



2/1/2022

Zambia University College Student Management System (SMS)

Student User Guide

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1. Introduction

The Zambia University College of Technology Student Management System (SMS) is a web based software application designed to enable self-service for students to perform basic administrative functions and tasks in a “one-stop” service and access environment. The platform currently supports the following modules, which are accessible to all enrolled students.

1. Student details management
2. Program Management
3. Student Finances
4. Accommodation Management
5. Results Transcripts
6. Exam Slip Management
7. Student Online voting plus so much more

This Manuel will server has a user guide to student on how to perform specific activities on the SMS platform.

2. First Time Registration/ Student Account Creation

First time users of the system are required to Register using a valid and active email address. You can register a free email address online using either <https://accounts.google.com/signup> for a Google account or <https://login.yahoo.com/account/create> for a Yahoo account or any other email service provider of your choice.

From a web browser running on a computer with an active internet connection, open the link below to access the Student Management Information System.

<https://www.zictcollege.ac.zm/>

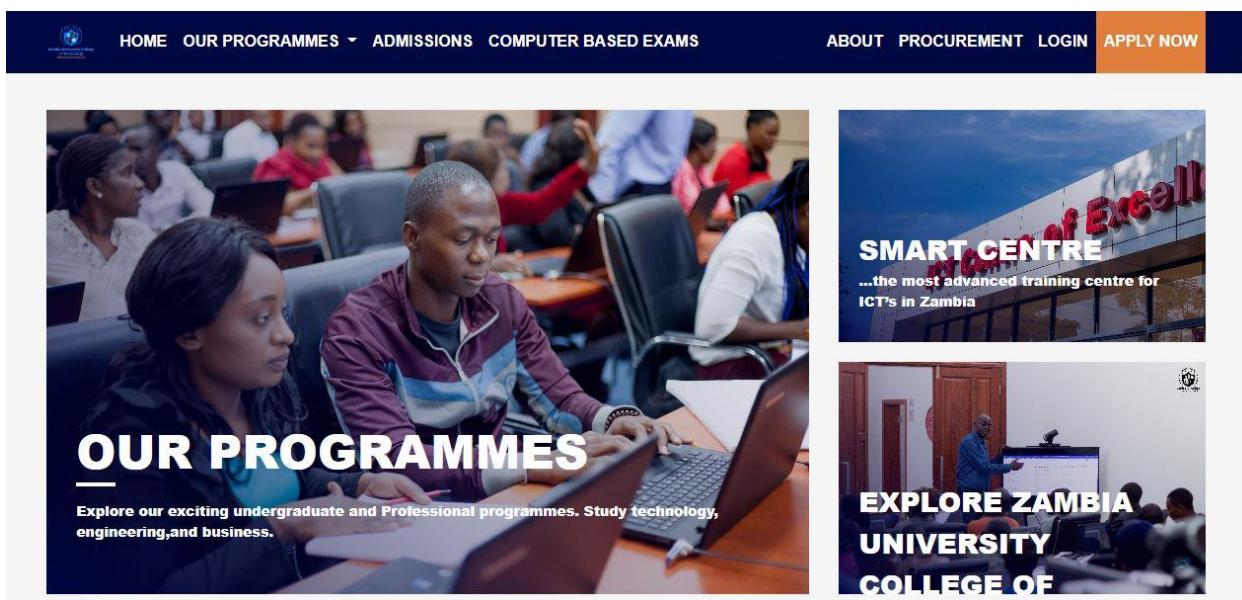


Figure 1:ZUT Web Home Page

From the welcome screen follow the steps below to register your account.

Step 1. Click on the login button shown in figure 2 below to open the login/User registration window.



Figure 2:Link to Login/User registration screen

You will be redirected to the login screen has shown in figure 3.

Step 2. From the login/ User Registration window shown in figure 4 below, click on the Don't have an Account? Register link highlighted.

YOUR SOCIAL MEDIA ACCOUNT

YOUR EMAIL ADDRESS

Log in with Google

Log in with Facebook

Email

Password

Log in

Forgot Password?

Dont have an account? Register

Figure 3:Registration link

Step 3. You will be redirected to the student registration form as shown in figures 4 below. Fill in all the required details following the examples shown in the figure 4 and click on the next button to proceed.

First name

Middle name (Optional)

Jane

Last name

Doe

Gender

Female

Next

CLICK ON NEXT

Zambia University College of Technology
Advancing Knowledge and Innovation

Figure 4: Student registration form 1

Nationality

National Registration Card Number (NRC)

Expected format: 000000/00/0

[Back](#) [Next](#)



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of Technology**
Advancing Knowledge and Innovation

CLICK ON NEXT

Figure 5: Student registration form 2

Email

Use 8 or more characters with a mix of letters, numbers & symbols

Password

Confirm password

Keep me logged in

[Back](#) [Create Account](#)



