Botswana Open University

The purpose of this manual is to take you through a successful application and registration experience. This manual is divided into eight steps.

STEP 1: PRE APPLICATION

WHAT YOU NEED TO HAVE BEFORE APPLYING ONLINE

1. A valid Credit or Debit card for E-Payment
2. An email address that is in use
3. Certified scanned copies of Academic certificates, valid ID and or Passport for Non-Citizens in PDF Format.

STEP 2: BIOGRAPHIC INFORMATION

To create your biographical information, log on to www.bou.ac.bw and click on Online Services, then go to New Applications. Complete the Biographical Information by clicking each field to select from the list of values. Use CAPITAL LETTERS. Please verify the accuracy of the information captured before you save. Click on Save, after which you will be issued with a reference/student number. Please take note of your reference number for future use as this will be your permanent BOU student number.
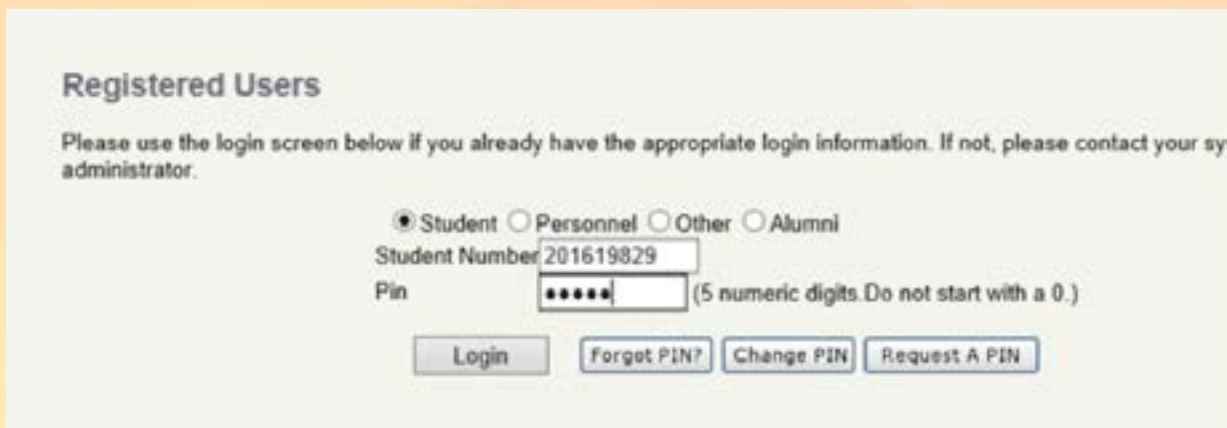
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STEP 3: PIN CREATION

Click on 'Create Pin' and enter your preferred 5 numeric digit pin (Don't start with '0') that you will use each time you log onto Online Service

Registered Users

Please use the login screen below if you already have the appropriate login information. If not, please contact your sys administrator.
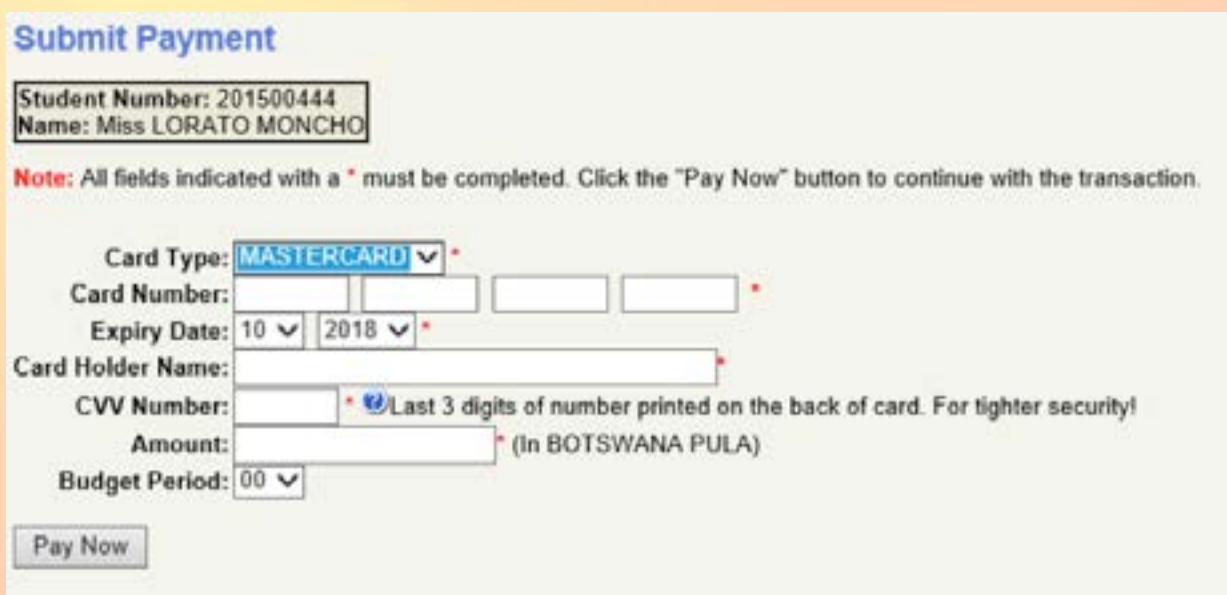
⦿ Student ◯ Personnel ◯ Other ◯ Alumni

Student Number 201619829

Pin ●●●●● (5 numeric digits. Do not start with a 0.)

Login   Forgot PIN?   Change PIN   Request A PIN

STEP 4: E-PAYMENT

Under this menu, click on 'E-Payments, then click on 'Submit Payment' and enter your Credit /debit card details and amount, then click on 'Pay Now'. You will a message under 'Results' indicating 'Accepted' if this transaction is successful.

