



# TECHNICAL UNIVERSITY OF MOMBASA

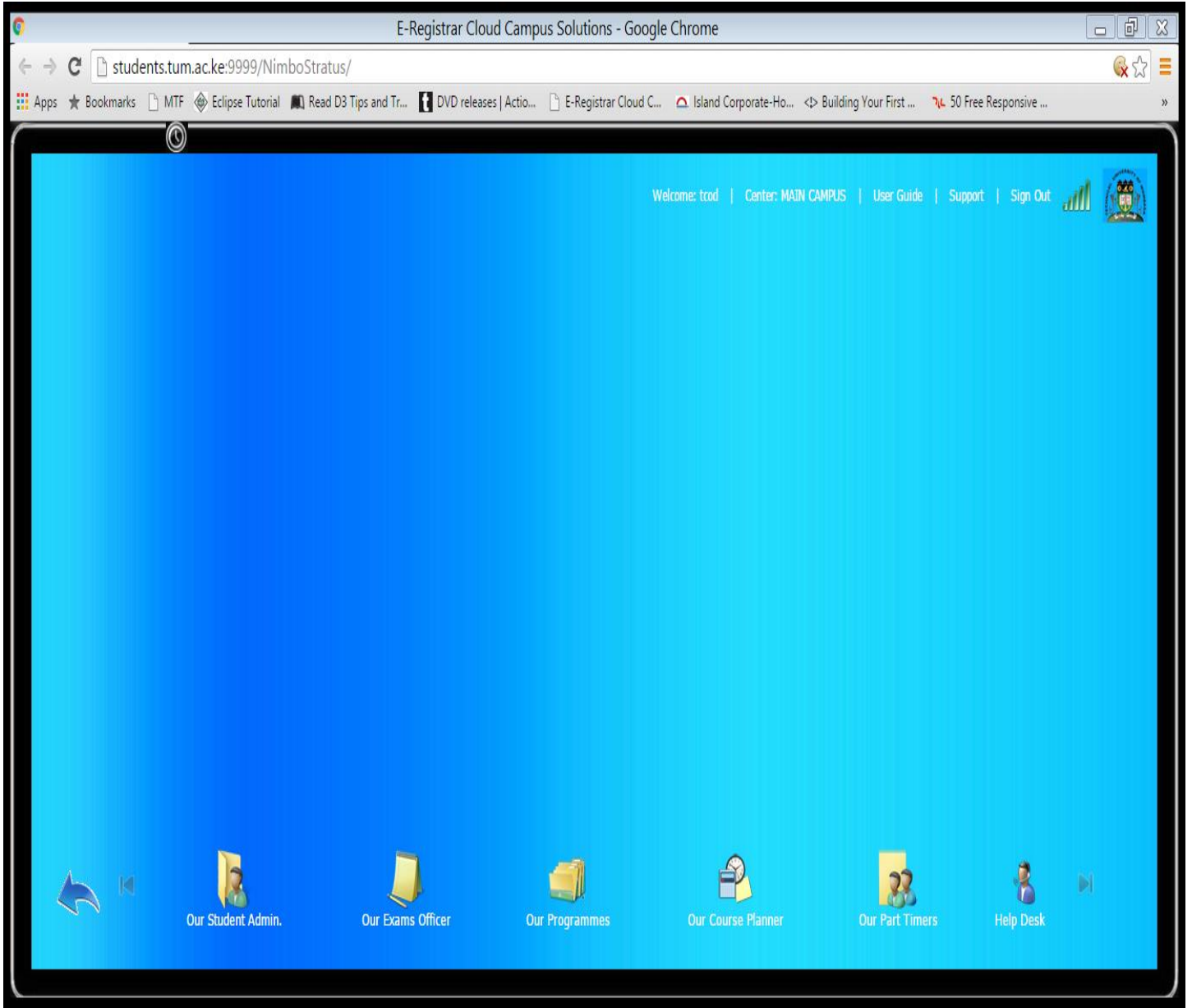
## E-REGISTRAR SYSTEM

# User Guide

HOD Series

*Designed and Developed by:*

**SYSTEM ONE LTD**



SYSTEM ONE LTD

# User Guide

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© SYSTEM ONE LTD  
www.systemoneltd.com  
Phone No: (+254) 734-025-131  
Email info@systemoneltd.com

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# GETTING STARTED WITH THE E-REGISTRAR SYSTEM

## Compatible Web Browsers and Screen Resolutions

We recommend using the following web browsers with a **Screen resolution** from **1440X900** and above:

- Google Chrome
- Mozilla Firefox

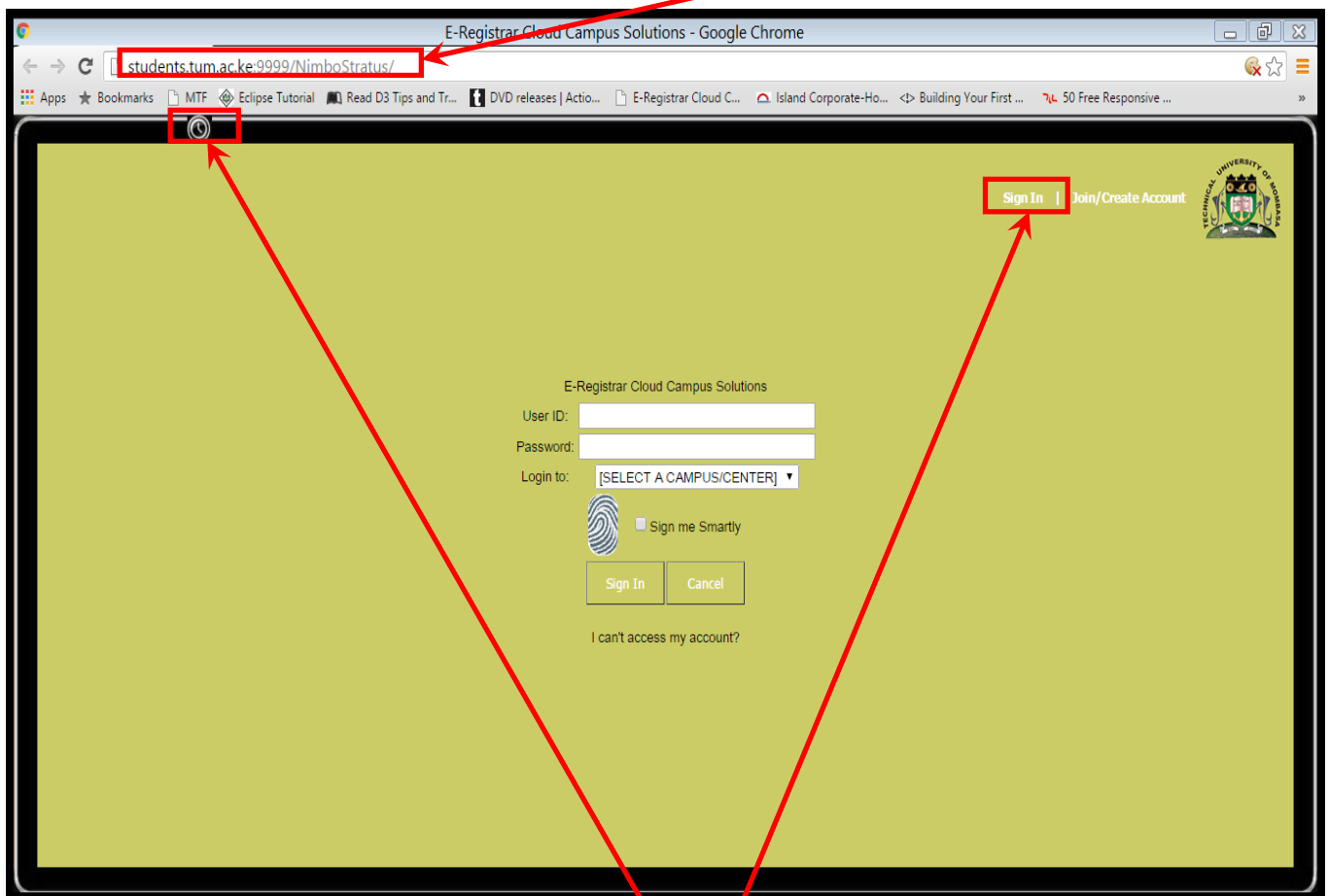
## Starting the E-registrar System

1. Start your preferred web browser and enter the URL below in its address bar:

***http://students.tum.ac.ke:9999/NimboStratus***

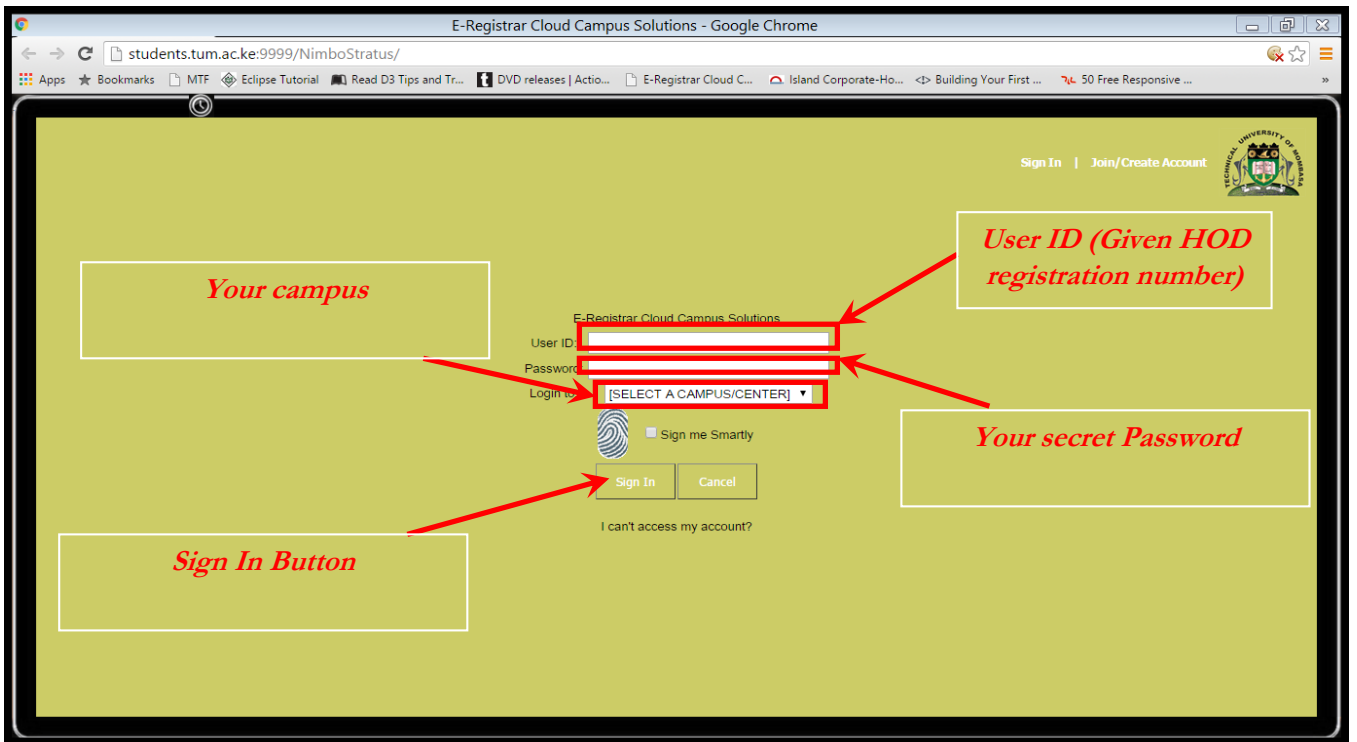
2. From the resulting screen below, click on one of the shown buttons to log or sign in

