NORTHERN TECHNICAL COLLEGE

Student Information System (SIS) User Guide.

Student Course Registration

The purpose of this document is to provide step-by-step instructions for using our student information system. To ensure a seamless and secure course registration process, please read this document thoroughly before proceeding.

Nortec - IT department

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This document describes how to perform the following tasks:

1. Accessing Students Information System (SIS)
2. Login to the System
3. Program/Course registration.
4. Class registration
5. Payment information checking.
6. Personal Information checking
7. Accommodation Checking

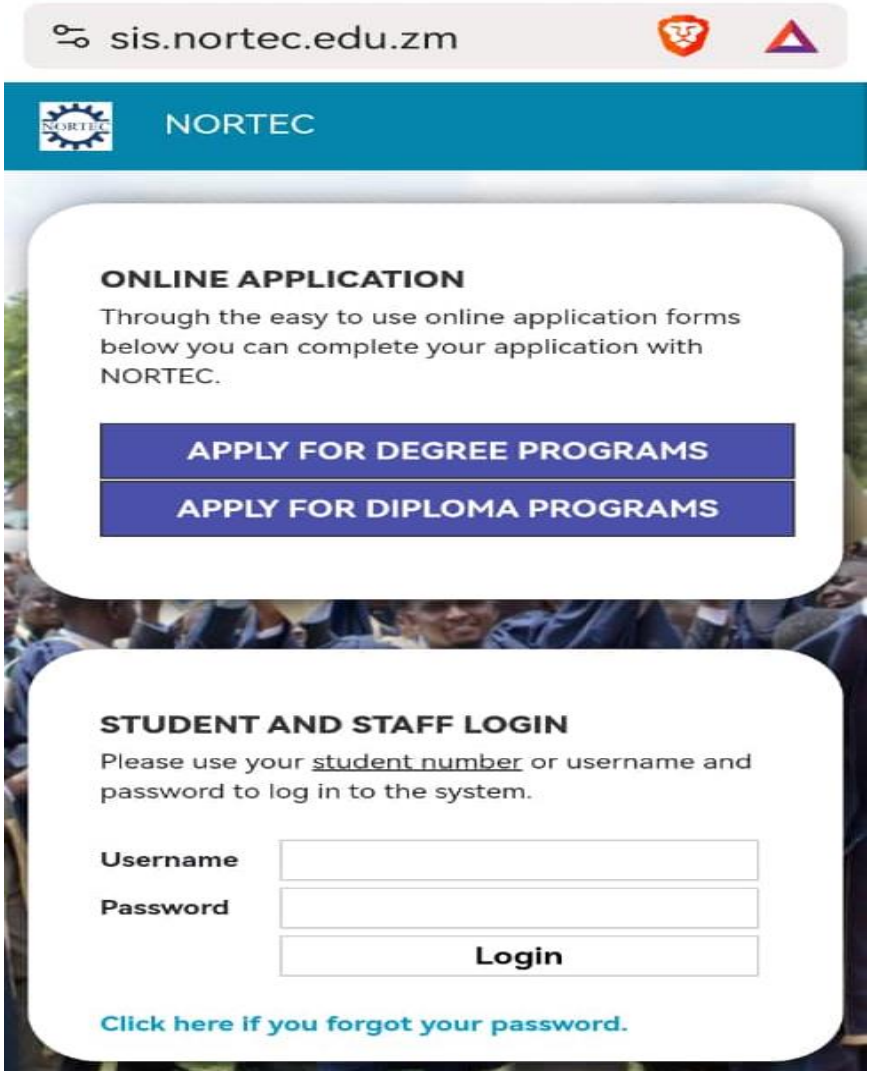
1. Accessing the Student Information System (SIS)

The student information system can be accessed by clicking the URL Below:

URL: https://sis.nortec.edu.zm/

1.1. Login

Enter the URL above into your browser by typing it in or copying and pasting it. This should direct you to the login page, which should appear as shown below (Login page). If you encounter any login issues, please contact the Nortec-IT Office at ***0969565603***.



