Before you begin

Before you begin you should check that your browser meets the minimum requirements for using the UWI Open Campus online systems.

You can check your browser by going to the Browser Checker:

requirements.open.uwi.edu

Instructions will be provided to help resolve any issues that may be detected.

First Login

The address of the UWI Open Campus student portal is http://my.open.uwi.edu

Enter your UWI Student ID (contained in your offer letter).

Your initial password is your date of birth in the format YYYYMMDD (e.g. 19870621).

Click the Sign in button. You should then accept the UWI ICT Policies and set a new password and click on the Home link.

Access your Student Portal by clicking on the MyOC Student Portal link on the screen.

Registration

Online Registration for all new students will open on

MONDAY 8 AUGUST, 2016
The Dashboard

This is your student portal dashboard. This page gives you quick access to your courses, email and announcements.

Student Email

All students of the UWI Open Campus are provided with student email account. Your new email address is displayed in the top right block of your dashboard. Click on the email block on the dashboard to access your email. You are responsible for regularly checking your UWI Open Campus student email account.

Please use this email for all communications with the Open Campus, including to your Course Coordinators, Tutors, Site Staff and the Helpdesk. Remember to include your Student ID, Programme and Site in all communications to the Helpdesk.

Registration

When registration is opened there will be an alert on the dashboard. Online Registration for all new students will open on MONDAY 8th AUGUST, 2016.

When Registration has opened, click on the registration alert on the dashboard. On the registration page, follow the instructions to register for courses.

Choose courses from the list of courses.

Click the Add button next to an available course to register for the course. The course will appear in the Registered Courses section when it is added.

Click the Drop button next to a registered course to unregister the course.
After choosing your courses, you must get a fee assessment. To do this, click the Fee Assessment link.

More instructions regarding fee assessments are listed in the Fee Assessment section.

During the Semester I, 2016/2017 registration period (August 8th - September 7th 2016), when you go into the student portal to register for a course, a message will be displayed to advise you that you need to make a payment so that:

- the financial clearance hold can be removed and
- to be able to access the course content in the Learning Exchange (LE).

Welcome to the UWI Open Campus.
Have a productive and successful semester.