

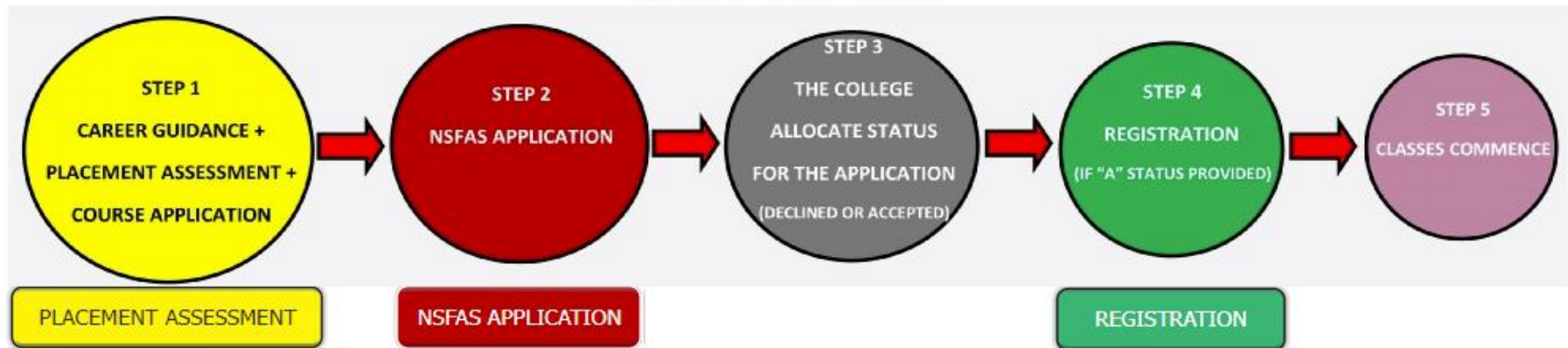


# **New & Returning Student Guide to Online Enrolment** V1/2023

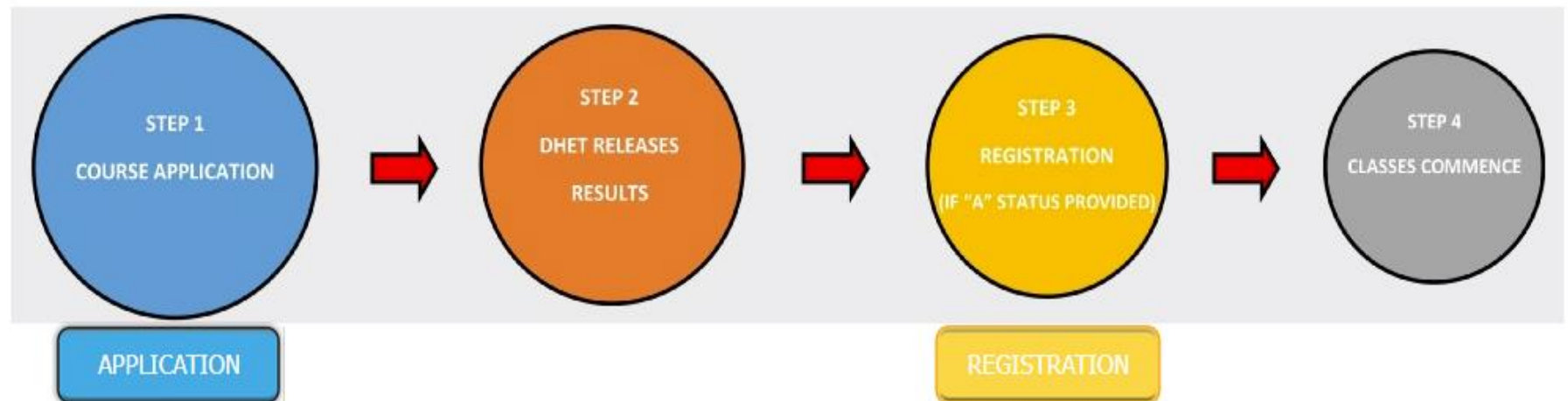
# Application Flow

## ENROLMENT

### NEW STUDENTS



### RETURNING STUDENTS





# Registration Flow

## **ALL STUDENTS**

Student off-site online registration.