*URL in the web browser Address bar*

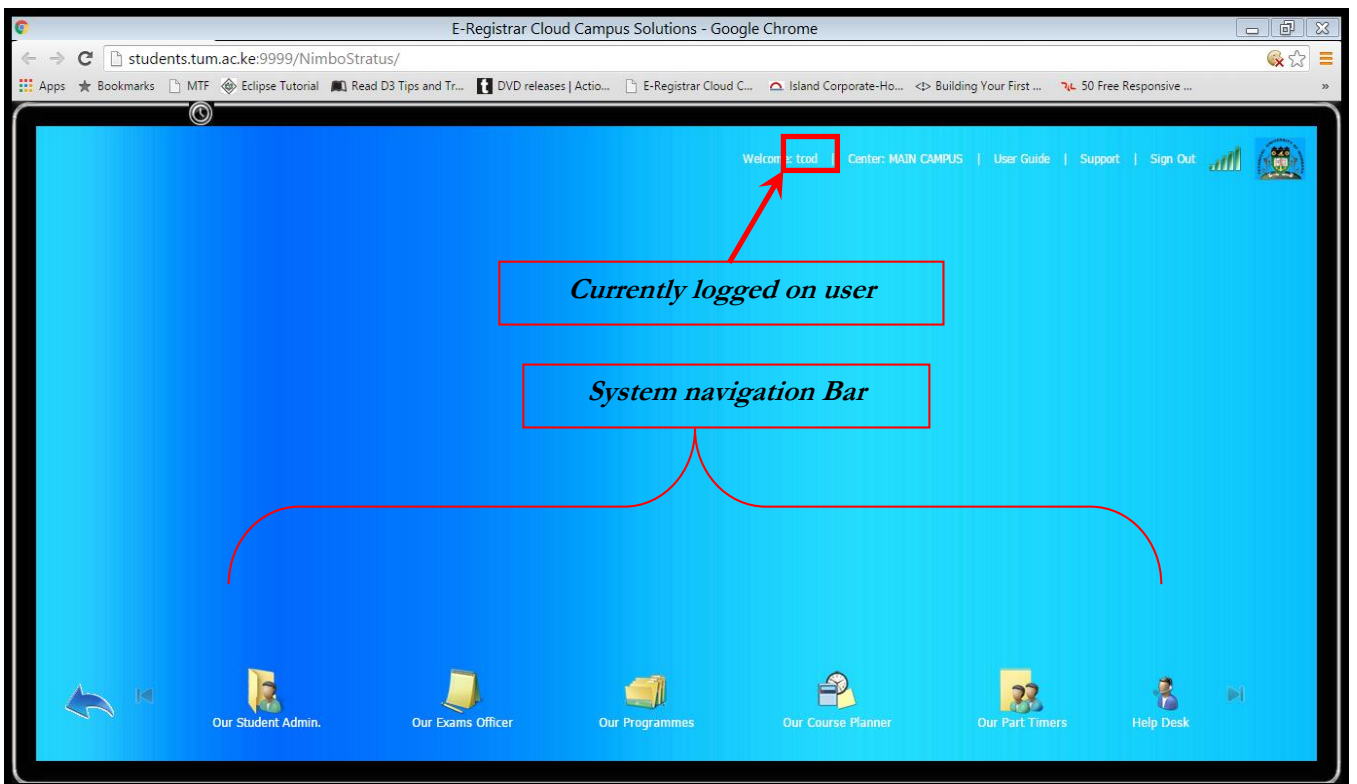


*Click either here to log in*

3. From the resulting screen, enter your **User ID** which is your given Registration number and your secret **Password** then click on **Sign In** button as shown below:

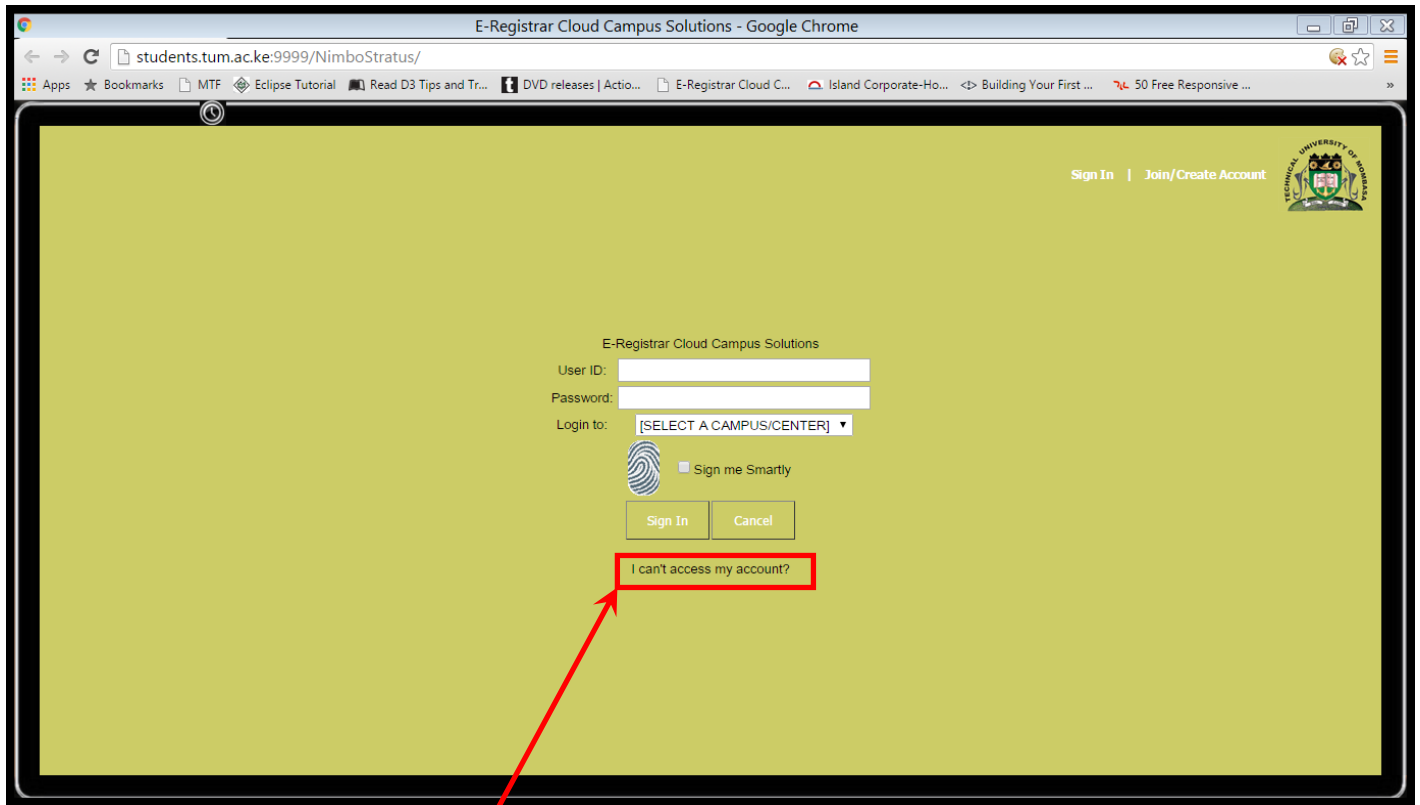


4. The following screen should be shown when the login was successful:



## Getting Your Forgotten Password

1. From the log in screen click on the link as indicated below

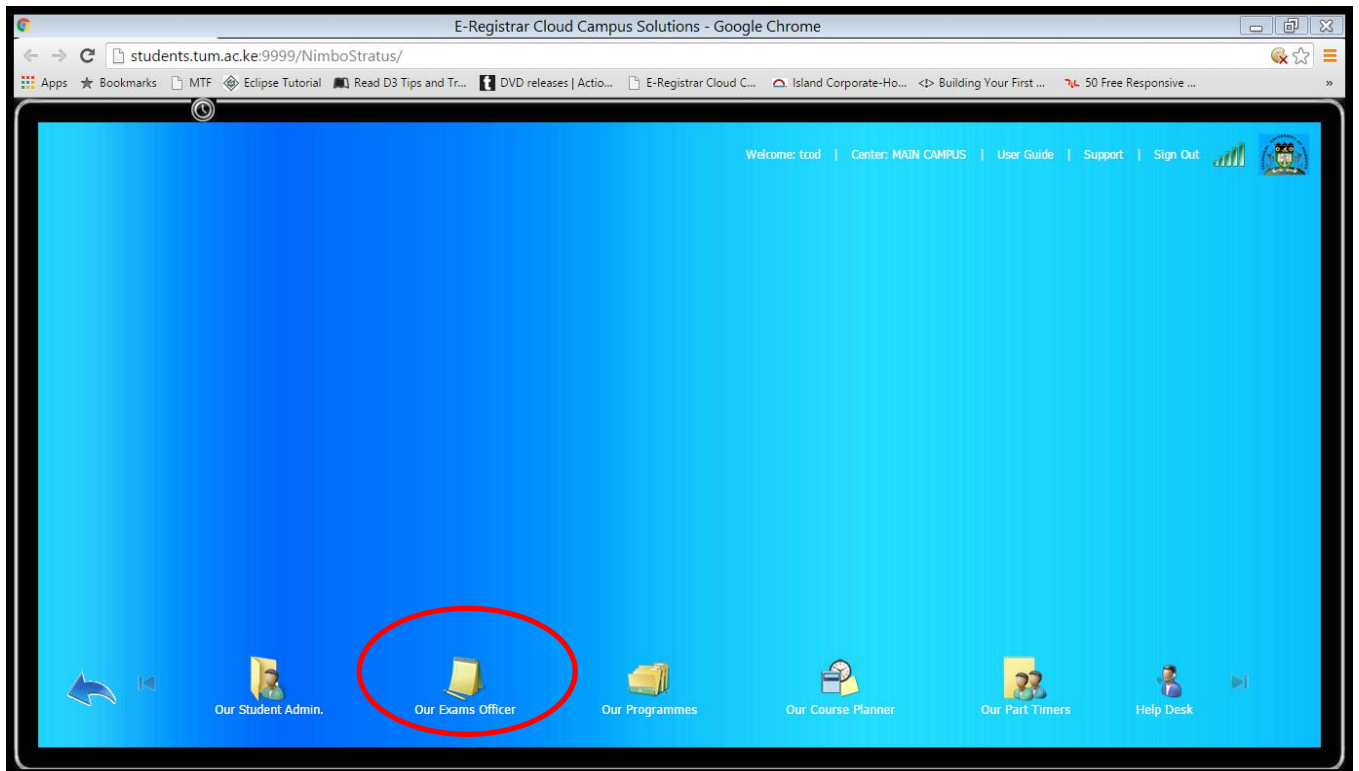


*Password retrieval link*

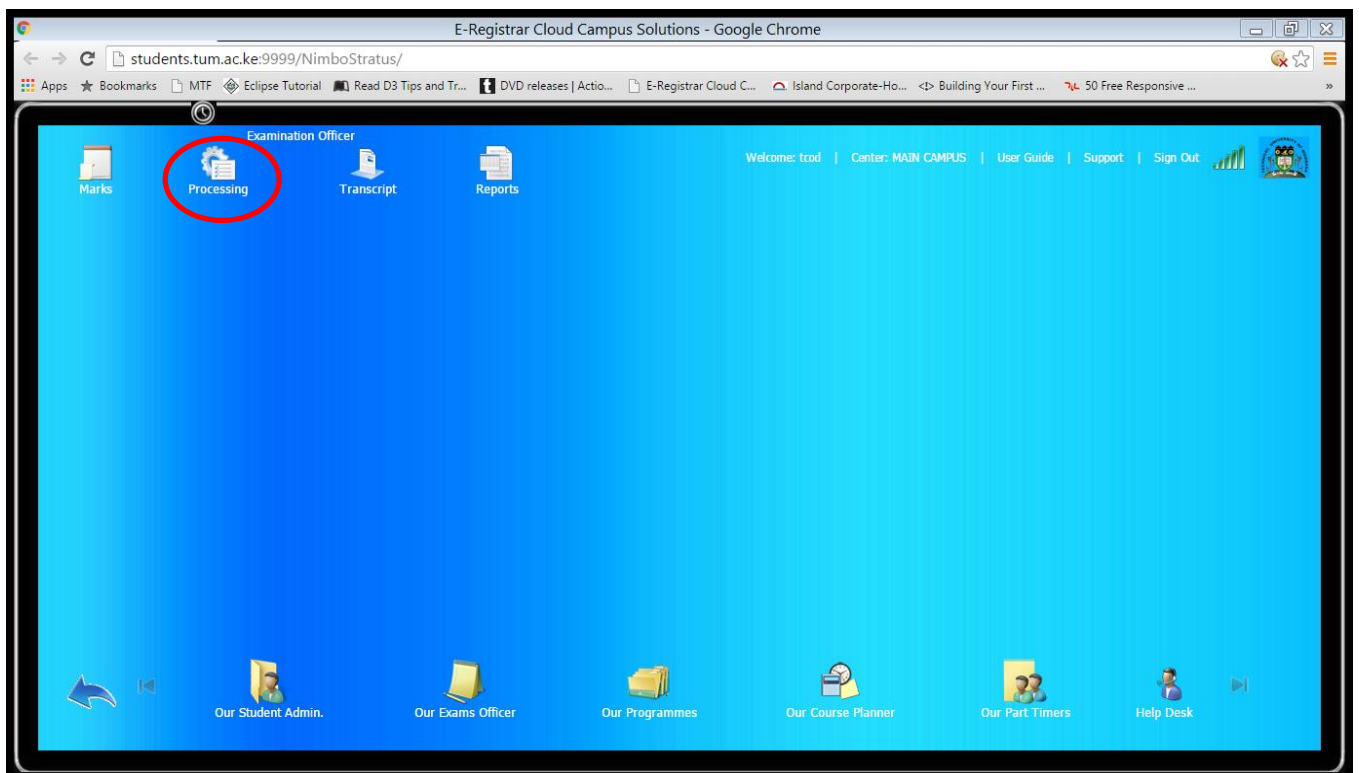
2. From the resulting screen enter the email address you used when registering then click on email me button.

## Exam officer

1. Click on Our exam officer



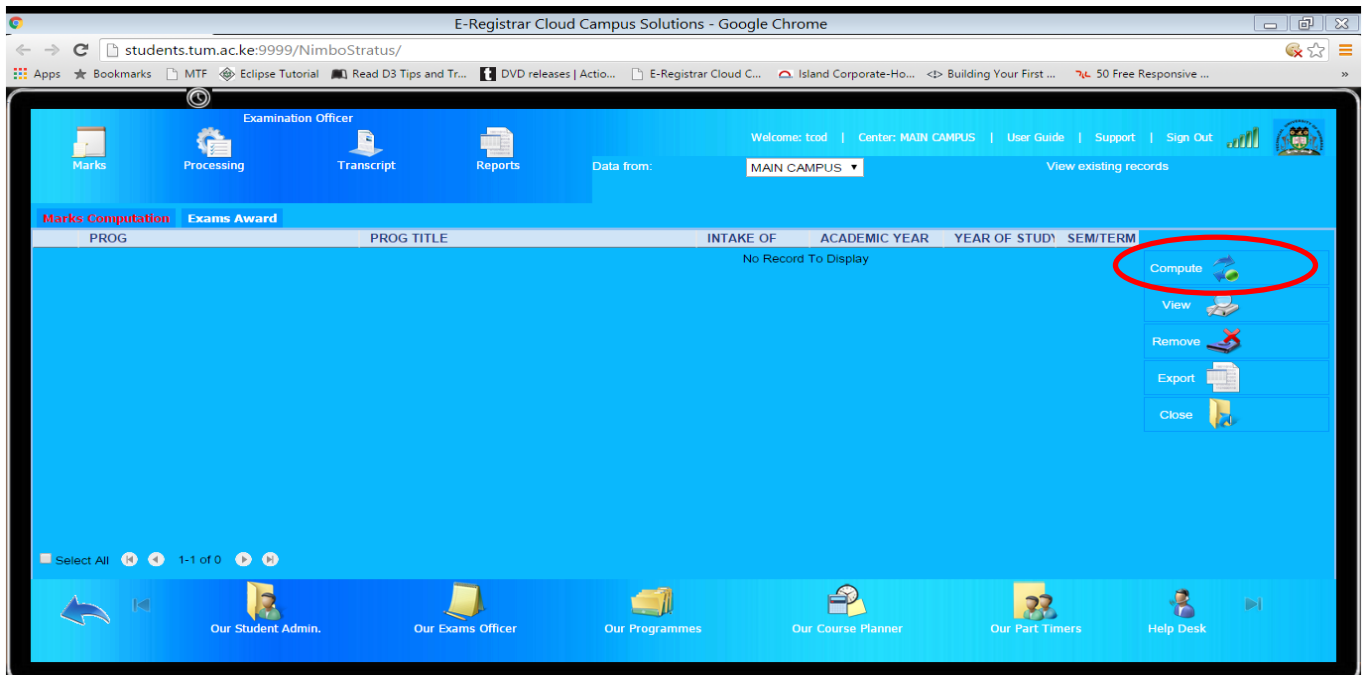
2. From the resulting Exam officer navigation click on Processing to process committed marks.





