



Student Management System

Online Registration Student's User Guide

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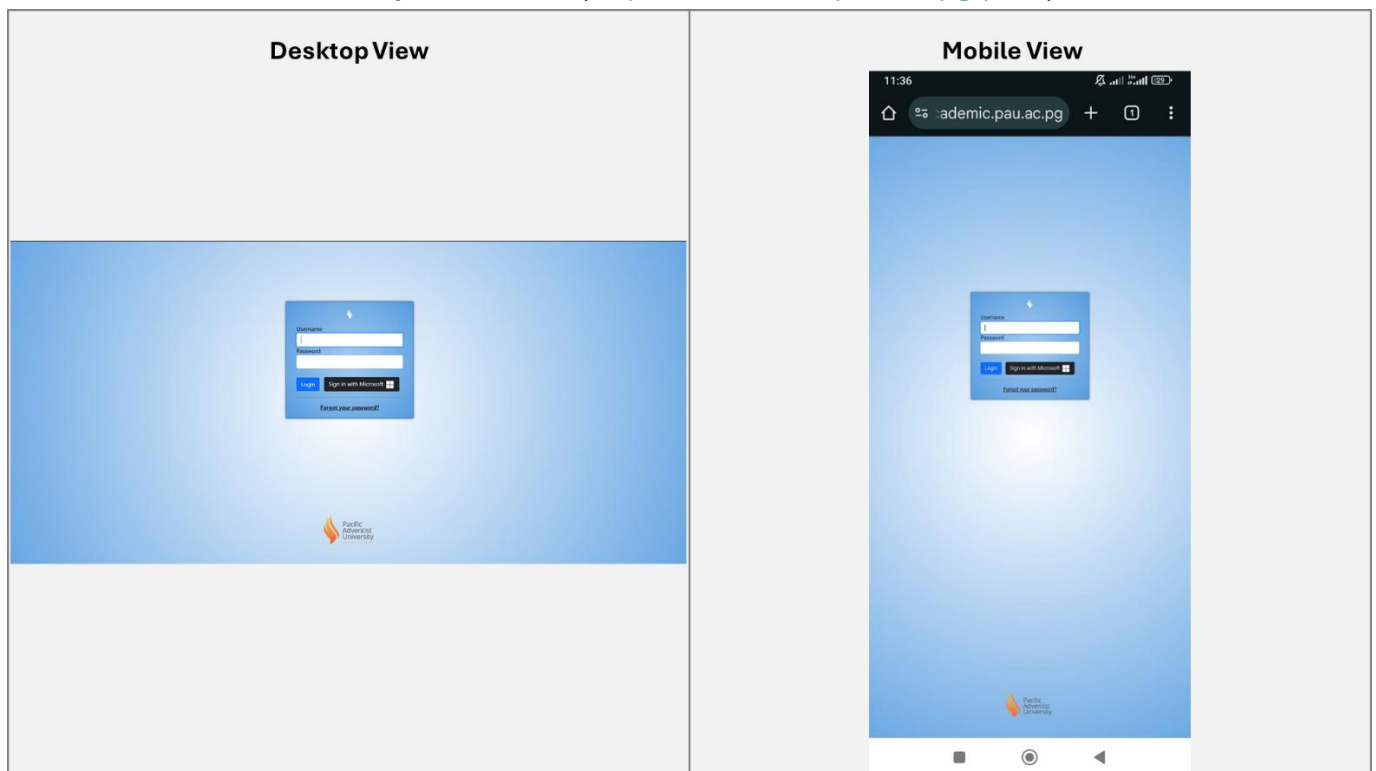
Introduction

This guide helps students complete online registration in PAU's Student Management System. It explains the registration steps, stations, and the order in which they must be completed. **Each station unlocks only after you finish the previous one.**

How to Access the Student Management System (SMS)

1. To access your registration portal, follow these instructions.

- Enter this link in your browser (<https://academic.pau.ac.pg/pau/>)