## **ALL STUDENTS**

College SMS - indicating registration status "A" or "X" or "F" or verify via student i-Enabler



## **ALL STUDENTS**

Student takes student card photo at campus.



## **ALL STUDENTS**

Student starts attending classes on the date as indicated on your registration SMS and Verify Registration.



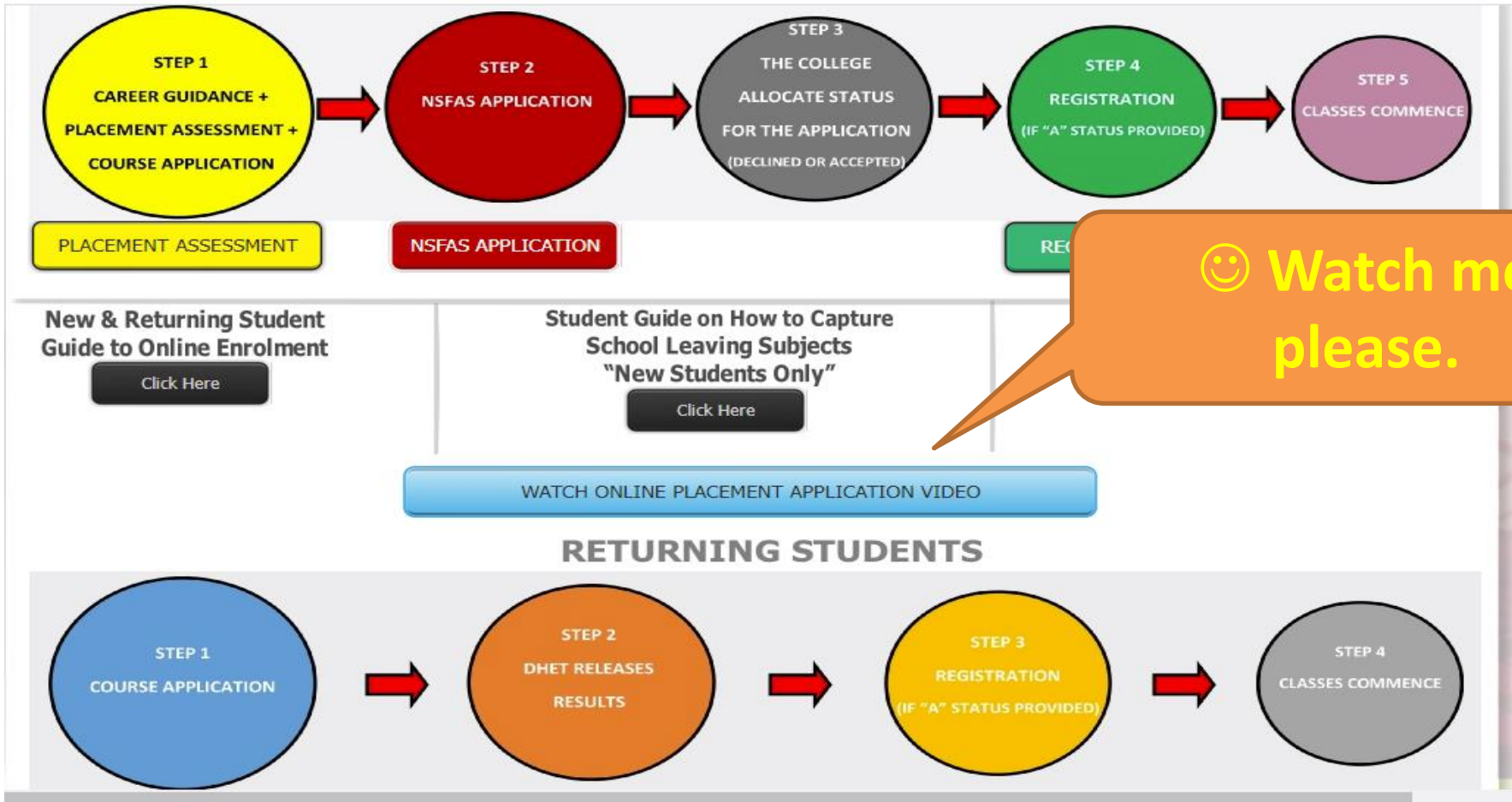
# Website home page

- Link to ENROLMENT on college website page



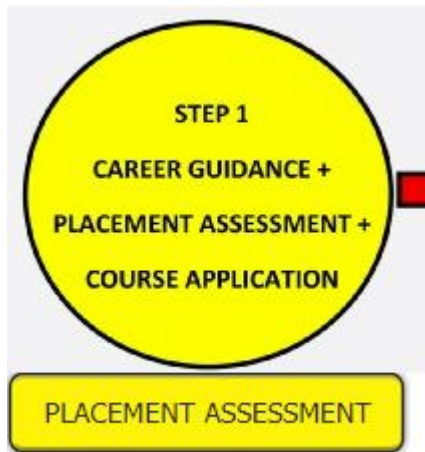


# Layout on the web site



# Application process

- To access the placement link- **NEW STUDENTS**



😊 Click me to  
access the link



😊 outcome of the  
link.

## Returning Student

orb21stl

Login

Need to reset password?

Exit system

## New Student

If this is your first time here, you will need to set up your account.

Create Account



# Application process

**Create a profile if you are a new user.**

## New Student

If this is your first time here, you will need to set up your account.

Create Account

**Log in if you are a returning user.**

## Returning Student

orb21stl

Login

Need to reset password?

Exit system

# Career guidance



➤ Overview

➤ Career Guidance 1 / 1

➤ Pre-Entry: Course Placement 8 / 8

➤ On Course Support 1 3 / 3

➤ On Course Support 2 3 / 3

➤ On Course Support 3 6 / 6

➤ Exit Support 5 / 5

## Career Guidance

You will be required to explore the careers that are most suited to your future. Once you have completed the questionnaire, please click around and explore the careers. Your results will be e-mailed to you.