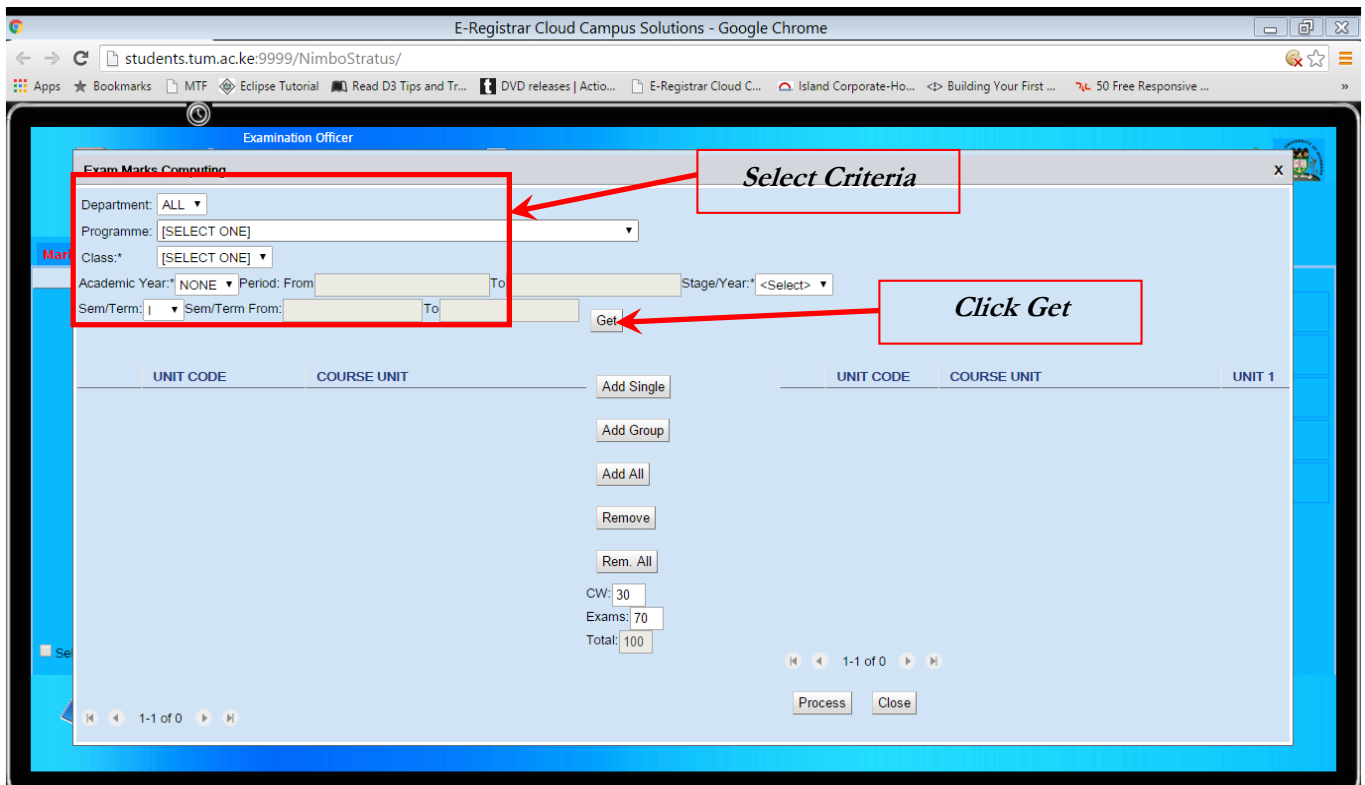
## Exam computing

- From the resulting screen on the right click on **Compute**.

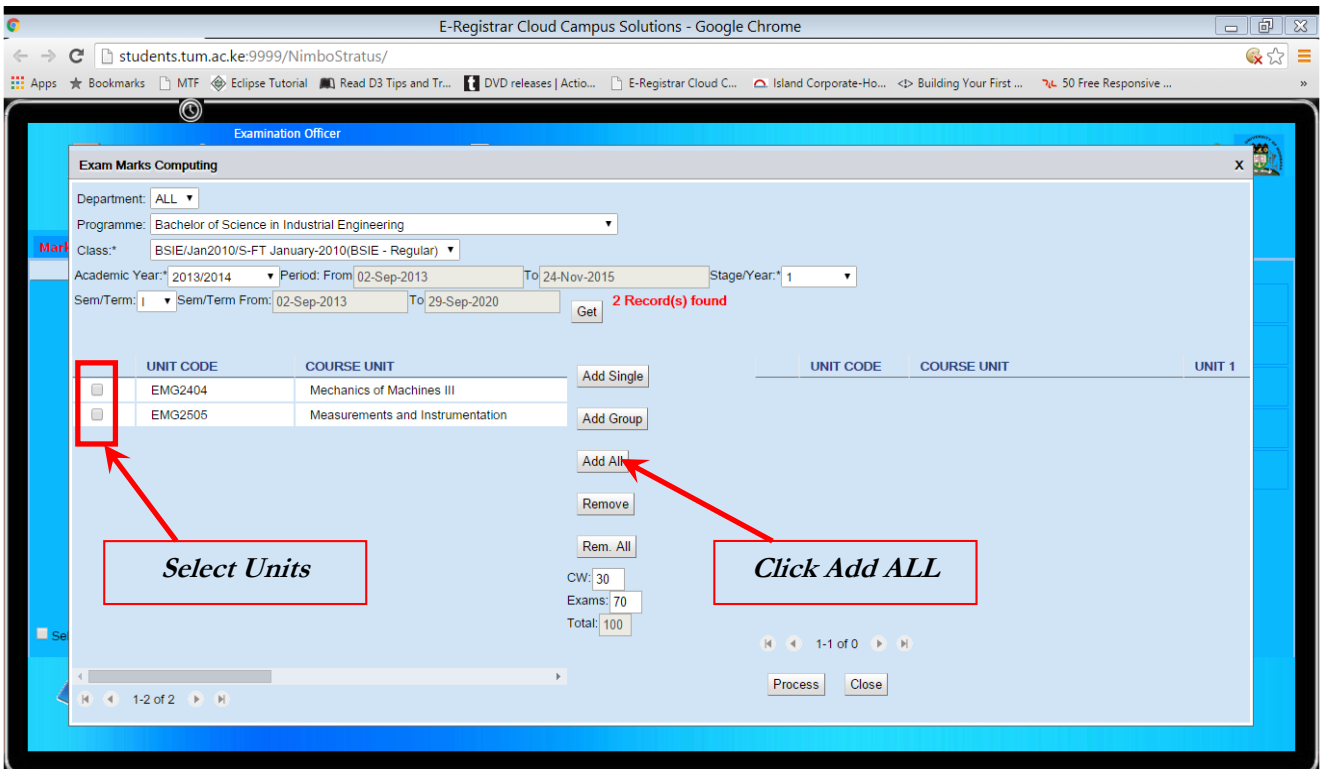


- From the resulting fill in the details for the class that you want to compute.

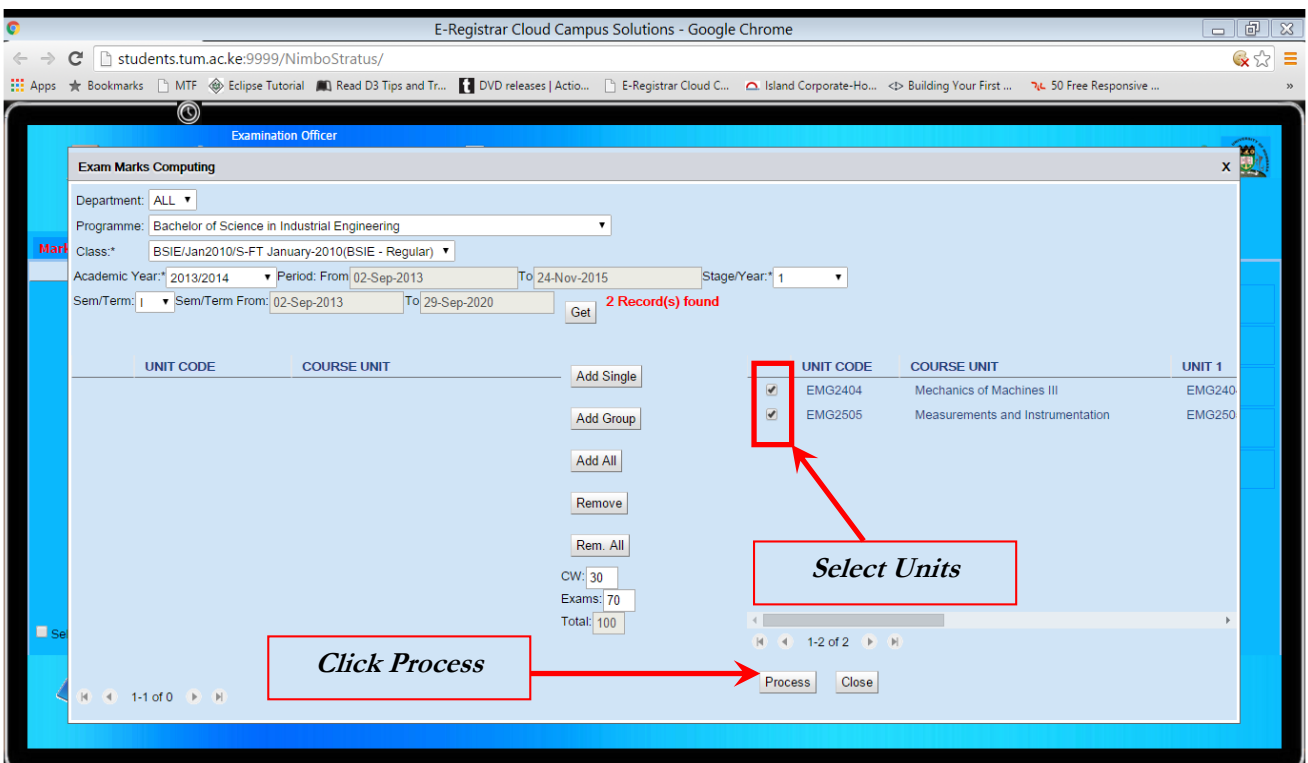
- Select the program, Class, Stage and Semester then click Get.



