

# ARUSHA TECHNICAL COLLEGE (ATC)

(Accredited by the National Council for Technical Education-NACTE)



## GUIDELINES FOR ONLINE REGISTRATION TO ALL ATC STUDENTS (CONTINUING AND NEW STUDENTS)

### ONLINE REGISTRATION PROCEDURES

#### 1.1 How to Access the system

- a) Go to college website [www.atc.ac.tz](http://www.atc.ac.tz)
- b) On the top menu Click [PROSPECTIVE STUDENTS](#)
- c) then click [Register Online](#)

#### 1.2 How to Log in

- a) For continuing students the username is Admission number and password is 2014
- b) All First Year Students(First time applicants) should use form four index number as username and password is 2014.The accepted format for form four index number is SXXXX-XXXX-YYYY  
e.g S1234-0019-2012

#### 1.3 How to Register

- a) Log in using your [username](#) and [password](#)
- b) Click payments button on the left hand side menu
- c) Specify if you have medical insurance by selecting yes or no on the selection box, if you have medical insurance you will need to scan your ID and attach it.
- d) Click submit
- e) In the next screen you will see the total amount that you will pay
- f) Click clear here button to record your payment
- g) Fill in the amount you have paid and attach bank slip that has the required amount
- h) Click submit
- i) Thank you for registering

#### **1.4 How to change password**

- a) Log in using your username and password
- b) Click security
- c) Fill in current password
- d) Provide your new password
- e) Re-type new password then
- f) Click update button

**If you find any problem in registration, Please contact the following offices:**

#### **ICT Department:**

HOD ICT Department

Email: [ict@atc.ac.tz](mailto:ict@atc.ac.tz)

#### **Registrar's Office:**

Registrar

Email: [registrar@atc.ac.tz](mailto:registrar@atc.ac.tz)