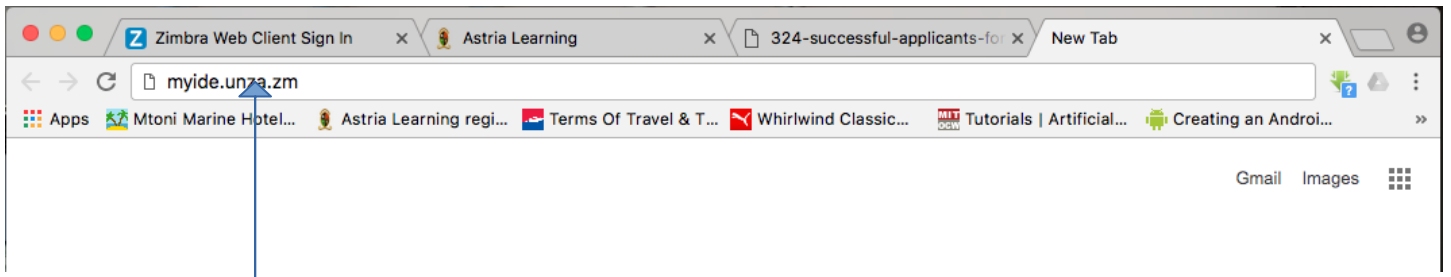
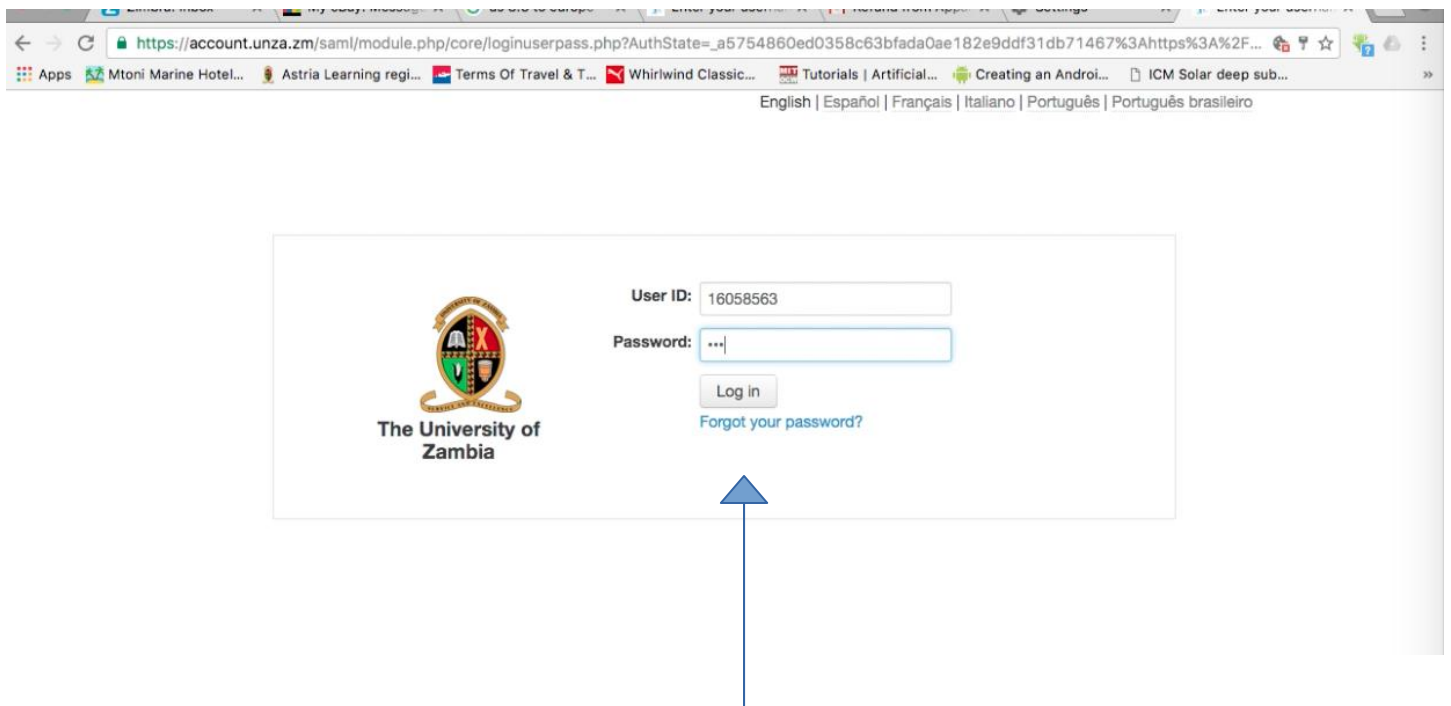


