Registration for the IPRC Pre-Conference Training Workshop on ICP-MS, HPLC & GC Advanced Instruments

Workshop Overview

The **IPRC Pre-Conference Training Workshop** on *ICP-MS, HPLC & GC Advanced Instruments: Sample Preparation, Analysis & Troubleshooting with Theoretical Knowledge* will be held on **01 November 2025** from **9:00 a.m. to 4:00 p.m.** at the **CKDu Information and Research Centre, Faculty of Science, University of Kelaniya**.

This workshop is designed to enhance technical expertise and foster practical competencies in advanced instrumentation, providing participants with both theoretical and hands-on knowledge.

Step 1 – Accessing the Registration Portal

1. **Visit the official registration link:** https://sysfgs.kln.ac.lk/event-registration/

   The details of the Pre-Conference fee, payment method, and registration process for the **IPRC Pre-Conference Training Workshop on ICP-MS, HPLC & GC Advanced Instruments: Sample Preparation, Analysis & Troubleshooting with Theoretical Knowledge** are provided below. Complete your registration through the **Event Registration system**

2. **Enter your Date of Birth and National Identity Card (NIC) Number accurately.**

   - **Date of Birth (1):**
     - Enter your date of birth in the format **(1) MM/DD/YYYY** (e.g., 09/19/1995).
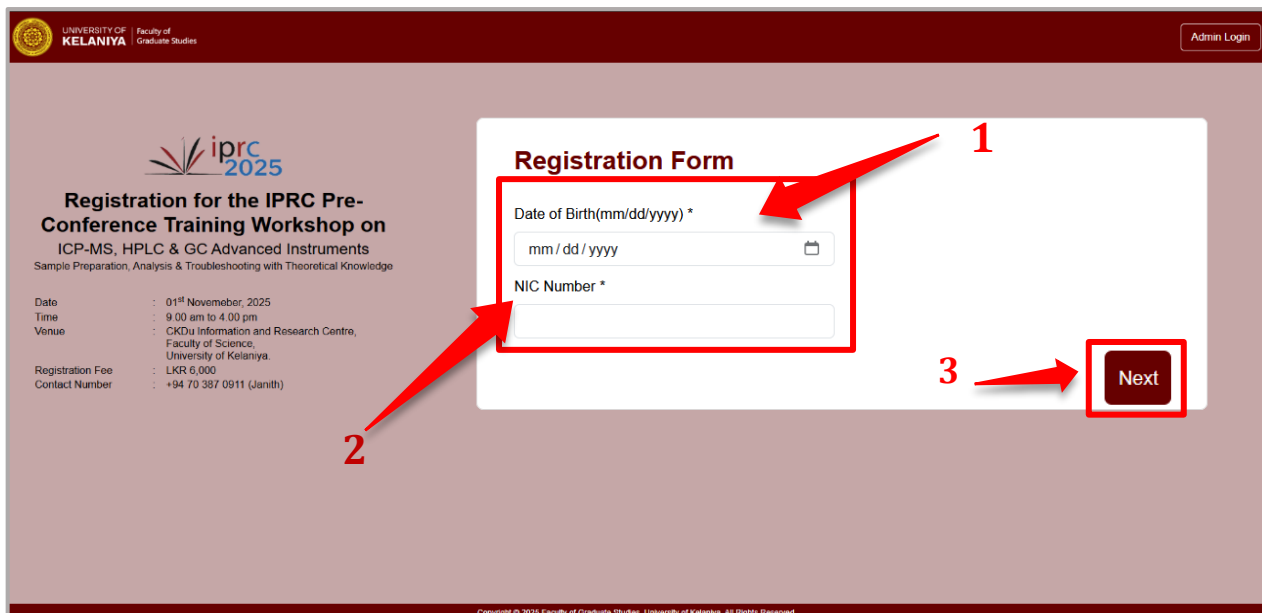
   - **NIC Number (2):**
     - Ensure that your NIC number **(2)** is entered correctly, whether in the old format or the new format.
       (Example for old format -**123456789V**)
       (Example for new format - **200012345678**)

