

Online Course Registration Guideline

1. The link for registration is www.iras.iub.edu.bd
2. The pop-up blocker of your browser must be turned off
3. Enter your ID and Password and then select the group: **student**
4. Click “**Get Admission**” then click “**Get Admission Bill**” to download/print out the bill
5. Click “**Get Waiver**” then click “**Get Waiver Bill**” to download/print out the bill
6. Go to the **Registration** Menu and select the **Registration Page**
7. Click on the button **Load Courses**
8. Courses will appear in the following grid. Your waived course/s will not appear in the course list
9. Select course/s by clicking on the left side radio button and select your desired course/s. The selected course(s) will appear with their respective sections, days, & time
10. Once the registration process is complete click on the button **Bill** to download registration bill
11. Please note that once you click on the **Register** button you cannot change any more
12. After you complete the registration, you will have to pay the fees within the due date mentioned in the bill
13. **Installment Process:**
 - i. Type Student ID
 - ii. Click on the button **Load Billing Info**
 - iii. The Existing billing information will be shown in the following grid
 - iv. You need to select the correct bill by clicking on the left side radio button
 - v. And then click on the button **Create Installment**
 - vi. As a result a message will pop up “Installment has been created successfully” and the status of the cell **Installment Y/N** will be **Y**
 - vii. And finally click on the button **Export Installment Bill** and you will get installment bills

NOTE: AT EACH STEP YOU WILL BE GUIDED BY RELEVANT POP UP MESSAGES, PLEASE FOLLOW THE CONVENTIONAL RULE TO MAKE YOUR REGISTRATION PROCESS SMOOTHER.