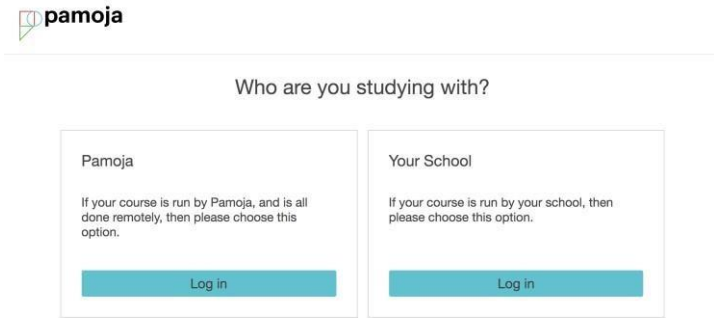

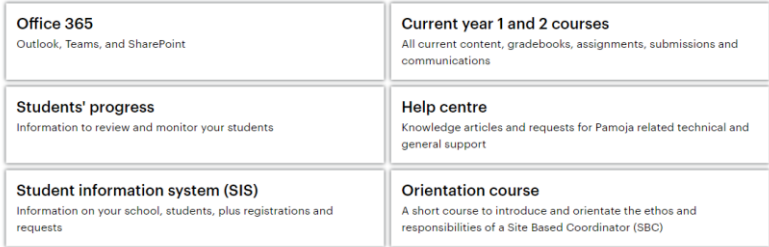
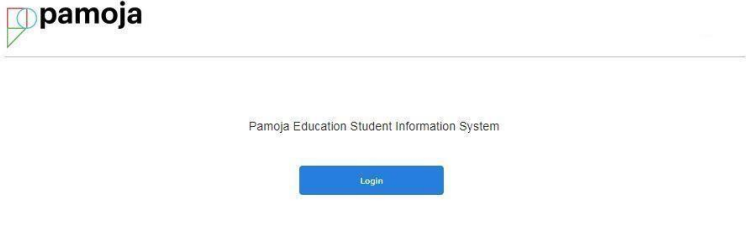


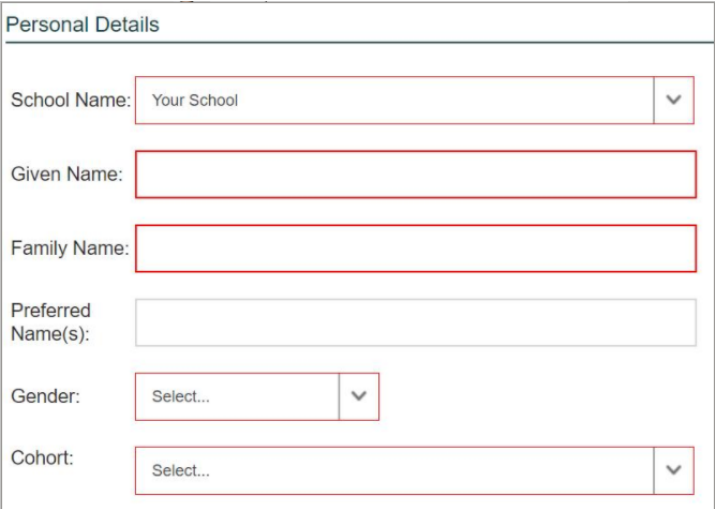




## Registering students in the Student Information System (SIS) and entering online Cambridge IGCSE and International AS and A Level course requests

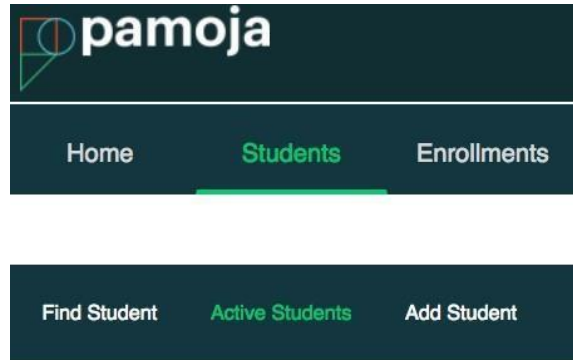
<p>Go to the link: <a href="http://login.pamojaeducation.com/">http://login.pamojaeducation.com/</a> to register students with Pamoja, select the <b>'Log in'</b> option under <b>'Pamoja'</b>.</p>	
<p>Enter your details and click on <b>'Log in'</b>. You will have received your username and password when your school was registered.</p> <p>Please contact <a href="mailto:courses@pamojaeducation.com">courses@pamojaeducation.com</a> if you have any login issues.</p>	
<p>You will now see your dashboard. To enrol a new student, click on <b>'Student information system (SIS)'</b>.</p> <p><b>Note:</b> <i>If you are an Exams Officer only (i.e. not also a Site-based Coordinator) then you will not see this screen. Please skip to the next step.</i></p>	

<p>Click on the <b>'Login'</b> button.</p>	
<p>Click on the <b>'Students'</b> tab at the top of the home page in the SIS.</p>	
<p>Click on <b>'Add Student'</b> 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 <b>Cohort</b> from the drop-down list:</u></p> <ul style="list-style-type: none"> <li>• Pamoja Taught IGCSE: Select <b>'2019-2021 June Cambridge IGCSE (Pamoja Taught)'</b> for first year IGCSE candidates.</li> <li>• Pamoja Taught International AS and A Level: Select <b>'2019-2021 June Cambridge IAL (Pamoja Taught)'</b> for first year International AS and A Level candidates.</li> <li>• School Taught International AS and A Level: Select <b>'2019-2021 June Cambridge IAL (School Taught)'</b> for first year International AS and A Level candidates.</li> </ul>	 <p>During student registration, you will be asked to complete the following fields: Given Name, Family Name, Gender, Cohort, Primary Language, Email Address, Level of written English, Level of spoken English.</p> <p><b>Note:</b> <i>Red fields indicate required information. You will need to provide a <u>valid email address for the student to avoid login issues.</u></i></p>

Scroll to the bottom of the page and click **'Save'**.