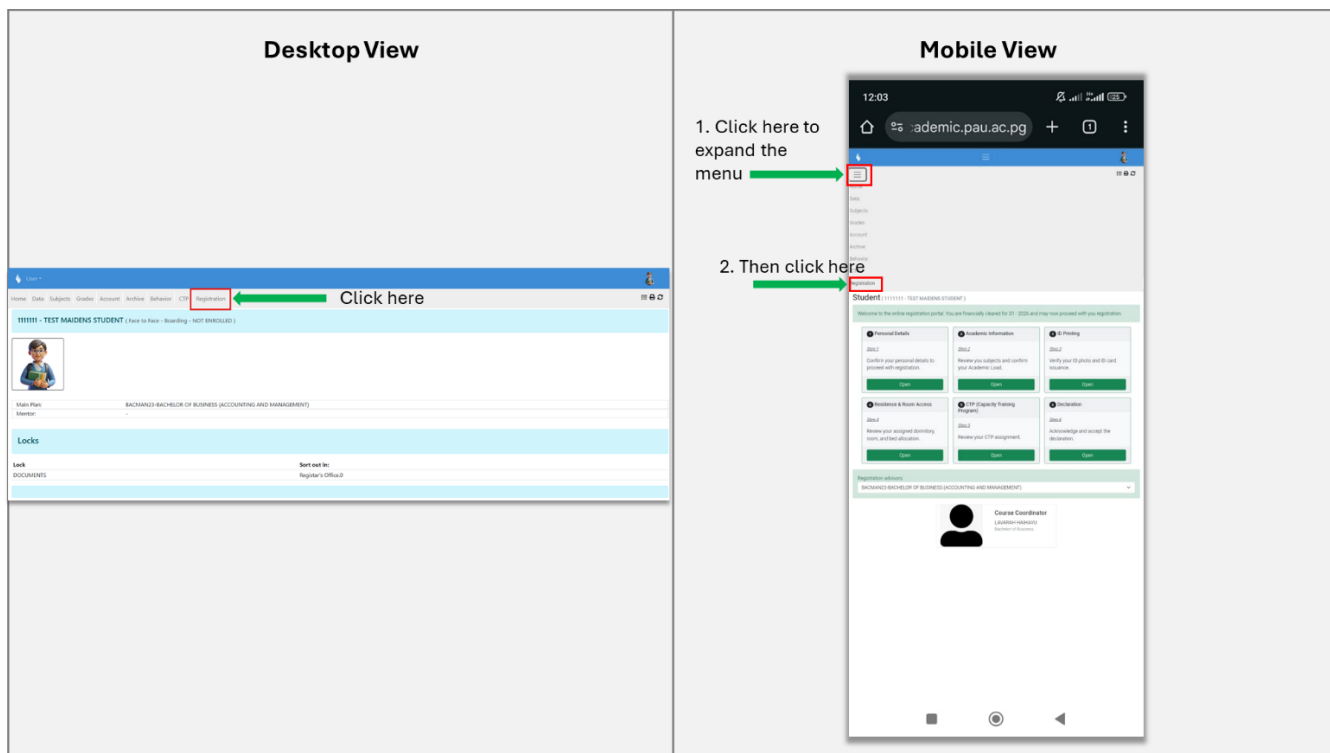


1. You can also scan this QR to access the Student Management System.



How to Access the Registration Portal

1. To access you registration portal, follow these instructions.



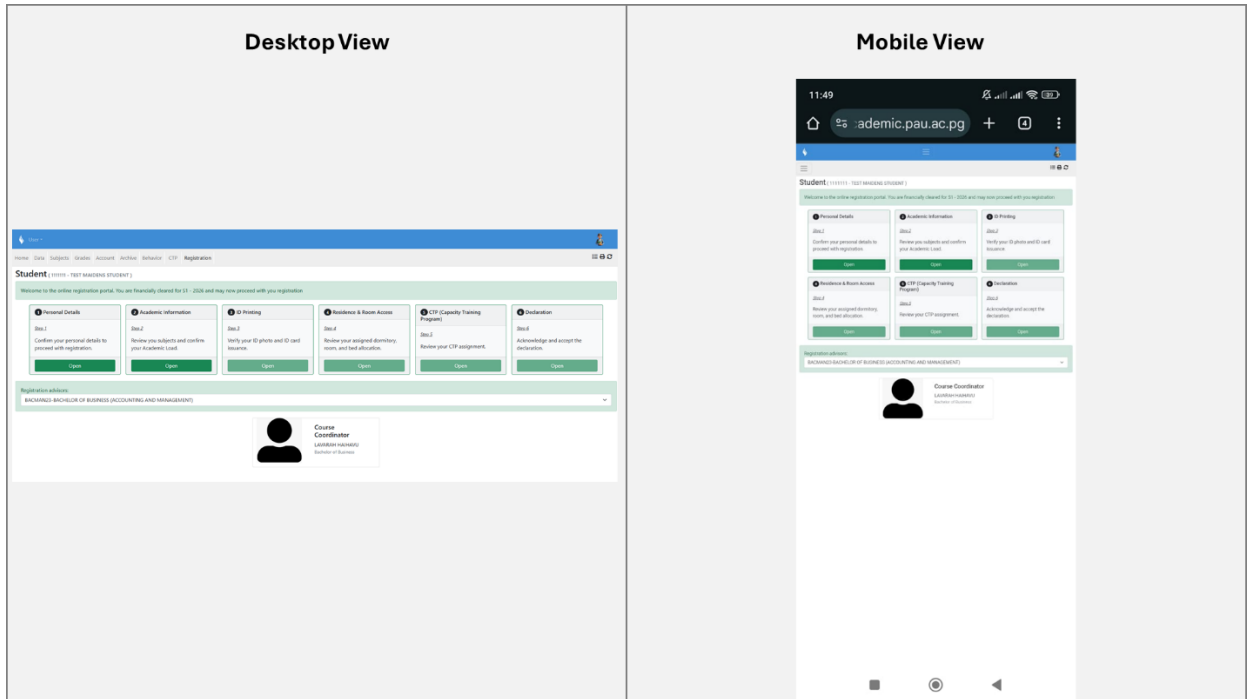
Station 1- Financial Clearance

Facilitator: Student Management System (SMS)

The system (SMS) facilitates the Financial Clearance.

What happens:

2. At this stage, you should have already paid your fees into PAU's bank account and emailed your receipt of payment to Student Finance.
 - a. A Student Finance Officer records your payment in the finance system. If you have paid **80% or more of your current semester fees**, the system will mark you as financially cleared, and your registration portal will be opened. The image below shows how your registration portal looks when you are financially cleared.

