

THE INSTITUTE OF FINANCE MANAGEMENT DIRECTORATE OF COMPUTER SERVICES



IFM EMS STUDENT USER MANUAL

March 2023

VERSION 1.2

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Note: *We suggest you read the entire manual at least once. This document is updated regularly, remember to check for latest version.*

1. Desktop Version

1.1 Sign In

To sign In, open any browser (Mozilla, Edge, Chrome, Safari etc.), open the IFM website, go to ICT Services, and open EMS.

The sign in page will open.

If you are using the system for the first time, put your Registration Number as Username and Registration Number as password.

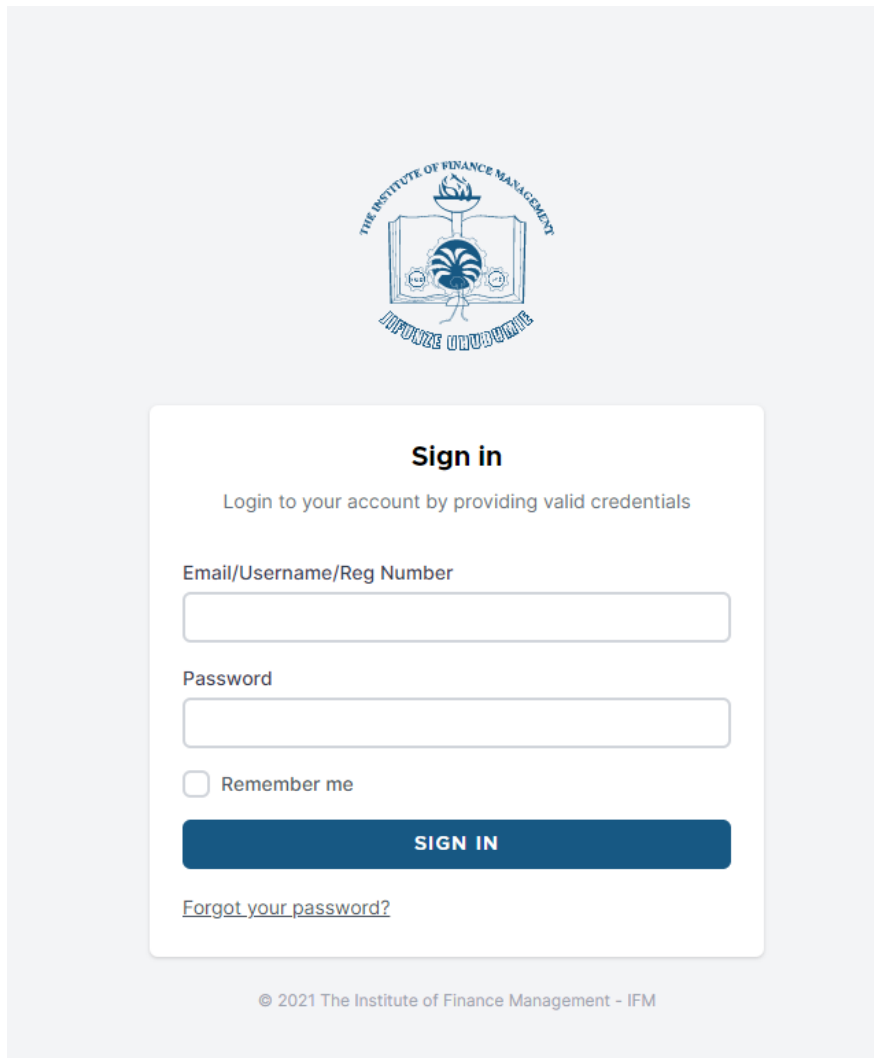
The image shows a web browser window displaying the sign-in page for The Institute of Finance Management (IFM). At the top center is the IFM logo, which features a circular emblem with a book and a torch, surrounded by the text 'THE INSTITUTE OF FINANCE MANAGEMENT' and 'JALANZAH BUKU BAKAR'. Below the logo is a white rectangular sign-in form. The form has a title 'Sign in' and a subtitle 'Login to your account by providing valid credentials'. It contains two input fields: 'Email/Username/Reg Number' and 'Password'. Below these fields is a checkbox labeled 'Remember me'. A dark blue button with the text 'SIGN IN' in white is positioned below the checkbox. At the bottom of the form is a link that says 'Forgot your password?'. The footer of the page, below the form, reads '© 2021 The Institute of Finance Management - IFM'.

Figure 1 Sign In PC

1.2 Navigating Around (Basics)

After Signing in, one will be welcomed by a dashboard.

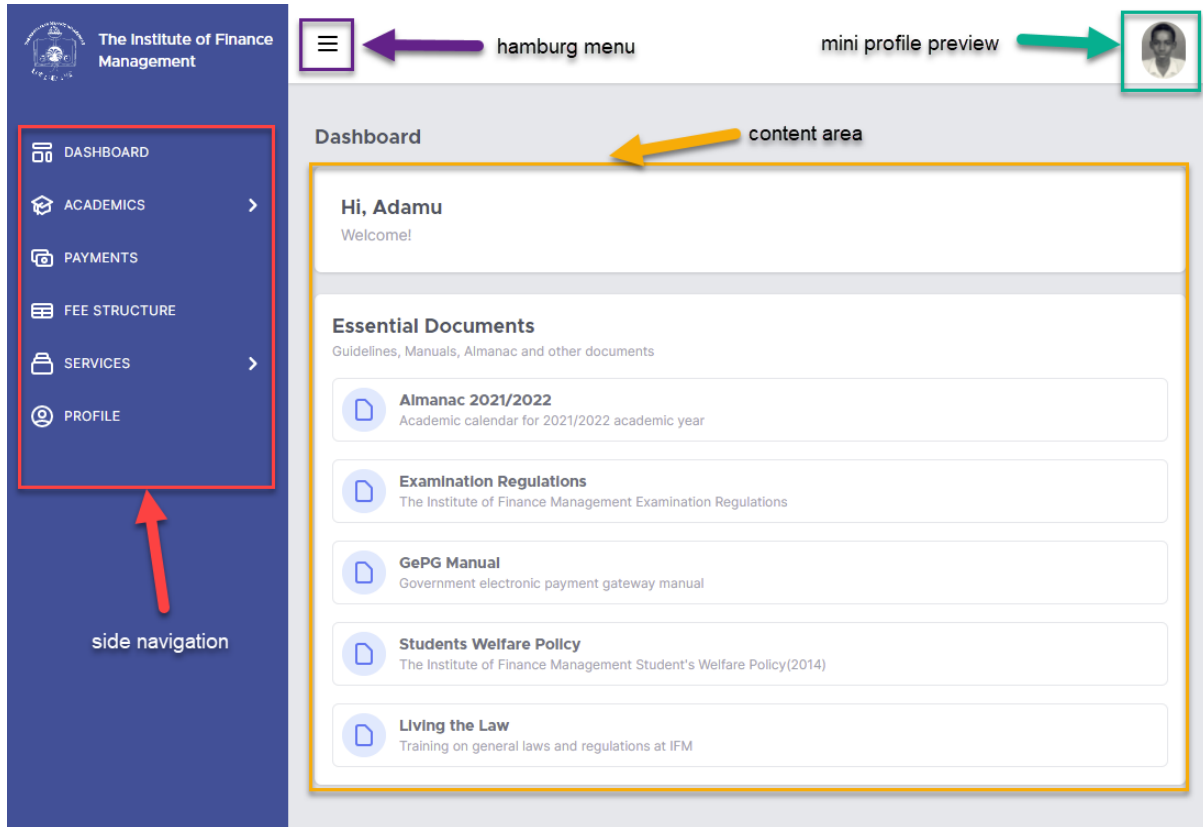


Figure 2 Getting around

The system window is divided into three parts. The side navigation on the left, the top bar, which contains hamburg menu and mini profile preview photo and content area.

Side Navigation contains menu of items related to a student. Dashboard, Registration, Payments, and Profile are menu items. Click any of this item and the contents of that item will be displayed on the content area. Example, when you click Payments, information related to payment will be displayed on the content area.

Hamburg menu is used to open and close side navigation when a device with small display is used, example mobile phone.

Mini profile preview photo is a link (clickable) that opens a mini profile preview. It is explained in the coming sections.

1.3 Dashboard

Dashboard is the main window which opens after successful sign in. It welcomes you by name and it contain essential documents. The current Almanac, and Examination Regulations are among the documents found in the Dashboard.

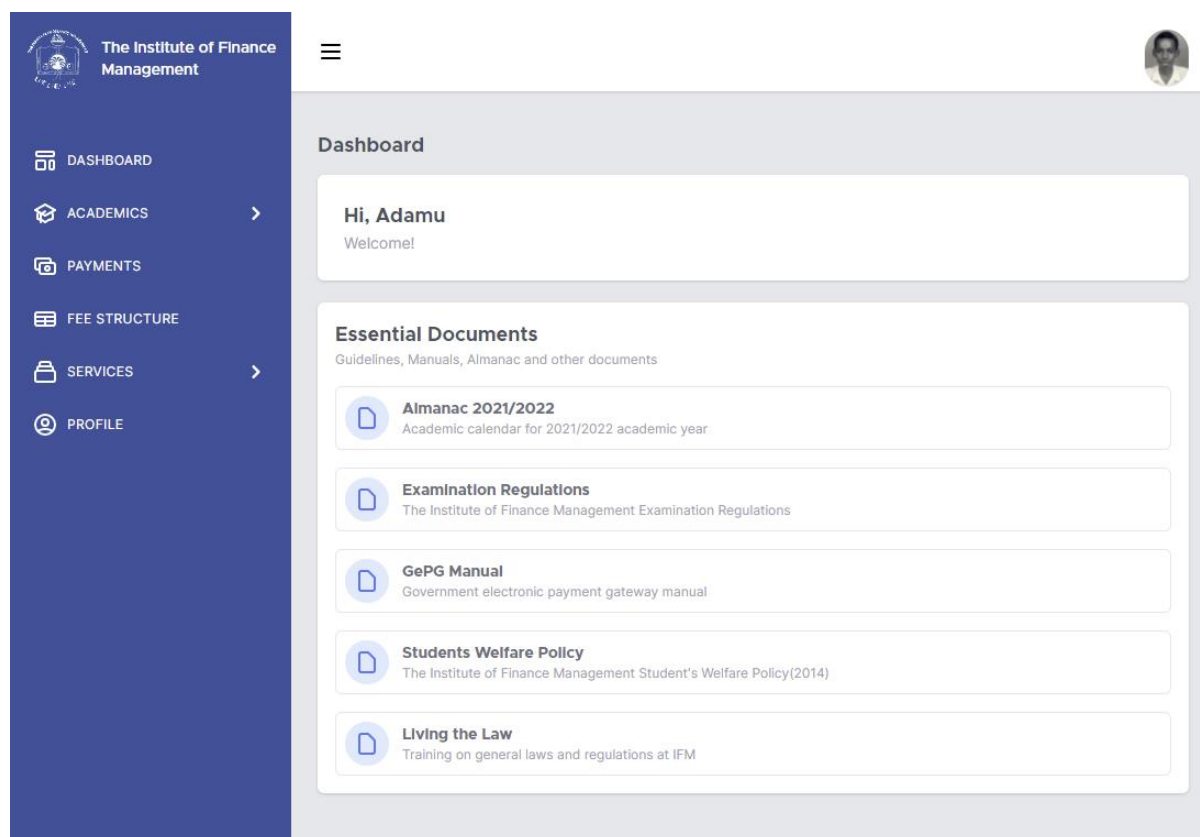


Figure 3 Dashboard

1.4 Mini Profile Preview

Mini Profile Preview provides a preview of your (student) profile. It is accessed by clicking the mini photo on the top right corner. Once that is done, the mini window will open and provide profile information like name, email address, registration number, programme of study etc.