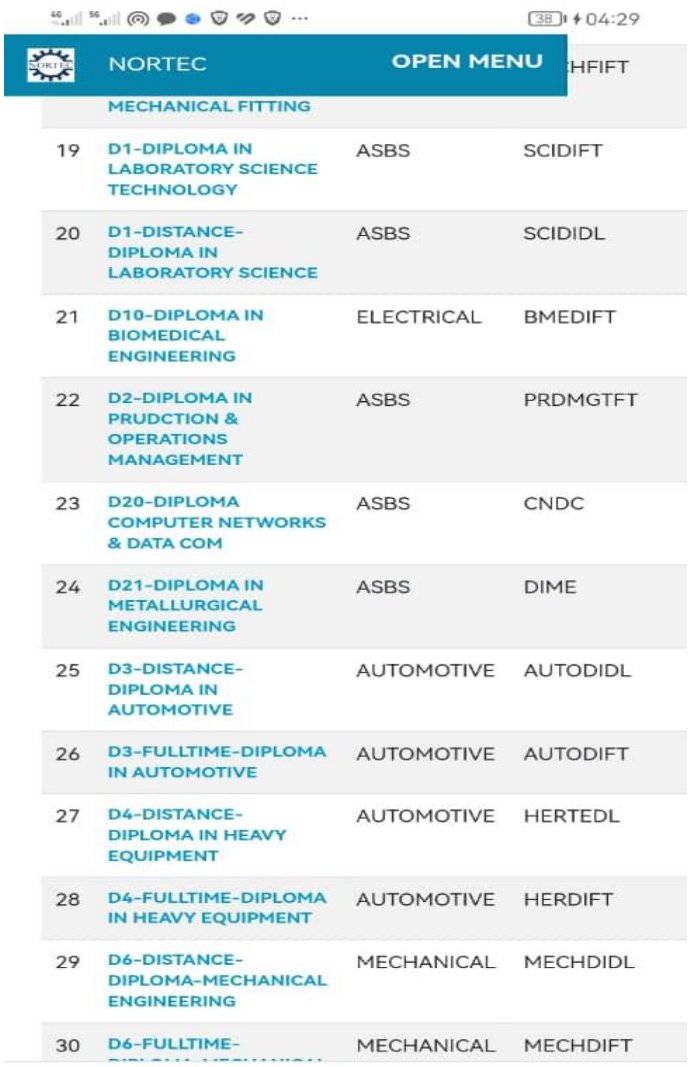
1.2. Login Credentials

To log in: Your username is your **Student Number** without a hyphen (e.g., 220100120) and your password is **PASSWORD** (in capital letters). i.e. **Username:** Your student number without a hyphen (e.g.220100120) **Password:** PASSWORD (in capital letters).

2. Home Page - List Of Programs / Courses

Upon successful login, you will see the home page below with a list of programs/courses. Navigate through the list to locate and select your program/course. Choose your program by clicking on the program/course name.

