



TECHNICAL UNIVERSITY OF MOMBASA

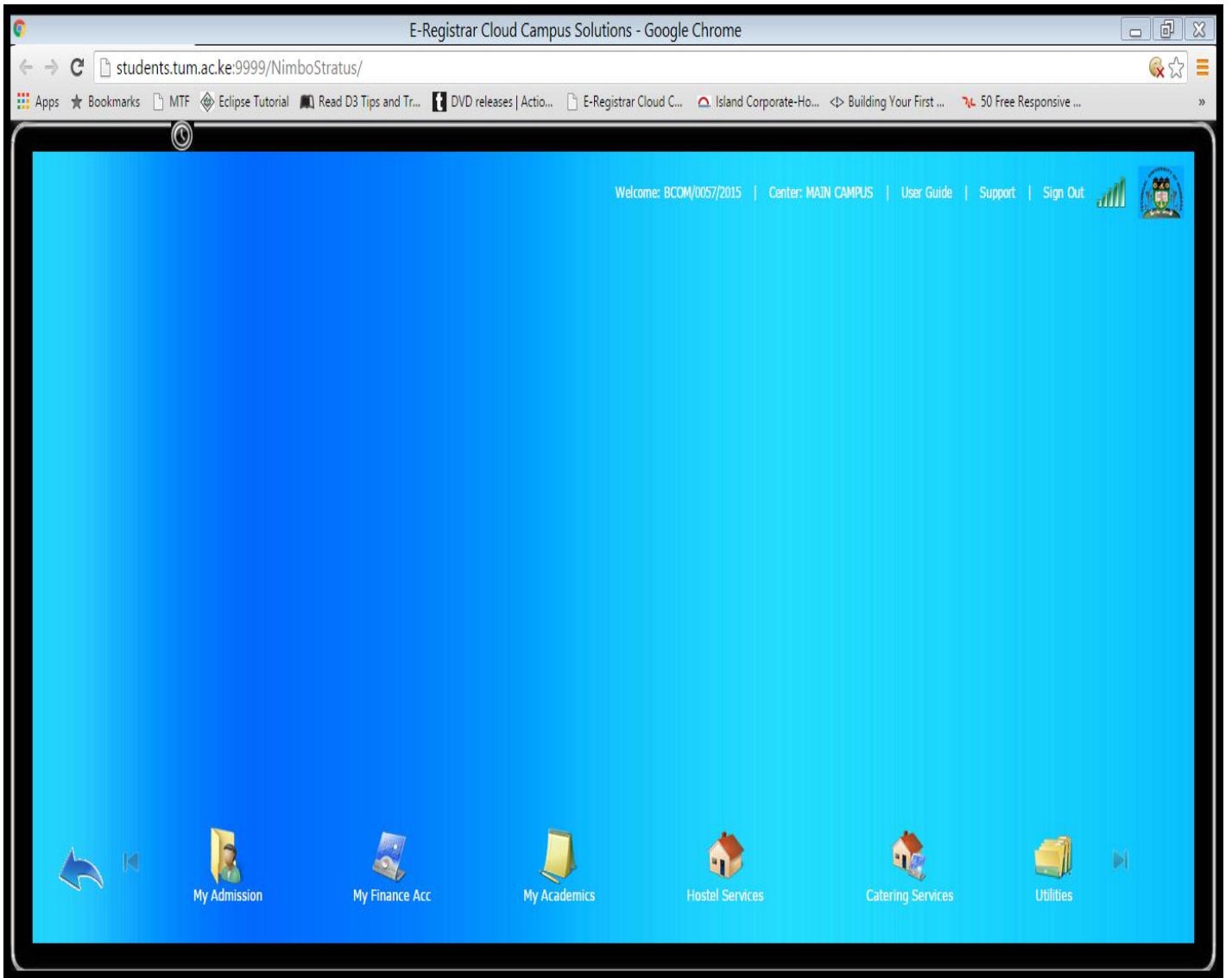
E-REGISTRAR SYSTEM

User Guide

Students series

Designed and Developed by:

SYSTEM ONE LTD



SYSTEM ONE LTD

User Guide

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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

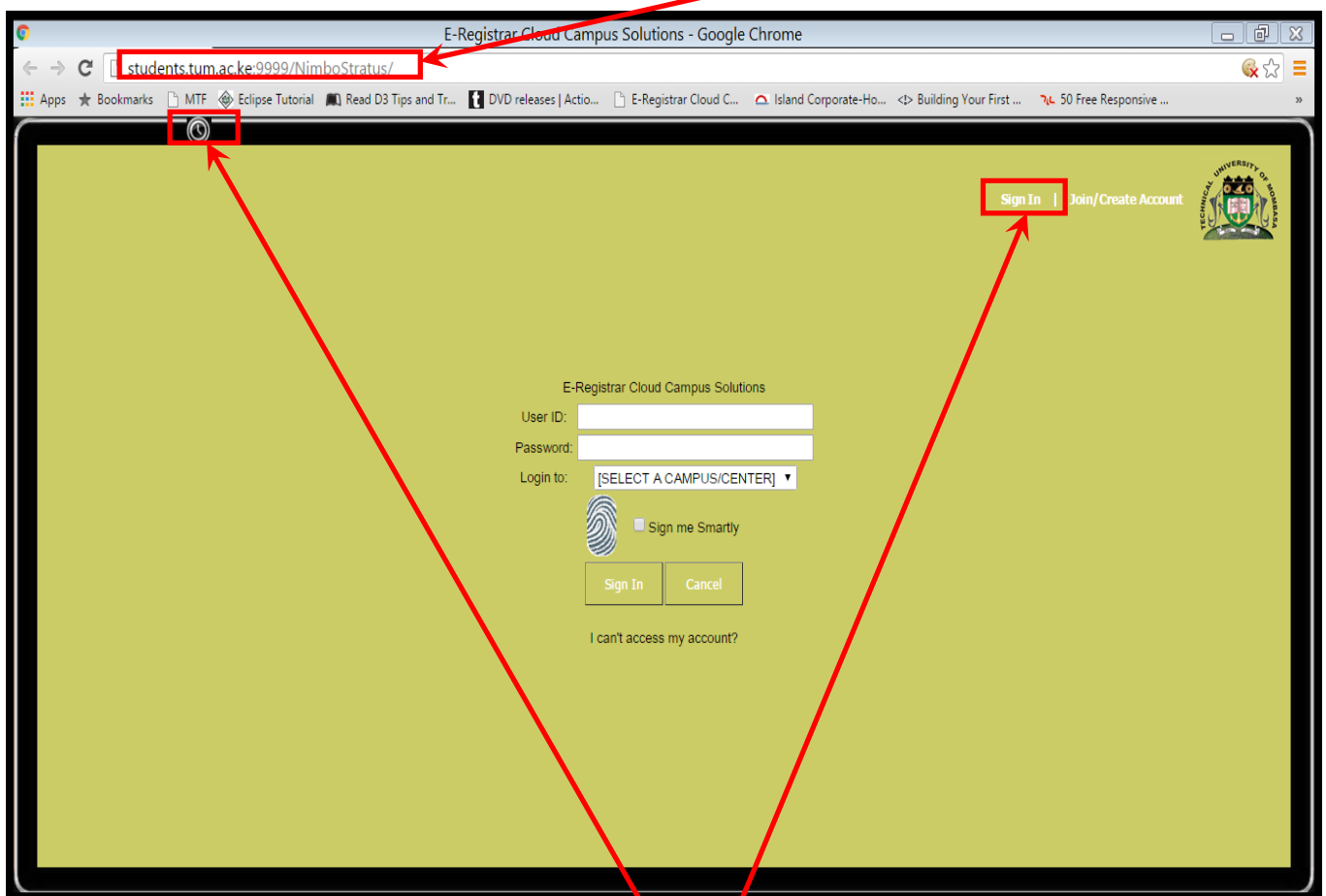
Starting the E-registrar System

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

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

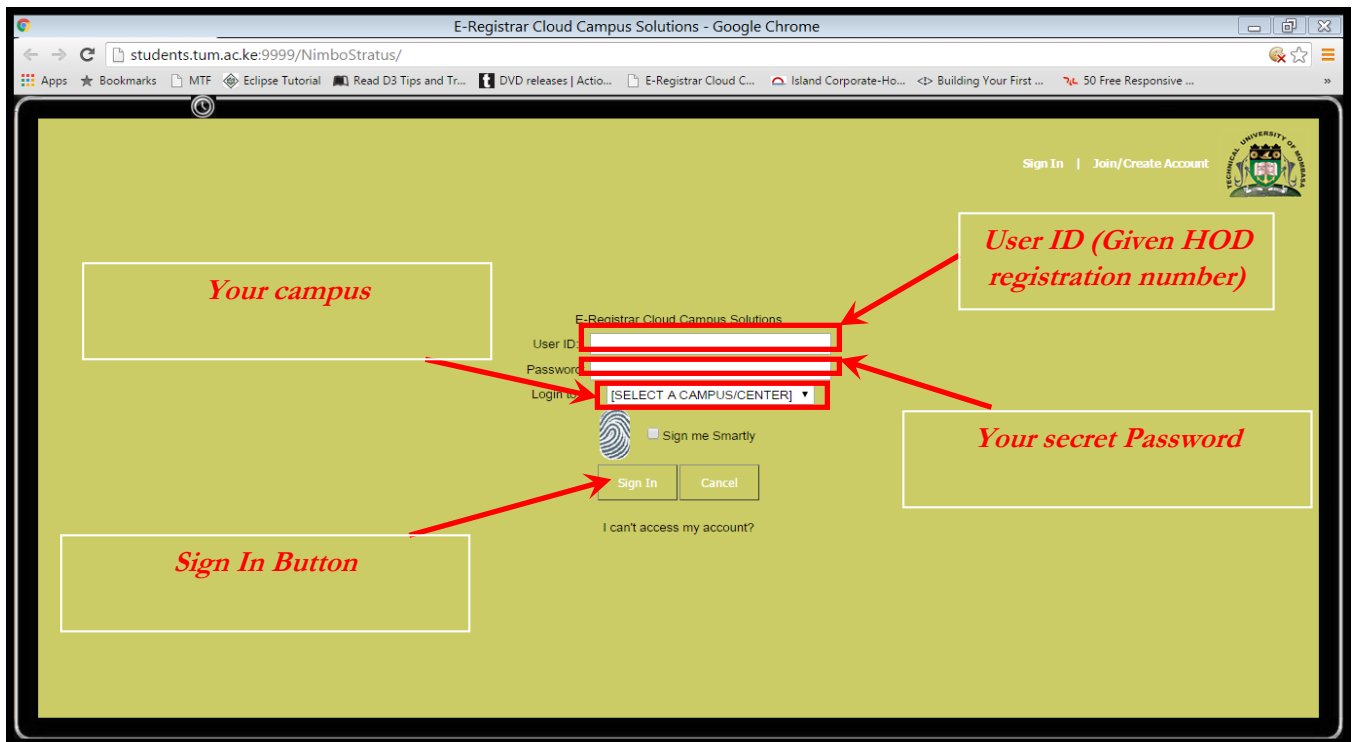
2. From the resulting screen below, click on one of the shown buttons to log or sign in

