New & Returning Student Guide to Online Enrolment
**Application Flow**

**ALL STUDENTS**
Student off-site online application via Student i-Enabler.

**NEW STUDENTS**
College SMS - indicating application status 1 “O” status

**NEW STUDENTS**
Student e-mails documents (Certified Copies of: ID, Latest results, **CAP test Results** and **NSFAS Reference**) use Application Number and Surname on e-mail as reference
- application@britscampus.co.za;
- application@mankwecampus.co.za;
- (Rustenburg Campus applications & registrations)
  - application@orbitcollege.co.za.

**ALL STUDENTS**
Bursary application: off-site online via NSFAS Portal link

**NEW STUDENTS**
College Selection (Scoring for your Application status)

**ALL STUDENTS**
College SMS - indicating application status 2 “P or X”
Final SMS – Application status, either “A” Admitted or “X” Rejected
Registration Flow

**ALL STUDENTS**
Student off-site online registration

**ALL STUDENTS**
College SMS - indicating registration status “A” or “X” or verify via student i-Enabler

**RETURNING STUDENTS**
Student submits Certified Copy of ID at student card office

**ALL STUDENTS**
Student takes student card photo at campus

**ALL STUDENTS**
Student starts attending classes on the date as indicated on your registration SMS
• Link on the website page

For ALL Students
SENIOR STUDENTS: You already have a student/reference number with pin. Go straight to “Registered” Users section and key in student/reference number and pin & then “login”.

If you have forgotten the pin, request a new pin via the system.
When applying, remember to:

• Use UPPER CASE when typing
• Complete all fields as indicated
• “Save” or “Accept” to move to next step.
• Complete all steps of application process

NB! If you have indicated disability ensure that you submit proof via the email address provided for applications
Application process: 9 steps

Complete all steps
Application process - step 9

😊 Your final process of application should look like this, click on “Accept Application”
Application process

Take note!

• Application is now submitted for approval
• Remember you are not registered yet!
• Please wait until you have received an “A” (Admitted) status on the Student i-Enabler BEFORE attempting to register

• All outstanding documentation e.g. ID, Passport, final results etc. must be emailed before your application will be approved. Any outstanding documentation will result in you not being able to register.
Registration process

• Log in
• Click on ‘I Accept’ Rules and Regulations before you can continue
• Subject selection (click on “Save”)
• Choice of study (First time (F) or Repeater (P)) – Remember to “Save/Accept”
• Summary of cost and subjects selection “Save/Accept”
• Now you can print a Proof of Registration (PDF)
Registration process

😊 Remember to type your student/reference number & PIN then ‘Login’

😊 If you have forgotten the pin, you can contact the Campus

😊 Step Submit application compulsory. Generate Proof of registration PDF
When your Registration is complete:

• Please go to the Student Card Office to print your card

Take note:

• The Registration & Application system on the i-Enabler is only open for a specified period – ask your campus or check College website/Facebook page for more info

• Exemptions, Cancellations, Supplementary Exams (NCV) & Exam Only (NATED) must be done by the College Admin Staff – therefore documentation must be completed and submitted to the campus administration