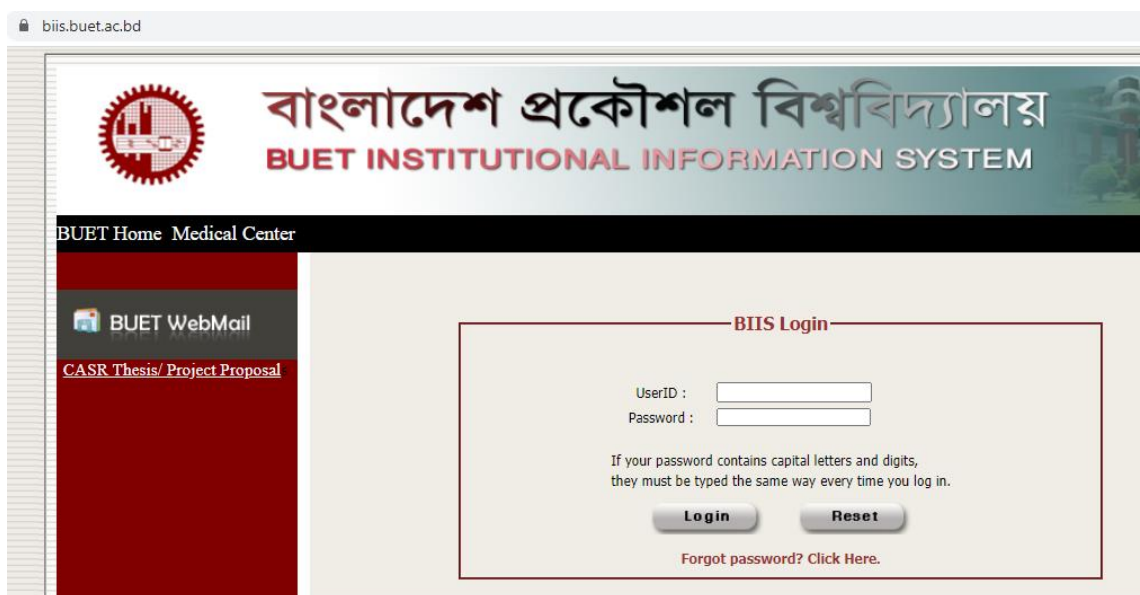# BUET INSTITIONAL INFORMATION SYSTEM (BIIS)

Registration Procedure for Students

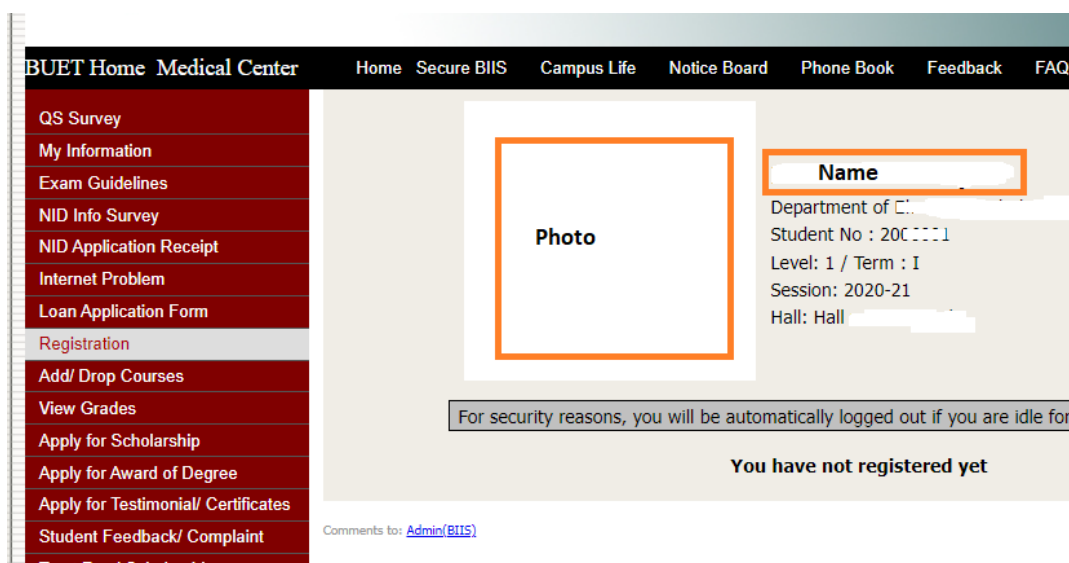### One can register from any computer connected to the Internet

Step 1: Type the address *http://biis.buet.ac.bd* in your browser address bar and press Enter. You will get the page as shown below.

Step 2: Write your BIIS username and password, and press the button **"Login".** You will get a page as shown below.

Step 3: To start the registration process, click the link named **"Registration"** on the side menu. Then the opened page will show you the following two lists.

a) **Proposed course list** (this list consists of the courses that you can take and are offered for your Level-Term); and

b) **Other offered course list** (this list consists of the course that you can take and are offered for other Level-Term).

Step 4: Select your desired courses from the list by clicking the corresponding check boxes.

Step 5: When you are done, click the button **"Continue".** Then you will get a page that shows your selected courses and corresponding class routine of your section.

Step 6: If you are sure that everything is OK, click **"Register"** button that you will find in the bottom-left corner of the page, or you can click **"Back"** button to go to the previous page to alter your selections.

If you need to register courses other than the proposed courses:

While you are at **Step 4,** click the link "**View other offered courses that you can take".** Then you will get a page containing the courses that you may take and that are offered for other Level-Terms.

From those courses select your desired courses by clicking the corresponding check boxes, and proceed to **Step 5** and **Step 6**.

NOTE 1: You **MUST** consult with your advisor after you click **"Register"** in **step 6.**

NOTE 2: Your registration process is **NOT COMPLETE** until your advisor and the Head of the Department give their consents to your proposed courses.

NOTE 3: You can change your BIIS account password.