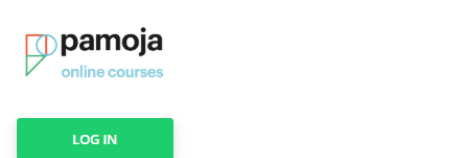
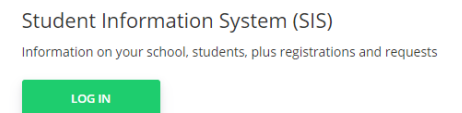

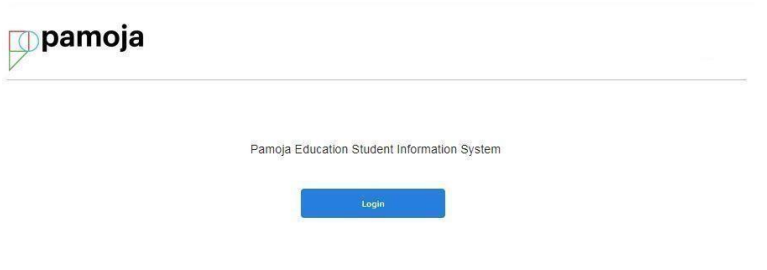






Registering students in the Student Information System (SIS) and entering online Cambridge IGCSE and International AS and A Level course requests

<p>If you are a Site-based Coordinator, please go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Site-based Coordinators (SBC)' and the 'Log in' option under 'Pamoja Online Courses'.</p> <p>If you are a Cambridge Exams Officer, please go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Cambridge Exams Officers (EO)' and the 'Log in' option under 'Student Information System (SIS)'</p>	<div style="text-align: center;"> <p>For Site-based Coordinators (SBC)</p>  </div> <hr/> <div style="text-align: center;"> <p>For Cambridge Exams Officers (EO)</p> <p>Student Information System (SIS)</p> <p>Information on your school, students, plus registrations and requests</p>  </div>						
<p>Enter your details and click on 'Log in'. You will have received your username and password when your school was registered.</p> <p>Please contact courses@pamojaeducation.com if you have any login issues.</p>							
<p>You will now see your dashboard. To enrol a new student, click on 'Student information system (SIS)'.</p> <p>Note: <i>If you are an Exams Officer only (i.e. not also a Site-based Coordinator) then you will not see this screen. Please skip to the next step.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p>Office 365 Outlook, Teams, and SharePoint</p> </td> <td style="padding: 5px;"> <p>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Students' progress Information to review and monitor your students</p> </td> <td style="padding: 5px;"> <p>Help centre Knowledge articles and requests for Pamoja related technical and general support</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Student information system (SIS) Information on your school, students, plus registrations and requests</p> </td> <td style="padding: 5px;"> <p>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p> </td> </tr> </table>	<p>Office 365 Outlook, Teams, and SharePoint</p>	<p>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</p>	<p>Students' progress Information to review and monitor your students</p>	<p>Help centre Knowledge articles and requests for Pamoja related technical and general support</p>	<p>Student information system (SIS) Information on your school, students, plus registrations and requests</p>	<p>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p>
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<p>Student information system (SIS) Information on your school, students, plus registrations and requests</p>	<p>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p>						



<p>Click on the 'Login' button.</p>	 A screenshot of the Pamoja login page. At the top left is the Pamoja logo. Below it is a horizontal line. In the center, the text "Pamoja Education Student Information System" is displayed above a blue rectangular button labeled "Login".
<p>Click on the 'Students' tab at the top of the home page in the SIS.</p>	 A screenshot of the Pamoja navigation menu. It features the Pamoja logo at the top. Below the logo is a dark green horizontal bar containing two tabs: "Home" and "Students". The "Students" tab is highlighted with a green underline.
<p>Click on 'Add Student' on the menu on the top of the page.</p>	 A screenshot of the top navigation menu. It is a dark green horizontal bar containing three items: "Find Student", "Active Students", and "Add Student". The "Add Student" item is highlighted in green.

Please include as much detail as possible when completing the application form for the student.

Select the relevant **Cohort** from the drop-down list:

IGCSE:

- **2020-2022 June Cambridge IGCSE (Pamoja Online Courses)**
- **2020-2022 June Cambridge IGCSE (Pamoja Lesson Suite)**

International AS and A Level:

- **2020-2022 June Cambridge IAL (Pamoja Online Courses)**
- **2020-2022 June Cambridge IAL (Pamoja Lesson Suite)**

Scroll to the bottom of the page and click '**Save**'.

Personal Details

School Name: ▼

Given Name:

Family Name:

Preferred Name(s):

Gender: ▼

Cohort: ▼

During student registration, you will be asked to complete the following fields: Given Name, Family Name, Gender, Cohort, Primary Language, Email Address, Level of written English, Level of spoken English.

Note: *Red fields indicate required information. You will need to provide a valid email address for the student to avoid login issues.*

Save

At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.