   After entering both your **Date of Birth** and **NIC Number**, click the **"Next" (3)** button to proceed with your registration.
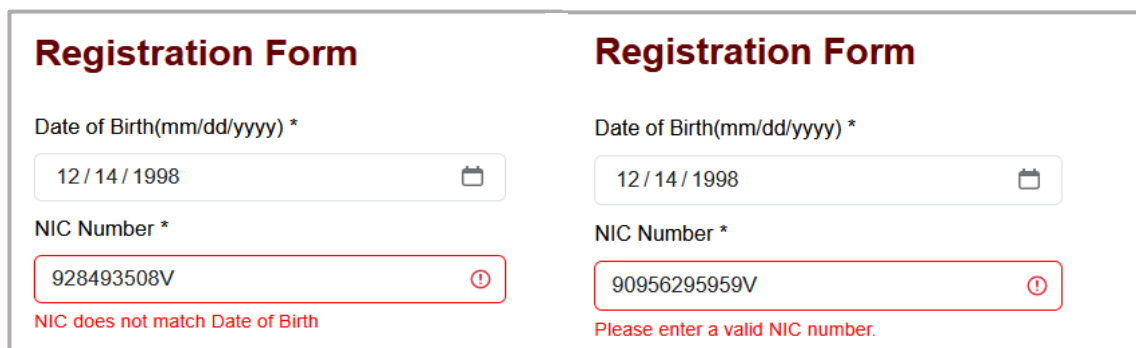
Figure 1: Registration Portal – Login Page

Note:

☞ If the NIC number entered is not in the correct format, the system will display the following message:

"Please enter a valid NIC number."

☞ If the NIC number does not correspond to the Date of Birth provided, the system will display the following message:

"NIC does not match Date of Birth."

Figure 2: NIC and Date of Birth Entry Screen

Step 2 – Submission of Personal Information

Participants are required to provide the following details with accuracy:

- **Title** (Rev./Mr./Mrs./Miss)
- **Name** (Enter your name exactly as it should appear on the certificate. Changes will not be allowed later.)
- **Address**
- **Mobile Number** (mandatory)
- **Fixed Number** (if available)
- **Office Phone Number** (if available)
- **Email** (mandatory)
- **Alternative Email** (optional)
- **Designation** (Job Title)
- **Company/ Institutional Affiliation**
- **Food Preference** (Vegetarian, Chicken, Fish, Egg)

Figure 3: Personal Information Entry Form

To navigate the form, use the buttons provided at the bottom of the page. Select the **"Previous"** **(5)** button if you wish to return to the earlier page or click the **"Next"** **(4)** button to move forward to the following step.

After filling in all the required details in the registration form, participants should click the **Next** **(4)** button at the bottom right corner of the form to proceed to the next step of the registration process. This action will save the entered information and move you forward to verification and payment steps as required.

Verifying Your Information Before Proceeding

Review all submitted information carefully **(especially certificate name and contact details).** Before clicking the Next button, carefully review all the data you have entered to ensure its

accuracy. If you notice any incorrect or incomplete information, update or correct it immediately. Do not click the Next button or proceed until all details are accurate. Once you move to the next step, you will no longer be able to make changes to the data you have entered.

Step 3 – Email/Mobile Credentials

After clicking the Next button, the **"Email or Mobile Verification"** screen will appear, as shown in the Figure 4: Email or Mobile Verification Page below. On this page, you will see two fields: one for the Email Verification Code **(6)** and another for the Mobile Verification Code **(7)**.

- The **Verification codes** will be dispatched to both the **registered email address** and the **mobile number via SMS**.
- Enter the **email verification code (6) or the mobile verification code (7)** promptly to authenticate your contact details.