**Zambia University College
of Technology**
Advancing Knowledge and Innovation

CLICK ON NEXT

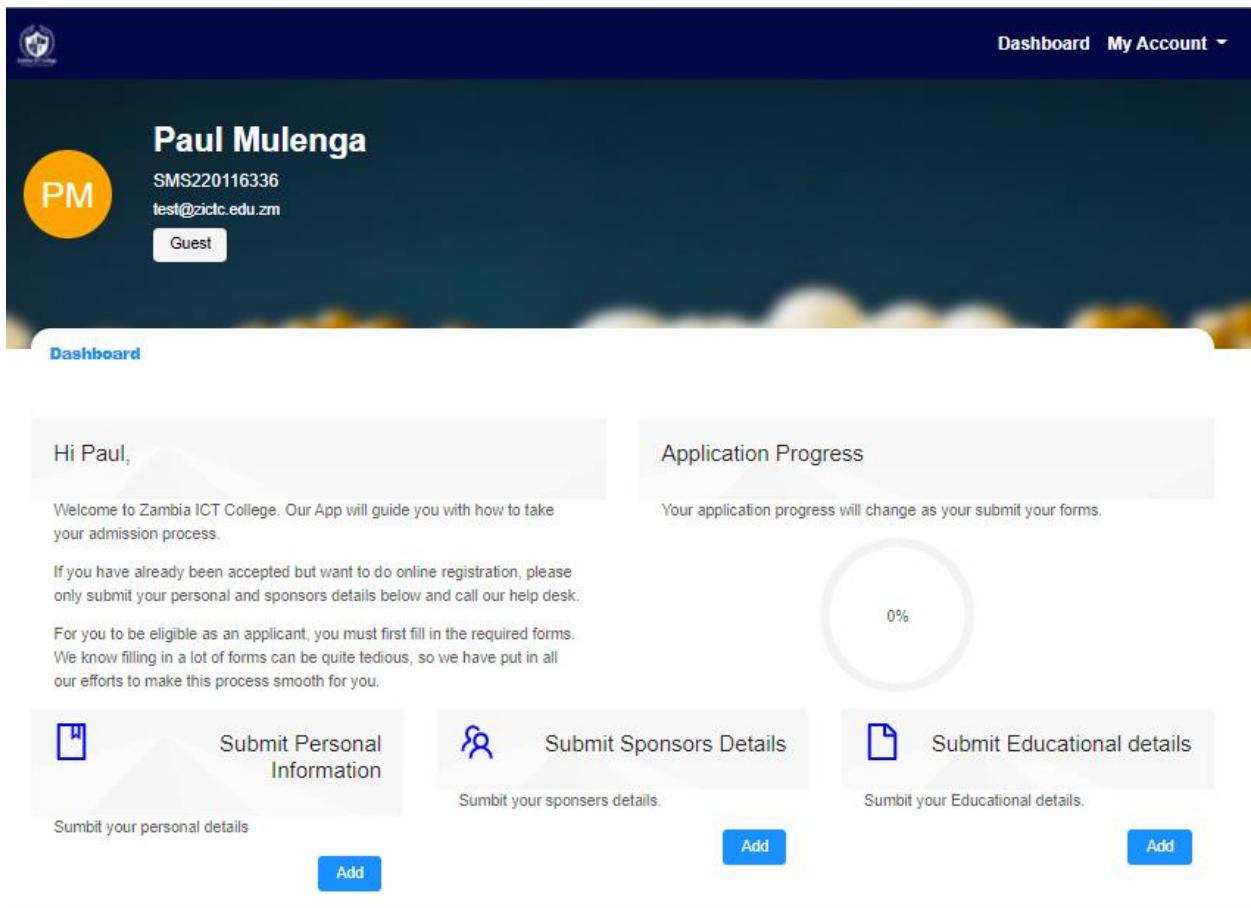
Figure 6: Student registration form 3

Please ensure that you create a secure but easy to remember password, which you will used for all subsequent access to your account.

3. Submission of student Details

After successful creation of your student account, the system will automatically log you into your account with default role of Guest as shown in figure 7 below. You will be required to submit your

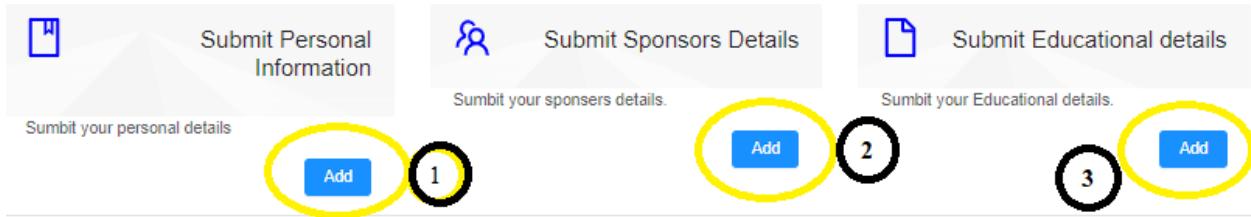
personal details, sponsor details and educational details to complete the registration process. You can track your progress from the dashboard by checking the application progress.



The screenshot shows the guest account dashboard for Paul Mulenga. At the top, there is a profile picture placeholder (PM), the name 'Paul Mulenga', and the registration number 'SMS220116336' along with the email 'test@zictc.edu.zm'. Below this, a 'Guest' button is visible. The dashboard has a dark blue header with 'Dashboard' and 'My Account' buttons. The main content area has a light blue background. On the left, a 'Dashboard' tab is selected. The central area contains three main sections: 'Hi Paul,' with a welcome message and instructions for personal and sponsor details; 'Application Progress' with a circular progress bar at 0%; and three tabs for 'Submit Personal Information', 'Submit Sponsors Details', and 'Submit Educational details', each with an 'Add' button. The 'Submit Personal Information' tab is highlighted with a yellow circle and the number '1'.

Figure 7:Guest account dashboard

Click on the highlighted buttons has shown in figure 8 to open the corresponding user input form. Each button represents a separate form. You can follow the numbered sequence to fill in each form.



A close-up view of the three tabs from Figure 7: 'Submit Personal Information', 'Submit Sponsors Details', and 'Submit Educational details'. Each tab has an 'Add' button. The 'Submit Personal Information' tab is circled in yellow and labeled '1'. The 'Submit Sponsors Details' tab is circled in yellow and labeled '2'. The 'Submit Educational details' tab is circled in yellow and labeled '3'.

Figure 8:Student Details Tab Buttons

Figure 9:Personal Information Tab

Fill in the all the required information as shown in figure 9 and click on the submit button. Repeat the same steps for Sponsor and Educational details tab. Once you enter all the required details, the program selection form will appear, select the program applied for and the mode of study has shown in figure 10, click the submit button.

