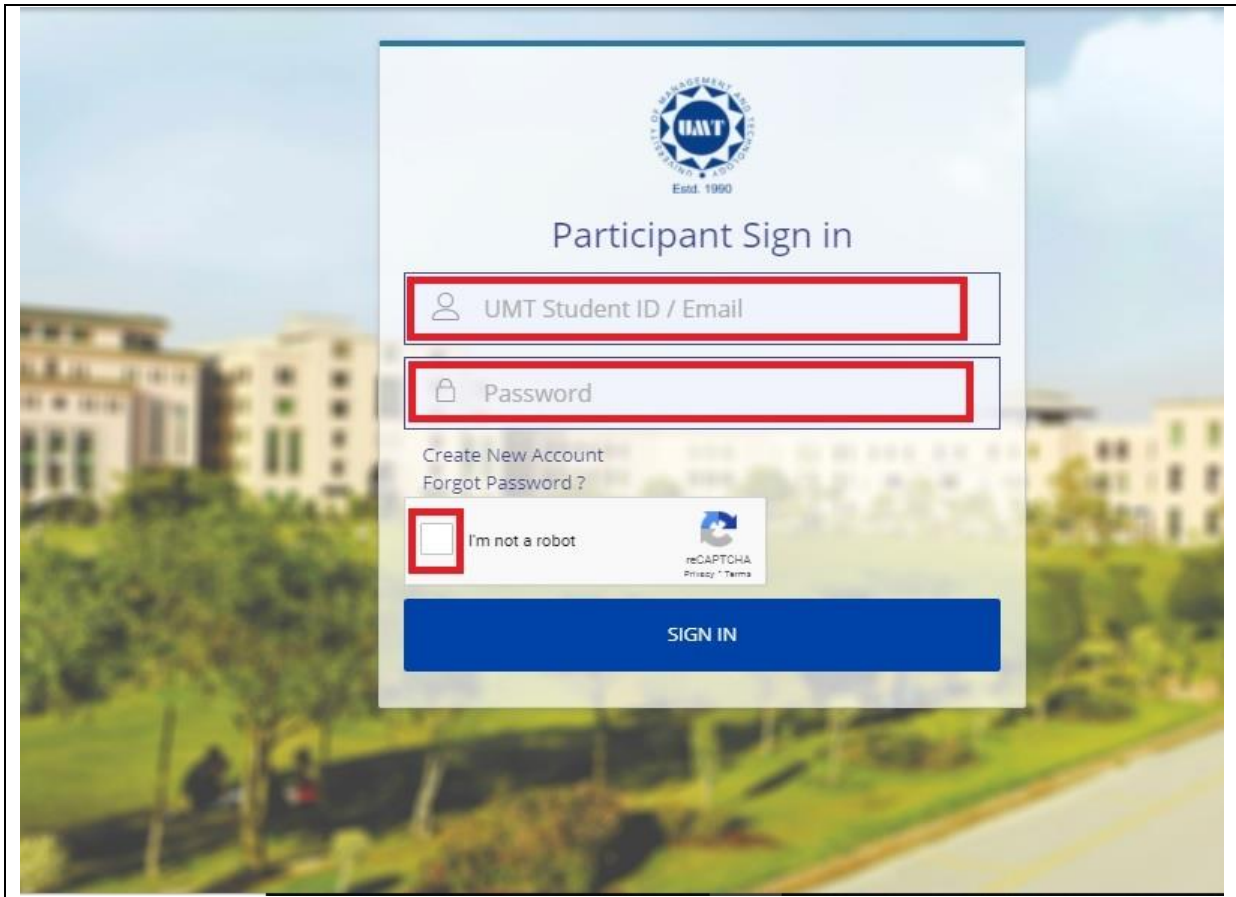# Registration (Add/Drop) Guide

Access to Online Portal

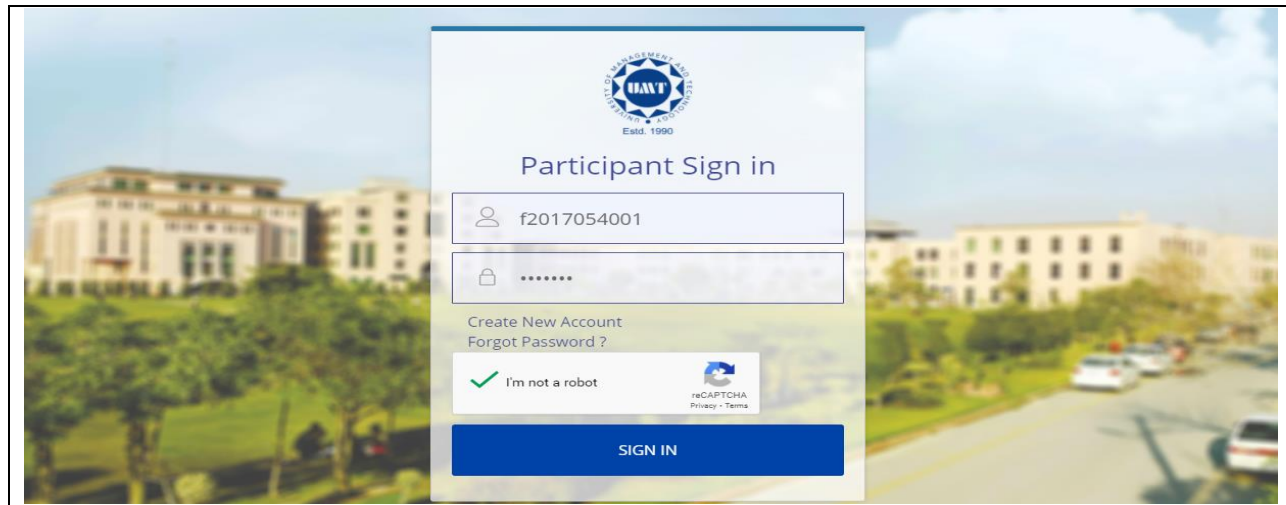To