# STUDENT INFORMATION MANAGEMENT SYSTEM – SIMS

## (STUDENT MANUAL)

**INTRODUCTION:**

SIMS is the Student Management Information System that is used to record University academic data that can capture, process and generate reports needs the management to approve examination results and transcripts. This system helps student to perform the following activities online:

1. Register student particulars (once)
2. Register semester courses
3. Update registered courses
4. Edit/Update some of personal particulars
5. View semester results
6. View fee payments status
7. View University day to day announcements

This is the guideline to enable students be familiar with the system and explanation of activities/functions found in students module.

**NOTE:**

For better results we highly recommend that system users should use one of the following web browsers.

 Mozilla Firefox  Google chrome  Opera

**First time users**

All first time students who have already obtained their registration number will be required to complete few steps before starting using the system.
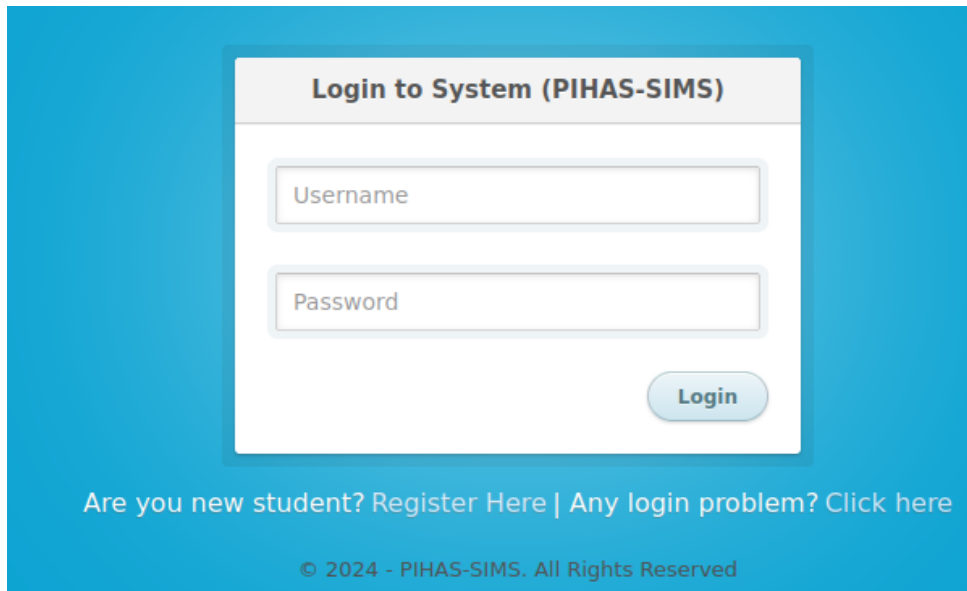
**Requirements:**

All first time students must have the following when interacting with the system

**Getting started**

1. Open PIHAS website and click link  (www.pihas.ac.tz) 2. Click SIMS (Under ICT services) Or
2. Use this direct link: www.sims.pihas.ac.tz

*Step 1: (Creating Account)*

a) Click the link above then click new student registration at the bottom of the login screen

b) At the next screen you will be requested to enter (ID) and your surname. Enter registration number in ID text box, and your surname in the next text box. Then click 'register'



c) Then follow the onscreen instruction to complete your registration process as seen in the screen shots below

## Step1: Personal Details

| | |
|---|---|
| **Your Regno:** | NS3129/0016/2022 ⌄ |
| **First name** | IMELDA ⌄ |
| **Middle name** | KASPARY ⌄ |
| **Surname** | KOMBA ⌄ |
| **Citizenship(*)** | TANZANIAN |
| **Birth date** (Click date icon)(*): | 14-Jan-2014 |
| **Gender** | FEMALE ⌄ |
| **Marital status** | SINGLE ⌄ |
| **Religion** | CHRISTIAN ⌄ |
| Proceed >>> | |

## Step2: Contacts

| | |
|---|---|
| Your Regno: | NS3129/0016/2022 ∨ |
| Postal Add (Eg. 1651) | 6512 |
| Ward/Village (*) | IRINGA |
| District(*) | IRINGA |
| City/Region(*) | IRINGA |
| Tel no: Home/Office | |
| Mobile no: (Eg. 0762100100)* | 0755100245 |
| Email address (Eg: magreth41@gmail.com)* | magreth41@gmail.com |
| Full name of contact person(Guardian/Father/Mother)* | JAMES GAYO |
| Contact Person Mobile No (Eg. 0654457889)* | 0755625510 |
| | Proceed >>> |

## Step9: Creating loging password

| | |
|---|---|
| Your Regno: | NS3129/0016/2022 ∨ |
| Type new password: | |
| Retype password: | |
| | Proceed >>> |

## Step10: Creating security question

| | |
|---|---|
| Your Regno: | NS3129/0016/2022 |
| Select security question: | What is the name of your first school mate |
| Security answer: | |
| | FINISH |

## Step10: Creating security question

| | |
|---|---|
| Your Regno: | NS3129/0016/2022 |
| Select security question: | What is the name of your first school mate |
| Security answer: | |
| | FINISH |

Step10: Creating security question

| Your Regno: | NS3129/0016/2022 ⌄ |
| Select security question: | What is the name of your first school mate ⌄ |
| Security answer: | |

⊕ sims.pihas.ac.tz

SUCCESS: YOU HAVE COMPLETED YOUR PROFILE SETUP SUCCESSFUL
!!

**OK**

After creating your account, you will be directed to the login page to sign in with your details. Enter your registration number in place of username and your password you have created.

**Login to System (PIHAS-SIMS)**

NS3129/0016/2022

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Login

Are you new student? Register Here | Any login problem? Click here

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After successful login, you will be required to use left menu (SIMS) to perform various functions in the system. Use on screen instructions for each activity.

🏠 Home > App Forms

## STUDENT FORUM DISCUSSIONS [Add your post/Ask questions/Initiate disussion]

| SN | SOURCE | SUMMARY | DETAILS | ATTACH |
|----|--------|---------|---------|--------|

**SIMS MENU**

- 🏷️ My profile ⌄
- 📋 Course registration ⌄
- 📋 Course works ⌄
- 📋 Exam results ⌄
- 📋 Exam Numbers ⌄
- 📄 Payment History
- 📄 Invoice Numbers
- 📄 Announcements
- 👥 Forums/Discussions
- 📕 Library ⌄
- 🔒 Logout

**FOR ANY QUESTION/ CLARIFICATION PLEASE call support number: 0765117145.**