Logout button is found on this window. When you have finished using the system, use this button to safely logout of the system.

Note: *It is important to remember to logout to avoid other users using your account.*

Update basic info button is used to update basic information and update the password. Figure 5 shows the information that can be update.

Note: *Immediately after signing in for first time, use this feature to update your password. Make sure you remember your new password. It is important to do this to avoid other users using your account.*

The Institute of Finance Management

Dashboard

Hi, Adamu
Welcome!

Essential Documents
Guidelines, Manuals, Almanac and other documents

- Almanac 2021/2022**
Academic calendar for 2021/2022 academic year
- Examination Regulations**
The Institute of Finance Management Examination Regulations
- GePG Manual**
Government electronic payment gateway manual
- Students Welfare Policy**
The Institute of Finance Management Student's Welfare Policy(2014)
- Living the Law**
Training on general laws and regulations at IFM

Programme of Study
Bachelor Of Accounting With Information Technology - BAIT

Campus
Dar Es Salaam - IMC

Academic Year 2021/2022	Year of Study First Year - Semester 1
Stream Stream A	Group Group 1

[Update Basic info/Password](#)

[Logout](#)

Figure 4 Mini profile

The Institute of Finance Management

Update Profile

Update basic info
Update your email and username. After updating, you can use any to login to your account.

Username
IMC/BAIT/3129001

Email Address
adamunahawa@ifm.ac.tz

SAVE

Update password
You are about to update your current password, please ensure your account is using a long, random password to stay secure.

Current Password

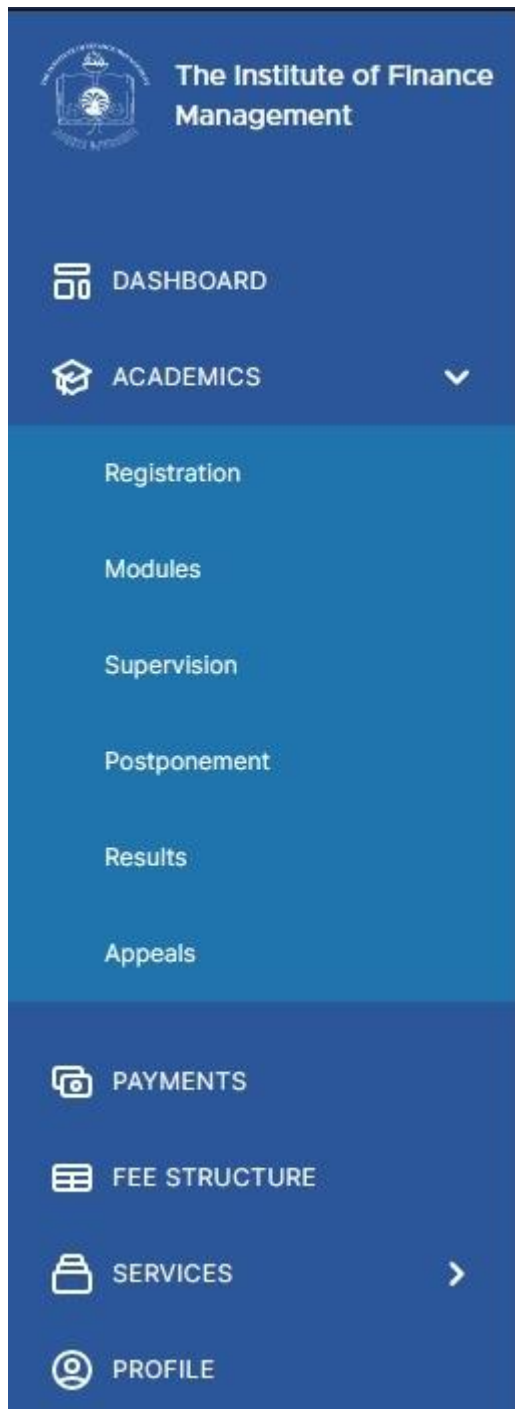
New Password

Confirm Password

RESET PASSWORD

Figure 5 Update details

1.5 Academics



Academics Module contains several sub modules. These sub modules might increase as the needs grow.

The current sub modules are registration, modules (courses), supervision, postponement, (module) results and (examination) appeals.

Figure 6 Academic sub modules

1.5.1 Registration

Registration section gives the registration status of a given semester in an academic year.

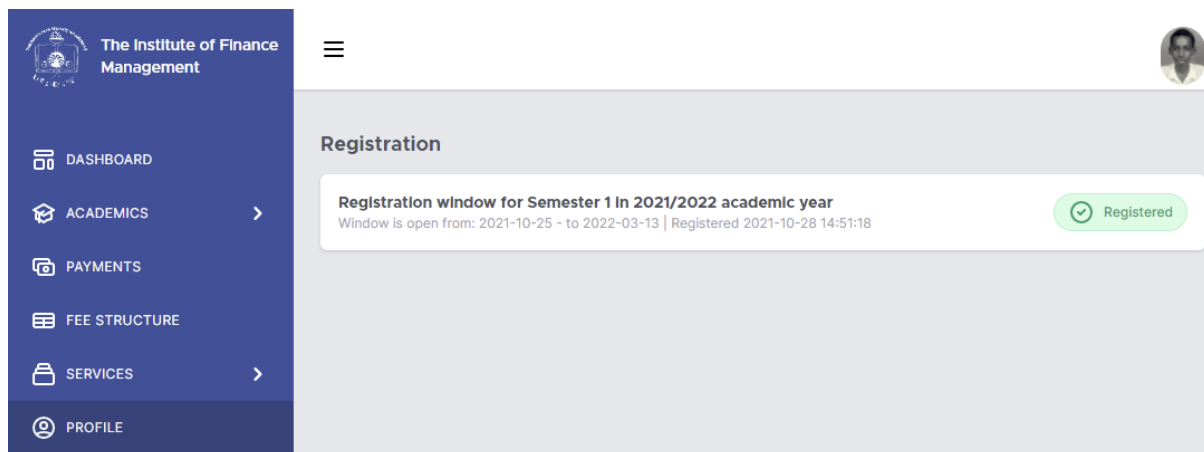


Figure 7 Registration

This section also allows a student to register for a specific semester when the registration window is open.

1.5.2 Modules

Programs are comprised of modules or courses. The modules section provides a window for students to view their associated modules.

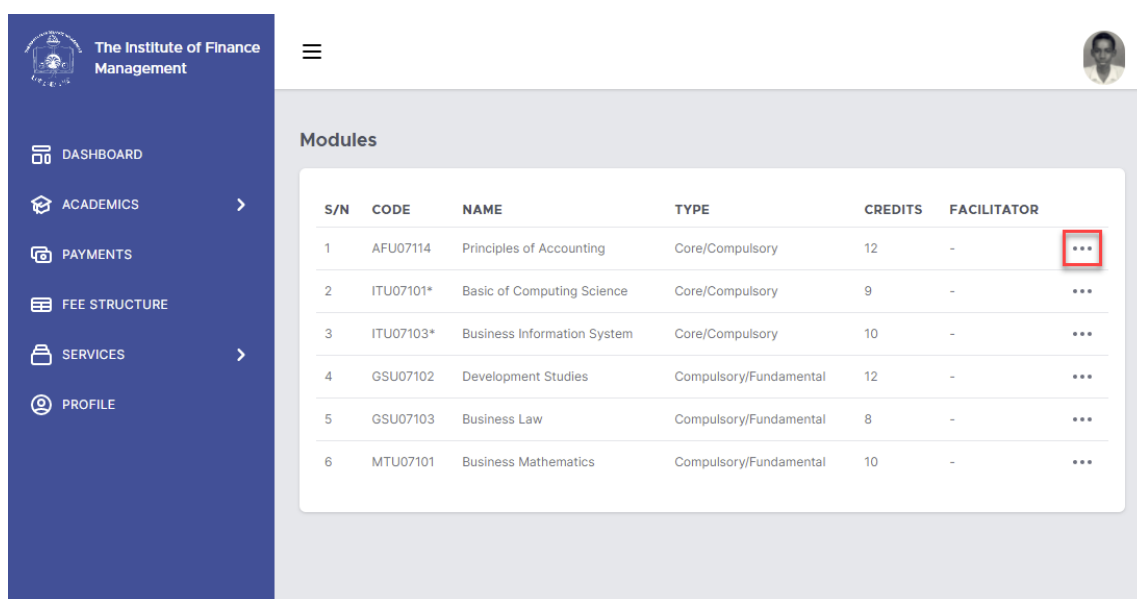
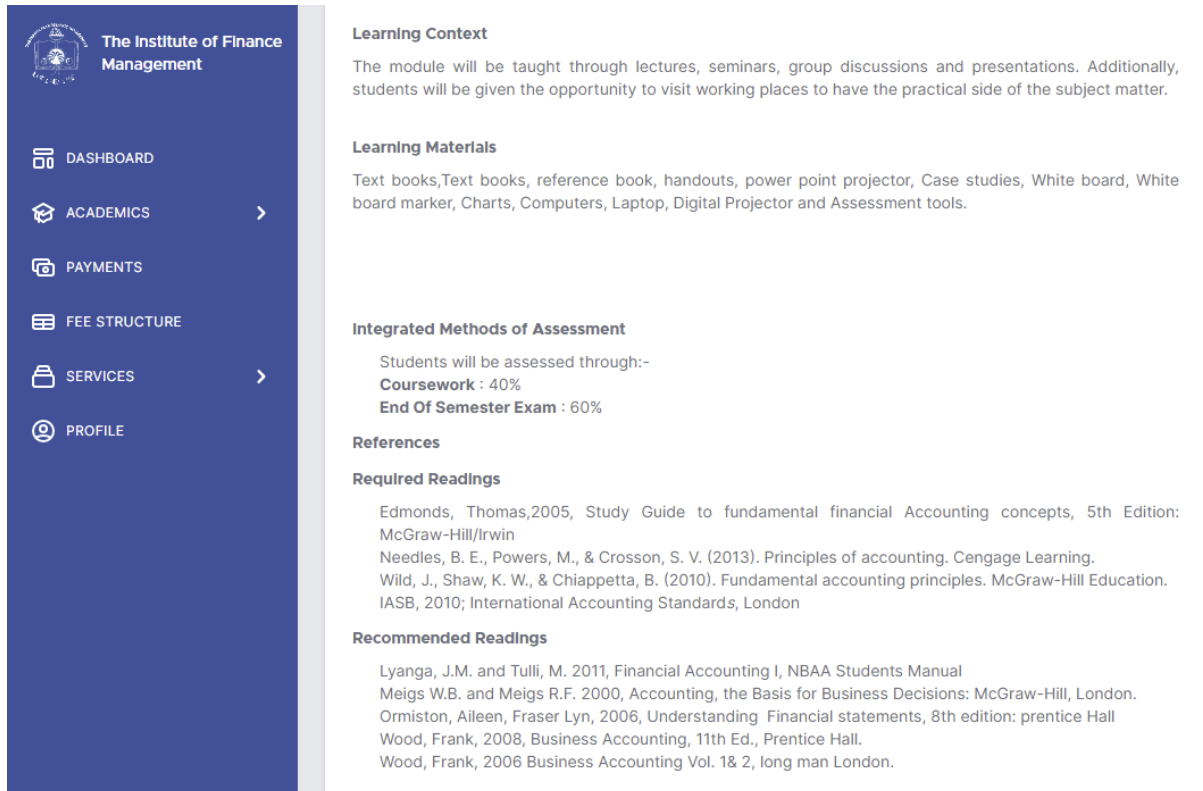