Figure 10:Program selection form

Once you have entered all the required details and the progress bar is at 100%, call our help desk for the activation of your student account. **Note that you can only login as a student after activation of your account.**

4. Account Login

To login into your student account, open the link below to access the student management system.

<https://www.zictcollege.ac.zm/>



Figure 11:Login Button

From the home page, click on the login button highlighted in figure 11 to open the login form. Enter your email address, password and click the login button as shown in figure 12 below to login.

A screenshot of the login screen. It features two main sections: 'YOUR SOCIAL MEDIA ACCOUNT' on the left and 'YOUR EMAIL ADDRESS' on the right. Under 'YOUR SOCIAL MEDIA ACCOUNT', there are 'Log in with Google' and 'Log in with Facebook' buttons. Under 'YOUR EMAIL ADDRESS', there is an 'Email' input field containing 'test@zictc.edu.zm', a 'Password' input field containing '.....', and a large blue 'Log in' button.

Figure 12:login screen with example user details

After successful login, you should be able to see your student dashboard has shown in figure 13 below.

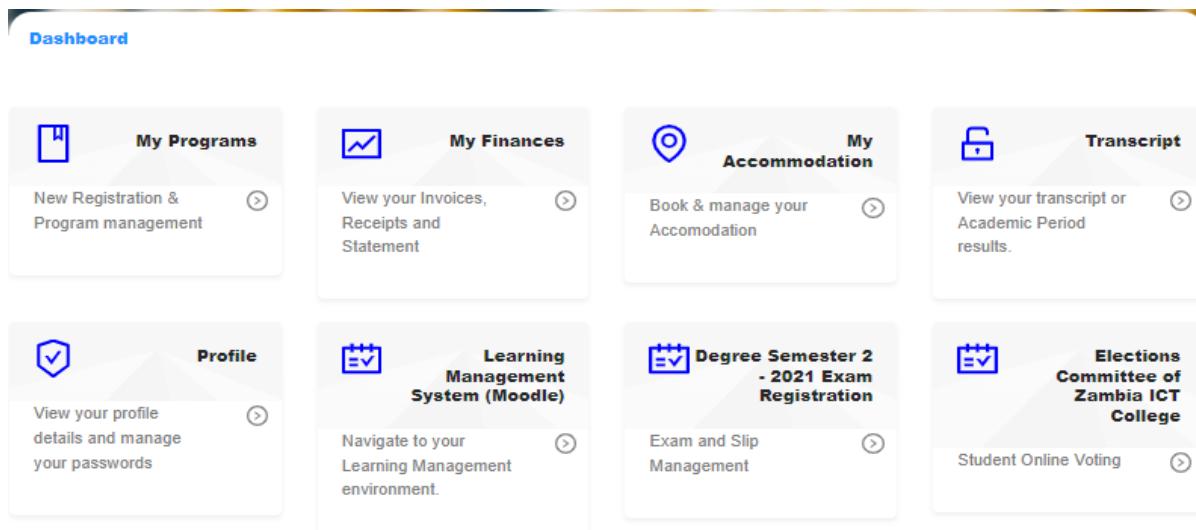


Figure 13:Student Dashboard

5. View Classes That You Are Registered In

To view the list of classes that you're currently enrolled for. First log into your student account and click on **My Programs** tab has shown in figure 14 below.

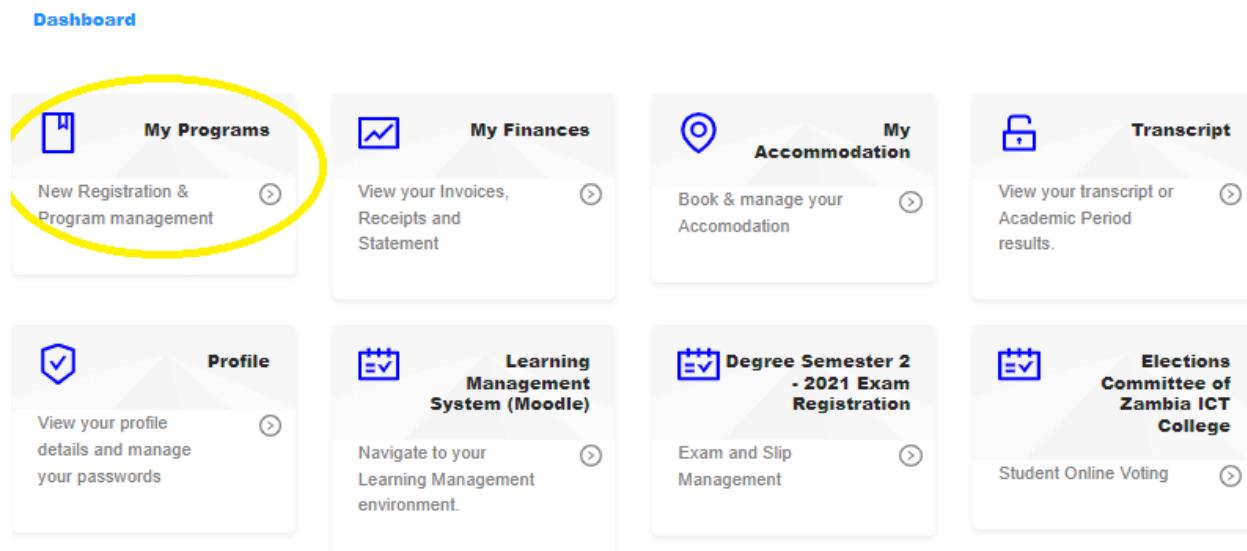


Figure 14: Student Account Dashboard

Click on tab showing your program of study.