Submit Payment

Student Number: 201500444
Name: Miss LORATO MONCHO

Note: All fields indicated with a * must be completed. Click the "Pay Now" button to continue with the transaction.

Card Type: MASTERCARD ⌄ *
Card Number: [ ] [ ] [ ] [ ] *
Expiry Date: 10 ⌄ 2018 ⌄ *
Card Holder Name: [ ] *
CVV Number: [ ] * ⓘ Last 3 digits of number printed on the back of card. For tighter security!
Amount: [ ] * (In BOTSWANA PULA)
Budget Period: 00 ⌄

Pay Now

STEP 5: APPLICATION RULES AND REGULATIONS

Click on 'Academic Applications' Read and accept Rules and Regulations and click on 'Next Step' to proceed.

STEP 6: ACADEMIC RECORDS

      (a)   Under 'Academic Applications', Enter Schools Attended & save

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(b)   Enter School Leaving Subjects and Grades (a minimum of 6) as they appear on your school leaving certificate at 'Symbol Final Year" and save. Please continue saving each subject until you reach the sixth subject. Click on 'Load/View Document's to upload your PDF documents. You can also view uploaded documents here. Click on 'Next Step' to continue.

Enter School Leaving Subjects

Student Number: 201619829
Name: Mr ATANG TSABENG

Note: All fields indicated with a * must be completed.Click the 'Save' button in order to submit the entered informati record(s) or to clear the newly entered record.

Date (YYYYMM)	Type	Subject	Grade	Symbol Final Year	Delete?
199711	O	MATHEMATHICS	O	D	☐
				Rating	
199711	O	ENGLISH	O	D	☐
				Rating	
199711	O	ACCOUNTING	O	B	☐
				Rating	
199711	O	AGRICULTURE	O	C1	☐
				Rating	
199711	O	BIOLOGY : HUMAN	O	D	☐
				Rating	
199711	O	SETSWANA	O	C1	☐
				Rating	
999999	*01	*☐	*☐	*☐	☐

Total Rating   0

Save   Revert Changes

Load/View Documents

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(c)   Enter any previous qualifications you have, save and click on 'Next Step'. Ensure you also upload these at Step 5 above.

Enter Previous Qualifications

Student Number: 201619829
Name: Mr ATANG TSABENG

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es)

Institution Name: TLOKWENG BRIGADE
Period of Registration: Start Year (YYYY): 2000
End Year (YYYY): 2001 *
Student Number from Previous Institution:
Qualification: CERTIFICATE IN COMPUTER OPERATION *
Was the Qualification Awarded? Yes *
Post-Graduate Qualification? No *
Qualification Level: Certificate
National Level: Certificates
Result: D   PASS-AVERAGE
Remarks:
Delete?
Subjects for Previous Qualification

Institution Name: *
Period of Registration: Start Year (YYYY): *
End Year (YYYY): *
Student Number from Previous Institution:
Qualification: *
Was the Qualification Awarded? No *
Post-Graduate Qualification? No *
Qualification Level:
National Level:
Result:
Remarks:

(d)	If you have any disabilities, enter them and save. If you don't have any, click on 'Next Step to continue

Any Disabilities?

Student Number: 201619829
Name: Mr ATANG TSABENG

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered informa

Disability	Remarks	Delete
⌄ *		
⌄ *		
⌄ *		

Save   Revert Changes

STEP 7: CHOICE OF PROGRAMME

(a)	Click on 'Choice of Programme/Qualification. To search for your preferred programme, type the programme code e.g. CDEP and click on 'Search', then click on 'Next Step'.

Choice of Programme or Qualification

Student Number: 201619829
Name: Mr ATANG TSABENG

Note:	Select your intended year of study from the "Academic Year" list provided.Enter a word or phrase pertaining to your ir
the text entered.All fields indicated with a * must be completed.

Academic Year: 2018 ⌄ *
Find A Programme or Qualification Containing: CDEP   x *
Search

(b)   Click on 'View Completed Application' to see the programme you applied for. Click on 'View Process Status' to view your progress in completing the process and log out. If you skipped any mandatory field, the system will not allow you to submit your application but will direct you back to that field for completion.

View Completed Application(s)

Student Number: 201619829
Name: Mr ATANG TSABENG

Note : If any previously submitted applications exist click on the academic year to view its detail.

Academic Year	Academic Preference	Qualification	Description	WRS Score	Contract Code
2018	1	CDEP	CERTIFICATE FOR DISTANCE EDUCATION PRACT	0	
2018	6	MSO	Mirosoft Office Suite	19	
2018	7	MSO	Mirosoft Office Suite		
2018	9	CVET	CERTIFICATE IN VOC EDUCATION AND TRAININ	19	
2018	11	MSO	Mirosoft Office Suite	19	
2017	1	BBALCM	BACHELOR OF BUSINESS ADMINISTRATION	19	

STEP 8: ADMISSION STATUS

Click on 'Student Enquiry' and click 'Academic Admission Status' to view your admission status after 10 weeks of application.

Proof Of Registration

No : 201619829
23-Oct-2018

Name Mr TSABENG

Code	Qualifications And Subjects	Amount
CDEP	CERTIFICATE FOR DISTANCE EDUCATION PRACT	55.00 D
AE011	ADULT EDUCATION AND ADULT LEARNERS	510.00 D
DE011	INTRODUCTION TO DISTANCE EDUCATION	510.00 D
EM011	DISTANCE EDUCATION MATERIALS	510.00 D

Ref	Other Transactions	Amount

	Total For This Registration	1,585.00 D

This only reflects Cost for your Registration.
This is not a statement of the account.

Printer Friendly Format