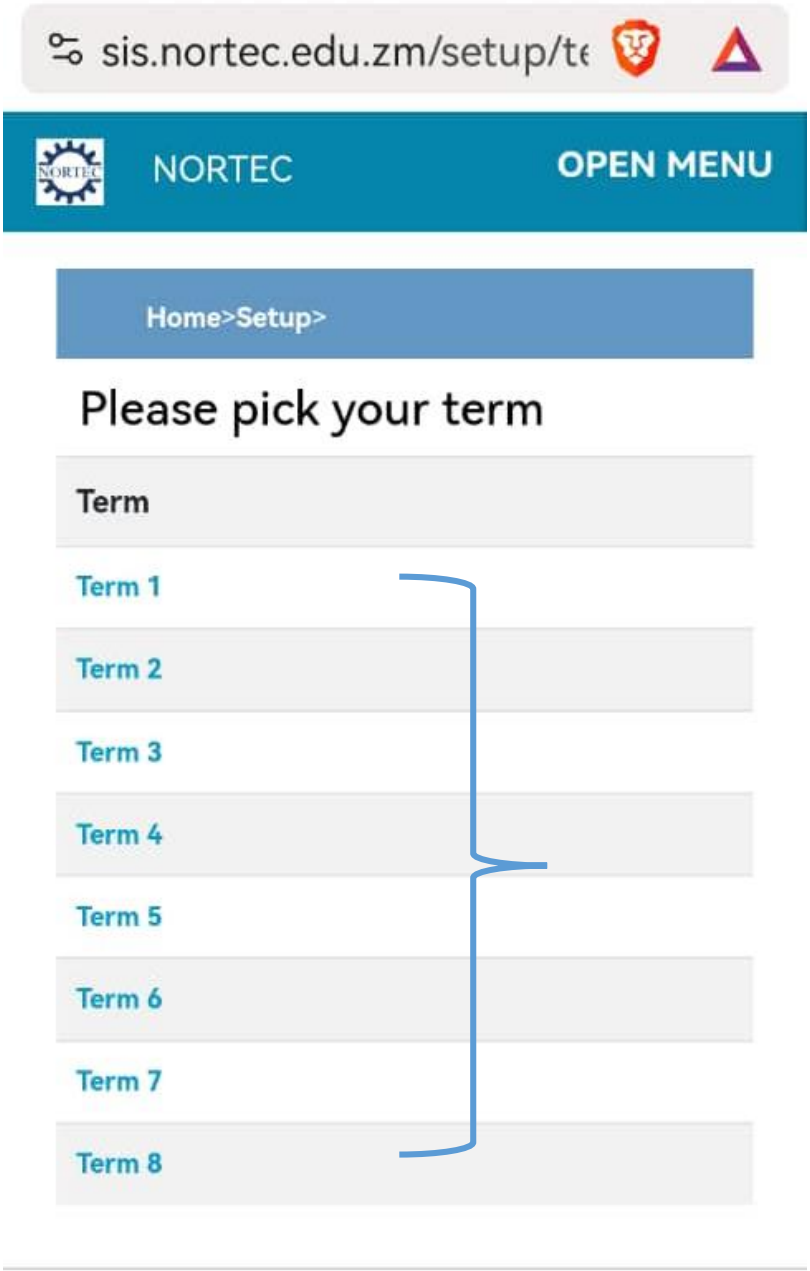
Note: Each program/course is identified by a course code, followed by the study mode **(FT or DL),** e.g., D8 - Diploma in Electrical Engineering – FT, D8 – Diploma in Electrical Engineering – DL, D1 – Diploma in Laboratory Science – FT, D1 – Diploma in Laboratory Science – DL. FT indicates Full Time, and DL indicates Distance Learning. As a Full Time student, please select the program ending with FT. Distance Learning students should select the program ending with DL. See the Screen below:



	MECHANICAL FITTING		HFIFT
19	D1-DIPLOMA IN LABORATORY SCIENCE TECHNOLOGY	ASBS	SCIDIFT
20	D1-DISTANCE-DIPLOMA IN LABORATORY SCIENCE	ASBS	SCIDIDL
21	D10-DIPLOMA IN BIOMEDICAL ENGINEERING	ELECTRICAL	BMEDIFT
22	D2-DIPLOMA IN PRUDCTION & OPERATIONS MANAGEMENT	ASBS	PRDMGTFT
23	D20-DIPLOMA COMPUTER NETWORKS & DATA COM	ASBS	CNDC
24	D21-DIPLOMA IN METALLURGICAL ENGINEERING	ASBS	DIME
25	D3-DISTANCE-DIPLOMA IN AUTOMOTIVE	AUTOMOTIVE	AUTODIDL
26	D3-FULLTIME-DIPLOMA IN AUTOMOTIVE	AUTOMOTIVE	AUTODIFT
27	D4-DISTANCE-DIPLOMA IN HEAVY EQUIPMENT	AUTOMOTIVE	HERTEDL
28	D4-FULLTIME-DIPLOMA IN HEAVY EQUIPMENT	AUTOMOTIVE	HERDIFT
29	D6-DISTANCE-DIPLOMA-MECHANICAL ENGINEERING	MECHANICAL	MECHDIDL
30	D6-FULLTIME-	MECHANICAL	MECHDIFT

