



ONLINE ADMISSION SYSTEM
USER MANUAL.

<https://www.oas.atc.ac.tz>

Arusha Technical College

July 2017.

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1.0 GETTING STARTED.

This is the step by step guideline on how to use our Online Admission System. Through this system you will be able to apply for Admission into Bachelor Degree, Ordinary Diploma or Basic Technician Certificate Courses offered by Arusha Technical College. To use our system type <https://www.oas.atc.ac.tz/> in your web browser.

The page will be displayed as shown below:

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS)

Register

Log In

Admission Guide Book

Welcome To Arusha Technical College Online Admission System.

Through this system you will be able to apply for Admission into Bachelor Degree, Ordinary Diploma or Basic Technician Certificate Courses.

How To Apply

In order to apply you must first register by clicking the register button on the left hand side which will allow you to provide all the necessary information that shall be useful while processing your admission request. Names, examination grades and index numbers submitted to this system must be the same as those appearing in your Certificate of Secondary Education Examination (CSEE). After registration you shall be required to login using your CSEE index number and password as created during your registration. The system will guide you through to fill Personal details, education information, course selection, employment information and health information.

Important Requirements

Upload bank pay-in slip, CSEE certificate(s) and your recent passport size photo and other documents as demanded by the System. Note that in order for your application to be processed, application fee of TZS 30,000/= must be paid to the College. Names written on bank pay-in slip must be the same as those in your CSEE certificate. Applications without bank pay-in slip and certificates will not be processed

Warning

Submission of forged certificates, invalid examination results or any false information is criminal offence and will be dealt with according to the law.

PAYMENT AND BANK DETAILS

Payment should be made through Tanzania Postal Bank to ATC Students Collection Account No 026-0000398 OR through NMB Account No. 4082517105 (TCA Students Collection Account).

Thank You for choosing Arusha Technical College

Figure 1.1 Shows the home page of Online Admission System

1.0.1 Admission Guide Book:

In order to see details of each programme such as admission requirements, capacity of students needed, how long will the course take, and tuition fee click on **ADMISSION GUIDE BOOK** at the left-hand side. *See the figure below:*

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Upload bank pay-in slip, CSEE certificate(s) and your recent passport size photo and other documents as demanded by the System. Note that in order for your application to be processed, application fee of TZS 30,000/= must be paid to the College. Names written on bank pay-in slip must be the same as those in your CSEE certificate. Applications without bank pay-in slip and certificates will not be processed

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Thank You for choosing Arusha Technical College

Figure 1.2 shows the how to access admission guide book.

2.0 REGISTRATION.

In order to “log-in” in our system you must first have an account.

2.0.1 How to Register.

Step one:

In order to register click **REGISTER BUTTON** on the left-hand side menu.

See the figure below:

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS)

Register

Welcome To Arusha Technical College Online Admission System.

Through this system you will be able to apply for Admission into Bachelor Degree, Ordinary Diploma or Basic Technician Certificate Courses.

How To Apply

In order to apply you must first register by clicking the register button on the left hand side which will allow you to provide all the necessary information that shall be useful while processing your admission request. Names, examination grades and index numbers submitted to this system must be the same as those appearing in your Certificate of Secondary Education Examination (CSEE). After registration you shall be required to login using your CSEE index number and password as created during your registration. The system will guide you through to fill Personal details, education information, course selection, employment information and health information.

Important Requirements

Upload bank pay-in slip, CSEE certificate(s) and your recent passport size photo and other documents as demanded by the System. Note that in order for your application to be processed, application fee of TZS 30,000/= must be paid to the College. Names written on bank pay-in slip must be the same as those in your CSEE certificate. Applications without bank pay-in slip and certificates will not be processed

Warning

Submission of forged certificates, invalid examination results or any false information is criminal offence and will be dealt with according to the law.

PAYMENT AND BANK DETAILS

Payment should be made through Tanzania Postal Bank to ATC Students Collection Account No 026-0000398 OR through NMB Account No. 4082517105 (TCA Students Collection Account).

Thank You for choosing Arusha Technical College

Figure 2.1 shows the register button.