URL in the web browser Address bar

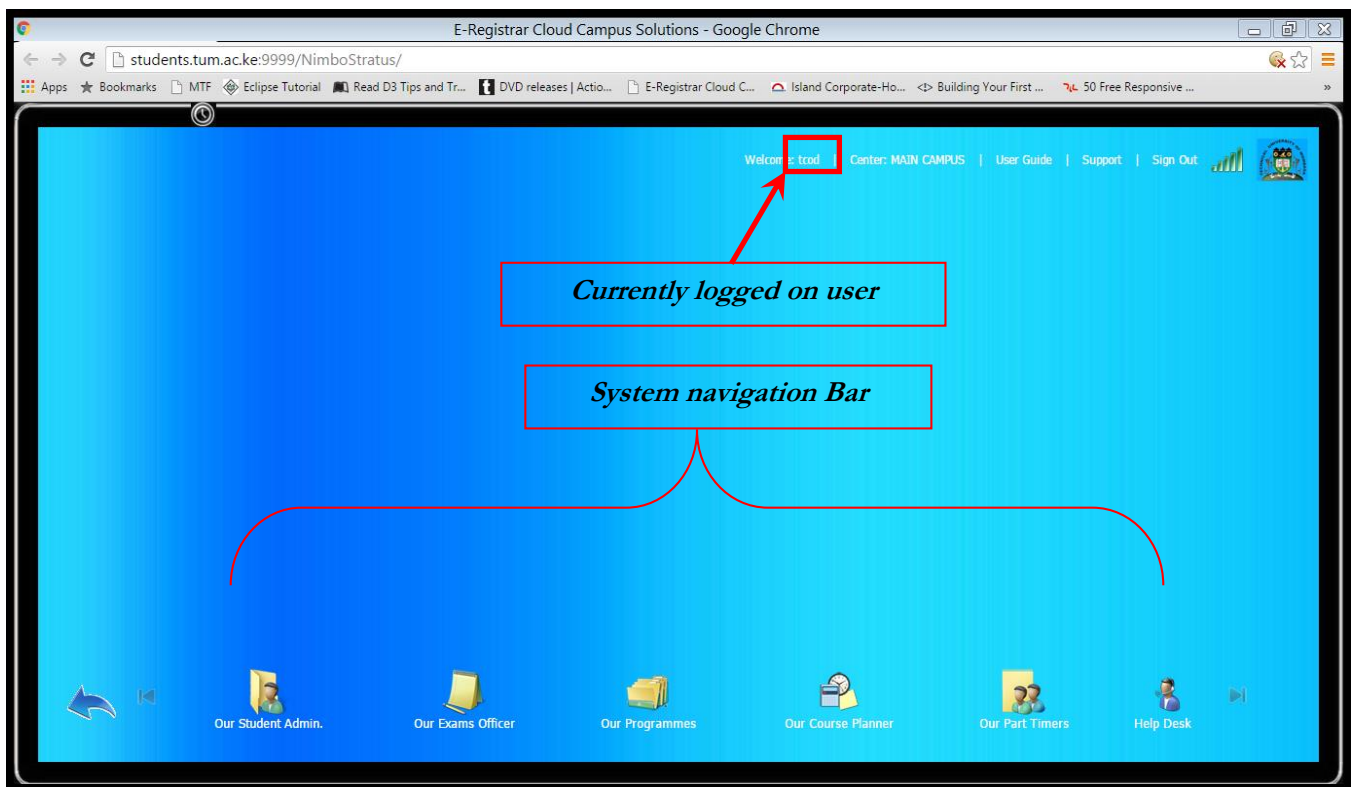


Click either here to log in

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:

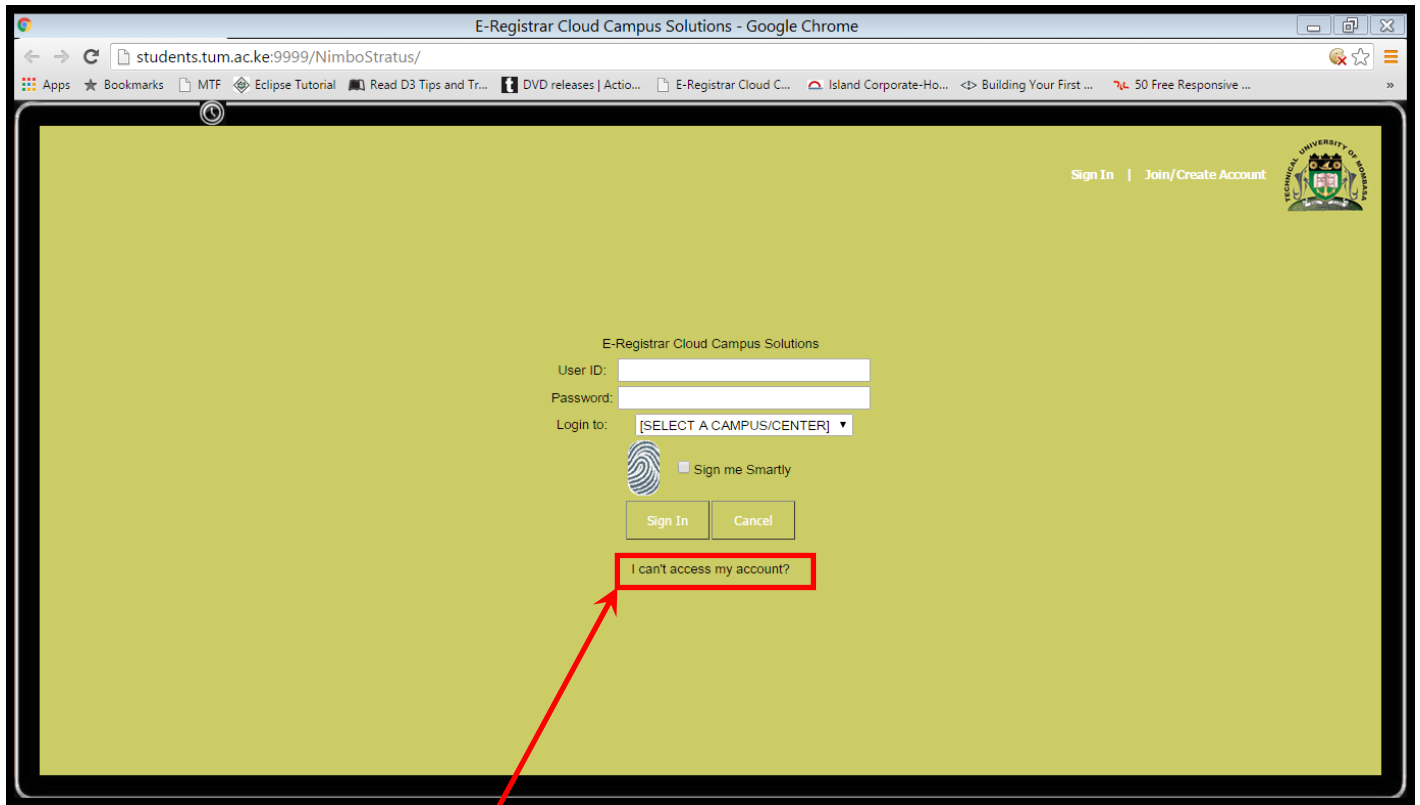


4. The following screen should be shown when the login was successful:



Getting Your Forgotten Password

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

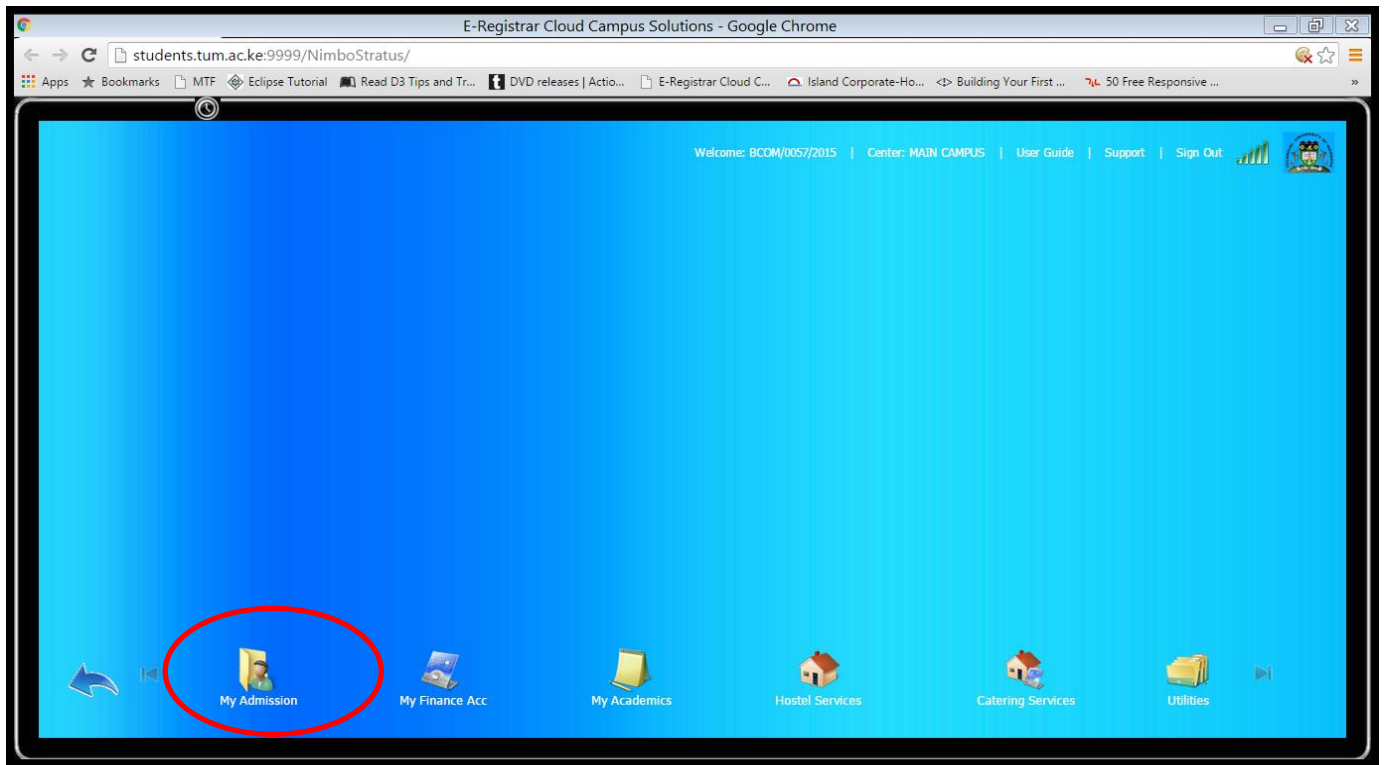


Password retrieval link

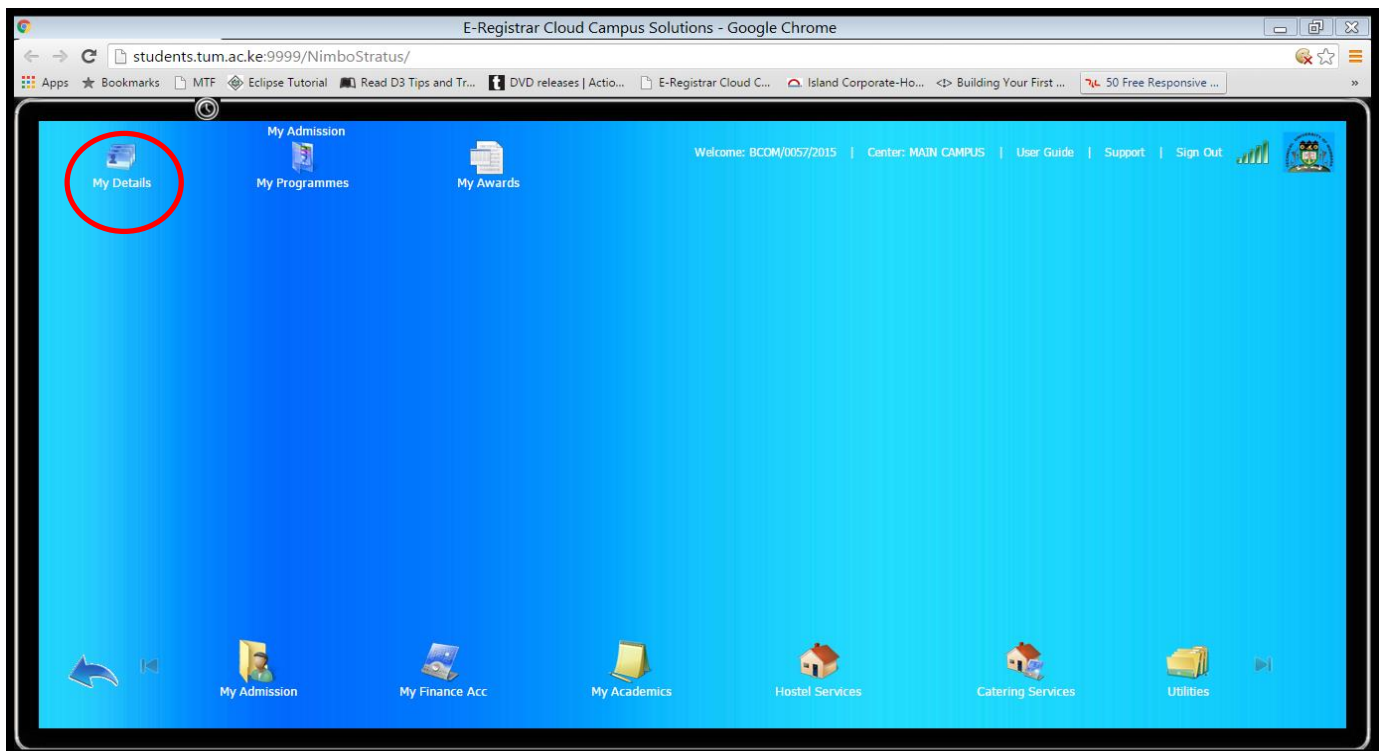
2. From the resulting screen enter the email address you used when registering then click on email me button.