Figure 4: Email or Mobile Verification Page

Step 4 – Verification of Credentials

Check your email inbox or mobile phone for the 6-digit verification codes that were sent to you. Enter the code from your email into the **"Email Verification Code"** field, then click Verify Email. Otherwise, type the code received via SMS into the **"Mobile Verification Code"** field and click Verify Mobile. Once either code has been successfully verified, click Proceed to Payment **(12)** to continue with your registration.
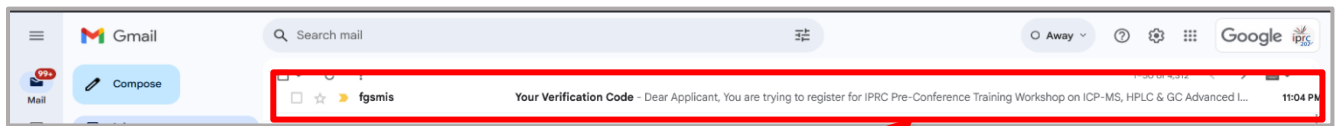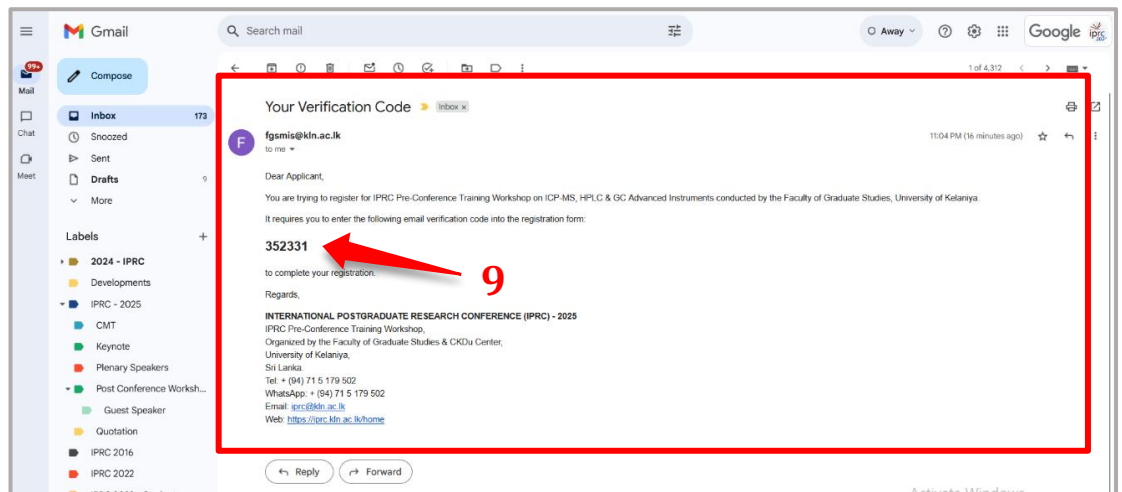
Figure 5: Email Verification Code Input

Figure 6: Email Verification Code Input

The Figure 5: Email Verification Code Input and Figure 6: Email Verification Code Input shows the **email or mobile verification process** for IPRC registration. Applicants receive a 6 digit codes via **email (8,9)** and **SMS (10)**, enter the email verification code or the mobile verification code on the verification page **(11)**, and once verified, can click **"Proceed to Payment" (12)** to continue.

After clicking the **'Proceed to Payment' button (12)**, you will be redirected to the Faculty of Graduate Studies, University of Kelaniya payment gateway system to complete your transaction.
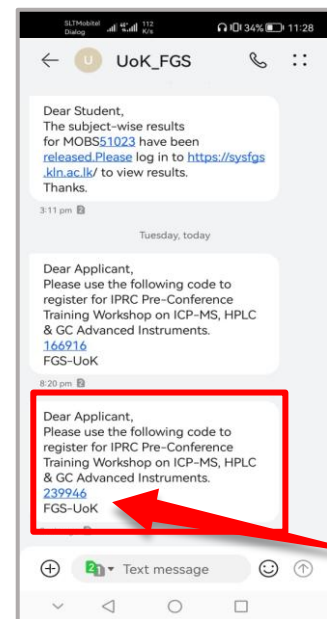
Figure 7: Mobile Verification Code

Figure 8: Verification Success Message and Proceed to Payment Button

Step 5 – Payment

There are three types of payment methods. **Choose a Payment Method (13)**. You can complete your payment using one of the following three methods.

1. **Direct Bank deposit**
2. **Card Payment**
3. **GovPay**

- Proceed with the payment process through the specified payment channels.
- Retain digital or physical proof of payment for institutional and personal record-keeping.

1. Direct Bank deposit (Obtain Bank Slip)

- Print the bank slip.
- Submit it at any branch of **People's Bank** to make your payment.
  - A payment slip is automatically generated with your details, including:
    - **Account Holder:** *University of Kelaniya*
    - Check that your **name, address, NIC or passport number, and telephone number** are correctly displayed.
    - **Purpose:** *IPRC Pre-Conference Training Workshop on ICP-MS, HPLC & GC Advanced Instruments: Sample Preparation, Analysis & Troubleshooting with Theoretical Knowledge*
    - **Transaction ID** (unique for each applicant).
    - **Confirm the Payment Amount -** Verify that the **total amount** matches the required fee (e.g., Rs. 6,000.00).
    - **Sign the Slip -** Before submitting to the bank, make sure the slip is signed by the depositor.
    - **Keep a Copy -** Retain a photocopy or scanned copy of the slip for your records in case proof of payment is required later.

Figure 9: Direct Bank Deposit Slip

2. Card Payment

- Pay securely with **Visa** or **Mastercard**.