After Clicking register button, you will be directed to a personal information page as shown in a figure below. *See the figure below:*

The screenshot displays the registration form for the Arusha Technical College Online Admission System (OAS). The page features a green header with the college's logo and name, and a navigation sidebar on the left with buttons for 'Register', 'Log In', and 'Admission Guide Book'. The main form area is titled 'PERSONAL DETAILS' and is divided into several sections:

- Who are You?** (Provide your names as they appear in your form four certificate):
 - First Name, Middle Name, Last Name (text input fields)
 - Gender (dropdown menu), Date of Birth (Day/Month/Year text input), Place of Birth (text input)
 - Citizenship (dropdown menu), Marital Status (dropdown menu)
- Form Four Index Number** (Specify details of your index number as they appear in your Form Four certificate):
 - Type of Candidate (dropdown menu), Center Number (text input), Candidate Number (text input), Year of Completion (dropdown menu)
- How can we reach You?** (Make sure you have a working email address and mobile phone, we shall use these to contact you):
 - Contact Address (text input), Mobile Phone No (text input with example e.g 0962470046), Email (text input with example e.g bmtakati@gmail.com)
- Login Credentials** (You will use form four index number and password created to login to this system. Required Format for index number is SXXXXXXX-YYYY e.g S1234-5678-2016):
 - Form Four Index Number (text input), Password (text input), Confirm Password (text input)

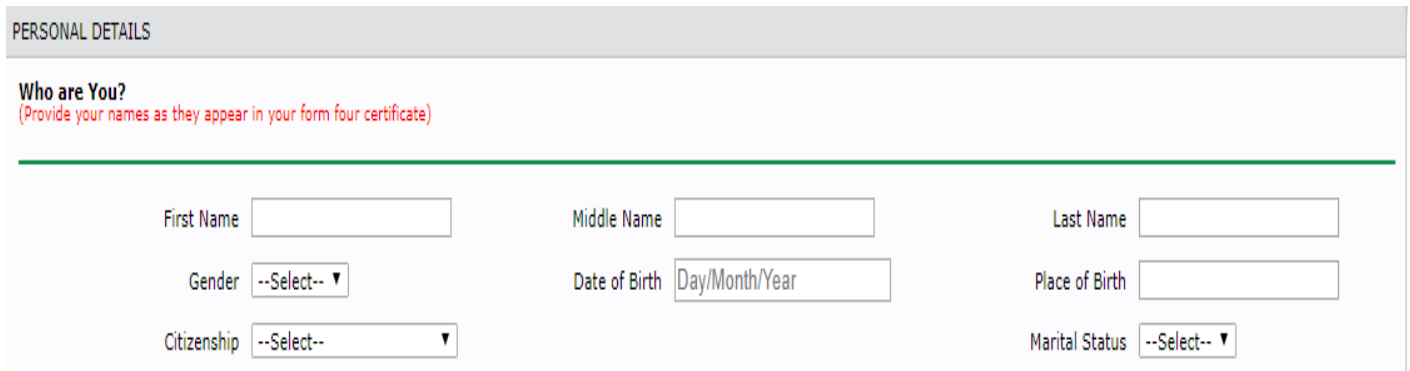
At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Figure 2.2 shows the registration form.

Step Two:

You are required to fill in your **Personal Details**.

Enter Full name (as they appear in your form four certificate), Gender, Date of Birth and Place, Citizenship and Marital Status. *See the figure below:*



PERSONAL DETAILS

Who are You?
(Provide your names as they appear in your form four certificate)

First Name Middle Name Last Name

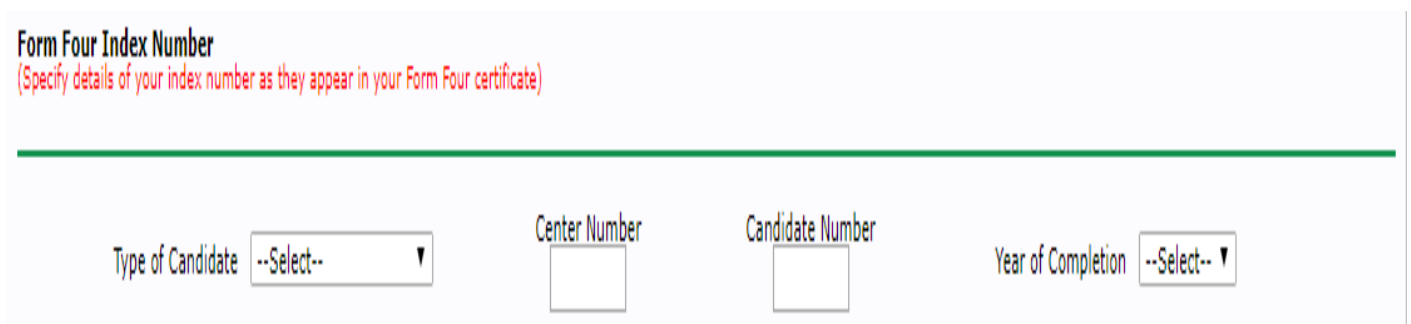
Gender Date of Birth Place of Birth

Citizenship Marital Status

Figure 2.3 shows the part to fill personal details.

