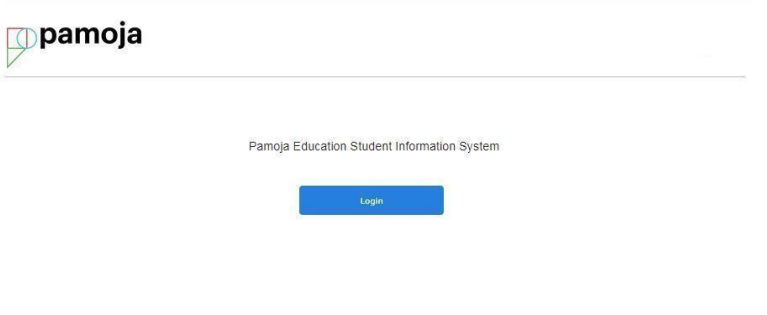


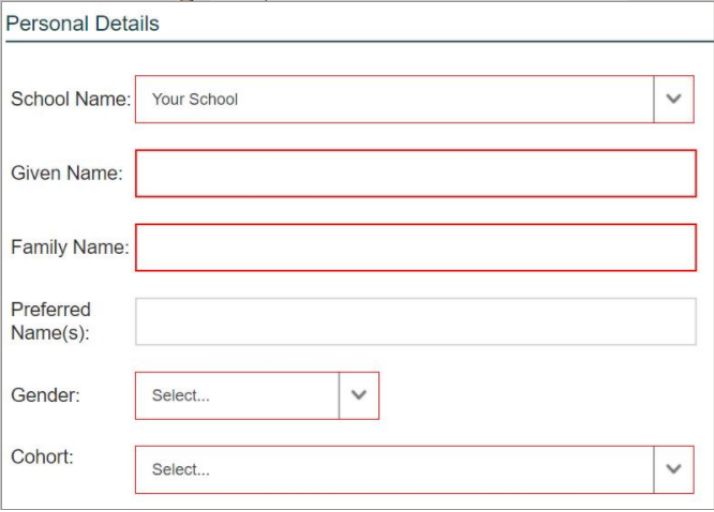


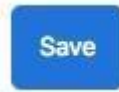


Registering students in the Student Information System (SIS) and entering online IB DP course requests

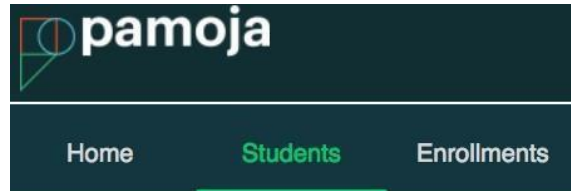
<p>Go to the link: http://login.pamojaeducation.com/ to register students with Pamoja, select the 'Log in' option under 'Pamoja'.</p>	
<p>Enter your details and click 'Log in'. You will have received your username and password when your school was registered.</p> <p>Please contact courses@pamojaeducation.com 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 (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 '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 drop-down list:</u></p> <ul style="list-style-type: none"> • Pamoja Taught: Select '2019-2021 May IB DP (Pamoja Taught)' for first year IB DP candidates. • Select 'PJE 2018-2020 May (Pamoja Taught)' for second year IB DP candidates. • Select the 'School Taught' cohort for School Taught options. 	 <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>Note: <i>Red fields indicate required information. <u>You will need to provide a 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.