Your Admission

1. Click on My admission



2. From the resulting my admission navigation click on my details.



My Details

- From the resulting screen you can view your details.

Particulars:

First Name*	test3
Middle Name	
Surname*	test
Have Disability	<input type="checkbox"/> Remark
Title*	MISS
Gender*	FEMALE
Date of Birth*	04-Aug-2015
Nationality*	KENYAN
Passport Number	
ID Number	35465758

Next Of Kin:

Next of Kin Name*	
Relationship	
NOK Address*	
Town*	
Email	
Mobile Phone	
Phone	

Contacts:

C/O	
Address*	45
Town*	MUSANDA

My program

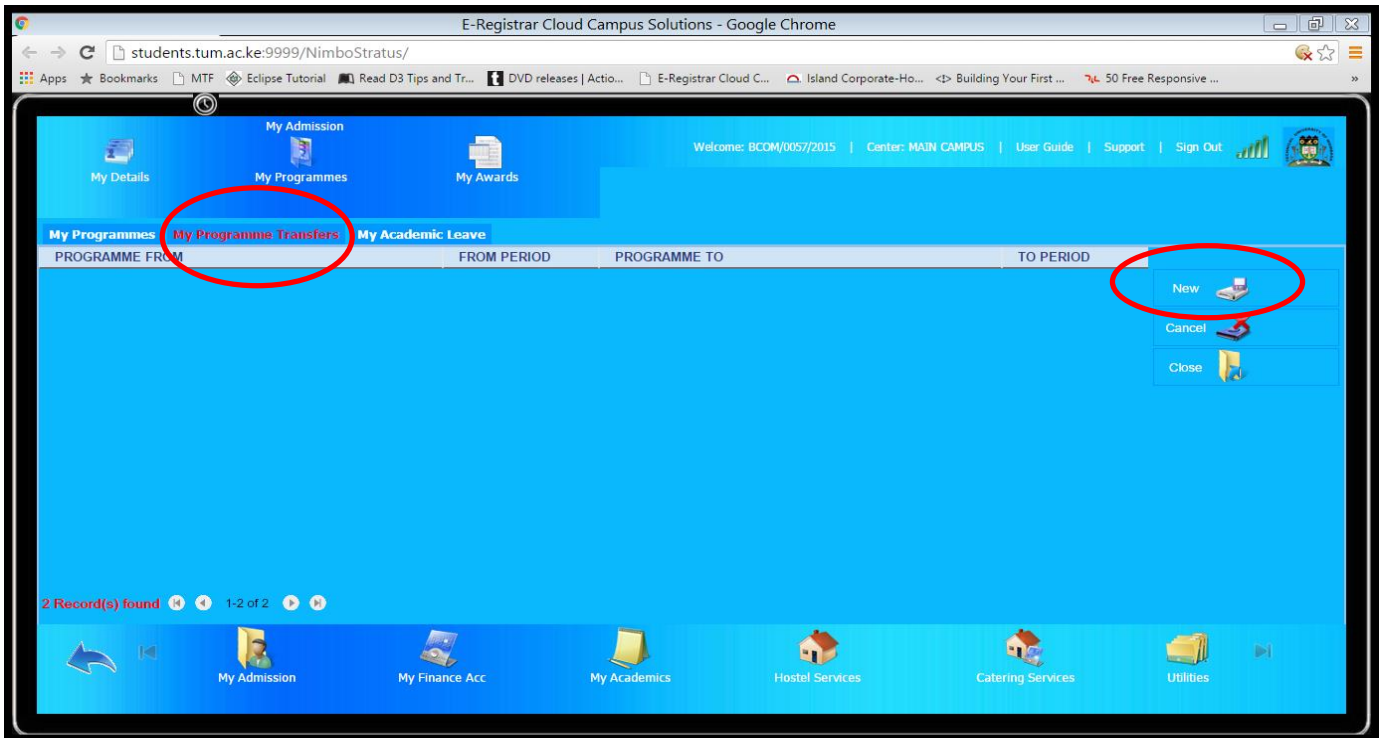
- Click my programmes to view the detail of your programme

My Programmes

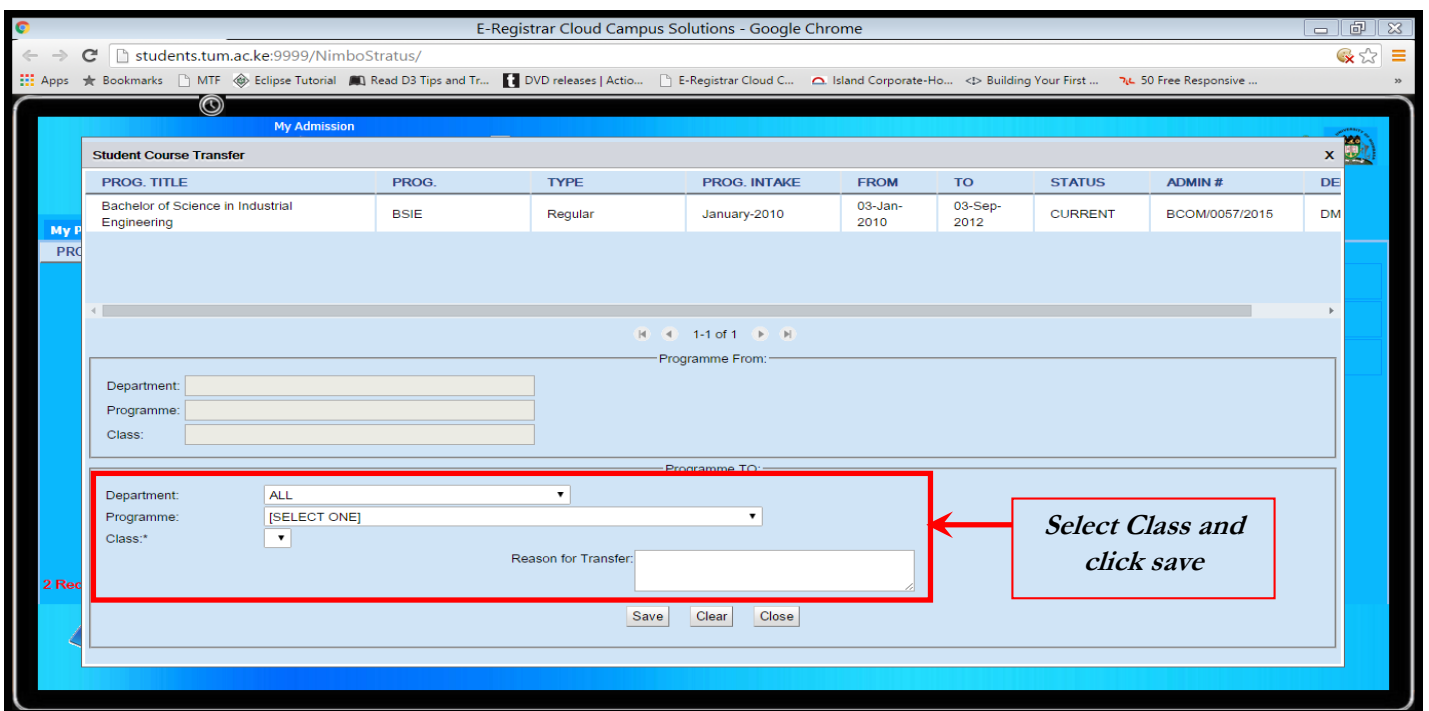
PROG. TITLE	PROG.	TYPE	PROG. INTAKE	FROM
Bachelor of Science in Industrial Engineering	BSIE	Regular	January-2010	03-Jan-2010

My program transfers

1. Click my programme transfers
2. Click NEW to request for your programme transfer.

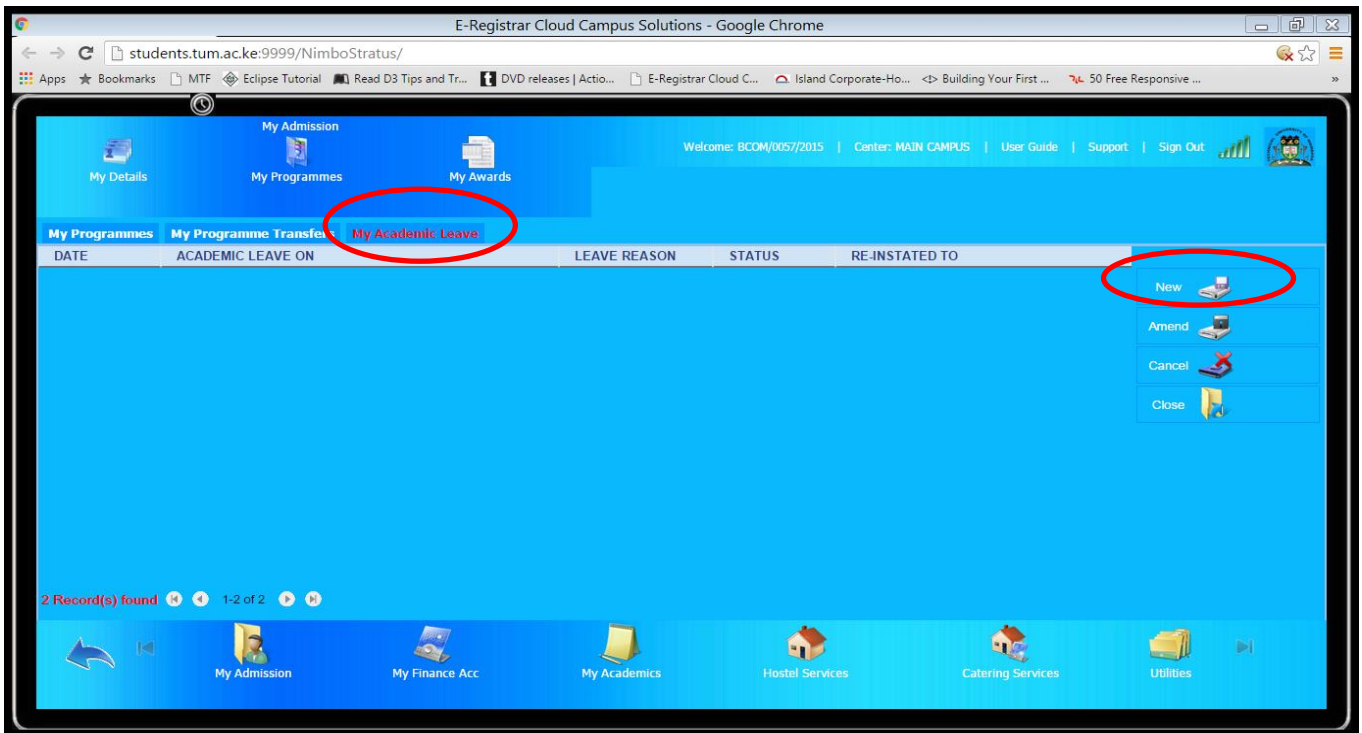


3. On the resulting screen select department
4. Select programme
5. Select class and give a reason for transfer then click save.