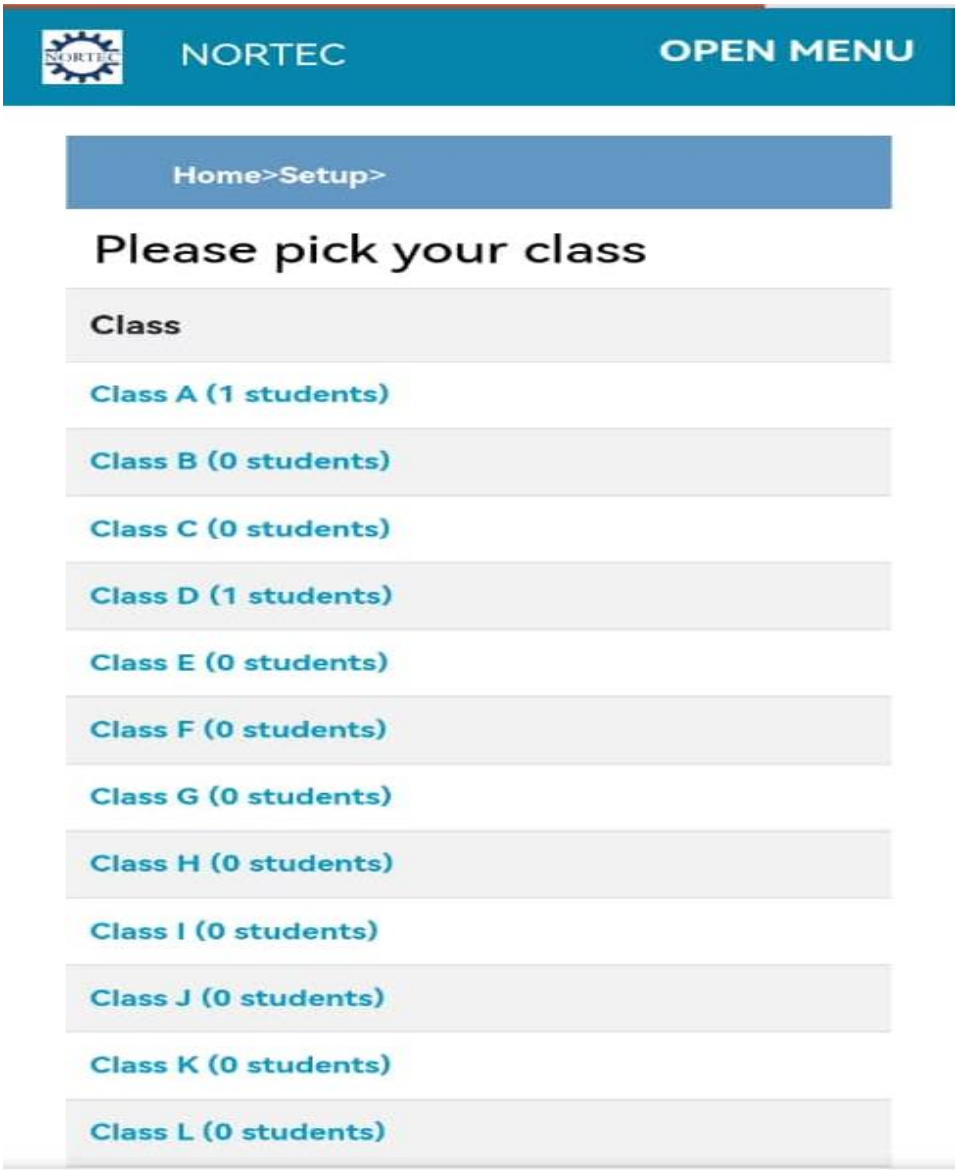
3. Choosing Term

After Selecting your Program / Course, proceed to the Next Screen, which displays the available Terms your New Term. Click on your desired term to select it. See the Screen below for illustration.