Figure 8 Modules

The three dot ellipses allow student to click and view the module contents.



The screenshot displays a student portal for 'The Institute of Finance Management'. On the left is a dark blue sidebar with a white logo at the top and a list of menu items: DASHBOARD, ACADEMICS, PAYMENTS, FEE STRUCTURE, SERVICES, and PROFILE. The 'ACADEMICS' and 'SERVICES' items have right-pointing chevrons. The main content area on the right is white and contains the following sections:

- Learning Context**

The module will be taught through lectures, seminars, group discussions and presentations. Additionally, students will be given the opportunity to visit working places to have the practical side of the subject matter.
- Learning Materials**

Text books, Text books, reference book, handouts, power point projector, Case studies, White board, White board marker, Charts, Computers, Laptop, Digital Projector and Assessment tools.
- Integrated Methods of Assessment**

Students will be assessed through:-
Coursework : 40%
End Of Semester Exam : 60%
- References**
 - Required Readings**

Edmonds, Thomas, 2005, Study Guide to fundamental financial Accounting concepts, 5th Edition: McGraw-Hill/Irwin
Needles, B. E., Powers, M., & Crosson, S. V. (2013). Principles of accounting. Cengage Learning.
Wild, J., Shaw, K. W., & Chiappetta, B. (2010). Fundamental accounting principles. McGraw-Hill Education.
IASB, 2010; International Accounting Standards, London
 - Recommended Readings**

Lyanga, J.M. and Tulli, M. 2011, Financial Accounting I, NBAA Students Manual
Meigs W.B. and Meigs R.F. 2000, Accounting, the Basis for Business Decisions: McGraw-Hill, London.
Ormiston, Aileen, Fraser Lyn, 2006, Understanding Financial statements, 8th edition: prentice Hall
Wood, Frank, 2008, Business Accounting, 11th Ed., Prentice Hall.
Wood, Frank, 2006 Business Accounting Vol. 1 & 2, long man London.

Figure 9 Module contents

1.5.3 Supervision

Supervision section shows all the supervisors you have been assigned to. It can be Final Year Project, Field Report supervision or Research supervision.

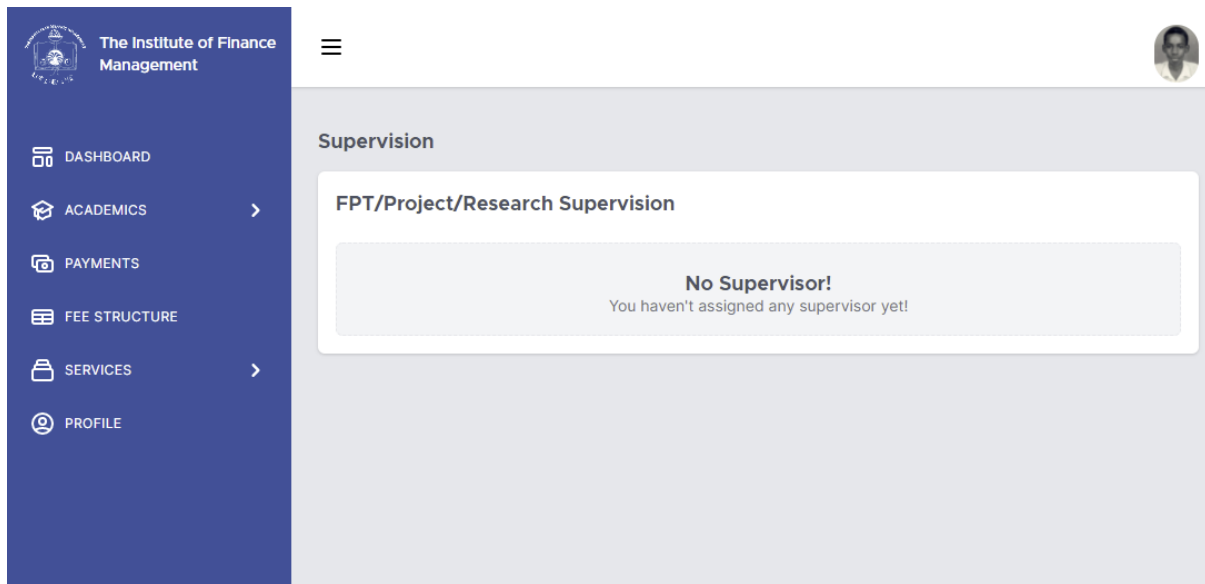



Figure 10 Supervision

1.5.4 Postponement


Studying duration ranges between a year up to three (or sometimes more) years. There are times student wish to postpone for whatever reason.

The EMS system allows students to postpone a semester or an examination if there is (are) concrete reason(s) to do so. Postponement sections allow a student to postpone. Evidence for requesting postponement based on type of postponement component (semester/ final exam) is required.

Note: *This is action has profound consequences. Make sure no one else can use your account. Make sure only you can request for a postponement.*



The Institute of Finance Management



DASHBOARD

ACADEMICS

PAYMENTS

FEE STRUCTURE

SERVICES

PROFILE

Postponement

Postponement Requests

A list of all Postponement Requests you've made in different academic years

REQUEST

Select what you want to postpone

☒ Semester
Postponement of Semester

☐ Final Exam
Postponement of Final Examination

Choose postponement reason for the selected above option

Postponement reasons are aggregated form a list of common and well known reasons. Be aware that some reasons may require attachment of valid evidence in order for your request to be successfully completed and accepted.

Sickness

Attach evidence

The selected postponement reason selected above requires evidence. Please attach document that justify your postponement reason.

Choose File


No file chosen

☐ I confirm the request of the postponement of selected option above. The reason and supporting evidence provided are valid and genuine. Let me be accountable if invalidity found.

SUBMIT

Figure 11 Postponement

After requesting a postponement, the process will proceed, and you will be notified of the decision.



Postponement

Postponement Requests

A list of all Postponement Requests you've made in different academic years

REQUEST

Semester

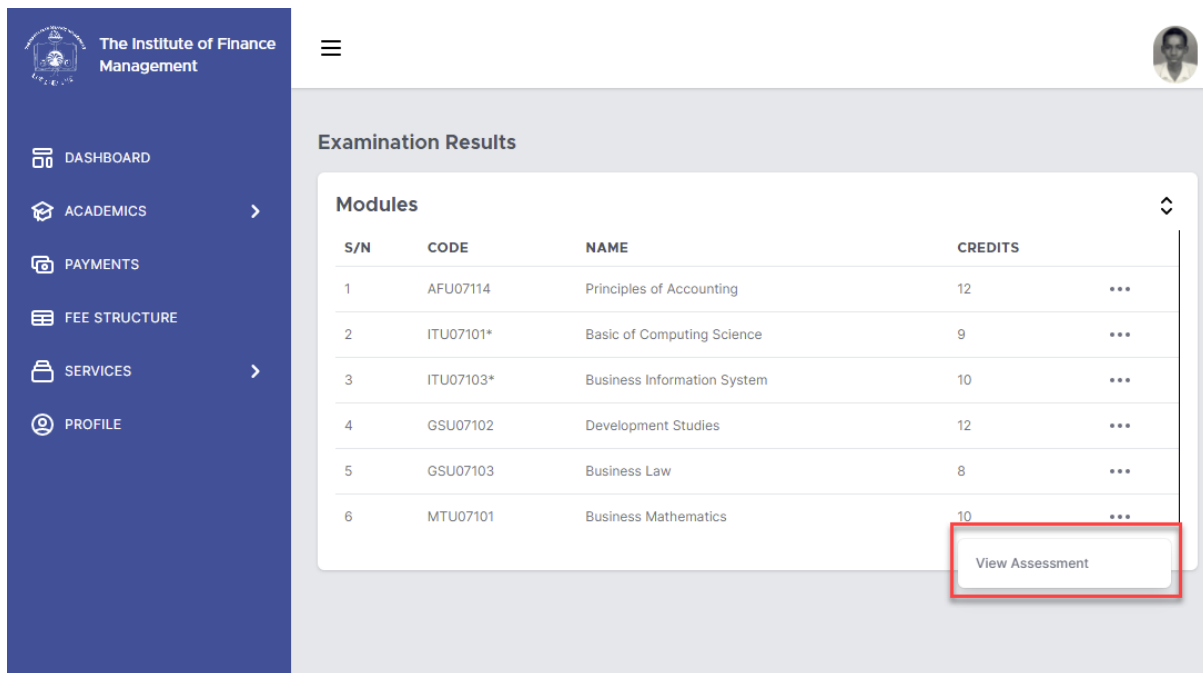
Postponement of Semester

S/N	REQUEST/FACTOR	ACADEMIC YEAR	STATUS/REMARK	
1	Postponement of year of study(First Year) Late Arrival or Registration	2021/2022 First Year . Semester 1	Await Dean Approval	...

