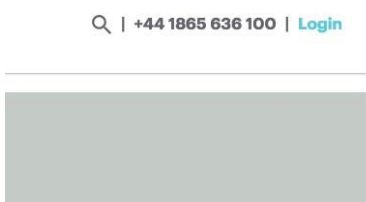
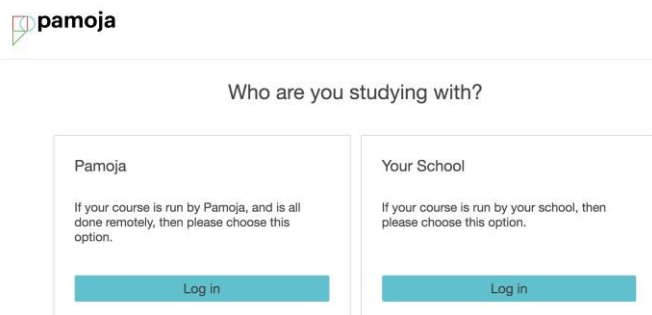
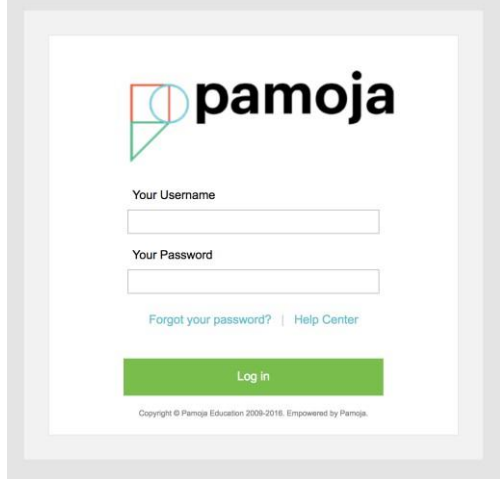
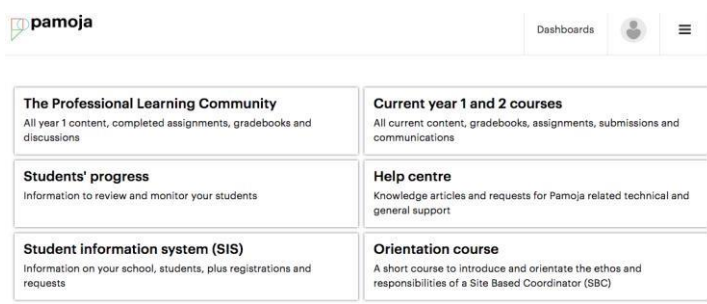
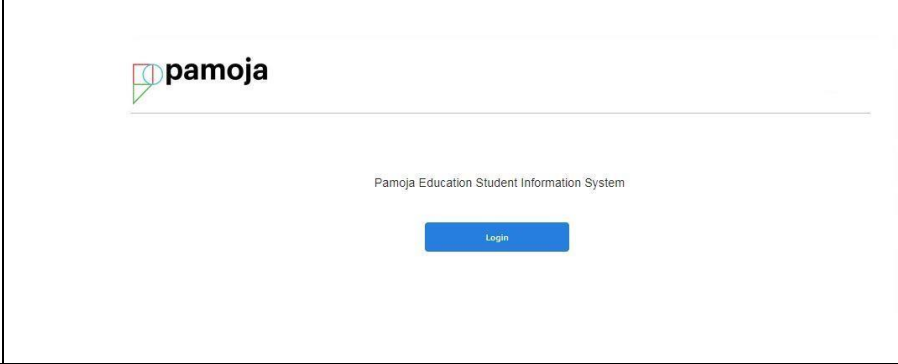
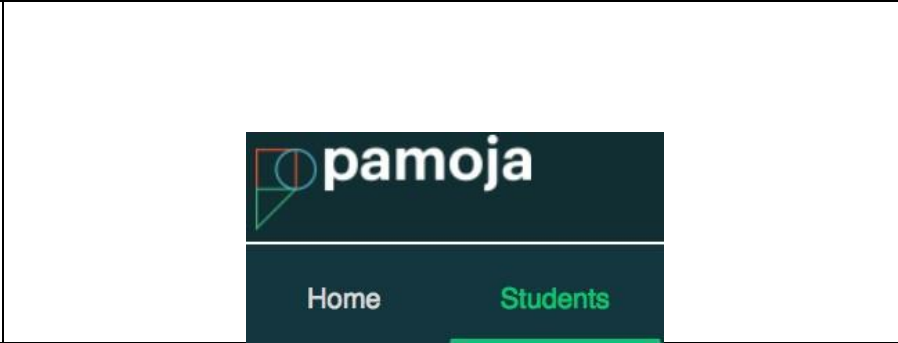
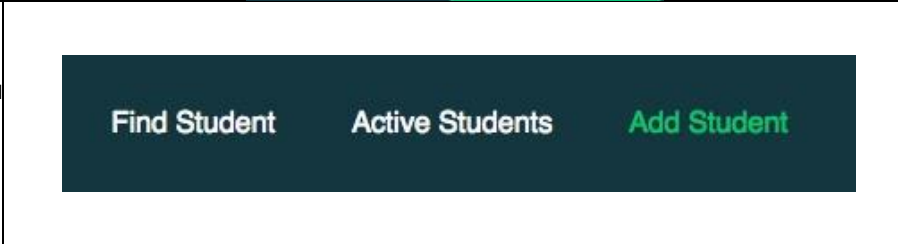

