

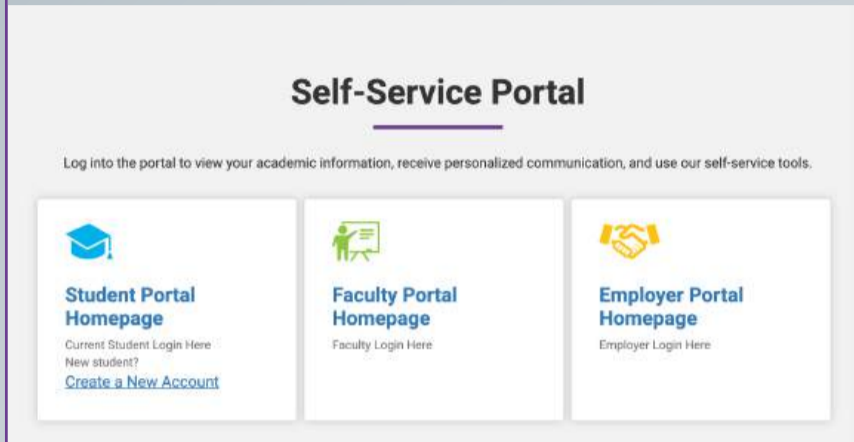


7 STEPS TO DOWNLOAD YOUR PROOF OF REGISTRATION

STEP 01.

Open the NWU Self-Service Portal

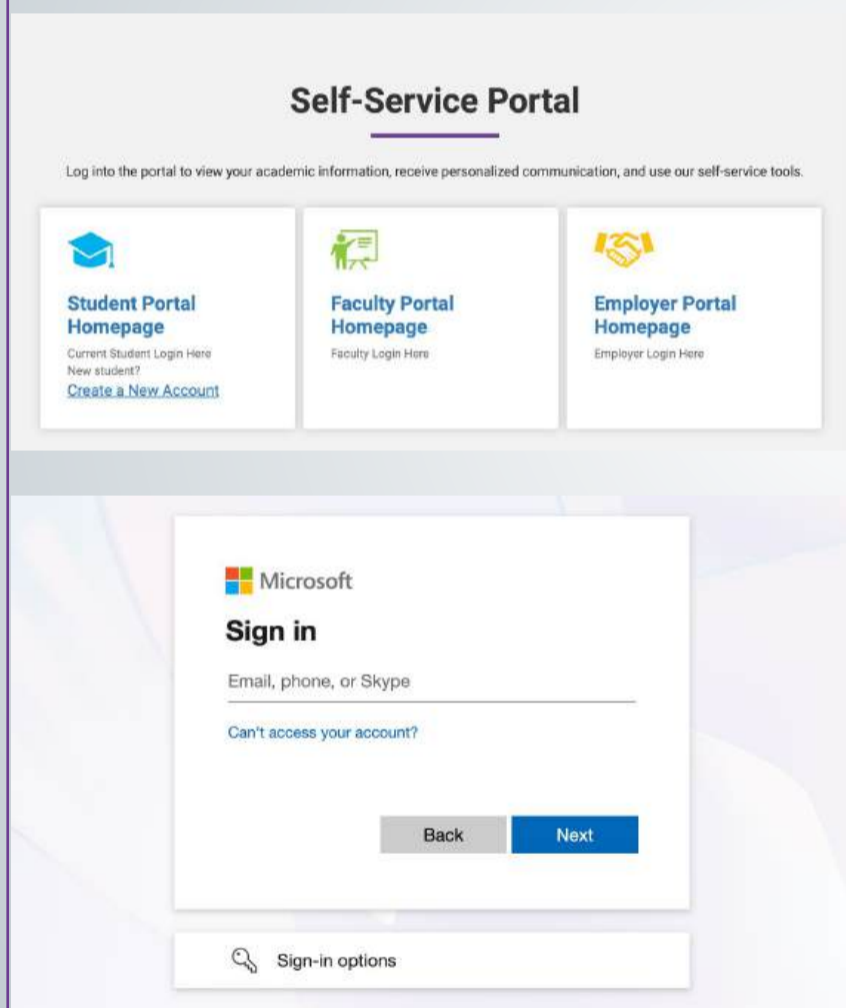
Go to the **NWU Self-Service Portal** and make sure you have your **mysis login details** (username and password) ready before you begin.



STEP 02.

