

Introduction

In this document you will find information on how to apply online for a program in the Open University of Sri Lanka. First you need to fill a short application and then log in to the OMIS (Open University Management Information System).

1. Short Application

Browse the URL mentioned below to open the OMIS student portal (Figure 1).

<https://ums.omis.site/application-details>

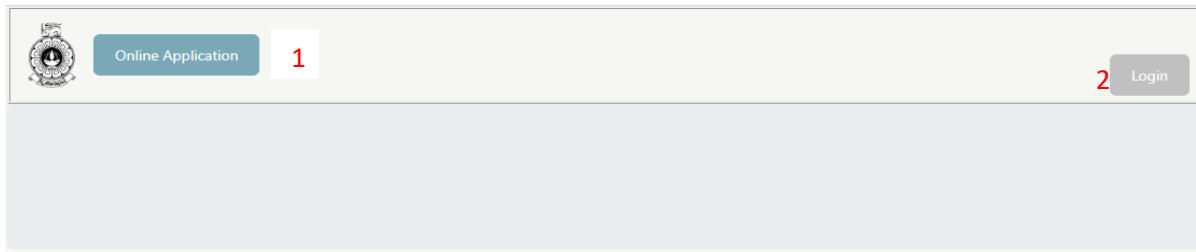


FIGURE 1: ONLINE APPLICATION HOME PAGE

1. Click “Online application” already you don’t have an account in OMIS system. Figure2: ONLINE APPLICATION FORM will be loaded after clicking “Online Application”
2. Already you have an account, click “Login” button to enter the system.

1.1. Short application part 1

The first part of online application process is displayed as below with sample data.

FIGURE 2: SHORT APPLICATION 1

1. Applicant Type: Your citizenship is Sri Lankan then select Sri Lankan unless select “Foreign”.
2. Program: Select the program to which you are going to apply.
3. Preferred academic center: Select center which is you are studying center for the selected program.
4. Study medium: Select your preferred studying medium. If the program will not be conducted in your preferred medium in you selected center, you should select another “preferred academic center” where your preferred medium available.
5. By completing the number 1,2,3 and 4 the system will be displayed the entry qualification of the selected program and the user should select one qualification from them to load the FIGURE3: SHORT APPLICATION - 2

1.2. Personal Details – Local Students

Fill personal details and save it to create an account in OMIS system and complete remaining process of online application.

Personal Details

NIC Number* 887741670v

Name with Initials* A.B.Perera

Correspondence Address

Corresponding Address Line 1* 25

Corresponding Address Line 2* Galle Road

Town/City Dehiwala

District* Colombo

Mobile Number* 94 711076745

Land Phone Number 94 112881000

Email* bahrm@ou.ac.lk

Administration Centre Colombo

* I hereby give consent for my personal data included in this application to be stored and processed for the purpose of Admission for the programme I have applied.

Next

FIGURE 3: SHORT APPLICATION 2

1. **NIC:** Enter your NIC. Old format **xxxxxxxxxv**, new format **xxxxxxxxxxxx**
2. **Name with Initials:** Enter username with initials as FUGURE3: SHORT APPLICATION 2.
3. **Corresponding Address Line1:** Enter first part of postal address of you.
4. **Corresponding Address Line2:** Enter last part of postal address of you.
5. **Corresponding district:** Select corresponding district of your postal address.
6. **Mobile Number:** Enter mobile number which you use. This number is taken to send the username and password when creating account for you.
7. **Land Phone number:** Enter your land phone number
8. **Email:** Enter you use email address.
9. **Admin Center:** The nearest admin center will be taken automatically according to postal code of corresponding address. (entered number 5 in FIGURE3: SHORT APPLICATION 2).
10. Agree to this sentence before click “Next” button.
11. Click “Next” button to create an account. The username and password will be sent to your mobile number.

1.3. Personal Details – Foreign Students

If you selected the applicant type as foreign, then FIGURE4: PERSONAL DETAILS-FORIEG will be displayed when click entry requirements of FIGURE2: SHORT APPLICATION - 1.