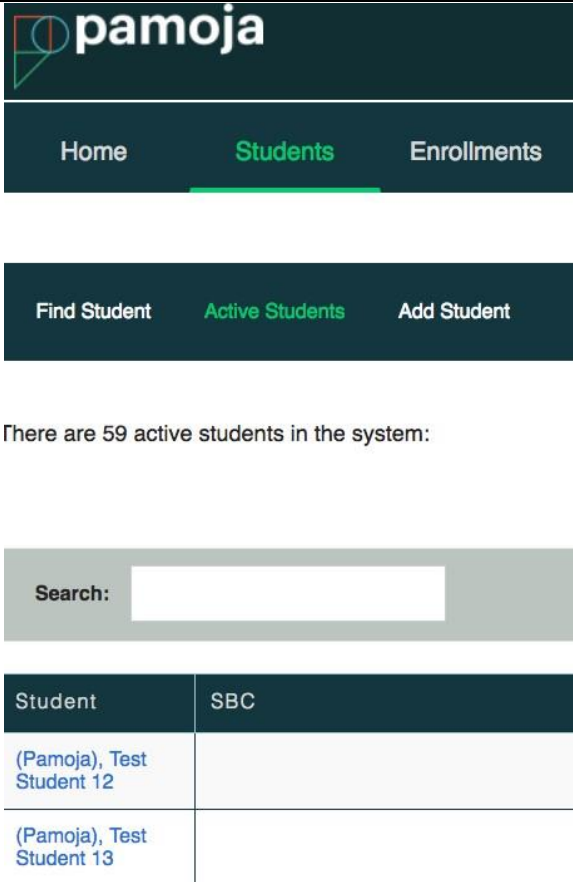


Registering students in the Student Information System (SIS) and entering online course requests

<p>Go to the Pamoja website and click on the Login button on the top right of the screen: http://www.pamojaeducation.com/</p>	
<p>To register students with Pamoja, select the Log in option under 'Pamoja'.</p>	
<p>Enter your details and click on Log in. This will be the username and password you received when your school was registered.</p> <p>Please contact courses@pamojaeducation.com if you have any login issues.</p>	
<p>You will now see your dashboard. To enrol a new student, click on Student information system (SIS).</p> <p>Note: <i>If you are a Diploma Coordinator only (and not Site based Coordinator) then you will not see this screen. Please skip to the next step.</i></p>	

<p>Click on the Login button.</p>	
<p>Click on the Students tab at the top of the Home page in the SIS.</p>	
<p>Click on Add Student on the menu on the top of the page.</p>	
<p>Please include as much detail as possible when completing the application form for the student.</p> <p><u>Select the relevant Cohort from the dropdown list:</u></p> <ul style="list-style-type: none"> • Pamoja Taught: Select PJE 2019-2021 May (Pamoja Taught) for first year Diploma candidates. • Select PJE 2018-2020 May (Pamoja Taught) for second year Diploma candidates. • Select the School Taught cohort for School Taught options. 	<p>Personal Details</p> <p>School Name: <input type="text" value="TEST - May"/></p> <p>Given Name: <input type="text"/></p> <p>Family Name: <input type="text"/></p> <p>Preferred Name(s): <input type="text"/></p> <p>Gender: <input type="text" value="Select..."/></p> <p>Cohort: <input type="text" value="Select..."/></p> <p>During student registration, you will be asked to complete the following fields: Given Name, Family Name, Gender, Cohort, Primary Nationality, Primary Language, Email Address, Candidate Type, Level of written English, Level of spoken English.</p> <p>Note: <u>Red fields indicate required information. You will need to provide a valid email address for the student to avoid login issues.</u></p>