If you selected the **Card Payment (13)** option, you will be directed to this page. The screen displays a message titled **"Redirecting to Online Payment Gateway"**, with instructions requesting users not to close the browser or turn off their device/computer. A button labeled **"Make Payment" (14)** is provided, which, when clicked, will redirect the user to the **Online Payment Gateway** where payments can be made securely using **Visa or MasterCard**.
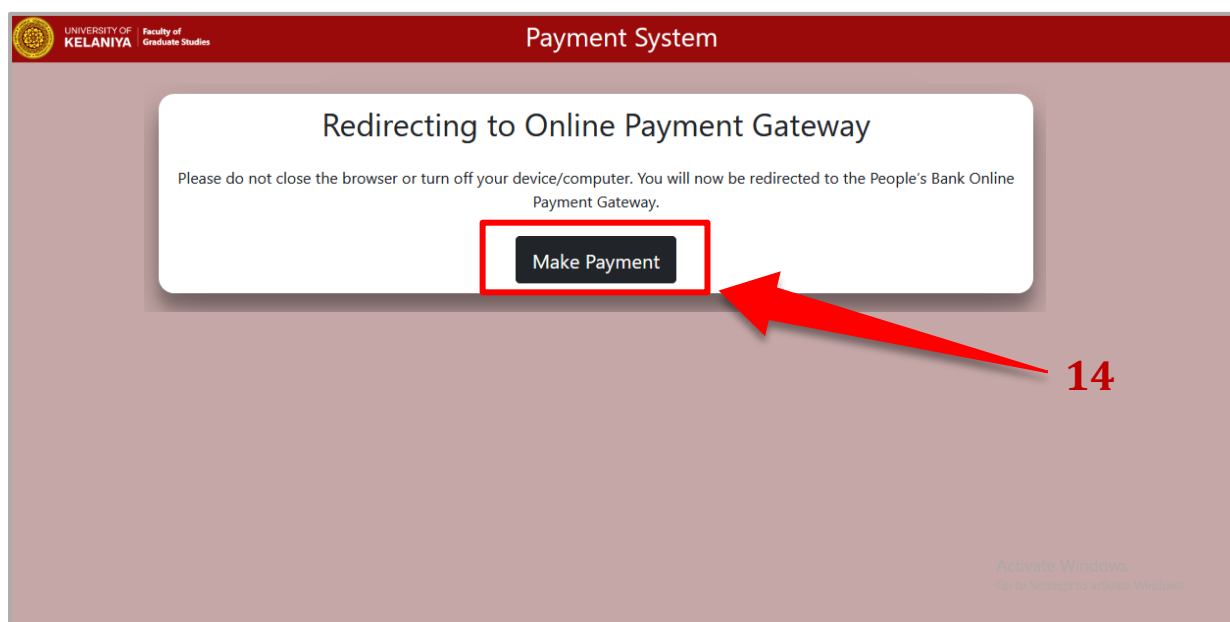

Figure 10: Redirecting to Online Payment Gateway Page

- Entering Your Card Details for Payment
  On the **Payment** screen, carefully fill in your card information to complete the transaction.
  - **Select the Card Type**
    Choose either **Visa** or **Mastercard** by clicking the appropriate option.
  - **Enter the Card Number**
    Type the digit card number exactly as it appears on your card.
    Ensure there are no spaces or extra characters.
  - **Enter Expiration Details**
    From the drop-down menus, select the correct **Expiration Month** and **Expiration Year** shown on your card.
  - **Review of the Payment Amount**
    Confirm that the amount displayed under **Your Order** (e.g., Rs. 6,060.00) is correct.
  - **Proceed to Next Step**
    After confirming all details are accurate, click **Next** to continue to the review and receipt screens.

Figure 11: Card Payment Screen

Once your payment is successfully completed, a confirmation screen will appear displaying the message **"Your payment was successful."** Carefully check the details shown, including the **Transaction Reference ID**, **Amount**, and **Transaction Date & Time**, and make sure the response text states that the request was processed successfully. Click the **Print (15)** button to keep a printed copy of this confirmation, or save it as a **PDF or screenshot** for your records. Store this information safely, as it may be required to verify your payment or resolve any future issues.

Figure 12: Card Payment Confirmation Screen

Successful payment

According to the Figure 12: Card Payment Confirmation Screen After you have successfully completed your payment, the system will update your registration record accordingly.

- Your registration details will be displayed on the screen with the status "**Paid**."
- No further action is required. Your payment has been received, and your registration is confirmed.

