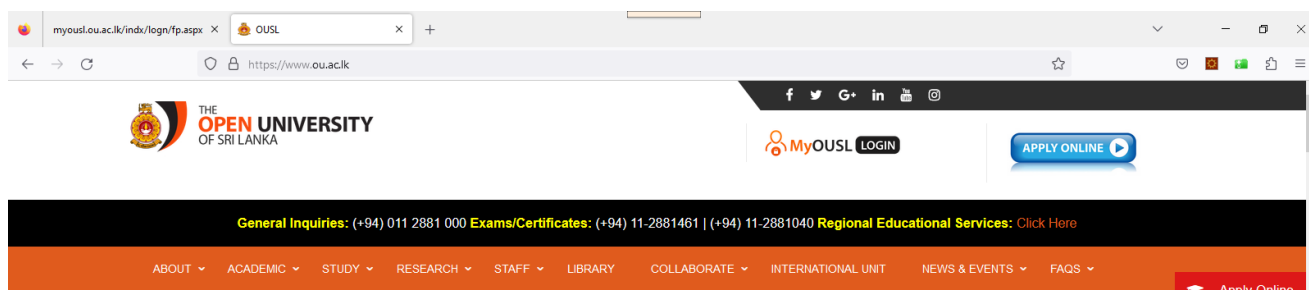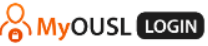# How to apply for the Final Examination - (FE) using MyOUSL Student Web Portal

Follow the steps below to apply for the Final Examinations.
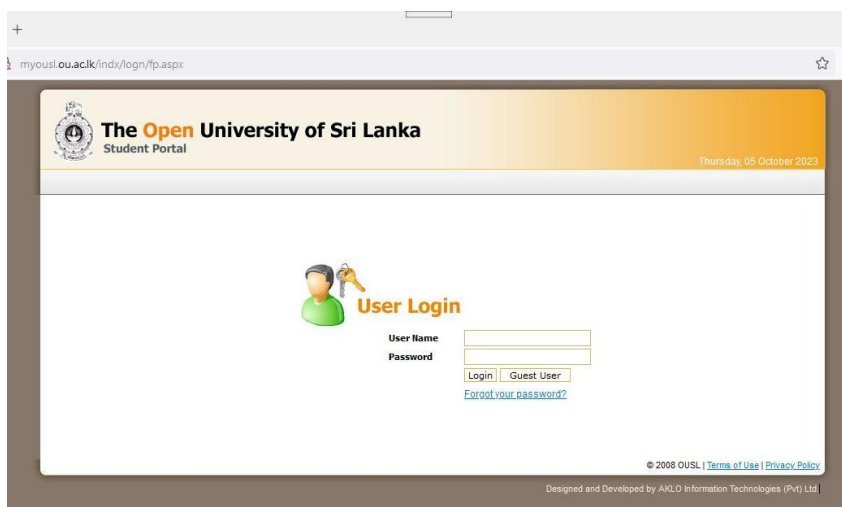
1. Enter the following address in your web browser and press the <Enter> key.
    You will see the home page of the Open University website.
    URL : https://www.ou.ac.lk/

You will see a screen something like below.

2. Then, Click on this link **MyOUSL LOGIN** in the top centre of the Open University home page.
    This will direct you to the the login screen of MyOUSL web portal. (See the screenshot)

    Or you can directly type and enter the following URL http://myousl.ou.ac.lk/ to access the MyOUSL web portal without launching the Open University website.
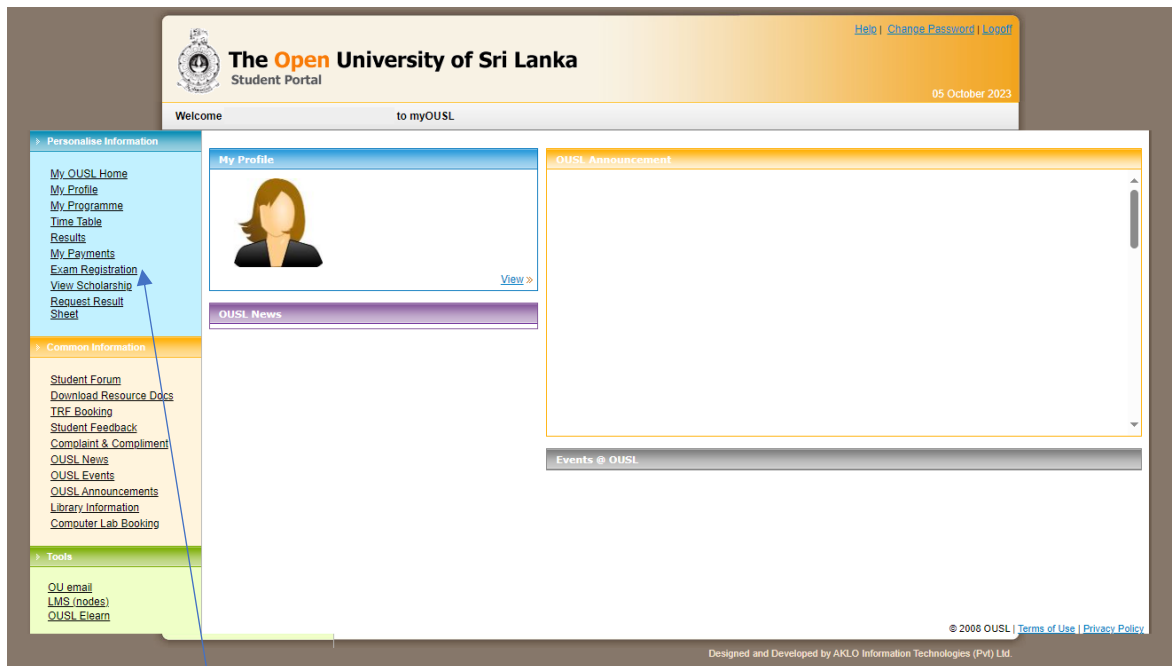

