



ARUSHA TECHNICAL COLLEGE (ATC)

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

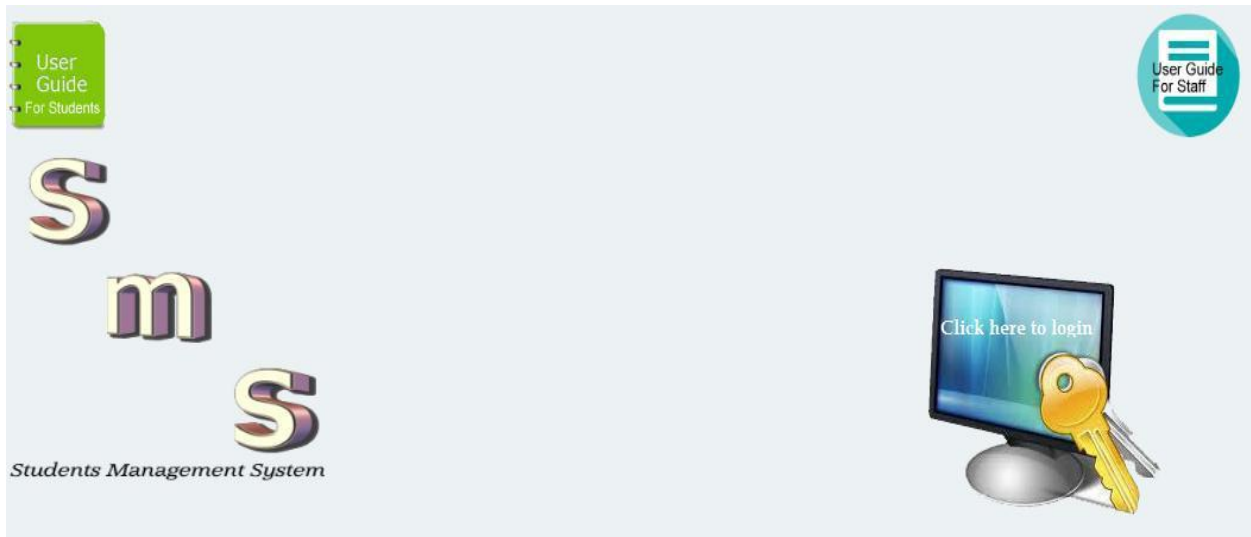
USER MANUAL FOR ONLINE REGISTRATION FOR ATC STUDENTS

1. How to Access the system

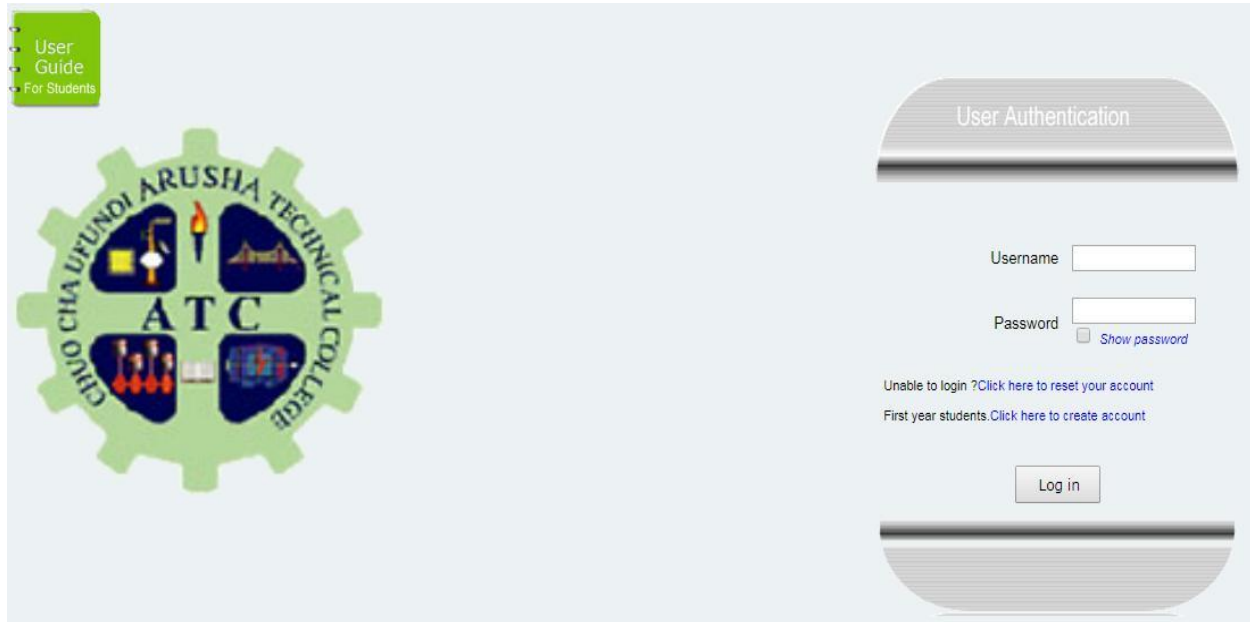
- a) Go to college website <https://www.atc.ac.tz>
- b) On the top menu Click [ICT SERVICES](#)
- c) On Services Offered click [Students Management System\(SMS\)](#)

2. How to Log in

- a) Continuing students should use the same username and password used for accessing examination results.
- b) All First Year Students must create an account by using the following procedures:
 - i. Open [Students Management System\(SMS\)](#) using procedures shown in section 1, you will see the figure shown below, click on the computer monitor with keys to login



ii. You will see the figure shown below, to create an account click on the link "First year students. [Click here to create account](#)"



iii. Follow instructions given by the system to create an account and then log in using username and password created.