3. GovPay

- **GovPay**
  - Pay online through the **GovPay platform**.

If you selected the **GovPay or Bank Payment** option, you will be directed to this page. The screen displays a message titled **"Redirecting to GovPay and Bank website"**, with instructions requesting users not to close the browser or turn off their device/computer. A button labeled **"Make Payment" (16)** is provided, which, when clicked, will redirect the user to the **GovPay or Bank website/app** (Figure 14: GovPay Payment Gateway Interface) to complete the payment securely.
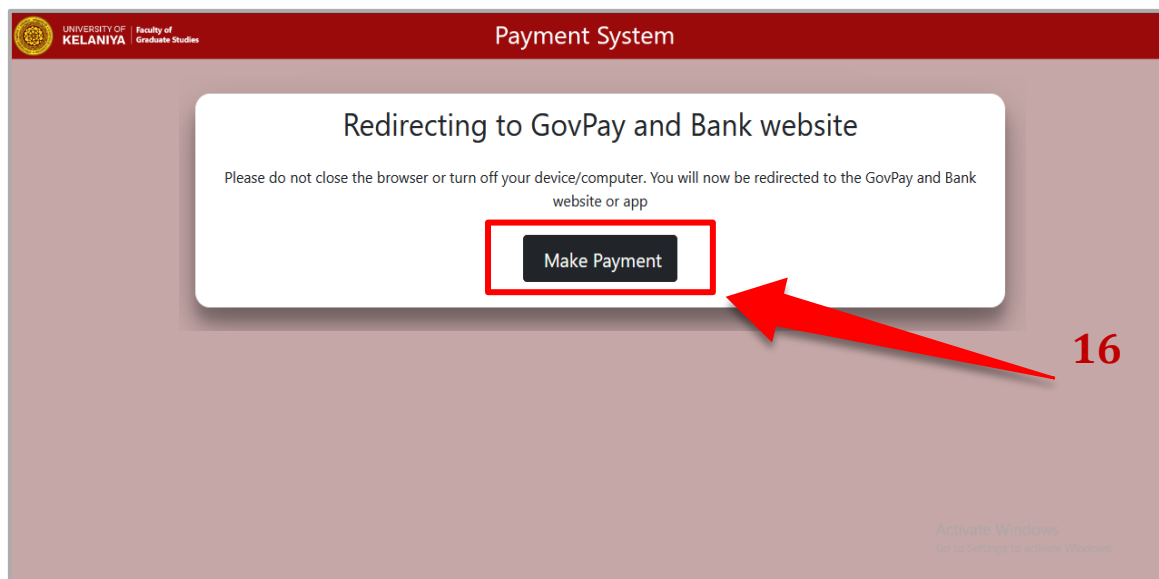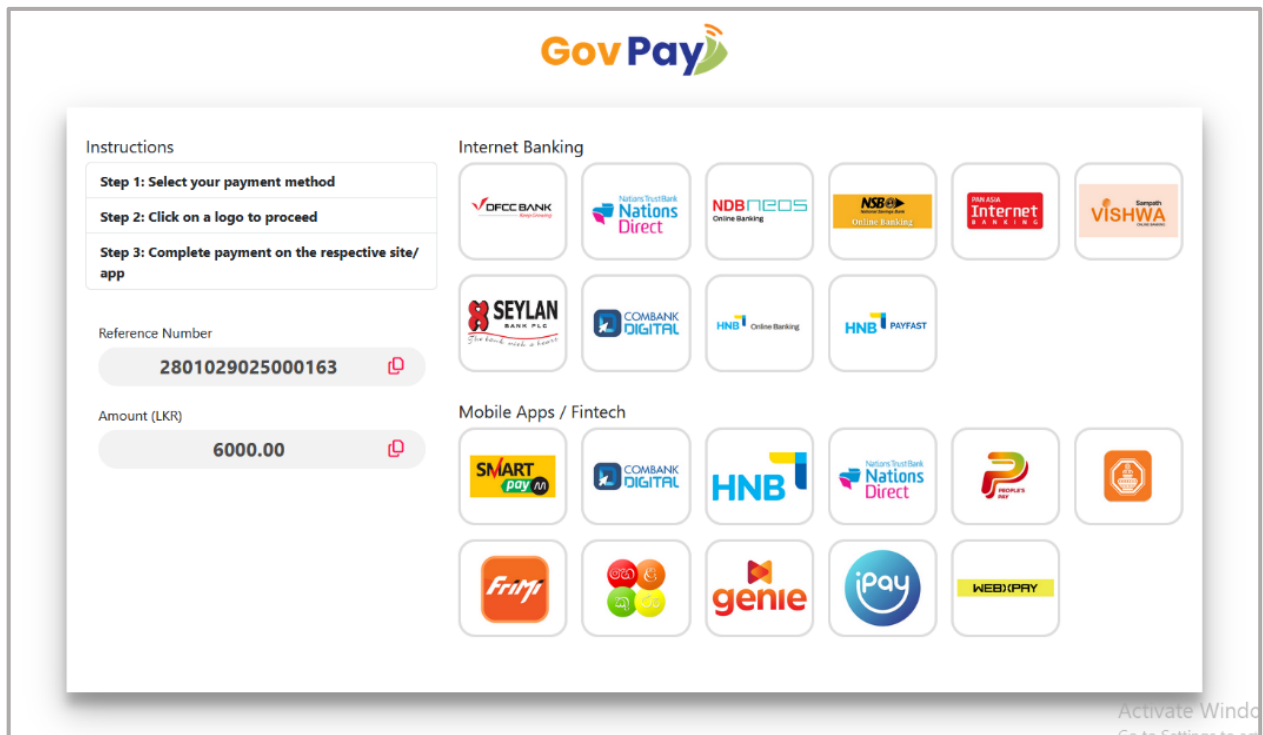