Step Three:

You are required to fill in your **Form Four Index Number** as it appears in your Form Four certificate. *See the figure below:*



Form Four Index Number
(Specify details of your index number as they appear in your Form Four certificate)

Type of Candidate Center Number Candidate Number Year of Completion

Figure 2.4 shows the part to fill in your form four index number

Step Four:

You are required to fill in your **Contact Information**.

Enter Contact Address, Mobile Phone Number and Email. *See the figure below:*

How can we reach You?

(Make sure you have a working email address and mobile phone, we shall use these to contact you)

Contact Address

Mobile Phone No

Email

Figure 2.5 shows the part to fill in your contact information.

Step Five:

You are required to fill in your **Login Credentials**. Your username will be automatically generated from your form four index number filled as per step three above.

Note: Your password must be at least 6 characters and should be private.

See the figure below:

Login Credentials

(You will use form four index number and password created to login to this system. Required Format for index number is SXXXX-XXXX-YYYY e.g S1234-5678-2016)

Form Four Index Number

Password

Confirm Password

Figure 2.6 shows the part to fill in your login credentials.

Step Six:

After filling out all required information click “**SAVE**” Button to submit your information. Then, system will automatically direct you to the login form. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS)

Register
Log In
Admission Guide Book

PERSONAL DETAILS

Who are You?
(Provide your names as they appear in your form four certificate)

First Name: demo Middle Name: demo Last Name: demo
Gender: Male Date of Birth: 03/07/1992 Place of Birth: tanga
Citizenship: Tanzania Marital Status: Single

Form Four Index Number
(Specify details of your index number as they appear in your Form Four certificate)

Type of Candidate: S-School Candidate Center Number: 192 Candidate Number: 154 Year of Completion: 2012

How can we reach You?
(Make sure you have a working email address and mobile phone, we shall use these to contact you)

Contact Address: 5854 tanga Mobile Phone No: 0713903056 Email: demo@gmail.com

Login Credentials
(You will use form four index number and password created to login to this system. Required Format for index number is SXXXX-XXXX-YYYY e.g S1234-5678-2016)

Form Four Index Number: S192-154-2012 Password: Password Confirm Password: Password

Cancel Save

Figure 2.7 shows how to save information.

3.0 LOGIN.

After registration, you shall be required to login using your CSEE index number and password as created during your registration. A username and password is required to access Online Admission System.

3.0.1 How to Login.

Step One:

Use your form four index number as the username “*E.g. S1234-5678-2016*” and password, as submitted during registration.

Step Two:

Then click “**LOG IN**” to continue. *See the figure below:*

The screenshot shows the login interface for the Arusha Technical College Online Admission System (OAS). The page header includes the college logo and name, along with accreditation by NACTE. A green navigation bar contains the text 'Online Admission System(OAS)'. On the left side, there are three menu items: 'Register', 'Log In', and 'Admission Guide Book'. The central 'USER AUTHENTICATION' section features a login form with an 'Index number' field (containing 'S192-154-2012' and an example 'e.g S1234-5678-2016') and a 'Password' field. A 'Log In' button is highlighted with a red dashed circle. Below the form, a message reads 'Thank You for Registering, please login....' and a 'Register' button is visible.

Figure 3.1 Shows the Login button.

After Clicking login button, it will direct you to a page as shown in a figure below. You will be required to fill several information to complete your registration. *See the figure below:*

Online Admission System(OAS) | Admission Guide Book

EDUCATION BACKGROUND

1.Certificate of Secondary Education (CSEE) / or Certificate of General Course in Engineering (GCE) or any other qualification

(Provide correct information as it appears in your form four certificate,provision of wrong or invalid information will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.)

Examination Index number: S0584-0079-2011

Examination Authority: e.g NECTA

Examination Centre/School: e.g MAZWI SECONDARY SCHOOL

Year of Completion: --Select Year--

Division/Grade/GPA: []

Country: --Select Country--

Select grade for each subject listed below,for subjects that are not in your form four certificate dont select grade or select NA ,after selecting grades for all subjects as they appear in your certificate click Next button below to proceed.

