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1 STUDENT SIGN UP

In your web browser enter **osim.#_your_college_name#.ac.tz** in order to access the system (for example **osim.kcmuco.ac.tz** or **osim.saut.ac.tz** or **osim.suza.ac.tz** or **osim.mnma.ac.tz** or **osim.hkmu.ac.tz** or **osim.turdarco.ac.tz**).

Then the page like this will show up

OSIM SUZA

User Name (Login ID)
Enter Login Id here

Password
Enter Login password here

SIGN IN

Student? Sign Up here

Academic Staff? Sign Up Here

Forgotten login Password? Request New

- > Certificate Programme Applicant? Want to Join SUZA? Start Here!!
- > Ordinary Diploma Applicant? Want to Join SUZA? Start Here!!
- > Masters Degree Applicant? Want to Join SUZA? Start Here!!
- > Bachelor Degree Applicant? Want to Join SUZA? Start Here!!
- Q Are you a new Student? Click here to Get your Registration Number
- > Student & Don't have OSIM Account? Click here to Sign Up
- > Academic Staff & Don't have OSIM Account? Click here to Sign Up

If you already know your institute registration number click the **“Sign up here”** in front of Student? Or you can click **“student & don't have OSIM Account? Click here to Sign up”**

Or if you are new student or continuing student and you forgot your registration number click **“are you a new student? Click here to get your Registration Number”**

OSIM SUZA

User Name (Login ID)
Enter Login Id here

Password
Enter Login password here

SIGN IN

Student? Sign Up here

Academic Staff? Sign Up Here

Forgotten login Password? Request New

- > Certificate Programme Applicant? Want to Join SUZA? Start Here!!
- > Ordinary Diploma Applicant? Want to Join SUZA? Start Here!!
- > Masters Degree Applicant? Want to Join SUZA? Start Here!!
- > Bachelor Degree Applicant? Want to Join SUZA? Start Here!!
- Q Are you a new Student? Click here to Get your Registration Number
- > Student & Don't have OSIM Account? Click here to Sign Up
- > Academic Staff & Don't have OSIM Account? Click here to Sign Up

Then the page like below will appear then click the option which suits you, for local student click **“CSEE (O-Level)”** and for those who use the CSEE equivalent and foreigners click the **“CSEE Equivalent”** option then supply the necessary requirement (either form IV index number or the First name) then click **“Click here to get reg number”**

Then you will presented with all matching records (if you entered the Form IV index number then you will have only one record match but if you entered your first name it may return more than one record

match so you will have to choose correct your registration number) if it didn't return any matching records make sure you have entered the correct details (or see the admission officer for more help)

SEARCH REGISTRATION ID
ENTER REQUIRED INFORMATION TO GET YOUR REGISTRATION NUMBER

Secondary Education Certificate Type

CSEE(O-Level)

CSEE Equivalent(O-Level-Foreign Certificate)

Form IV Index Number
e.g 50286/0074/2008
or First Name

student

CLICK HERE TO GET REG NUMBER

1 Student(s) Matching (student) Found

#	NAME NAME	REG NUMBER	CLASS
1	Student Middle LASTM)	MED/9433/2017 Click Here To Sign Up	M17-EYGD (Education In Youth, Gender and Development)

Click Here to Continue to Login

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- > Certificate Programme Applicant? Want to Join SUZA? Start Here!!
- > Ordinary Diploma Applicant? Want to Join SUZA? Start Here!!
- > Masters Degree Applicant? Want to Join SUZA? Start Here!!
- > Bachelor Degree Applicant? Want to Join SUZA? Start Here!!
- Q Are you a new Student? Click here to Get your Registration Number
- > Student & Don't have OSIM Account? Click here to Sign Up
- > Academic Staff & Don't have OSIM Account? Click here to Sign Up
- > Return To Login Page

Then click "click here to sign up" link respective to your record

SEARCH REGISTRATION ID
ENTER REQUIRED INFORMATION TO GET YOUR REGISTRATION NUMBER

Secondary Education Certificate Type

CSEE(O-Level)

CSEE Equivalent(O-Level-Foreign Certificate)

