ONLINE ADMISSION SYSTEM
USER MANUAL.

https://www.oas.atc.ac.tz

Arusha Technical College
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1.0 GETTING STARTED.

This is the step by step guideline on how to use our Online Admission System. Through this system you will be able to apply for Admission into Bachelor Degree, Ordinary Diploma or Basic Technician Certificate Courses offered by Arusha Technical College. To use our system type [https://www.oas.atc.ac.tz/](https://www.oas.atc.ac.tz/) in your web browser.

*The page will be displayed as shown below:*

![Online Admission System](image)

**Figure 1.1 Shows the home page of Online Admission System**
1.0.1 Admission Guide Book:

In order to see details of each programme such as admission requirements, capacity of students needed, how long will the course take, and tuition fee click on ADMISSION GUIDE BOOK at the left-hand side. See the figure below:

Figure 1.2 shows the how to access admission guide book.
2.0 REGISTRATION.
In order to “log-in” in our system you must first have an account.

2.0.1 How to Register.
Step one:
In order to register click REGISTER BUTTON on the left-hand side menu.

See the figure below:

Figure 2.1 shows the register button.
After Clicking register button, you will be directed to a personal information page as shown in a figure below. See the figure below:

![Registration Form](image)

Figure 2.2 shows the registration form.
Step Two:

You are required to fill in your Personal Details. Enter Full name (as they appear in your form four certificate), Gender, Date of Birth and Place, Citizenship and Marital Status. *See the figure below:*

![Personal Details Form](image)

Figure 2.3 shows the part to fill personal details.

Step Three:

You are required to fill in your Form Four Index Number as it appears in your Form Four certificate. *See the figure below:*

![Form Four Index Number](image)

Figure 2.4 shows the part to fill in your form four index number.
Step Four:
You are required to fill in your Contact Information.
Enter Contact Address, Mobile Phone Number and Email. See the figure below:

Figure 2.5 shows the part to fill in your contact information.

Step Five:
You are required to fill in your Login Credentials. Your username will be automatically generated from your form four index number filled as per step three above.
Note: Your password must be at least 6 characters and should be private.

See the figure below:

Figure 2.6 shows the part to fill in your login credentials.
Step Six:

After filling out all required information click “SAVE” Button to submit your information. Then, system will automatically direct you to the login form. See the figure below:

Figure 2.7 shows how to save information.
3.0 LOGIN.
After registration, you shall be required to login using your CSEE index number and password as created during your registration. A username and password is required to access Online Admission System.

3.0.1 How to Login.

**Step One:**
Use your form four index number as the username “E.g. S1234-5678-2016” and password, as submitted during registration.

**Step Two:**
Then click “LOG IN” to continue. *See the figure below:*

![Figure 3.1 Shows the Login button.](image-url)
After Clicking login button, it will direct you to a page as shown in a figure below. You will be required to fill several information to complete your registration. *See the figure below:*

![Education Background Form](image)

Figure 3.2 shows the education background information page.
**4.0 APPLY FOR ADMISSION.**

On this section, you must submit valid information to complete your application as listed below:

1. Education info
2. Course Selection.
3. Employment info.
4. Health details.

The following are the steps that show how to apply for admission.

**Step one: Educational Information (CSEE / GCE).**

You are required to fill valid CSEE / GCE examination results information as they appear in your certificate(s). Then, click “NEXT” button to continue, [See the figure below:](#)

![Image of Educational Information Form](#)

Figure 4.1 shows the Next button and form for 1st educational information.
Step Two: Educational Information (ACSEE or any other course in Science Engineering e.g. VETA.)

You are required to fill valid examination results information as they appear in your form six certificate or any other course in Science Engineering e.g. VETA certificate. Then, click “next” button to continue.

NOTE: IF YOU DID NOT STUDY ACSEE OR ANY OTHER COURSE IN SCIENCE ENGINEERING just CLICK “NEXT” TO PROCEED. See the figure below:

![Figure 4.2 Shows the Next button and form for 2nd educational information.](image-url)
Step Three: Educational Information (Ordinary Diploma, Full Technician Certificate (FTC) or any other Equivalent Qualification.)

You are required to fill valid examination results information as they appear in your Ordinary Diploma certificate, Full Technician Certificate (FTC) or any other Equivalent Qualification certificate. Then, click “Next” button to continue.

Holders of Ordinary Diploma Certificate aspiring to join Bachelor Degree programs are required to verify through NACTE Award Verification System and fill in Award Verification Number; applications without Award Verification Number from NACTE will not be processed. Click on “Click here” link to get Award Verification Number.