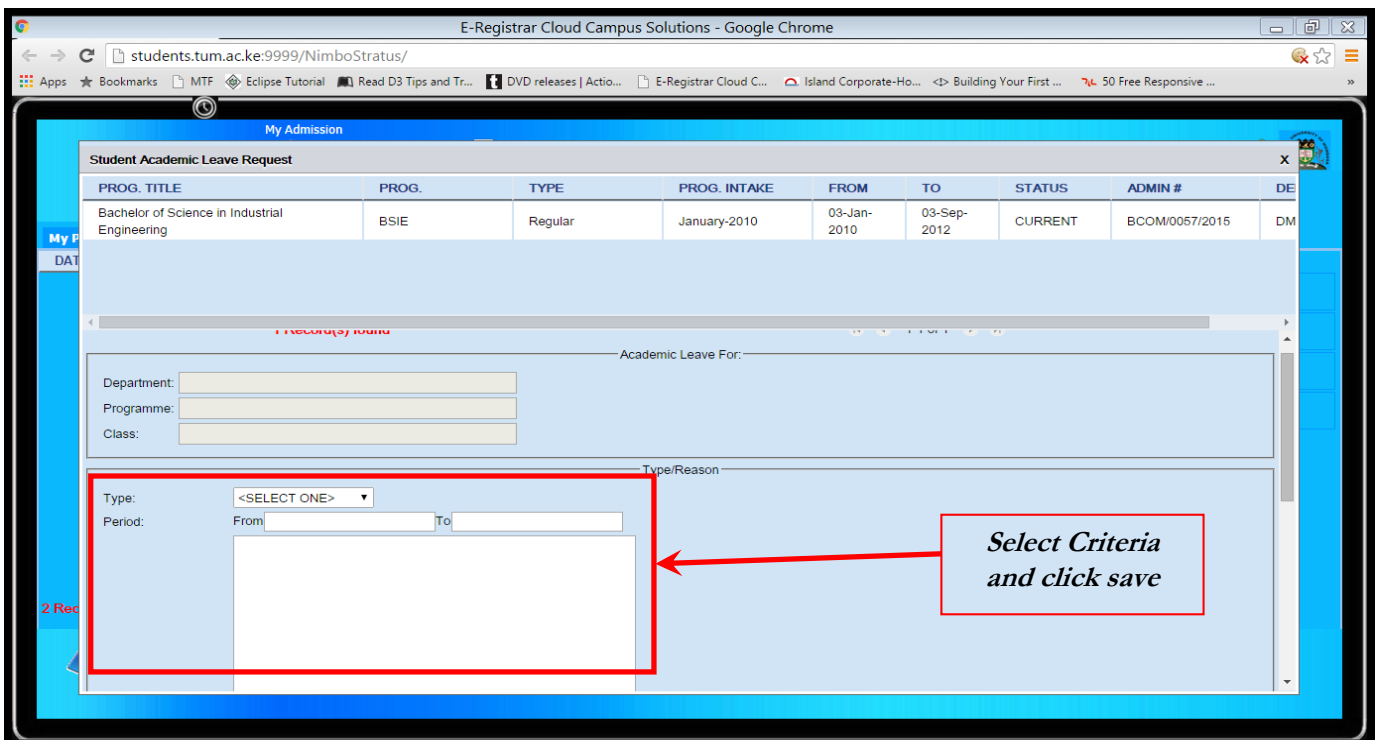


My Academic Leave

1. Click my academic leave
2. Click NEW to request for your academic leave.

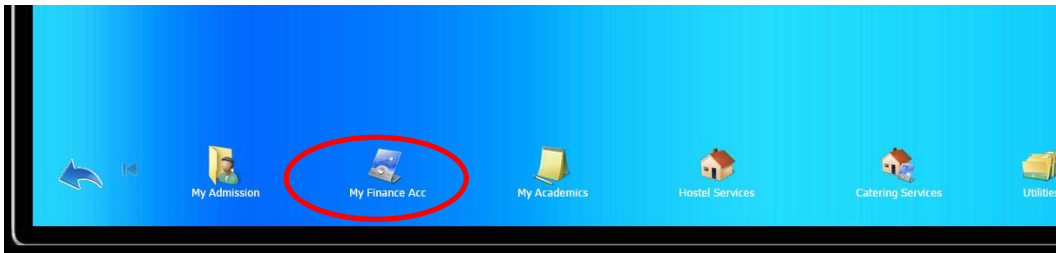


3. On the resulting screen select Type
4. Select period frame
5. Give a reason the save.



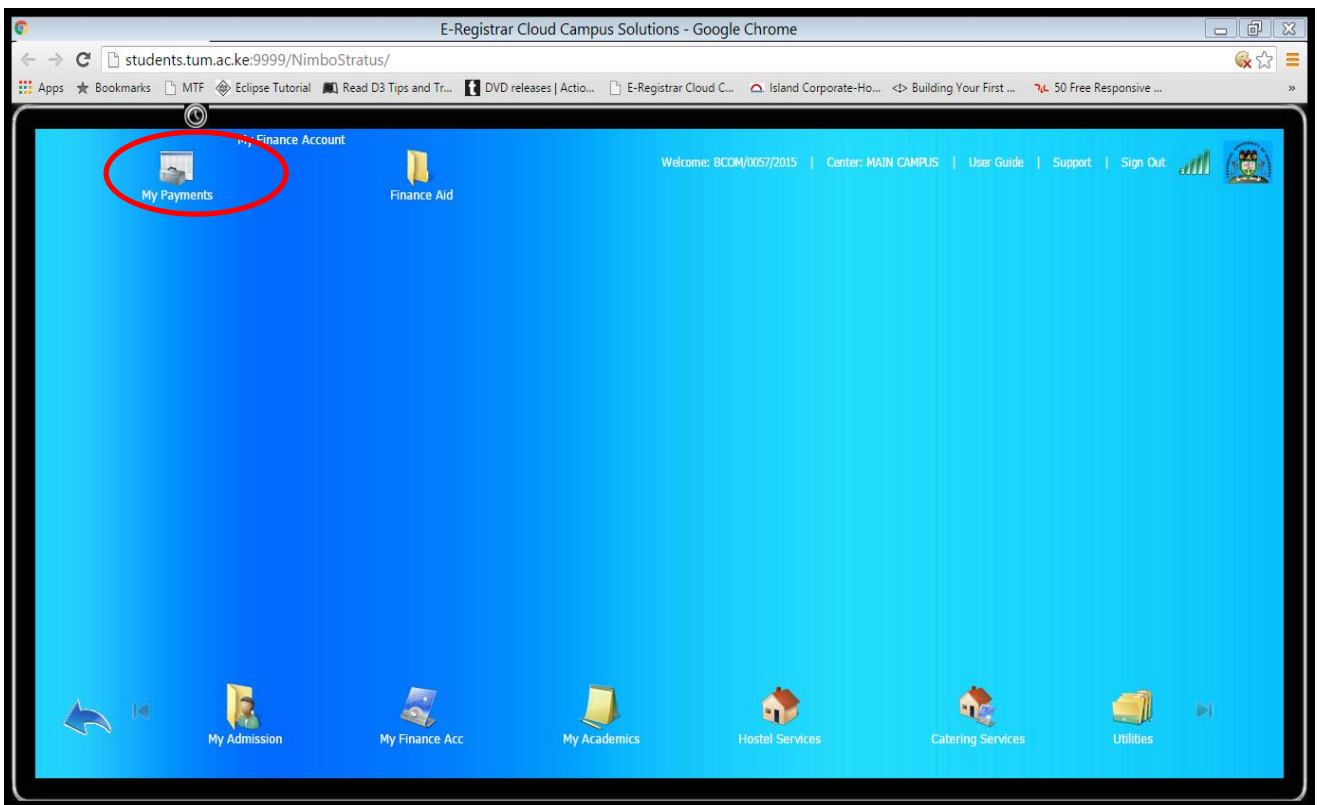
My Finance

1. Click my finance

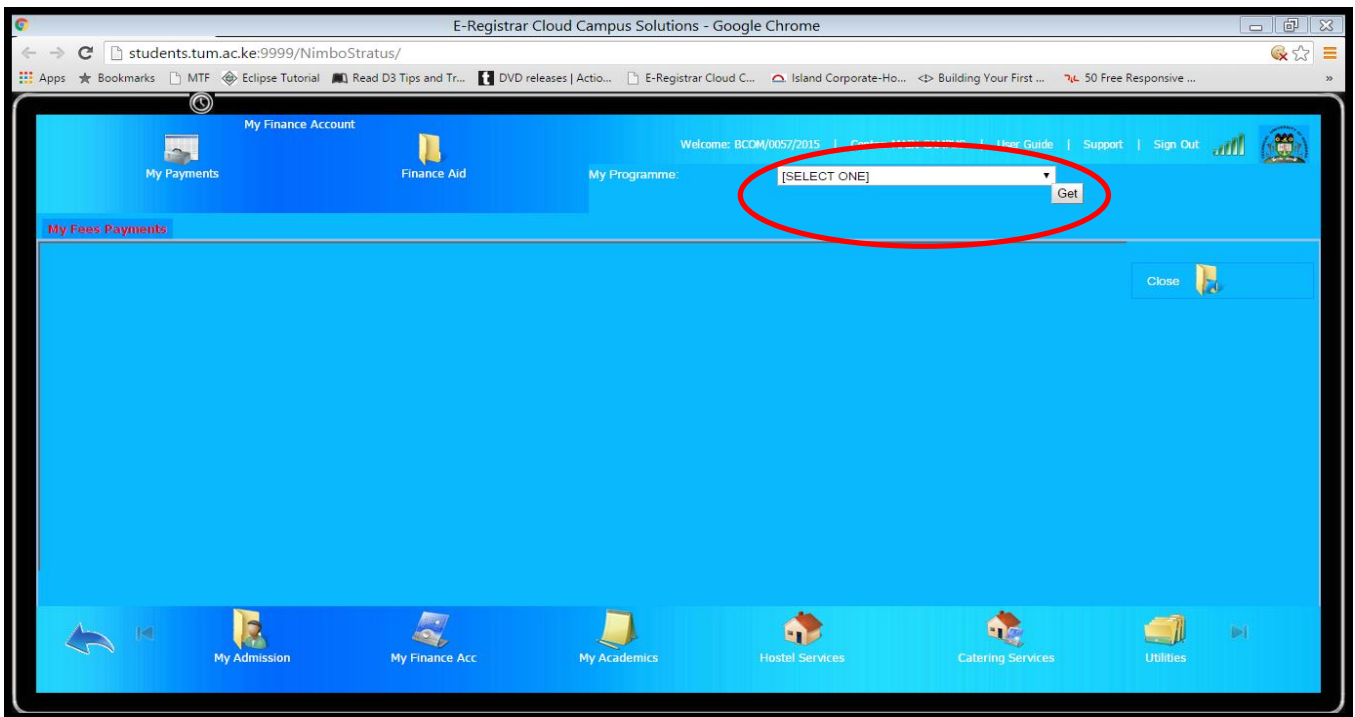


My Payments

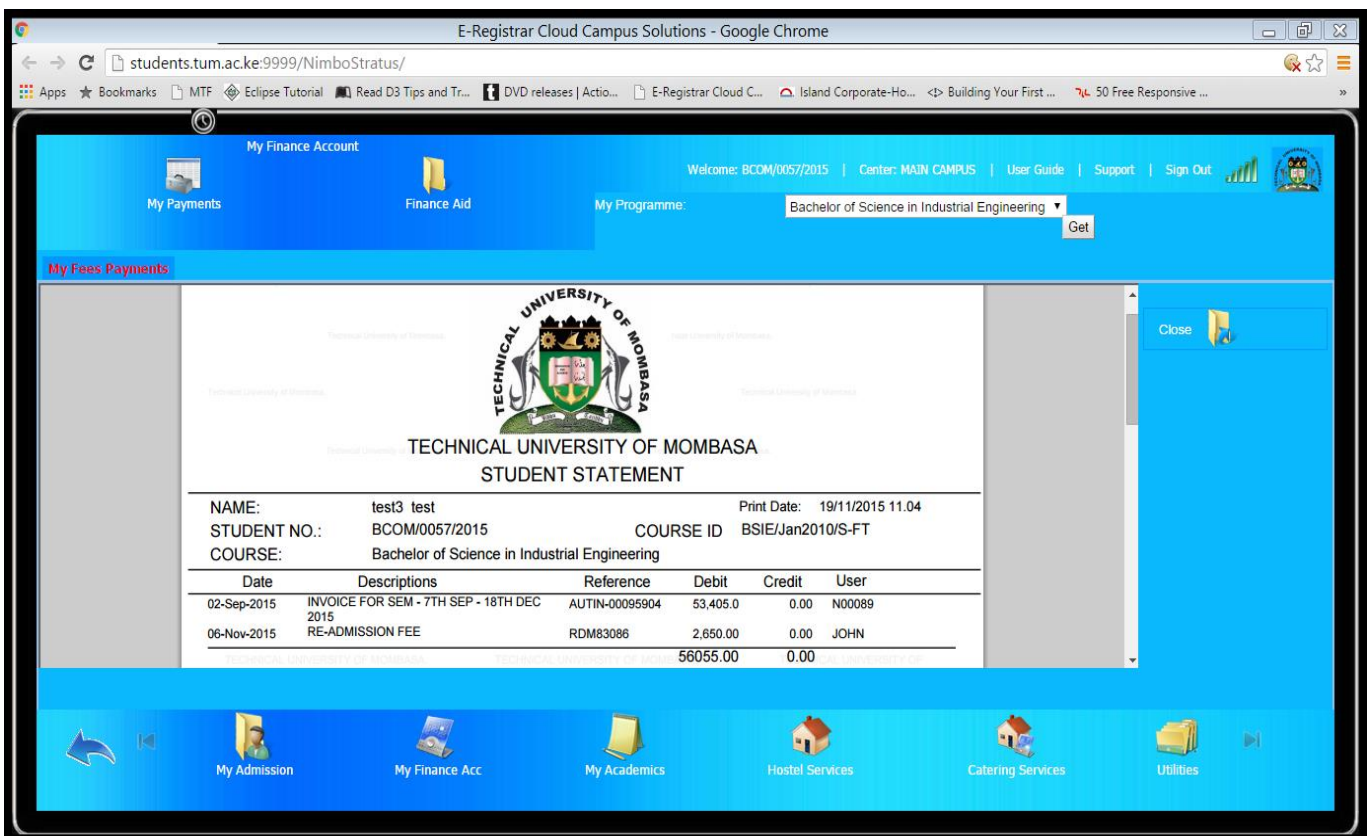
2. On the resulting screen click on my payments



