

UNISA Music Examinations Online Registration

Instructions

- 1 Please go to <http://www.unisa.ac.za/music> (or hold in 'Ctrl' and left-click on the link)
- 2 Click on "**New – Internet Registrations...**"
- 3 All first-time users of this system are requested to register first. Please click "**Register**" and, if you know your teacher/registration/examination number, please type this in and click "Enter"
- 4 You will now be requested to create a password. Write your password down in a safe place so you can refer to it at a later stage
 - a. *If you are a new teacher, please click on the "**Click Here**" link and complete the registration form*
 - b. *The Directorate Music will register you as a new teacher and forward you your examination number within 24 hours*
 - c. *After receiving this number, please refer to numbers 3 and 4 above*
- 5 If your password is accepted, click on "**Exit**" and proceed to **Log in**, using your registration number and password
- 6 Click on "**Update Profile**" to correlate your information
- 7 Should any information be incorrect or have changed, please click on "**Edit**", within the designated area, and proceed to make the alterations and click "**Save**"
- 8 To register a candidate or candidates for music examinations, please click on "**Examination Registration**"
- 9 At "**Student Number**" please fill in the number of the student to be registered. If the student was entered for Unisa Examinations before, but you have misplaced the number, please search for it by clicking "**Search**" on the right-hand side of the page
 - a. *If the candidate is entering Unisa examinations for the first time, please go back to the main menu and click "**New Student Registration**" and complete the screen. The Directorate Music will forward the candidate's registration number within 24 hours*
- 10 Click on the scroll bar (arrow) on the right-hand side of 'subjects' to register for the music examination. Please ensure that you enter for the correct examination, e.g. Piano Grade 1 and not Piano Level 1, (Performance Level Assessment - *refer to circular 2/2009*) unless this is what you want to enter for. Entering the Examination centre works on the same principle and is on the right-hand side of the '**subject**' box
- 11 To register your candidate, click "**Register**". If you have more than one candidate to register, please click "**Clear**" and proceed the rest of your candidates. Always click "**Clear**" before registering your next candidate.
- 12 ONLY once you have registered all your candidates, you may click "**Complete Registration**". You will be prompted "**Have you entered all your candidates**" to which you may reply "**Yes**" or "**No**"
- 13 You will now be presented with a printable page, indicating the following (Please print this page for your records):
 - a. *The candidates registered along with the codes registered*
 - b. *The amount payable*
 - c. *Methods of payment*
 - d. *Banking details*
 - e. *Contact details*
- 14 Please ensure that you forward your proof of payment to the Directorate Music as soon as possible.
- 15 Please direct all queries by clicking "**Contact Us**"
 - a. *You may also report all incorrect registrations to this email address*
 - b. *Please note: Incorrect registrations can only be corrected by the Directorate Music*

Should you have any queries or experience any problems while registering, please contact:

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