4. Choose a Class

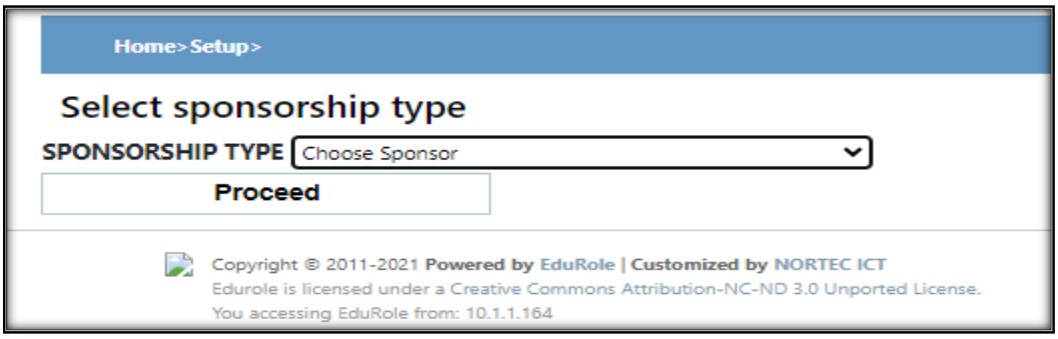
After successfully selecting your term, proceed to choose a class from the ***Class List Screen***. Please note that classes have size limits, and once a particular class is full, the option to select that class will no longer be available. If you are continuing from a previous term, choose the same class as before. However, after an exam, level change, or for new students, class selection will be based on availability, with options appearing in the order they become available. To Select a class, simply click on It. See the screen below for illustration.

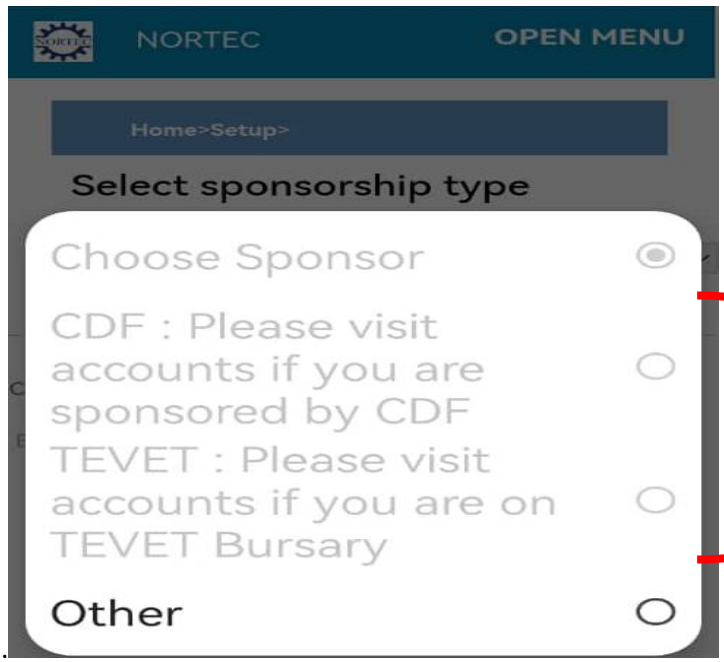


5. Select Sponsorship

5.1. CDF or TEVETA Sponsored

The next stage involves selecting the type of sponsorship. To do this, click on the ***'Choose Sponsorship' drop-down menu***. **NOTE:** If you are a CDF or TEVETA sponsored student and this is your first time registering, please visit the Accounts Office for registration. This is because the options for CDF or TEVETA sponsorship will not be active for first-time registrations. See the screen below for illustrations.





Disabled options for first-time registering students under CDF and TEVETA.

5.2. Self-Sponsored (Other)

Students under self-sponsorship should select the **'Other'** option when choosing their sponsorship type. This applies to students who are not sponsored by TEVETA or CDF. Once you select 'Other', you will proceed to the next screen, where you should click on **'Click here'**.

