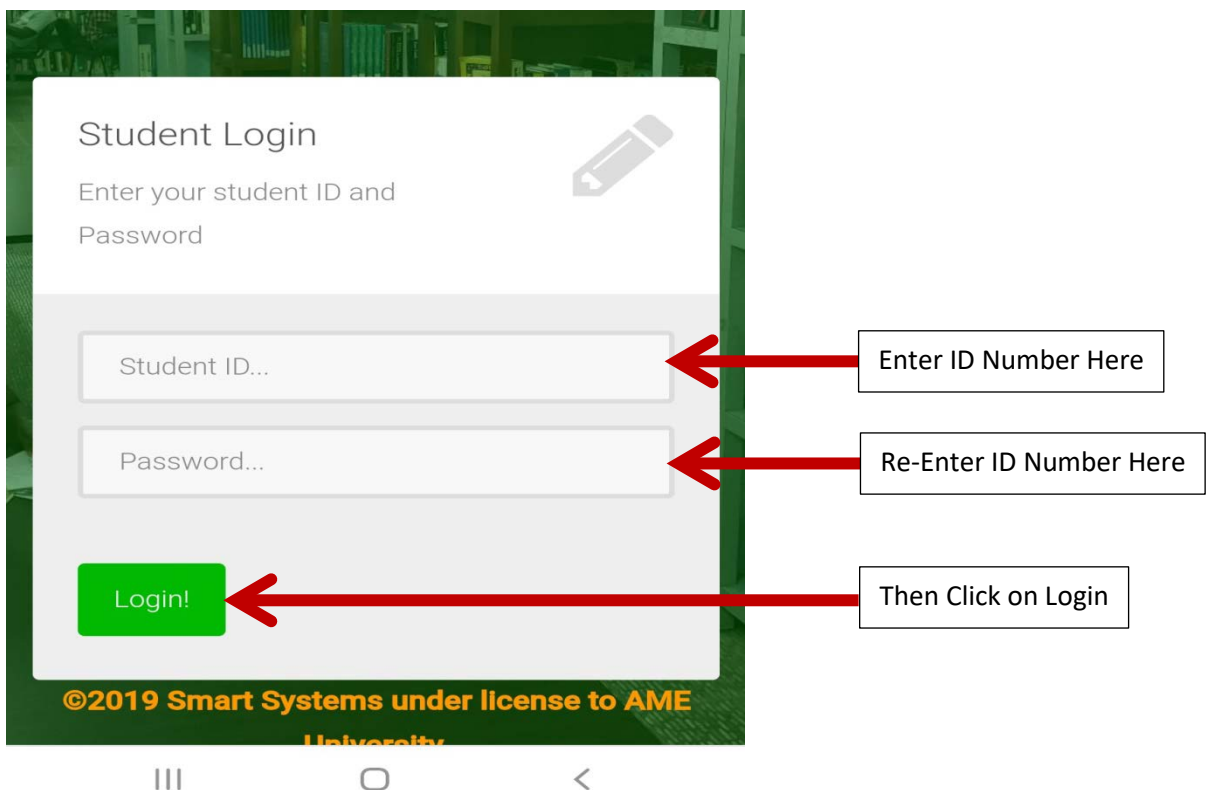


AMEU Online Registration Detailed Procedure

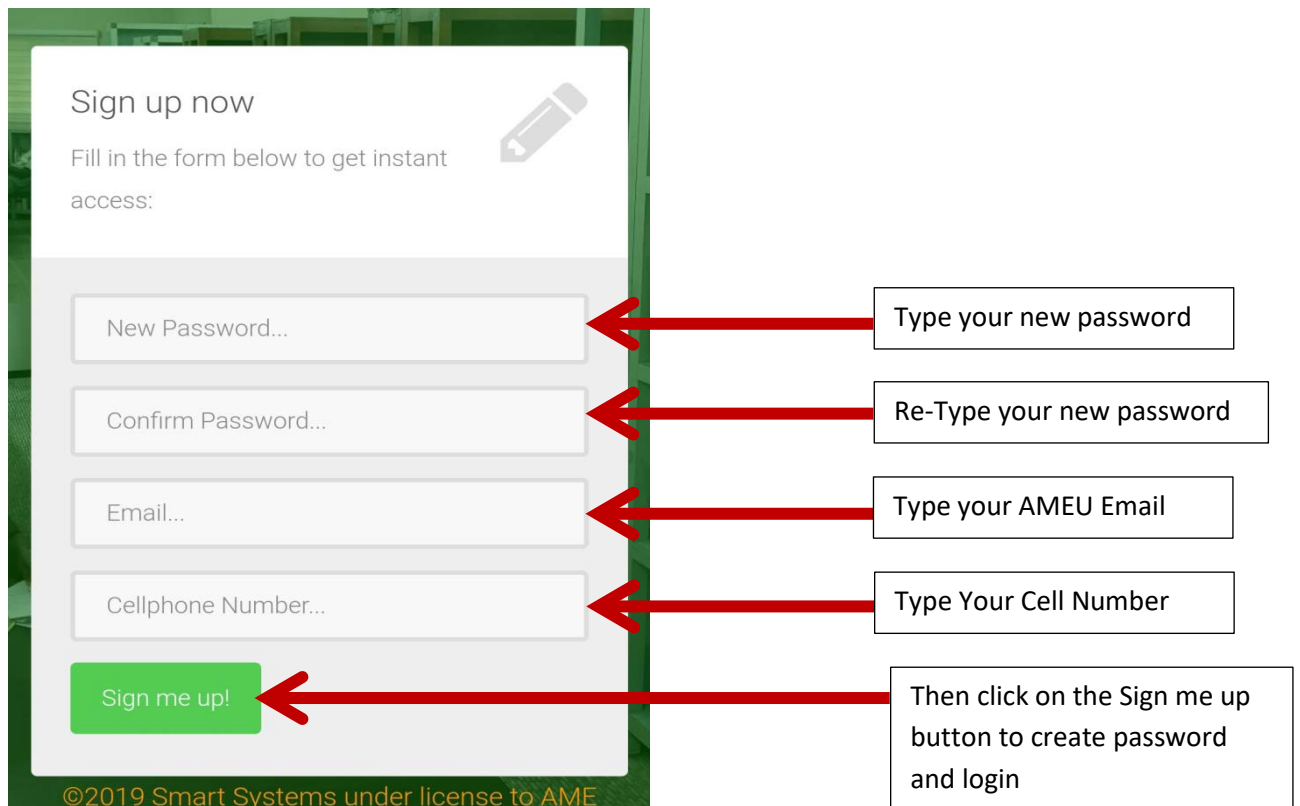
1. Login to www.ameuonline.com via your browser



2. Enter your Student ID in both the Student ID and Password fields



3. At this level you must create your new password

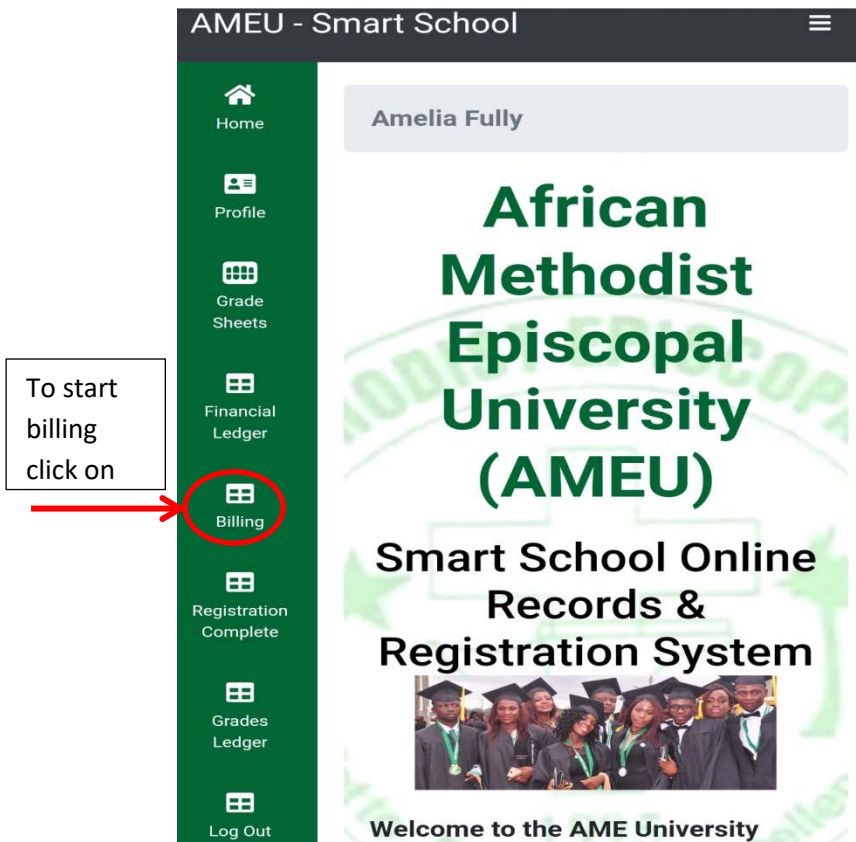


The screenshot shows a 'Sign up now' form with the following fields and annotations:

- New Password...**: Annotated with 'Type your new password'.
- Confirm Password...**: Annotated with 'Re-Type your new password'.
- Email...**: Annotated with 'Type your AMEU Email'.
- Cellphone Number...**: Annotated with 'Type Your Cell Number'.
- Sign me up!**: Annotated with 'Then click on the Sign me up button to create password and login'.

