

# STUDENT ACADEMIC REGISTRATION INFORMATION SYSTEM [ARIS]

## *INTRODUCTION*

ARIS is the Student Management Information System that is used to record University academic data that can capture, process and generate reports needs the management to approve examination results and transcripts. This system helps student to perform the following online:

- ✓ Register student particulars (once)
- ✓ Register semester courses
- ✓ Update registered courses
- ✓ Edit/Update some of personal particulars
- ✓ View semester results
- ✓ Send queries/problems to the appropriate faculty/directorate/Unit
- ✓ View fee payment status and statements for each academic year
- ✓ View University announcements

These guidelines enable students to be familiar with the system and provide explanation of activities/functions found in students module.

### ***NOTE:***

For better results we highly recommend that system users should use one of the following web browsers.

- ✓ **Mozilla Firefox**
- ✓ **Google chrome**
- ✓ **Opera**

**Please DO NOT USE Internet Explorer when using this system.**

### ***First time students***

All first time students that have already obtained their registration number will be required to complete few steps before starting using the system effectively.

### ***Requirements for first time registration***

All first time students must have the following before interacting with the system

- ✓ Registration number
- ✓ A valid email address
- ✓ Names and contact numbers of parents/guardians/next of kin
- ✓ Names and index numbers of certificates in previous studies/education
- ✓ Scanned certificates (softcopy) for o-level, a-level,
- ✓ Certificates, diploma, academic transcripts and birth certificate

### ***Getting started***

1. Open AJUCO website ([www.ajuco.ac.tz](http://www.ajuco.ac.tz))

2. On the main menu Click ARIS

*OR* open Google search engine and type: AJUCO ARIS

3. On either of the step above you will be directed to ARIS login screen

6. Due to the system security imposed you may be required to enable the browser to Enable connecting to the secure site (ARIS). Normally the browser will provides security alerts about the site connection. If this happens please follow the

Steps:

For **Mozilla** users: On the first screen at the bottom click “I understand the risk”

On the next screen at the bottom click “Add to the known security site”

On the last screen click “Confirm security certificate”

### ***In Google chrome***

For Chrome users: On the first screen click “Proceed anyway”

You will be directed to the ARIS login screen

7. At the login screen click new student link (As shown below)



The Academic Registration Information System (ARIS) holds all the information relating to students and their studies at the Archbishop James University College. Here is an example of what ARIS can do:

#### Students

- Register for Courses online
- Upload photo (PPT) online
- View Course Progress and Results

#### Teaching Staff

- View list of Students per Course
- Upload Examination Results for Students
- View Examination Results in summary

#### HRO & Accounts

- Staff Management
- Fees Management

### Login

Username:

Password:

[Any password problem? Click here](#) | [New Student](#)



8. You will be directed to another screen that request to enter your Registration number and Surname/ Last name. Type full registration number eg. **BAED 2015/187** and your surname.

9. You will be directed to another page, where you will be required to complete some important particulars. You are required to supply correct and true information. Some items once submitted cannot be modified. Issues like contactnumbers, email addresses, postal address, birth dates, names and number of previous schools, scores etc. This information will be filled in different forms that come. Remember to click proceed in each form after filling the form successful.

Then you will be directed to the next forms such as form for uploading, pass port size photo, A-Level certificate, O-level, College/University certificates, birth certificates etc. Dothe same by following the instructions.

## FIRST TIME STUDENT REGISTRATION

### IMPORTANT INSTRUCTIONS

THIS AREA IS ONLY FOR FIRST TIME STUDENTS TO USE THIS SYSTEM, BEFORE PROCEEDING WITH REGISTRATION PROCESS MAKE SURE YOU HAVE THE FOLLOWING:

- YOUR REGISTRATION NO
- A VALID EMAIL ADDRESS
- NAMES AND CONTACT NUMBERS OF PARENTS/GURDIANS
- NAMES AND INDEX NUMBERS OF CERTIFICATES FOR PREPREIOUS EDUCATION
- SCANNED CERTIFICATES (SOFTCOPY) FOR O-LEVEL, A-LEVEL, CERTIFICATES, DIPLOMA, ACADEMIC TRANSCRIPTS AND BIRTH CERTIFICATE