Form IV Index Number
e.g 50286/0074/2008
or First Name

student

CLICK HERE TO GET REG NUMBER

1 Student(s) Matching (student) Found

#	NAME NAME	REG NUMBER	CLASS
1	Student Middle LASTM)	MED/9433/2017 Click Here To Sign Up	M17-EYGD (Education In Youth, Gender and Development)

Click Here to Continue to Login

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- > Certificate Programme Applicant? Want to Join SUZA? Start Here!!
- > Ordinary Diploma Applicant? Want to Join SUZA? Start Here!!
- > Masters Degree Applicant? Want to Join SUZA? Start Here!!
- > Bachelor Degree Applicant? Want to Join SUZA? Start Here!!
- Q Are you a new Student? Click here to Get your Registration Number
- > Student & Don't have OSIM Account? Click here to Sign Up
- > Academic Staff & Don't have OSIM Account? Click here to Sign Up
- > Return To Login Page

1.1 ACCOUNT REGISTRATION

After click sign up, you will be presented with the following form, just fill in the required field, make sure you provide the correct **phone number and valid and active email address** this information might be used to gain access to the system in the event when you forgotten your login password, then click **REGISTER**

1.2 PROFILE SETTING

This is section in one time only, and it is must to fill it in and complete it otherwise you will not be able to access the system. It is consist of 5 steps and in each step you are required to enter the correct information

1.2.1 STEP 1: EDUCATION BACKGROUND

O-level Certificate type: choose the type of certificate you have, (by default it will pick the one which you have use during admission)

Form IV index Number: enter your Form IV index number (By default it will display your Form IV number)

Education Level: Select your last education level before joining the current Programme, and fill in the required data

Manner of Entry: Select the Entry mode which used to admit you to this institute

After completing this step click NEXT

1.2.2 STEP 2: BASIC INFORMATION

Step 2: Basic Information

Health Insurance:

NHIF/Other CARD ID:

Nationality:

Date of Birth:

Phone Number:

Email Address:

Marital Status:

Previous Next Finish

Health insurance: select the option which suits you, if you have your own Health insurance service then you will have to enter the card ID below

NHIF/Other CARD ID: enter the health card number if you have yours, if it's from the institute you will fill it later after acquiring it

Nationality: select your nationality

Date of Birth: specify the your birth date

Phone Number: enter your phone number

Email Address: confirm that your email address is correct

Marital status: select the marital status

After completing this step click NEXT

1.2.3 STEP 3: PARENT/GUARDINA INFORMATION

Step 3: Parent/Guardian Information

Full Name:

Mobile Phone:

Email Address:

Contact Address:

Previous Next Finish

Full name: provide the full name of your parent/ guardian starting with the first name in the first box and in the second box enter their middle (if have one) and last name

Mobile phone number: provide the phone number of your parent / guardian

Email address: enter the email address of your parent / guardian (if have one)

Contact address: Enter the postal address of your parent / guardian (if have one)

After completing this step click NEXT

1.2.4 STEP 4: BANK ACCOUNT INFORMATION

The screenshot shows a web form titled "Step 4 Personal Bank Account Information". At the top, there is a progress bar with five steps: STEP 1 EDUCATION BACKGROUND, STEP 2 BASIC INFORMATION, STEP 3 PARENT/GUARDIAN INFORMATION, STEP 4 BANK ACCOUNT INFORMATION (which is highlighted in blue), and STEP 5 SPONSOR INFORMATION. The form contains three input fields: "Bank Name" with a dropdown menu showing "--", "Bank Branch" with a text box labeled "Branch name", and "Account Number" with a text box labeled "Account Number". At the bottom right of the form, there are three buttons: "Previous", "Next", and "Finish".

