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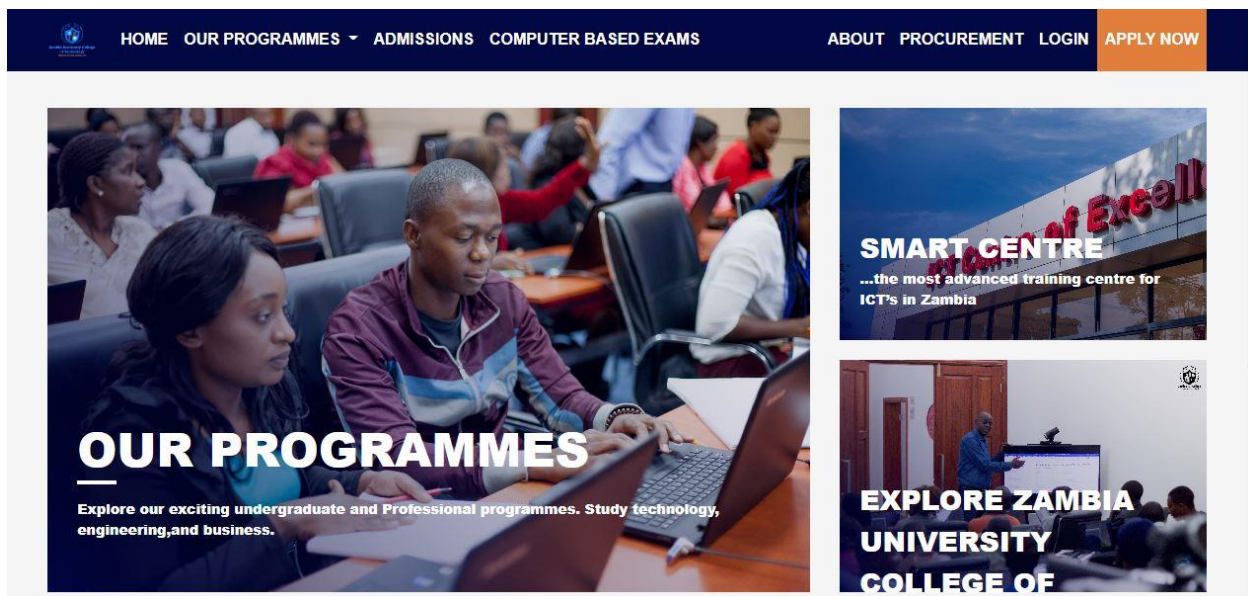
https://www.zictcollege.ac.zm/

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.
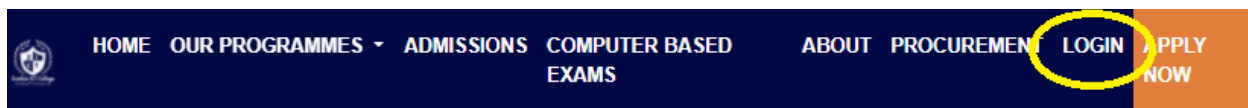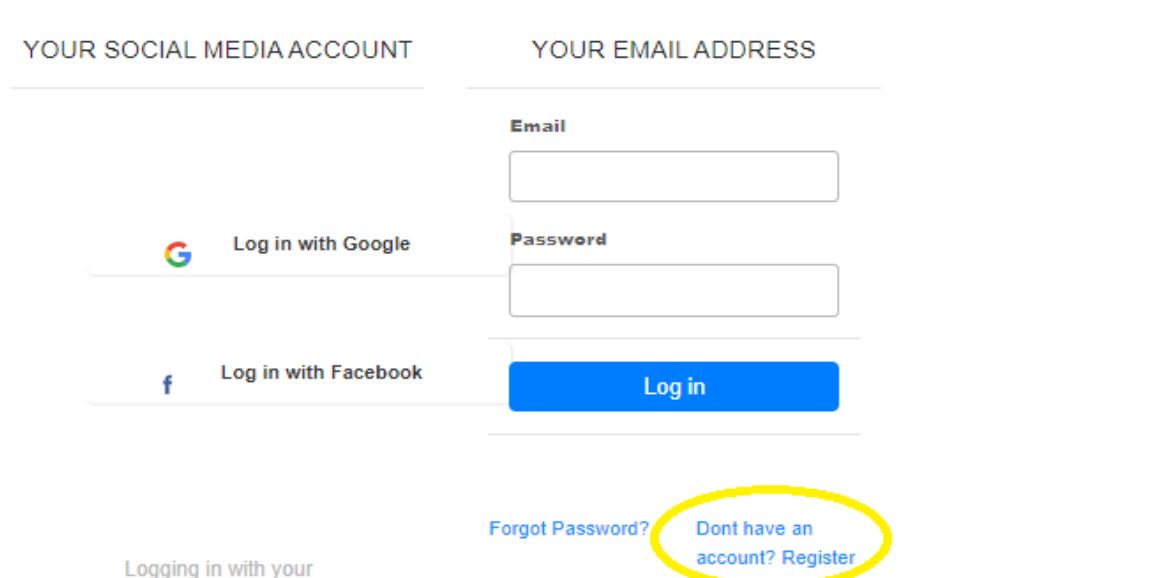