Please enter your Regno

Please enter your Surname



# AJUCO

Academic Registration Information System (ARIS)  
"From the people for the people"



USER: BAED 2015/031

ROLE: student

DATE: 13-04-2017

A. YEAR: 2016/2017

FULL NAME: JOEL, NDELWA

PROGRAM: BAED

CLASS: 2ND YEAR

MOBILE:

NEXT OF KIN:

CATEGORY: 1

### Step1: Personal Details

Your Regno:

First name



Middle name

Surname

Citizenship(\*)

Birth date (Click date icon)(\*):

Contact details form

 **AJUCO** Academic Registration Information System (ARIS)  
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USER: BAED 2015/031      ROLE: student      DATE: 13-04-2017      A YEAR: 2016/2017

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FULL NAME: **JOEL, NDELWA**      PROGRAM: **BAED**      CLASS: **2ND YEAR**  
MOBILE:      NEXT OF KIN:      CATEGORY: **1**

**Step2: Contacts**

Your Regno:

Postal Add (Eg. 1651)

Ward/Village (\*)

District(\*)

City/Region(\*)

Tel no: Home/Office

Mobile no: (Eg. 762100100)\*

Educational background form

FULL NAME: **JOEL, NDELWA**      PROGRAM: **BAED**      CLASS: **2ND YEAR**  
MOBILE: **0786051236**      NEXT OF KIN: **JUMA MLIWA**      CATEGORY: **1**

**Step3: Sponsor and Education Background**

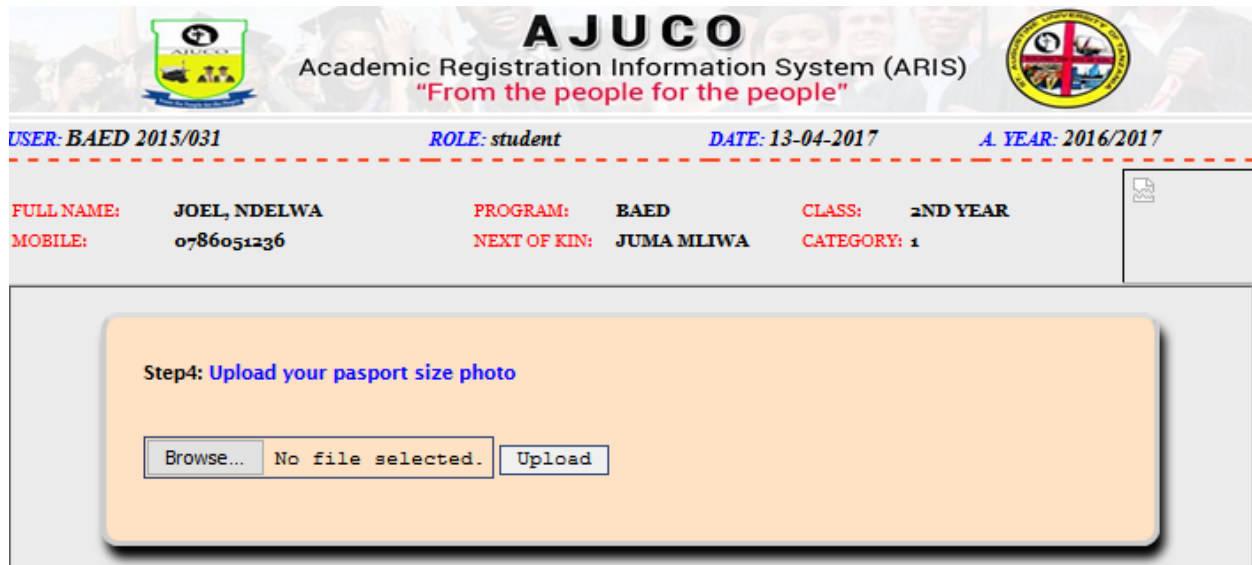
Your Regno:

Sponsor

Sponsor Add

Particulars	Educational Institutional		
	University/College	A-Level	O-Level (*)
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
From:	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certificate:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Index:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification:	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Uploading passport size photo



