

# ONLINE REGISTRATION

All newly admitted students are to register **online** for the 2016/2017 Academic Year. Students can **ONLY** register after payment of **80% of fees**, including the **SRC** dues.

**Deadline for registration is Friday, 26<sup>th</sup> August, 2016.**

Please follow the procedure below:

## STEP 1

Visit the University's website: <http://registration.gjj.edu.gh>

## STEP 2

Enter your user name made up of your Student **ID Number**.

**Example:** A student with an **ID No. BACS 19005** will have a User name, **BACS19005**.

## STEP 3

Default Password: **gjj2000** (To be changed by student after first log in)

## STEP 4

Select **STUDENT** on the menu bar.

Click on **MY INFORMATION**



Student

My Information

## STEP 5

Click on **OTHER INFORMATION** tab and confirm your registration by clicking on the **Register Button** on the page. (Button will **NOT** be visible if required 80% fee is **NOT** paid)

## NOTE:

Students who fail to register by the deadline will **NOT** be eligible to attend lectures and also sit for Mid & End of Semester Examinations.

A copy of Bank Pay-In Slip should be deposited in the Finance Office after registration.

Students who are unable to log in to register should please report to **Academic Affairs Registry** for assistance within the specified registration period or pay the **PENALTY** for late registration.