Figure 2:Link to Login/User registration screen

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.

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.

Figure 4: Student registration form 1

Nationality

Zambian

National Registration Card Number (NRC)

361256/48/1

Expected format: 000000/00/0

Back   Next

CLICK ON NEXT

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of Technology
Advancing Knowledge and Innovation

Figure 5:Student registration form 2

Email

example@zictcollege.edu.zm

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

Password

••••••••

Confirm password

••••••••

☐ Keep me logged in

Back   Create Account

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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.
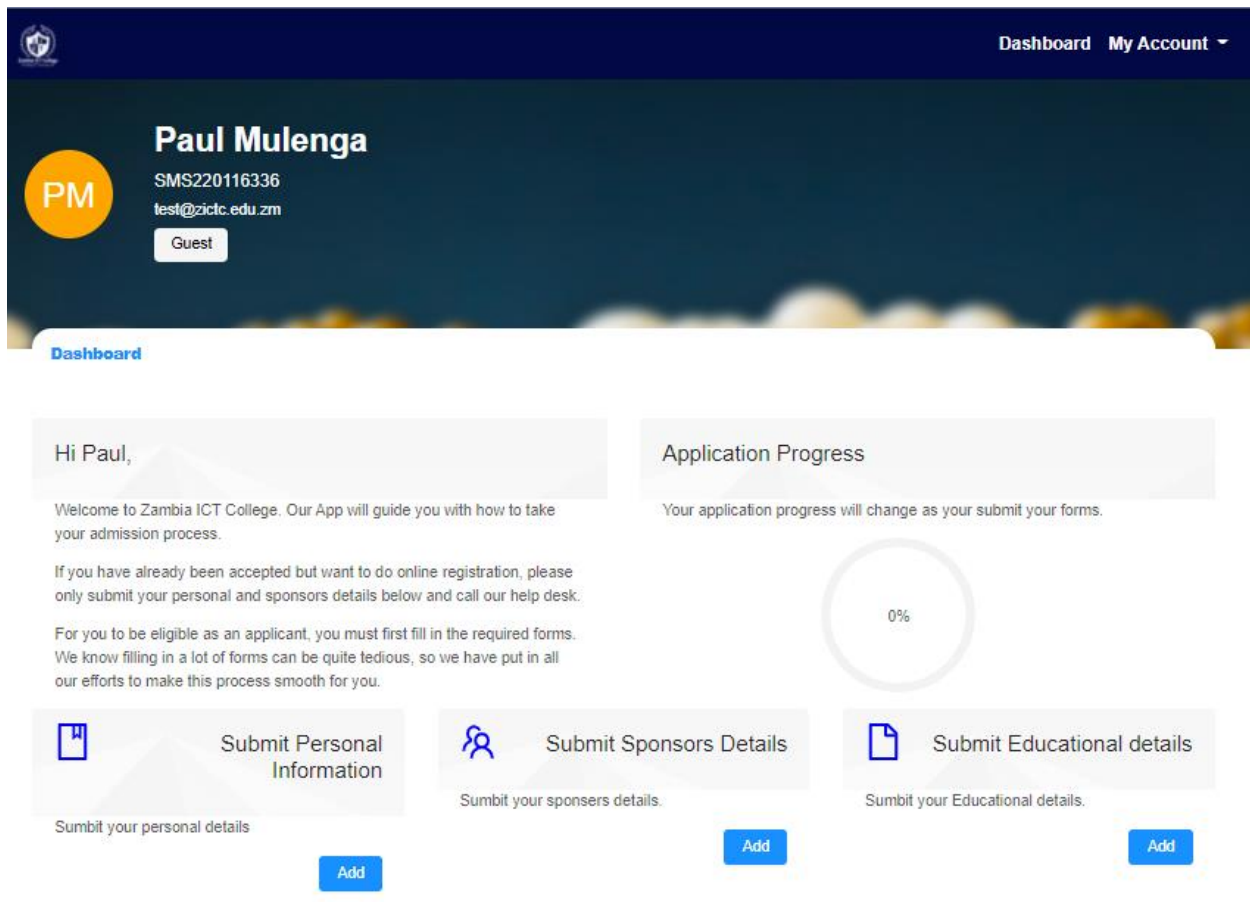