Sno	Subject Name	Grade Scored
1	Physics/Engineering Science	--Select--
2	Chemistry	--Select--
3	Biology	--Select--
4	Mathematics	--Select--
5	History	--Select--
6	Geography	--Select--
7	English	--Select--
8	Kiswahili	--Select--
9	Civics	--Select--
10	Literature in English	--Select--

<< Back Next >>

Update Information

Personal Details ✓

Education Info ✗

Course Selection ✗

Employment Info ✗

Health Details ✗

Back to Application

Figure 3.2 shows the education background information page.

4.0 APPLY FOR ADMISSION.

On this section, you must submit valid information to complete your application as listed below:

1. Education info
2. Course Selection.
3. Employment info.
4. Health details.

The following are the steps that show how to apply for admission.

Step one: Educational Information (CSEE / GCE).

You are required to fill valid CSEE / GCE examination results information as they appear in your certificate(s). Then, click “NEXT” button to continue, *See the figure below:*

Online Admission System(OAS) | Admission Guide Book

EDUCATION BACKGROUND

1.Certificate of Secondary Education (CSEE) / or Certificate of General Course in Engineering (GCE) or any other qualification
(Provide correct information as it appears in your form four certificate,provision of wrong or invalid information will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.)

Examination Index number	Examination Authority	Examination Centre/School
S0584-0079-2011	NECTE	LWANDAI SECONDARY SCHOOL
Year of Completion	Division/Grade/GPA	Country
2011	4	Tanzania

Select grade for each subject listed below,for subjects that are not in your form four certificate dont select grade or select NA ,after selecting grades for all subjects as they appear in your certificate click Next button below to proceed.

Sno	Subject Name	Grade Scored
1	Physics/Engineering Science	NA
2	Chemistry	D
3	Biology	D
4	Mathematics	D
5	History	F
6	Geography	D
7	English	D
8	Kiswahili	F
9	Civics	C
10	Literature in English	NA

<< Back Next >>

Figure 4.1 shows the Next button and form for 1st educational information.

Step Two: Educational Information (ACSEE or any other course in Science Engineering e.g. VETA.)

You are required to fill valid examination results information as they appear in your form six certificate or any other course in Science Engineering e.g. VETA certificate. Then, click “next” button to continue.

NOTE: IF YOU DID NOT STUDY ACSEE OR ANY OTHER COURSE IN SCIENCE ENGINEERING just CLICK “NEXT” TO PROCEED. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | Admission Guide Book

Register | Log In | Apply for Admission | Manage Documents | Application Form | Change Password | Log Out

Update Information

Personal Details ✓
Education Info ✓
Course Selection ✗
Employment Info ✗
Health Details ✗
Back to Application

EDUCATION BACKGROUND

2. Advanced Certificate of Secondary Education (ACSEE) or any other course in Science Engineering e.g. VETA.
(Provide correct information as it appears in your form SIX certificate, provision of wrong or invalid information will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law. Applicants with Ordinary Diploma Certificate or Full Technician Certificate should use next section 3)

Examination Index number e.g S1234-5678-2016	Examination Authority e.g NECTA	Examination Centre/School e.g PUGU HIGH SCHOOL
Year of Completion --Select Year--	Division/Grade/GPA/NVA	Country --Select Country--

Sno	Subject Name	Grade Scored	Save
		--Select--	Save

Fill in the results of Advanced Certificate of Secondary Education (ACSEE) or any other course in Science Engineering as they appear in your certificate, type one subject, select grade then click save, continue with another subject until you finish all subjects, click Next button below to proceed.
IF YOU DID NOT STUDY Advanced Certificate of Secondary Education (ACSEE) or any other course in Science Engineering just **CLICK NEXT TO PROCEED**

<< Back | Next >>

Figure 4.2 Shows the Next button and form for 2nd educational information.

Step Three: Educational Information (Ordinary Diploma, Full Technician Certificate(FTC) or any other Equivalent Qualification.)

You are required to fill valid examination results information as they appear in your Ordinary Diploma certificate, Full Technician Certificate (FTC) or any other Equivalent Qualification certificate. Then, click “Next” button to continue.

Holders of Ordinary Diploma Certificate aspiring to join Bachelor Degree programs are required to verify through NACTE Award Verification System and fill in Award Verification Number; applications without Award Verification Number from NACTE will not be processed. Click on “[Click here](#)” link to get Award Verification Number.