3. How to Register for studies in each semester

a) Log in to the system using your admission number as [username](#) and [password](#) used during creation of an account

b) Read internal memos if any, scroll down and click **Go to SMS**

Dashboard Button

c) On the SMS dashboard, click online registration button as shown below

SMS DASHBOARD

The dashboard contains the following icons and labels:

- User Guide For Students (User Manual(SMS System))
- Online Registration (User Manual(Online Registration))
- User Manual(IPT System)
- Examination Numbers
- Register Online (Click here to register)
- Examination Results
- Submit Arrival Note
- Assessment Plans
- Modules
- Change Password (Change Password)
- Sign Out
- Class Time Table

Click here to Register

| NTA Level | Semester | Academic Year | Required Amount in TSh | Paid Amount in TSh | Payment Details | Registration Status |
|-----------|----------|---------------|------------------------|--------------------|---|---------------------|
| 8 | 1 | 2019/2020 | 105,400 | 105,400 | Bill Number : NA Control Number : NA Receipt Number : NA Payment time : NA | Registered |

d) Registration step 1

Provide information about medical insurance and whether you will stay in ATC hostel, click Next button to continue.

Registration - Step 1

Sponsorship Private

Do you have Medical Insurance? Yes ▼

Medical Insurance Card / Membership Number 124567890987654

Will you stay in ATC Hostel? No ▼ *(For Government Sponsored Students Only)*

Cancel Next >>

e) Registration step 2

Proofread preliminary and registration information, if there is any problem click Reset button to start afresh, by clicking Next button you are confirming that information shown is correct and cannot be modified.

| Registration - Step 2 | |
|--|---|
| Preliminary Information | |
| Sponsorship | Private |
| Do you have Medical Insurance ? | Yes (Membership or Card Number : 1122) |
| Will you stay in ATC Hostel ? | No |
| Minimum Required Amount in Tsh | 600,000 |
| Registration Information (You will be registered to) | |
| Programme | Bachelor Degree In Computer Science |
| NTA Level | 8 |
| Semester | 2 |
| Academic Year | 2019/2020 |
| <small>Proofread preliminary information and registration information,click Reset button to make any correction,click Next >> button to request control number,after generating control number you can not modify any information.</small> | |
| <input type="button" value=" << Reset"/> | <input type="button" value=" Next >>"/> |

f) Registration step 3

The system will generate control number, you can pay the minimum required amount or more than the required amount. Payment with amount less than the minimum required amount won't be accepted by the system. After obtaining the control number, you can close the system, go and make payment, the next time you login again the system will take you back where you left off.

| Registration - Step 3 | |
|--|--|
| Preliminary Information | |
| Sponsorship | Private |
| Do you have Medical Insurance ? | Yes (Membership or Card Number : 1122) |
| Will you stay in ATC Hostel ? | No |
| Registration Information (You will be registered to) | |
| Programme | Bachelor Degree In Computer Science |
| NTA Level | 8 |
| Semester | 2 |
| Academic Year | 2019/2020 |
| Payment Details (Once payment is made,you will see Submit button below,click the Submit request button to submit request to ATC officers for verification and approval) | |
| Bill Number | 523 |
| Control Number | 991740032149 |
| Minimum Amount in Tsh | 600,000 |
| Paid Amount in Tsh | |
| Jinsi ya Kullipa 1. Kupitia Benki: Fika tawi lolote au wakala wa benki ya CRDB, NMB, BOT. Namba ya kumbukumbu: 991740032149. 2. Kupitia Mitandao ya Simu: Ingia kwenye menyu ya mtandao husika Chagua 4 (Lipa Billi) Chagua 5 (Malipo ya Serikali) Ingiza 991740032149 kama namba ya kumbukumbu | How to Pay 1. Via Bank: Visit any branch of bank or agent of CRDB, NMB, BOT. Reference Number: 991740032149. 2. Via Mobile Network Operators (MNO): Enter to the respective USSD Menu of MNO Select 4 (Make Payments) Select 5 (Government Payments) Enter 991740032149 as reference number |

g) Registration step 4

If the payment process was successful, the system will detect paid amount, receipt number and time. Click Submit Request button to send registration request to our staff for verification, approval and finally registration.

Note:

You are required to visit your account to view the registration status, in some few cases, registration requests will be rejected and might need your immediate action for resubmission

| Registration - Step 3 | |
|--|---|
| Preliminary Information | |
| Sponsorship | Private |
| Do you have Medical Insurance ? | Yes (Membership or Card Number : 1122) |
| Will you stay in ATC Hostel ? | No |
| Registration Information (You will be registered to) | |
| Programme | Bachelor Degree In Computer Science |
| NTA Level | 8 |
| Semester | 2 |
| Academic Year | 2019/2020 |
| Payment Details (Once payment is made,you will see Submit button below,click the Submit request button to submit request to ATC officers for verification and approval) | |
| Bill Number | 523 |
| Control Number | 991740032149 |
| Minimum Amount in Tsh | 600,000 |
| Paid Amount in Tsh | 1,000 (Receipt Number : 920145000007885) (Payment time : 2020-05-24 12:15:15) |
| <input type="button" value="Submit Request"/> | |

If you find any problem in registration process, please contact:

Registrar's Office:

Admission Officer

Email: admissions@atc.ac.tz

Registrar

Email: registrar@atc.ac.tz

Prepared By
ICT Department
Arusha Technical College