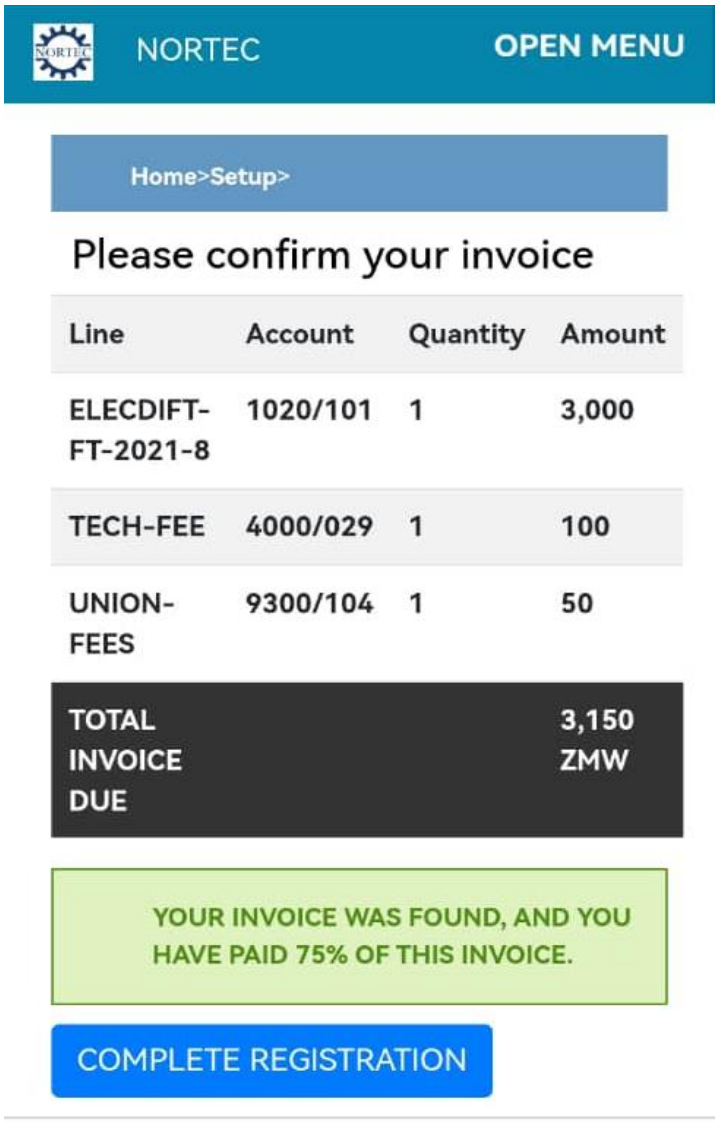
6. Confirm your Invoice

After selecting the type of sponsorship, if the student has not paid at least 75% of the tuition fees, they will be unable to complete the registration process. See the screen below:

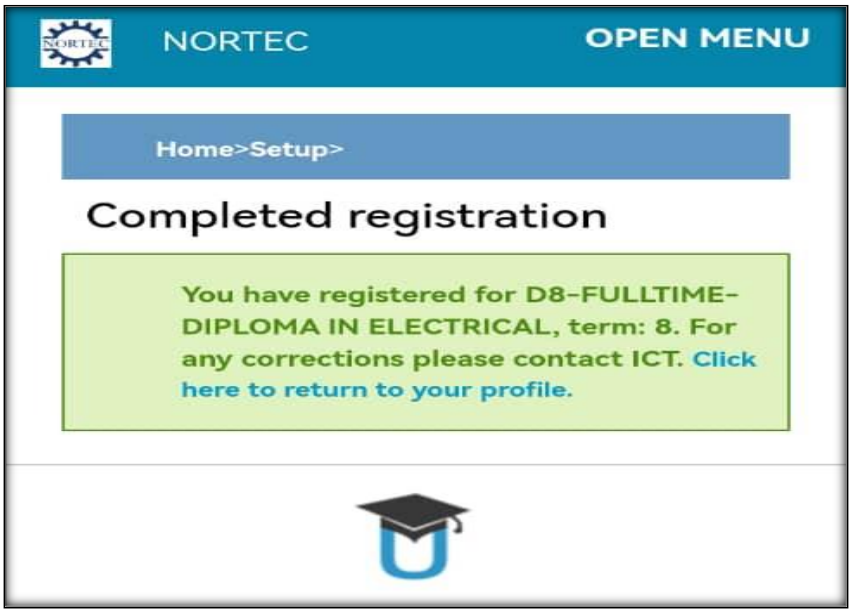
IMPORTANT NOTE: If you have paid your full tuition fees or at least 75% and still receive this invoice during registration, please contact the Accounts Office immediately on the provided mobile line: ***0966021577*** before arriving on campus. If you are already on campus, please visit the Accounts Office to resolve the issue