NOTE: IF YOU DID NOT STUDY Ordinary Diploma, Full Technician Certificate (FTC) or any other Equivalent Qualification just CLICK “Next” TO PROCEED. See the figure below:

Figure 4.3 Shows the Next button and form for 3rd educational information.
Step Four: Course Selection.

Choose your entry route either direct entry or selected entry.

- If you choose “direct entry” select one of the option as your first choice and another as your second choice.
- If you choose “selected entry” (government sponsored) you have three option the first option, second option, and the third option.

Click “Next” to continue. See the figure below:

Figure 4.4 shows course selection.
Step Five: Employment Information.

Provide your employment experience by filling your employer, position held, start date and end date of your contract then click save. Repeat the same process if you have many entries.

NOTE: IF YOU HAVE NEVER BEEN EMPLOYED skip this part and CLICK “Next” BUTTON BELOW TO PROCEED. See the figure below:

Figure 4.5 shows employment/ work experience information.
Step Six: Health Details.

If you have any Physical or Communication Disability such as Vision, Mobility, Speech hearing or others? Please Specify and click save button

See the figure below:

Figure 4.6 shows physical and communication fitness form.
Step Seven: Manage Application Documents.

After submitting all necessary information you must Click UPLOAD DOCUMENTS link on the right-hand side to upload all necessary documents to support your application.

Important Documents:

1. Bank Receipt.
2. Form Four Certificate(s).
3. Passport size photo in jpg format.
4. Ordinary Diploma Transcript (For Applicants with Ordinary Diploma).
5. FTC Transcript (For Applicants with FTC).
6. Form Six Certificate(s) (For Applicants with Form Six Certificate).
7. Award Verification Certificate (For Bachelor Degree Applicants with Ordinary Diploma).

**Application without supporting documents will not be processed**

Figure 4.7 shows uploaded documents management area.
After Clicking upload link, it will direct you to a page as shown in a figure below.

**NOTE:**

**SUPPORTED DOCUMENT FORMATS ARE:** PDF, JPG, JPEG, PNG AND GIF.

**SIZE OF THE DOCUMENT SHOULD NOT EXCEED 3MB; PASSPORT SIZE PHOTO MUST BE IN JPG FORMAT.**

**PROVISION OF WRONG OR INVALID DOCUMENTS WILL LEAD TO CANCELLATION OF YOUR APPLICATION AND YOU SHALL BE CHARGED WITH A CRIMINAL OFFENCE TO THE COURT OF LAW.**

Click “SAVE” button below to proceed. *See the figure below:*

![ARUSH TECHNICAL COLLEGE](image)

**Figure 4.8 shows documents uploading page.**
5.0 OTHER SERVICES OFFERED BY OAS.

5.0.1 Change Password.
In case you want to change password, click “change password” link on the left-hand side, and follow the steps.

After fill in the new password then, click “update” button to continue or cancel button if you wish not to change the password. See the figure below:

Figure 5.1 shows the change password page.
5.0.2 Update your Details.
In case you want to update your details, our system allows you to update:

1. Education info
2. Course Selection.
3. Employment info.
4. Health details.

Click “PERSONAL DETAILS” button or either among them to continue. *See the figure below:*

![Update Tab](image)

Figure 5.2 shows update tab.

To update submitted information click the corresponding button and you will be directed to update page depending on your selection. *See the figure below:*
To update personal details: Modify any personal information, click “UPDATE” button to change or “CANCEL” button if you wish not to change any details. See the figure below:

Figure 5.3 shows how to update personal information.
The same process can be followed for education background: Modify submitted information then, click “UPDATE” button to change or “NEXT” button if you wish not to change A-level details. *See the figure below:*

![Image of the education background form]

Figure 5.4 shows how to update education background.
5.0.3 Preview your application by downloading your application form.

Before submitting your application you must check the correctness of your information by downloading filled in application form. In order to download your application please click “application form” link on the left-hand side. *See the figure below:*

Figure 5.5 shows how to download application form.
5.0.4 Submitting Application.

In order for your application to be processed you must submit it to Admission Department of Arusha Technical College by clicking SUBMIT APPLICATION button. Do not click submit application button if you have not completed uploading your documents. Submitted applications can’t be modified in any way by the applicant.

See the figure below:
6.0 LOGOUT
If you want to logout please click “logout” link on the left-hand side. See the figure below:

Figure 6.1 Shows how to logout.
We look forward to welcoming you to ATC.

Issued by: -

ICT DEPARTMENT

ARUSHA TECHNICAL COLLEGE.