Figure 12 Postponement approval

1.5.5 Results

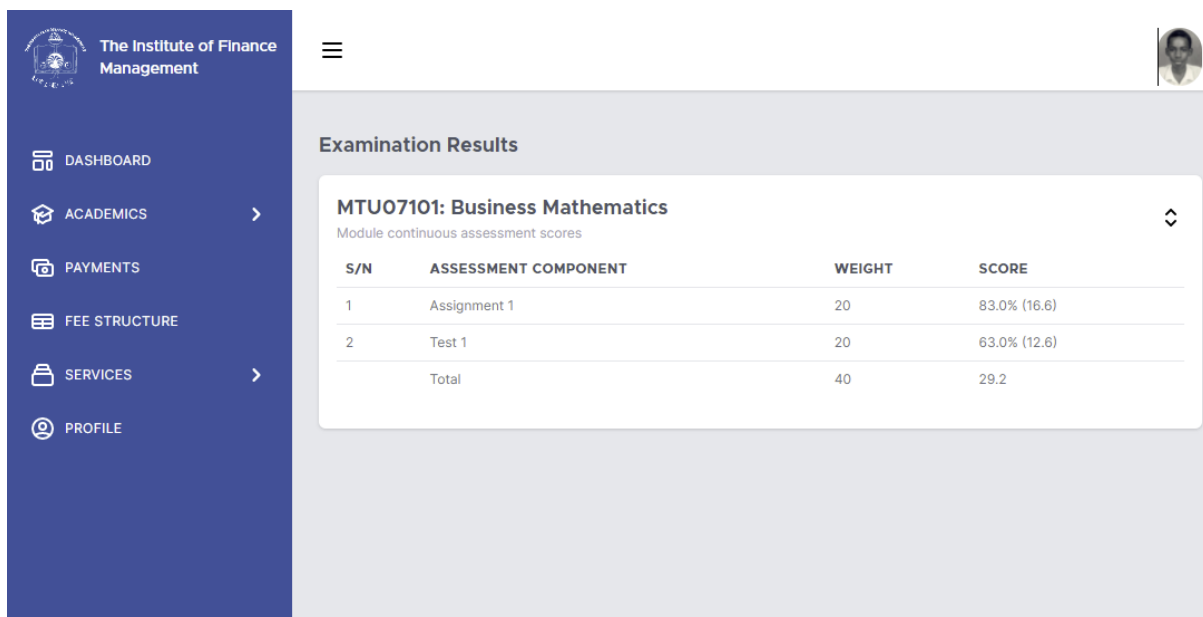
Results section gives the results of each module you are enrolled on. The first page will list all the module, and the ellipses will provide a way to view individual assessment.



The screenshot shows the 'Examination Results' page of 'The Institute of Finance Management'. On the left is a dark blue sidebar with navigation links: DASHBOARD, ACADEMICS, PAYMENTS, FEE STRUCTURE, SERVICES, and PROFILE. The main content area has a header 'Examination Results' and a table titled 'Modules'. The table lists six modules with columns for S/N, CODE, NAME, CREDITS, and an ellipsis button. The 'Business Mathematics' module (MTU07101) is highlighted, and a red box around its ellipsis button contains the text 'View Assessment'.

S/N	CODE	NAME	CREDITS	
1	AFU07114	Principles of Accounting	12	...
2	ITU07101*	Basic of Computing Science	9	...
3	ITU07103*	Business Information System	10	...
4	GSU07102	Development Studies	12	...
5	GSU07103	Business Law	8	...
6	MTU07101	Business Mathematics	10	...

Figure 13 Results



The screenshot shows the 'Assessment component' page for 'MTU07101: Business Mathematics'. The sidebar is the same as in Figure 13. The main content area has a header 'Examination Results' and a table titled 'MTU07101: Business Mathematics'. Below the title is the subtitle 'Module continuous assessment scores'. The table has columns for S/N, ASSESSMENT COMPONENT, WEIGHT, and SCORE. It lists three assessment components: Assignment 1, Test 1, and a Total row.

S/N	ASSESSMENT COMPONENT	WEIGHT	SCORE
1	Assignment 1	20	83.0% (16.6)
2	Test 1	20	63.0% (12.6)
	Total	40	29.2

Figure 14 Assessment component

1.5.6 Appeals

Appeal window is opened after examination results are out. The aim is to allow students to appeal for results which they believe are not correct. Appeal processes give room for appeal cases to be reviewed by a higher authority.

In EMS system, appeal, from the student point of view involves the following steps.

- i. Generate bill for number of modules (subject) one wish to appeal for (this is done in Payment section)
- ii. Confirm bill generation (this is done in Payment section)
- iii. Confirm appeal window is open (this is done in Academic>Appeal section)
- iv. Select the module(s) one wish to appeal for (this is done in Academic>Appeal section)
- v. Confirm appeal submission (this is done in Academic>Appeal section)

Congratulations! The appeal process has started.

Once the appeal is done, notification will be generated, and you will be informed.

Invoices and Payments

Invoices and Payments
A list of all invoices and payments

GENERATE BILL

Select Bill Type

GENERATE

FEE TYPE	CONTROL #	AMOUNT	PAID	STATUS	
Examination Appeal Fee	Request control number	50000 TZS	0 TZS	Unpaid	***
Programme Fee		950000 TZS	950000 TZS	Paid	***
Examination Appeal Fee	Request control number	175000 TZS	170000 TZS	Unpaid	***
Identity Card Replacement		20000 TZS	20000 TZS	Paid	***
Examination Appeal Fee		100000 TZS	100000 TZS	Paid	***

Figure 15 Generate bill

Generate bill for number of modules (subject) one wish to appeal for (this is done in Payment section)

Invoices and Payments

Invoices and Payments
A list of all invoices and payments

GENERATE BILL

Examination Appeal Fee

Number of Subjects to appeal

3

GENERATE

FEE TYPE	CONTROL #	AMOUNT	PAID	STATUS	
Examination Appeal Fee	Request control number	50000 TZS	0 TZS	Unpaid	***
Programme Fee	9914***17000	950000 TZS	950000 TZS	Paid	***
Examination Appeal Fee	Request control number	175000 TZS	170000 TZS	Unpaid	***
Identity Card Replacement	***3	20000 TZS	20000 TZS	Paid	***
Examination Appeal Fee		100000 TZS	100000 TZS	Paid	***

Figure 16 Number of subjects

Confirm bill generation (this is done in Payment section)

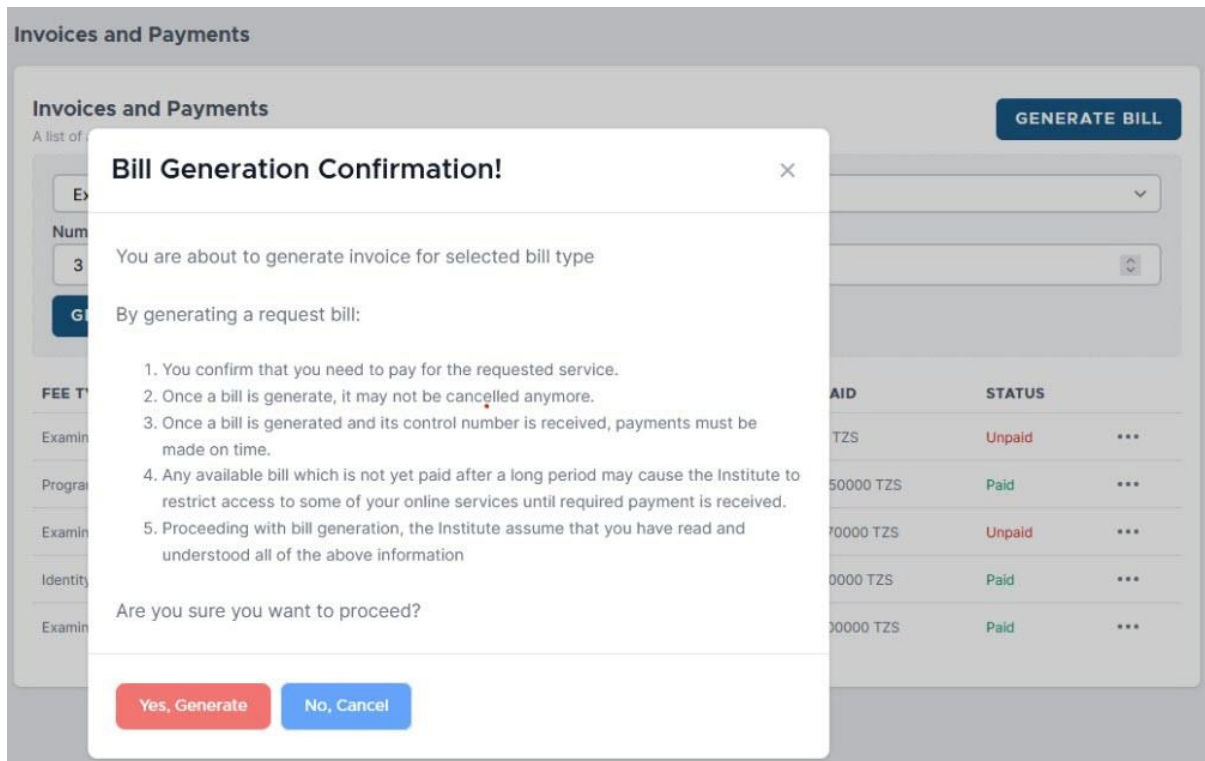


Figure 17 Confirm bill

Confirm appeal window is open (this is done in Academic>Appeal section)
Click appeal