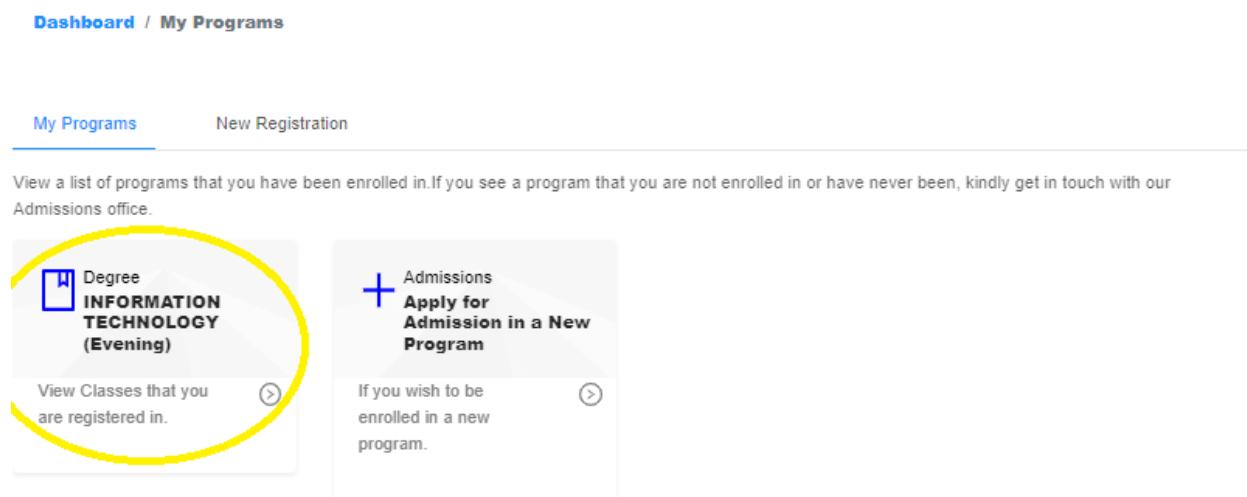


Figure 15: Student Program of Study

A new screen will open showing a summary of your course registration, from first semester to your most recent course registration. **You can download a PDF file of your registration summary by clicking on the *Download Registration Summary* Button.**

Degree Semester 2 - 2021		
Registration Summary		
Code	Course	Instructor
BIT 3310	Object Oriented Systems Analysis and Design	Collion Manda
BIT 3340	Information & Network Security	Collion Manda
BIT 3360	Advanced Database Systems	Collion Manda

Figure 16:Student Registration Summary

Tab 1 Shows your course registration history starting from your first year, to access your current course registration summary click on the appropriate tab to load the course details.

Tab 2 Shows the download button for the registration summary, clicking the button downloads a pdf summary for the currently selected period as shown in Tab 1.

Tab 3 Shows a list of courses and related info for the currently selected period as shown in Tab 1.

6. Program Management Application Forms

Through the SMS you can initiate and track applications for *Change of program, Course exemptions, Withdrawal or Deferment, Add or Drop Course(s), Change of study mode*.

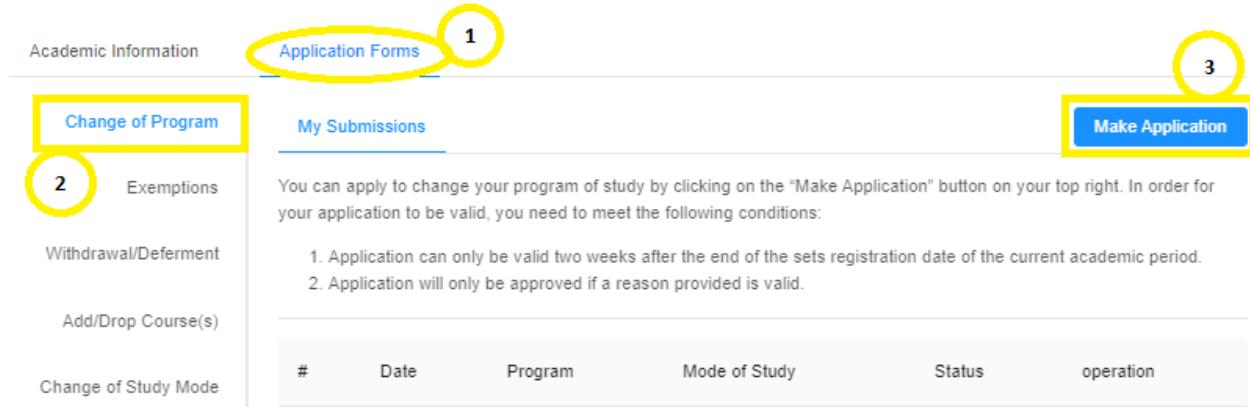
To access the online application forms, Log into your student account, from the **Dashboard**, navigate to **My Programs->open tab showing your current program of Study and click on Application forms tab as shown in figure 17 below.**

#	Date	Program	Mode of Study	Status	operation

Figure 17:Application forms tab

6.1 Apply for Change of Program

To access the online application form for change of program, Login to your student account, from the **Dashboard** navigate to **My Programs**->open tab showing your current program of Study and click on **Application forms**, select **Change of Program** as shown in figure 18 below.



Academic Information

Application Forms 1

Change of Program 2

My Submissions

Make Application 3

Exemptions

Withdrawal/Deferment

Add/Drop Course(s)

Change of Study Mode

You can apply to change your program of study by clicking on the "Make Application" button on your top right. In order for your application to be valid, you need to meet the following conditions:

1. Application can only be valid two weeks after the end of the sets registration date of the current academic period.
2. Application will only be approved if a reason provided is valid.

#	Date	Program	Mode of Study	Status	operation
---	------	---------	---------------	--------	-----------

Figure 18:Change of program

Click on **Make Application** and fill in the required details of the new program. *Select Qualification from the drop down-> Select the preferred program of choice->Select study mode->Fill in the reason you want to change program and click the submit button.*
You should be able to see your application as shown in figure 19 below after successful submission.