**Log out after completing the Career Exploration** and enter the system again at an appropriate time with your username and password.

**Please write down your username and password.** You will be required to use it again and again.

**TIP:** First complete the Career Guidance, discuss the results with your teachers, elders or caregivers

Then return to the Application system to complete the Pre - Registration Placement Folder. **Please have at least 100mb of data for the process.**



**Course Choices -  
TVET Careers**

😊 Make sure you understand what are the programmes/course s about.



# Placement assessment



➤ Overview

➤ Career Guidance 1 / 1

➤ Pre-Entry: Course Placement 8 / 8

➤ On Course Support 1 3 / 3

➤ On Course Support 2 3 / 3

➤ On Course Support 3 6 / 6

➤ Exit Support 5 / 5

➤ The Campus Life Experience 2 / 2

## Pre-Entry: Course Placement

Please complete all the modules in this folder. Do not skip any. If you fail to complete them, please return here to finish them as soon as possible. You cannot receive your Placement Report until you have completed all the modules. Once complete, if not already done, you will need to complete the college Registration process by clicking Button 8 – Registration. Button 8 will take you to another site where you must complete an Online Application. Please note that you may need to upload your ID, school results and Proof of Residence.



**Pre-Enrolment  
Application**



**Course Choices**



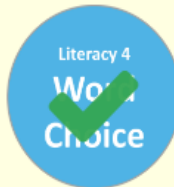
**Spelling**



**New-word  
Spelling**



**Missing Word**



**Word Choice**



**Maths**

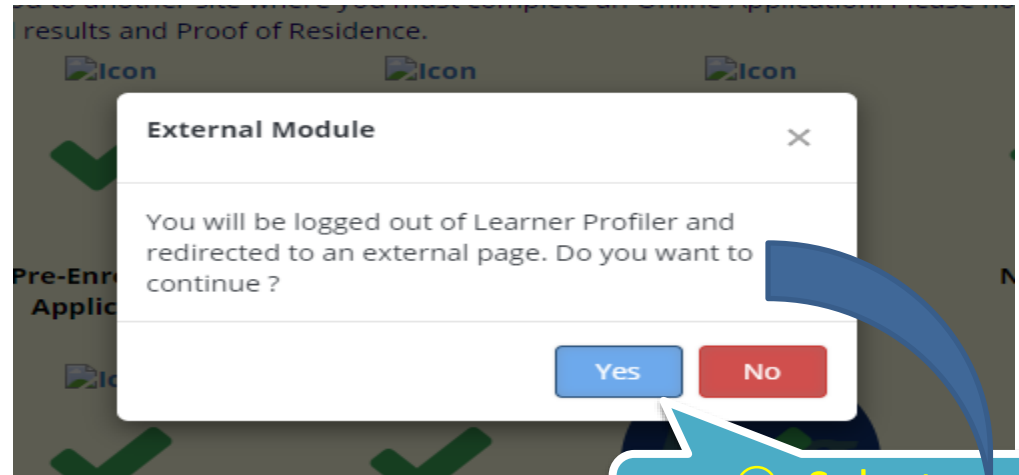
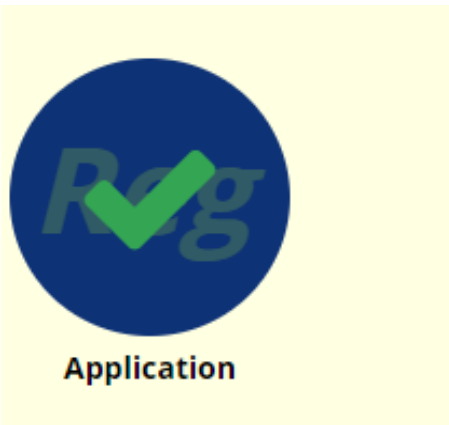


