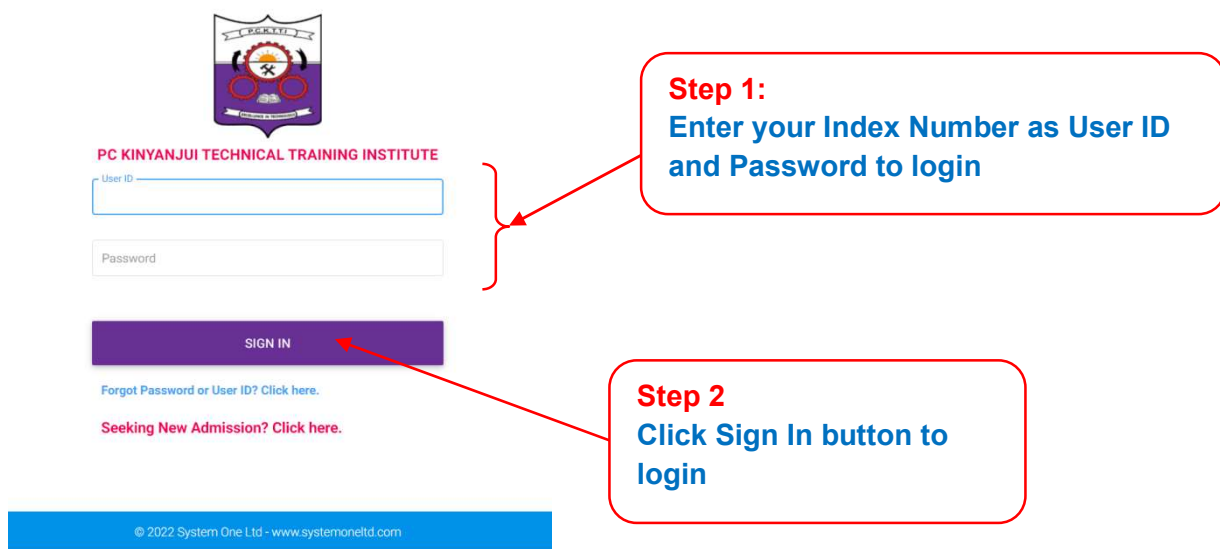


## Campuscura/Eregistrar Online Admission for Both Self-Sponsored and KUCCPS Students User Guide

**To make an online admission, follow these steps once you have access this screen via the institution website. \*This should ONLY be performed once you have downloaded, read, fulfilled and ready with all the mandatory requirements on the admission letter.**

Please use your index number to login as indicated below to join.



**Step 1:**  
Enter your Index Number as User ID and Password to login

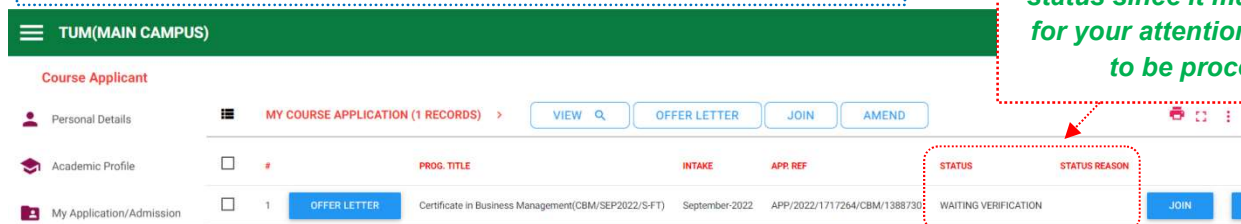
**Step 2:**  
Click Sign In button to login

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**Note\*\*\* (Screen option 1)**

*In case the status of the application is not yet processed or processed but not accepted, the screen will appear as follows*

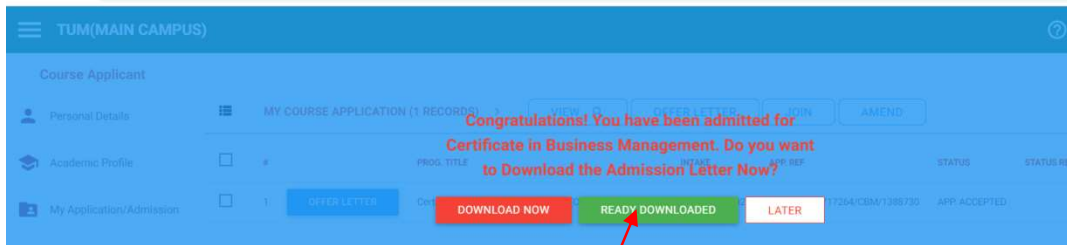
*Current application Status. Please pay attention to the status since it may be waiting for your attention to enable it to be processed.*



#	PROG. TITLE	INTAKE	APP REF	STATUS	STATUS REASON
1	Certificate in Business Management(CBM/SEP2022/SFT)	September-2022	APP/2022/1717264/CBM/1388730	WAITING VERIFICATION	