Bank name: Select the bank name of your personal account (if you don't have one then select the no and click next)

Bank Branch: Enter the branch name where you opened your bank account

Account number: Enter the your bank account number

After completing this step click NEXT

1.2.5 STEP 5: SPONSOR INFORMATION

The screenshot shows a web form titled "Step 5: Fee Payment Responsibility". At the top, there is a progress bar with five steps: STEP 1 EDUCATION BACKGROUND, STEP 2 BASIC INFORMATION, STEP 3 PARENT/GUARDIAN INFORMATION, STEP 4 BANK ACCOUNT INFORMATION, and STEP 5 SPONSOR INFORMATION (which is highlighted in blue). The form contains four input fields: "Fee Sponsor (Other than Loans Board)" with a dropdown menu showing "Parent/Guardian Sponsored", "Full Name" with two text boxes labeled "First name" and "Middle/Last names", "Mobile Phone" with a text box labeled "Mobile Number", and "Contact/Email Address" with a text box labeled "Email/Box Address". At the bottom right of the form, there are three buttons: "Previous", "Next", and "Finish".

Select the type of fee sponsor (other than the student loan board) from the list and fill in the required fields.

After completing this step click **FINISH**.

Then if the form in all steps contains **no error** it will continue to the new stage then you will have successful finish the profile setup information and you will be able to access the system resources

But if the form contains **errors** it will not go to next stage, and the **fields with errors will be highlighted** so you will have to navigate to each step and see which field contains error and correct the error from there and then click **FINISH**.

2 STUDENT PROFILE

2.1 DASHBOARD

Once the you have successful complete the account registration process and login to your account you will be presented with the dashboard were you will find different information related to you like semester registration fee structure class enrolment and other announcements

The screenshot shows the OSIM dashboard for a student at MNMA - DAR ES SALAAM CAMPUS (MAIN). The user is NAMATI, Cecylia (MNMA/BD.EOD/5000/17). The dashboard is divided into several sections:

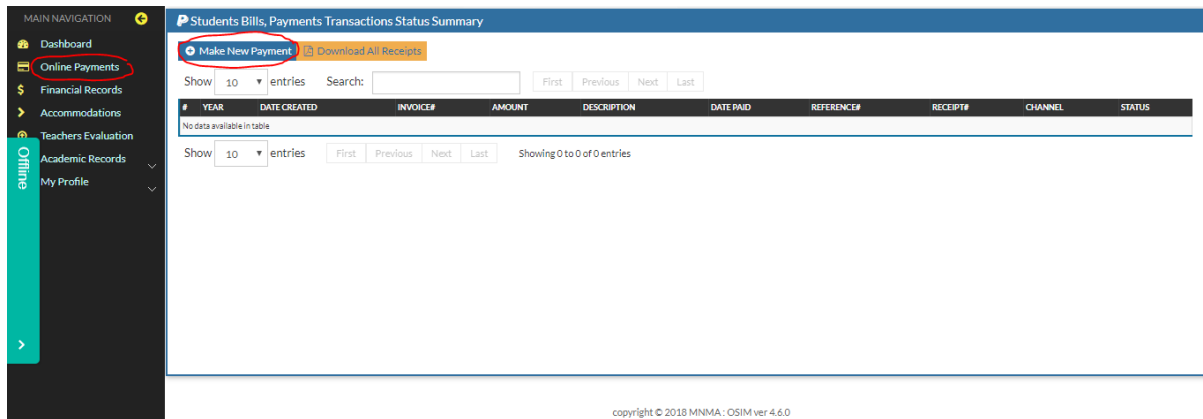
- Academic Results Summary:** A table showing results for 2017-2018-BD17-EOD. The table has columns for MODE, YEAR, GPA-I, PTC-I, GPA-II, PTC-II, A.GPA, R.GPA, T.GPA, A.PTC, and COMMENTS. The rows are BEFORE-SUP and AFTER-SUP, both with dashes in the GPA and PTC columns.
- Semester Registration Status for Academic Year 2017/2018:** A table for the 1ST YEAR | LEVEL 7 | HIGHER DIPLOMA-1 IN ECONOMICS OF DEVELOPMENT (BD.EOD) | BD17-EOD. It shows two semesters: SEM-I and SEM-II, both with a status of 'Registration not Confirmed'. The total amount is 1,065,000.00.
- PROGRAMME FEE STRUCTURE:** A table listing various fees: Student Union Organization Fee (10,000), Caution Money (10,000), Tuition Fee (1,000,000), Student Identity Card and Registration Fee (25,000), and Quality Assurance Fee (NACTE) (20,000). The total tuition fee is 1,065,000.00. The current balance is -90,400.00.
- Rooms & Accommodations:** A section with a warning: 'Currently you are not Set to Any Hostel' and a 'Create Room Request' button.
- Announcements & Information:** A section with instructions to update payments and a warning: 'Your Registration for SEM-II is not Confirmed Yet! Visit the Institute for further Instructions'.
- Current Class Enrollments:** A section showing the current stream as 'STREAM 1 SESSION 1' and the date enrolled as '05-Apr-2018, 09:32:13 am'.