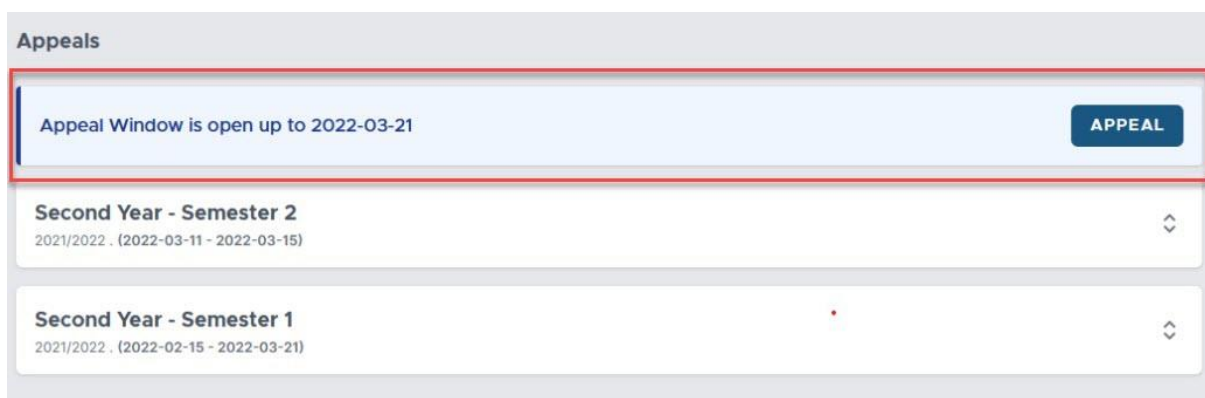
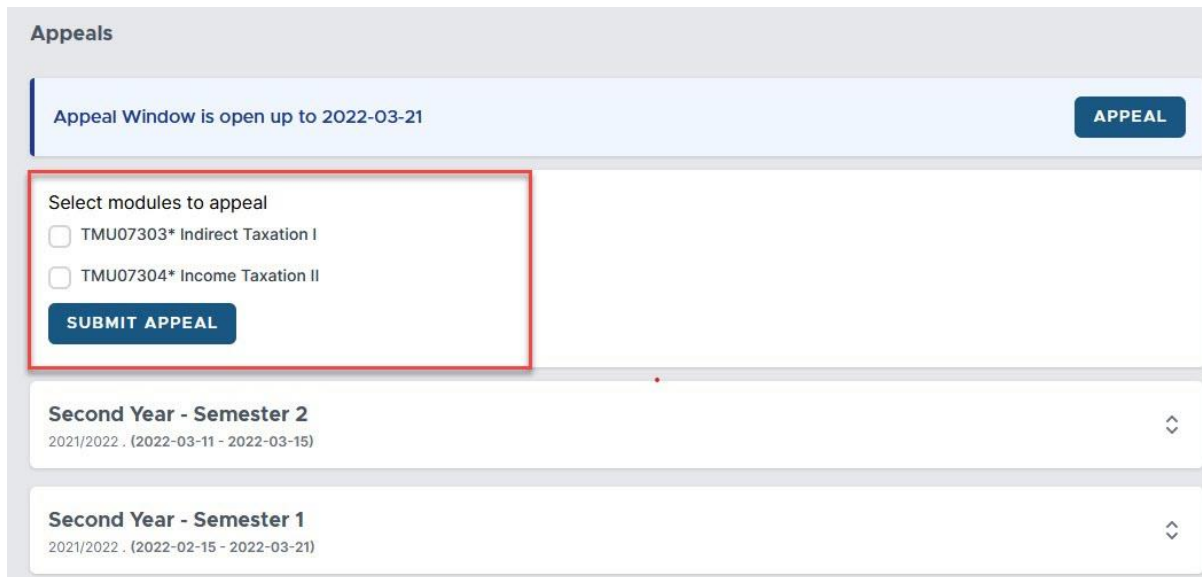


Figure 18 Appeal



Appeals

Appeal Window is open up to 2022-03-21 **APPEAL**

Select modules to appeal

☐ TMU07303* Indirect Taxation I

☐ TMU07304* Income Taxation II

SUBMIT APPEAL

Second Year - Semester 2
2021/2022 . (2022-03-11 - 2022-03-15)

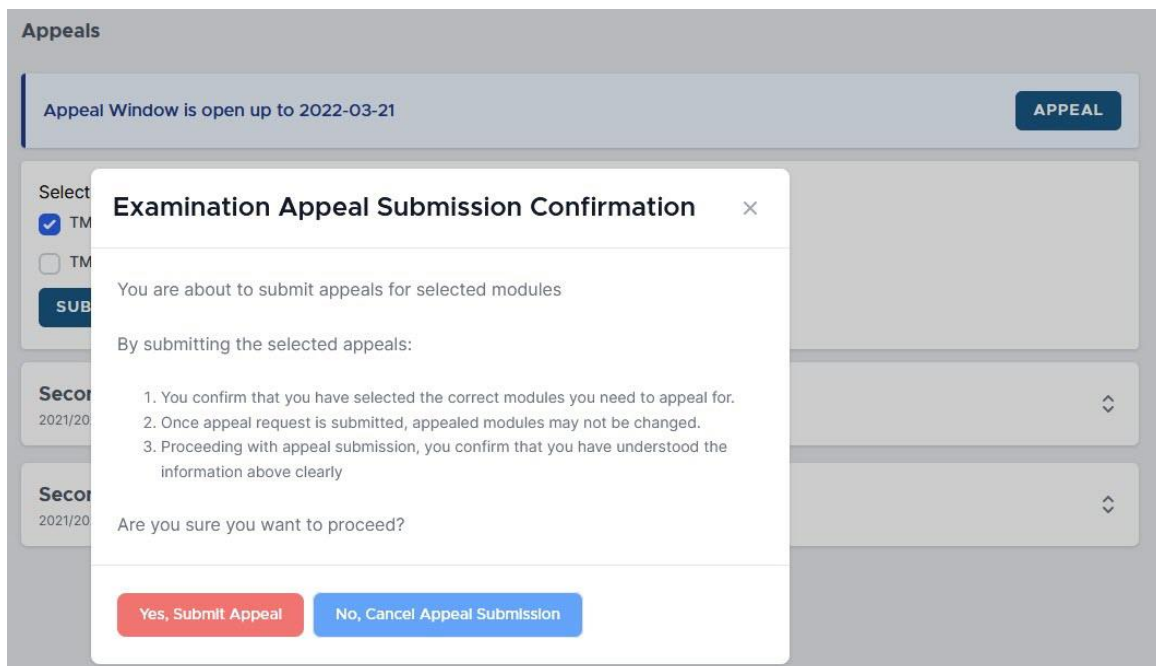
Second Year - Semester 1
2021/2022 . (2022-02-15 - 2022-03-21)

Figure 19 Choose subject to appeal

Select the module(s) one wish to appeal for (this is done in Academic>Appeal section)

Make sure the number of module(s) selected match the bill generated.

Confirm appeal submission (this is done in Academic>Appeal section)



Appeals

Appeal Window is open up to 2022-03-21 **APPEAL**

Select

☒ TM

☐ TM

SUB

Secor
2021/20

Secor
2021/20

Examination Appeal Submission Confirmation ×

You are about to submit appeals for selected modules

By submitting the selected appeals:

1. You confirm that you have selected the correct modules you need to appeal for.
2. Once appeal request is submitted, appealed modules may not be changed.
3. Proceeding with appeal submission, you confirm that you have understood the information above clearly

Are you sure you want to proceed?

Yes, Submit Appeal **No, Cancel Appeal Submission**

Figure 20 Appeal confirmation



Figure 21 Appealed subjects

Congratulations! The appeal process has started.

1.6 Payments

Payment's section allows you to do four (4) things.

View your Invoices, their control number, amount, and payment statuses. View individual payment and their transaction number, reference number amount and date paid, and get Receipt of that payment. Also, one can generate bill for a particular payment, example lost ID, hostel fees etc.

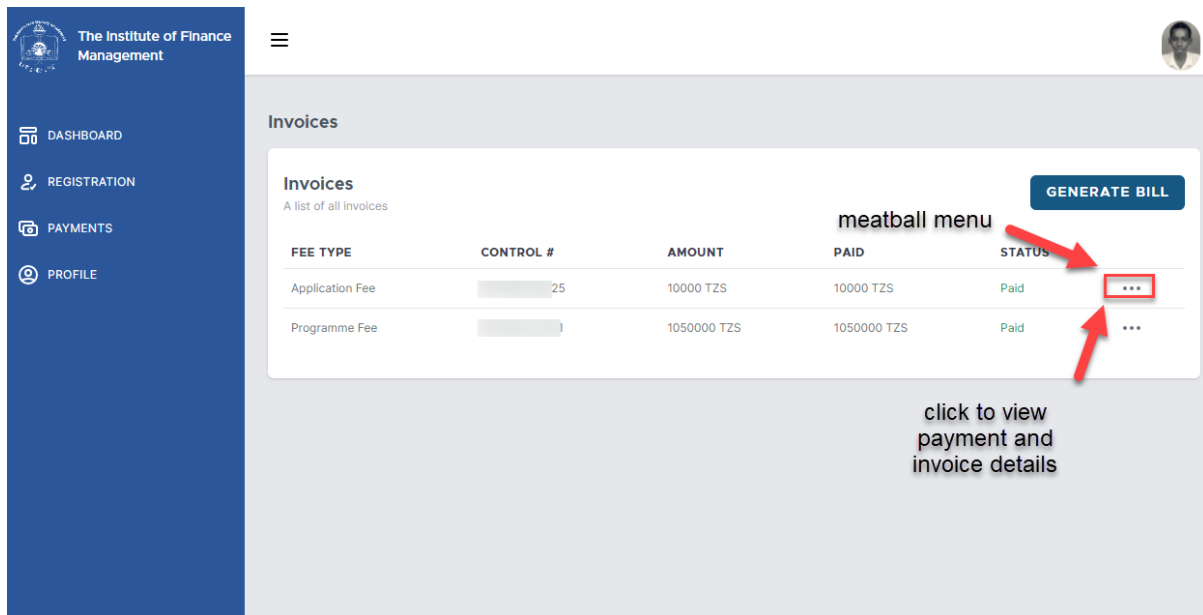


Figure 22 Invoices

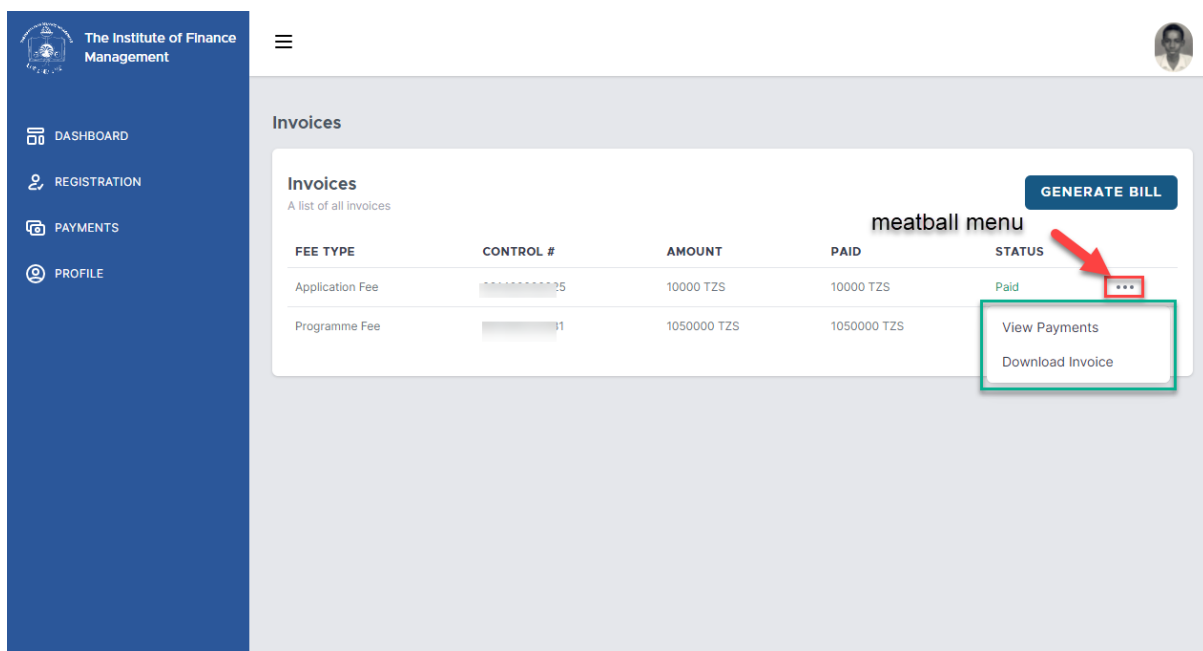



Figure 23 View payment

Meatball menu allows one to click to reveal more menu items. In this case, when a meatball menu in the Invoices section is clicked, it reveals 'View Payments' and 'Download Invoice'.