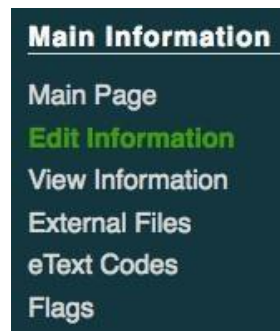


There are 59 active students in the system:

Search:




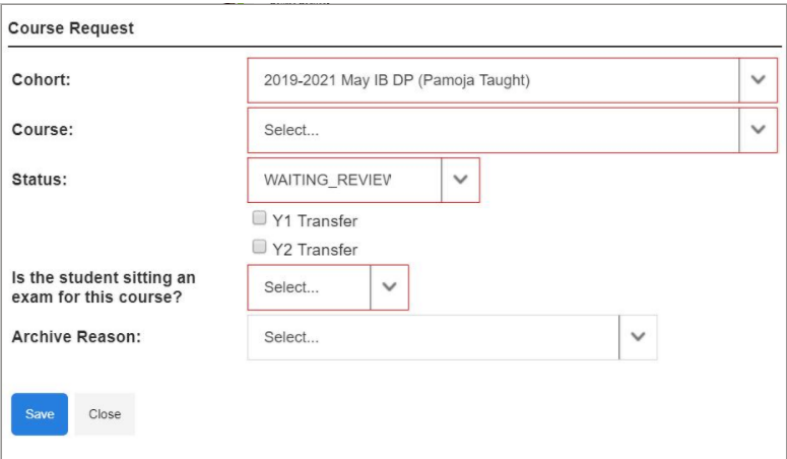
Student	SBC
(Pamoja), Test Student 12	
(Pamoja), Test Student 13	

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.



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

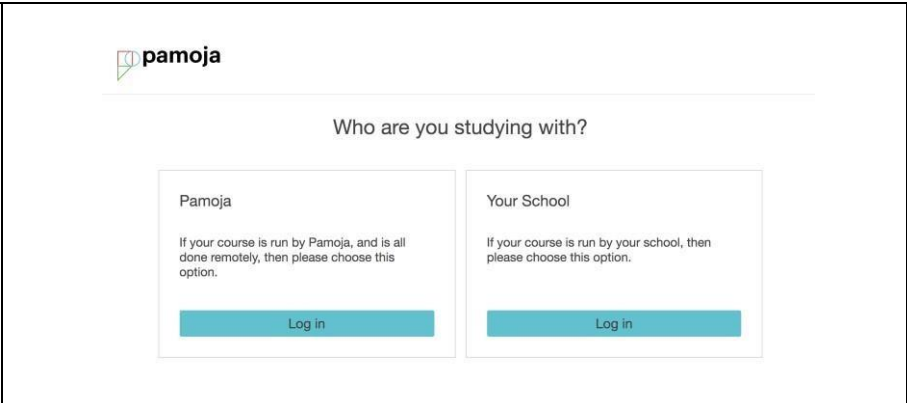
To complete a student's registration, you must request a course.

<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>Click 'Save' and the process is complete.</p>	
<p style="text-align: center;">Repeat for each student.</p>	

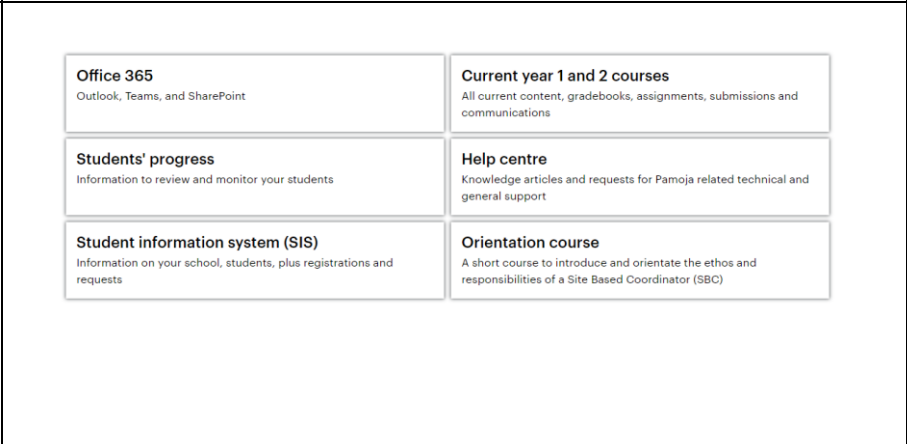


Once your students' Pamoja Taught course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

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.