2.2 MAKING ONLINE PAYMENT

In order to make online payment click the **online payment** menu, then you will find details of all you invoice(s) which you have created and their status

The screenshot shows the 'Students Bills, Payments Transactions Status Summary' section of the OSIM dashboard. It includes a 'Make New Payment' button and a 'Download All Receipts' button. Below these are search and pagination controls. The main area shows a table with columns: #, YEAR, DATE CREATED, INVOICE#, AMOUNT, DESCRIPTION, DATE PAID, REFERENCE#, RECEIPT#, CHANNEL, and STATUS. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

2.2.1 GENERATING INVOICE FOR MAKING PAYMENT



Click **Make new Payment**

Generate New Payment Invoice Number (Control Number)

Applicable Academic Year: 2017/2018
Academic Year the Payment is to be made.

Applicable Payment: Tuition Fee with Other Charges
What is to Be Paid for

Applicable Items for Bill(Invoice)

#	ITEM NAME	DESCRIPTION	AMOUNT	MINIMUM
0	Student Union Organization Fee	Payment for MASO membership	10,000.00 TZS	6,000.00 TZS
1	Caution Money	Student Caution Payment	10,000.00 TZS	6,000.00 TZS
2	Tuition Fee	Cost of Tuition Fee in respective academic Year	1,000,000.00 TZS	600,000.00 TZS
3	Student Identity Card and Registration Fee	Payment for Identity Card and Registration Fee	25,000.00 TZS	14,000.00 TZS
Total Selected Amount to Pay			1,045,000.00	626,000.00

Applicable Payment Channel: CRBD Bank - Main Campus
Where the Payment is to be Made

Generate Invoice(Pay)

Payment Instructions: Click Generate Invoice Button to Get Payment Code
Generate Payment Code and Follow Instructions on how to Pay

Close

Applicable academic year: select the academic year in which you want to make payment

Applicable payment: select from the list the Item which you want generate its invoice for payment, then the selected invoice will show the total amount to pay and the minimum amount allowed to pay

Applicable channel: Select through which channel you want to pay

Generate Invoice (Pay): Click this button to generate your invoice ready to pay, then you will presented with the unique number which is the one you will use during making payment see image below.

#	ITEM NAME	DESCRIPTION	AMOUNT	MINIMUM
Total Selected Amount to Pay:			5,000.00	5,000.00

Applicable Payment Channel: CRBD Bank - Main Campus

Where the Payment is to be Made

[Generate Invoice\(Pay\)](#)

Payment Instructions: Generate Payment Code and Follow Instructions on how to Pay

Payment Invoice No is: **17MN58481118BD**

Payment For: **Statement of Results Fee**

Amount to be Paid: **5,000.00 TZS**

Minimum Amount to be Paid: **5,000.00 TZS**

How To Pay!!

[Print Invoice S/N](#)

VISIT any CRDB Bank Branch, and Submit the following Invoice/Control Number **17MN58481118BD**. After Successfully Payment. Login Again to the System to Confirm Receipt of Payment on the System.

Incase You fail to create an Invoice Transaction number, Please visit the IT support Team for further Instructions.