#	Date	Program	Mode of Study	Status	operation
1	Jan 28, 2022	BSWE - Business Studies With Education	Day	Pending Review	View

Figure 19:Change of program application with status

You can track the current status of your application by checking the status tab highlighted.

6.2 Cancel Application for Change of Program

To Cancel a pending application for change of program, open the application by clicking on the view button. From the application details window click on cancel application and click on the submit button. After successful submission the application status should change to cancelled by student.

Application Details		Cancel Application	
Current Program	Degree - BIT - Information Technology		
Current Study Mode	Evening		
New Program	Degree - BSWE - Business Studies With Education		
New Program Study Mode	Day		
Reason for Change	Sick	Reason (Other)	
Date Requested	Jan 28, 2022	Status	Pending Review

Figure 20:Example Change of Program Application

6.3 Apply for Course Exemption

To access the online application form for **Course Exemption**, Login to your student account, from the **Dashboard**, navigate to **My Programs**->open tab showing your current program of Study and click on **Application forms**, select Change of Program as shown in figure 20 below.

Academic Information

Application Forms **1**

Change of Program

Exemptions **2**

Withdrawal/Deferment

Add/Drop Course(s)

Change of Study Mode

Application for Exemptions

You can apply for Exemptions from some courses or years of study by clicking on the "Make Application" button on your top right. The following are the reequipments for exemption:

- No exemptions are allowed for third year and above course
- .

Exemption # Date Program Exempted Till Recommendation Status Final Approval operation

Make Application **3**

Figure 21:Exemptions Screen

Select the course you want to be exempted from has shown in figure 22

BIT - Information Technology

Select the courses that you have been wish to be exempted in. There after, you will need to upload your Academic & or your Professional qualifications that will support this Exemption Application.

Year 2			
<input type="checkbox"/>	#	Code	Course
<input type="checkbox"/>		BIT 2210	Human Computer Interaction
<input checked="" type="checkbox"/>		BIT 2240	Fundamentals of Multimedia

4

Figure 22:Exemption Course Selection

Attach the supporting documents and click the submit button.

Supporting Documents

Attach Statement/Transcript of previous Academic results

Supporting Documents...

Supporting Document.pdf
0 bytes
Upload complete
tap to undo x

Powered by PQINA

6

Return
Submit

Figure 23:Exemptions Document Attachment

You can track the current status of your application by checking the status tab highlighted.

Exemption #	Date	Program	Exempted Till	Recommendation Status	Final Approval	operation
52	Jan 28, 2022	BIT - Information Technology	Year 2	Pending Approval	Pending Approval	View

Figure 24:Exemptions Application Status

6.4 Cancel Application for Course Exemption

To Cancel a pending application for course exemption, open the application by clicking on the view button. From the application details window click on cancel application and click on the submit button. After successful submission the application status should change to cancelled by student.



Exemption Application X

Program Name: BIT - Information Technology Recommendation Status: Pending Approval Status: Pending Approval

Exemption Till: Year 2 Date Requested: Jan 28, 2022 Date Processed:

Processed By: Status: Pending Approval

Cancel Application

Actions	Courses to be Exempted	Application Attachments
	Code	Course
	BIT 2240	Fundamentals of Multimedia

Figure 25:Exemption application summary

6.5 Apply for Withdrawal/Deferment

To access the online application form for Program **Withdrawal or Deferment**, Login to your student account, from the **Dashboard**, navigate to **My Programs**->open tab showing your current program of Study and click on **Application forms**, select Change of Program as shown in figure below.

#	Program	Status	Date	operation
14	BIT - Information Technology	Pending Approval	Jan 28, 2022	View

Figure 26:Withdrawal/Deferment Application steps

Select application type->Select Reason for application and click the submit button. You should be able to see your application as shown in figure 27 after successful submission.

#	Program	Status	Date	operation
14	BIT - Information Technology	Pending Approval	Jan 28, 2022	View

Figure 27:Withdrawal application status

6.6 Cancel Application for Program Withdrawal

To Cancel a pending application for program withdrawal, open the application by clicking on the view button. From the application details window click on cancel application and click on the submit button. After successful submission the application status should change to cancelled by student.

Change of Program Request

Application Type: Withdrawal	Program Name: BIT - Information Technology	Academic Period: S2-2021
Status: Pending Approval	Reason for Application: Lack of Funds	Students Note:
Recommendation Status: Pending Recommendation	Recommended By:	Date of Recommendation:
Approved By:	Final Approval Status: Pending Approval	Final Approval Date:

[Cancel Application](#)

Figure 28:Example Application Change of program

6.7 Add /Drop Courses

To access the online application form for **Add/Drop Course**, Login to your student account, from the **Dashboard**, navigate to **My Programs->open tab showing your current program of Study and click on Application forms**, select **Add/Drop Course** as shown in figure below.

Academic Information

[Application Forms](#) 1

Change of Program

Exemptions

Withdrawal/Deferment

[Add/Drop Course\(s\)](#) 2

Change of Study Mode

[Application for Add/Drop Course](#)

[Make Application](#) 3

Application #	Date	Program	Status	operation
				No Data

Figure 29:Add/Drop Course application

Application #	Date	Program	Status	operation
159	Jan 28, 2022	BIT - Information Technology	Pending Review	View

Figure 30:Example application Add/Drop Course

6.8 Cancel Application Add /Drop Courses

To Cancel a pending application for program withdrawal, open the application by clicking on the view button. From the application details window click on cancel application and click on the submit button. After successful submission the application status should change to cancelled by student.

Code	Course
BIT 3340	Information & Network Security
BIT 3310	Object Oriented Systems Analysis and Design

Figure 31:Example Add/Drop course details window

1.1 Change Study Mode

To access the online application form for **Change Study Mode**, Login to your student account, from the **Dashboard**, navigate to **My Programs**->open tab showing your current program of Study and click on **Application forms**, select Change of Program as shown in figure below.