access online Portal, follow the following steps

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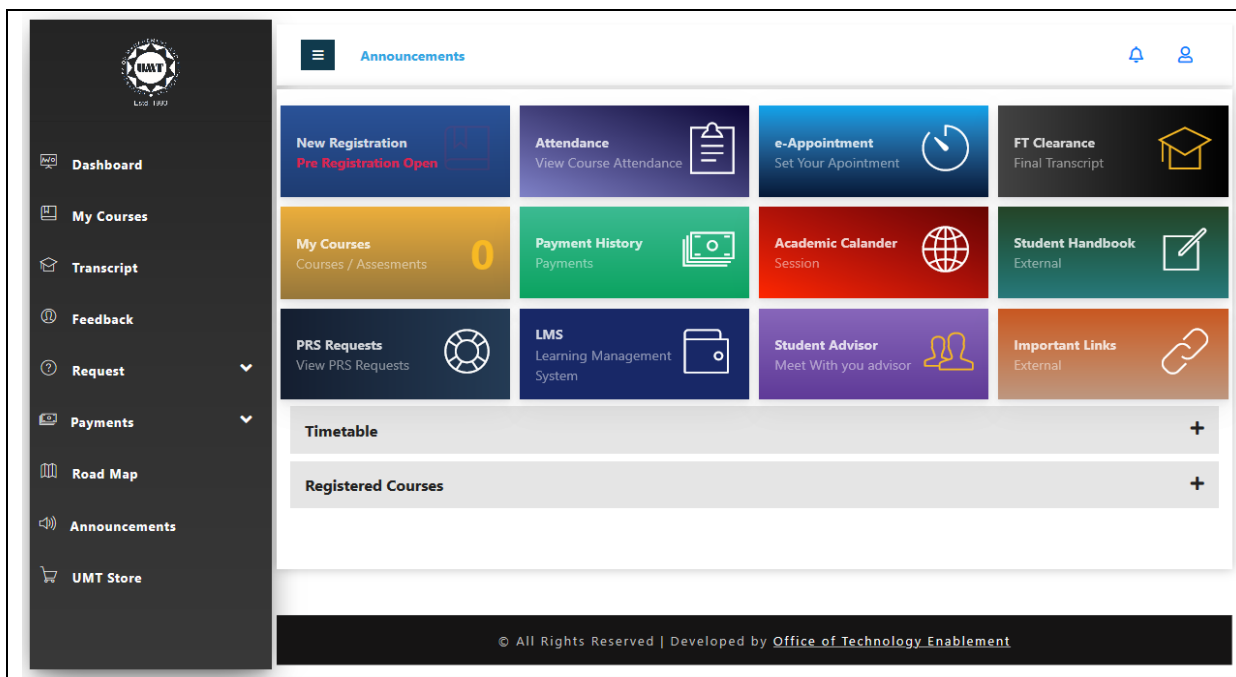

