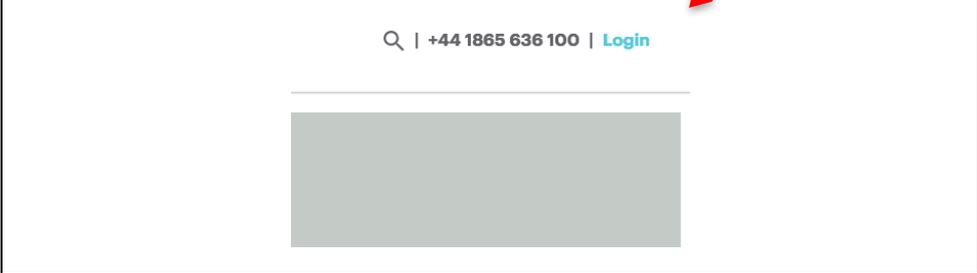
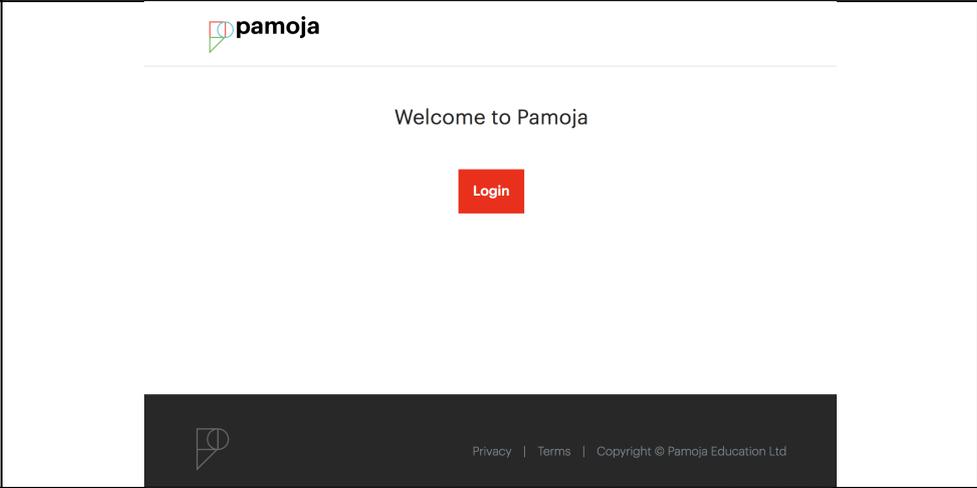
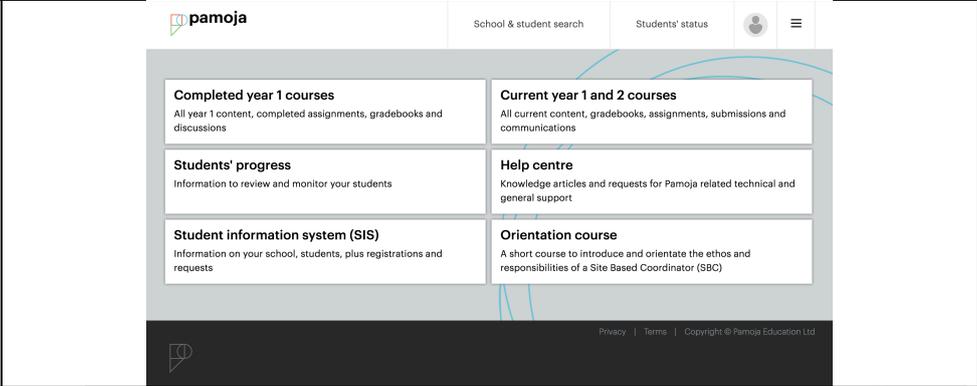
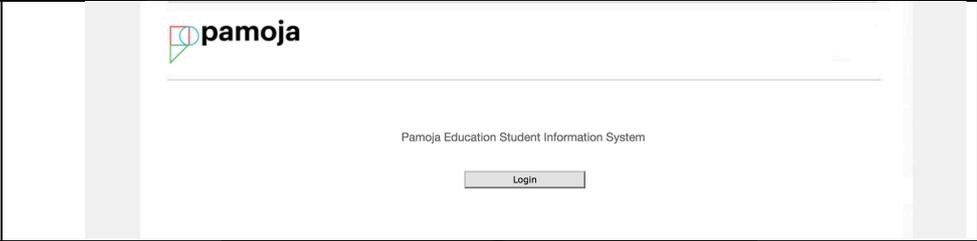
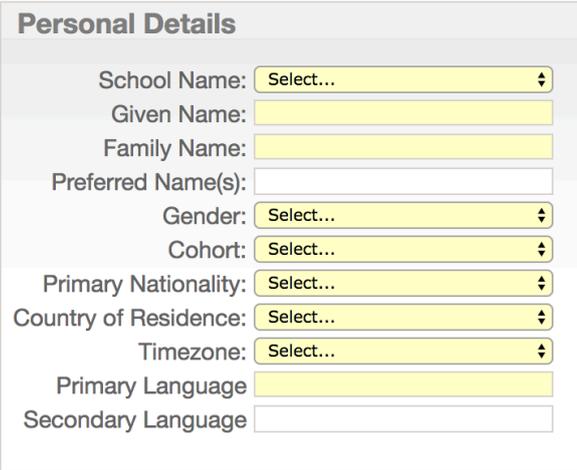
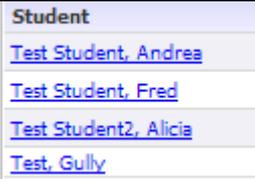
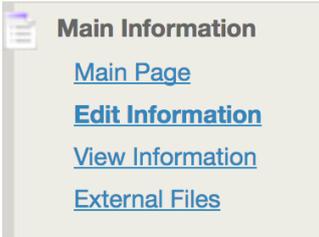
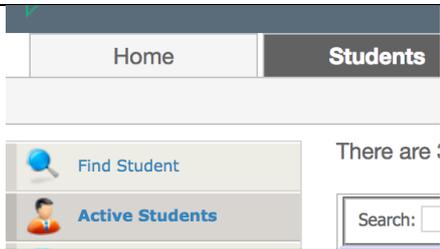
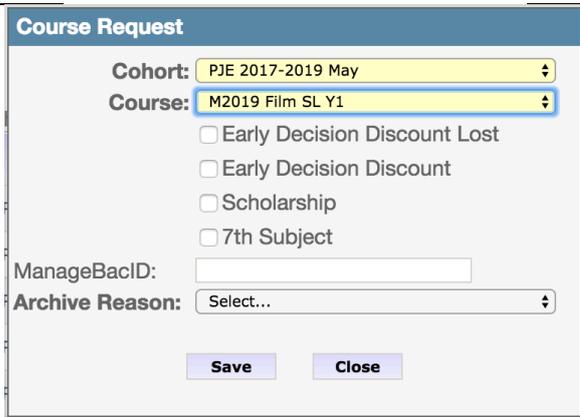