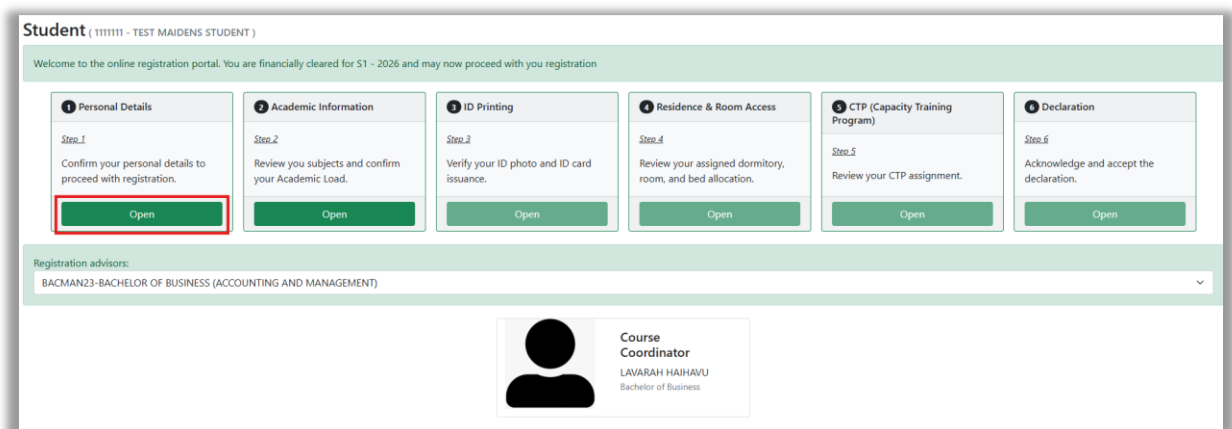


Note: It may take up to one hour for the Student Management System (SMS) to sync and update your balance after the Finance Officer posts your payment. If your portal is not updated after this time, please contact Student Finance (student.finance@pau.ac.pg) to confirm if your payment was updated.

Station 2- Personal Details

What happens:

1. Click on the green button, “Open” in the Personal Details section.



2. Update the editable fields and click the “Save” button to save the changes.

Registration Stations - Personal Data (11111111 - TEST MAIDENS STUDENT)

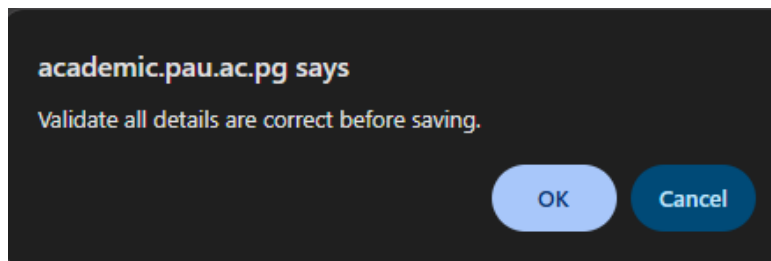
Review the information below and update the editable fields if required. Click Save when finished.

