pamoja

Registering your online students on IBIS

Step 1

Every school supporting a candidate with an online course must have a Site-based Coordinator (SBC).

1. Click on the **School** tab on IBIS
2. Click on the **Edit** button alongside Edit Site-based Coordinator
3. Enter the person's name in the pop-up box and then click on **Continue**

Step 2

Register the candidate for all subjects (including online courses):

1. Go to the **Candidate** tab
2. Click on **Candidate Registrations**
3. Click on the **Registration** tab

Step 3

When the candidate is registered (status = **Registration complete** or **Registered with errors**)

proceed to the DP online courses option to indicate the course provider.