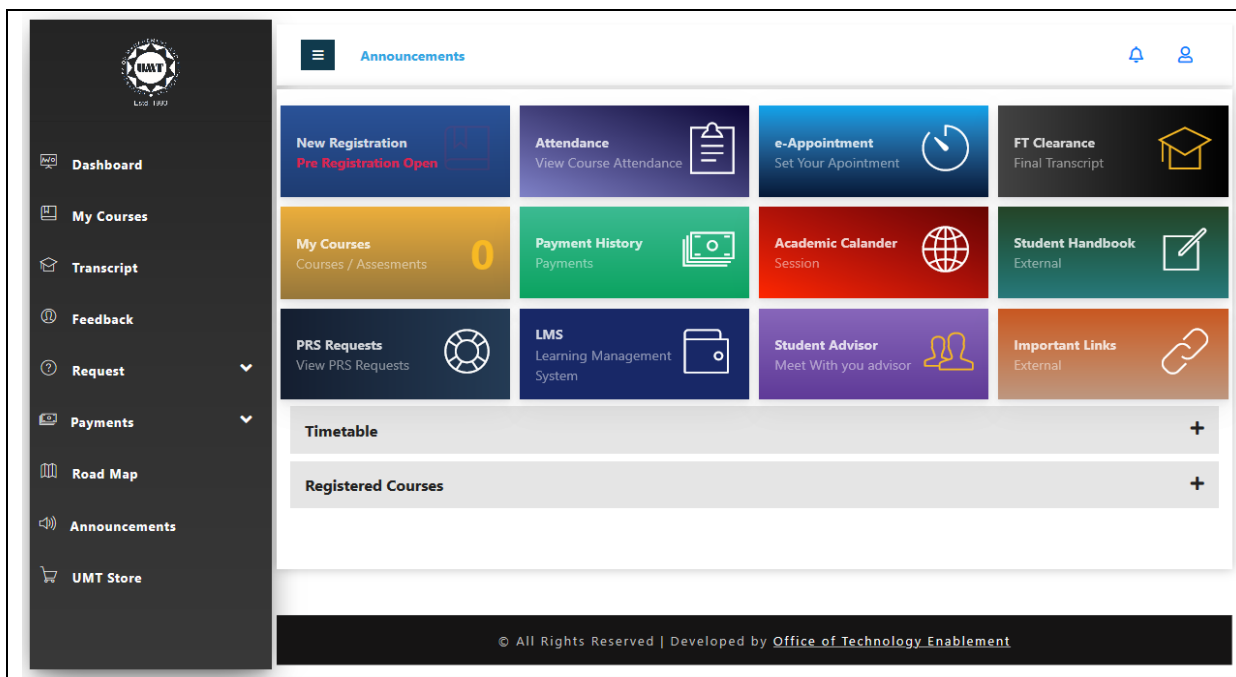


The screenshot shows a web browser window displaying the UMT Participant Sign in page. The page has a light blue header with the UMT logo and the text 'Participant Sign in'. Below the header, there are two input fields: 'UMT Student ID / Email' and 'Password', both highlighted with red boxes. Underneath these fields, there are links for 'Create New Account' and 'Forgot Password?'. A reCAPTCHA widget is present, with the 'I'm not a robot' checkbox also highlighted with a red box. At the bottom of the form is a blue 'SIGN IN' button.

- Enter your Student ID / Email
- Enter Password
- Check on I'm not robot
- Click on Sign In