- Enter your Student ID / Email
- Enter Password
- Check on I'm not robot
- Click on Sign In

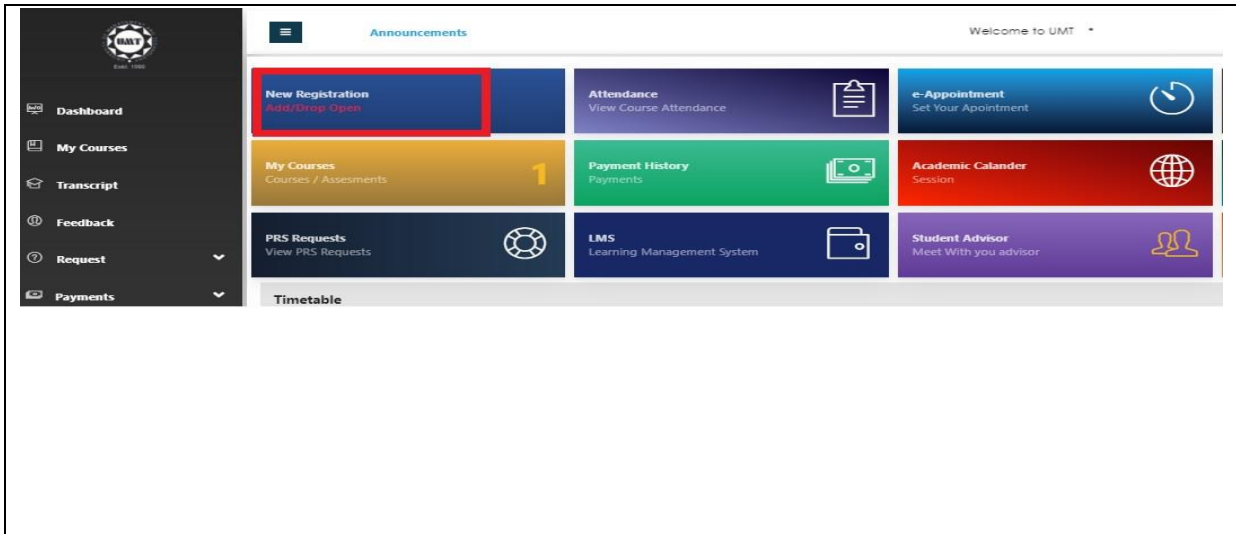- The following window appears

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

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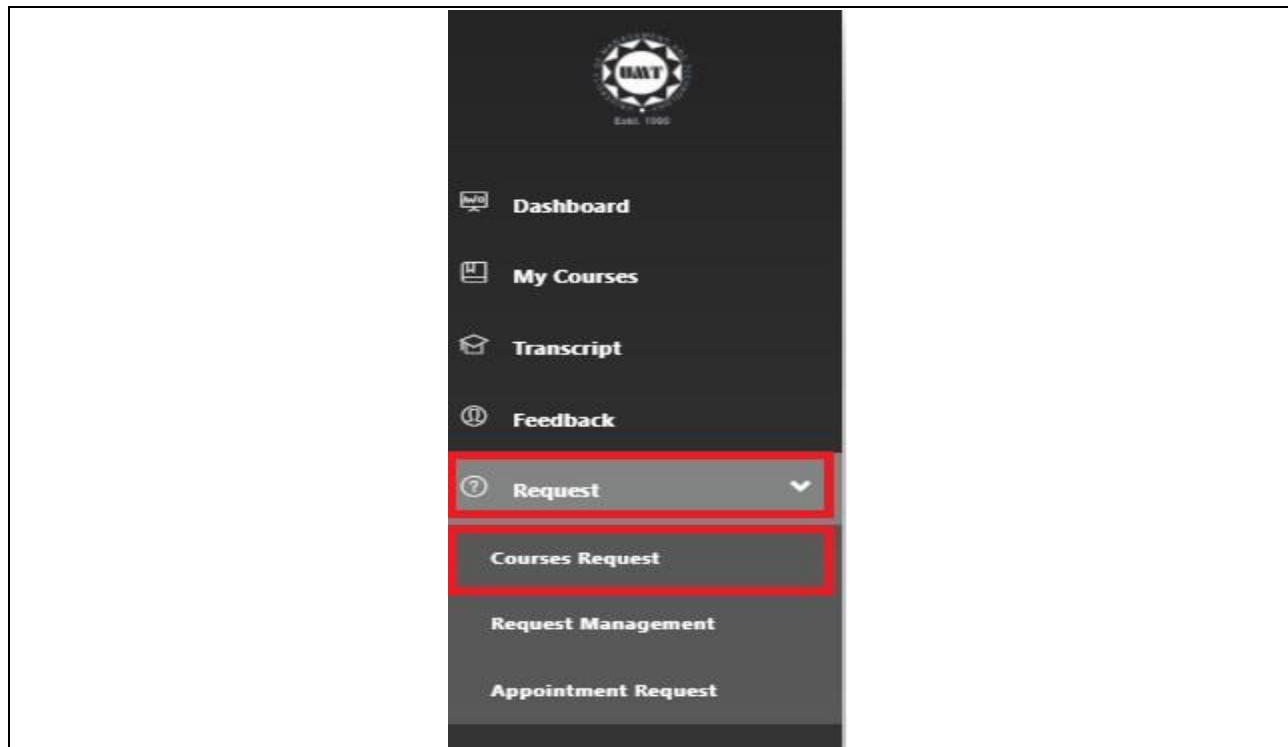
- Dashboard
- Course Request

