

Student Registration Manual

How to create your login, verify your email, and sign in.

Student Registration links a login to a student who is already on the college record. It does not admit a new student, and it does not register you for courses. Semester course registration is a separate step after you have signed in.

1. Before you start

Have these ready

- Your **enrolment number** or your **SPUID**, exactly as the college recorded it. Either one is enough.
- The **email** stored on your student profile.
- Access to that inbox, including Spam or Junk.

If your profile has no email

- The **mobile number** on your student profile.
- An email address you can open. That address becomes your user ID and is saved on your profile.

2. Open the form

Sign out first if you are already logged in. On the Login screen, choose **Student Registration**, or open **/student-register** directly.

3. Fill in the form

- 1. Email** (required). If your profile already has an email, type that same address. Capital letters do not matter. If your profile has no email, type the address you want to use.
- 2. Enrolment Number or SPUID** (required). Type one of them, with no extra spaces or characters.
- 3. Mobile number.** Leave this blank when your profile already has an email. Fill it in only when your profile has no email. It must match the mobile number on your record. Spaces, dashes, and brackets are ignored. A number with or without a country code still matches when one number ends with the other.
- 4. Select Register.** You do not choose a password. The portal creates one and emails it to you.

Success. You return to Login with: "Registration successful. Please check your email for login credentials and verify your email before logging in."

4. Read both emails

Two separate messages are sent. You need both. Check Spam or Junk if they are not in your inbox.

EMAIL 1 · CREDENTIALS

Subject: Your student portal login credentials
It lists your user ID (your email) and a password, and includes a Login button. The password will not work until you verify your email.

EMAIL 2 · VERIFICATION

Action: Click here to verify
Open this message and select that link. You return to Login with: "User email verified successfully."

5. Sign in, then change your password

1. Open **Login**. Enter the email you registered and the password from the credentials email. *Remember me* is optional. Select **Login**.
2. If you sign in before verifying, the portal signs you out and shows “Please verify your email.” Use the verification link, or re-send it (section 6).
3. After you are in, open **Password** in the student menu. Enter a new password twice (at least 8 characters) and select **Save**.

Later, if you forget the password and your email is already verified, use **Forgot your password?** on the Login screen. Do not register again.

6. If an account already exists

Submit the form again with the same enrolment number or SPUID *and* the same login email. The form then shows: “An account is already registered for this student. You can re-send the verification or credentials email below, or use Login or Forgot Password.”

Two buttons appear only when that email matches the existing account:

- **Re-send Verification Email.** Sends the verification link again. If you are already verified, the message is: “This account is already verified. Please use Login or Forgot Password.”
- **Re-send Credentials Email.** Creates a new password and emails it. The previous password stops working. The email says your password has been reset.

Those two buttons are limited to **6 uses per minute** for the same email from the same network. If the buttons do not appear, the email you typed is not the email on the existing login. Use Login or Forgot Password with the original address, or ask the college office to check the record.

7. Messages and what to do

Message on the form	What to do
We could not find a student matching the details provided.	The enrolment number or SPUID is not on file, the email does not match the profile, or the mobile number does not match. Check each value. Ask the office to correct the record if it is wrong.
Your profile has no email. Enter the mobile number registered on your student profile to continue.	Your profile has no email and the mobile field was left blank. Enter the mobile number stored on your student profile.
This email is already registered as a user account. Please use Login or Forgot Password.	That address already belongs to a login. Sign in or reset that password. This form cannot attach it to a second student.
Please verify your email.	You reached Login before using the verification link. Open the verification email, or re-send it from Student Registration.
A verification email has been sent. / A new credentials email has been sent.	Check your inbox and Spam. A new credentials email replaces your password.

Ask the college office when the enrolment number, SPUID, email, or mobile number on your record is wrong or missing. This form cannot replace an email that is already stored, and it cannot create a student who is not yet on the record. Keep the credentials email private, and do not share the password.