3. On the resulting screen select your programme and click GET.

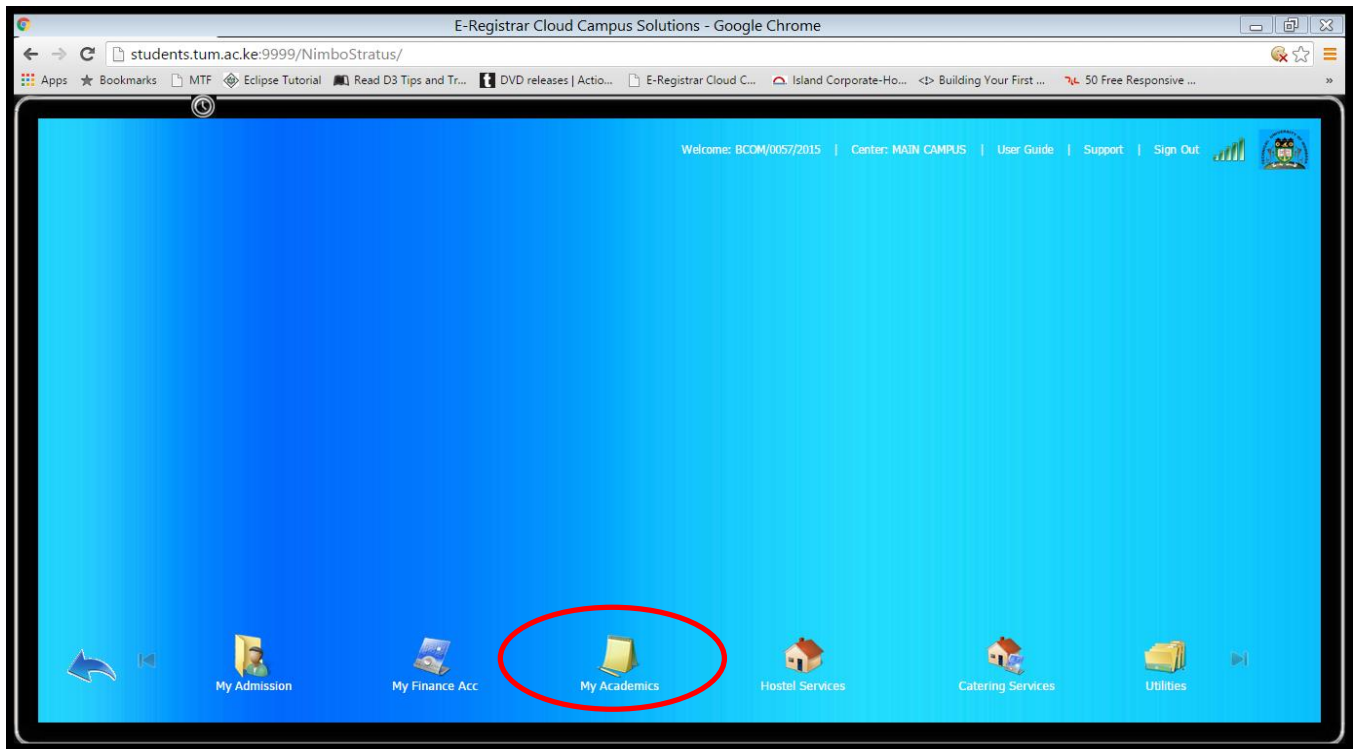


4. The resulting screen should show your payments.



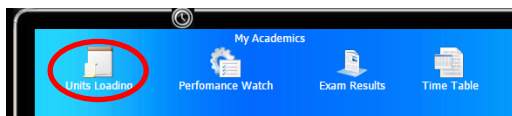
My Academics

1. Click on my academics

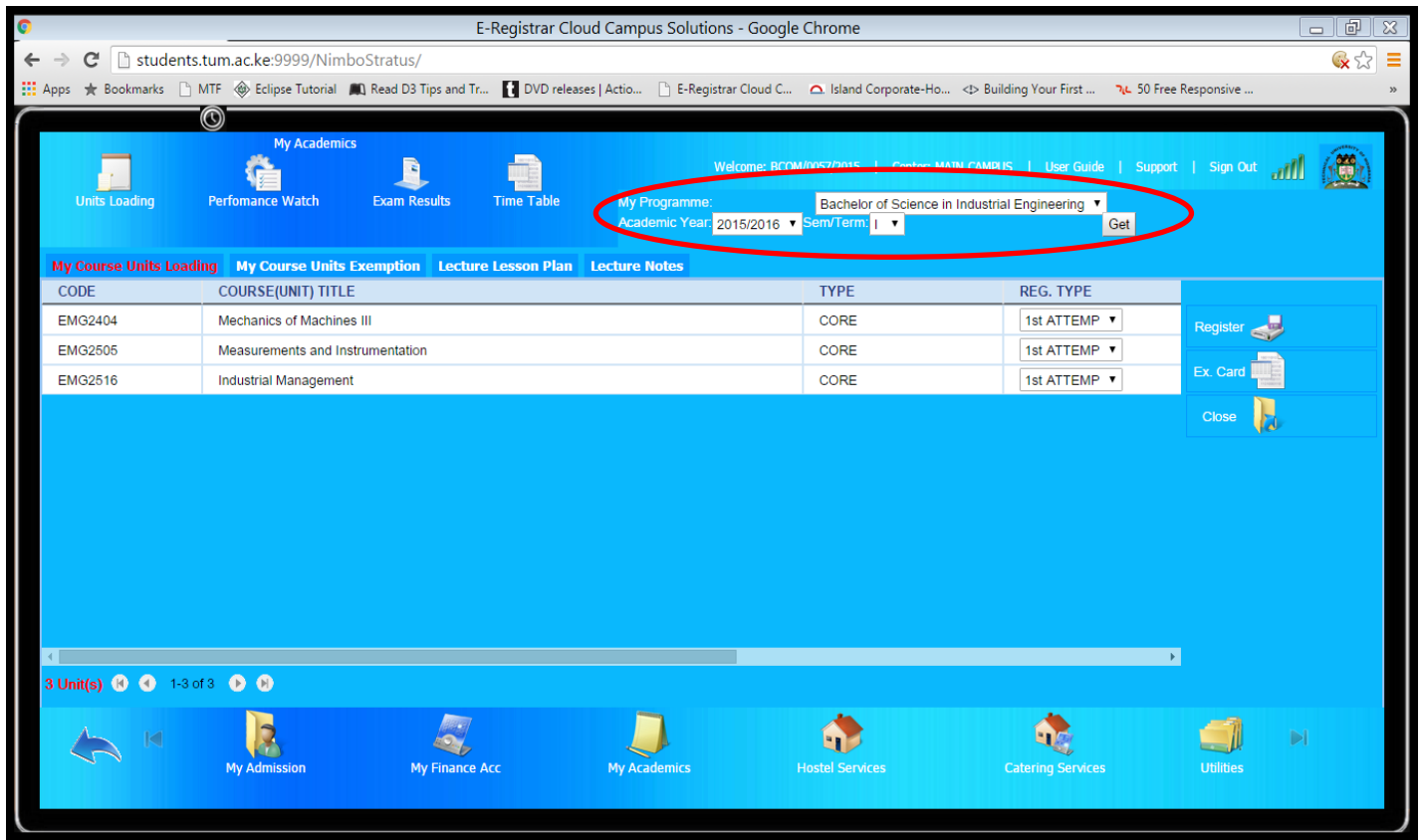


My units loading

2. From the resulting screen click on my units loading

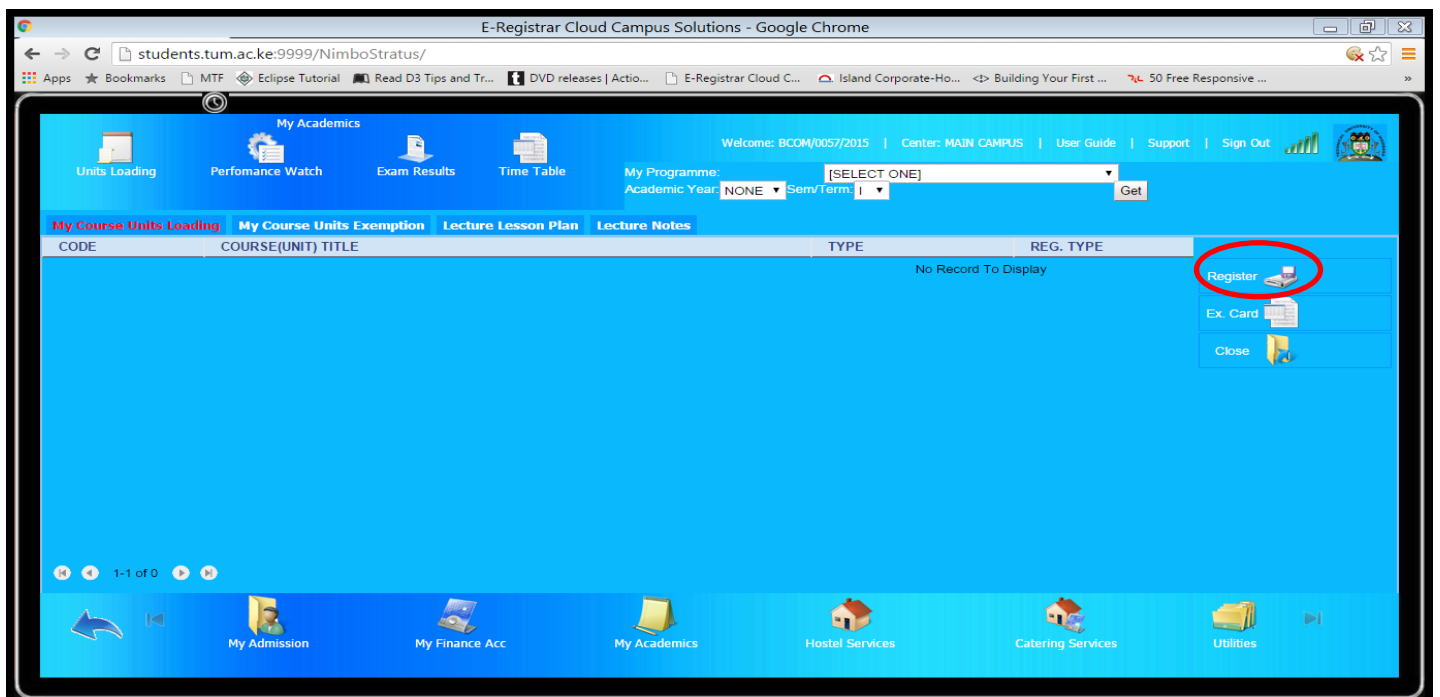


3. On the same screen select programme
4. Select academic Year, semester and click Get to view your units Loading

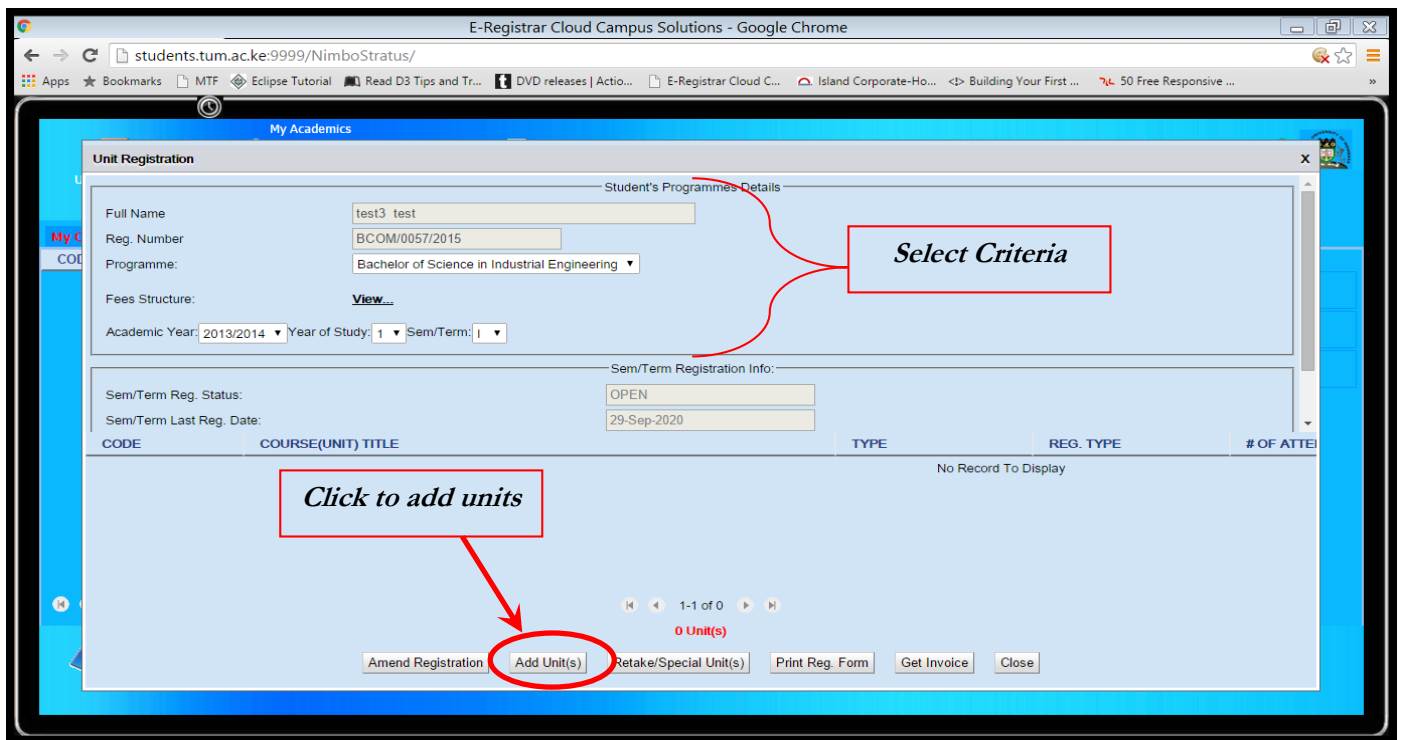


Exam Registration

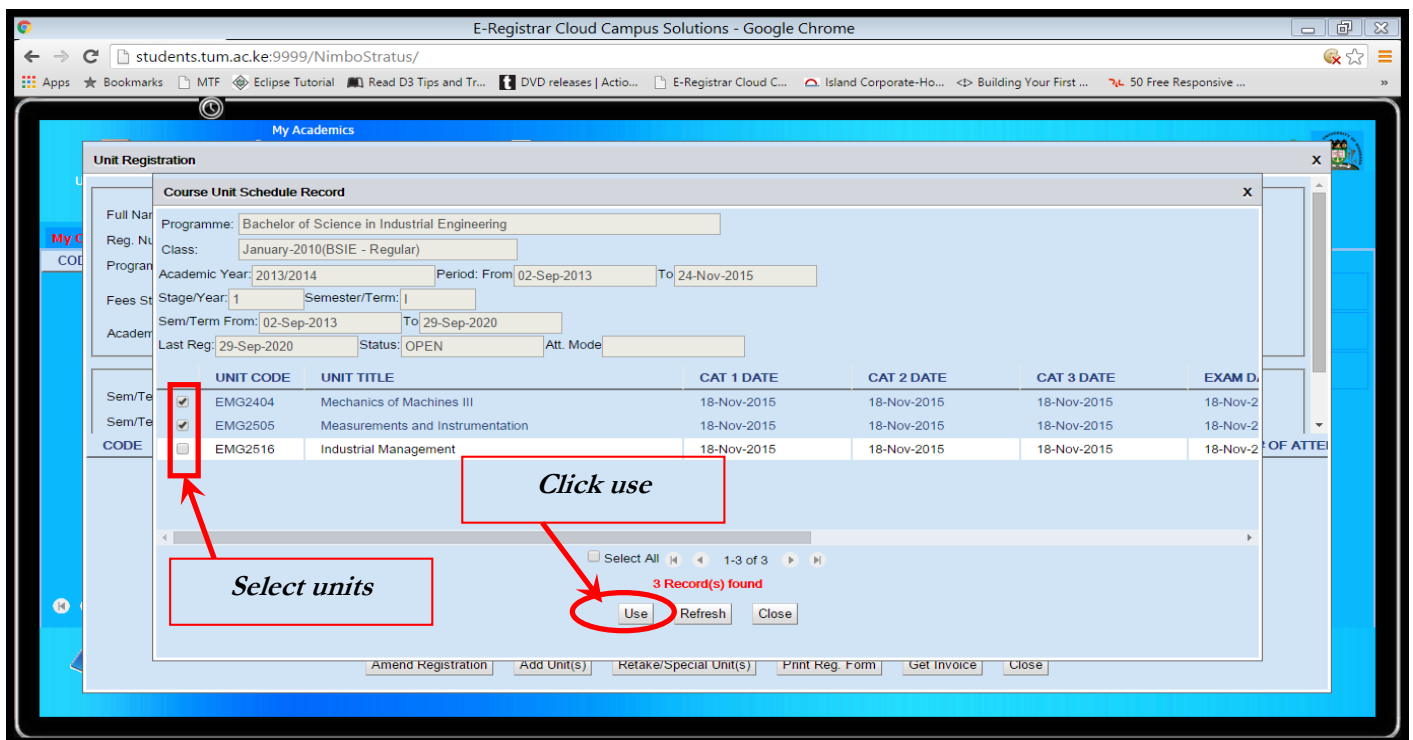
1. On the same screen of units loading on the right menu navigation click on Register.



2. On the resulting screen select programme
3. Select academic year, semester and stage
4. Click Add units.



5. On the resulting screen select the units the click use.



6. On the resulting screen click Register and you shall have registered successfully.

The screenshot displays the 'My Academics' section of the E-Registrar system. The 'Unit Registration' window shows the following details:

Student's Programmes Details

- Full Name: MAKOKO M HAROLD
- Reg. Number: BBA/001J/2015
- Programme: Bachelor of Business Administration
- Fees Structure: [View...](#)
- Academic Year: 2015 JAN INTAKE | Year of Study: 1 | Sem/Term: 1

Sem/Term Registration Info:

- Sem/Term Reg. Status: OPEN
- Sem/Term Last Reg. Date: 23-Dec-2015

CODE	COURSE(UNIT) TITLE	TYPE	REG. TYPE	# OF ATTEM