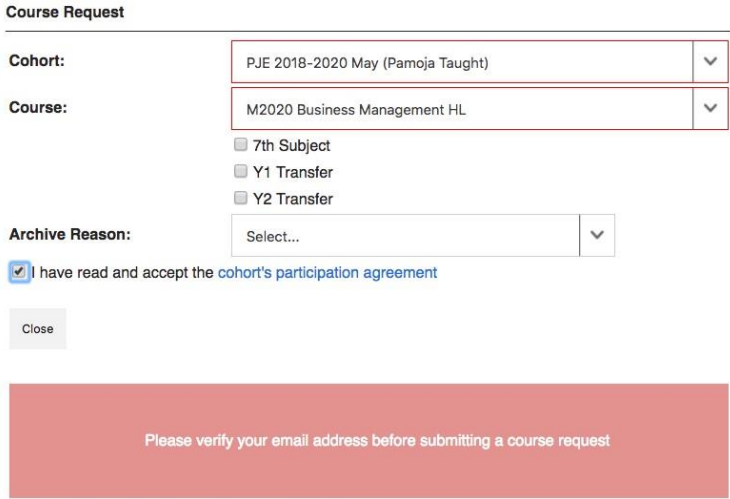
<p>Scroll to the bottom of the page, and click Save.</p>	
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<p>At this stage, the student profile will be created and the student will appear on the list of active students shown under the Student tab. The student will receive an automated email containing their login details.</p>	 <p>The screenshot shows the Pamoja interface with the 'Students' tab selected. Below the navigation bar, there are buttons for 'Find Student', 'Active Students', and 'Add Student'. A message states 'There are 59 active students in the system:'. Below this is a search bar and a table with columns 'Student' and 'SBC'. The table lists two students: '(Pamoja), Test Student 12' and '(Pamoja), Test Student 13'.</p>
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<p>If you wish to edit a student's details, click on their name on the list under Student tab, then click on Edit Information on the left. Make your changes and ensure that you click Save at the bottom of the page.</p>	 <p>The screenshot shows a dropdown menu titled 'Main Information' with the following options: 'Main Page', 'Edit Information' (highlighted in green), 'View Information', 'External Files', 'eText Codes', and 'Flags'.</p>
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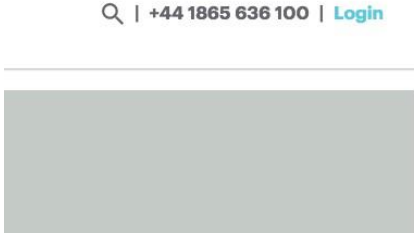
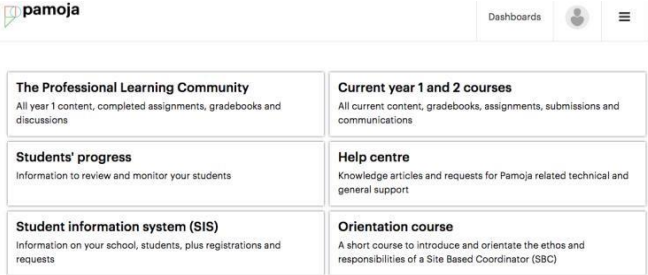
To add another student, repeat the process from **Add Student**.

To complete a student's registration, you must request a course.

<p>Click on a student's name under the Students tab.</p>	
<p>Under the Enrolments section on the menu on the top of the page, click on Requested Courses.</p>	
<p>Click on Add new course request.</p>	
<p>Select the correct cohort from the drop down list.</p> <p>Choose the subject the student wishes to take.</p> <p>Indicate if the online course serves as a 7th Subject for the candidate.</p> <p>Click Save and the process is complete.</p>	
<p style="text-align: center;">Repeat for each student.</p>	



Once your student's courses request has been accepted, you will need to complete SBC Orientation.

<p>Go to the Pamoja website and click on the Login button on the top right of the screen and follow the login steps: http://www.pamojaeducation.com/</p>	
<p>You will now see your dashboard. To find the SBC Orientation, Click on Orientation Course.</p>	
<p>Please then click on the SBC Orientation and work your way through the modules.</p>	