**Application**

😊 If all your modules have a green checkmark you are on the right track.

# Academic Application

## • NEW STUDENTS



😊 Select "YES".

### Comprehensive Web Application Process

#### Academic Application Process

- If you are a new applicant, please ensure that you have completed your Career Guidance and Placement Test. If you have not done so, please go to the ORBIT College website and follow the "New Student Application" link
- If you have completed the Career Guidance and Placement Test section, then please complete all biographical details
- Students who already have a Student Number and PIN (Returning Students) should go to the ORBIT College website

Do you already have a student number?  \*

😊 Make sure you complete all the fields.

# Documents Upload-

## Returning students



### Student Web

#### Application

[View Application Rules](#)  
[Update Personal Information](#)  
[Personal Contact Detail](#)  
[Address Validation](#)  
[Schools Attended](#)  
[Any Disabilities?](#)



#### Enter School Leaving Subjects

[Upload/View Documents](#)

[Submit Application](#)

[Registration Restrictions](#)

[Academic Admission Status](#)

[Process Status](#)

[View Completed Application\(S\)](#)

#### Registration

#### Student Enquiry

#### Residence Application

#### Residence Registration

#### Student Administration

#### E-Payments

#### MyGate Online Payment

#### Maintain Banking details

#### Student Finance

Student Number: 111 222

Upload/View Documents

- **Certified** copies of your ID/Passport and latest school results are to be uploaded. Also note that you need to upload the proof of your NSFAS application

- Upload the correct document that corresponds to the certificate description and Save.

- Do not upload all documents under the same certificate link

**Note:** • Please ensure that the document uploaded is certified and clear

- If the requested certificates are not uploaded within 3 days of your application, then your application will be cancelled/rejected

- Please contact your campus of study if you need assistance with the uploading of your documents or if you have uploaded your documents incorrectly or more than once

Certificate	Processed	Expiry Date	Remarks	Load/View	Uploaded via the web
09	HIGHEST/LATEST RESULT	No		<a href="#">Load/View Document</a>	No
BP	PROOF OF BURSARY APPLICATION	No		<a href="#">Load/View Doc</a>	No
IA	I Accept Academic Appl Rules	Yes		<a href="#">Load/View</a>	No
ID	IDENTITY DOCUMENT/PASSPORT				
IR	I Accept Academic Reg Rules				

[Printer Friendly Format](#)

😊 Click and follow the prompt to upload document.



# Submit Academic Application

## Returning students

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

Click here

https://orbit41app.orbitcollege.co.za/pls/prodi41/w99pkg.mi\_main\_menu

File Edit View Favorites Tools Help

Orbit TVET College Production

Process Trail: [Qualification](#) » [Study Choices](#)

**Application Detail**

Student Number: 111600801  
Name: MRS CAROLINE MOTLHAGODI MPHOMBE

Academic Year:	2020
Qualification:	NC1ESE: NAT CERT N1:1
Mode of Study:	BP: BRITS CAMPUS REPE
Academic Period:	T2: TRIMESTER 2
Period of Study:	1: 1ST YEAR
Academic Preference:	1

	This Application	This Academic Year	Previous Academic Year
Total:	.000	4.000	1.000

• Step 1: If you want to see costs for this application, click on the 'Display Pro Forma of Costs' button below.  
• Step 2: To make amendments to the application, click on the 'Process Trail' at the top of page that will take you to the appropriate page.

