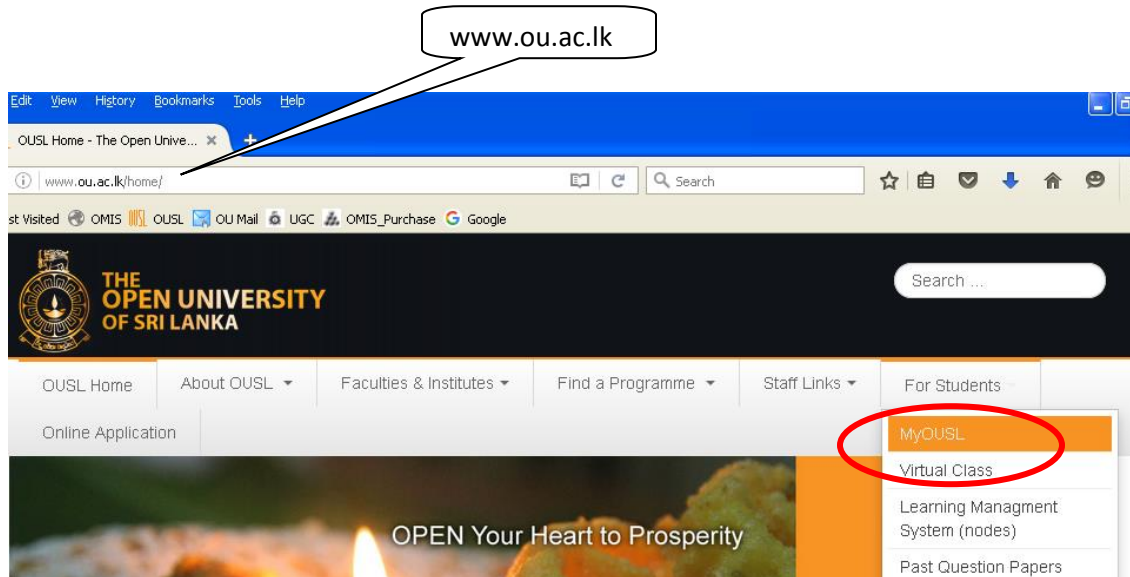


Registering for Courses to sit for Final Examinations B.Sc Degree Programme -2015/2016

Guide for the students

Step 1: Access **MyOUSL** from the OUSL webpage. (www.ou.ac.lk→For Students →MyOUSL)

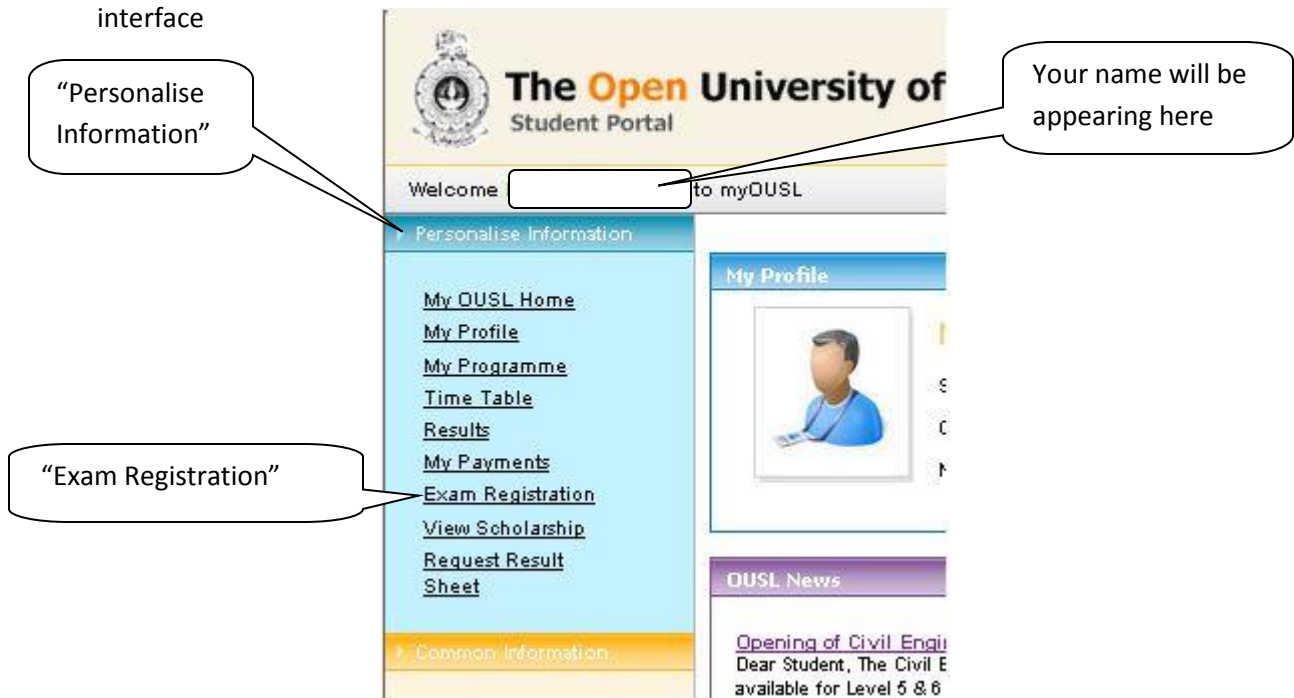


Step 2: Log in to **MyOUSL** using your User Name and Password (Username: Your Student ID No. beginning with the letter 's' given in your record book, Password: Your National Identity Card No. unless it is changed by you).