Personal Details

Passport* N12345687

Name with Initials* A.C Perera

Corresponding Address Line 1* 40

Corresponding Address Line 2* Kolkatta.

Country* India

Mobile Number* 91747568235

Land Phone Number 011288100000

Email* pqrs@yahoo.com

Admin Center Colombo

* Your Data will be saved in The Open University Database

Save

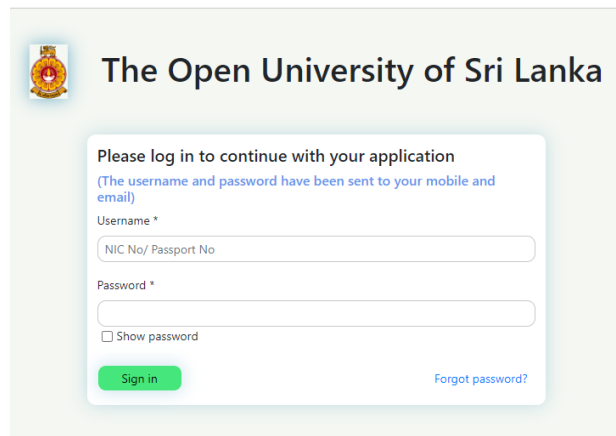
FIGURE 4:SHORT APPLICATION - FOREIGN

1. **Passport:** Enter your passport number. Ex: N1235897
2. **Name with initials:** Enter your name as FIGURE4: SHORT APPLICATION – FOREIGN
3. **Corresponding address line1:** Enter your postal address in your country into the field of number 3.
4. **Corresponding address line2:** Enter last line of your postal address in your country into the field of number 4.
5. **Country:** Select your country.
6. **Mobile Number:** Enter you use mobile number. This number is taken to send the username and password when creating account for you.
7. **Land phone number:** If there is land phone number to you, enter it in this field.
8. **Email:** Enter you use email address.
9. **Admin Center:** You no need to select center and it will be filled automatically as a Colombo center.
10. Agree to this statement to go to the save data.
11. Click “Save” button to create an account. The username and password will be sent to your mobile number.

2. Login

2.1.Login to the user account

The user should login to his/her account to offer courses, make paymentand do all the activities which are relating the registered program. The user is received the credentials to his/her mobile phone and the email. Use those to enter the account using FIGURE5: LOGIN interface. User should keep those credentials to enter every time when applying another program of OUSL.



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Please log in to continue with your application
(The username and password have been sent to your mobile and email)

Username *

NIC No/ Passport No

Password *

Show password

[Sign in](#) [Forgot password?](#)

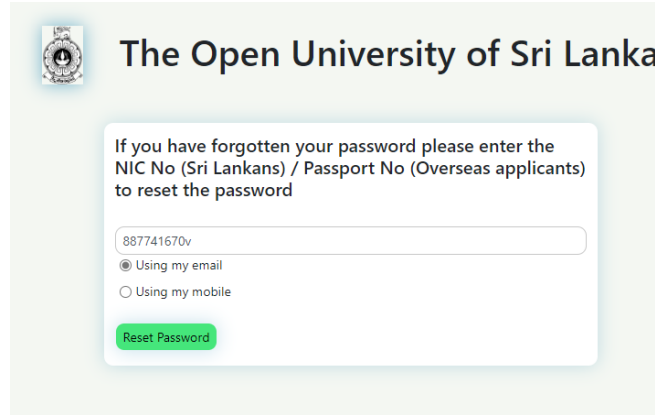
FIGURE 5:LOGIN

1. Enter INC or passport number of user's as username.
2. Enter password which is received in the user's mobile phone or email.

