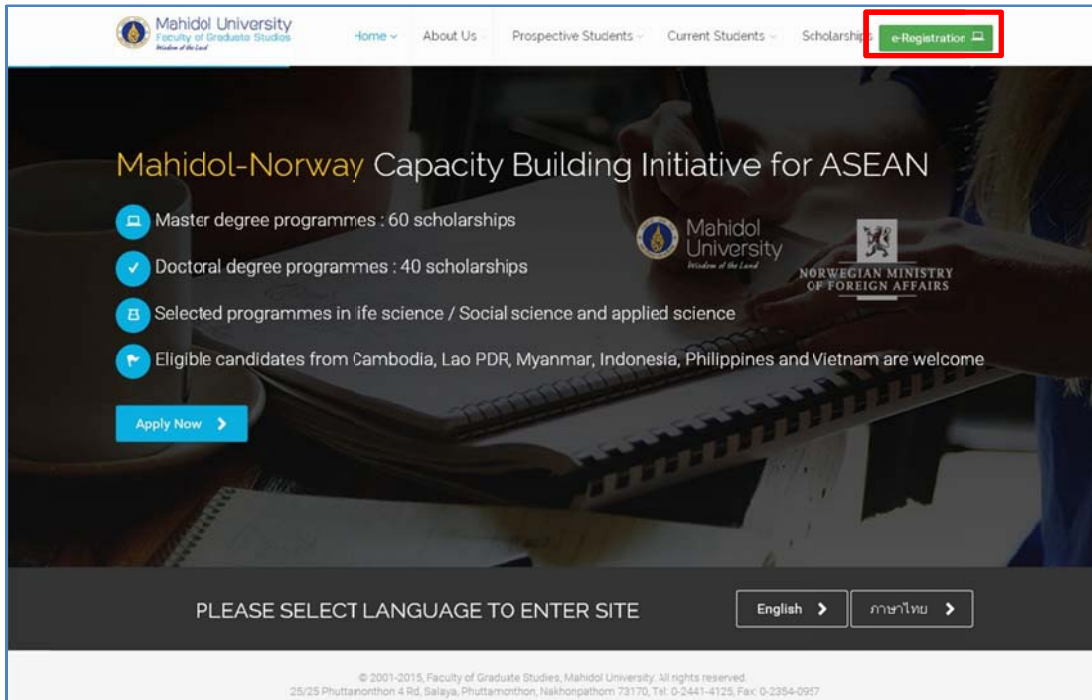


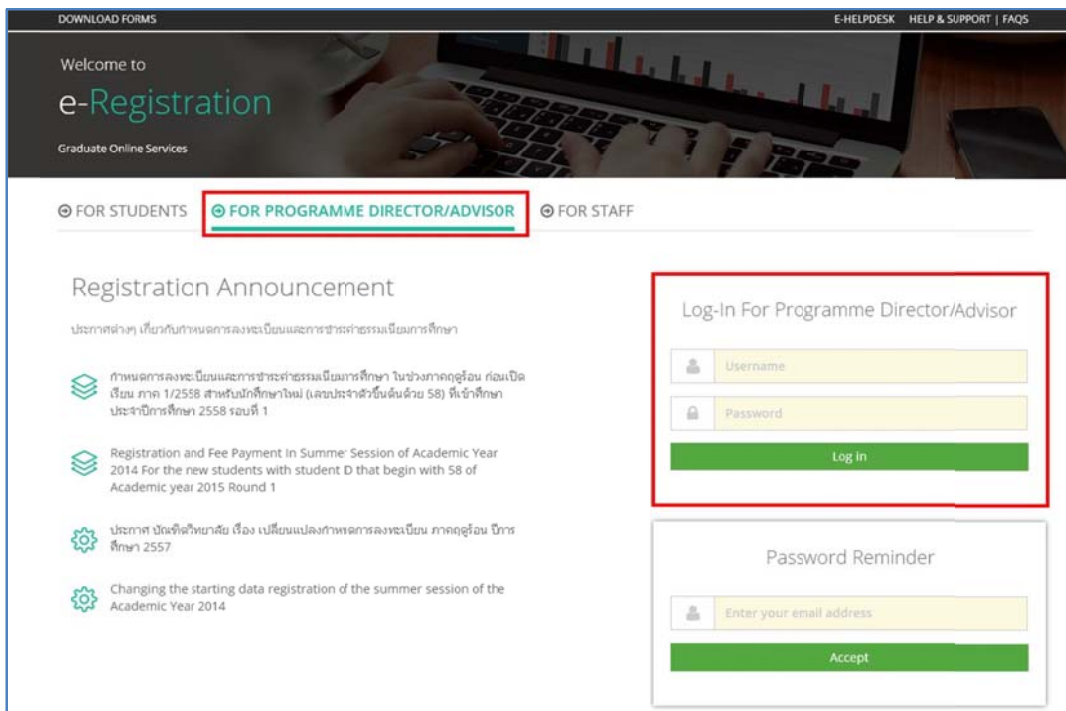
## Use of e-Registration

1. Enter the FGS website ([www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)) and then click on the “e-Registration” icon as shown below :