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4. Click on any operational Menu to navigate



The screenshot shows the AMEU - Smart School mobile app interface. The left sidebar menu includes the following options:

- Home
- Profile
- Grade Sheets
- Financial Ledger
- Billing** (circled in red)
- Registration Complete
- Grades Ledger
- Log Out

The main content area displays the user's name 'Amelia Fully' and the university name 'African Methodist Episcopal University (AMEU)'. Below this, it says 'Smart School Online Records & Registration System' and 'Welcome to the AME University'. A red arrow points from the 'Billing' menu item to a text box that says 'To start billing click on'.

5. Click on the **Add/Drop** check box to add or drop a course

12:39 100%
AMEU - Smart School

Grade Sheets

List of Available Courses

Course Code	Course No.	Description	Cr. Hrs.	Group	Add/Drop
ENGL	101	ENGLISH	3	12	<input checked="" type="checkbox"/>
MATH	102	MATHEMATICS	4	Major	<input checked="" type="checkbox"/>

6. Then click on the **generate bill** button at the bottom of the billing page

Registration Complete
Grades Ledger
Log Out

MATH	102	MATHEMATICS	4	Major	<input checked="" type="checkbox"/>
PHED	101	MEN SOCCER I	1	12	<input type="checkbox"/>
ROTC	101	MILITARY SCIENCE	1	12	<input type="checkbox"/>
Total Credit Hours			7		

The maximum credit you can carry this semester is : 12

Generate Bill

7. Your bill will be generated and ready for printing as shown below. Follow the payment instructions on the billing to make payment.

Course Code	Course No.	Course Title	Cr. Hrs	Cost Per Cr. Hr.(US\$)	Cost of Course
PHED	101	MEN SOCCER I	1	17.00	US\$17.00
Total Credit Hours			1		

Fee	Amount(US\$)
Registration Fee	12.00

	Fees(US\$)	Tuition(US\$)
Billed	12.00	17.00
Tot. Bill		29.00
Arrears		0.00
Payments		0.00
Balance		29.00

Payment Instructions

To complete your registration
 - Pay 60%(**US\$18.00**) of your tuition and fees.
 All payments must be made at **IB Liberia, Ltd**
 AMEU branch with details as below
Account No. : 00121970053920102
Account Title: AFRICAN METHODIST EPISCOPAL
Deposit Amt.: US\$18.00
Deposited By: 91258 Amelia Maima Fully

8. After making payment(s), your billing will be updated with the payment(s) made within 24 hours. You will then have to click on the Registration Complete Menu Item to complete your registration.

9. Select Sections desired from the available ones

- [Financial Ledger](#)
- [Billing](#)
- [Registration Complete](#)
- [Grades Ledger](#)
- [Log Out](#)

Course Code	Course No.	Description	Cr. Hrs.	Section	Schedule	Instructor
ENGL	101	ENGLISH	3	1 <small>Avail.</small> <small>Spaces: 50</small>	MON-FRI=>8:00 AM-9:00 AM	MR. VARNEY LOMAX
MATH	102	MATHEMATICS	4	1 <small>Avail.</small> <small>Spaces: 50</small>	MON-FRI=>3:00 PM-4:00 PM	MR. DAHN
Total Credit Hours			7			

The maximum credit you can carry this semester is : 12

[Schedule](#)

Course Code	Course No.	Description	Section	Avail. Space	Schedule	Instructor
MATH	102		1	50	MON-FRI=>3:00 PM-4:00 PM	MR. DAHN
ENGL	101		8	50	MON-FRI=>11:00 AM-12:00 PM	MR. RANSFORD NIMELY
ENGL	101		7	50	MON-	MR.

10. Then click on the "Complete Registration" button at the bottom of the same page to complete your registration.

- [Grades Ledger](#)
- [Log Out](#)

MATH	102	MATHEMATICS	4	1 <small>Avail.</small> <small>Spaces: 50</small>	MON-FRI=>3:00 PM-4:00 PM	MR. DAHN
Total Credit Hours			7			

The maximum credit you can carry this semester is : 12

Complete Registration

11. Your Registration Complete will be generated and you will be ready for class.

Course Code	Course No.	Course Title	Cr. Hrs	Section	Schedule	Instructor	Cost Per Cr. Hr.	Cost of Course
MATH	102	MATHEMATICS	4	1	MON-FRI=>3:00 PM-4:00 PM	MR. DAHN	US\$17.00	US\$68.00
ENGL	101	ENGLISH	3	1	MON-FRI=>8:00 AM-9:00 AM	MR. VARNEY LOMAX	US\$17.00	US\$51.00
Total Credit Hours			7					

Fee	Amount(US\$)
Registration Fee	12.00

	Fees(US\$)	Tuition(U
Billed	12.00	119
Tot. Bill	131.00	
Arrears	0.00	
Tot. Payment	-131.00	

3Be...
 Dean of Adm, Records & Reg
AME UNIVERSITY
 Monrovia Liberia

Registration Hotline Numbers

Admission Hotline
0775127868 / 0776 788690

Finance Hotline
0775127854 / 0776788697