Figure 7:Guest account dashboard

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.
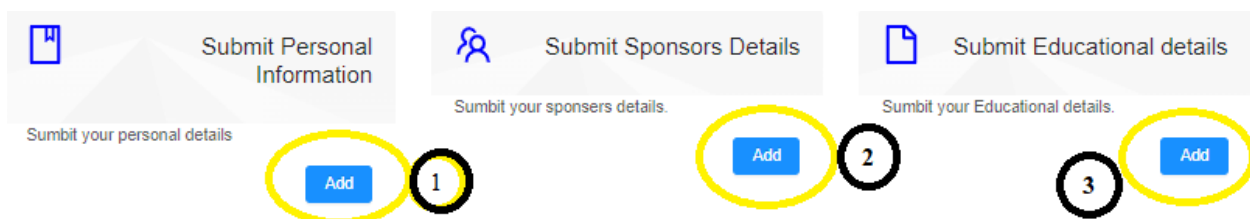

Figure 8:Student Details Tab Buttons

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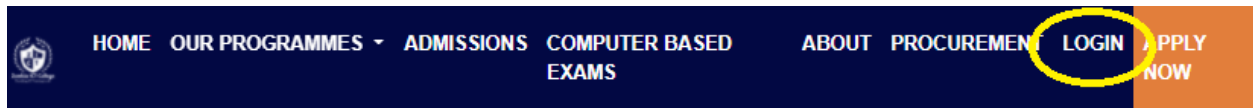
https://www.zictcollege.ac.zm/

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.

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.
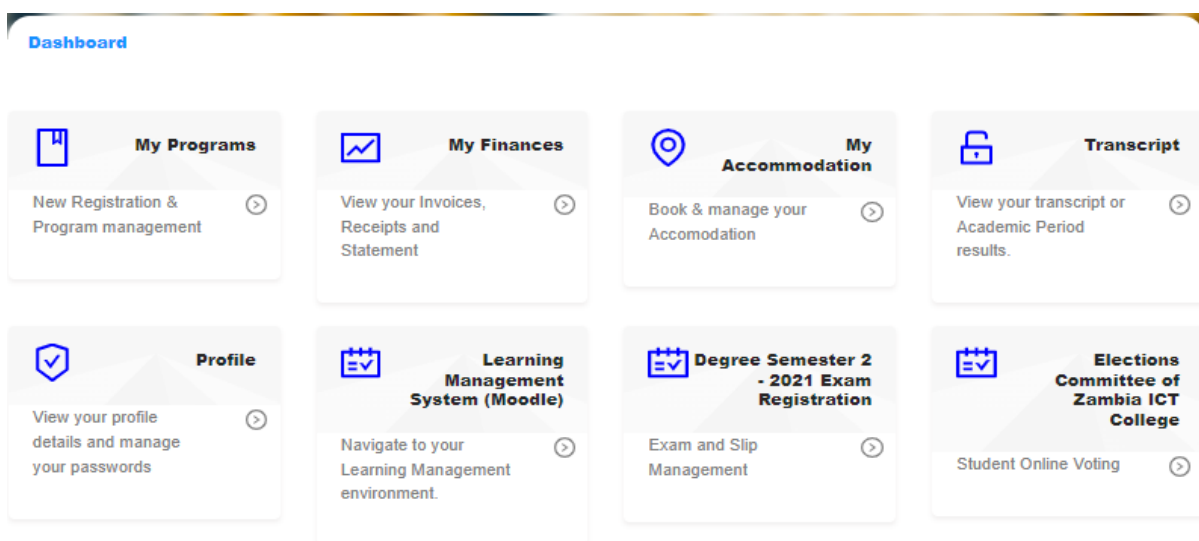