NOTE: IF YOU DID NOT STUDY Ordinary Diploma, Full Technician Certificate (FTC) or any other Equivalent Qualification just CLICK “Next” TO PROCEED. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | Admission Guide Book

Register | Log In | Apply for Admission | Manage Documents | Application Form | Change Password | Log Out

Update Information

EDUCATION BACKGROUND

3. Ordinary Diploma Certificate or Full Technician Certificate or any other Equivalent Qualifications
(Provide correct information as it appears in your certificates, provision of wrong or invalid information will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.)

Year of Completion	Programme	College Name
2015	Ordinary Diploma in Information Technology	Institute of Accountancy Aru
Class Awarded	GPA Scored	Country
Upper Second	4.2	Tanzania
NACTE Award Verification Code		
NACTE		

Holders of Ordinary Diploma Certificate aspiring to joining Bachelor Degree programs are required to verify through NACTE Award Verification System and fill in Award Verification Number, applications without Award Verification Number from NACTE will not be processed. [Click here](#) to get Award Verification Number.

IF YOU DIDNOT STUDY Ordinary Diploma, Full Technician Certificate(FTC) or any other Equivalent Qualification just **CLICK NEXT TO PROCEED**

<< Back | Next >>

Personal Details ✓ | Education Info ✓ | Course Selection ✗ | Employment Info ✗ | Health Details ✗ | Back to Application

Figure 4.3 Shows the Next button and form for 3rd educational information.

Step Four: Course Selection.

Choose your entry route either direct entry or selected entry.

- If you choose “direct entry” select one of the option as your first choice and another as your second choice.
- If you choose “selected entry” (government sponsored) you have three option the first option, second option, and the third option.

Click “Next” to continue. *See the figure below:*

The screenshot displays the 'ARUSHA TECHNICAL COLLEGE' Online Admission System (OAS) interface. The header includes the college logo and name, along with accreditation information: '(Accredited by the National Council for Technical Education (NACTE))'. A navigation bar contains 'Online Admission System(OAS) | Admission Guide Book' and 'Update Information'. The main content area is titled 'COURSE SELECTION' and features a 'Select Entry Route.....' section with a dropdown menu for 'Entry Route' (currently showing '--Select Entry Route--') and a 'Training Programme' dropdown (currently showing 'Bachelor Degree'). A 'Click to Reset' button is located to the right of these dropdowns. Below this, a red instruction reads: 'Select the course of your choice by checking the box beside the course, start with the first choice, followed by second choice and last third choice'. A list of five course options is provided, each with an unchecked checkbox: '15. Bachelor Degree In Information Technology(full Time)', '16. Bachelor Degree In Computer Science', '17. Bachelor Degree In Civil And Irrigation Engineering', '18. Bachelor Degree In Electrical And Biomedical Engineering', and '21. Bachelor Degree In Information Technology(evening)'. At the bottom of the form are '<< Back' and 'Next >>' buttons, with the 'Next >>' button circled in red. The left sidebar contains navigation links: Register, Log In, Apply for Admission, Manage Documents, Application Form, Change Password, and Log Out. The right sidebar shows a progress indicator for 'Personal Details' (checked), 'Education Info' (checked), 'Course Selection' (unchecked), 'Employment Info' (unchecked), 'Health Details' (unchecked), and 'Back to Application'.

Figure 4.4 shows course selection.

Step Five: Employment Information.

Provide your employment experience by filling your employer, position held, start date and end date of your contract then click save. Repeat the same process if you have many entries.

NOTE: IF YOU HAVE NEVER BEEN EMPLOYED skip this part and CLICK “Next” BUTTON BELOW TO PROCEED. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | [Admission Guide Book](#) Update Information

Register
Log In
Apply for Admission
Manage Documents
Application Form
Change Password
Log Out

EMPLOYMENT / WORK EXPERIENCE INFORMATION

(Provide your employment experience by filling your employer, position held, start date and end date of your contract then click save. Repeat the same process if you have many entries.) **IF YOU HAVE NEVER BEEN EMPLOYED skip this part and CLICK NEXT BUTTON BELOW TO PROCEED**

Employer	Position Held	From	To	
<input type="text"/>	<input type="text"/>	Day/Month/Year	Day/Month/Year	Save

End Date Must be filled.....