The screenshot displays the AJUCO Academic Registration Information System (ARIS) interface. At the top, the logo and name 'AJUCO' are visible, along with the tagline 'From the people for the people'. Below this, user information is shown: USER: BAED 2015/031, ROLE: student, DATE: 13-04-2017, and A. YEAR: 2016/2017. A red dashed line separates this header from the user details section. The user details include: FULL NAME: JOEL, NDELWA; PROGRAM: BAED; CLASS: 2ND YEAR; MOBILE: 0786051236; NEXT OF KIN: JUMA MLIWA; and CATEGORY: 1. Below the details is a large orange box with the instruction 'Step4: Upload your pasport size photo'. Inside this box, there is a file selection interface with a 'Browse...' button, the text 'No file selected.', and an 'Upload' button.

10. At the bottom of each form you must proceed to save record and proceed with next form.

11. At form number 9, you will be required to create your login password and in form number 10 the security question and answer in for security purposes.

12. After completing all forms, a success message will appear and you will be directed to the login screen, to start using system with your username (your Registration number) and password (created in form no. 9)

### ***REGISTERED USERS (After registering your particulars)***

After completing first time part of registration process, you are now ready to start using the system. You will be required to use the top drop down menu to access the functions in the system.

All University announcements will be seen at the first page as shown in the sample screen above. Also you can find announcements by clicking announcements menu.

### ***Changing password***

To change password, at the profile menu click change password. My profile => Change password.

Follow all instructions as directed in the screens for changing student password.

### ***View personal particulars***

It is important to check if all your personal particulars are correct as filled during firsttime registration process.

To view your particulars go to: My profile => View my personal detail

### ***NOTE:***

**MAKE SURE YOU BELONG TO THE RIGH CATEGORY (GROUP)**

Check at your particular summary.

- 1 = Bachelor degree student
- 2 = Diploma student
- 3 = Certificate student
- 4 = Postgraduate Diploma student
- 5 = Master student

*If you category is different report to Admission office immediately!!!*

### ***Edit personal particulars.***

To edit personal particulars refer to: My profile => Edit my personal detail. You can only edit some of particulars such as contact numbers, previous school and colleges. Some items cannot be modified unless special permission is given.

### ***Uploading photo***

To upload photo click Photo at the menu and follow the entire instructions shown for uploading photo. You should be smart; this photo will be used in generating academic transcripts at the end of your studies. This process will take some time depending on the photo size, we recommend that you upload a photo with very small size (maximum 2Mb) and the format should be JPG.

### ***Course registration***

Each semester you will be required to register courses. This process will be possible if you have paid the required university fees for that semester. It is important to read instructions for course registration before registering courses.

To read instructions on courses registration go to: Course registration => Register new courses => Read instructions.

To register courses go to: Course registration => Register new courses => Register courses => Select semester and click proceed. You will see the courses assigned for that semester; you can add/delete courses depending on your program. Then click **“CONFIRM REGISTRATION”** at the bottom of the page. You will be directed to the next page that shows the courses you have registered and their titles.

**PLEASE READ THE COURSE YOU REGISTERED CAREFUL AND IF THERE IS ANY PROBLEM, GO TO EDIT SECTION TO EDIT COURSES.**

To edit registered courses, go to: Course registration => Edit registered courses => Edit Registered courses. Again select semester and click “Modify”

### ***NOTE:***

**YOU CAN NOT MODIFY COURSES IF EXAM RESULTS ALREADY POSTED FOR SPECIFIC SEMESTER!!!**



***View examination results***

To view course work marks go to: Examination results => Course work marks => Select semester

To view final examination results go to: Examination results => University exam results

=> Select semester

You cannot view examination results unless you have paid the required university fee for specific semester.

Any problem relating to examination results should be addressed to the specific directorate/faculty.

***Fee payment details***

To view fee payments and other contributions go to: Fee payments => Select academic

Year => Select class => Click view reports

***To view University announcements***

To view announcements click Announcements

***Viewing online help***

To view online help click help => Read notes.

Further help can be obtained by writing to [aris@ajuco.ac.tz](mailto:aris@ajuco.ac.tz)

***Exit/Log out***

After completing all issues in your account, please log out by click Sign out.

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