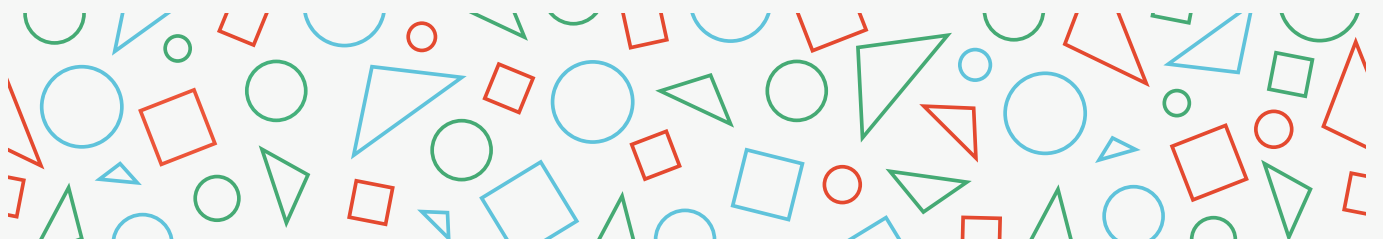




# Getting Started with Pamoja Online Courses



These guidelines are to be used only by schools that have a ManageBac subscription.

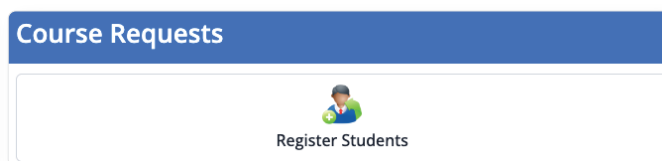
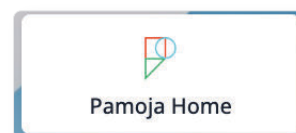
## Preparation

- Enable Pamoja Online Courses in your Services Manager.
- Confirm your subjects in Settings > Academics > IB Diploma > Subjects > Pamoja Subjects.
- Confirm your Site-based Coordinator (SBC) in Settings > School Settings > Global ResourceBank & Pamoja.

Note: Here you can also select whether to allow students to submit online course requests.

## Submit Course Request(s)

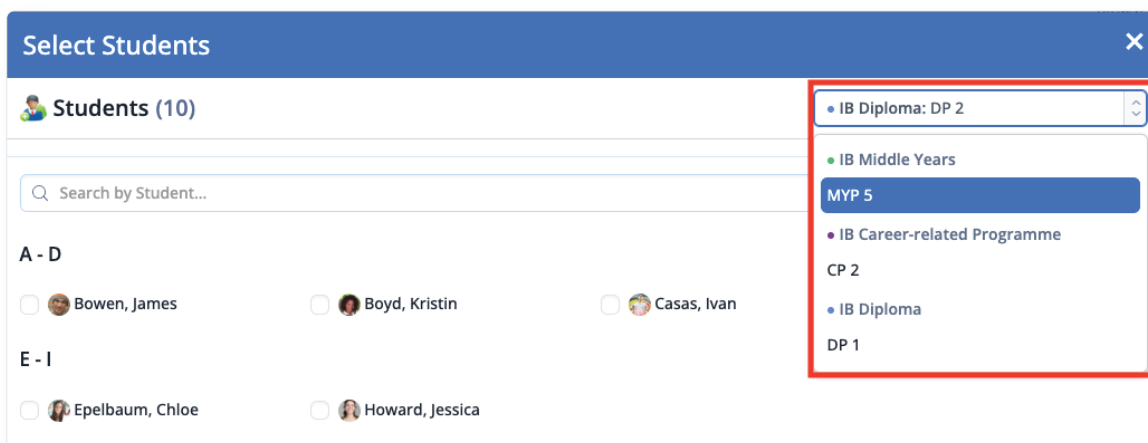
- Log into your School's ManageBac account and navigate to Pamoja Home.
- Go to Pamoja Course Requests > Register Students.



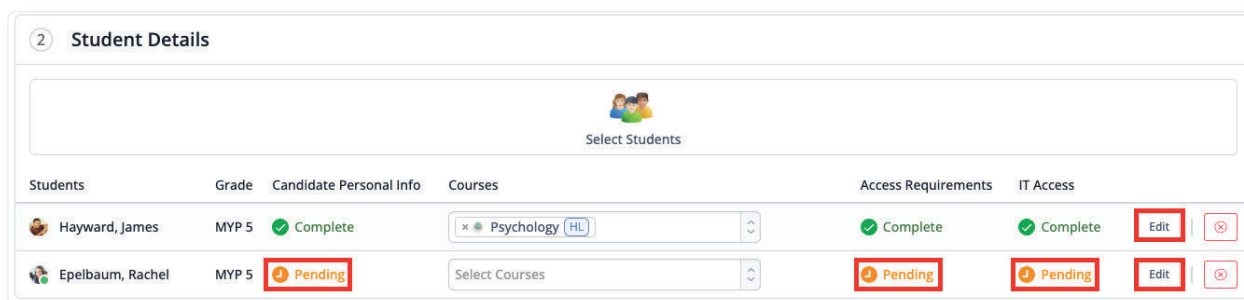
- Select the Exam Session then click on Select Students.

A screenshot of the Pamoja Enrollment Manager form. The form is titled "Enrollment Manager" and has a blue header. Below the header is an "Important Note" section. The main form is divided into two sections: "Exam Information" and "Student Details". In the "Exam Information" section, there are two dropdown menus: "Exam Session" (set to "May 2026") and "Enrollment Year" (set to "2024 - 2025 May Academic Year"). Below these are radio buttons for "Transfer Student" (Yes/No), with "No" selected. A note explains that a transfer student is one who has studied the subject in face-to-face classes and needs to move to online classes. In the "Student Details" section, there is a "Select Students" button. At the bottom right of the form, there are "Submit Course Request" and "Cancel" buttons.

Note: use the dropdown to select students from MYP5, CP Year Groups and DP1/DP2



- Complete the missing information about the student(s) by clicking on the **Edit** button(s).



Note: Any incomplete fields will be shown as **Pending**

- Confirm the course request(s) and accept Pamoja's Terms, Policies and Agreements and the pricing for IB Courses.

Pamoja Admissions will process the course request within 3 working days.

If you have any questions please contact your Business Development Consultant or email [admissions@pamojaeducation.com](mailto:admissions@pamojaeducation.com).