ONLINE REGISTRATION PROCESS

1. On your computer open your web browser (Mozilla Firefox, Google Chrome)



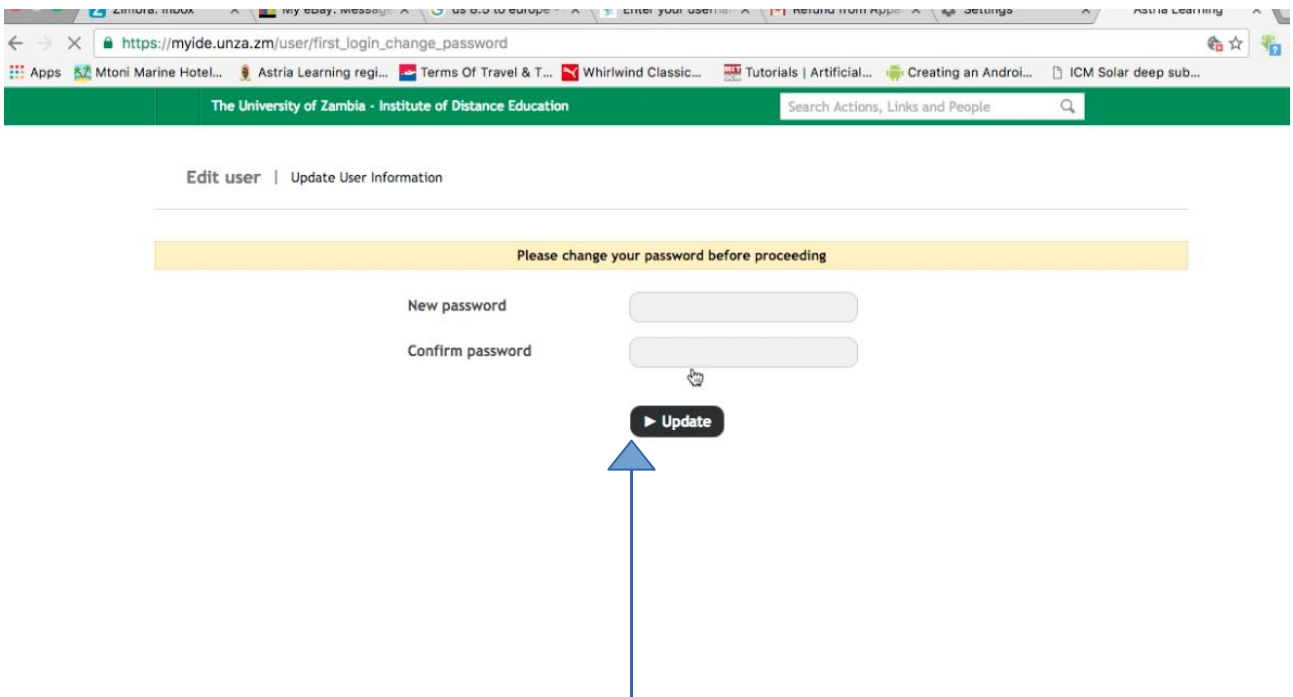
2. In the URL bar type myide.unza.zm and **PRESS ENTER**