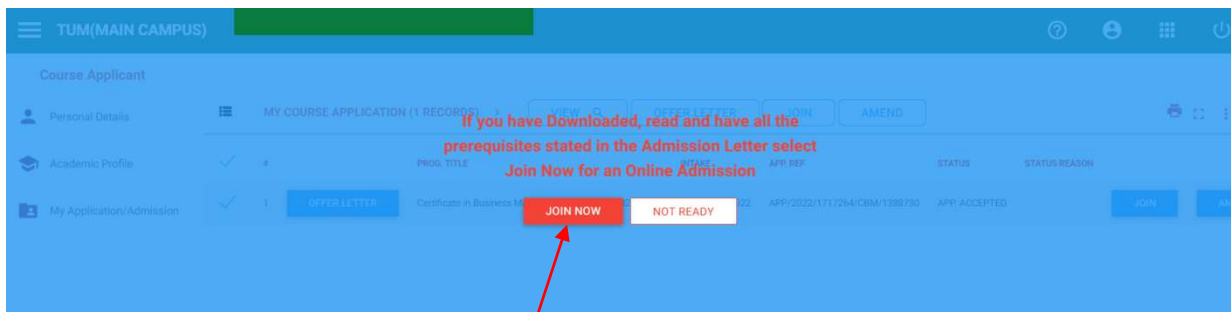
**Note\*\*\* (Screen option 2 –Application Accepted)**

*In case the application has been accepted, the screen will appear as follows*



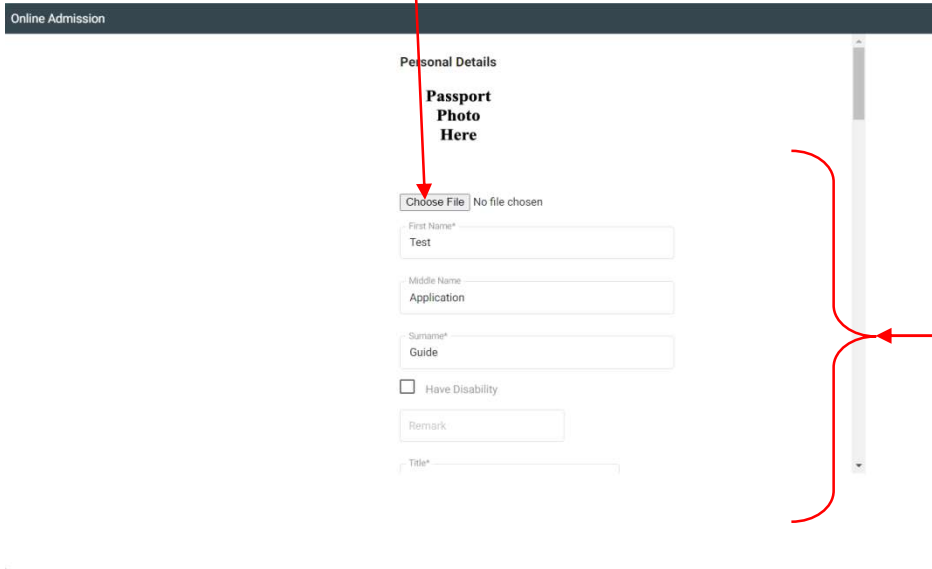
**Step 3**  
Click Ready Downloaded button

If you have downloaded, read, fulfilled and ready with all the mandatory requirements on the admission letter, go to this step (Step 4).



**Step 4**  
Click Join Now button

**Step 5:**  
Scan and upload your passport photo here



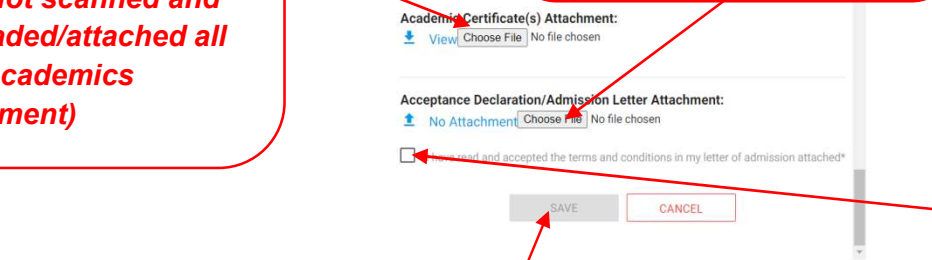
**Step 6:**  
Verify/Enter your Details here appropriately as indicated

**Note\*\*\***  
Do scroll to view more details on this section if not in your view

**Step 7:**  
Scan and attach the academic Certificate(s). Only pdf format allowed  
*(Do this ONLY if you had not scanned and uploaded/attached all the Academics document)*

**Step 8:**  
Scan and attach the Admission letter after filling in all the required information as instructed. Only pdf format allowed

**Note\*\*\* (only pdf format)**  
Combine the scanned document as one. i.e. the academic certificates/Result slip



**Step 9**  
Check/Click on the box if you agree with the terms and conditions of the admission stated in the Admission letter

**Step 10**  
Click Save button to complete the online admission