



# REGISTRATION GUIDE FOR STUDENTS

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Registration at Eden University is completed through Self Service. This guide was created to explain the different features of the Registration menu in Self Service and assist students with registration

## TABLE OF CONTENTS

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Accessing Self Service Through Eden portal .....	2
1.Login Process .....	2
2.Course Registration .....	3
3.Class Pass.....	5
4. Personal Information .....	6
5. Payment Details.....	6
6.Examination Docket.....	6
7.Change Password.....	7

Office of ICT, Records and Registration.

## ACCESSING SELF SERVICE THROUGH EDEN PORTAL

1. Login to (<http://portal.edenuniversity.net>)



Eden University  
STUDENT INFORMATION SYSTEM

- a. Your username is the part of your Student number/ID e.g. **190100234** **NOT DG1901-234**
- b. Enter your password Default password is 12345
- c. After logged in Click on Eden University Logo(for Mobile User)
- d. There is option for change password.
- e. If you have forgotten your password, click **'Forgot Password'**



Eden University  
STUDENT INFORMATION SYSTEM

Home > Password > Recover a Forgotten Password

### Recover a Forgotten Password

If you forgot your password please enter your information here.

Please provide the needed information to recover your account password.

National Registration Number

Student Number

Click on the button below to complete your password recovery request.

Recover password

template

language

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## ACCESSING SELF SERVICE THROUGH EDEN PORTAL

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**Note: forget password received in registered email Address.**

**IMPORTANT:** *In order to access the Eden portal, you must be admitted as a student of Eden University. If you have any questions regarding this process, please contact our office at [info@edenuniversity.edu.zm](mailto:info@edenuniversity.edu.zm)*

**Note: BALANCE NOT SHOWING OR WRONG BALANCE IN YOUR PORTAL**

*f. The accounts can answer questions about this process; need phone number*

## 2. Course Registration

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On the Self Service main menu:

Click **'Course Registration'**

The screenshot displays the user interface of the Eden University Self Service portal. On the left is a navigation menu with a red header 'Current user: 2020070457' and a grey header 'Basic student'. The menu items include Home, Course registration, Personal Information, Class Pass, Grades, Payments, Exam Docket, Change Password, and Logout. The main content area has a purple header 'Home' and a white header 'Welcome Susan Nkhuwa'. Below this, it shows 'Student number 2020070457' and 'Your privileges Basic student'. There is a 'News and updates' section with a link 'Welcome to the Eden platform' dated '2018-03-19 05:06:18'. At the bottom, it says 'Memorandums relevant to you'.

### i. 'Choose Right Course year and semester/Intake'

- a. Choose the right courses, year and semester/Intake you want to register for classes.

## ACCESSING SELF SERVICE THROUGH EDEN PORTAL

Note: Please select all of the courses you are taking to be able to sit for the examination. Make sure you double-check your information before submitting. When you are done selecting the courses press the button below the list "saying submit course registration"

Your study is Diploma in Registered Nursing

#	Course	Course description	Credits
Dip-nursing-Year-1-Sem-1			
<input checked="" type="checkbox"/>	<a href="#">FNS 011-11</a>	FUNDAMENTALS OF NURSING	0
<input checked="" type="checkbox"/>	<a href="#">MCB 018-11</a>	MICROBIOLOGY	0
<input checked="" type="checkbox"/>	<a href="#">MMN 021-11</a>	MEDICINE AND MEDICAL NURSING 1	0
<input checked="" type="checkbox"/>	<a href="#">NTR 016-11</a>	NUTRITION	0
<input checked="" type="checkbox"/>	<a href="#">PFP 017-11</a>	PROFESSIONAL PRACTICE	0
<input checked="" type="checkbox"/>	<a href="#">PGY 012-11</a>	ANATOMY AND PHYSIOLOGY	0
<input checked="" type="checkbox"/>	<a href="#">PHN 013-11</a>	PUBLIC HEALTH NURSING	0
<input checked="" type="checkbox"/>	<a href="#">PHR 027-11</a>	PHARMACOLOGY OF NURSING 1	0
<input checked="" type="checkbox"/>	<a href="#">PSN 015-11</a>	PSYCHOLOGY	0
<input checked="" type="checkbox"/>	<a href="#">SNG 014-11</a>	SOCIOLOGY	0
<input checked="" type="checkbox"/>	<a href="#">SSN 022-11</a>	SURGERY AND SURGICAL NURSING 1	0

b. Click **'Submit Course Registration'**; you will be directed Conformation Details.

## ACCESSING SELF SERVICE THROUGH EDEN PORTAL

### Course registration

You have selected the following courses:

FEM 110 - Fundamentals of Emergency Medicine (Year 1 Semester 1)

MBC 110 - Medical Biochemistry – Nutrition (Year 1 Semester 1)

MSP 110 - Medical Socio-Psychology (Year 1 Semester 1)

CME 115 - Communication Skills & Medical Ethics (Year 1 Semester 1)

ANP 110 - Anatomy & Physiology (Year 1 Semester 1)

BMS110 - Biomedical Sciences (Year 1 Semester 1)

IS THIS INFORMATION CORRECT?

### Your invoice

Invoice selected Dip-CM-YEAR-1-SEM-1

K6,960

You will automatically be invoiced the above amount upon clicking approve. Contact accounts if the amount shown above is not correct.



**IMPORTANT:** Once you have press YES meaning ABOVE INFORMATION DISPLAYED ARE RIGHT.  
**IF YOU PRESS, NO MEANS ABOVE INFORMATION DISPLAYED ARE NOT RIGHT.**

. Once you have press yes, successfully done your registration.NO means above information displayed are wrong.

### 3. Class Pass:

Once you have registered your courses. Click on Class Pass

Home > Billing > Download pass

Download pass

Download Class Pass

**IMPORTANT:** You can only download class pass after registration.

## ACCESSING SELF SERVICE THROUGH EDEN PORTAL

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### 4. PERSONAL INFORMATION:

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On the Personal Information menu:

1. Click 'Personal Information'

Once you have click Personal Information its show your personal details and registered courses.

### 5. PAYMENT DETAILS:

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Once you have click on payment details. Shows your payment history.

TRANSACTION	DATE	TYPE	DESCRIPTION	DEBIT	CREDIT	BALANCE
<a href="#">REC31993*</a>	2020-07-21	Fulltime	Cash Receipt Voucher		6,810	-6,810
CURRENT BALANCE						-6,810

### 6. Examination Docket:

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Step 1: Sign in with your Eden portal username and password.

Step 2: Click on the EXAMS tab.

Step 3: Download generated docket and print.

Note: You can only download Exam Docket after fully paid your Tuition fee.

## HOW TO VIEW YOUR HOLDS

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### 7. CHANGE PASSWORD:

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Step-1 Open your portal. You might need to sign in.

Step-2 Under "change password,"

Step-3 Enter Old password.

Step-4 Enter your new password, then select Change Password.