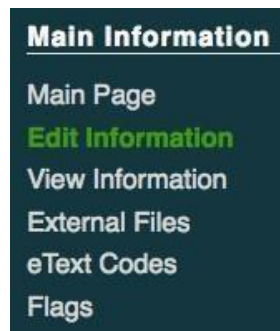


There are 59 active students in the system:

Search:

Student	SBC
(Pamoja), Test Student 12	
(Pamoja), Test Student 13	

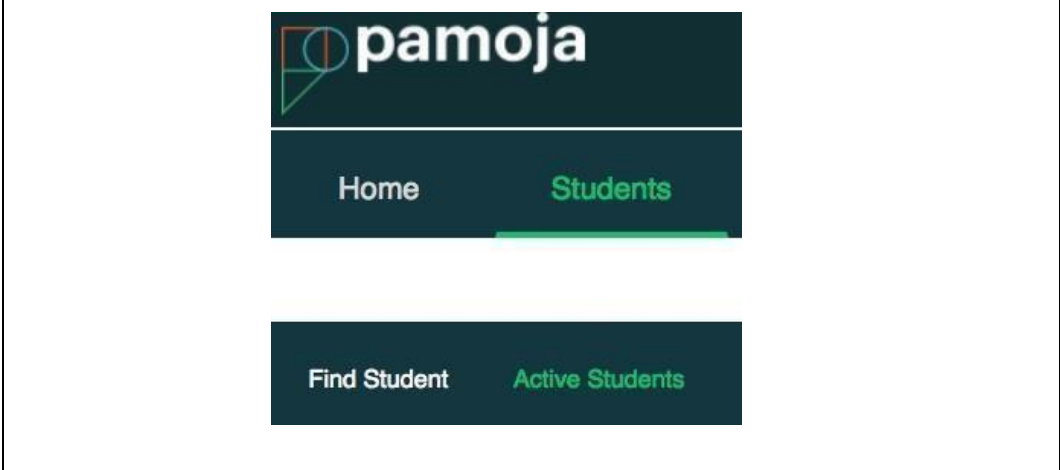
If you wish to edit a student's details, click on their name on the list under **'Student'** tab, then click on **'Edit Information'** on the left. Make your changes and ensure that you click **'Save'** at the bottom of the page.



To add another student, repeat the process from **'Add Student'**.

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

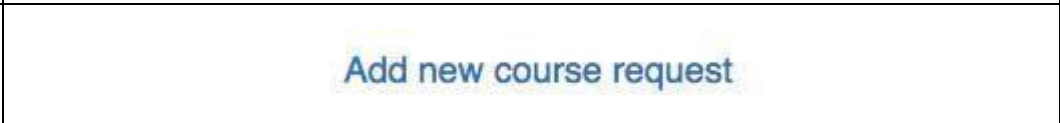
Click on a student's name under the **'Students'** tab.



Under the **'Enrolments'** section on the menu on the top of the page, click on **'Requested Courses'**.



Click on **'Add new course request'**.



Select the correct **cohort** from the dropdown list.

Choose the subject the student wishes to take.

Click **'Save'** and the process is complete.

Course Request

Cohort: ▼

Course: ▼

Status: ▼

Y1 Transfer

Y2 Transfer

Is the student sitting an exam for this course? ▼

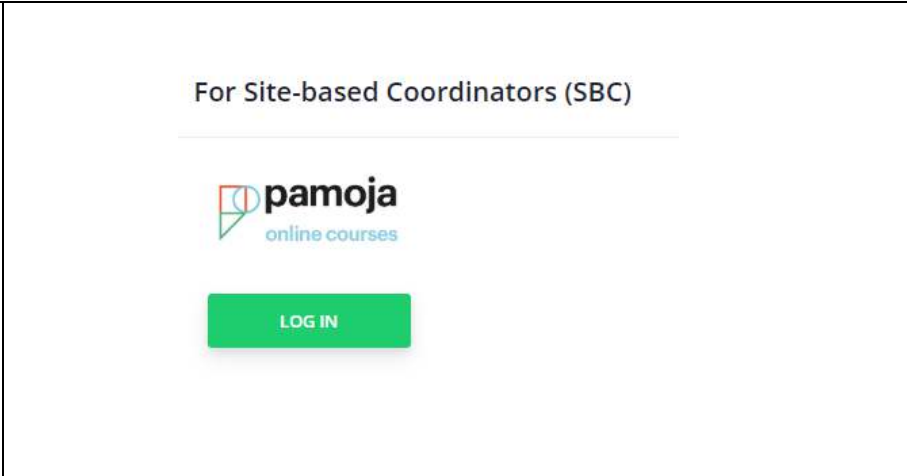
Archive Reason: ▼

Repeat for each student.

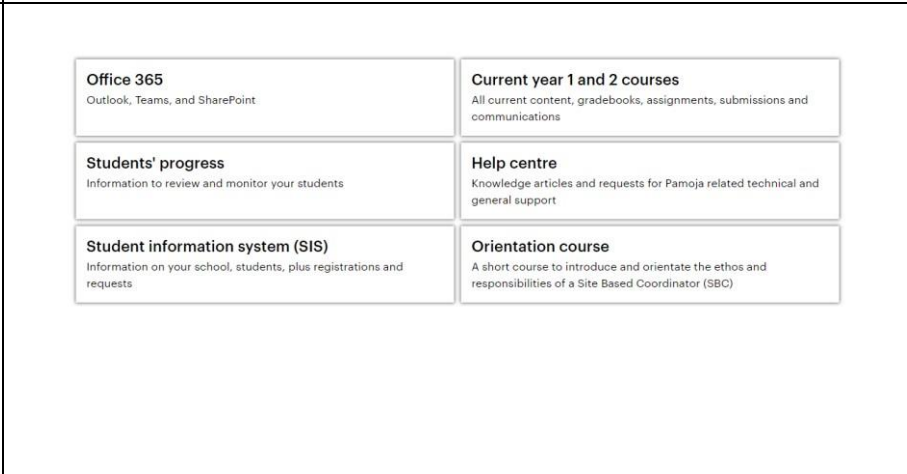


Once your students' Pamoja Online Courses course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

Go to the link <http://login.pamojaeducation.com/> to register students with Pamoja. Please select **'For Site-based Coordinators (SBC)'** and the **'Log in'** option under **'Pamoja Online Courses'**.



You will now see your dashboard. To find the SBC Orientation, click on **'Orientation Course'**.



Please then click on the **'SBC Orientation'** and work your way through the modules.

