



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

<p>If you are a Site-based Coordinator, please go to the link <a href="http://login.pamojaeducation.com/">http://login.pamojaeducation.com/</a> to register students with Pamoja. Please select <b>'For Site-based Coordinators (SBC)'</b> and the <b>'Log in'</b> option under <b>'Pamoja Taught'</b>.</p> <p>If you are a Cambridge Exams Officers, please go to the link <a href="http://login.pamojaeducation.com/">http://login.pamojaeducation.com/</a> to register students with Pamoja. Please select <b>'For Cambridge Exams Officers (EO)'</b> and the <b>'Log in'</b> option under <b>'Student Information System (SIS)'</b></p>	<div style="text-align: center;"> <p>For Site-based Coordinators (SBC)</p>  <p>If you deliver one of our courses remotely, then please choose this option.</p> <p><a href="#">Log in</a></p> </div> <div style="text-align: center;"> <p>For Cambridge Exams Officers (EO)</p> <p><b>Student Information System (SIS)</b></p> <p>Information on your school, students, plus registrations and requests</p> <p><a href="#">Log in</a></p> </div>						
<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>	<table border="1"> <tr> <td data-bbox="608 1458 991 1536"> <p><b>Office 365</b> Outlook, Teams, and SharePoint</p> </td> <td data-bbox="991 1458 1374 1536"> <p><b>Current year 1 and 2 courses</b> All current content, gradebooks, assignments, submissions and communications</p> </td> </tr> <tr> <td data-bbox="608 1536 991 1615"> <p><b>Students' progress</b> Information to review and monitor your students</p> </td> <td data-bbox="991 1536 1374 1615"> <p><b>Help centre</b> Knowledge articles and requests for Pamoja related technical and general support</p> </td> </tr> <tr> <td data-bbox="608 1615 991 1693"> <p><b>Student information system (SIS)</b> Information on your school, students, plus registrations and requests</p> </td> <td data-bbox="991 1615 1374 1693"> <p><b>Orientation course</b> A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p> </td> </tr> </table>	<p><b>Office 365</b> Outlook, Teams, and SharePoint</p>	<p><b>Current year 1 and 2 courses</b> All current content, gradebooks, assignments, submissions and communications</p>	<p><b>Students' progress</b> Information to review and monitor your students</p>	<p><b>Help centre</b> Knowledge articles and requests for Pamoja related technical and general support</p>	<p><b>Student information system (SIS)</b> Information on your school, students, plus registrations and requests</p>	<p><b>Orientation course</b> A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p>
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Click on the **'Login'** button.



Pamoja Education Student Information System



Click on the **'Students'** tab at the top of the home page in the SIS.



Click on **'Add Student'** on the menu on the top of the page.



Please include as much detail as possible when completing the application form for the student.

Select the relevant **Cohort** from the drop-down list:

- Pamoja Taught IGCSE: Select **'2019-2021 June Cambridge IGCSE (Pamoja Taught)'** for first year IGCSE candidates.
- Pamoja Taught International AS and A Level: Select **'2019-2021 June Cambridge IAL (Pamoja Taught)'** for first year International AS and A Level candidates.
- School Taught International AS and A Level: Select **'2019-2021 June Cambridge IAL (School Taught)'** for first year International AS and A Level candidates.

**Personal Details**

School Name:  ▼

Given Name:

Family Name:

Preferred Name(s):

Gender:  ▼

Cohort:  ▼

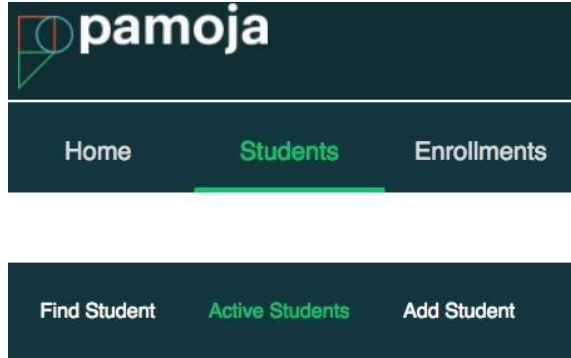
During student registration, you will be asked to complete the following fields: Given Name, Family Name, Gender, Cohort, Primary Language, Email Address, Level of written English, Level of spoken English.