Now enter the **User Name** and **Password** provided to you. This is usually your Student Number and NIC number.
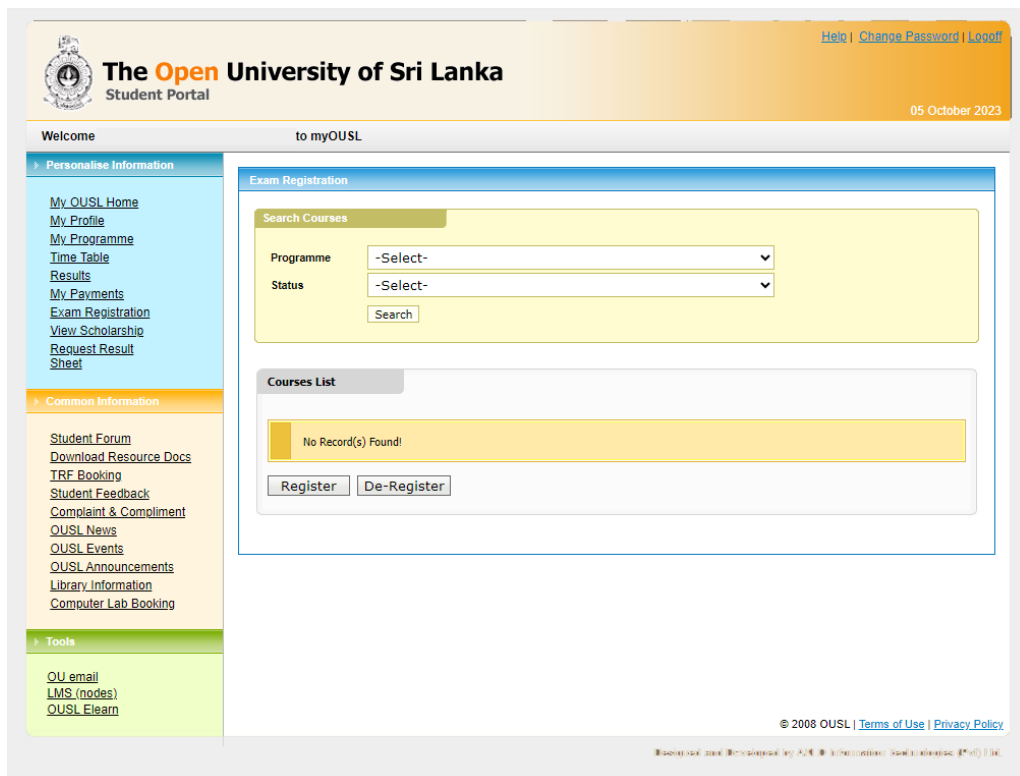Use student number as your Username and the NIC as the password.

💡 Please note that the Student Number is started with the letter "S", and it is **NOT** your REGISTRATION number.

MyOUSL LOGIN – An User Guide for MyOUSL FINAL EXAMINATION Registration!

3. Once you have entered the Username and the Password you need to press the **Login** button. The Username and the Password you provided is correct, you will be able to access your MyOUSL web Portal. You will see a screen something like below.

4. Then click the **Exam Registration** Link under the **Personalise Information**. This pane is appeared in the left side of your web browser.

5. Now you need to select the **Program**.
6. The select the **Status** as **"**Not Registered for Final Exam**".**
7. And then press the Search button.

8. Now you will see the **Course List.**

   Then tick ☑ the courses that you need to Register for the Final Examination.
   Then press the "Register" button.

   💡 Please note that ONLY the courses that you are allowed for the final exam can be selected.

   💡 Once you accidently registered for a course that you are not willing to sit for the final Exam, you can De-Register it, by ticking the appropriate course and pressing the "De-Register" button. Please follow the steps when needed.

   For De-Registering course(s) – Steps

1. The select the **Status** as **"Registered for Final Exam".**
2. And then press the Search button.
   Now you will see the **Course List.**

   Then tick ☑ the courses that you need to De-Register.
   Then press the "De-Register" button.

   💡 Please note that ONLY the courses that you are already **Registered** for the final exam can be selected when you need to De-Register.

   ℹ️ **For more information:**

   Only if you are unable to follow the above steps, please contact you Course coordinator or Contact the **Helpdesk** of the IT Division on 0112-881055/011-2881378.

   👤 MyOUSL LOGIN **– An User Guide for MyOUSL FINAL EXAMINATION** Registration!