6. On the resulting screen select the Units then click or Click on Add ALL.

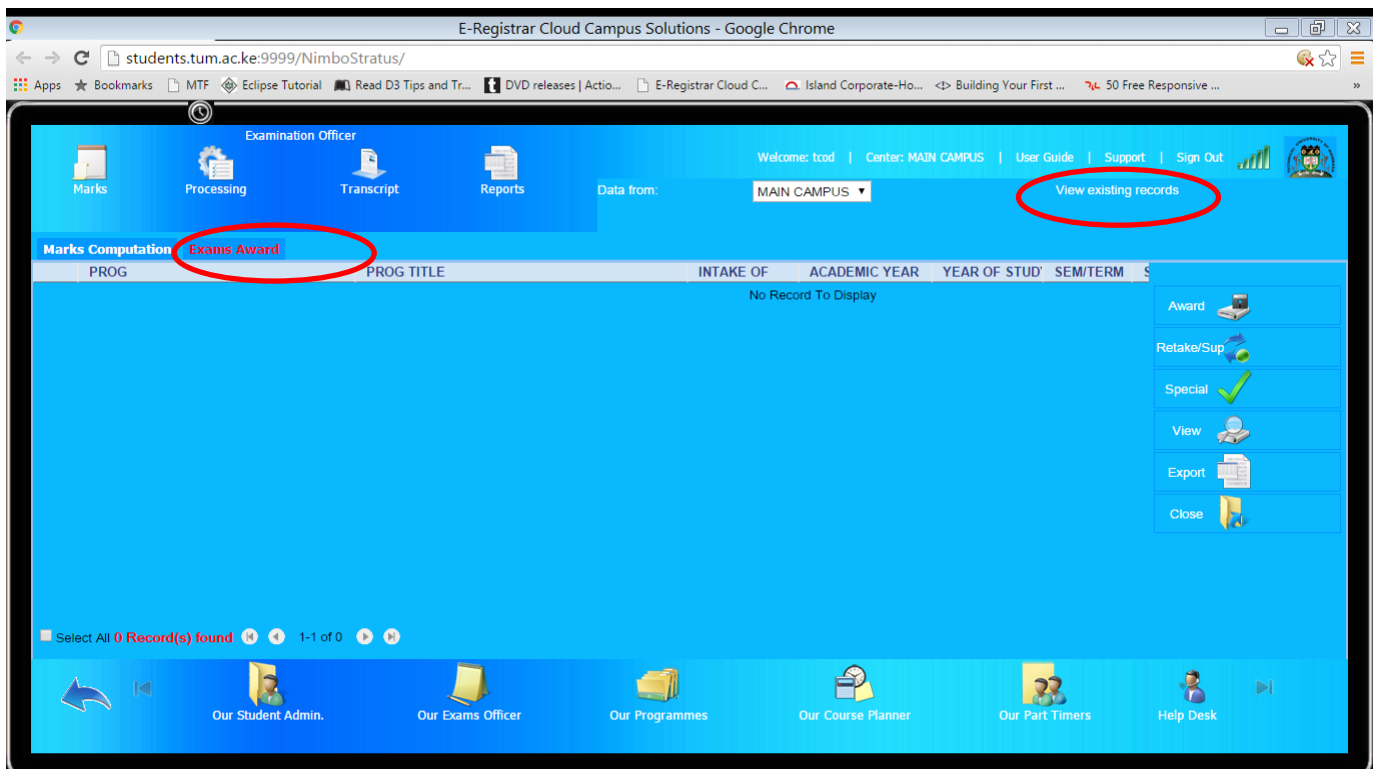


7. On the resulting screen select the units then click on Process to Compute.

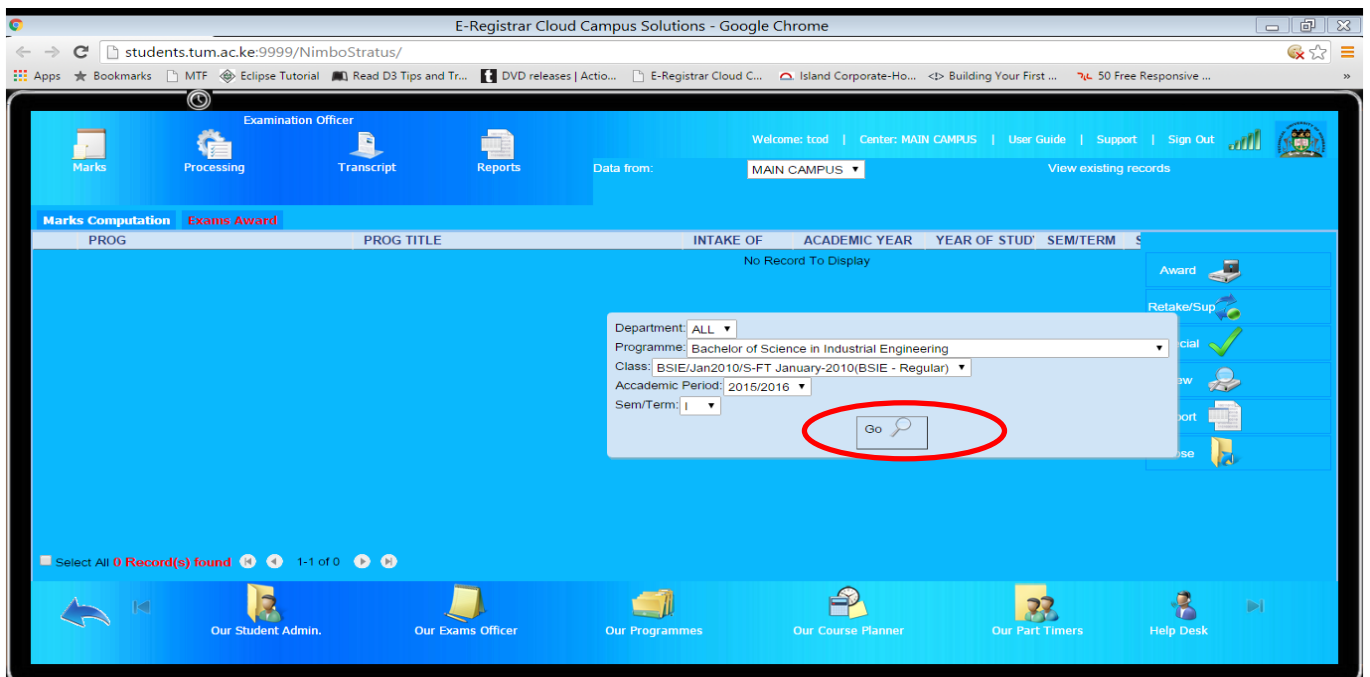


## Exams Awarding

1. On processing Click on Exams Award.
2. Take the mouse cursor on view existing records as shown.



3. On the resulting screen Select the criteria for the class that you want to award then click GO.



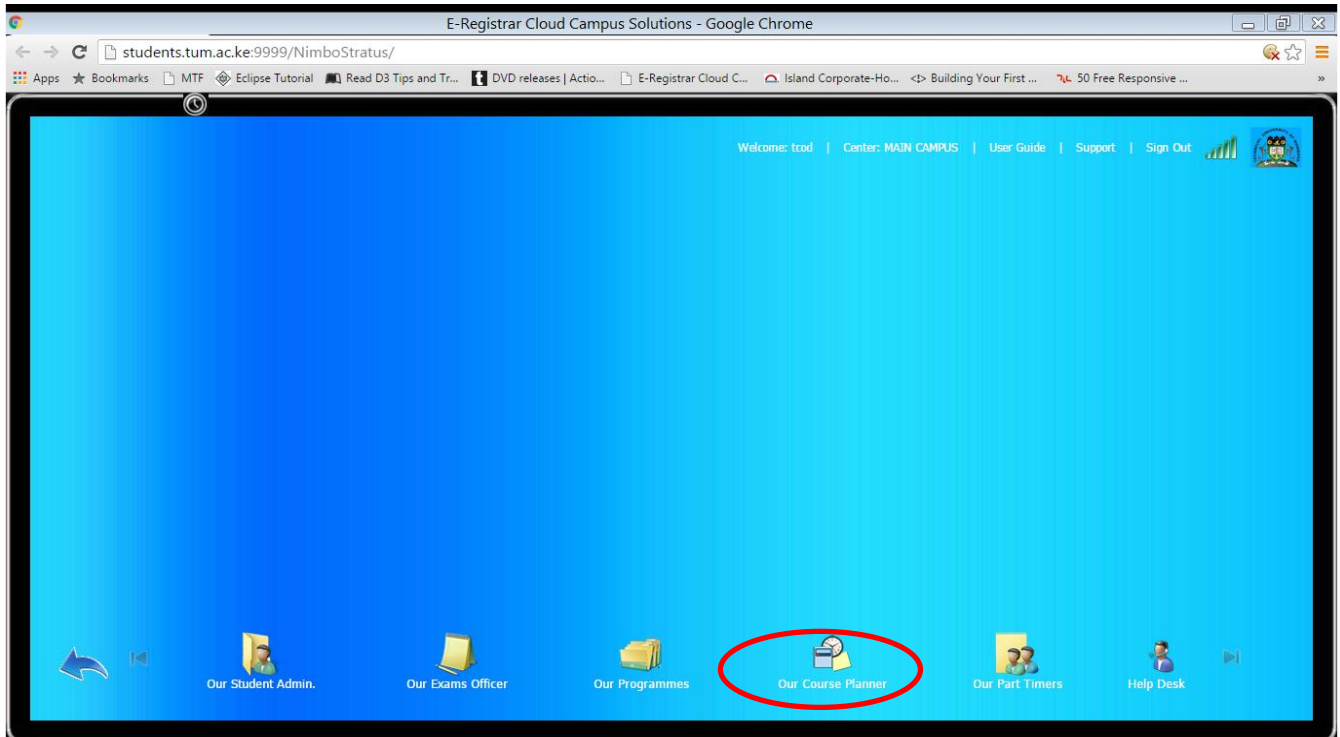
4. Select the Class and click Award. Follow the steps and award.

The screenshot displays the 'Exams Award' interface. At the top, there are navigation icons for Marks, Processing, Transcript, and Reports. The user is logged in as 'trod' at 'MAIN CAMPUS'. Below the navigation, there are tabs for 'Marks Computation' and 'Exams Award'. A table lists two records for the program 'BSIE (BSIE/Jan2010/S-FT)'. The first record is highlighted with a red box and labeled 'Select Class'. The second record is also listed. To the right of the table, there is a vertical menu with buttons: Award, Retake/Sup, Special, View, Export, and Close. The 'Award' button is circled in red and labeled 'Award'. At the bottom, there is a navigation bar with icons for 'Our Student Admin.', 'Our Exams Officer', 'Our Programmes', 'Our Course Planner', 'Our Part Timers', and 'Help Desk'.

