

# Online Registration

## TEE College

This document explains what to expect when using the online interactive registration application process:

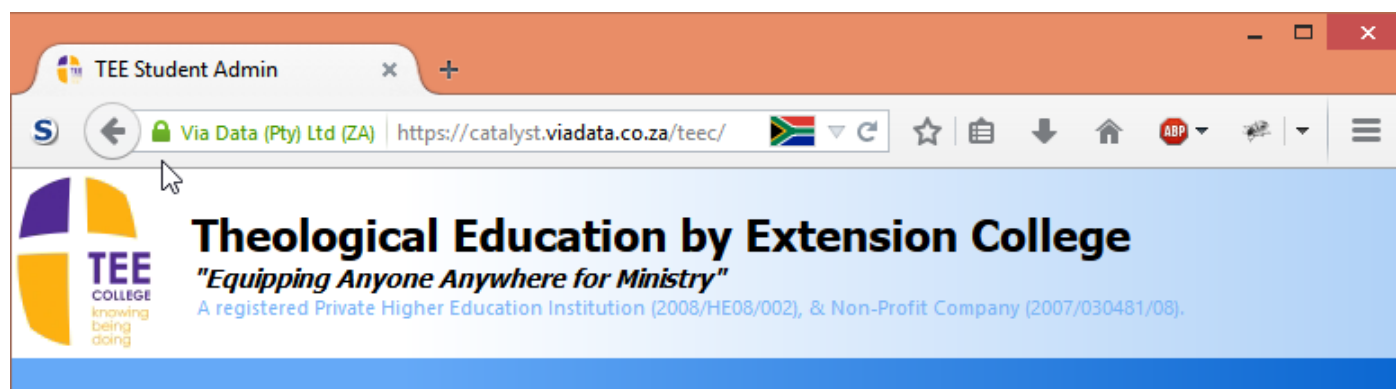
Step 1: First you need to have a student number and a valid email address – which the College has on your student record **AND** Second your student account needs to be enabled for online access. When a student account is enabled for online access an email explaining this is automatically sent to the email address that is linked to that student account. You need to have received that email before this process will work for you.

***If Step 1 hasn't happened then nothing described below will work for you.***

Step 2: From the College website – [www.tee.co.za](http://www.tee.co.za) – go to the Online page using the top menu link.

Step 3: Click on the Online Access link. You will be directed to the login server hosted by ViaData. (*Your browser might look different from what is illustrated here, but the essential aspects remain the same*).

This is a secure connection using a signed server certificate. The web address and College branding will remain the same in the browser window through the entire process.



Step 4: You will be prompted for a login.

The email you received when your student account was enabled for online access will give your username and password.

Your username is your email address, so type your email address in the Username field.

Enter the password as given in the email sent to you

Click on the “Login” button.

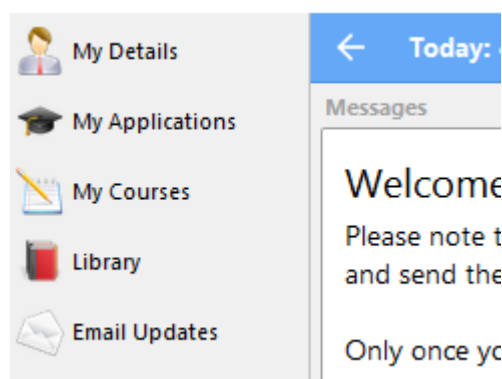
Username:

Password:

Login

Step 5: Once logged in you will see a side menu with two links – “My Details”, “My Applications”, My Courses, etc.

Select “My Applications” to start an online application. Each programme is shown as a row of information – ***which may extend past the right margin of your browser window!***