Figure 13:Student Dashboard

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.
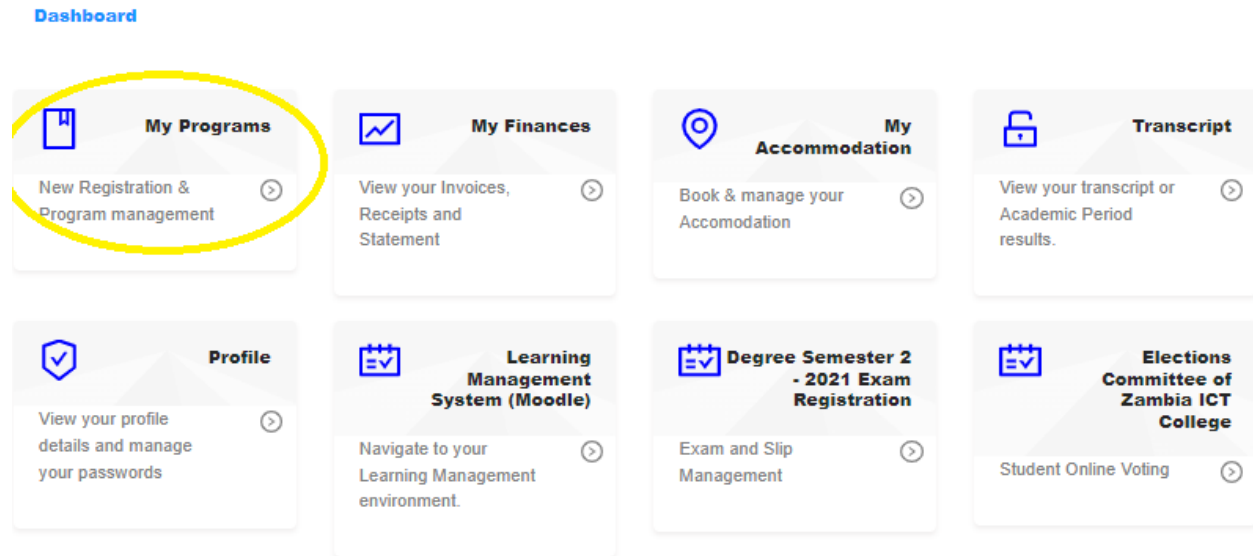

