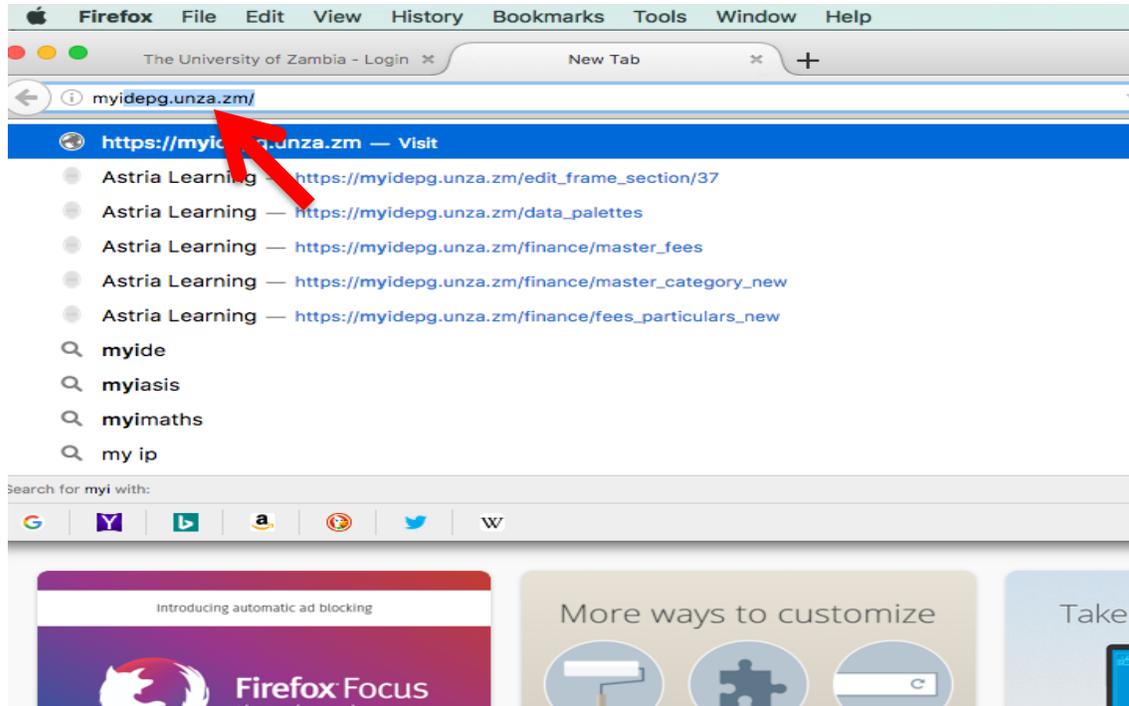# IDE POSTGRADUTE REGISTRATION PROCESS

1. Open your web browser (firefox, chrome, internet explorer)

2. Go to myidepg.unza.zm by typing myidepg.unza.zm in the URL box as shown above

3. A login window will appear. Log in using your student number as your username and your student number followed by 123 as your password e.g. username 716815810 password 716815810123

4. A window will pop up requesting you to change your password. Enter your password and confirm it in the next box. Click on update to change your password.

5. You will then be redirected to the dashboard. You will see a notification saying "registration is Now open select class" click on select class

6. You are now in the class registration portal. Select the course you wish to register for by clicking on the blue register button.

Note: wait for the button to change to red before registering the next course.

7. Once you have selected all the courses you need to take click on menu and then fees

Student | Fee Status

View refunds | Profile | Pay All Fees

Home > Student Fees

Chipefwe Sich

Course & Cohort: Master of Education in Educational Management - 2017
Admn no: 716815810

Master of Education in Educational Management - 2017			3 Unpaid fees ∧
			Download Zanaco Deposit Form
Fees Name	Status	Amount (ZMK)	Date
Tuition Fees - 2017			
ORGANISATIONAL BEHAVIOUR - MDEA 501	Unpaid	2000.00 / 2000.00	Due on 31/12/2017
POLICY ANALYSIS IMPLEMENTATION AND EVALUATION - MDEA 504	Unpaid	2000.00 / 2000.00	Due on 31/12/2017
SUPERVISION OF EDUCATIONAL PERSONNEL - MDEA 502	Unpaid	2000.00 / 2000.00	Due on 31/12/2017

8. This will show you the fees for the courses you have selected. To pay the fees click on download Zanaco Deposit form

Zanaco Fee Deposit Form ✕

Select Fee Percentage
⦿ 50.0%
◯ 25.0%
◯ 100.0%
OR
Amount (ZMK) [   ]

▶ Download

9. On this popup select the percentage that you want to pay and click on download.

Note: course registration is only complete upon payment of a minimum 50% of the course fees. You can also enter any amount in the box that says Amount(ZMK) if you wish to pay your own amount.

STUDENT/APPLICANT BILL DEPOSIT FORM

zanaco — Big Strong Reliable

Name of Institution: 6117-UNZA_ZOU PSTGRA

Date: _____

Applicant/Student Name: Chipefwe Sich

Applicant/Student Number: 716815810

Payment Code/s or details: _____

Phone No: 976949701

Examination Center Code (If applicable): _____

NRC No: 723464/11/1

Amount in Figures: 3000.0

Amount in Words: THREE THOUSAND ONLY

Pay the sum of K: 3000.0

Account Number: _____

Holder's Name: _____

Signature: _____

Disclaimer: The bank shall NOT be held liable for any inconvenience thereof caused by the banc system or any other system failure or any claim of incomplete funds transmission to the service provider. All enquiries should be directed to the service provider unless otherwise.

Paid in by: _____

Teller's stamp: _____

10. At this point print the student bill deposit form and take this form to the nearest Zanaco Branch to make payment.

When the payment is done kindly go back to the system and check/confirm that the payment has been credited to your courses.

11. When the courses have been credited with the minimum 50% , go to elearning.unza.zm for access to your modules.

In case of any problems kindly contact IDE on the following numbers

IDE OFFICE: 0978772249

IDE CUSTOMER CARE: 0978772248