Dear Students,

Please follow below steps to register for repeat modules online.

- 1. Sign-in to your LearnOrg Account
- 2. Click 'repeat registration' under 'Student repeat registration' as depicted below.

	Welcome - 186016C
Welcome to LearnOrg → UoM	Welcome to LearnOrg
Yy LearnOrg                 Edit Account information                 Change Password	Last time you have login at   : Thursday 25th of February 2021 12:49:29 PM Last time you have login from : 10.10.240.2
Student Area  Register New Course  Enrolments History  View My Results	Change Password
Supplication Form Complaining & Reporting     Complaining on Administration &     Welfare     Incidents Reporting Hostel Management     Defects Reporting     Hostel Application     Personal Device Info	Username 186016C Current Password New Password Confirm New Password Change
Room Reservation Recommend Final Thesis     Submission Form Student Repeat Registration	Since now we have implemented centralized authentication management system, now you can access LearnOrg, Moodle, e-Mail and Web-mail, Journal Access Library Proxy and Common Wi- Fi facilities using same username and the password.
Repeat Registration     Repeat Registration PDF Form     Students Details     1. Student Details Collection Form     2. Upload Photo & Download PDF     3. Upload Certified Documents     Students Request     Appeal     Leave	Therefore hereafter you should use the new password to login to all these systems.  Password Policy : Your new password must consist, - do not include username - you need to include (for security reasons) * at-least one number and * at-least one number and * at-least one upper-case letter and * at-least one upper-case letter and * at-least one symbol (like 0,\$1, #,%,^,%) in addition to that the minimum length of the password must be 8.

 Choose relevant details on the drop down menus. Select the department the respective module is offered. Ex: to register to IM1230, please select the department as FOB-IM.
 Select the intake as Intake 2019 and semester 2 - as you register for the 2019-semester2 repeat exam.

Click 'Go'

Then you will see below screen

				Welcome - 186016
Velcome to LearnOrg	Add repeat	student's Enrollments		
➔ UoM				
	Bachelor of B	usiness Science 💙 🛛 FoB-IM 🔍 🗌	Intake 2019 🗸	BBSc Semester - 2 🗸 🕞 Go
1y LearnOrg				
<ul> <li>Edit Account information</li> </ul>				
<ul> <li>Change Password</li> </ul>	View Offe	erings - Department of II	ndustrial	Management
Student Area				
<ul> <li>Register New Course</li> </ul>	Madala Cada	Madula Nama	Chathan	
<ul> <li>Enrolments History</li> </ul>	module Code	module Name	Status	
<ul> <li>View My Results</li> </ul>	IM1230	Macroeconomics	Enrolled	
<ul> <li>Field Selection</li> </ul>	1112200	Management Association		
<ul> <li>Supplication Form</li> </ul>	IM1240	management Accounting	Enroll	
Complaining & Reporting	IM1330	Principles of Marketing	Enroll	
Complaining on Administration &	IM1120	Business Communication Skills - I	Enroll	
Incidents Peporting	IM1240	Cominan II - Entropropourial Thisbirg		
Hostel Management	1M1540	Seminar II - Entrepreneuriai Thinking	Enroi	
Defects Reporting				
Hostel Application				
Personal Device Info				
Room Reservation				
Recommend Final Thesis				
Submission Form				
Student Repeat Registration				
Repeat Registration				
Repeat Registration PDF Form				
Students Details				
➔ 1. Student Details Collection Form				
➔ 2. Upload Photo & Download PDF				
➔ 3. Upload Certified Documents				
Students Request				
➔ Appeal				

- 4. Click 'Enroll' for the subject you need to register.
- 5. Select relevant and correct item from the drop-down menus.