<< Back Next >>

Personal Details ✓
Education Info ✓
Course Selection ✓
Employment Info ✗
Health Details ✗
Back to Application

Figure 4.5 shows employment/ work experience information.

Step Six: Health Details.

If you have any Physical or Communication Disability such as Vision, Mobility, Speech hearing or others? Please Specify and click save button

See the figure below:

The screenshot displays the ARUSHA TECHNICAL COLLEGE Online Admission System (OAS) interface. The main heading is "ARUSHA TECHNICAL COLLEGE" with the accreditation "(Accredited by the National Council for Technical Education (NACTE))". The page title is "Online Admission System(OAS) | Admission Guide Book".

The central form is titled "PHYSICAL AND COMMUNICATION FITNESS". It contains the following elements:

- Question: "Do you have any Physical or Communication Disability such as Vision, Mobility, Speech hearing or others? Please Specify"
- Radio buttons for "No" and "Yes". The "Yes" option is selected.
- Text input field: "Please give details of disability"
- "Save" button (circled in red)
- "<< Back" button

The left sidebar contains navigation options: Register, Log In, Apply for Admission, Manage Documents, Application Form, Change Password, and Log Out.

The right sidebar shows the "Update Information" section with status indicators for various fields:

- Personal Details ✓
- Education Info ✓
- Course Selection ✓
- Employment Info ✗
- Health Details ✗
- Back to Application

Figure 4.6 shows physical and communication fitness form.

Step Seven: Manage Application Documents.

After submitting all necessary information you must Click **UPLOAD DOCUMENTS** link on the right-hand side to upload all necessary documents to support your application

Important Documents:

1. Bank Receipt.
2. Form Four Certificate(s).
3. Passport size photo in jpg format.
4. Ordinary Diploma Transcript (For Applicants with Ordinary Diploma).
5. FTC Transcript (For Applicants with FTC).
6. Form Six Certificate(s) (For Applicants with Form Six Certificate).
7. Award Verification Certificate (For Bachelor Degree Applicants with Ordinary Diploma)

****Application without supporting documents will not be processed**

The screenshot displays the 'ARUSHA TECHNICAL COLLEGE' Online Admission System (OAS) interface. The header includes the college logo and name, along with accreditation information: '(Accredited by the National Council for Technical Education (NACTE))'. The main navigation bar contains 'Online Admission System(OAS) | Admission Guide Book' and 'Update Information'. The central area is titled 'MANAGE APPLICATION DOCUMENTS' and includes a red warning message: '(Click **UPLOAD DOCUMENTS** link on the right hand side to upload certificates, passportsize photo, bank slip and other useful documents to support your application, provision of wrong or invalid documents will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.)'. A table with columns 'Sno', 'Date', 'Time', 'Title of Document', 'Uploaded By', 'Preview', and 'Delete' is present. A red dashed circle highlights the 'UPLOAD DOCUMENTS' link. On the right, a vertical sidebar shows status indicators for 'Personal Details', 'Education Info', 'Course Selection', 'Employment Info', and 'Health Details', with green checkmarks for the first three and a red 'X' for Employment Info. A 'Back to Application' button is at the bottom right. The left sidebar contains navigation options: Register, Log In, Apply for Admission, Manage Documents, Application Form, Change Password, and Log Out.

Figure 4.7 shows uploaded documents management area.

After Clicking upload link, it will direct you to a page as shown in a figure below.

NOTE:

SUPPORTED DOCUMENT FORMATS ARE: PDF, JPG, JPEG, PNG AND GIF.

SIZE OF THE DOCUMENT SHOULD NOT EXCEED 3MB; PASSPORT SIZE PHOTO MUST BE IN JPG FORMAT.

PROVISION OF WRONG OR INVALID DOCUMENTS WILL LEAD TO CANCELLATION OF YOUR APPLICATION AND YOU SHALL BE CHARGED WITH A CRIMINAL OFFENCE TO THE COURT OF LAW.

Click “SAVE” button below to proceed. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | Admission Guide Book

Register
Log In
Apply for Admission
Manage Documents
Application Form
Change Password
Log Out

Update Information

Upload Documents to support your application,passport size picture,academic certificates,Bank receipt can be uploaded here.Application fee of Tsh 30,000 must be paid,names written on bank receipt must be the same as in your form four certificate,scan receipt and upload it here.Applications without bank receipt and certificates will not be processed.