Application #	Date	Program	Study Mode	Status	operation
2022-01-28 14:43:55	2022-01-28 14:43:55	BIT - Information Technology	Open Distance Learning	Canceled By Student	

Figure 32:Apply Change of Study mode steps

Application #	Date	Program	Study Mode	Status	operation
1	2022-01-28 14:43:55	BIT - Information Technology	Open Distance Learning	Canceled By Student	View

Figure 33:Change study mode steps

7. Student Finances

Through the student management system students can track invoices and payments on their account. To get access to your finance statements, login to your student account and click on **My Finances** from your dashboard.

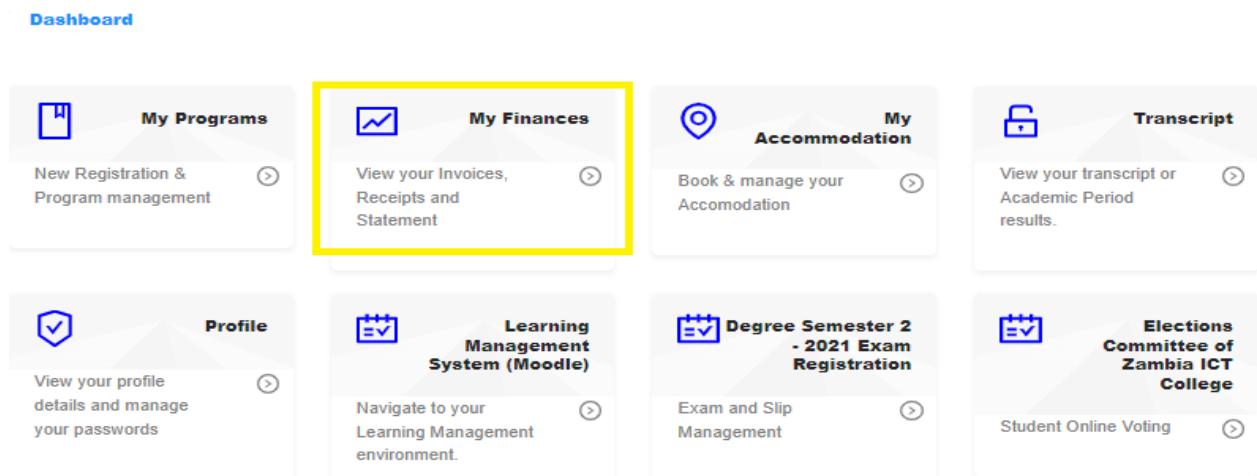


Figure 34:Dashboard My Finances

You will be redirected to the student finances screen has shown in figure 35, Click on **Invoices**, **Receipts** to view your invoices, **Receipts** to view your payments and **Statement** to view your account financial statement. Invoices and Payment receipts can be downloaded by clicking on the download button.

Invoices		Receipts		Statement	
#	Date	Description		Total	
6771	Jan 15, 2019	Invoice		ZMW 5,850	Download

Figure 35: My Finances Tabs

8. Personal Information/Password Management

To view your personal information on the student management system, login into your student account and click on Profile has shown in figure 36 below.

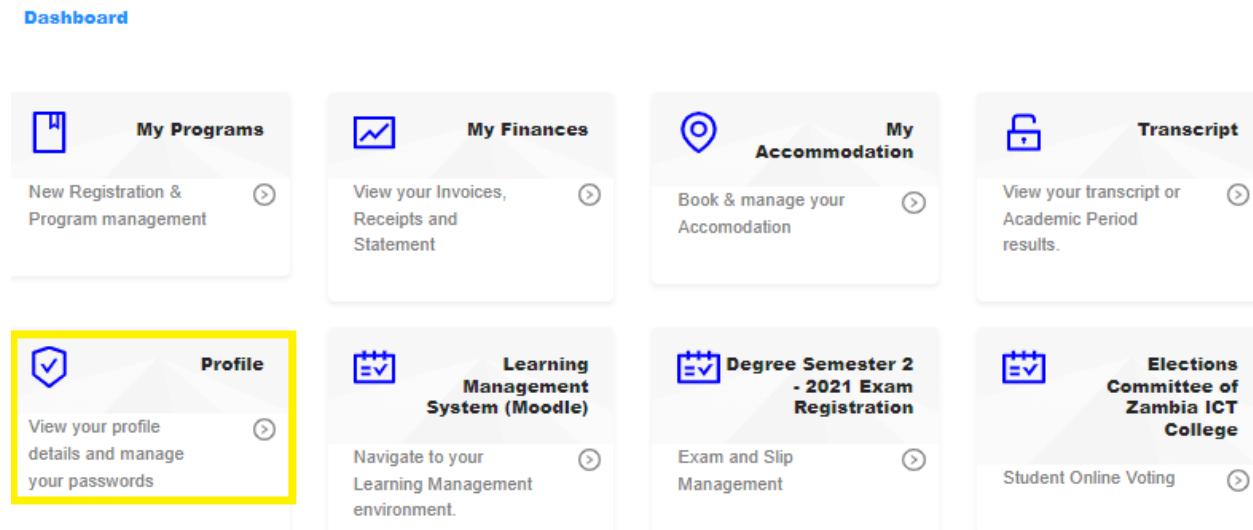


Figure 36: My Profile Dashboard

To change your password, navigate **Dashboard->Profile->Settings** and enter your new password.