Download Invoice menu download a given invoice, and you can keep it safe in your computer or for reference and View Payments opens a Payments page as shown in figure 23. In this section, you can download a receipt for a given payment.



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Management

DASHBOARD

REGISTRATION

PAYMENTS

PROFILE

Payments

Payments for Invoice# AF1S393300372018

Invoice amount: 10000 TZS | Control Number: 325

TRANSACTION #	REFERENCE #	AMOUNT PAID	DATE PAID	BANK
92IP	53	10000 TZS	2021-07-20 00:00:00	National Microfinance Bank

click for receipt

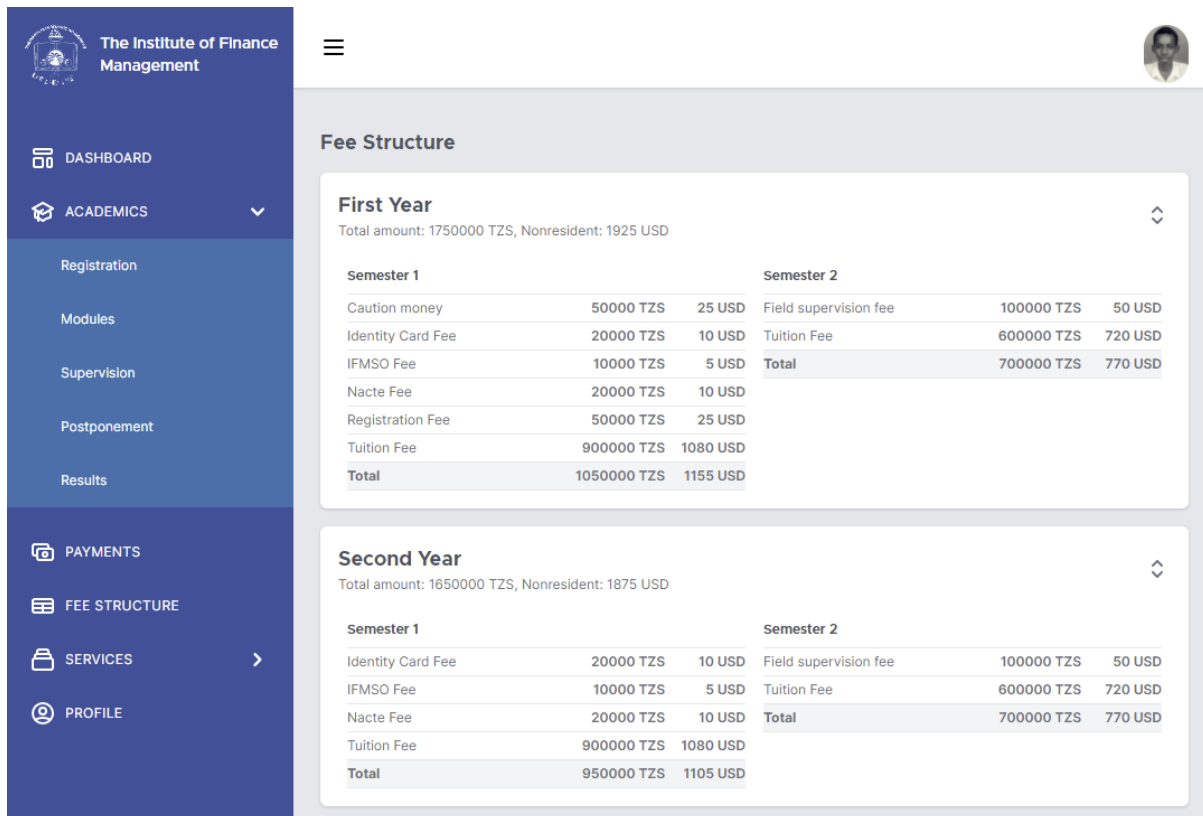
Figure 24 Payments

20

1.7 Fee Structure

Fee Structure section provide a holistic view of all fees required to be paid by the student. The fees contain fee components, example caution money, identity card free, IFMSO fee etc. and they are for each given year of study.

Fee structure provide a transparent way to view the breakdown of individual fee.



The Institute of Finance Management

Fee Structure

First Year
Total amount: 1750000 TZS, Nonresident: 1925 USD

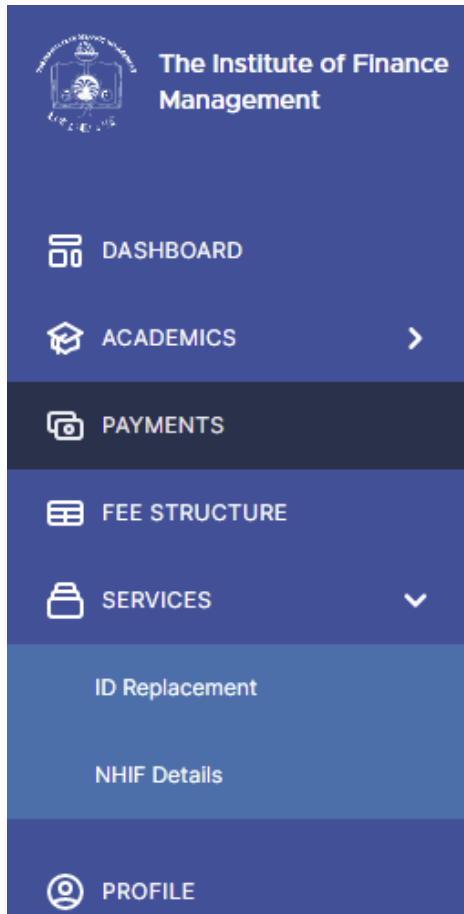
Semester 1			Semester 2		
Caution money	50000 TZS	25 USD	Field supervision fee	100000 TZS	50 USD
Identity Card Fee	20000 TZS	10 USD	Tuition Fee	600000 TZS	720 USD
IFMSO Fee	10000 TZS	5 USD	Total	700000 TZS	770 USD
Nacte Fee	20000 TZS	10 USD			
Registration Fee	50000 TZS	25 USD			
Tuition Fee	900000 TZS	1080 USD			
Total	1050000 TZS	1155 USD			

Second Year
Total amount: 1650000 TZS, Nonresident: 1875 USD

Semester 1			Semester 2		
Identity Card Fee	20000 TZS	10 USD	Field supervision fee	100000 TZS	50 USD
IFMSO Fee	10000 TZS	5 USD	Tuition Fee	600000 TZS	720 USD
Nacte Fee	20000 TZS	10 USD	Total	700000 TZS	770 USD
Tuition Fee	900000 TZS	1080 USD			
Total	950000 TZS	1105 USD			

Figure 25 Fee structure

1.8 Services



Services module now is made up of ID replacement and NHIF details sub modules. This section will grow as the needs continue to grow.

Figure 26 Services

1.8.1 ID Card Replacement

Before requesting for ID card replacement, please give yourself time to ensure that you really need ID card replacement.

ID replacement section allows student to request a new ID card and view the status of the lodged request. Certain request will require one to have attach evidence, example a police loss report, and each request must have a request reason.

The Institute of Finance Management

Identity Card

Identity Card Replacement
A list of identity card replacement requests

[REQUEST NEW ID](#)

Control Number: Reason For Request: Attach Evidence (eg. Lost Report):

Select Payment Control Num Select Reason No file chosen

[SEND REQUEST](#)

Note: Before you request for ID card replacement, you must pay ID Replacement Fee. After successful payment, the control number will appear in the Control Number field. To generate bill for ID Replacement, Click **PAYMENTS** Menu.

SN	CONTROL #	REASON	STATUS
1		I lost my ID card	Approved

Figure 27 ID Replacement

1.8.2 NHIF Details

NHIF Details shows the details of NHIF card.

1.9 Help Desk

A help desk (eHelp) allows a student to seek assistance without the need of physically going to the 'help' office, for example head of department.

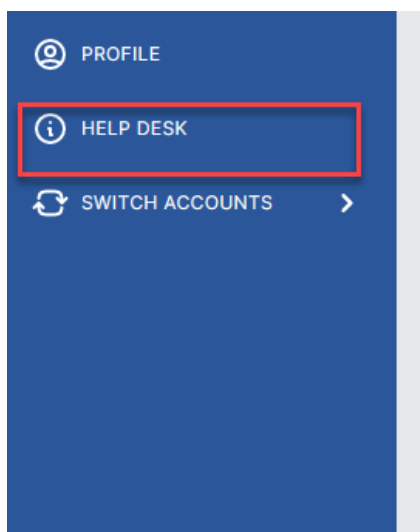


Figure 28 Help desk.

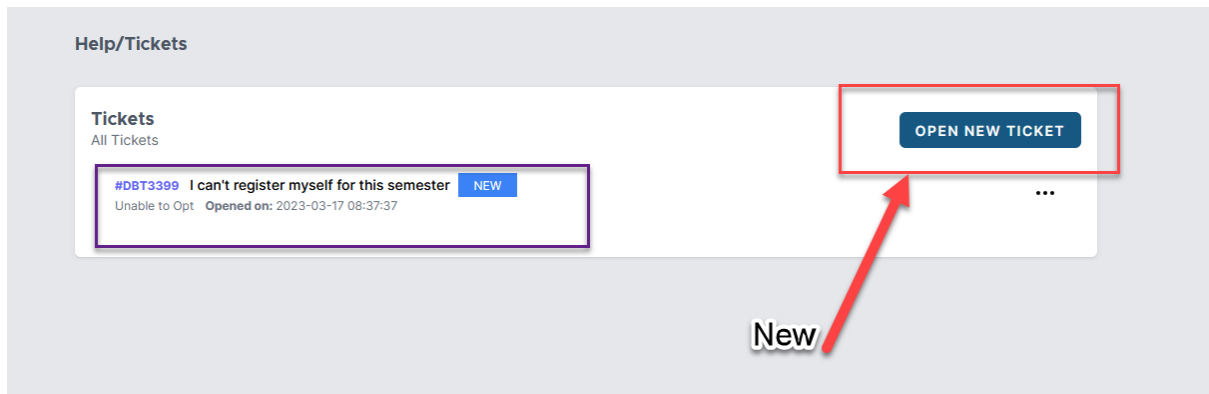


Figure 29 Open new ticket

To start using, create a new ticket by clicking the 'Open New Ticket' button.