## Registering students in the Pamoja Student Information System (SIS) and entering online course requests

<p>Go to the Pamoja website and click on the <b>Login</b> button at the top right of the screen:  <a href="http://www.pamojaeducation.com/">http://www.pamojaeducation.com/</a></p>	
<p>Click on <b>Login</b> and enter your details if prompted. This will be the username and password you received when your school was registered.</p>	
<p>You will now see your dashboard. To enroll a student, click on <b>Student information system (SIS)</b>.</p> <p><i><b>Note:</b> If you are a Diploma Coordinator only and not Site-based Coordinator (SBC) then you will not see this screen. Please skip to the next step.</i></p>	
<p>Click on the <b>Login</b> button.</p>	
<p>Click on the <b>Students</b> tab at the top of the Home page in the SIS.</p>	

<p>Click on <b>Add Student</b> on the menu on the left hand side of the page.</p>	
<p>Please include as much detail as possible when completing the application form for the student.</p> <p>Select the relevant <b>Cohort</b> from the dropdown list:</p> <p>Select 2017-2019 May for <b>first year Diploma candidates</b>.          Select 2016-2018 May for <b>second year Diploma candidates (transfers)</b>.</p> <p>For <b>Extended Essay</b> students select 2017-2019 May EE.</p> <p><b>Note:</b> Yellow fields indicate required information. You will need to provide a valid email address for the student in order to avoid login issues.</p>	
<p>Scroll to the bottom of the page and click <b>Save</b>.</p>	
<p>At this stage, the student profile will be created and the student will appear on the list of active students shown under the <b>Student</b> tab. The student will receive an automated email containing their login details.</p>	
<p>If you wish to edit a student's details, click on their name on the list under <b>Student</b> tab, then click on <b>Edit Information</b> on the left. Make your changes and ensure that you click <b>Save</b> at the bottom of the page.</p>	
<p>To add another student, repeat the process from <b>Add Student</b>.</p>	