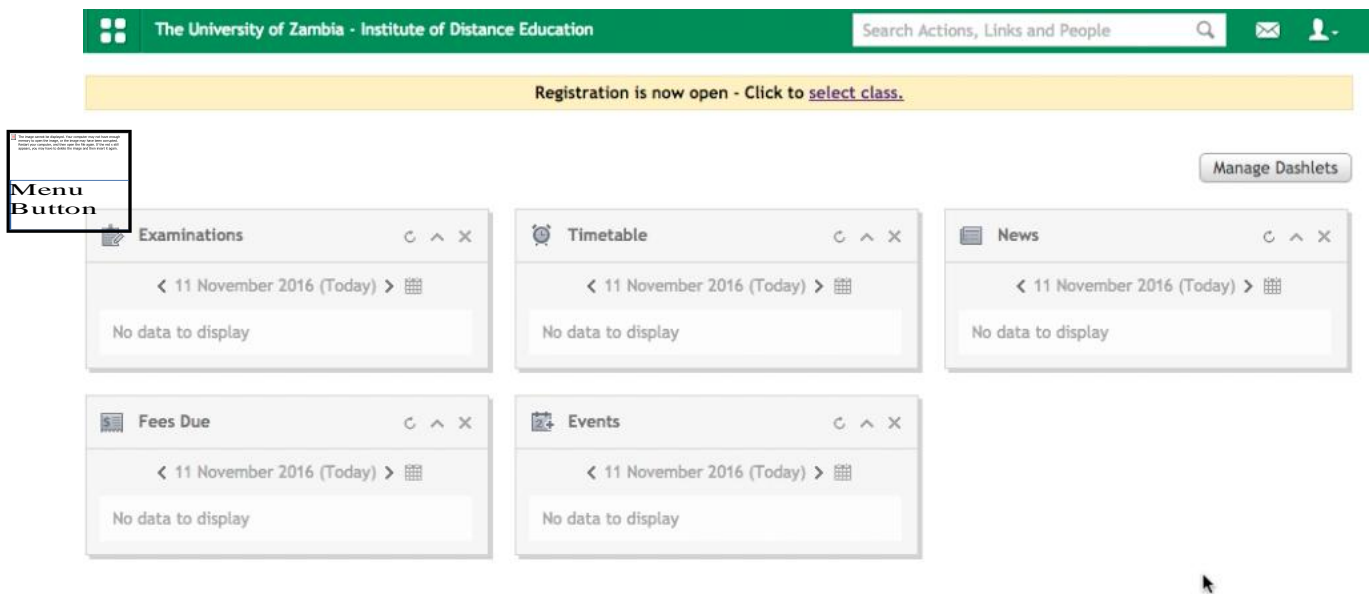
3. A login screen will open with provision to enter your username and password

For your first login, your username will be your student number and your password will be the student number followed by 123


e.g student number 16056576 password will be 16056576123



4. A screen will appear requesting you to change your password. You can now create a new password and confirm in the second box and click update



You are now logged onto the system and come tot the home screen as shown above

 5. Click on the menu button on the top left corner of your window

The University of Zambia - Institute of Distance Education

Search Actions, Links & ...

Quick Links Academics Collaboration Apps

Academics Calendar Class Registration

Fees Library My Profile

No data to display

No data to display

6. On the menu Click on Academics and then select class registration, you will see a screen

with all the courses that are available.

Student | Class Registration

Home > Class Registration

Class Registration Portal

	Search/Filter
Foundation and Development of Adult Education	Cancel Registration
Psychology of Adult Learning	Cancel Registration
Study and Communication Skills	Register
Sociology of Adult Education	Cancel Registration

7. Select the courses you wish to take by clicking on the register button and then go back to the menu button select fees

The University of Zambia - Institute of Distance Education Search Actions, Li

Quick Links Academics Collaboration Apps

Academics Calendar Fees
 News Timetable

Study and Communication Skills Register

8. your fees will now be displayed.

Home > Student Fees

Test Chipfwe

Program & Cohort: Bachelor Of Adult Education - 2016 Session - Year 1

Admn no: 16057547

Bachelor Of Adult Education - 2016 Session - Year 1			2 Unpaid fees ^
Fees Name	Status	Amount (ZMK)	Date
Tuition Fees - 2016			
Sociology of Adult Education - AED 1410	Unpaid	2900.00 / 2900.00	Due on 30/11/2016
Other Fees			
Other Fees 2016	Unpaid	450.00 / 450.00	Due on 14/12/2016

Bachelor Of Arts With Library & Information Studies - Development Studies - 2016 Session - Year 1			
			Download Zanaco Deposit Form ^ Unpaid fees
Fees Name	Status	Amount (ZMK)	Date
Other Fees			
Other Fees 2016	Unpaid	450.00 / 450.00	Due on 14/12/2016

9. Click on download deposit form

10. To complete the registration pay atleast 50% of your total tuition fee plus the K450 other fees.

When your payment is done then you are ready to start learning. Goto **elearning.unza.zm** and login with your credentials. You will be able to access your course material from there