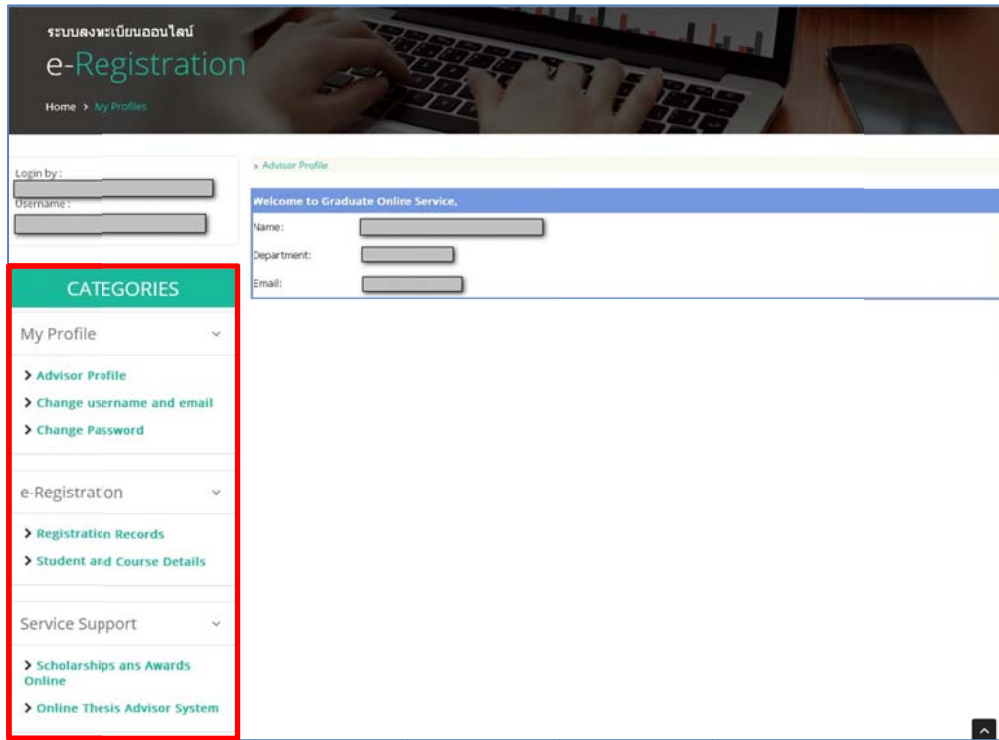


2. Click on the “FOR PROGRAMME DIRECTOR/ADVISOR” Tab

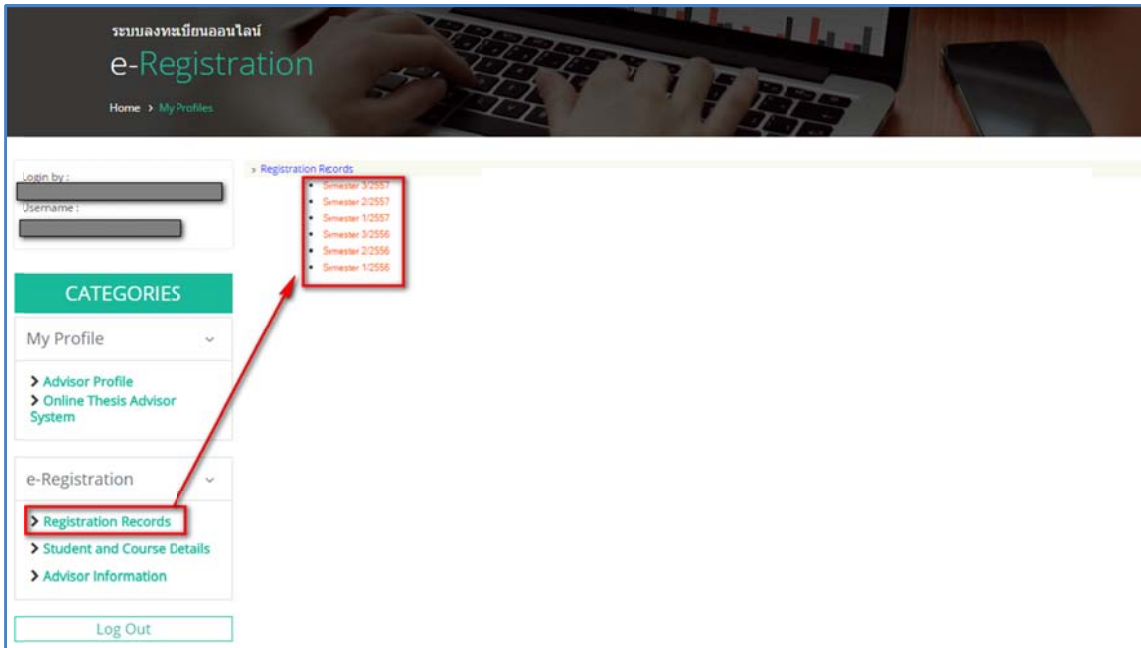