7. Completion of Registration

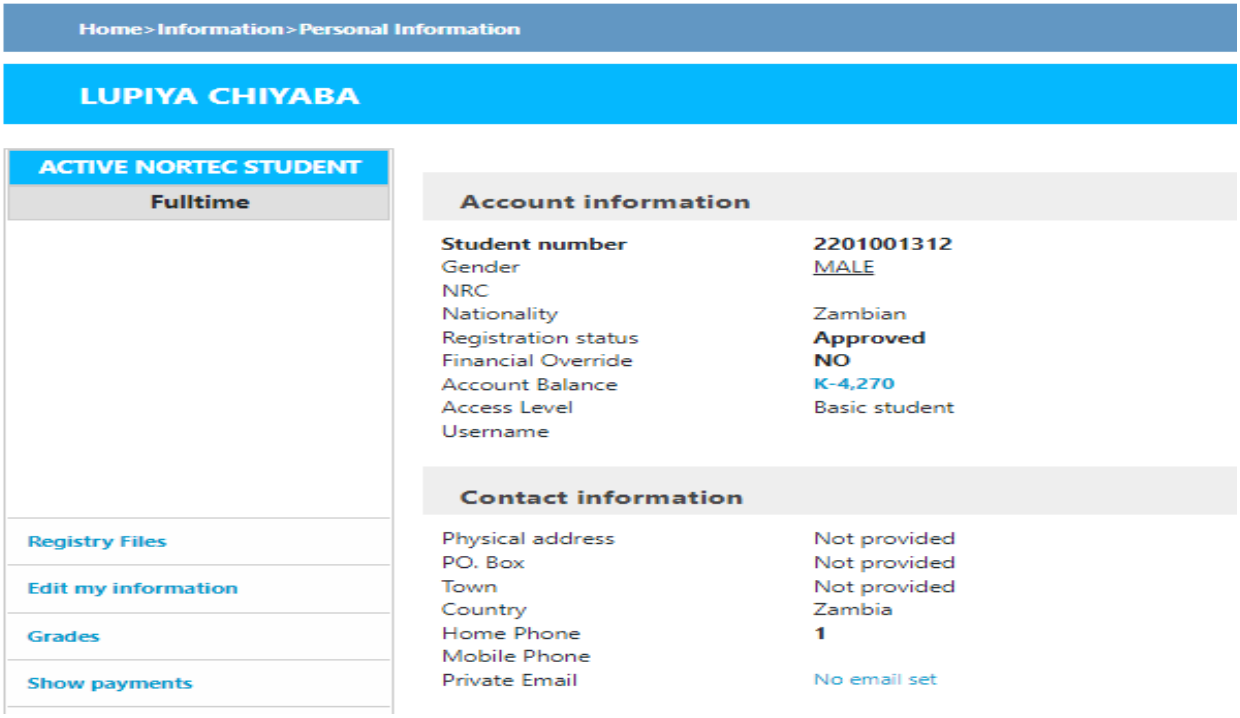
Once the above processes have been completed correctly, the registration process is then considered successful. To finalize your registration, click on the ***'Complete Registration'*** button. See the screen below.



