1. How to Access the system
   a) Go to college website https://www.atc.ac.tz
   b) On the top menu Click ICT SERVICES
   c) On Services Offered click Students Management System(SMS)

2. How to Log in
   a) Continuing students should use the same username and password used for accessing examination results.
   b) All First Year Students must create an account by using the following procedures:
      i. Open Students Management System(SMS) using procedures shown in section 1, you will see the figure shown below, click on the computer monitor with keys to login
ii. You will see the figure shown below, to create an account click on the link “First year students. Click here to create account”

![User Authentication](image)

iii. Follow instructions given by the system to create an account and then log in using username and password created.

3. How to Register for studies in each semester

   a) Log in to the system using your admission number as username and password used during creation of an account

   b) Read internal memos if any, scroll down and click Go to SMS Dashboard Button

   c) On the SMS dashboard, click online registration button as shown below
d) Follow instructions, answer all questions and provide relevant information as requested by the system for successful registration.

If you find any problem in registration process, please contact:

Registrar’s Office:

Admission Officer
Email: admissions@atc.ac.tz

Registrar
Email: registrar@atc.ac.tz