APH4101	HIV /Aids Awareness and Management	CORE	1st ATTEMP	1
BAC4101	Introduction to Accounting I	CORE	1st ATTEMP	1

At the bottom of the window, the 'Register' button is circled in red, along with other buttons: 'Add Unit(s)', 'Retake/Special Unit(s)', 'Print Reg. Form', 'Get Invoice', and 'Close'.

Exam Card

1. Select the program, academic year and semester (steps for viewing units loading above on page 15.)
2. On the same screen on the right menu navigation click on Ex.card.

The screenshot shows the 'My Course Units Loading' page in the E-Registrar system. The page displays a table of units with columns for CODE, COURSE(UNIT) TITLE, TYPE, and REG. TYPE. The 'Ex. Card' button in the right-hand navigation menu is circled in red.

CODE	COURSE(UNIT) TITLE	TYPE	REG. TYPE
APH4101	HIV /Aids Awareness and Management	CORE	1st ATTEMP
BAC4101	Introduction to Accounting I	CORE	1st ATTEMP
BF14101	Business Studies	CORE	1st ATTEMP
BF14102.	Introduction to Microeconomics		1st ATTEMP
BMC4107	Communication Skills	CORE	1st ATTEMP
BMG4101	Principles of Management	CORE	1st ATTEMP
BMS4101	Management Mathematics I	CORE	1st ATTEMP
EIT4103	Foundations of Computer Systems	CORE	1st ATTEMP

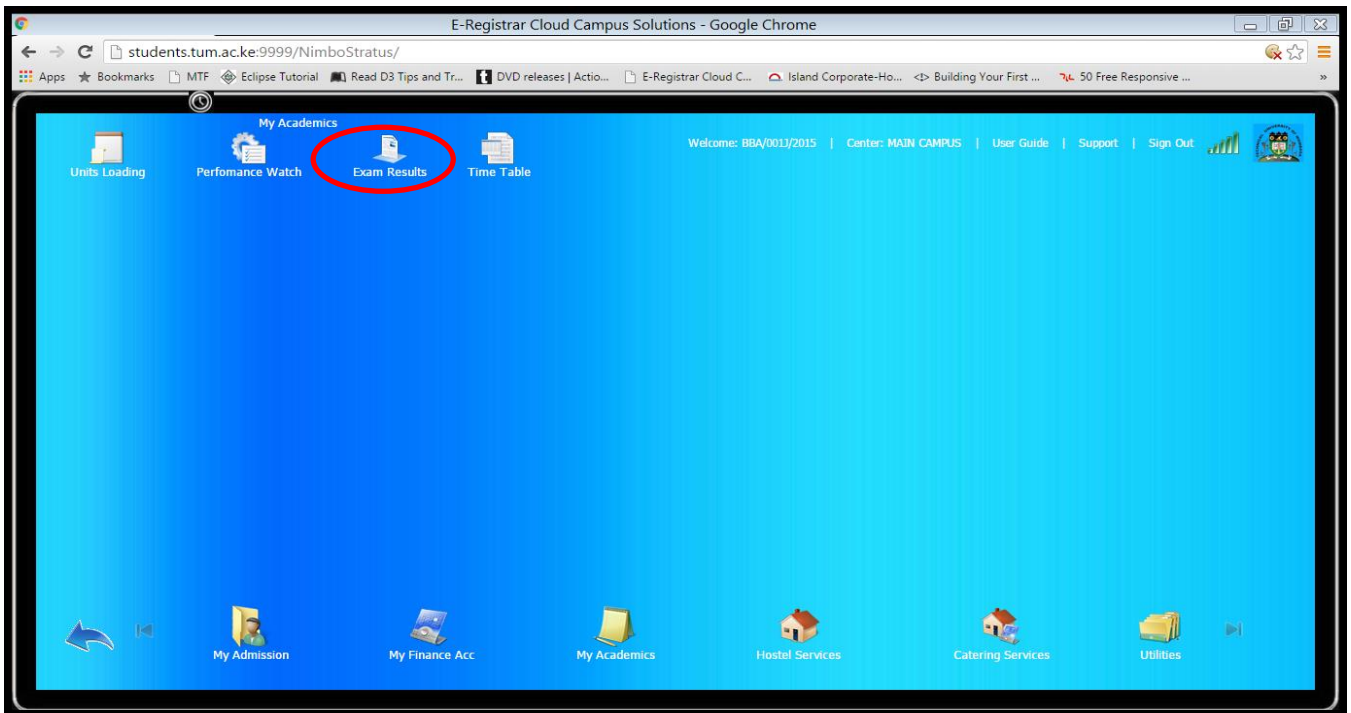
3. The resulting report preview should show the exam card as shown below.

The screenshot shows the 'Report Preview' window displaying the 'EXAMINATION CARD' for the Technical University of Mombasa. The card includes student details, program information, and a table of exam units.