Phone: 11111123 Baptized: NO Denomination: Center Worship

Personal Data	Values	Personal Data	Values
Name:	TEST	Nationality:	Papua New Guinean
Maiden Name:	MAIDENS	Country:	Papua New Guinea
Surname:	STUDENT	Province:	Enga
GOB ID:	-	Village:	Kandepe
Gender:	Male	Home Country:	Papua New Guinea
Civil Status:	Single	Home Province:	Bougainville
Denomination:	Center Worship Alter	Home Village:	North Bougainville
Baptized:	NO	Modality:	Face to Face
Date of Baptism:		Birth Date:	01/01/1990
Email:	1190201@alumno.um.edu.mx	Residence:	Boarding Student - Men's Dorm - Donga
Cell Phone:	11111123	Student type:	REGULAR
Cultural Group:	New Guinea Islands	Financial Classification:	Non Adventist Student - Center Worship Alter
Provincial Group:	New Guinea Islands	Main Plan:	BACMAN23 - BACHELOR OF BUSINESS (ACCOUNTING AND MANAGEMENT)

Save

3. There should be a prompt saying “Validate all details are correct before saving. Click “OK”.



4. This marks this station as complete and the next station becomes available.

Station 3- Academic Information

Facilitator: Students and Course Coordinators

What happens:

1. Click on the green button, “Open” in the **Academic Information** card.

Student (111111 - TEST MAIDENS STUDENT)

Welcome to the online registration portal. You are financially cleared for S1 - 2026 and may now proceed with your registration

1 Personal Details

Step 1

Confirm your personal details to proceed with registration.

Open

2 Academic Information

Step 2

Review your subjects and confirm your Academic Load.

Open

3 ID Printing

Step 3

Verify your ID photo and ID card issuance.

Open

4 Residence & Room Access

Step 4

Review your assigned dormitory, room, and bed allocation.

Open

5 CTP (Capacity Training Program)

Step 5

Review your CTP assignment.

Open


6 Declaration

Step 6

Acknowledge and accept the declaration.

Open

Registration advisors:
BACMAN23-BACHELOR OF BUSINESS (ACCOUNTING AND MANAGEMENT)



Course Coordinator
LAVARAH HAIHAVU
Bachelor of Business

- Click the blue button, “Confirm Subjects” to view the subjects assigned to you for the semester.

Academic Information (1111111 - TESTMAIDENS STUDENT)

In order to complete this step you must confirm the subjects in your Academic Load. Click on 'Confirm Subjects' to see the full list of subjects.

No.	Status	Academic Load	Plan ID	Course	Subject List
1	PENDING CONFIRMATION	LOAD 1 2026 (FEB - JUN)	BACMAN23	BACHELOR OF BUSINESS (ACCOUNTING AND MANAGEMENT)	Confirm Subjects 4

- Review the listed subjects assigned to you for the semester. If everything is okay, click the button, “Confirm Academic Load” to confirm your subjects. If you have queries and need adjustments, please see your course coordinator.

Academic Information (1111111 TEST MAIDENS STUDENT Plan: BACMAN23 Load: 20261A Modality: Face to Face Residence: Boarding Student Location: Face-to-Face)

Your attendance is in person.

No.	Semester	Subject	Modality	Lecturer	Credits	Start	End	Status
1	1	Academic Skills for University Success	Face to Face	JUDY TIGULU ELISHA	15.00	01/02/2026	30/06/2026	Assigned
2	1	Introduction to Accounting 1	Face to Face	DELKER KEMBA RINNY	15.00	01/02/2026	30/06/2026	Assigned
3	1	Intro to Spreadsheets & Database	Face to Face	LAVARAH HAIHAVU	15.00	01/02/2026	30/06/2026	Assigned
4	1	Business Mathematics	Face to Face	MARJORIE SUNICO	15.00	01/02/2026	30/06/2026	Assigned

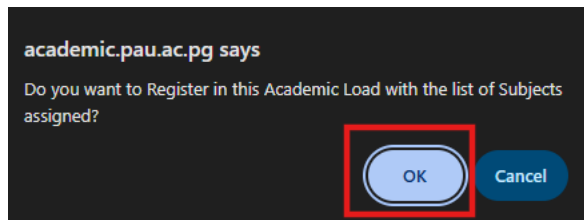
Confirm your Academic Load in order to continue

Academic Load

By clicking **Confirm Academic Load** you accept the subjects assigned. Once confirmed the admission office will begin processing your registration.