3. Click “Sign in” button to enter the system.

2.2.Reset password

If user forgot or need to change password, click on “forgot password” link in FIGUREXX:LOGIN to load FIGURE6: NEW PASSWORD RECIEVES OPTION



The screenshot shows the Open University of Sri Lanka logo and name at the top. Below it is a white form box with a light green border. The form contains the text: "If you have forgotten your password please enter the NIC No (Sri Lankans) / Passport No (Overseas applicants) to reset the password". There is a text input field containing "887741670v". Below the input field are two radio button options: "Using my email" (which is selected) and "Using my mobile". At the bottom of the form is a green button labeled "Reset Password".

FIGURE 6:NEW PASSWORD RECIEVES OPTION

1. Enter NIC of user
2. Select one option to receive the link of “reset password” from the options “Using my email or Using my mobile”.
3. Click “Reset password” button to load FIGURE7: FORGOT PASSWORD MESSAGE

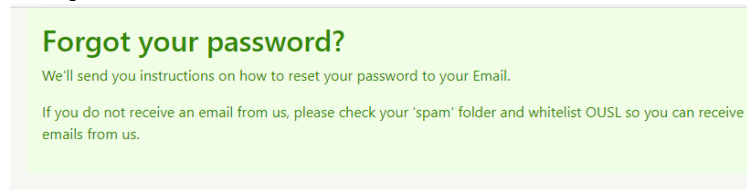


FIGURE 7: FORGOT PASSWORD MESSAGE

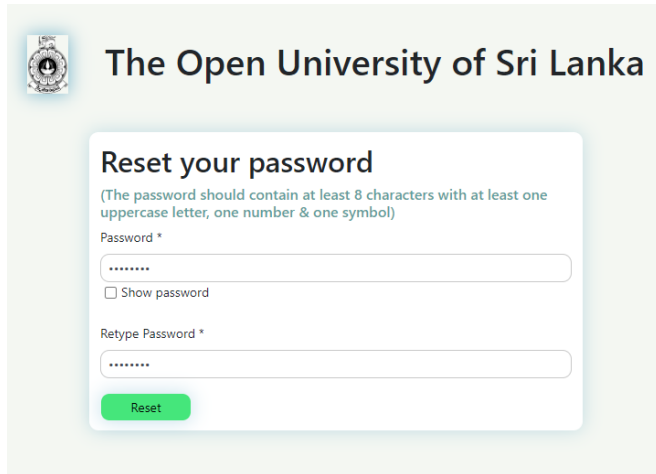
4. Check your email or mobile phone to view the link in FIGURE8: LINK OF RESET PASSWORD.

```
Welcome to the OUSL

Click the following link to reset your password
https://ums.omis.site/reset?token=52411104-0cdf-4467-896c-46544a20ffce
Or
https://ums.omis.site/reset?token=52411104-0cdf-4467-896c-46544a20ffce
https://ums.omis.site/
--
http://aaou2020.ou.ac.lk/ <http://aaou2020.ou.ac.lk/>
```

FIGURE 8: LINK OF RESET PASSWORD

5. Click on the link of “Reset password” in FIGURE8: LINK OF RESET PASSWORD to load the FIGURE9: RESET PASSWORD.



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Reset your password

(The password should contain at least 8 characters with at least one uppercase letter, one number & one symbol)

Password *

Show password

Retype Password *

FIGURE 9:RESET PASSWORD

6. Click “Reset” button to change password. If your password is changed successfully display FIGURE10: CHANGED PASSWORD SUCCESSFULLY.

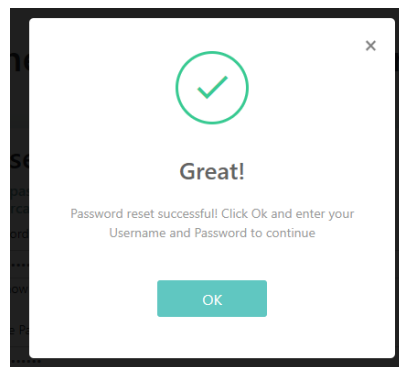


FIGURE 10:CHANGED PASSWORD SUCCESSFULLY

7. When clicking “OK” button in FIGURE10: CHANGED PASSWORD SUCCESSFULLY the page redirect to the FIGURE5: LOGIN and user can reenter new password.