Bachelor of Business Studies (LM050)

Task 3a: Course Selection instructions

This task is specifically for Bachelor of Business Studies (LM050) students.

What you will need to complete this task:

- Your Student ID number and password
Log into the Student Portal

- Log into the Student Portal.
- Your ID/Username is your Student ID number.
- Your PIN/Password is the password you created in Step 1: Activate Your Student Account.

In the ‘Common Entry Task’ window, click to select your programme.

Select the course you wish to study from the options provided and click Next.
You have now completed Task 3a: BBS Course Selection. A confirmation email should arrive to your student email address shortly.

You will now be returned to the Home screen where you can begin Step 4: Module Registration.

If you receive the ‘Please check your selection’ error:

- If you see this message, it means that according to UL records you do not meet the prerequisite criteria to study the course you have selected.
- You can click ‘Reselect’ to return to the course selection screen.
- If you would like to query this issue, you can click ‘Proceed with query’, where you can provide details as per this screen:

  ![Send query screenshot](image)

- Click ‘Send query’ and a member of staff will contact you, or ‘Cancel’ to return to the course selection screen.

If you have difficulty with the Course Selection task you can log a call for help with the Academic Registry through the [Student Hub Online](https://www.studenthubonline.com).