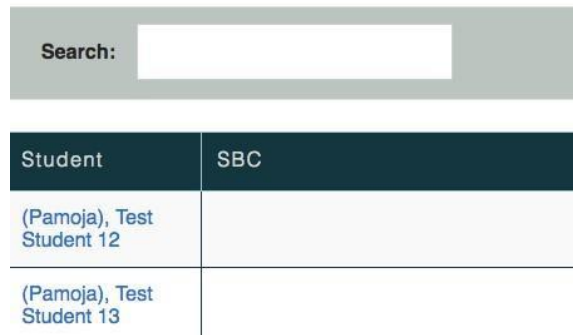


At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.



The screenshot shows the Pamoja dashboard with the 'Students' tab selected. Below the navigation bar, there are three buttons: 'Find Student', 'Active Students' (highlighted in green), and 'Add Student'.

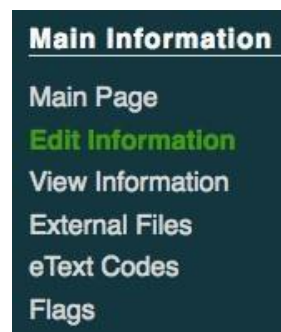
There are 59 active students in the system:



The screenshot shows a search bar with the label 'Search:' and a text input field. Below the search bar is a table with two columns: 'Student' and 'SBC'.

Student	SBC
(Pamoja), Test Student 12	
(Pamoja), Test Student 13	

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.



The screenshot shows a dark blue menu with the following options: 'Main Information' (highlighted in white), 'Main Page', 'Edit Information' (highlighted in green), 'View Information', 'External Files', 'eText Codes', and 'Flags'.

To add another student, repeat the process from **'Add Student'**.

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

Click on a student's name under the 'Students' tab.



Under the 'Enrolments' section on the menu on the top of the page, click on 'Requested Courses'.



Click on 'Add new course request'.

[Add new course request](#)

Select the correct **cohort** from the drop-down list.

Choose the subject the student wishes to take.

Click 'Save' and the process is complete.

**Course Request**

Cohort:  ▼

Course:  ▼

Status:  ▼

Y1 Transfer

Y2 Transfer

Is the student sitting an exam for this course?  ▼

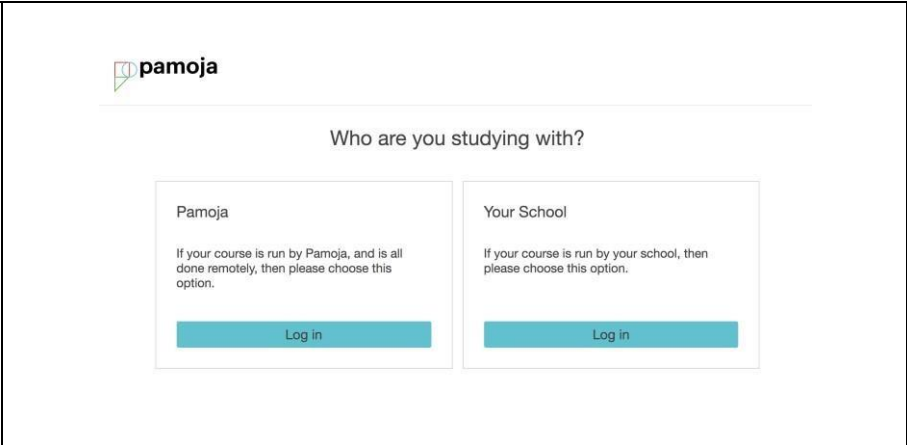
Archive Reason:  ▼

**Repeat for each student.**

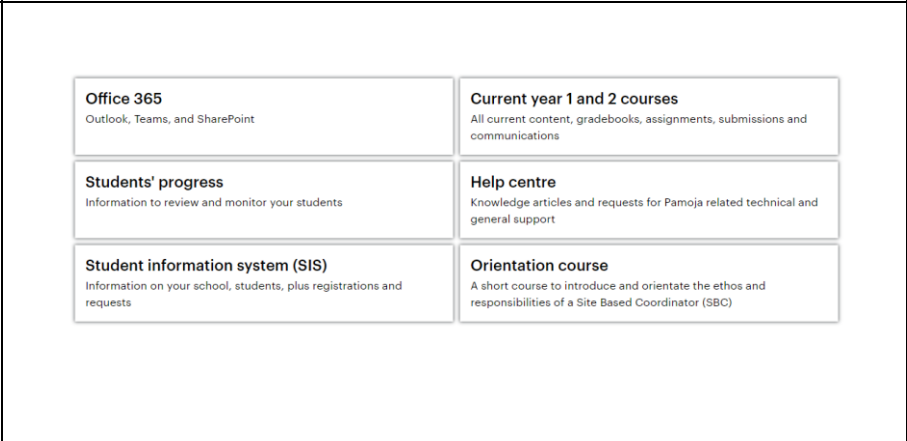


Once your students' Pamoja Taught course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

Go to the link:  
<http://login.pamojaeducation.com/>  
and select the Log in option under 'Pamoja'.



You will now see your dashboard. To find the SBC Orientation, click on 'Orientation Course'.



Please then click on the 'SBC Orientation' and work your way through the modules.