After clicking the 'Complete Registration' button, the following screen will appear. Then, click on the ***'Click here to return to your profile'*** option.



8. 'Personal Information (Profile)



Contact information

Physical address	Not provided
PO. Box	Not provided
Town	Not provided
Country	Zambia
Home Phone	**1**
Mobile Phone	[redacted]
Private Email	No email set

Housing information

Accommodation	KWACHA - BLOCK OO
Room	OO9 (DOUBLE ROOM)

Registered Program Information - 2024 Term 2 (Delete)

Program:	**D8-FULLTIME-DIPLOMA IN ELECTRICAL** (Change Program)
Term:	**7**
Class:	**F** Change class
School:	**ELECTRICAL**

Registered Program Information - 2024 Term 3 (Delete)

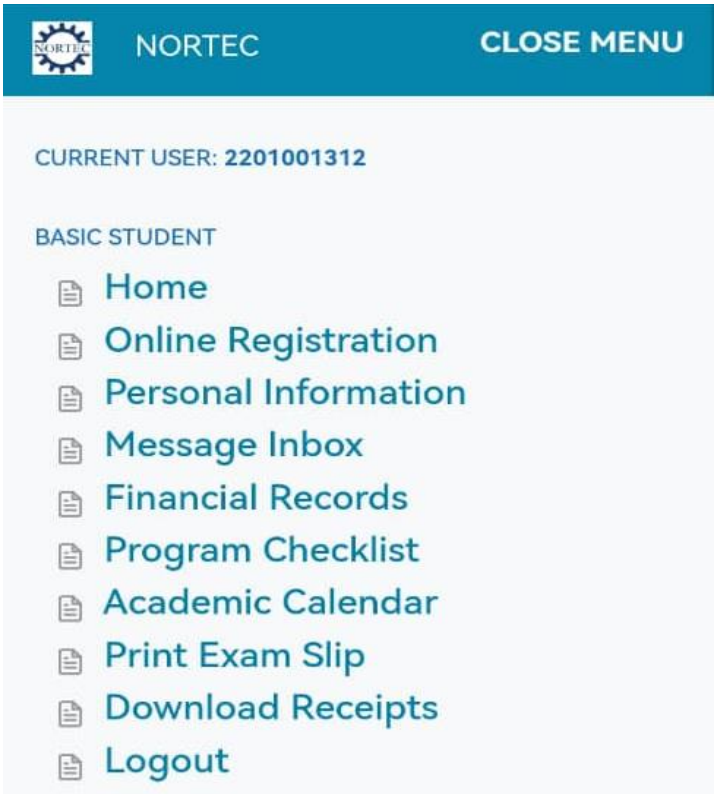
Program:	**D8-FULLTIME-DIPLOMA IN ELECTRICAL** (Change Program)
Term:	**8**
Class:	**F** Change class
School:	**ELECTRICAL**

The Profile contains the following menu item:

- Size Photo
- **Personal Information. (**Student Number , NRC Number, Gender, Registration Status)
- **Payment Information (**View all Invoice information)
- **Contact Information. (** Email Address, Mobile Number
- **Course Registration** (Registered for the Term).
- **Term details** (College Calendar Term and Student's Program / Course Term)
- Class details
- Housing information (Accommodation).

9. Log out

After successfully registering for the course in your chosen term, you can log out of the system by clicking on the 'Open Menu' icon in the top right corner of the screen. Once clicked, the 'Open Menu' changes to 'Close Menu'. The '***Logout'*** option is located at the bottom of the dropdown list.



9.1. The Navigating Menu Contains

- ***The Home Option*** which leads you to the home screen of the system
- ***Online Registration:*** which is used to guide students through the registration process.
- ***Personal Information:*** Displays information about the course and the student.
- ***Message Inbox:*** Contain messages shared on the System
- **Financial Records:** Contains information about the student financial Status.
- **Logout** to use to sign out of the system.