The screenshot shows the 'Help/Create Ticket' page. The main heading is 'Open New Ticket' with a sub-heading 'Submit a ticket'. The form is divided into several sections:

- Problem Category:** A section with instructions to select a category from a drop-down list. Below it is a drop-down menu labeled 'Select Problem Category'.
- Subject:** A section with instructions to provide a brief but descriptive title. Below it is a text input field.
- Description:** A section with instructions to provide a detailed description of the problem. Below it is a larger text input field.
- Attachment(Optional) Max 2Mb:** A section with instructions to upload a relevant image/photo. Below it is a file upload area with a 'Browse...' button and the text 'No file selected.'

 At the bottom of the form is a blue 'SUBMIT' button.

Figure 30 Ticket sections

Once that button is clicked, a window opens with Problem Category (select from drop down), Subject, Description and Attachment area appears.

Problems and related issues are predefined to allow the problem to be sent to the appropriate handlers, example, academic problem related to examination will be directed to the specific head of academic department.

Help/Create Ticket

Open New Ticket
Submit a ticket

Problem Category
Please select the category that best describes your request or issue from the drop-down list below. Selecting the correct category will help us direct your request to the appropriate support team and ensure a timely resolution.

Academic

Related Issue
Please select the corresponding issue from the drop-down list below. Selecting the correct related issue will help us provide a more efficient and effective resolution to your request.

Examination

Select Related Issue

Examination
Module Option
Postponement

Subject
Please provide a brief but descriptive title for your request or issue. Using clear and specific language will help us respond to your request more effectively. Avoid using vague or generic titles that could cause confusion.

Description
Please provide a detailed description of the problem you are experiencing, including any error messages or other relevant details. The more information you can provide, the better equipped we will be to assist you in resolving the issue. Please avoid including any personal (such as describing yourself) or sensitive information in this field.

Figure 31 Academic Examination

If Academic is selected, issues related to academics are preloaded for one to select. Examination, Module Option or Postponement are part of academic related issues.

Once a related issue has been selected, then you have to write the subject and its description.

Subject
Please provide a brief but descriptive title for your request or issue. Using clear and specific language will help us respond to your request more effectively. Avoid using vague or generic titles that could cause confusion.

MTU07888 Financial Management

Description
Please provide a detailed description of the problem you are experiencing, including any error messages or other relevant details. The more information you can provide, the better equipped we will be to assist you in resolving the issue. Please avoid including any personal (such as describing yourself) or sensitive information in this field.

Sina matokeo ya MTU07888 Financial Management an nilifanya mihani na ku-sign overaka zote muhimu.

Attachment(Optional) Max 2Mb

Figure 32 Subject Description

Note, it is important to be as concise as possible to allow the problem handler to solve the problem easily.

When everything is selected and written, then you create a ticket. Success feedback indicates the ticket has been created.

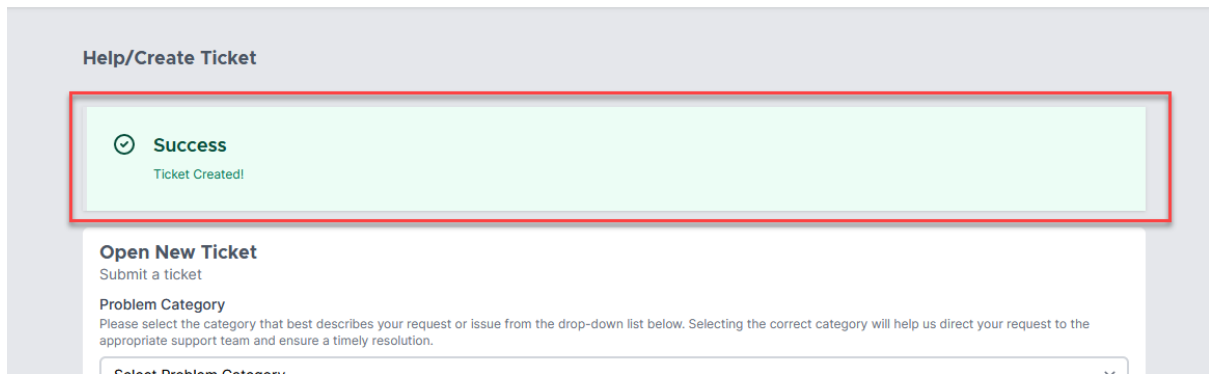


Figure 33 Success

Once successful created, the ticket will be displayed as new and it includes ticket number, ticket subject, related issue and date opened. When the ticket is opened by ticket handler, the new status will change to open.



Figure 34 Ticket

The help desk system allows for communication between the ticket handler and you. This is a very important aspect if you wish to provide further information. When the ticket is handled to completion, the ticket handler will close the ticket.

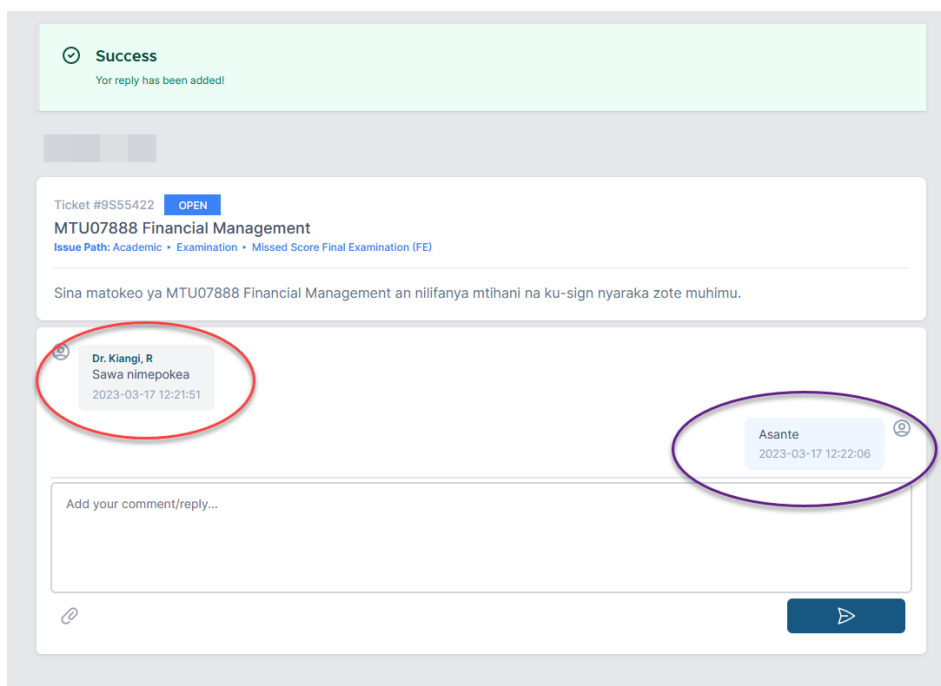
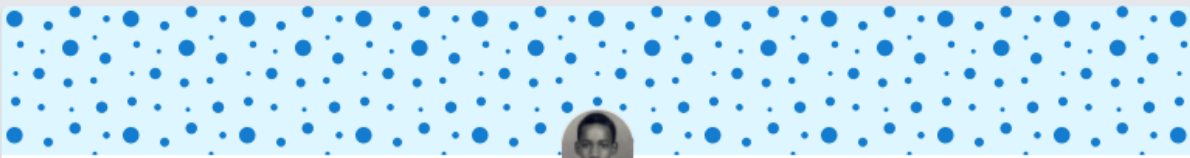


Figure 35 Communication

1.10 Profile

Profile page provides all the information about student as shown in figure 28.

Profile





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Academic Year 2021/2022	Year of Study 1st Year - Semester 1	Stream Stream A	Group Group 1

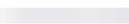
Academic Timeline
All of your academic events and milestones


Next of Kin Details
Submitted Next of Kin Details.

 Relationship: Father Phone 

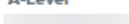
O-Level, A-Level and Post Education
O-Level, A-Level and Post Education examination results


O-Level

 Division: I . 16





A-Level


 Division: II . 11



Documents
Certificates and other essential documents

 **Parental/Gurdian Commitment Form**
Uploaded on: 2021-09-27 13:05:20

 **Medical Examination Form**
Uploaded on: 2021-09-27 12:54:58

 **Birth Certificate**
Uploaded on: 2021-09-27 13:05:51

click to expand

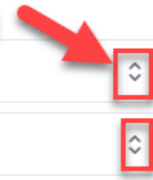


Figure 36 Profile

All of your academic events and milestones

Submitted Next of Kin Details.

Relationship: Father Phone: ()

O-Level, A-Level and Post Education examination results

O-Level			
018 Division:I . 16			
S/N	SUBJECT	CODE	GRADE
1	Basic Mathematics	041	C
2	Biology	033	B
3	Literature In English	024	C
4	English Language	022	A
5	Kiswahili	021	B
6	Geography	013	C
7	History	012	C
8	Civics	011	B

Figure 37 Past education

Academic Timeline provides the history of your academic information at IFM. Previous academics records are shown here.

Next of Kin Details provide information about next of kin.

Note: *Make sure this information is always correct.*

Past education section provides details of your past academic records. The arrows can be expanded to provide more information.

Documents section list the documents you have provided during registration.

2 Mobile Devices/ Small Screen Devices


EMS system is designed and developed to be responsive in all types of display sizes so as to ensure the user experience remains excellent across all devices.

2.1 Sign In

To sign In, open any browser (Mozilla, Edge, Chrome, Safari etc.), open the IFM website, go to ICT Services, and open EMS.

The sign in page will open.

If you are using the system for the first time, put your Registration Number as Username and Registration Number as password.