Log in to your Student Portal

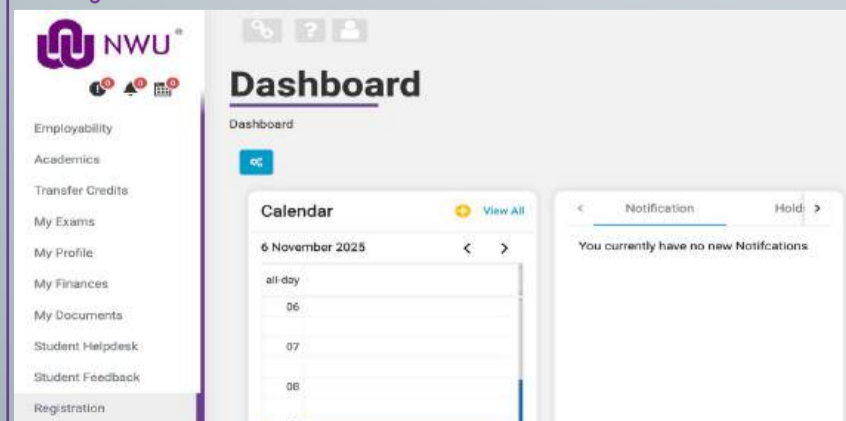
From the NWU Self-Service homepage, click on the **Student Portal** link. You'll be prompted to log in using your **mysis credentials**, this is your **NWU number followed by @mysis-nwu.ac.za** and your password. *(Please remember that this is the same login details you were given and used to register)*



STEP 03.

Go to the Registration Tab

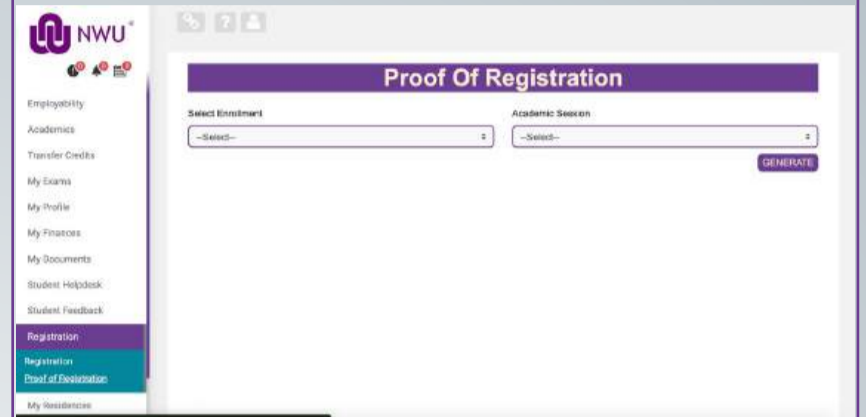
Once you've logged into your account and are on your **dashboard**, navigate to the **Registration tab**. Click on it you'll see two options: "**Registration**" and "**Proof of Registration.**" Before proceeding, make sure that your registration is fully completed and that you have **selected your course modules** under the Registration section.



STEP 04.

Select Your Course and Study Year

Once you've clicked on "**Proof of Registration,**" two dropdown menus will appear. From the first dropdown, **select the course** you applied for. Then, from the second dropdown, **select the study year 2026**, which represents the year you are registered for.



STEP 05.

Select Your Course and Study Year

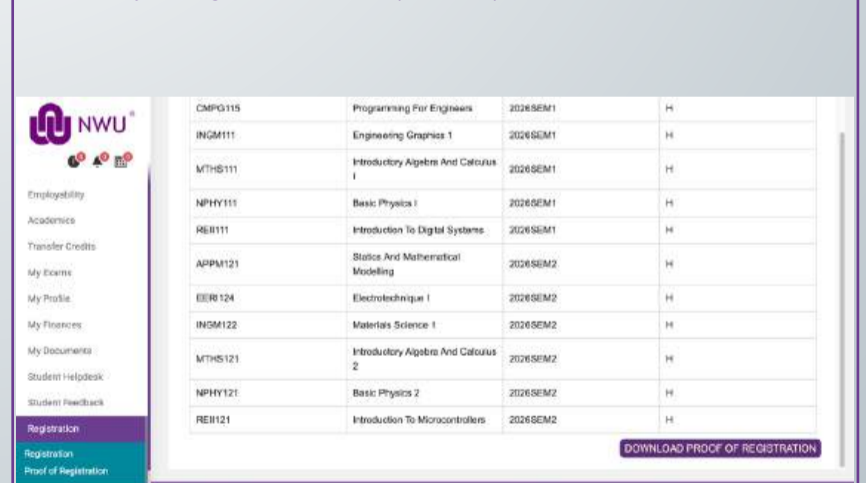
Once you've clicked on "**Proof of Registration,**" two dropdown menus will appear. From the first dropdown, **select the course** you applied for. Then, from the second dropdown, **select the study year 2026**, which represents the year you are registered for.



STEP 06.

Generate Your Proof of Registration

Click "**Generate**" to create your **Proof of Registration**. Review it carefully to ensure all your registered courses (modules) are listed.



STEP 07.

View Your Proof of Registration

Once the document has downloaded, **open the file** to view your **Proof of Registration**. Check that all your personal details, selected modules, and the academic year are correctly displayed. You can now **save or print** the document for your own records.