Confirm Academic Load

4. You will be prompted to reconfirm your choice. Click OK.



5. This marks this station as complete and the next station becomes available.

Station 4- ID Printing

Facilitator: ID Station Facilitator

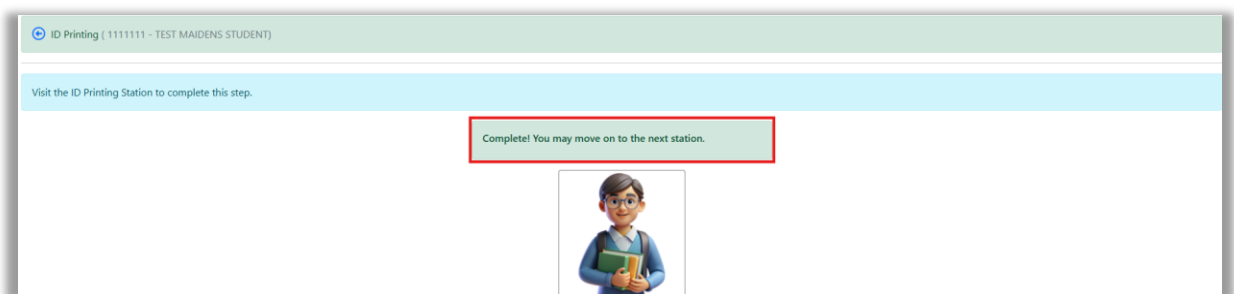
This station requires you to visit the ID printing station in person. Instructions will also appear in your registration portal advising you to visit the ID station to complete this step.

Grooming: Please ensure you are well groomed before coming to this station. ID photos will only be taken if you are properly groomed.

What happens:

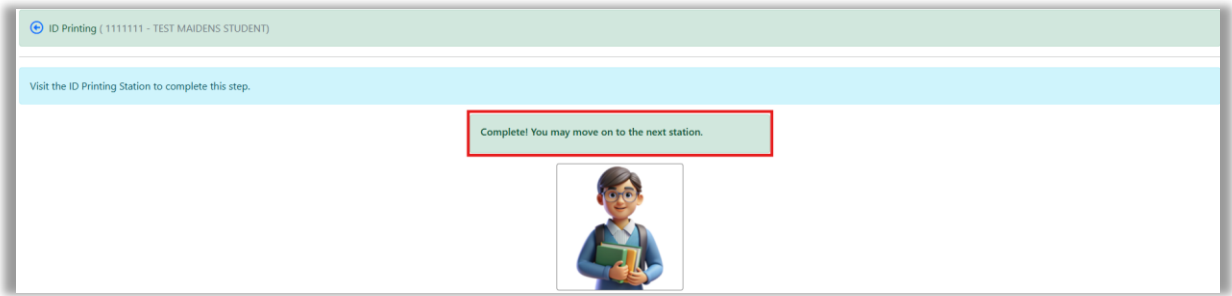
New Students (1st Year)

- Stand in the queue to have your photo taken and ID printed.
- ID Station facilitator takes your ID photo.
- ID Station facilitator prints and issues your ID card.
- Completing this process should mark this station as complete and the next station becomes available.



Continuing Students (1st Year)

- Make sure you have your existing ID card with you.
- Present your ID card to the ID station facilitator.
- ID Station facilitator verifies your ID then marks this station as complete, and the next station becomes available for you.



Note: For continuing students with lost ID cards, pay K20 at the school cashier, bring your receipt and join the 1st year student queue to have your ID printed. Completing this will mark this station as complete and the next station becomes available for you.