Accept Application Restart Process Display Pro Forma of Costs Print Detail

Student Web

- Application
  - View Application Rules
- Enter School Leaving Subjects
- Update Personal Information

Submit Application

- View Completed Application(S)
- Process Status
- Personal Contact Detail
- Address Validation
- Process Status
- Registration
- Residence Application
- Residence Registration
- Student Administration
- Student Enquiry
- E-Payments



# Application status

- NEW/RETURNING applicants when checking application status



Registered Users: Login Credentials

☒ Student ☐ Personnel ☐ Other ☐ Alumni

Student Number:

Pin:

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

Login Forgot Pin Change Pin Request A Pin

Forgot Student Number

☺ Click on the "Registration" icon.

☺ You will need "Student number and PIN"

# Academic Admission status

Student Web

Application

- View Application Rules
- Update Personal Information
- Personal Contact Detail
- Address Validation
- Schools Attended
- Any Disabilities?
- Enter School Leaving Subjects
- Upload/View Documents
- Submit Application
- Registration Restrictions
- Academic Admission Status
- Dropout Status

😊 **STEP 1**  
Application

Student Number: 1111111111  
Name: MICKAL'S LEBON NG M. ....

Year Qualification	Faculty	Status	Academic Choice	Contract Code	Quote Number	Quote Total
2020 NC1ESE NAT CERT N1: ENGINEERING STUDIES: ELECT	Faculty Of Engineering	Not Admitted: Failed Submin	1			
2016 NC6MA NATIONAL CERTIFICATE N6: MANAGE ASSIST	Faculty Of Business	Admitted	1			
2015 NC5MA NATIONAL CERTIFICATE N5: MAN ASSISTANT	Faculty Of Business	Admitted	1			
2015 NC5MA NATIONAL CERTIFICATE N5: MAN ASSISTANT	Faculty Of Business	Admitted	1			
2014 NC4MA NATIONAL CERTIFICATE N4: MAN ASSISTANT	Faculty Of Business	Admitted	1			
2011 SICDL IC DL	Faculty Of It & Comp Science	Admitted	1		15705	2,400.00

Printer Friendly Format

😊 **STEP 3**  
Application status

😊 **STEP 2**  
Click on the "Academic Admission Status" button.



# 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 Uploaded** before your application will get final Approval. Any outstanding documentation will result in your application being REJECTED.



# Registration process –



## Student Web

- ✓ Application
- ^ Registration
- [Rules and Regulations](#)
- [Submit Registration](#)
- [Academic Record](#)
- [Proof and Cost](#)
- [Proof of Registration](#)
- [Registration Restrictions](#)
- [Financial Aid Applications](#)
- [Process Status](#)
- ✓ Residence Application
- ✓ Residence Registration
- ✓ Student Administration
- ✓ Student Enquiry



☺ Step Submit application compulsory. Generate Proof of registration PDF

☺ Remember to type your student/reference number & PIN then 'Login'

### Registered Users: Login Credentials

☒ Student ☐ Personnel ☐ Other ☐ Alumni

Student Number:

111600801

Pin:

.....

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

Login

Forgot Pin

Change Pin

Request A Pin

Forgot Student Number

☺ If you have forgotten the pin, you can contact the Campus or click "Forgot pin" pin will be send to your email address.

[\[ Contact Us \]](#) [\[ About Us \]](#) [\[ Disclaimer \]](#) [\[ Terms & Conditions \]](#) [\[ Privacy & Security Statement \]](#) [\[ Powered By \]](#)

## ALL APPLICANTS WITH 'A' STATUS



# Registration process

- Log in in [https://ienabler.orbitcollege.co.za/pls/prodi41/w99pkg.mi\\_login](https://ienabler.orbitcollege.co.za/pls/prodi41/w99pkg.mi_login)
- 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 may print a Proof of Registration (PDF)



# When your Registration is complete:

1. Go to Campus and VERIFY your registration.
2. Go to the Student Card Office to print your card.
3. Attend Induction/Orientation- Student Support.
4. Collection of Textbooks and stationery.

## 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