Supported Document Format:pdf,jpg,jpeg,png and gif **Note:**Size of the document should not exceed 3MB,passport size photo must be in jpg format.Certificates and other documents can be uploaded in any supported format.

Form Six Applicants who completed studies in 2017 are not required to attach form six results slip because they are not yet issued,our system will verify submitted results through NECTA database.Required documents shall be form four certificate(s),bank slip and passport size photo.

PDF JPG GIF

Title of Document --Select Title-- (important)

Description of Document (Optional)

Upload Document Choose File No file chosen (important)

Cancel

Save

Personal Details ✓
Education Info ✓
Course Selection ✓
Employment Info ✗
Health Details ✓
Back to Application

Figure 4.8 shows documents uploading page.

5.0 OTHER SERVICES OFFERED BY OAS.

5.0.1 Change Password.

In case you want to change password, click “change password” link on the left-hand side, and follow the steps.

After fill in the new password then, click “update” button to continue or cancel button if you wish not to change the password. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | [Admission Guide Book](#) Update Information

CHANGE PASSWORD

Login Credentials
(You will use form four index number and password created to login to this system.Required Format for index number is SXXXX-XXXX-YYYY e.g S1234-5678-2016)

Form Four Index Number: New Password: Confirm New Password:

Personal Details ✓
Education Info ✓
Course Selection ✓
Employment Info ✗
Health Details ✓
Back to Application

Figure 5.1 shows the change password page.

5.0.2 Update your Details.

In case you want to update your details, our system allows you to update:

1. Education info
2. Course Selection.
3. Employment info.
4. Health details.

Click “PERSONAL DETAILS” button or either among them to continue. *See the figure below:*

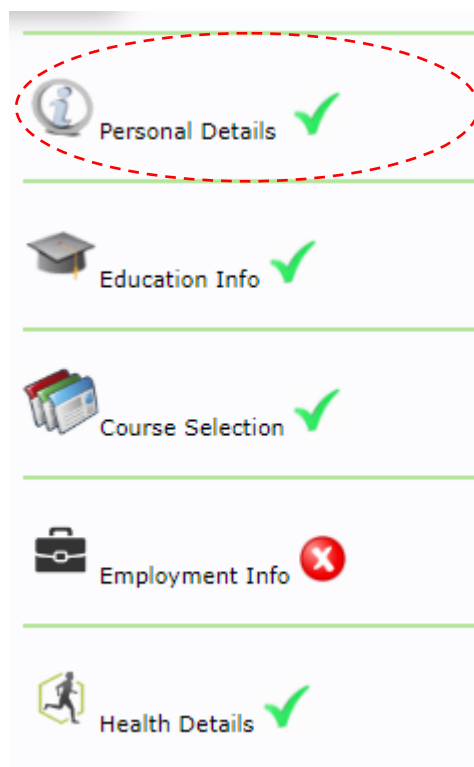


Figure 5.2 shows update tab.

To update submitted information click the corresponding button and you will be directed to update page depending on your selection. *See the figure below:*

To update personal details: Modify any personal information, click “UPDATE” button to change or “CANCEL” button if you wish not to change any details. *See the figure below:*

Online Admission System(OAS) | Admission Guide Book

PERSONAL DETAILS

Who are You?
(Provide your names as they appear in your form four certificate)

First Name	<input type="text" value="Christopher"/>	Middle Name	<input type="text"/>	Last Name	<input type="text" value="James"/>
Gender	<input type="text" value="Male"/>	Date of Birth	<input type="text" value="03/08/1993"/> <small>(mm/dd/YYYY)</small>	Place of Birth	<input type="text" value="Tanga"/>
Citizenship	<input type="text" value="Tanzania"/>	Marital Status	<input type="text" value="Single"/>		

How can we reach You?
(Make sure you have a working email address and mobile phone,we shall use these to contact you)

Contact Address	<input type="text" value="P. O. Box 5796 Tanga - Tanz"/>	Mobile Phone No	<input type="text" value="0713903056"/>	Email	<input type="text" value="jchristopherkavishe@gmail.c"/>
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Login Credentials
(You will use form four index number and password created to login to this system.Required Format for index number is SXXXX-XXXX-YYYY e.g S1234-5678-2016)

Form Four Index Number :	<input type="text" value="S0584-0079-2011"/>	Password:	As specified during registration		
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<input type="button" value="Cancel"/>	<input type="button" value="Update"/>
---------------------------------------	---------------------------------------

Figure 5.3 shows how to update personal information.