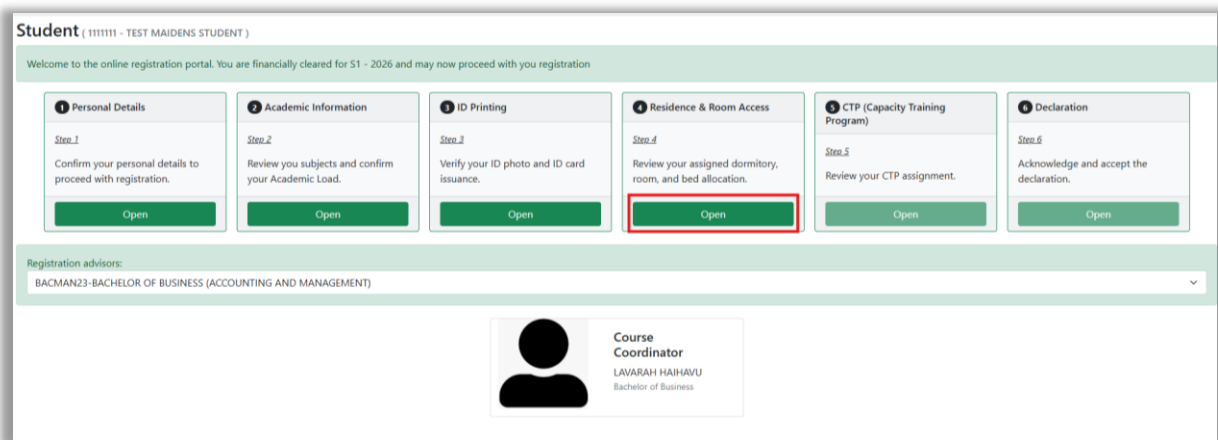
Station 5- Residence & Room Access

Facilitator: Residential Deans (Male/ Female)

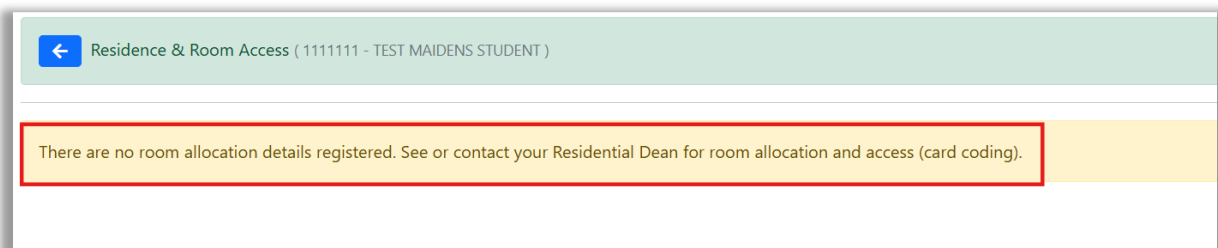
Only Applicable for boarding Students

What happens:

1. Click on the green button, “Open” in the **Residence & Room Access** card.



2. Visit your Residential Dean in person for room allocation and access card (room door access) coding. Make sure you bring your ID card when visiting this station.



- Once your Residential Dean assigns you a room and grants room access, this station will be marked complete, and the next station will become available.

Residence & Room Access (1111111 - TEST MAIDENS STUDENT)			
Dormitory	Room	Bed	Status
Men's Dorm - Donga	121	1	Active
Roomates			
Name	Bed		
TEST MAIDENS	1		

Married Students Residing in Married Student Village

- Arrangement should be made prior to registration, and DOS should have already allocated you to a house.
- This station should be marked as complete for you, and you should just proceed to the next station.

Station 6- CTP (Capacity Training Program)

Facilitator: CTP Coordinator

Only Applicable for boarding and MSV Students

What happens:


- This station requires you to visit the CTP Station in person.
- Click on the green button, "Open" in the **CTP (Capacity Training Program)** card.

Student (1111111 - TEST MAIDENS STUDENT)

Welcome to the online registration portal. You are financially cleared for S1 - 2026 and may now proceed with your registration

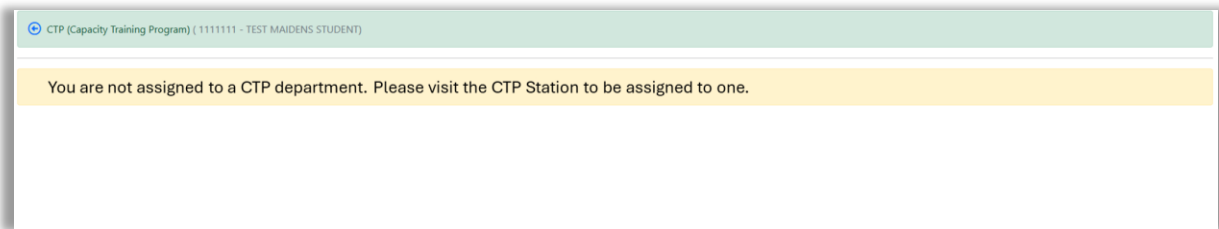
<p>1 Personal Details</p> <p>Step 1</p> <p>Confirm your personal details to proceed with registration.</p> <p>Open</p>	<p>2 Academic Information</p> <p>Step 2</p> <p>Review your subjects and confirm your Academic Load.</p> <p>Open</p>	<p>3 ID Printing</p> <p>Step 3</p> <p>Verify your ID photo and ID card issuance.</p> <p>Open</p>	<p>4 Residence & Room Access</p> <p>Step 4</p> <p>Review your assigned dormitory, room, and bed allocation.</p> <p>Open</p>	<p>5 CTP (Capacity Training Program)</p> <p>Step 5</p> <p>Review your CTP assignment.</p> <p>Open</p>	<p>6 Declaration</p> <p>Step 6</p> <p>Acknowledge and accept the declaration.</p> <p>Open</p>
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Registration advisors:
BACMAN23-BACHELOR OF BUSINESS (ACCOUNTING AND MANAGEMENT)