Figure 14:Student Account Dashboard

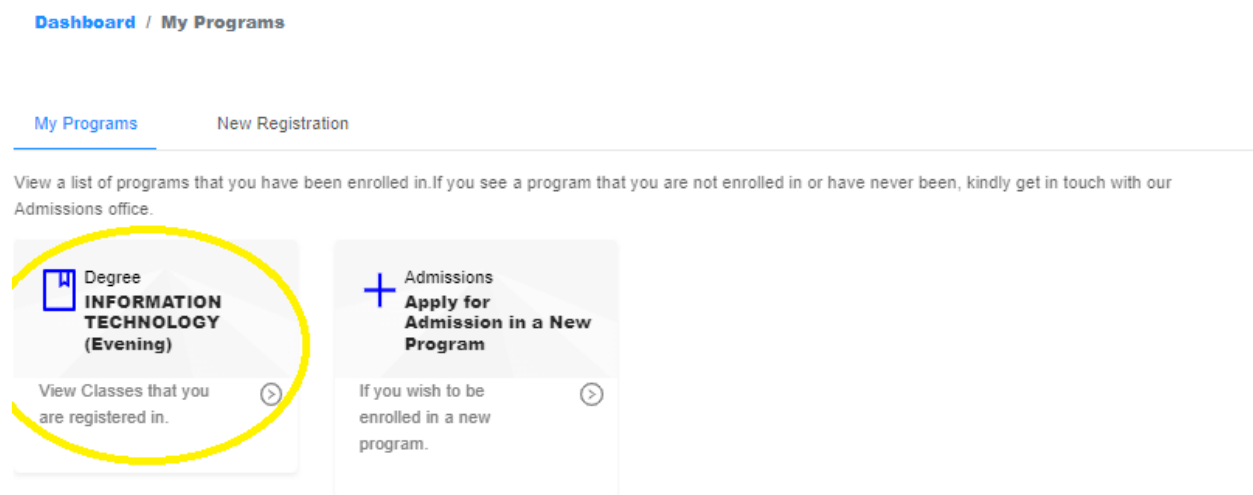Click on tab showing your program of study.

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.

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.

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.

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.

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.

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.

Figure 21:Exemptions Screen

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

Application Fee K 70

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

■	#	Code	Course
☐		BIT 2210	Human Computer Interaction
☑		BIT 2240	Fundamentals of Multimedia

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

Powered by PQINA

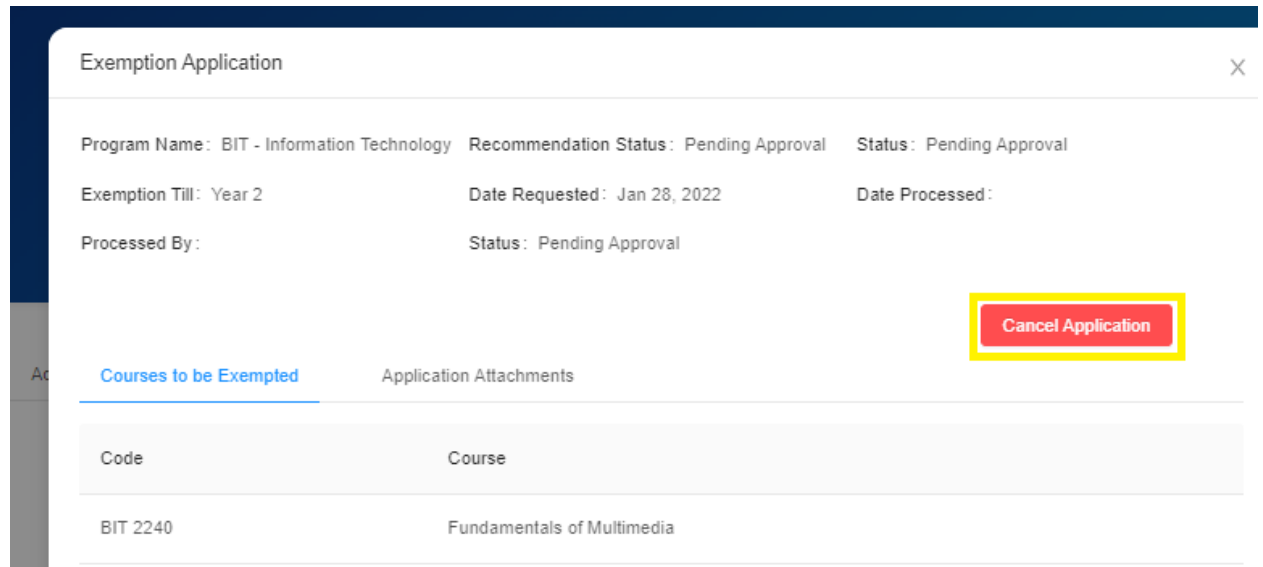Return   Submit

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.