The same process can be followed for education background: Modify submitted information then, click “UPDATE” button to change or “NEXT” button if you wish not to change A-level details. *See the figure below:*

EDUCATION BACKGROUND

1. Certificate of Secondary Education (CSEE) / or Certificate of General Course in Engineering (GCE) or any other qualification
(Provide correct information as it appears in your form four certificate, provision of wrong or invalid information will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.)

Examination Index number: S0584-0079-2011
Examination Authority: NECTE
Examination Centre/School: LWANDAI SECONDARY SCH(

Year of Completion: 2011
Division/Grade/GPA: 4
Country: Tanzania

Select grade for each subject listed below, for subjects that are not in your form four certificate dont select grade or select NA , after selecting grades for all subjects as they appear in your certificate click Next button below to proceed.

Sno	Subject	Grade
1	Physics/Engineering Science	
2	Chemistry	D
3	Biology	D
4	Mathematics	D
5	History	F
6	Geography	D
7	English	D
8	Kiswahili	F
9	Civics	C
10	Literature in English	

Update Next >>

Figure 5.4 shows how to update education background.

5.0.3 Preview your application by downloading your application form.

Before submitting your application you must check the correctness of your information by downloading filled in application form. In order to download your application please click “application form” link on the left-hand side. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | [Admission Guide Book](#) Update Information

MANAGE APPLICATION DOCUMENTS
(Click **UPLOAD DOCUMENTS** link on the right hand side to upload certificates, passport size photo, bank slip and other useful documents to support your application, provision of wrong or invalid documents will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.) [UPLOAD DOCUMENTS](#)

Sno	Date	Time	Title of Document	Uploaded By	Preview	Delete
-----	------	------	-------------------	-------------	---------	--------

Left-hand navigation menu:
Register
Log In
Apply for Admission
Manage Documents
Application Form (highlighted with a red dashed circle)
Change Password
Log Out

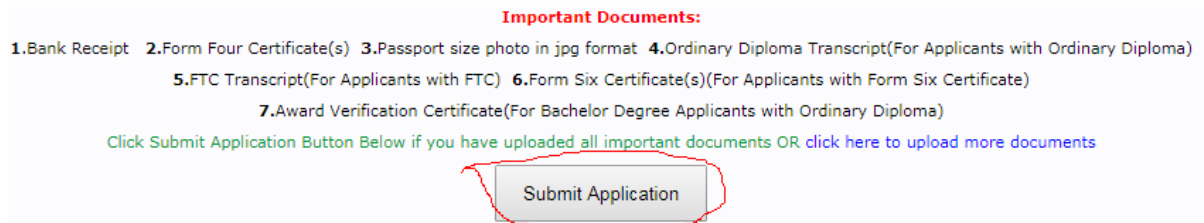
Right-hand status indicators:
Personal Details ✓
Education Info ✓
Course Selection ✓
Employment Info ✗
Health Details ✓
Back to Application

Figure 5.5 shows how to download application form.

5.0.4 Submitting Application.

In order for your application to be processed you must submit it to Admission Department of Arusha Technical College by clicking SUBMIT APPLICATION button. Do not click submit application button if you have not completed uploading your documents. Submitted applications can't be modified in any way by the applicant.

See the figure below:



6.0 LOGOUT

If you want to logout please click “logout” link on the left-hand side. *See the figure below:*

ARUSHA TECHNICAL COLLEGE
(Accredited by the National Council for Technical Education (NACTE))

Online Admission System(OAS) | [Admission Guide Book](#) Update Information

MANAGE APPLICATION DOCUMENTS
(Click **UPLOAD DOCUMENTS** link on the right hand side to upload certificates,passportsize photo,bank slip and other useful documents to support your application,provision of wrong or invalid documents will lead to cancellation of your application and you shall be charged with a criminal offence to the court of law.)

Sno	Date	Time	Title of Document	Uploaded By	Preview	Delete
-----	------	------	-------------------	-------------	---------	--------

[UPLOAD DOCUMENTS](#)

- Personal Details ✓
- Education Info ✓
- Course Selection ✓
- Employment Info ✗
- Health Details ✓
- Back to Application

Register

Log In

Apply for Admission

Manage Documents

Application Form

Change Password

Log Out

Figure 6.1 Shows how to logout.

We look forward to welcoming you to ATC.

Issued by: -

ICT DEPARTMENT

ARUSHA TECHNICAL COLLEGE.