## The My Applications View:

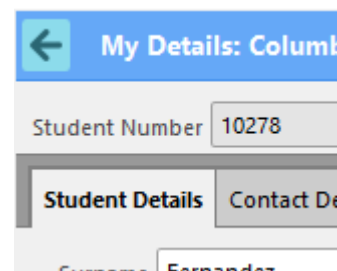
Program	Completed Courses	Credits Ear...	Current Courses	Credits Requi...	Applications
Diploma in Theology & Ministry	6000 : Developing Skills for Theological Study (60%) 6002 : Engaging with People Pastorally and Ethically (6... 6003 : Growing Spiritually, Thinking Theologically (62%) 6004 : Interpreting Texts: Bible and other Christian Sou... 6005 : Practising Christian Leadership and Managemen... 6006 : Facilitating a Christian Response to HIV (62.5%) 6243 : Wrestling with Our Faith (54.8%) 6372 : Proclaiming our Faith (60.2%)	158.00	6001 : Doing Ministry for a Change (26) 6103 : Working with Old Testament Texts and Context... 6276 : Journeying in Faith (24) 6375 : Caring in Faith (24)	98.00	#5323 (2015) - Declined #6862 (2015) - Fully Dispatched

This is an illustration of a student who is currently registered for four courses on the Diploma in Theology & Ministry. Completed courses and the credits achieved are shown. Credits still required to complete the programme. Previous registration applications are listed. Clicking on the Apply button starts a new registration application.

## The My Details View:

Clicking on the My Details link in the left-hand menu does two things:

- Removes the left-hand menu to give you more space in the browser window ... clicking on the menu icon in the blue bar will restore it.
- Displays a series of tabs allowing you to access different aspects of your personal details as currently held by the College.



It is possible to add new or missing information, correct existing information, delete old information, and change your login password. *If you change your password and forget it then College staff are not able to give it to you – all they can do is reset your online access which will send you a new email with your login details.*

Click on the tab to show its fields. If necessary, make changes.

Click "Save".

*Changed fields are indicated by a change of colour. Please note this does not change your details in the student database! This is a partial copy of Student data, and a College staff person will check the changes made and if appropriate add them into the Student database – only password changes take effect immediately.*

### Notes:

Some changes require you to provide supporting documentation – changes to your name, your ID or your date of birth – before the College will accept the change.

Under "Address Details" your usual correspondence / contact address is your Postal Address – we use Physical Address when a Courier is making a delivery to you.

Under "Other Details" students on accredited programmes will find their NLRD statistical data which is reported (by law) to the HEQCIS – we do not require documentation for these changes.

**Please only make necessary changes. Giving us a valid email address and cell phone number is a big help in communicating urgently with students.**

Use the menu icon to return to the Program View – and click on the Apply button to start a registration application.

← My Registration Application: Higher Certificate in Theology - #3555 (2015) Submit More

Program  Academic Year Name  Application Status

Registration Fee  Additional Charges

Due at Registration  Total Installments  Installment / Month

**Available/Selected Courses**

More Go

Course	Components Required	Available	Previous Study	Full Cost	Registration Type	Amount Payable
45131 : Introduction to Church History		12		960.00		<input type="button" value="Apply Full"/>
45241 : Introduction to Theology		12		960.00		<input type="button" value="Apply Full"/>
45251 : Introduction to Spirituality		12		960.00		<input type="button" value="Apply Full"/>

**Available courses:** This screen lists all available courses. You still need to select courses in line with the programmes rules. If you make impractical or inappropriate selections then College staff will rectify that before processing your registration application.

**Previous attempts at Courses:** If you had previously registered for particular courses, and have not yet passed them, then that information will be displayed. *In the illustration below the student failed assignment 1 on two courses, but passed assignment 2 – so can register for the Assignment 1 Component.*

Course	Components Required	Available	Previous Study	Full Cost
45111 : Introduction to the Old Testament	Assignment 1	12	2014: Cancelled	960.00
45121 : Introduction to the New Testament	Assignment 1	12	2014: Cancelled	960.00
45131 : Introduction to Church History		12		960.00

**Course registrations:**

A first attempt at a course is always a “Full” registration – and all material is issued.

A student who has passed at least half the assessments on a course can register for the remaining assessments as “Component” registrations. *Shown as “Apply Comp”.*

A student who has attempted a course, but cannot register only for Components, can then “Repeat” the course. This is at a lesser fee, and workbooks are not re-issued – although the assignments are those of the new academic year (and not the old assignments).

**Click on the appropriate button on the course row to select the type of course registration.**

<input type="button" value="Apply Full"/>	<input type="button" value="Apply Repeat"/>	<input type="button" value="Apply Comp"/>
<input type="button" value="Apply Full"/>	<input type="button" value="Apply Repeat"/>	<input type="button" value="Apply Comp"/>
<input type="button" value="Apply Full"/>		
<input type="button" value="Apply Full"/>		

*The Rules, Regulations & Policies booklet, as well as the Year Books, explain how these registration options work.*

**Changing a course registration:**

Once you have selected a course you also have the option to remove that course selection.