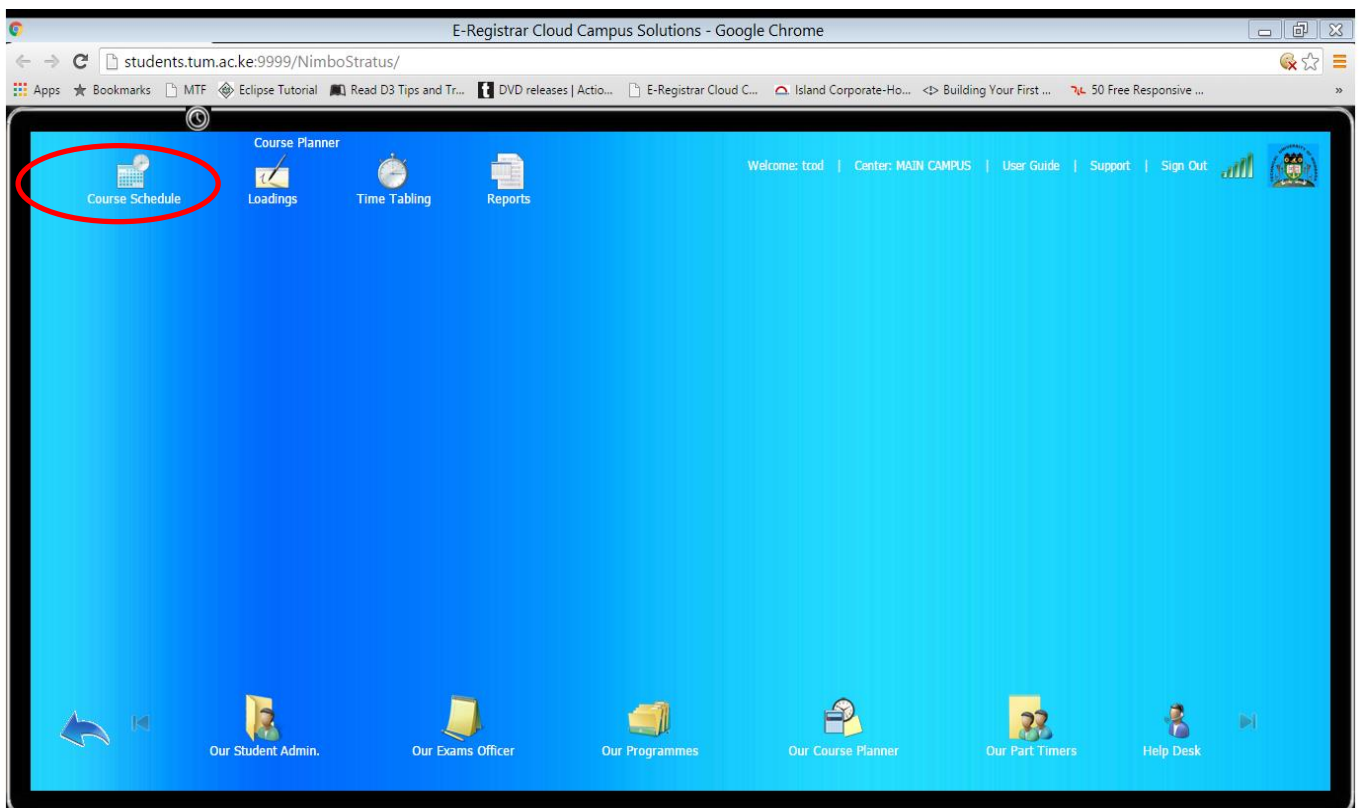
PROG	PROG TITLE	INTAKE OF	ACADEMIC YEAR	YEAR OF STUD	SEM/TERM	S
BSIE (BSIE/Jan2010/S-FT)	Bachelor of Science in Industrial Engineering	January-2010	2015/2016	1	I	
BSIE (BSIE/Jan2010/S-FT)	Bachelor of Science in Industrial Engineering	January-2010	2015/2016	1	II	