Figure 13: GovPay Redirection – Make Payment Screen

Figure 14: GovPay Payment Gateway Interface

Step 6 - Any Payment Issues

If you experience any difficulties while making your payment, for example, if the system shuts down or another technical problem occurs, all the information you have already entered will be safely saved in our system.
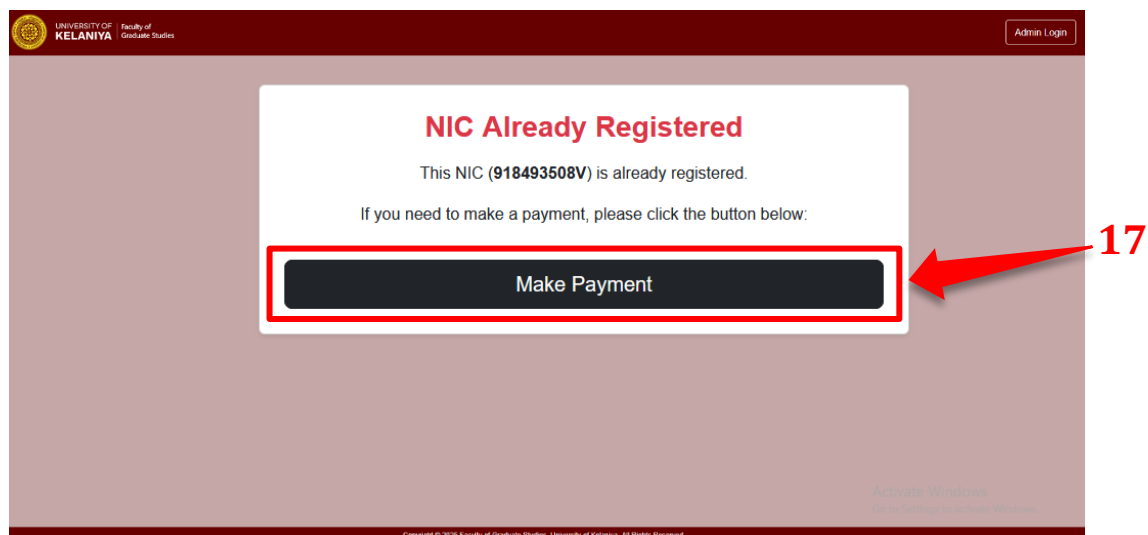
When you log in again, please follow these steps:

Figure 15: Make Payment Button for Pending Registrations

If your NIC is already registered, please click the **"Make Payment" (17)** button to proceed with the payment.

Figure 16: NIC and Date of Birth Entry Screen

1. Enter your Birthday (in the format **Month/Day/Year – mm/dd/yyyy**) **(18,20)** and your NIC Number correctly. After entering both your **Date of Birth** and **NIC Number**, click the **"Next" (18)** button to proceed with your registration.

2. Your previous registration will appear on the screen, showing your details under the status **"Not Paid."**

3. Click on **"Make a Payment" (21)** to continue and complete the process.

Figure 17: Make Payment Button for Pending Registrations