Click on the Remove button.

Amount Payable			
650.00			<input type="button" value="Remove"/>
<input type="button" value="Apply Full"/>	<input type="button" value="Apply Repeat"/>	<input type="button" value="Apply Comp"/>	
<input type="button" value="Apply Full"/>			
<input type="button" value="Apply Full"/>			

You can also remove and reselect a course to change its payment option or its registration type.

### Course options:

Once you have selected a course you are then prompted for any particular options that apply to that course.

The payment option is made using the radio buttons at the bottom of the window to select your preferred payment option. You can use different options for different courses – but only a maximum of three Option C selections for courses.

*(Option C is not available to students who did not honour previous instalment arrangements – only Option A or Option B is then available).*

If you click OK but then decide that you need to change your payment option (or the registration type) then first “Remove” the course selection (as explained above) and then reselect the course choosing your desired option.

### Keeping track of the Registration application cost:

Register Full Ok Close

Course 274: Introduction to Pastoral Care and Counselling

Year 2015

Type Full Registration

Language English

Components Assignment 1 (21 May 2015)  
Assignment 2 (08 Oct 2015)

Material 274:Assignment Booklet  
274:Assignment Covers (set)  
274:Workbooks (1)  
Elements of Counselling

Cost R760.00

\* Payment Option  A: Payment before First Deadline  
 C: Payment in Installments

My Registration Application: Diploma in Theology - #3546 (2015) Submit More

Program Diploma in Theology Academic Year Name 2015 Application Status Received

Registration Fee 350,00 Additional Charges

Due at Registration 2610,00 Total Installments 800,00 Installment / Month 200,00

The panel above the list of available courses shows the costs associated with the selected courses (taking into account their registration type – Full, Repeat or Component) as well as their payment option (A or B – discounted, or C – in instalments). As you add, remove, or change courses and their options these values will be updated.

Clicking on the Printer icon will produce a Pro-Forma Invoice for your current selection.

Option A: The “Due at Registration” will include the full cost of selected courses and components, and the registration application fee if applicable. That figure is the total amount to cover the cost of registering the selected courses.

Option C: The “Due at Registration” includes the deposits for all selected courses and cost of components, and the registration application fee if applicable. This is the minimum payment for registering the selected courses. The Total Instalments shows how much more will need to be paid to cover the total cost of the registration – this is usually settled in four monthly payments via Debit Order and that monthly figure is shown as the Instalment/Month. Please download, complete and submit a Debit Order Authorisation form.

Final Step: Once you are happy with your course selection, print a Pro-Forma Invoice – which includes information for making payment for this registration application.

You can also use the Pro-Forma invoice as a Quotation for the purposes of applying for a loan with Edu-Loan/Fundi.

Submit More

Submit My Application

Should you leave the browser session before clicking the “Submit” button then you are able to access application by clicking on the “Edit” button once you log back in.

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View

Edit



Once you are happy with your registration application then click the “Submit” button.

#### Delivery method:

Once you click the “Submit” button you will be prompted for a delivery method.

Currently all physical materials are delivered by courier. No collections from the College.

Please see the “How to Register” booklet for the financial implications of the delivery services. Although you pay a standard fee for courier with your application we will bill the ACTUAL postage cost to your student account.

This will be delivered to the Physical address you provided – please ensure that the address is the one you wish us to use (it doesn’t need to be your home – anyone can sign to receive your parcel).

#### Completing your application:

Once you have submitted your online application then make a payment to cover the cost of the registration application (as is reflected on the Pro-Forma invoice).

See [www.tee.co.za/payments/](http://www.tee.co.za/payments/) for various payment options.

Please ensure that you have entered the “beneficiary reference” correctly when making the payment, using your student number, surname and initials – this enables us to link the payment to your registration application.

Once payment is made please send a copy of the proof of payment to the College:

email to [payments@teec.co.za](mailto:payments@teec.co.za) or fax to 086 476 7489.

The College registration process will automatically send email / SMS alerts with Courier delivery tracking numbers.

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