# Our Course Planner

1. Click on Course Planner.

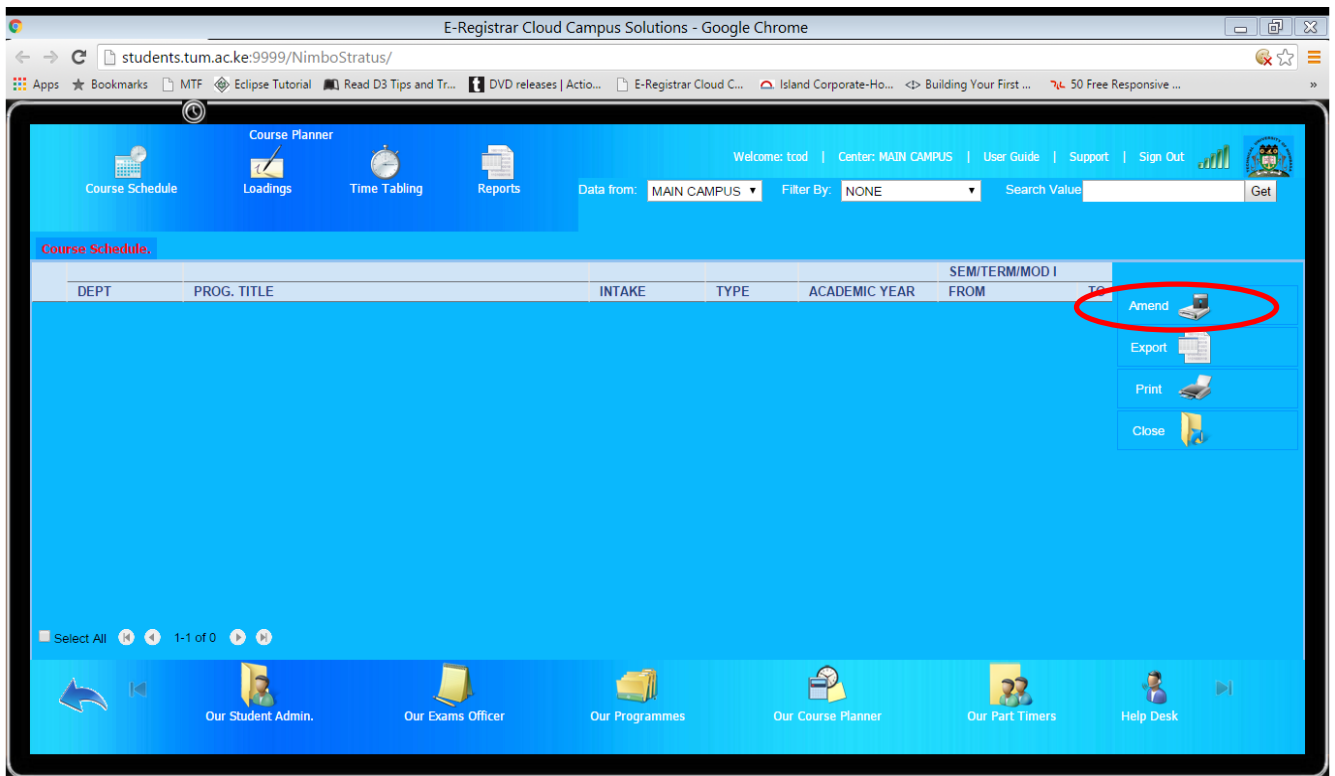


2. On the resulting screen on course planner navigation. Click on course schedule.

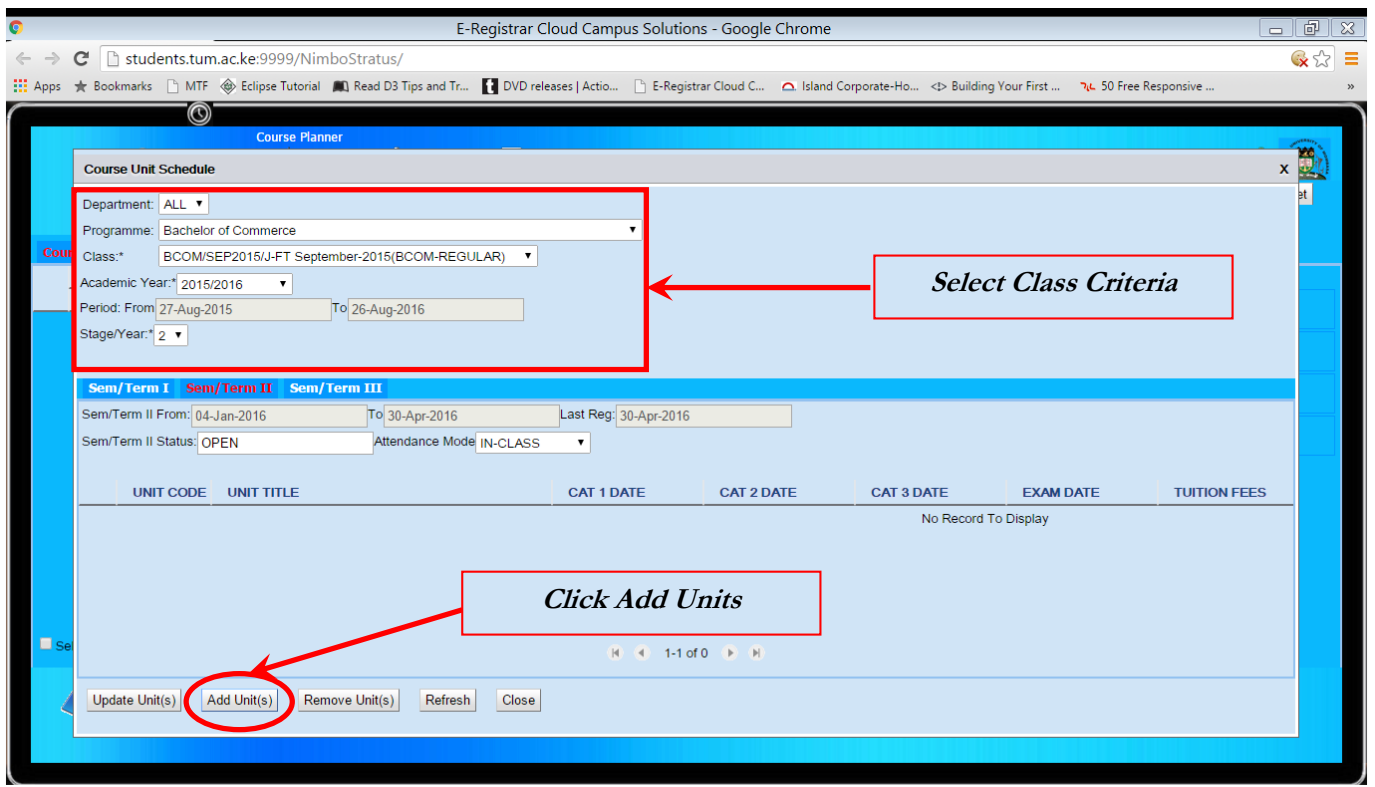


# Units Scheduling

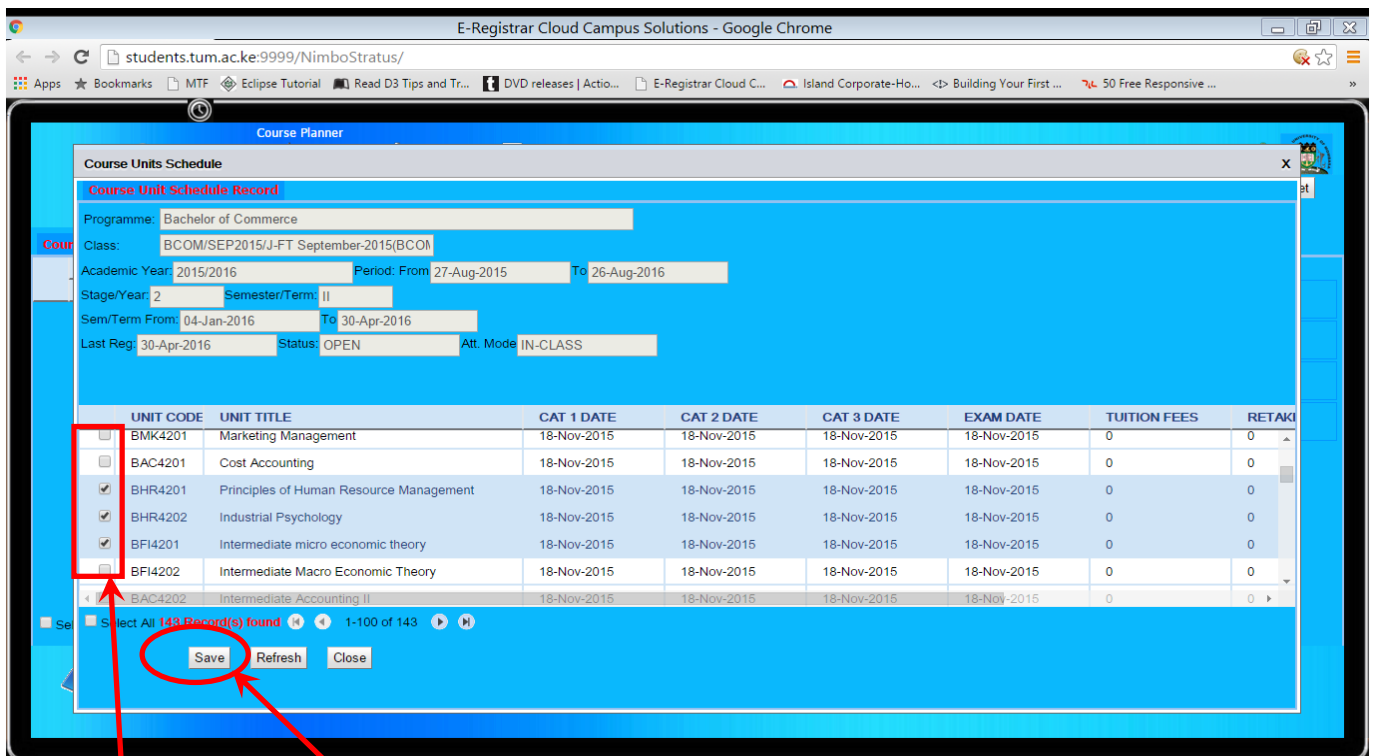
1. Click Amend.



2. On the resulting screen select the criteria for the class
3. Select semester and click add units.



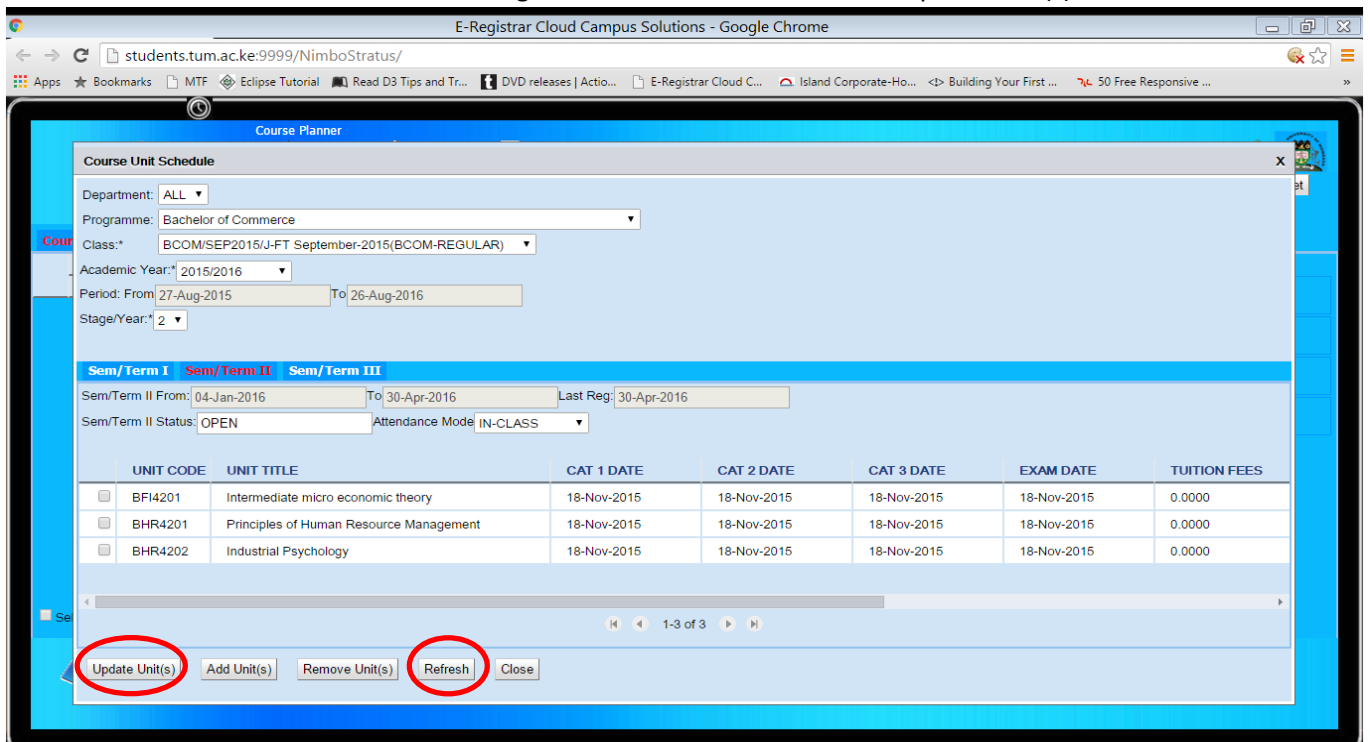
4. On the resulting screen, select the units to add then click save.



