



# How to register for Pamoja Online Courses through ManageBac



Faria  
Education  
Group

[pamojaeducation.com](http://pamojaeducation.com)

Please follow the guidelines below if you are a ManageBac customer and have a school account set up on the Pamoja SIS.

If you do not, please [contact us](#) or follow the alternative registration guidelines listed below to register your students:

[IB DP May exam session schools](#)

[IB DP November exam session schools](#)

[Cambridge June exam session schools](#)

[Cambridge November exam session schools](#)

## How to submit a Pamoja course request via student's ManageBac DP Plan Worksheet:

Please read our [Quick Start Guide](#) for information on how to:

- ✓ Set up the integration for Pamoja Online Courses in ManageBac
- ✓ Register for Pamoja Courses
- ✓ Track registrations

## How to approve the course request in OpenApply (SBCs):

After the course request has been submitted via ManageBac, the SBC will receive an email containing their new OpenApply login details. The SBC will receive an email (per student) from OpenApply letting them know about the new course request.



The SBC logs into OpenApply and will be prompted to complete the student profile and confirm course request. Once the student profile has been completed and the course request approved (or declined), the SBC will receive an email to confirm the course request has been progressed. Changes to the status of a request is reflected immediately within ManageBac via the right navigation of the Student's Plan Worksheet and on the subject selection screen. Pamoja Admissions reviews and approves course request in OpenApply

## What happens next in Pamoja SIS?

After the course request has been approved in OpenApply by Pamoja Admissions, a new student profile is created in the SIS. The student will receive an email letting them know an account has been created. The student will then be enrolled into Student Orientation, at which point they will receive an email containing their Pamoja login details. Finally, the student will be enrolled into their Pamoja Online Course and will receive a further email to notify them of the enrolment. Once your students' Pamoja Online Courses course requests have been accepted, and if you are an SBC, you will need to complete SBC Orientation.

