

# TO ALL NEW STUDENTS REGISTRATION PROCESS

## HOW TO REGISTER ONLINE

- **STEP 1:** Go to [www.mut.ac.za](http://www.mut.ac.za)

**STEP 2:** Click on [STUDENT PORTAL](#)

**STEP 3:** Click on [STUDENT IENABLER](#)

**STEP 4:** Click on Student

**STEP 5:** Enter your Student number on the student number field

**STEP 6:** Enter the pin you are currently using or the default pin (46579) if you have not changed it.

**STEP 7:** Click on **Login** button

**STEP 8:** Once you have logged on, click on **Registration** on the left hand side of the screen

**STEP 9:** Click on **RULES AND REGULATIONS**

**STEP 10:** Scroll down and click on the **I Accept** button

**STEP 11:** Click on **Submit Registration** on the left hand side of the screen

**STEP 12:** Click on **Your Employment Status** and select **UNEMPLOYED** option

**STEP 13:** Click on **Save and Continue**

**STEP 14:** The list of subjects you are eligible to register for will appear. Select all the subjects by clicking on the check boxes next to each subject.

**STEP 15:** Click on **save and continue** button

**STEP 16:** Click on **Continue** button

**STEP 17:** Click on **Accept Registration** button. **Registration is now complete.**

**STEP 18:** Once you have completed registration you must click on **Proof of registration** which is on the left hand side of the screen.

**STEP 19:** You can print your registration status.

**STEP 20:** Activation of your student card is done on campus

**Note:** **Step 1-20 must be completed before you are fully registered as a MUT student.**

## **HOW TO REGISTER FOR ACCOMMODATION**

**The system will allow an applicant to register for residence once he or she has registered academically. First register academically and then registers for residence.**

1. Applicant must visit [www.mut.ac.za](http://www.mut.ac.za)
2. Click on Student Portal then
3. Click on Student IEnabler then
4. Enter student number that is on the sms sent to applicant then
5. Enter default pin that is on the sms sent to an applicant then
6. Click on Residence Registration then
7. Click on Residence Registration Rules and Regulations scroll down and click on I ACCEPT then
8. Click on Submit Residence Registration
9. Click on Confirm button
10. Click on Residence Registration status to print proof of residence registration

**PLEASE FOLLOW ALL THE ABOVE STEPS AS STIPULATED APPLYING FOR ACCOMMODATION**

**If you need clarity or assistance, please contact [info@mut.ac.za](mailto:info@mut.ac.za) or 0318199299**

## **HOW TO APPLY FOR ACCOMMODATION**

1. Applicant must visit [www.mut.ac.za](http://www.mut.ac.za)
2. Click on Student Portal then
3. Click on Student IEnabler then
4. Enter student number that is on the sms sent to applicant then
5. Enter default pin that is on the sms sent to an applicant then
6. Click on Residence Application then
7. Click on Residence Rules and Regulations and scroll down and click on I ACCEPT button then
8. Click on Submit Residence Application then
9. Click on New Record then
10. Click on Building and a list of Buildings will appear and select the building of your choice.
11. New student should select between Residence A AND RESIDENCE H then
12. Click on PROCEED WITH APPLICATION

**PLEASE FOLLOW ALL THE ABOVE STEPS AS STIPULATED APPLYING FOR ACCOMMODATION**

**If you need clarity or assistance, please contact [info@mut.ac.za](mailto:info@mut.ac.za) or 0318199299**