- The following window appears



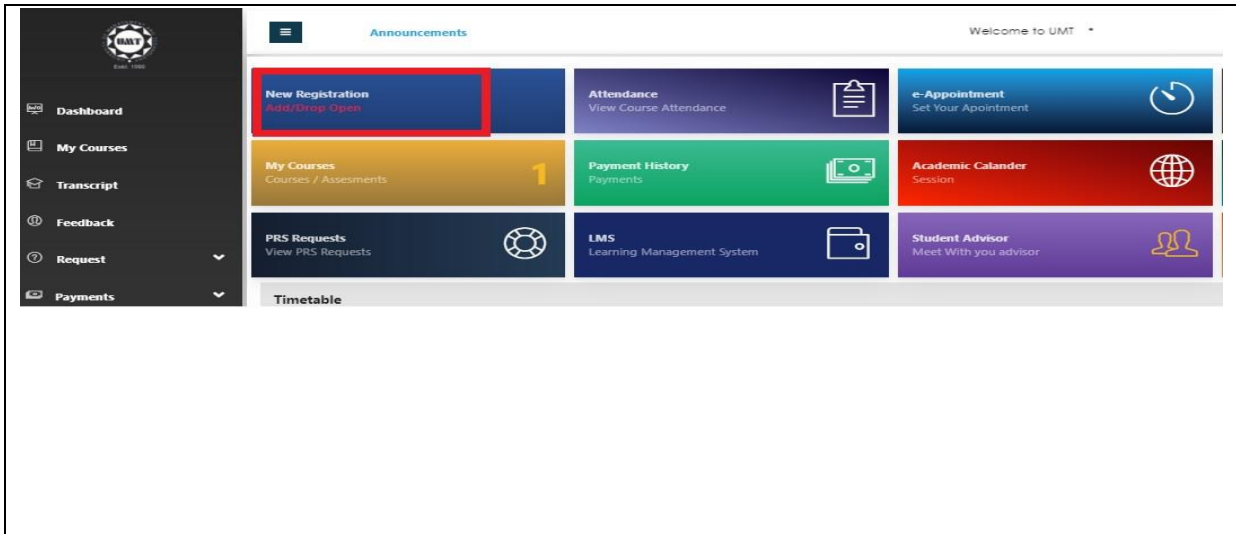
- Main Screen of the portal is open with all required functionalities

There are two ways for Pre-Registration and Add/Drop

- Dashboard
- Course Request

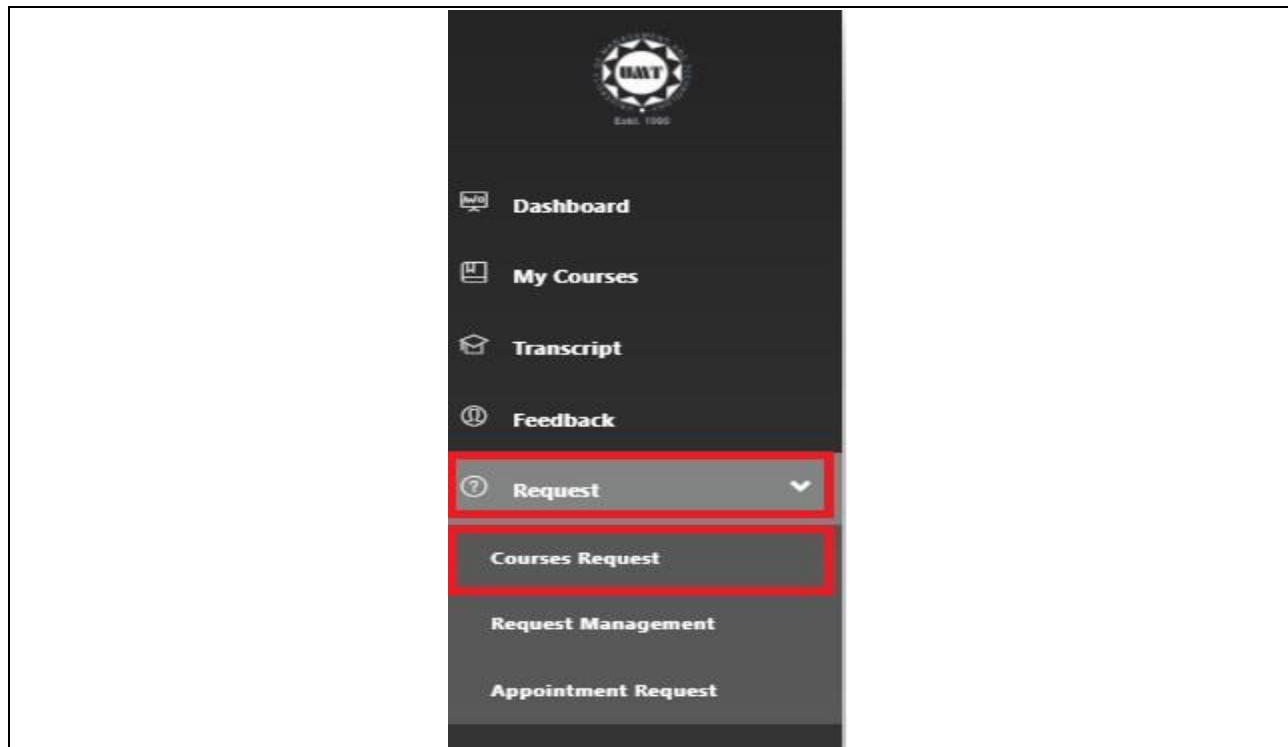
## Dashboard:

Participants can directly go to Add/Drop tab from Dashboard main page by clicking on New Registration (Pre-Registration open) tab



## Courses Request

In online portal participant register his/her courses by clicking on Request Tab shown below



## Add / Drop:

When participant click on the Course Request the Student Academic detail page will be open and Add/Drop tab will be shown on right.

Announcements Welcome to UMT

[+ Add Course](#) [- Drop Course](#)

### STUDENT ACADEMIC DETAIL

Name	Test Aunty	Program	Bachelor of Business in Information Systems
Semester	Fall 2020	CGPA	2.50
Program Level	Bachelor	Batch	F2000054
Maximum Allowed Credit Hours	19	Registered Credit Hours	0
Required Credit Hours	141	Completed Credit Hours for CGPA	90

After clicking Add course tab dialogue box will be open

### Add Course Request

**Subject \***  
AB660 - Applied Development Economics

**Section \***  
A

Section	Batch	Faculty	Detail
A	MS Agri Business	Test Faculty 2	Monday 05:00 PM-06:15 PM Tuesday 05:00 PM-06:15 PM

+ Add

### Active Requests

Course Code	Title	Credit Hours	Faculty	Section	Status	Action
-------------	-------	--------------	---------	---------	--------	--------

Close

- Select Subject and select section
- After selection course detail will be appear
- Click on Add

Course request successfully registered

Add Course Request

Subject \* AB660 - Applied Development Economics    Section \* A

Section	Batch	Faculty	Detail
A	MS Agri Business	Test Faculty 2	Monday 05:00 PM-06:15 PM Tuesday 05:00 PM-06:15 PM

+ Add

Active Requests

Course Code	Title	Credit Hours	Faculty	Section	Status	Action
Request Successfully Registered.						

Close

Drop Course:

If a participant wants to drop the course

Select the Drop course tab

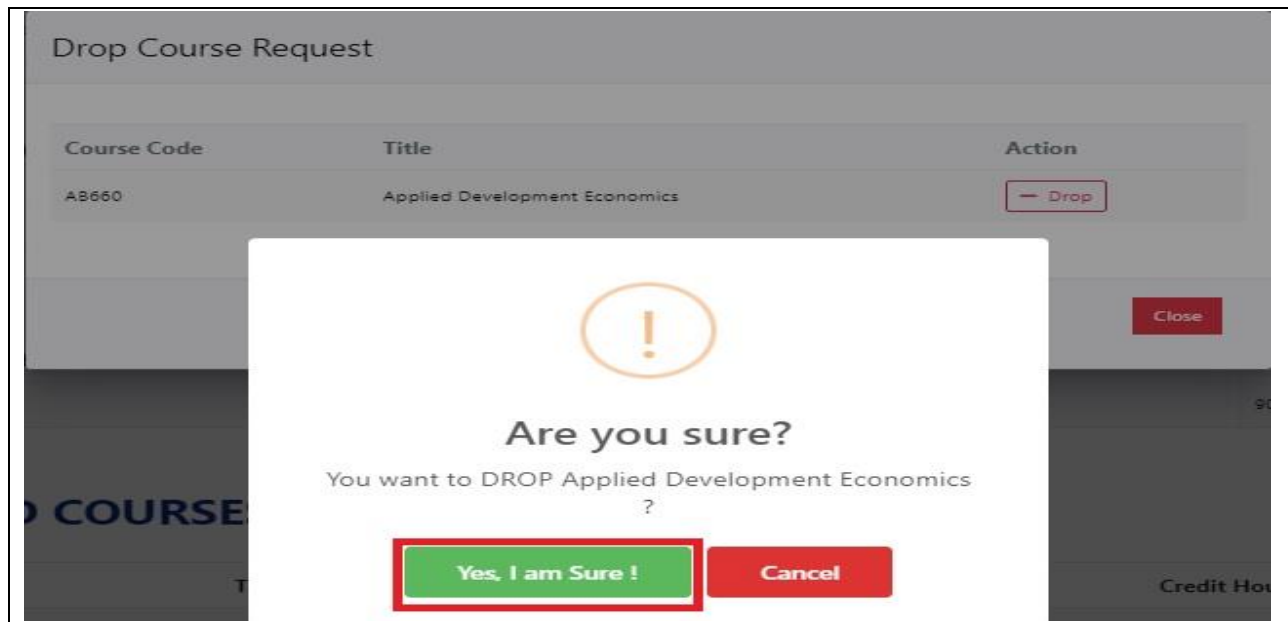
+ Add Course    **- Drop Course**    View Requests

