ONLINE REGISTRATION PROCEDURES

1.1 How to Access the system
   a) Go to college website www.atc.ac.tz
   b) On the top menu Click ICT SERVICES
   c) On Services Offered click Online Registration System(ORS)

1.2 How to Log in
   a) For continuing students the username is Admission number and password is 2014
   b) All First Year Students(First time applicants) should use form four index number as username and password is 2014. The accepted format for form four index number is SXXXX-XXXX-YYYY e.g S1234-0019-2012

1.3 How to Register
   a) Log in using your username and password
   b) Click payments button on the left hand side menu
   c) Specify if you have medical insurance by selecting yes or no on the selection box, if you have medical insurance you will need to scan your ID and attach it.
   d) Click submit
   e) In the next screen you will see the total amount that you will pay
   f) Click clear here button to record your payment
   g) Fill in the amount you have paid and attach bank slip that has the required amount
   h) Click submit
   i) Thank you for registering
1.4 How to change password
   a) Log in using your username and password
   b) Click security
   c) Fill in current password
   d) Provide your new password
   e) Re-type new password then
   f) Click update button

If you find any problem in registration, Please contact the following offices:

**ICT Department:**
HOD ICT Department
Email: ict@atc.ac.tz

**Registrar’s Office:**
Registrar
Email: registrar@atc.ac.tz