**Note:** *Red fields indicate required information. You will need to provide a valid email address for the student to avoid login issues.*

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

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 buttons for 'Find Student', 'Active Students', and 'Add Student'. Below these buttons, it states 'There are 59 active students in the system:'. A search bar is visible, and a table lists two students:

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




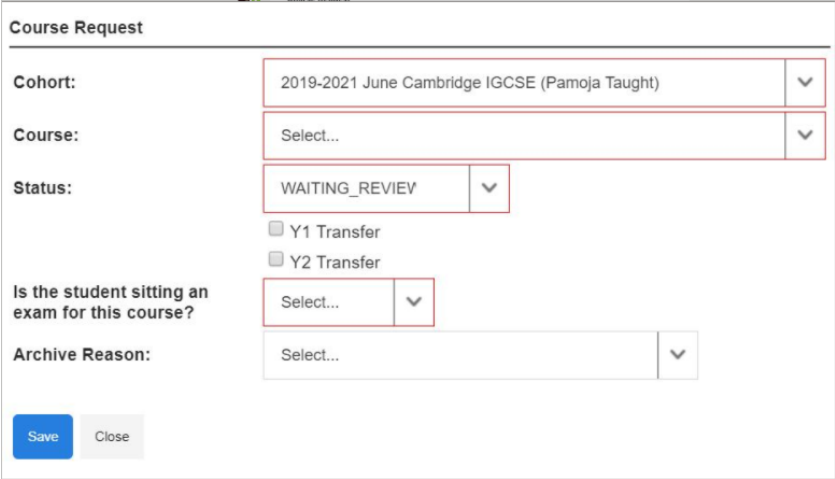
If you wish to edit a student's details, click on their name on the list under **'Student'** tab, then click on **'Edit Information'** on the left. Make your changes and ensure that you click **'Save'** at the bottom of the page.

### Main Information

Main Page  
**Edit Information**  
 View Information  
 External Files  
 eText Codes  
 Flags

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

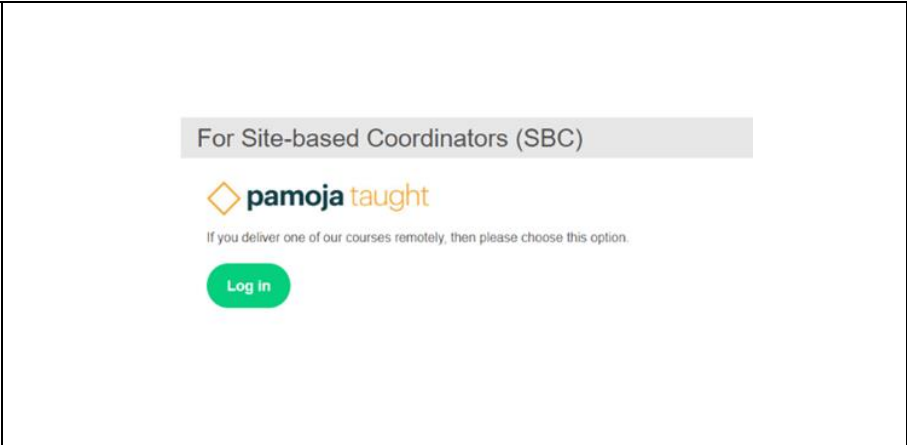
To complete a student's registration, you must request a course.

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

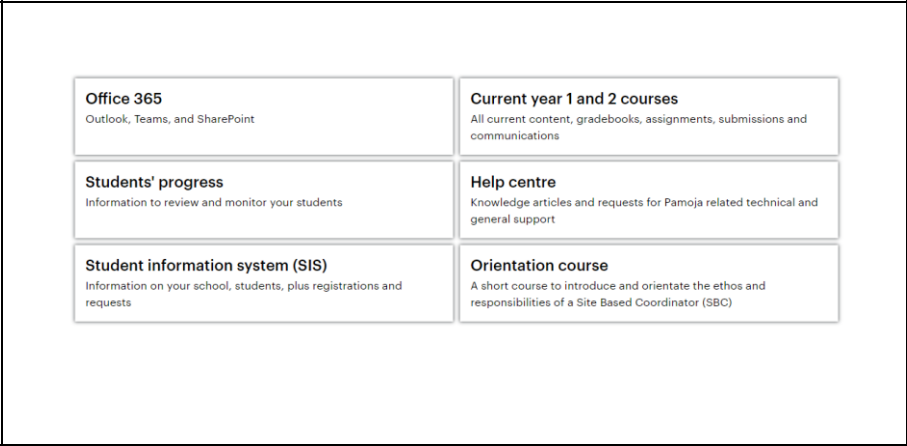


Once your students' Pamoja Taught course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

Go to the link <http://login.pamojaeducation.com/> to register students with Pamoja. Please select **'For Site-based Coordinators (SBC)'** and the **'Log in'** option under **'Pamoja Taught'**.



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.

