

INSTRUCTION FOR NEW STUDENTS TO FILL OUT

ONLINE DEPARTMENT SELECTION

1. Open an internet browser on your computer (such as Firefox or Internet Explorer)
2. Access university website/homepage by typing www.aau.edu.et in the URL box
3. On the right hand side of the AAU homepage, you will see a box entitled 'New Students'. In this box, click on "Online Placement Application"
4. Next, click on "Student Login"
5. Fill in the requested information as it exactly appears on your EHEEE score card. Note that the names have to be in BLOCK letters
6. After completing the required information click on "Get Preference Form"
7. At this point, please review your registration number and, if correct, click on "Get my detail with form"
8. The department/program unit selection will display. Use the pull down menus to select your choices in the order of your preference from first to last
9. Finally, perform one of the following
 - a. Click on 'Clear' to re-start your selection again
 - b. Click 'Cancel' to stop the selection process
 - c. Click on 'Submit' for the system to save your selection (unless you click 'submit' your selection will not be entered). You will not after this point be able to alter your preference
10. Click 'Logout' to logout of the system
11. To check if your selection has been entered, please redo steps 1 -7 above, if your preference has been saved, you will get a message informing you that your selection has already been entered.