After clicking the drop course tab, a dialogue box will open



Click on **drop**

Select **Yes, I am Sure**



Course request has been submitted

### Drop Course Request

Your Course DROP request For **Applied Development Economics** has been submitted. ×

Course Code	Title	Action
AB660	Applied Development Economics	<span>- Drop</span>

Close



If the course is already registered then system will not allow to register the course

The screenshot shows the UMT system interface. On the left is a dark sidebar with navigation options: Dashboard, My Courses, Transcript, Feedback, Request, Payments, Road Map, Announcements, and UMT Store. The main content area has two dropdown menus at the top: 'AB660 - Applied Development Economics - A' and 'A'. Below these is a table with columns: Section, Batch, Faculty, and Detail. The table contains one row for Section 'A', Batch 'Bachelor of Business in Information Systems', Faculty 'Test Faculty 2', and Detail 'Monday 05:00 PM-06:15 PM, Tuesday 05:00 PM-06:15 PM'. A '+ Add' button is visible below the table. Under the heading 'Active Requests', there is a table with columns: Course Code, Title, Credit Hours, Faculty, Section, Status, and Action. It lists three requests: EC120 (Macroeconomics I, 3 credit hours, Test Faculty, Z1, In Progress), EC220 (Macro Economics, 3 credit hours, Test Faculty, F1, In Progress), and IS401 (ERP Financial-I, 6 credit hours, Test Faculty, AB, In Progress). Each request has a 'Cancel' button. At the bottom, a red error message states: 'Applied Development Economics has already been registered. Please proceed with courses you haven't registered.'

If the course request is generated and status is in progress then participant cannot add duplicate entry

The screenshot shows the UMT system interface. On the left is a dark sidebar with navigation options: Dashboard, My Courses, Transcript, Feedback, Request, Payments, Road Map, Announcements, and UMT Store. The main content area has two dropdown menus at the top: 'EC220 - Macro Economics - F1' and 'F1'. Below these is a table with columns: Section, Batch, Faculty, and Detail. The table contains one row for Section 'F1', Batch 'Bachelor of Business in Information Systems', Faculty 'Test Faculty', and Detail 'Monday 09:30 AM-10:45 AM 1C-14, Wednesday 02:00 PM-03:15 PM 1C-15'. A '+ Add' button is visible below the table. Under the heading 'Active Requests', there is a table with columns: Course Code, Title, Credit Hours, Faculty, Section, Status, and Action. It lists three requests: EC120 (Macroeconomics I, 3 credit hours, Test Faculty, Z1, In Progress), EC220 (Macro Economics, 3 credit hours, Test Faculty, F1, In Progress), and IS401 (ERP Financial-I, 6 credit hours, Test Faculty, AB, In Progress). Each request has a 'Cancel' button. At the bottom, a red error message states: 'Macro Economics course is already in progress.'

If the participant's course as prerequisite is not studied or fail

**Planned Semester: Fall 2020**

**Subject \*** test111 - Test - A

**Section \*** A

Section	Batch	Faculty	Detail
A	Bachelor of Business in Information Systems	Test Faculty	

You Can not register this course as prerequisite is Not Studied or Fail

If your request is in progress and you want to change you can cancel your request by clicking on cancel tab

### Active Requests

Course Code	Title	Credit Hours	Faculty	Section	Status	Action
EC120	Macroeconomics I	3	Test Faculty	Z1	In Progress	<input type="button" value="✕ Cancel"/>
EC220	Macro Economics	3	Test Faculty	F1	In Progress	<input type="button" value="✕ Cancel"/>
IS401	ERP Financial-I	6		AB	In Progress	<input type="button" value="✕ Cancel"/>