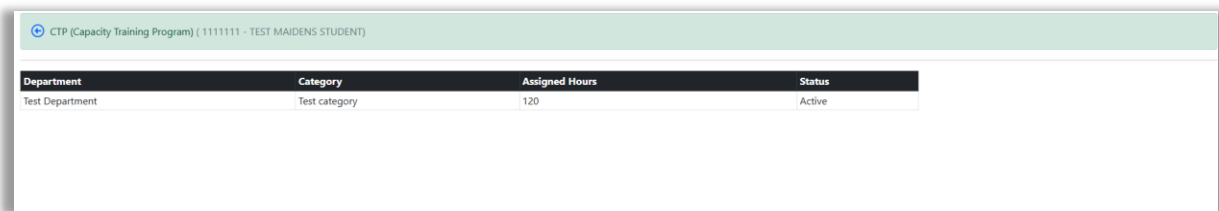
Course Coordinator
LAVARAH HAIHAVU
Bachelor of Business

3. This is the default view that instructs you to visit the CTP station in person.



4. Once the CTP Coordinator assigns you to a CTP department, this station will be marked complete, and the next station will become available.

5. This should be your view when you have been assigned to a CTP department.

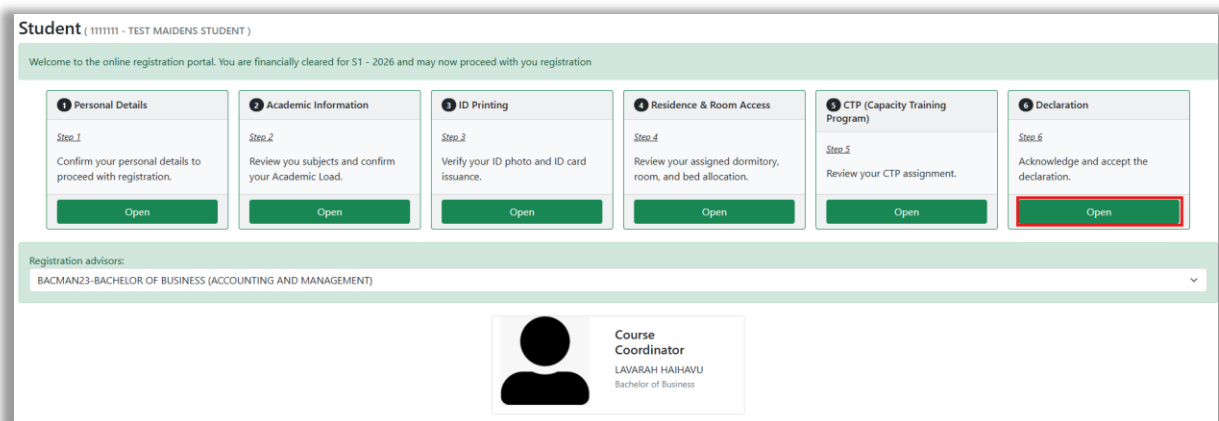


Station 7- Declaration

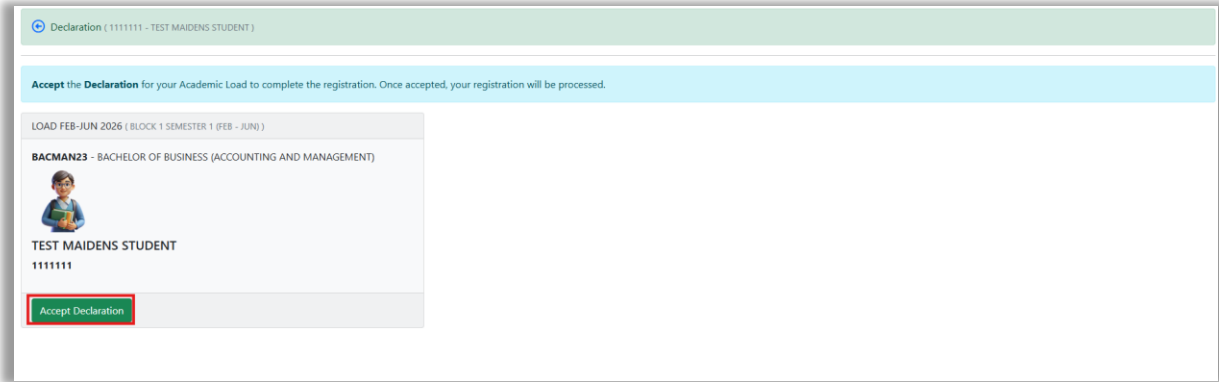
Facilitator: Student Services Director (Team)

