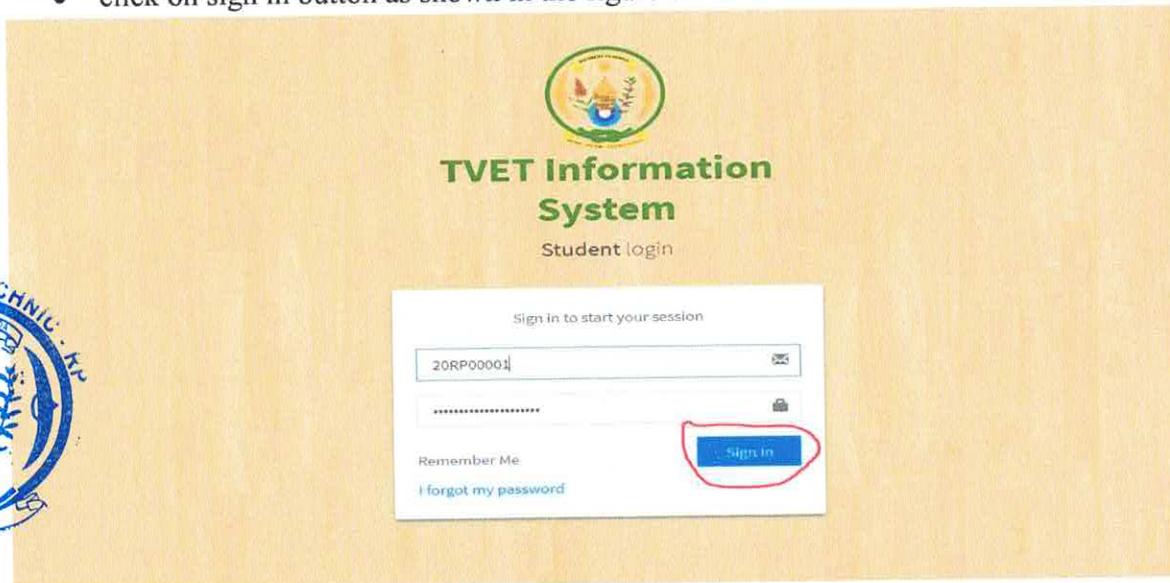


## YEAR ONE REGISTRATION MANUAL

Registration for first year students is basically done in the following steps

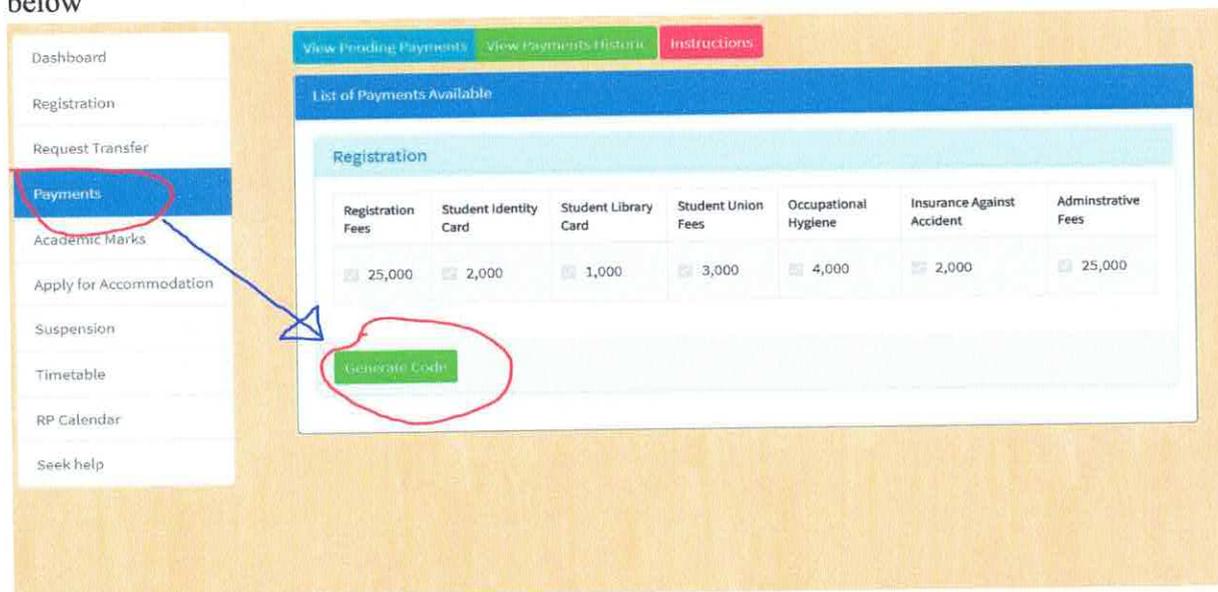
### 1. Signing into the student account

- Clicking on the link <https://mis.rp.ac.rw/student/login>,
- then provide the registration number or email
- click on sign in button as shown in the figure below

### 2. Generating payment invoice

On the left panel of the dashboard, click on Payments, generate code as shown in the figure below



| Registration Fees                          | Student Identity Card                     | Student Library Card                      | Student Union Fees                        | Occupational Hygiene                      | Insurance Against Accident                | Administrative Fees                        |
|--|---|---|---|---|---|--|
| <input checked="" type="checkbox"/> 25,000 | <input checked="" type="checkbox"/> 2,000 | <input checked="" type="checkbox"/> 1,000 | <input checked="" type="checkbox"/> 3,000 | <input checked="" type="checkbox"/> 4,000 | <input checked="" type="checkbox"/> 2,000 | <input checked="" type="checkbox"/> 25,000 |

### 3. Payment of registration fees

Payment of registration fees equivalent to 62000 RWF is done using one of the following two ways **after generating code/Invoice**.

**i. Using MTN Momo or Airtel Money**

Dial \*508\*4# → 1(Rwanda Polytechnic) → Enter your registration number that begins with **20RP..**, Verify if the system brings your names. If so, confirm and enter your Momo or Airtel pin and Pay.

**ii. Paying directly at cogebank**

Present your student registration number to the teller at any cogebank branch **NOT** Agent. The teller must confirm your names, then you pay. Otherwise, you have first to complete step 3 (Generating and Invoice).

### 4. Filling and submitting registration form

The below registration form is open to students who have completed payment.

The screenshot shows a web-based registration form. On the left is a navigation menu with options like Dashboard, Registration, Request Transfer, Payments, Academic Marks, Apply for Accommodation, Suspension, Timetable, RP Calendar, and Seek help. The main form area contains several input fields: 'Select Examiner' (dropdown), 'Index Number (Senior 6) \*' (text field with a redacted value), 'Option Offered (Senior 6) \*' (dropdown), 'School Attended (Senior 6) \*' (text field with a redacted value), and 'Aggregates Obtained (Senior 6) \*' (text field with a redacted value). Below these are 'Attachments' sections for 'Photo \*' and 'National ID / Passport \*', each with 'Choose photo to Upload' and 'Choose photo' buttons. At the bottom, there is a 'Download' link and a 'Submit Registration' button, which is circled in red.

Fill the above form provided and click on submit Registration button.

### 5. Verify if registration process is complete.

To verify if the registration is complete, the proof of registration will be displayed at the top of the dashboard besides the Admission letter. Open, download it and print it as it will be required by your college authorities to prove to them that you have been registered.