Select Units

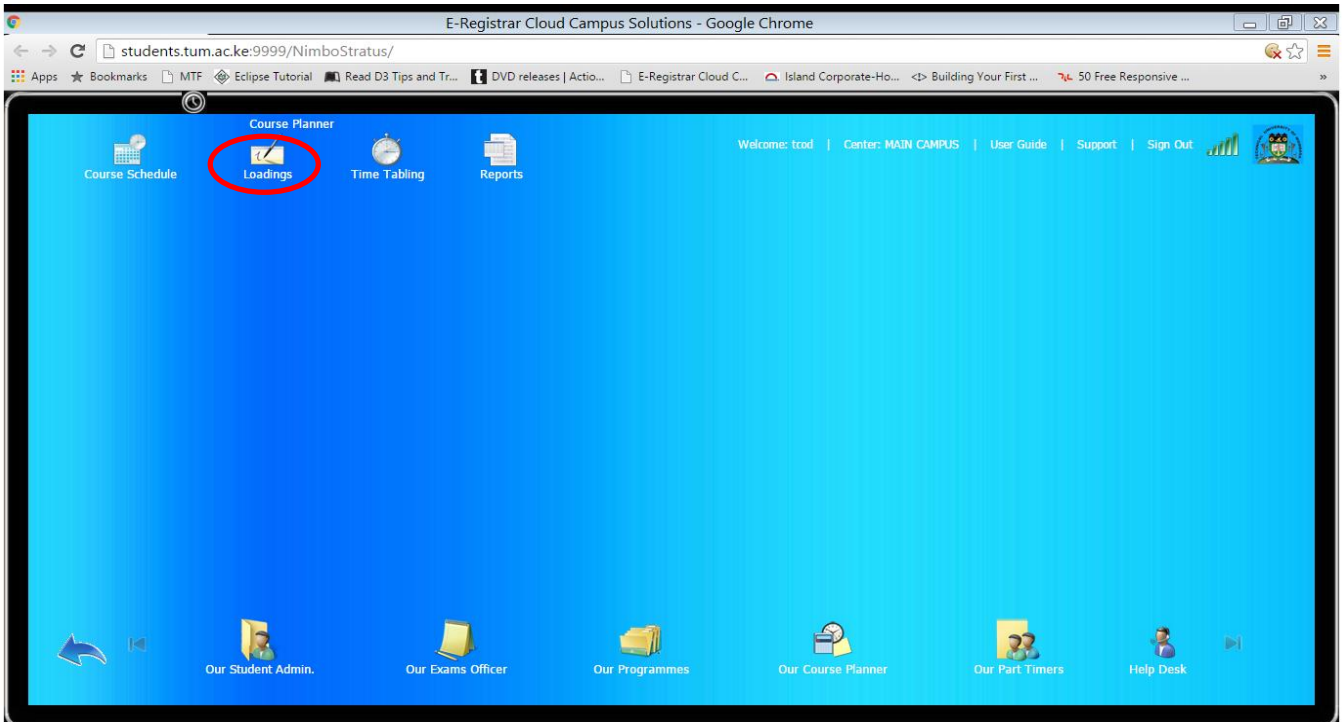
Click Save

5. Click close then on the resulting screen click refresh. Then click update unit(s).

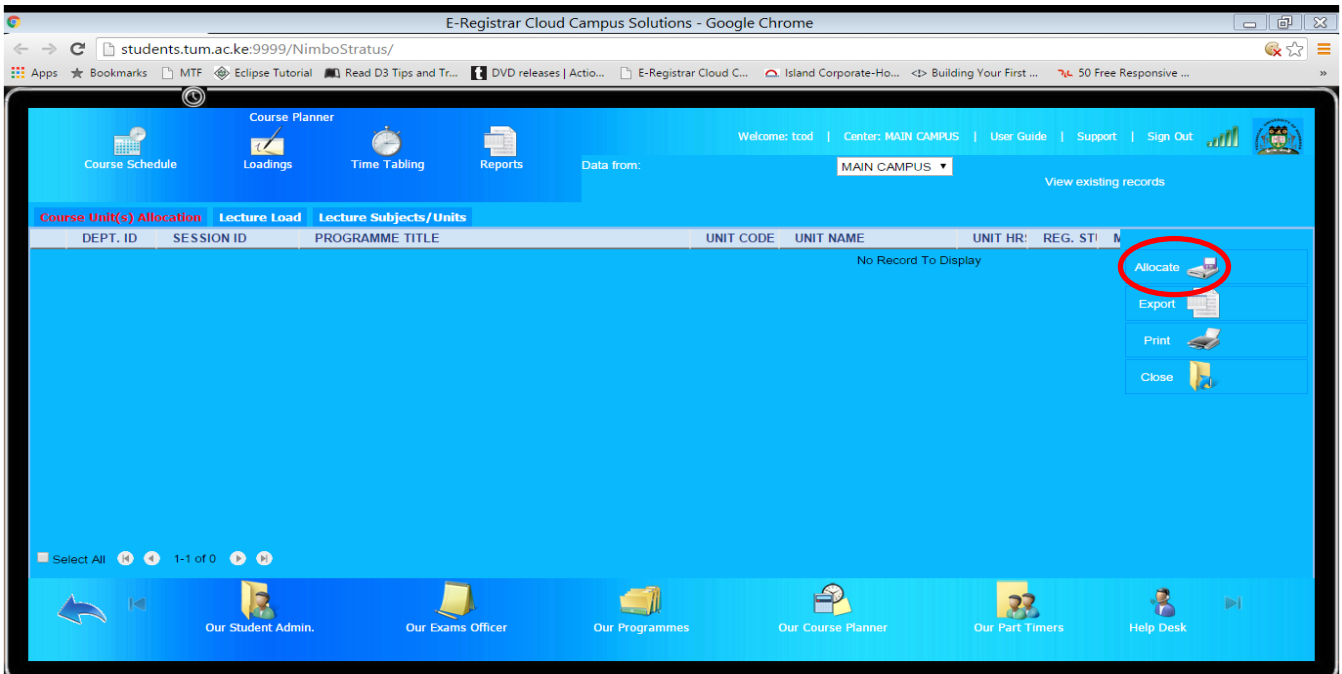


# Loadings

1. On our course planner click Loadings.

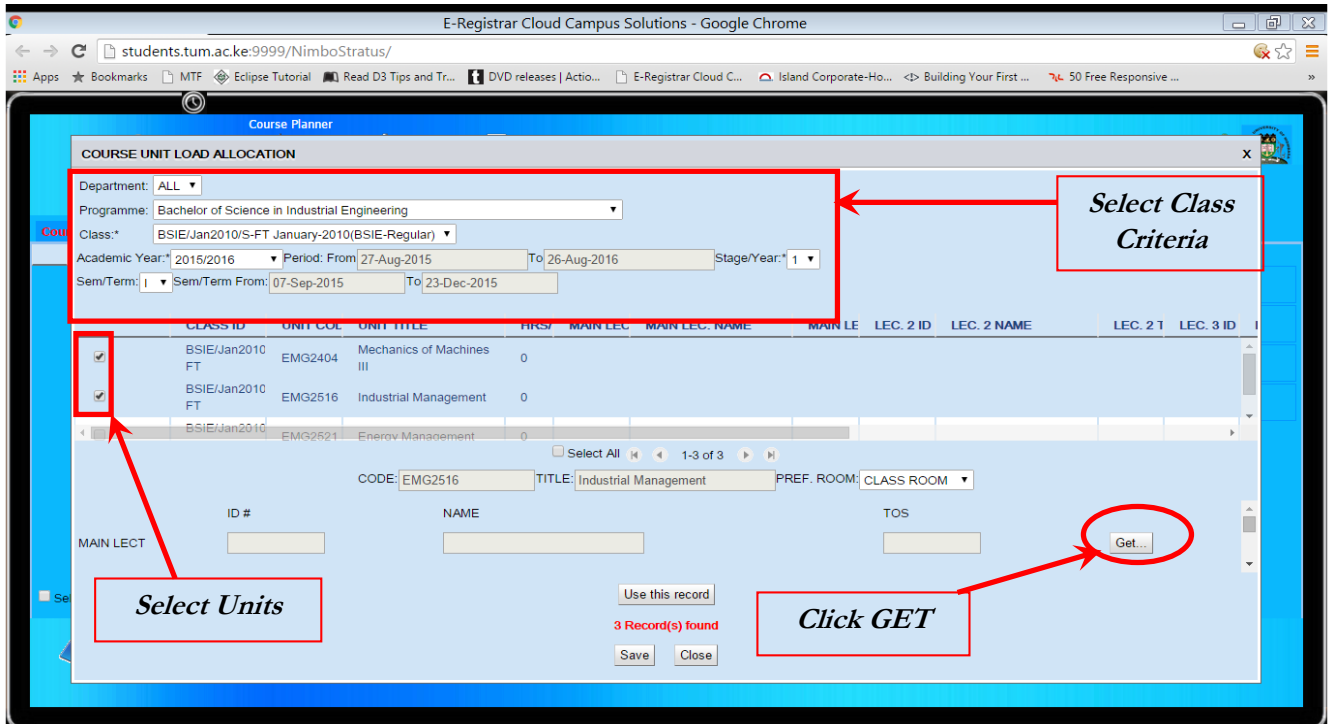


2. On the resulting screen, click on allocate as shown.

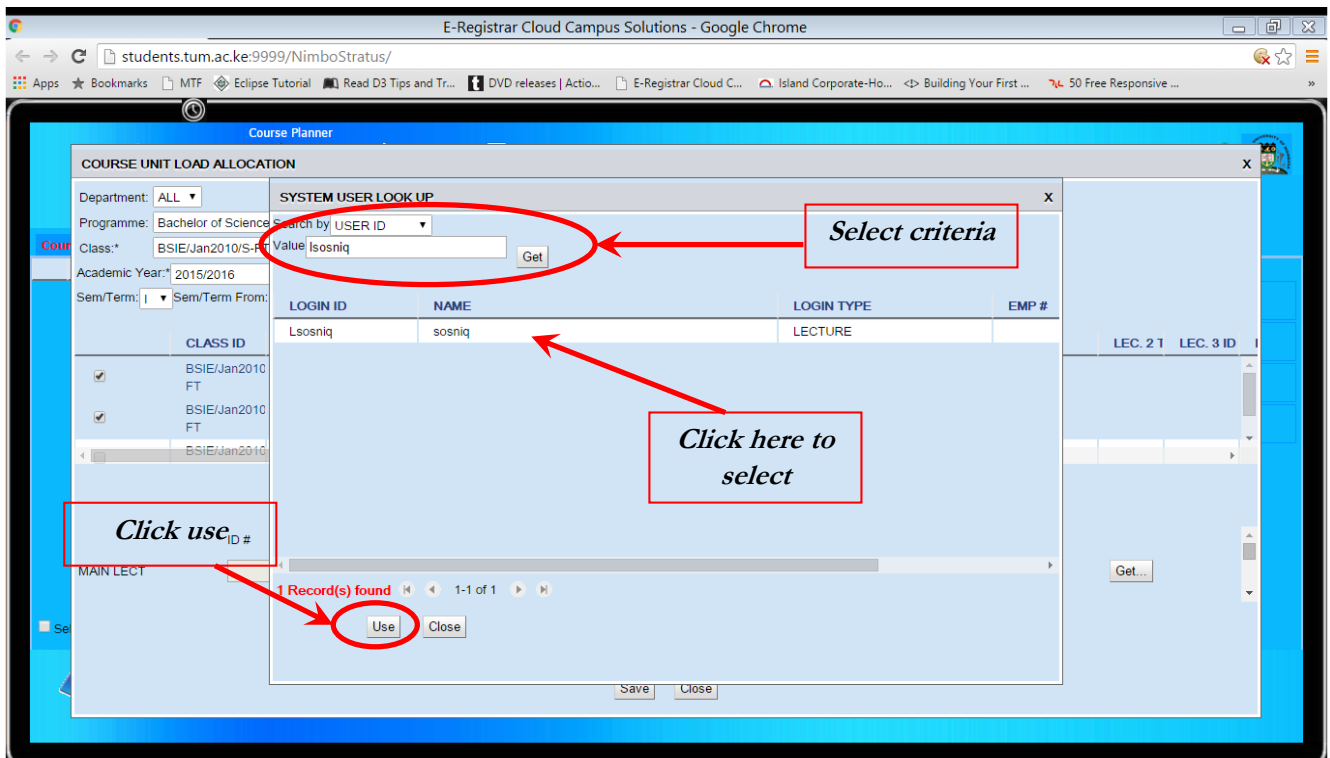




3. On the resulting screen select the class criteria
4. Select the units
5. Click GET ( To get the lecture )



6. On the resulting screen search Lecture by criteria e.g. By User ID as shown.
7. Click GET
8. Select user then click use.



9. On the resulting screen click on USE THIS RECORD
10. Click SAVE.