What happens:

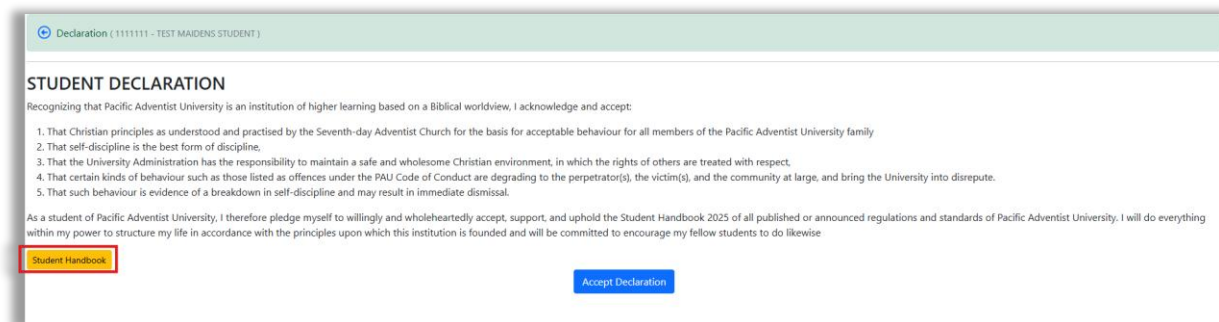
1. Click on the green button, “Open” in the **Declaration** card.



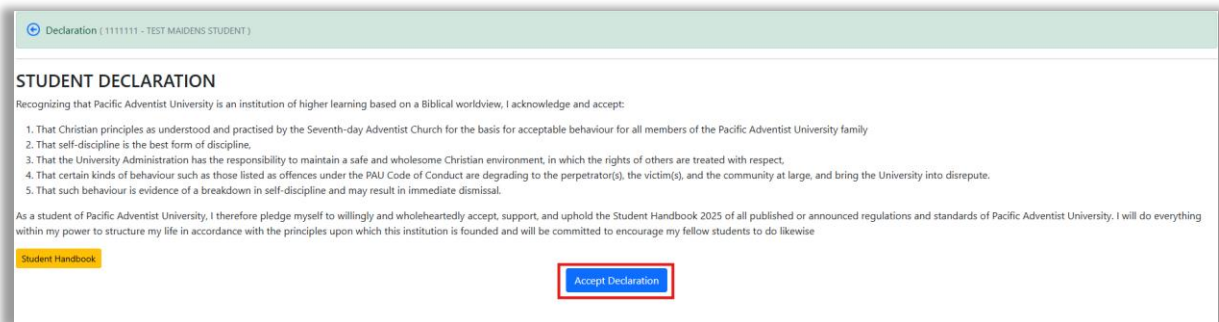
2. Now click on the “**Accept Declaration**” button.



3. Read and understand the “Student Declaration” section displayed on this page. Also download a copy of the handbook here and read through.



4. After reading through, click the button, “Accept Declaration”.



5. You will then be prompted to visit the Declaration Station to see the Student Services Director in person. The Director will mark this station as complete, and your registration status will change from **Not Registered** to **Registered**, confirming you as an officially registered student of Pacific Adventist University.

User

Home Data Subjects Grades Account Archive Behavior CTP Registration


Student (1111111 - TEST MAIDENS STUDENT)

Welcome to the online registration portal. You are financially cleared for S1 - 2026 and may now proceed with your registration

✔ Registration Complete

1 Personal Details Step 1 Confirm your personal details to proceed with registration. Open	2 Academic Information Step 2 Review your subjects and confirm your Academic Load. Open	3 ID Printing Step 3 Verify your ID photo and ID card issuance. Open	4 Residence & Room Access Step 4 Review your assigned dormitory, room, and bed allocation. Open	5 CTP (Capacity Training Program) Step 5 Review your CTP assignment. Open	6 Declaration Step 6 Acknowledge and accept the declaration. Open
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Registration advisors:
BACMAN23-BACHELOR OF BUSINESS (ACCOUNTING AND MANAGEMENT)

 **Course Coordinator**
LAVARAH HAJIMAVU
Bachelor of Business

Done!