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.

After clicking Add course tab dialogue box will be open

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

Course request successfully registered

Drop Course:

If a participant wants to drop the course

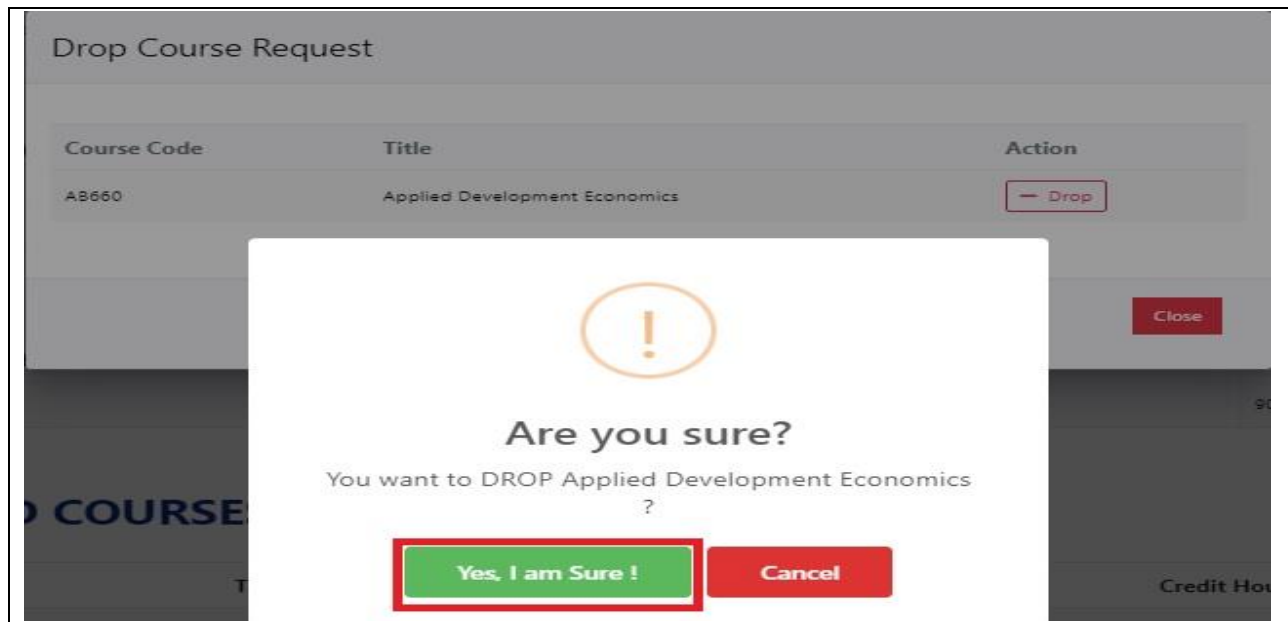Select the Drop course tab

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	— Drop

Close

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

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

If the participant's 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	✕ Cancel
EC220	Macro Economics	3	Test Faculty	F1	In Progress	✕ Cancel
IS401	ERP Financial-I	6		AB	In Progress	✕ Cancel

Close