Exam Unit Code	Invigilator's Signature	Exam Date
APH4101		
BAC4101		
BF14101		
BF14102.		
BMC4107		
BMG4101		
BMS4101		
EIT4103		

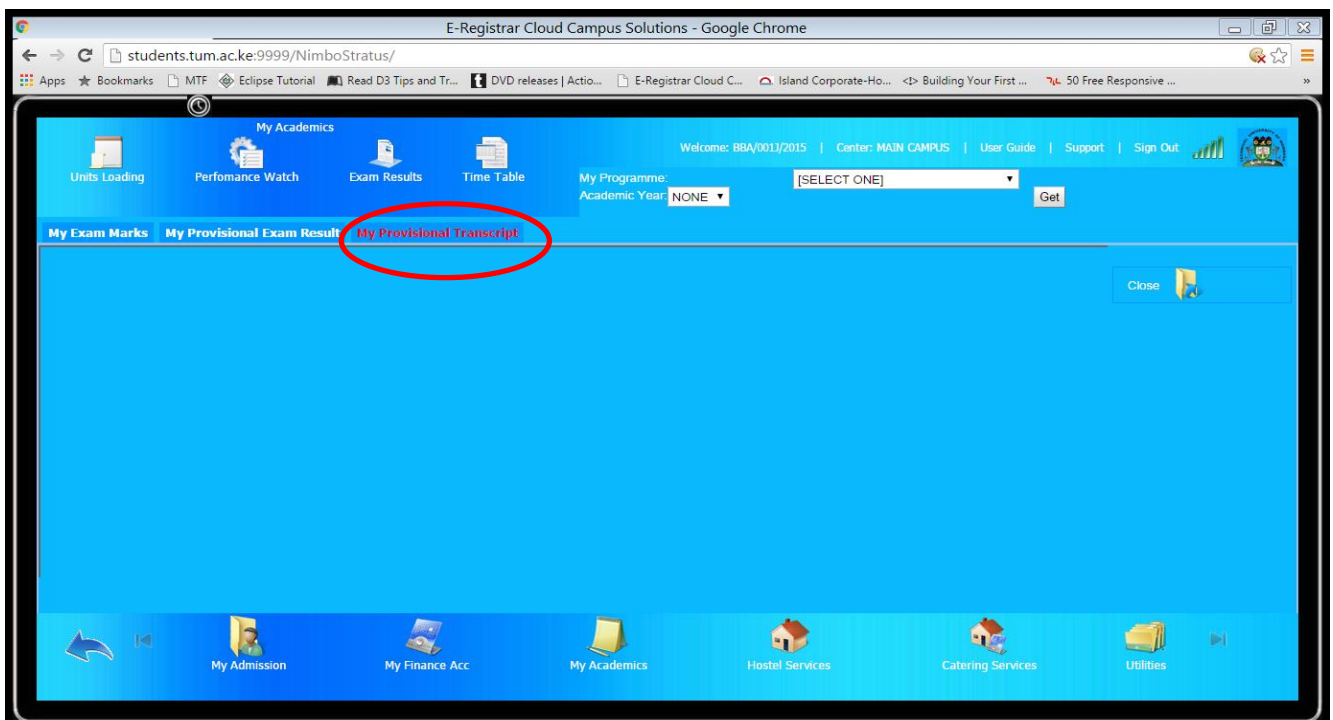
Exam results

1. On my academics navigation on the top Click on exam results.

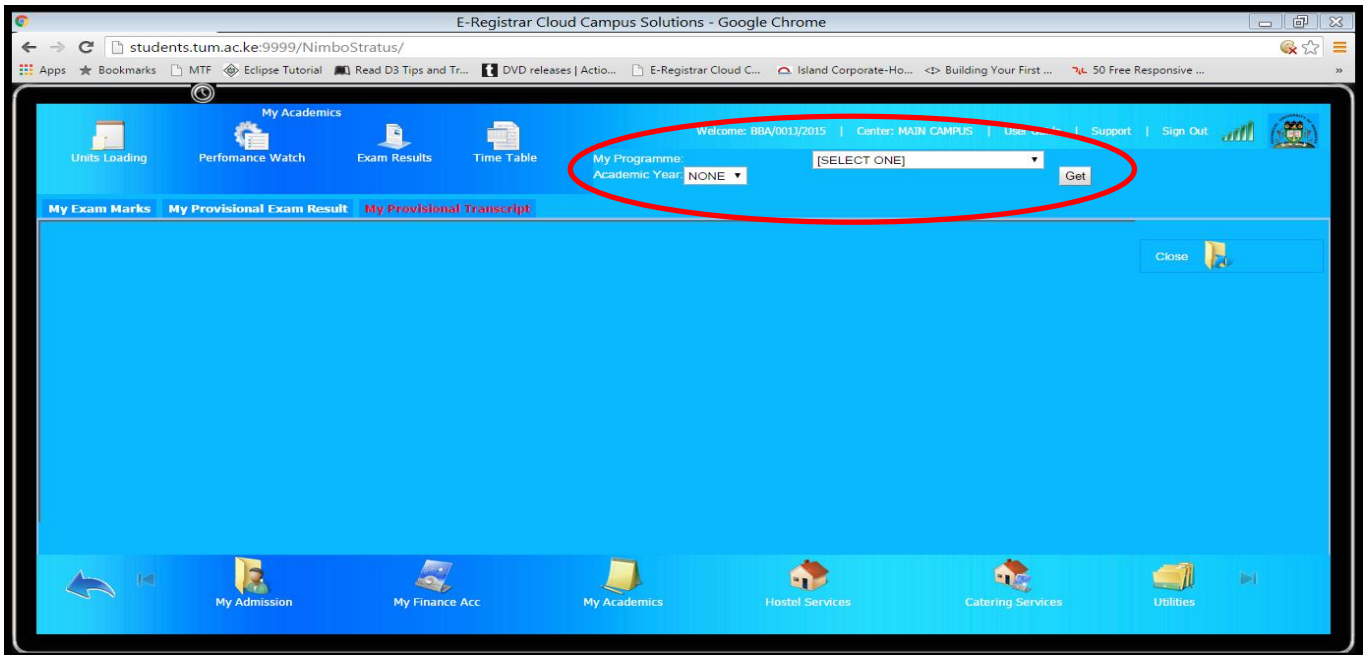


My provisional transcript

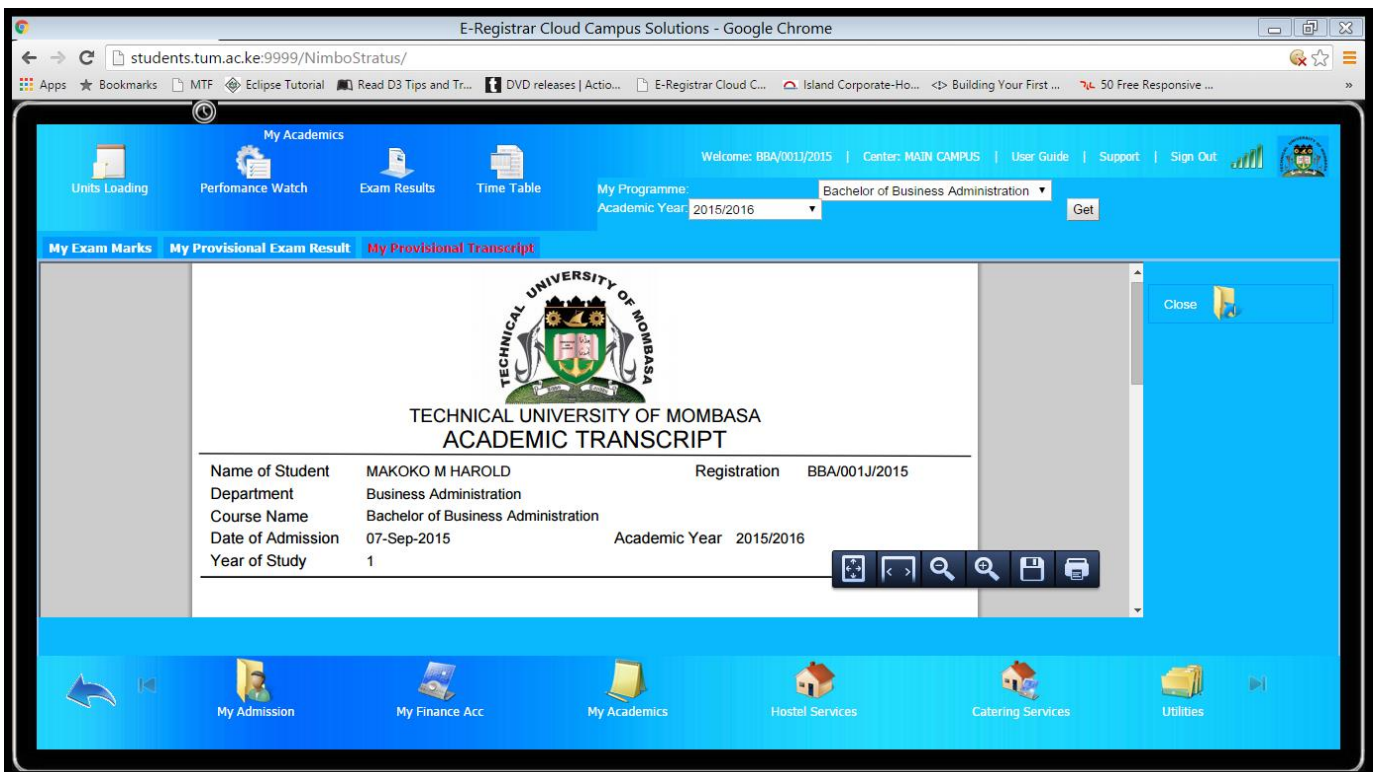
2. On the resulting screen click on my provisional transcript.