[Close](#)

The generated invoice will be displayed like shown below with status **not paid**, so after making payment through bank or channel which you choose, come and visit this page again to confirm the payment status, it will be updated instantly when the payment is done

Online Payments

#	YEAR	DATE CREATED	INVOICE#	AMOUNT	DESCRIPTION	DATE PAID	REFERENCE#	RECEIPT#	CHANNEL	STATUS
1	2017/2018	18 Apr 2018 14:00	17MN58481118BD	5,000.00 TZS	Statement of Results Fee	--				Not-Paid

Showing 1 to 1 of 1 entries

2.2.2 INVOICE MORE OPTIONS

Dashboard

Online Payments

Financial Records

Accommodations

Teachers Evaluation

Academic Records

My Profile

Make New Payment | Download All Receipts

#	YEAR	DATE CREATED	INVOICE#	AMOUNT	DESCRIPTION	DATE PAID	REFERENCE#	RECEIPT#	CHANNEL	STATUS
1	2017/2018	18 Apr 2018 14:00	17MN58481118BD	5,000.00 TZS	Statement of Results Fee	--				Not-Paid

View Advanced Details

Download Receipt

Remove Invoice

- View advance Details:** view the advance details for that selected invoice
- Download Receipt:** Download the invoice receipt for print and references
- Remove Invoice:** Delete the invoice

2.3 FINANCIAL RECORDS

2.3.1 STUDENT SUMMARY:

This section provide you with the detailed information up to date about all the financial record during your period of studies

The screenshot shows the OSIM Student Summary page. The left sidebar has 'Financial Records' circled in red. The main content area shows a table of financial transactions for the 2017/2018 academic year. The table has columns for #, YEAR, DATE, REFERENCE NO, ITEM, CR, DBT, and REMARKS. The data includes several 'Online Payment System - CRDB' entries and two 'Class Enrollment Charges' entries, both marked as 'CONTINUING'. A total for 'Total from Loans/Grants/Sponsor' is shown as 0.00, and a grand total for the year is 1,115,400.00 CR and 1,065,000.00 DBT.

#	YEAR	DATE	REFERENCE NO	ITEM	CR	DBT	REMARKS
1	2017/2018	17-Jan-2018	UDZPWGKT-(h)nd3500017	Online Payment System - CRDB	10,000.00	--	Print Receipt Details
2	2017/2018	31-Jan-2018	FG42661517409631-(h)luc6200022	Online Payment System - CRDB	50,400.00	--	Print Receipt Details
3	2017/2018	31-Jan-2018	FG96231517411082-(h)mkc1300038	Online Payment System - CRDB	500,000.00	--	Print Receipt Details
4	2017/2018	31-Jan-2018	FG38481517413584-(h)mkc4300046	Online Payment System - CRDB	500,000.00	--	Print Receipt Details
5	2017/2018	31-Jan-2018	FG19211517414077-(h)md6800052	Online Payment System - CRDB	35,000.00	--	Print Receipt Details
6	2017/2018	06-Feb-2018	FG99751517921977-(h)j100099	Online Payment System - CRDB	20,000.00	--	Print Receipt Details
7	2017/2018	11-Apr-2018	17-064548201-5848	Class Enrollment Charges	--	646,000.00	CONTINUING Print Receipt Details
8	2017/2018	11-Apr-2018	17-064548202-5848	Class Enrollment Charges	--	419,000.00	CONTINUING Print Receipt Details
Total from Loans/Grants/Sponsor					0.00		
Total:					1,115,400.00	1,065,000.00	

2.3.2 CRDB DEPOSIT HISTORY (BANK DEPOSIT HISTORY)

Here you will find all the details and transaction you made with the bank

The screenshot shows the OSIM CRDB Deposits History page. The left sidebar has 'Financial Records' circled in red. The main content area shows a table with columns for #, DATE, TRANSACTION ID, AMOUNT, RECEIPT NO, DATE OF ISSUE, BRANCH, and REMARKS. The table is currently empty.