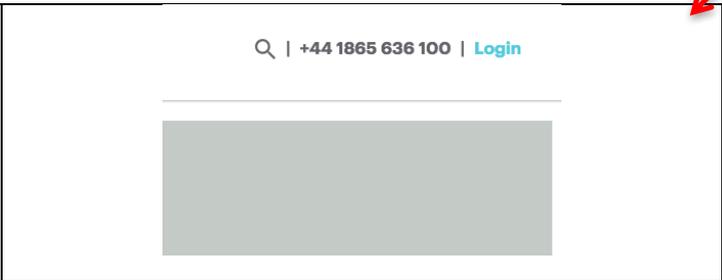
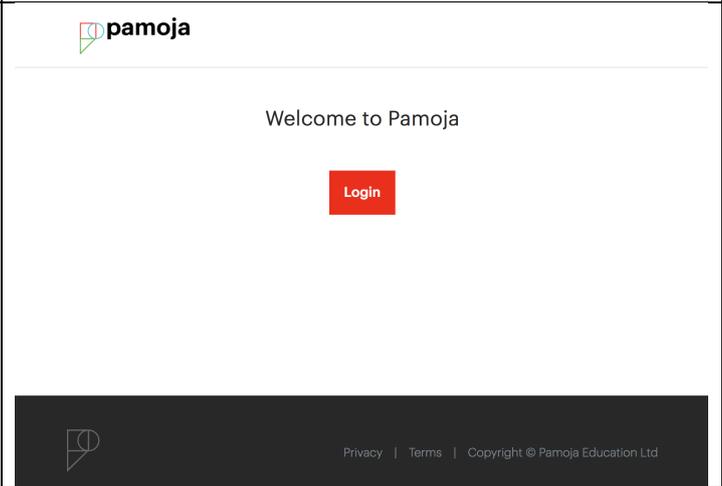
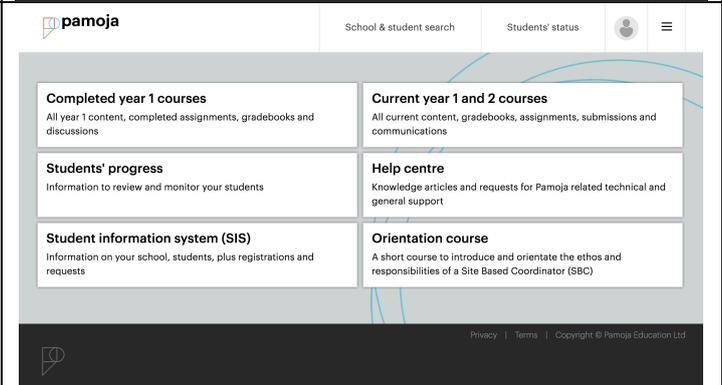
To complete a student's registration, you must request a course.

<p>Click on a student's name under the <b>Students</b> tab.</p>	
<p>Under the <b>Enrollments</b> section on the menu on the left of the page, click on <b>Requested Courses</b>.</p>	
<p>Click on <b>Add new course request</b>.</p>	
<p>Select the correct <b>cohort</b> from the drop down list.</p> <p>Choose the subject the student wishes to take.</p> <p>Indicate if the online course serves as a <b>7<sup>th</sup> Subject</b> for the candidate.</p> <p>Click <b>Save</b> and the process is complete.</p>	
<p style="text-align: center;"><b>Repeat for each student.</b></p>	

Registered students will immediately receive their login details by email at the address you enter during student registration.

**Once your student's courses request has been accepted, you will need to complete your SBC Orientation.**



<p>Go to the Pamoja website and click on the <b>Login</b> button on the top right of the screen: <a href="http://www.pamojaeducation.com/">http://www.pamojaeducation.com/</a></p>	
<p>Click on <b>Login</b> and enter your login details if prompted. This will be the username and password you received when your school was registered.</p>	
<p>You will now see your dashboard. To find the SBC Orientation, click <b>Orientation Course</b>.</p>	
<p>Please then click on the <b>SBC Orientation</b> and work your way through the modules.</p>	