3. Select program, academic year
4. Click GET.

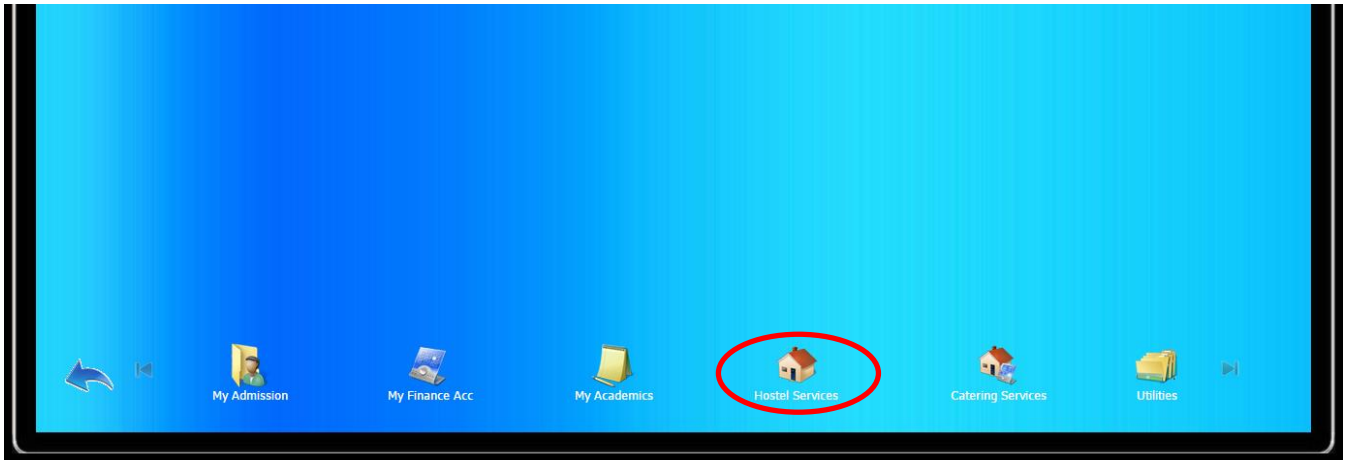


5. The resulting screen should show your provisional academic transcript.



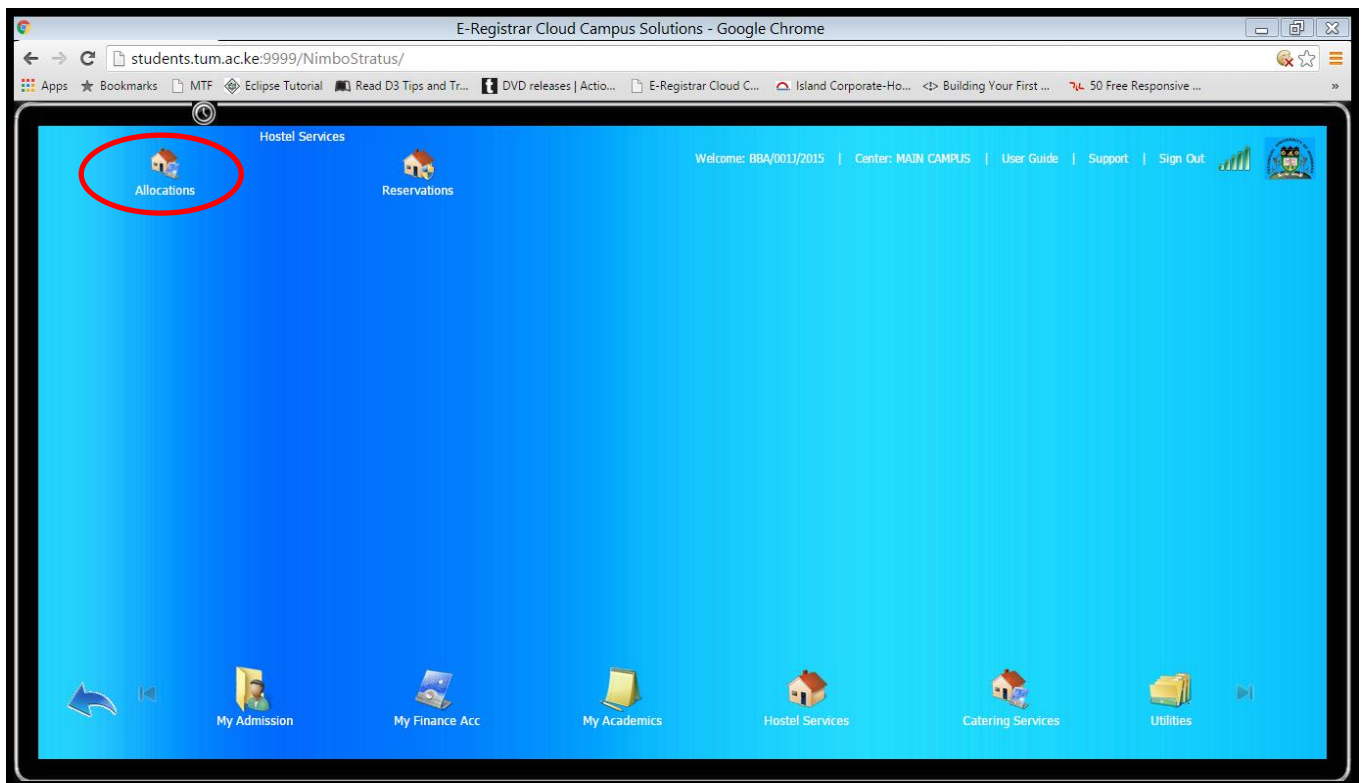
Hostel services

1. Click on hostel services

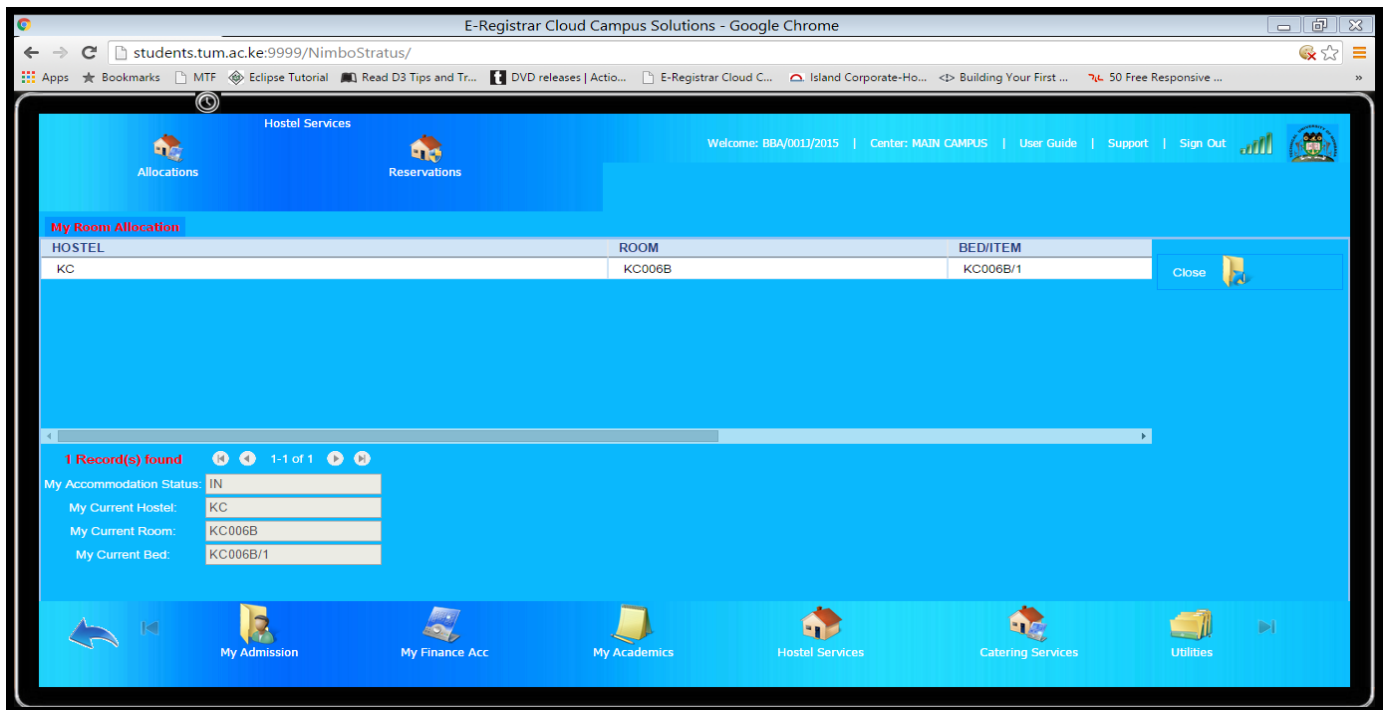


Allocations.

2. On hostel services navigation click on allocations.

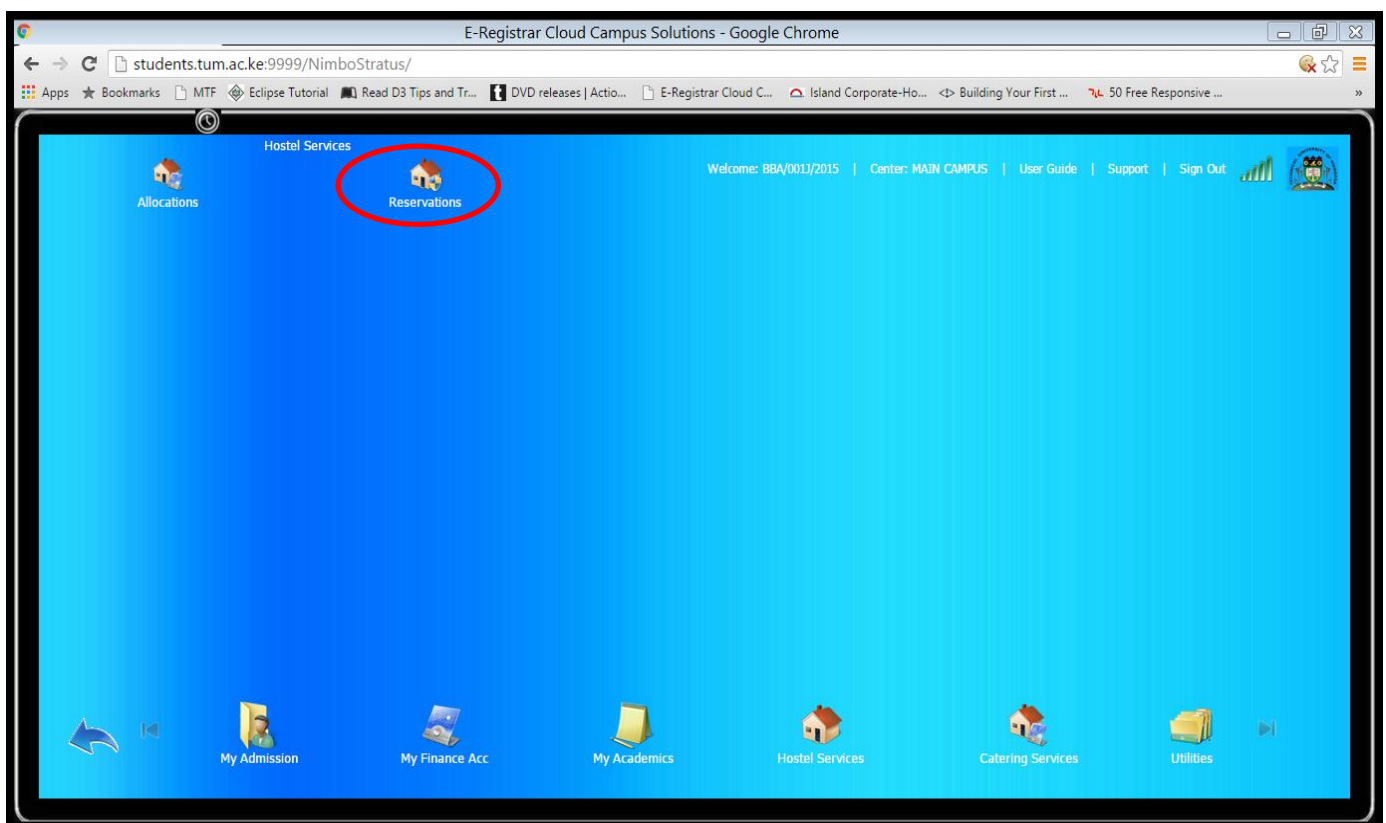


3. On the resulting screen shows your hostel allocations



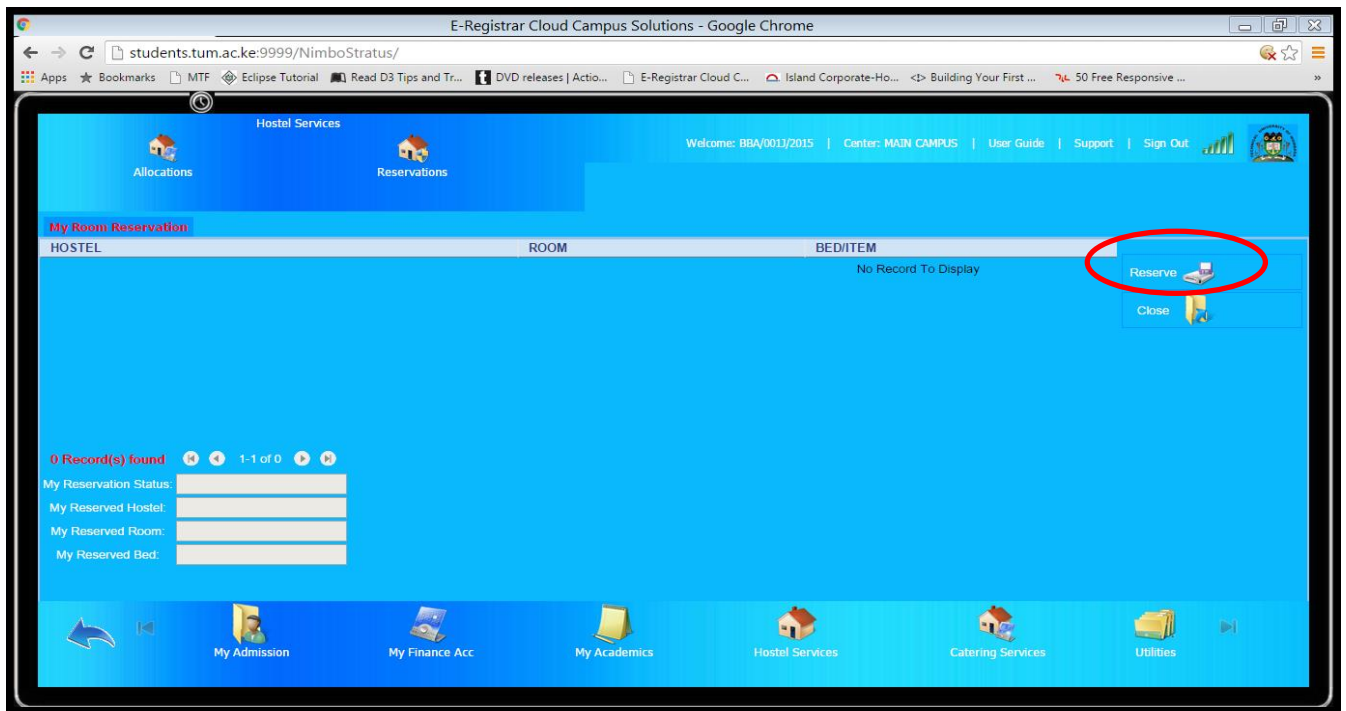
Reservations.

1. On hostel services navigation Click on reservations



Reserve

2. On the resulting screen shows your reservation status
3. Click on reserve to reserve a room.



4. On the resulting screen select the hostel, room and the bed to reserve.
5. Click save.