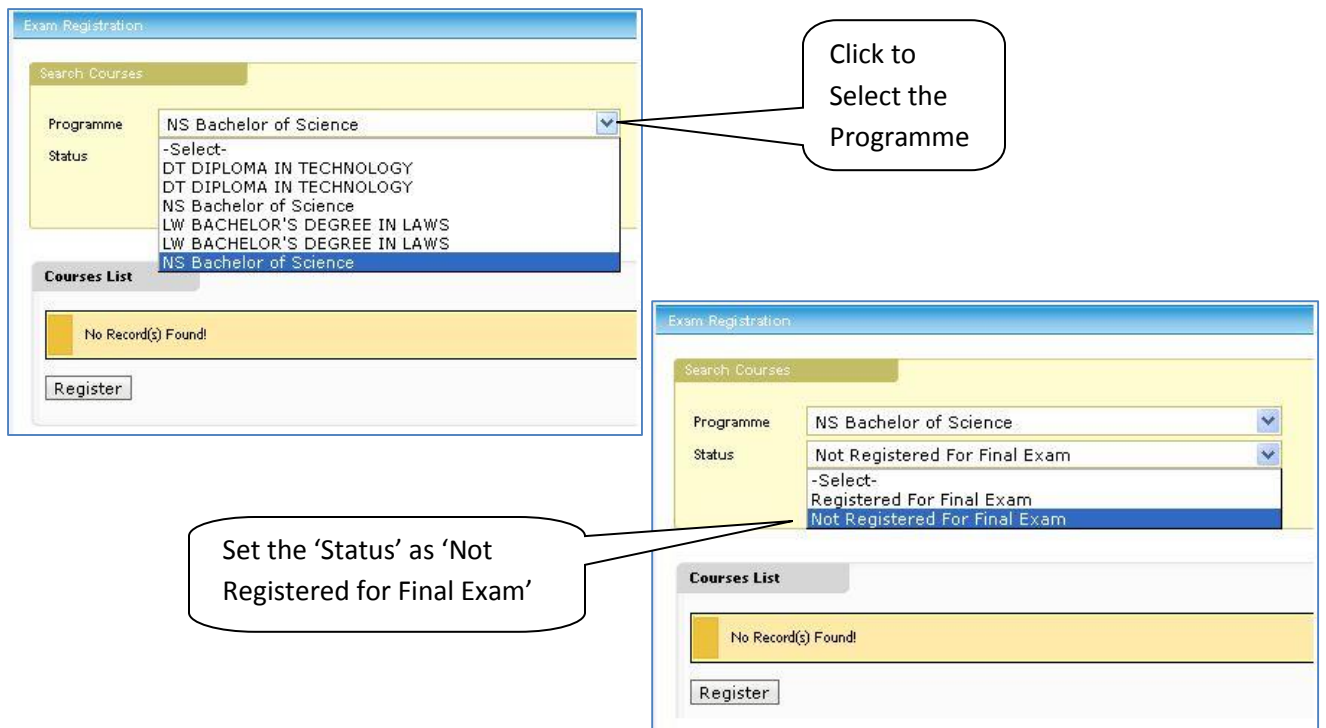


Note: You may contact the OUSL IT Division if you have forgotten the 'Password' after changing.

Step 3: Click 'Exam Registration' under 'Personalise Information' available in the top left corner of the interface



Step 4: In the 'Exam Registration' window, under the 'Search Courses', select your Programme (i.e. NS-Bachelor of Science) and select the option 'Not Registered for Final Exam' under 'Status'. Click the 'Search' button to generate the list of courses that you can apply to sit for the Final Examinations this semester, but not registered so far to sit.



Step 5: Decide on what courses you are going to sit at this examination and tick those courses by clicking on the check boxes appearing in front of each course. After selecting the courses, please click 'Register' button to confirm that you wish to sit for them.

You can add more courses to sit by repeating Step 4 given above.

The screenshot shows the 'Exam Registration' interface. At the top, there is a 'Search Courses' section with two dropdown menus: 'Programme' set to 'NS Bachelor of Science' and 'Status' set to 'Not Registered For Final Exam'. Below these is a 'Search' button. The main section is titled 'Courses List' and contains a table with the following data:

Course	FE Registered	Inquiry Number	FE REG Closing Date	Note
<input type="checkbox"/> APU2141	No	-	25/09/2015	FE Registration Closing Date Exceeded
<input type="checkbox"/> APU2142	No	-	25/09/2015	FE Registration Closing Date Exceeded
<input type="checkbox"/> APU3244	No	-	30/09/2015	FE Registration Closing Date Exceeded
<input type="checkbox"/> PUU1142	No	-	28/09/2015	FE Registration Closing Date Exceeded
<input type="checkbox"/> PUU2143	No	-	01/11/2015	FE Registration Closing Date Exceeded
<input type="checkbox"/> PYU2160	No	-	30/09/2015	FE Registration Closing Date Exceeded

Below the table are two buttons: 'Register' and 'De-Register'. Two callout boxes provide instructions: one points to the checkboxes in the table with the text 'Select the courses by clicking on these check boxes', and another points to the 'Register' button with the text 'Click 'Register' button to get registered for the selected courses to sit for final examinations'.