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.

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.

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.

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.

Figure 29:Add/Drop Course application

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.

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.

Figure 32:Apply Change of Study mode steps

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* 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.

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.
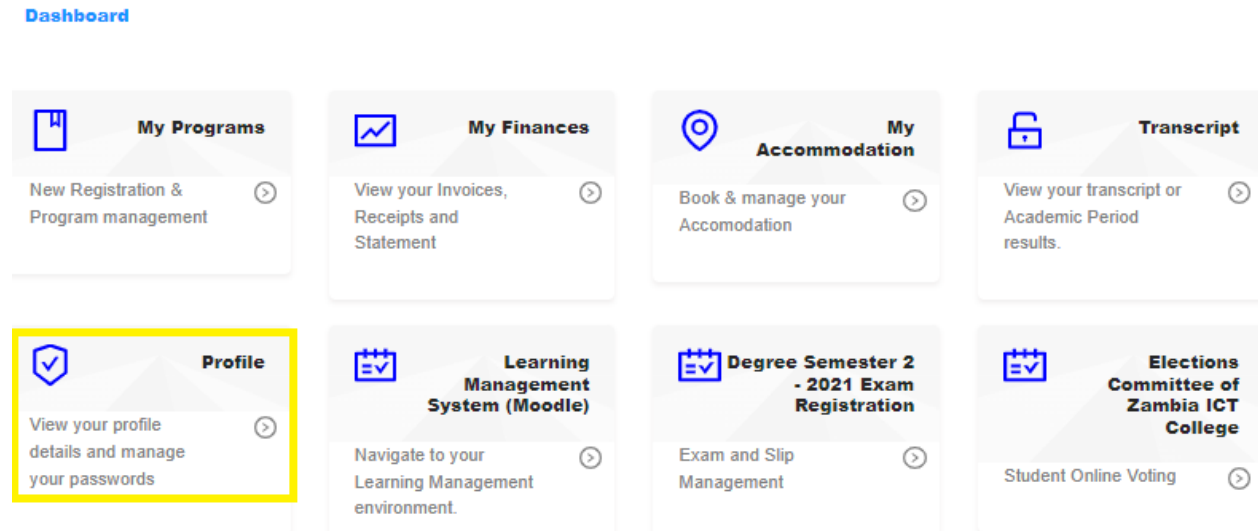
Dashboard

Figure 36:My Profile Dashboard

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

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)
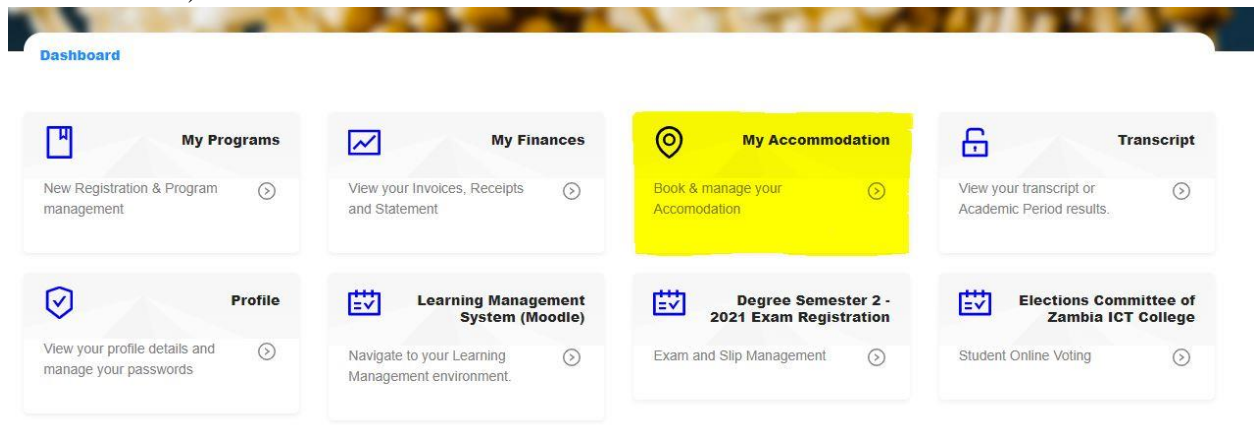