The screenshot shows a 'Change Password' form with the following fields:

- Details** (tab)
- Settings** (tab, currently selected)
- Change Password Form**
- Password**: Input field
- Confirm Password**: Input field
- Change Password** (blue button)

Figure 37: Password reset screen

9. Accommodation

Once logged in with the right credentials, you will be able to view the dashboard. From there, provided that you have paid in full for your accommodation to the accounts department you will be able to view and download your accommodation slip. How to go about viewing and downloading the accommodation slip:

1. Click on the accommodation card as highlighted below (you will be redirected to a different view)

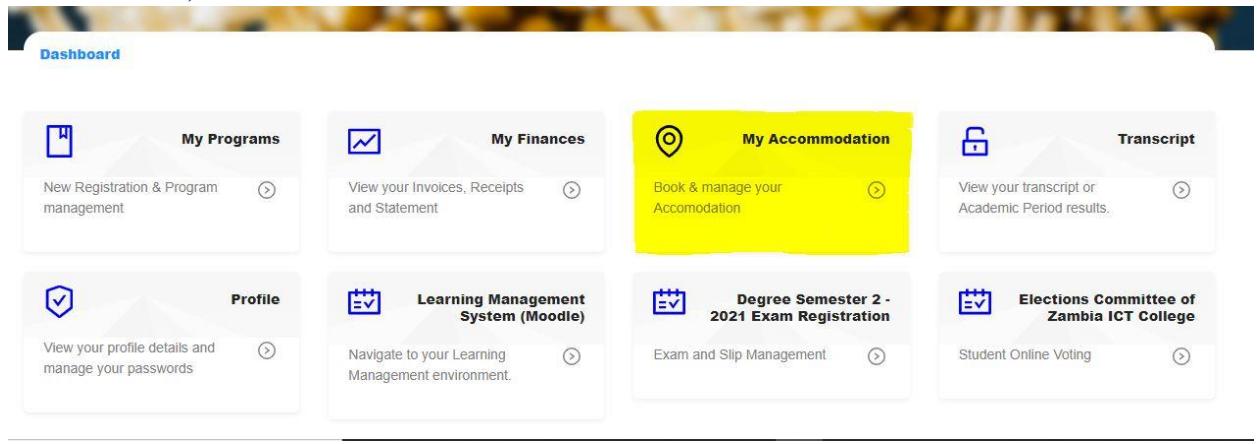


Figure 38: My Accommodation

2. Once clicked you will be redirected to the student's accommodation page.

The 'My Bookings' page displays a table of room bookings:

Booking ID	Room #	Hostel	Location	Booking Date	Payment Status	Status
651	52	KABOMPO		13-May-2019	Paid	Expired
1358	52	KABOMPO		08-Sep-2019	Paid	Expired

Buttons for 'Find preferred room' and 'View Booking' are present for each row.

Version: 1.3.3

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Figure 39: My Accommodation booking

3. As highlighted **view booking** click on it to view and download the accommodation slip.

Description	Total
Lodging Fee	1700.00
Paid	

Figure 40: Accommodation booking slip

10. Transcript

If final examination results are out and you have cleared the outstanding balance owed to the college only then will you be able to view your results because failure to clear the outstanding balance you will not view your results. How to go about viewing your transcripts:

1. Click on the transcript card as highlighted below (you will be redirected to a different view).

View your transcript or Academic Period results.

Figure 41: Transcript Screen shot

2. Once clicked it will redirect you to the transcripts page were you will be able to view your results provided that you have cleared your outstanding balance.

[Dashboard](#) / [Transcript](#)

Transcript		
This transcript may not include all courses required for your program completion. Please verify with the Academics Office.		
Student Name: Chola Kasongo		Current Program: Degree - Information Technology
Student ID: 1913461		Current Level / Year of Study: Year 3
Full Time - 2019		
Course Title	Course Code	Grade
BIT 1111	Communication and Technical Writing	B+
BIT 1150	Mathematics and Statistics for IT	B+
BIT 1140	Introduction to Data Communications and Networks	A

Figure 42:Transcript Details

BIT 1160	Introduction to Systems Analysis and Design	A
ICT 1100	Introduction to Information Technology	B+
ICT 1110	Introduction to Programming	B
BIT 1131	Fundamentals of Electrical and Electronics	B
Comment		Clear Pass

Figure 43:Transcript Details

11. Exam Registration

As you get close to writing your final examination there will be a need for you to register for exams online and download the exam slip that will be approved by the **Deputy Registrar**. In order for you to register for exams you need to pay at least 80% and above of the tuition fees, failure to that you will not register for your examinations. How to go about exam registrations:

1. Click on the exam registration card as highlighted below (you will be redirected to a different view).

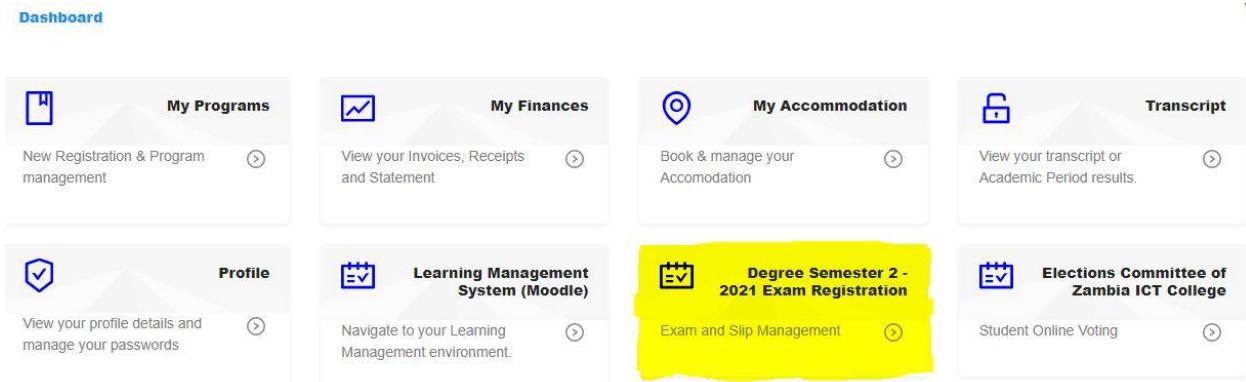


Figure 44:Exam Registration link

2. A bar keeps track on the percentage paid towards the tuition fee. If you haven't paid above or equal to 80% of the tuition you will not submit the courses/subjects you will be sitting for, example given below:

The image shows the Exam Management page with the following details:

- Payment Percentage**: 32 %
- Message**: In order to qualify for exam registration, you need to make a payment equal to or above 80 percent of your tuition invoice.
- Download Exam Slip** button
- Courses to be examined** table:

Course Code	Course Name
BPS 1100	Financial Accounting
BPS 1300	Mathematical Analysis
BPS 1410	Business Communication
BPS 1410	Business Communication
BPS 1430	Purchasing & Business Environment
BPS 1200	Principles of Economics
BPS 1400	Principles of Management
BPS 1500	Business Law
- Request to change** text area: Provide notes to changes that you would like to be made concerning the courses appearing on the left.
- Submit** button

Note:

- ✓ *The submit button (won't work) won't be highlighted if you haven't paid above or equal to 80% of the tuition fees.*
- ✓ *The download exam slip will only be highlighted once the deputy registrar approves for you to download and in order for him/her to approve you need to be above or equal 80%.*
- ✓ *Status shows pending submission.*

3. If you have paid above or equal to 80% of the tuition fees you will be able to submit and download the exam slip once the deputy registrar approves and the download button highlighted. Once you have submitted the courses/subjects you are sitting for and your request has been approved by the deputy registrar, you will be able to download the exam slip which shows that you have registered and ready to sit for exams. Example given below:

Dashboard / Exam Management

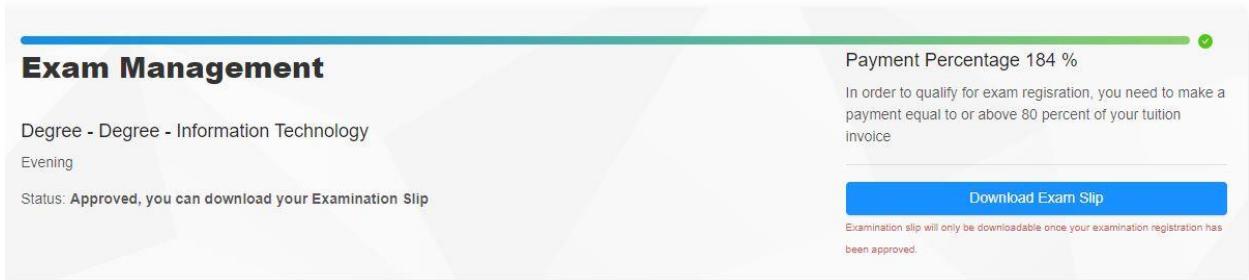


Figure 45:Exam Management Caption

4. The download exam slip button is highlighted and it shows that the deputy registrar has approved your request and now you can download the exam slip.
5. Click the download button to download the exam slip.

ZAMBIA INFORMATION AND COMMUNICATION TECHNOLOGY COLLEGE
DEGREE SEMESTER 2 - 2021 EXAMINATIONS SLIP

STUDENT ID: 1913461	NAME: CHOLA KASONGO	GENDER: FEMALE
STUDY MODE: EVENING	PROGRAMME: DEGREE - INFORMATION TECHNOLOGY	DATE GENERATED: 2022-01-26 19:57:14

Courses to be examined

Course Code	Course
BIT 3310	Object Oriented Systems Analysis and Design
BIT 3360	Advanced Database Systems
BIT 3340	Information & Network Security

Note:

- Your Examination slip and Student Identification Card should be presented to the invigilator before writing the exams
- You are expected to be seated in the exam room 30 minutes before start time



Figure 46:Results transcript Screen shot

Note: If the courses/subjects to be examined are not the correct ones. Go to the deputy registrar for correct.

12. Online Voting

Every year elections are held by the college to allow students to vote for their preferred candidates to represent them e.g. voting for the college president, hostel representative etc. How to go about online voting once candidates have been uploaded:

1. Click on the elections committee of Zambia ICT college card as highlighted below.

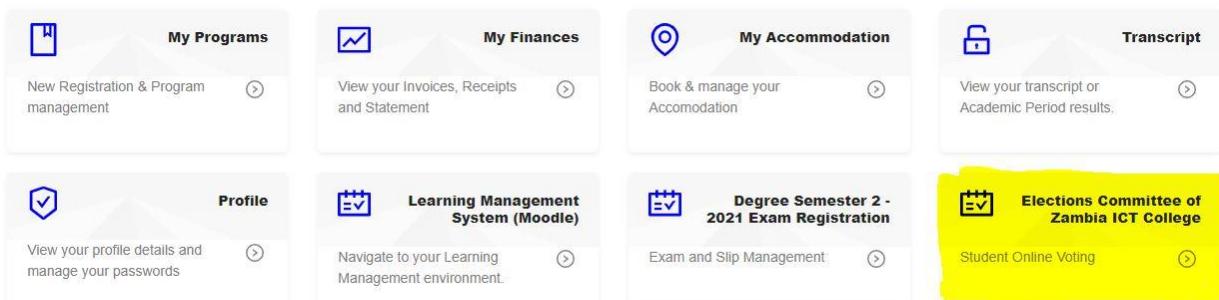


Figure 47:Link to Online Voting System

- Once clicked you will be redirected to the online voting platform where you will be able to vote for your preferred candidate.

[Dashboard](#) / [Elections Committee of Zambia ICT College](#)

Elections Committee of Zambia ICT College

Elections Voting Centre

Upcoming Elections



Informational Notes

Students, please note that you will only see Elections that are attached to your current Academic Period. If you are expecting to see an Election, ensure that you have registered for this current period.

Name	Opens At	Closes At	Votes Published	Year	Action
------	----------	-----------	-----------------	------	--------

Figure 48:Election Screen