2.3.3 ACADEMIC YEAR CLASS CHARGES

This section and the other alike will contain the charges (Fee structure for that class in that year) for that academic year

The screenshot shows the OSIM 2017/2018 Charges page. The left sidebar has 'Financial Records' circled in red. The main content area shows a table of charges for the 1st Year (Level 7) Higher Diploma-1 in Economics of Development (BD.EOD). The table has columns for #, SEMESTER, STREAM, DATE ENROLLED, SEMT/FEES, PAID, REMAINING, STATUS, and DATE REGISTERED. Below the table is a 'PROGRAMME FEE STRUCTURE' table with columns for #, ITEM NAME, AMOUNT, and MINIMUM AMOUNT. The total tuition fee is 1,065,000.00, and the current balance is -50,400.00.

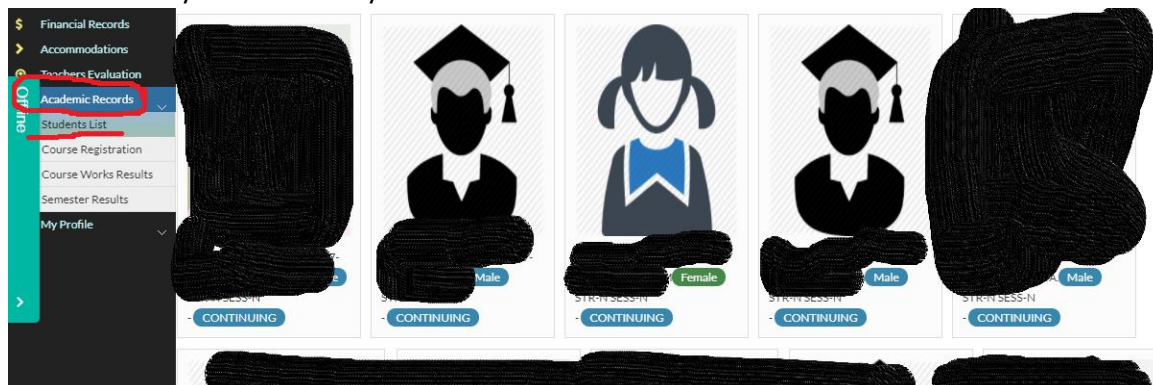
#	SEMESTER	STREAM	DATE ENROLLED	SEMT/FEES	PAID	REMAINING	STATUS	DATE REGISTERED
1	SEM-I - (PVT-HESLB) CONTINUING	STR-N SESS-N	05-Apr-2018	646,000.00	646,000.00	0.00	Registration not Confirmed	--
2	SEM-II - (PVT-HESLB) CONTINUING	STR-N SESS-N	05-Apr-2018	419,000.00	419,000.00	0.00	Registration not Confirmed	--
				Total	1,065,000.00	1,065,000.00	0.00	

#	ITEM NAME	AMOUNT	MINIMUM AMOUNT
1	Student Union Organization Fee	10,000	6,000
2	Caution Money	10,000	6,000
3	Tuition Fee	1,000,000	400,000
4	Student Identity Card and Registration Fee	25,000	14,000
5	Quality Assurance Fee (INACTE)	20,000	20,000
Total Tuition fee + Other Charges:		1,065,000	646,000/=
Paid from Loan: 0/=		-	-
Paid from Sponsorship: 0		-	-
To be Paid by Student:		1,065,000/=	-
Total Paid By Student:		1,065,000/=	-
Current Balance:		-50,400/=	-