	Welcome - 186016C
Add repeat student'	Enrollments
Bachelor of Business Sci	nce 🗙 FoB-IM 🔹 Intake 2019 🗙 BBSc Semester - 2 🗙 🕞 Go
Module - IM1240 (Man Status	agement Accounting)
Module - IM1240 (Man Status Registering for *	segement Accounting) : F : [WE]
Module - IM1240 (Man Status Registering for * Attempt considered as	segement Accounting) : F : WE V : CA
Module - IM1240 (Man Status Registering for * Attempt considered as Academic Concession *	egement Accounting) : F : WE : WE : Full Module
Module - IM1240 (Man Status Registering for * Attempt considered as Academic Concession *	egement Accounting) : F : WE : CA : Full Module : Full Module

Add Enrollment

Add repeat student'	s Enrollments
Bachelor of Business Sci	ence 🗙 FoB-IM 🔹 Intake 2019 💙 BBSc Semester - 2 💙 🕞 Go
Module - IM1240 (Man	agement Accounting)
-	
Status	: F
Registering for *	: WE 🗸
Attempt considered as	: 2 🗸
Attempt considered as Academic Concession *	: 2 V * : Repeat V
Attempt considered as Academic Concession *	: 2 V * : Repeat V
Attempt considered as Academic Concession *	: 2 ♥ * : Repeat ♥ Repeat
Attempt considered as Academic Concession * Comment	: 2 ♥ * : Repeat ♥ Repeat : First Attempt First Attempt
Attempt considered as Academic Concession	: 2 ♥ : Repeat ♥ : Repeat : First Attempt First Attempt - With Concession

- 6. Click 'Add Enrollment'.
- 7. Repeat this method if you wish to register for more than one module.
- 8. Click on 'Repeat Registration PDF form' once you are finished enrolling for the required modules.

LearnOrg		
	Welcome - 186016C	Moodle   D
Welcome to LearnOrg → UoM	Add repeat student's Enrollments	
	Bachelor of Business Science V FoB-IM V Intake 2019 BBSc Semester - 2 V Go	
My LearnUrg		
Change Password	Successfully enrolled to - Management Accounting (IM1240)	
Student Area	To complete the Repeat Registration, Please Print the PDF file using the main menu.	
Register New Course		
<ul> <li>Enrolments History</li> </ul>		
View My Results		
<ul> <li>Field Selection</li> </ul>		
<ul> <li>Supplication Form</li> </ul>		
Complaining & Reporting Complaining on Administration & Welfare		
Incidents Reporting		
Hostel Management		
Defects Reporting		
Hostel Application		
Personal Device Info		
Room Reservation		
Recommend Final Thesis		
Submission Form		
Student Repeat Registration		
Repeat Registration PDE Form		
Students Details		
➔ 1. Student Details Collection Form		
➔ 2. Upload Photo & Download PDF		
3. Upload Certified Documents		
Students Request		
➔ Appeal		
➔ Leave		
		2007 2024 70

- 9. Tick 'I confirm above information is correct and accurate' Box
- 10. Click 'Send for approval and download the PDF' button. An automatic mail will be generated and sent when you click this button.

LearnOrg				
			Welcon	ne - 1860160
elcome to LearnOrg	Downlo	ad Repeat Registerd Form		
➔ UoM				
	* Please	make the payments to the Shroff Counter.		
y LearnOrg	* Comple	ted form, payment slip and relavent documents m	ust be sumbited to the UGS E	ivision.
<ul> <li>Edit Account information</li> </ul>				
<ul> <li>Change Password</li> </ul>				
		Intake 2019 - Semeste	r 2	
udent Area				
<ul> <li>Register New Course</li> </ul>	Module	Module Name	Registered	Previous
<ul> <li>Enrolments History</li> </ul>	Code		for	result
<ul> <li>View My Results</li> </ul>	IM1230	Macroeconomics	Full Module	F
<ul> <li>Field Selection</li> </ul>				
<ul> <li>Supplication Form</li> </ul>	IM1240	Management Accounting	WE	F
Complaining & Reporting		_		
Complaining on Administration &		I confirm the above information is	correct and accurate.	
Welfare		Send for Approval and Download	the PDF	
Incidents Reporting				
Hostel Management				
Defects Reporting				
Hostel Application				
Personal Device Info				
Room Reservation				
Recommend Final Thesis				
Submission Form				
Student Repeat Registration				
Repeat Registration				
Repeat Registration PDF Form				
Students Details				
1. Student Details Collection Form				
2. Upload Photo & Download PDF				
3. Upload Certified Documents				
Students Request				
→ Appeal				

11. Download the form and email it to <u>ugs-bus@uom.lk</u>. If you have approval letters attach them in the same mail.