Figure 38:My Accommodation

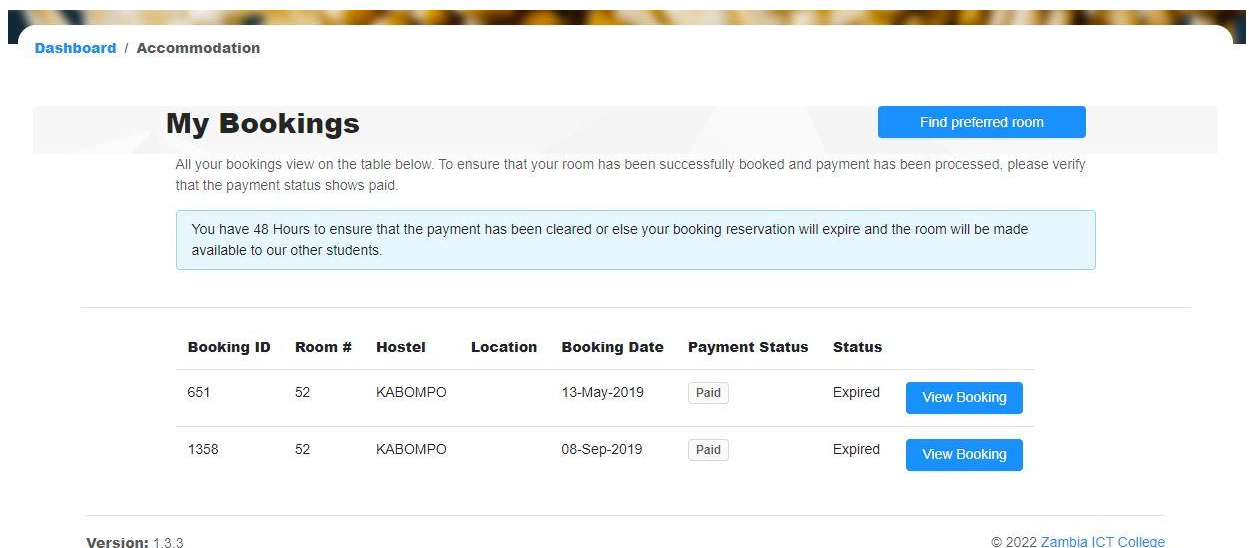2. Once clicked you will be redirected to the student's accommodation page.

Figure 39:My Accomodation booking

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

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).

Figure 41:Transcript Screen shot

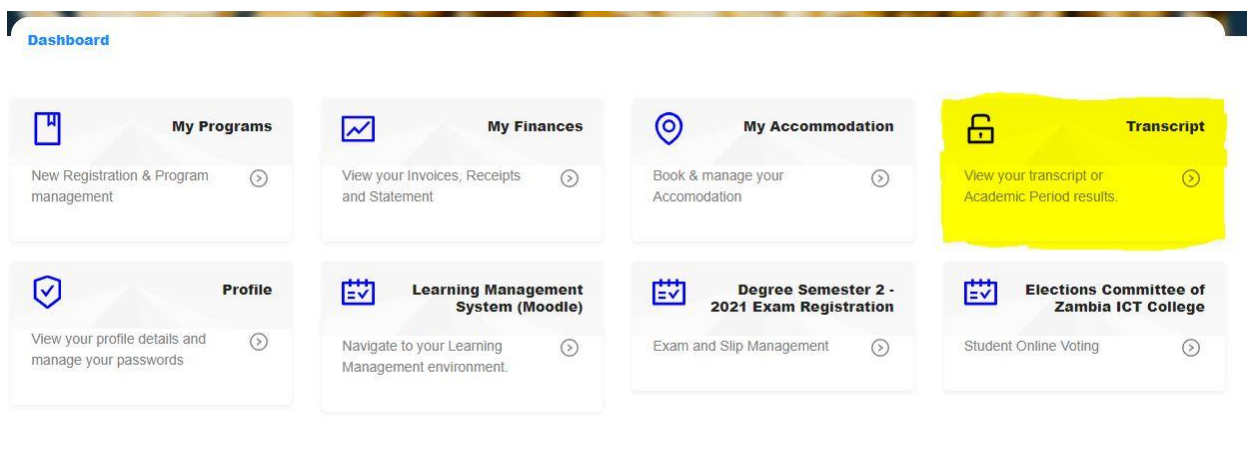2. Once clicked it will redirect you to the transcripts page were you will be able to view your results provided that you have cleared your outstanding balance.