2.4 ACADEMIC RECORDS

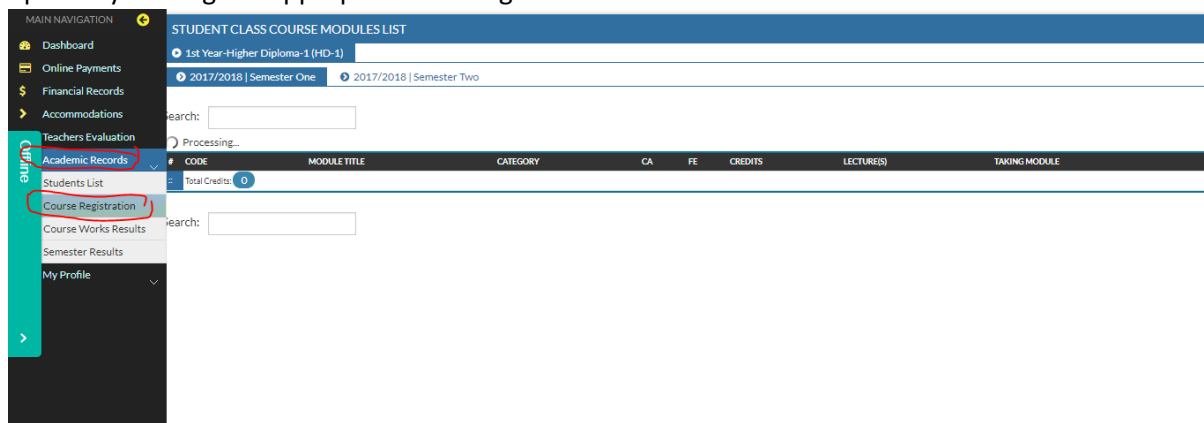
2.4.1 STUDENT LIST

In this section you will find all your classmates



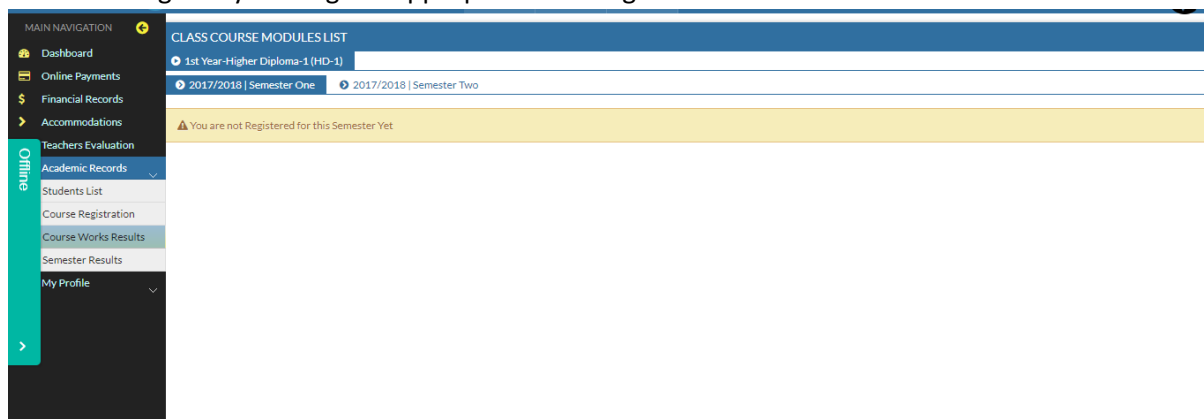
2.4.2 COURSE REGISTRATION

Here is where you will find all the subject for your class for each academic year and each semester, and if there optional subject this is place where add them or remove them, you can navigate through option by clicking the appropriate heading



2.4.3 COURSE WORK RESULTS

This is where you will see all your course work results for each academic year and each semester. You can navigate by clicking the appropriate heading



2.4.4 SEMESTER RESULTS

This is where you will see all your semester results for each academic year and each semester. You can navigate by clicking the appropriate heading

The screenshot displays the OSIM student portal interface. On the left is a dark navigation sidebar with a teal vertical bar containing the word 'Online' written vertically. The sidebar lists several menu items: 'Dashboard', 'Online Payments', 'Financial Records', 'Accommodations', 'Teachers Evaluation', 'Academic Records', 'Students List', 'Course Registration', 'Course Works Results', 'Semester Results', and 'My Profile'. The 'Academic Records' and 'Semester Results' items are circled in red. The main content area has a blue header with the text 'CLASS COURSE MODULES EXAMINATION RESULTS SUMMARY FOR ALL YEARS'. Below the header, there are filters for '1ST YEAR -(HD-1)' and 'Results Transcript Summary'. Further down, there are dropdown menus for '2017/2018 | SEM-I' and 'BD17-EOD-CONTINUING', and another set for '2017/2018 | SEM-II' and 'BD17-EOD-CONTINUING'. A yellow warning banner below the filters reads 'Students Results Not Yet Released By Institute!'. The main content area below the banner is currently empty.