Log-in to e-Registration system using your username and password



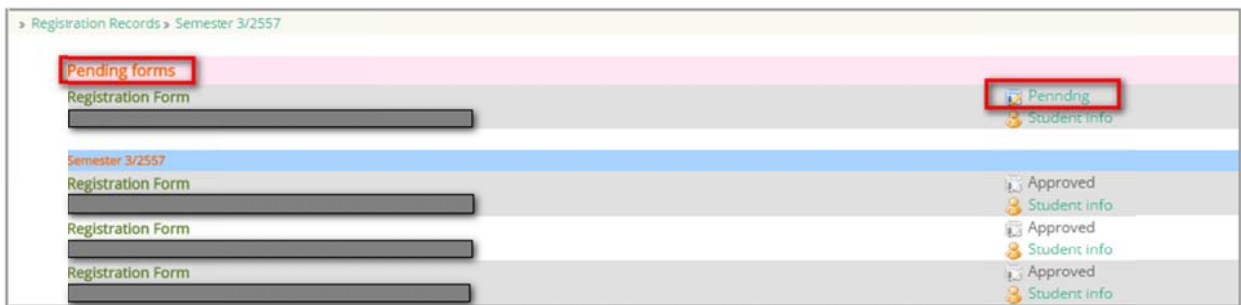
3. Menu and user's details will be shown as follows:



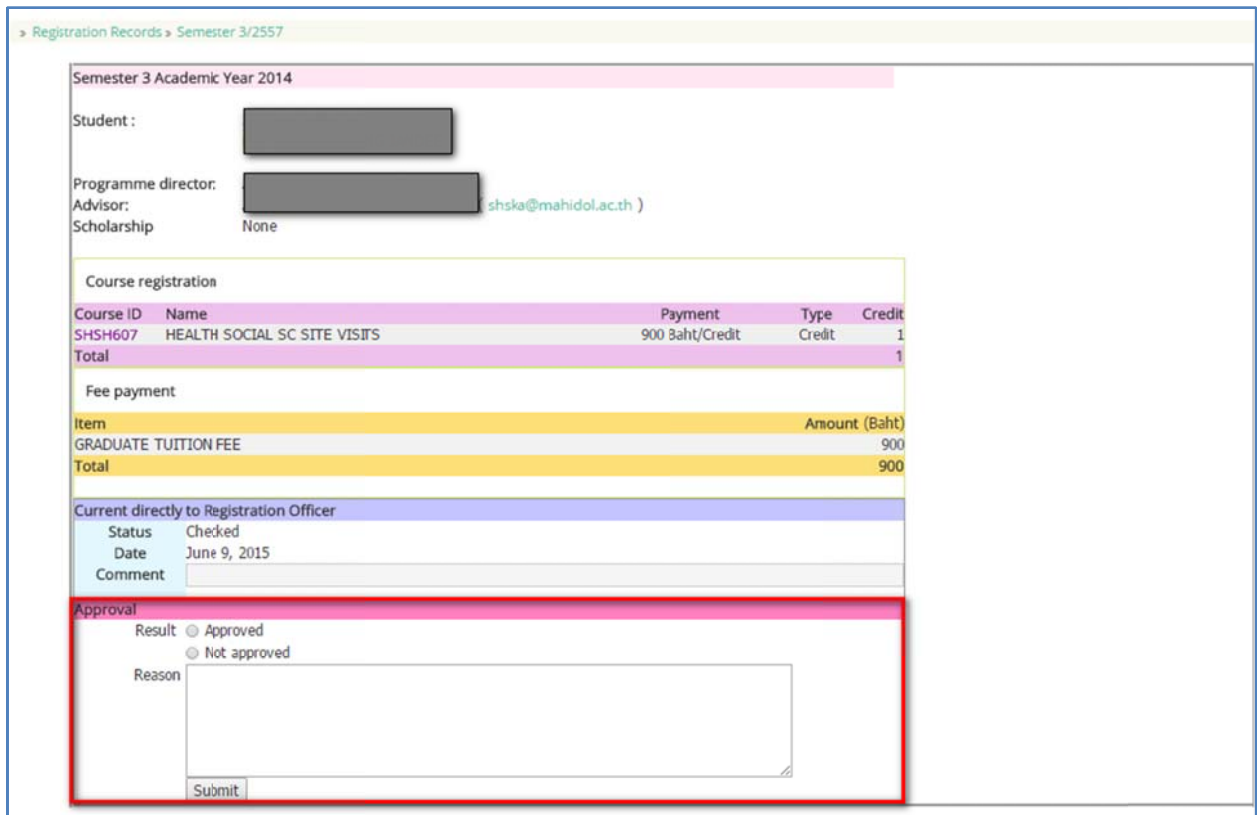
4. Click on the "Registration Record" and then choose "Semester" that you want to check your advisee's status.



5. Click on the “pending” icon on the pending forms as shown below in order to monitor student’s registration records.



6. Check your student’s registration records and then mark on the “Approved” button.



7. Once your student's registration records have been approved, pending forms will be shown as follows :

The screenshot displays a web interface with a breadcrumb trail: > Registration Records > Semester 3/2557. Below this, a pink header bar is labeled 'Pending forms'. A table with a red border contains the following data:

Semester 3/2557	
Registration Form	Approved Student info
Registration Form	Approved Student info
Registration Form	Approved Student info
Registration Form	Approved Student info