Transcript

This transcript may not include all courses required for your program completion. Please verify with the Academics Office.

Student Name: Chola Kasongo
Student ID: 1913461

Current Program: Degree - Information Technology
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).
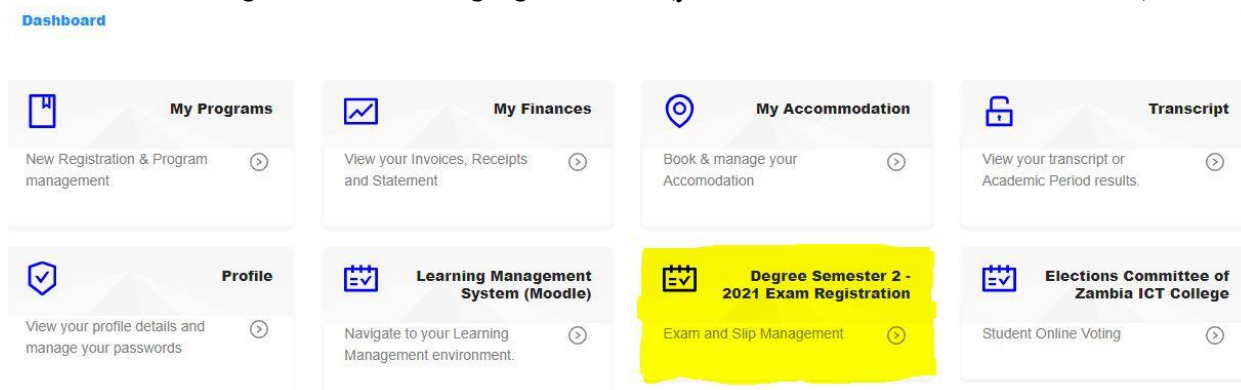

Figure 44:Exam Registration link

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:

3.

> *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:

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:

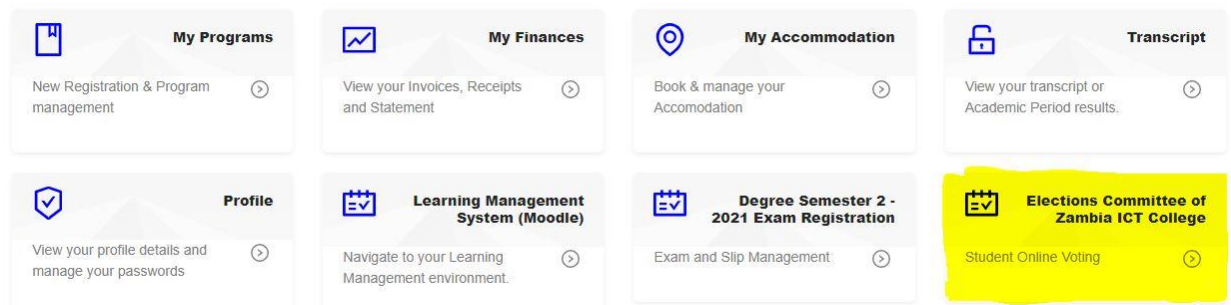1. Click on the elections committee of Zambia ICT college card as highlighted below.

Figure 47:Link to Online Voting System

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

Figure 48:Election Screen