Sign in

Login to your account by providing valid credentials

Email/Username/Reg Number

Password

☐ Remember me

SIGN IN

[Forgot your password?](#)

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Figure 38 Mobile sign in

2.2 Navigating Around (Basics)

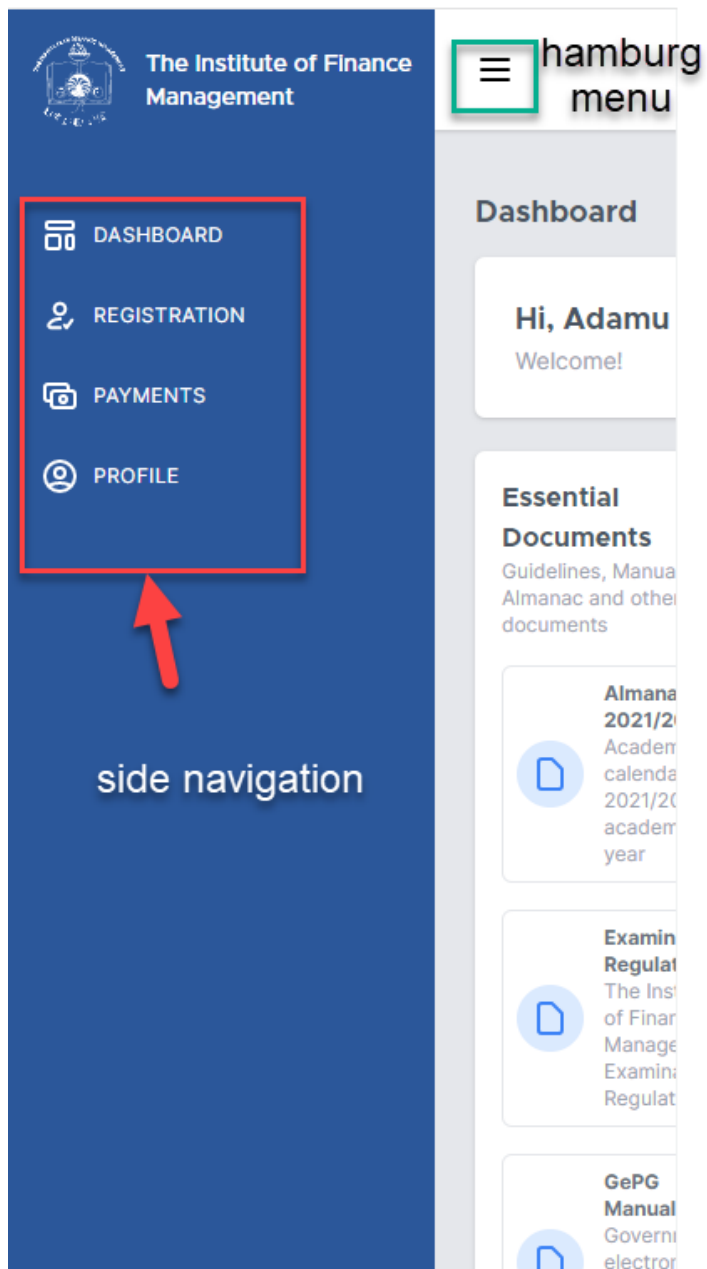


Figure 39 Mobile side navigation

In small screen devices, especially smart phones, hamburg menu is a very important menu. Use this to open or close side navigation as shown in figure 31.

Scrolling horizontally and vertically to see some content is a common in mobile devices. The system automatically will show scrolling bars both horizontally and vertically if they are required

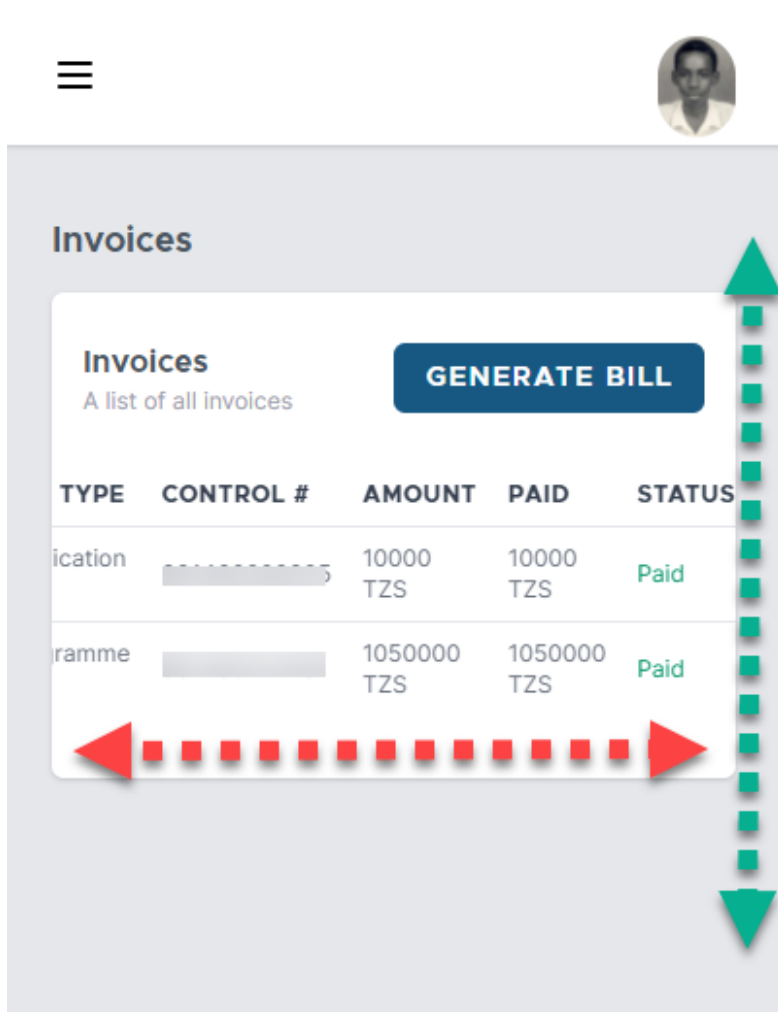


Figure 40 Mobile scrolling

The system allows you to scroll vertically and/or horizontally as desired.

2.3 Dashboard

Dashboard is the main window which opens after successful sign in. It welcomes you by name and it contains essential documents. The current Almanac, and Examination Regulations are among the documents found in the Dashboard.

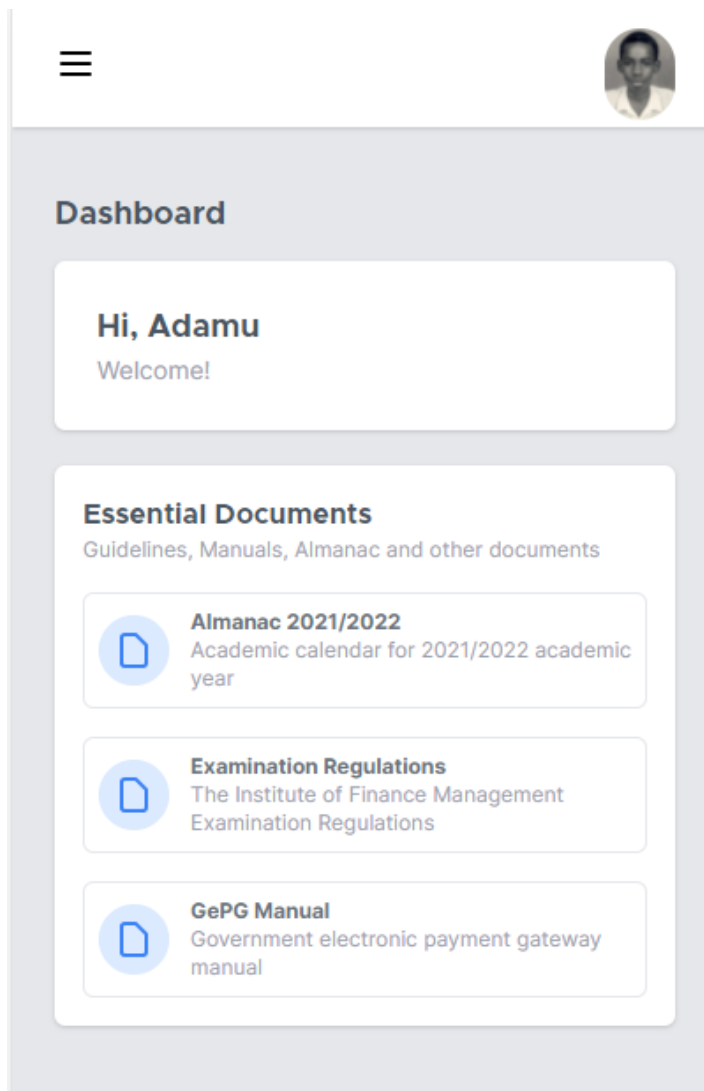


Figure 41 Mobile dashboard

2.4 Mini Profile Preview

Mini Profile Preview provides a preview of your (student) profile. It is accessed by clicking the mini photo on the top right corner. Once that is done, the mini window will open and provide profile information like name, email address, registration number, programme of study etc.

Logout button is found on this window. When you have finished using the system, use this button to safely logout of the system.



Note: *It is important to remember to logout to avoid other users using your account.*

Update basic info button is used to update basic information and update the password. Figure 5 shows the information that can be update.

Note: Immediately after signing in for first time, use this feature to update your password. Make sure you remember your new password. *It is important to do this to avoid other users using your account.*



Figure 42 Mobile mini profile preview



Update Profile

Update basic info

Update your email and username. After updating, you can use any to login to your account.

Username

Email Address

SAVE

Update password

You are about to update your current password, please ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

RESET PASSWORD

Figure 43 Mobile update details

2.5 Registration

Registration section gives the registration status of a given semester in an academic year.

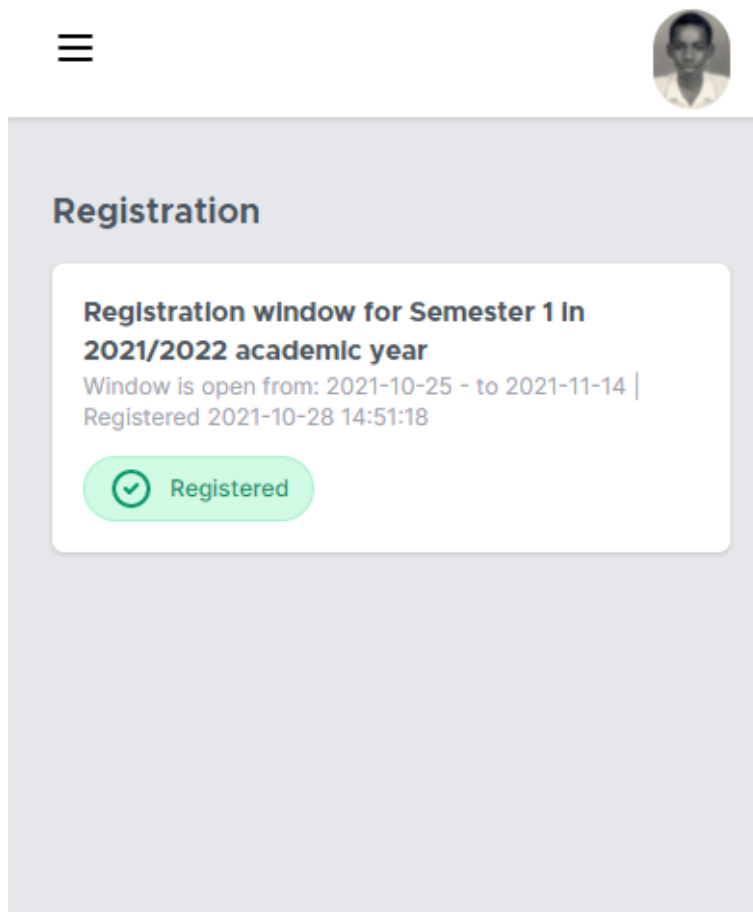


Figure 44 Mobile registration

2.6 Payments

Payment's section allows you to do four (4) things.

View your **Invoices**, their control number, amount, and payment statuses, view individual **Payment** and their transaction number, reference number amount and date paid, and get **Receipt** of that payment. Also, one can generate bill for a particular payment, example lost ID, hostel fees etc.

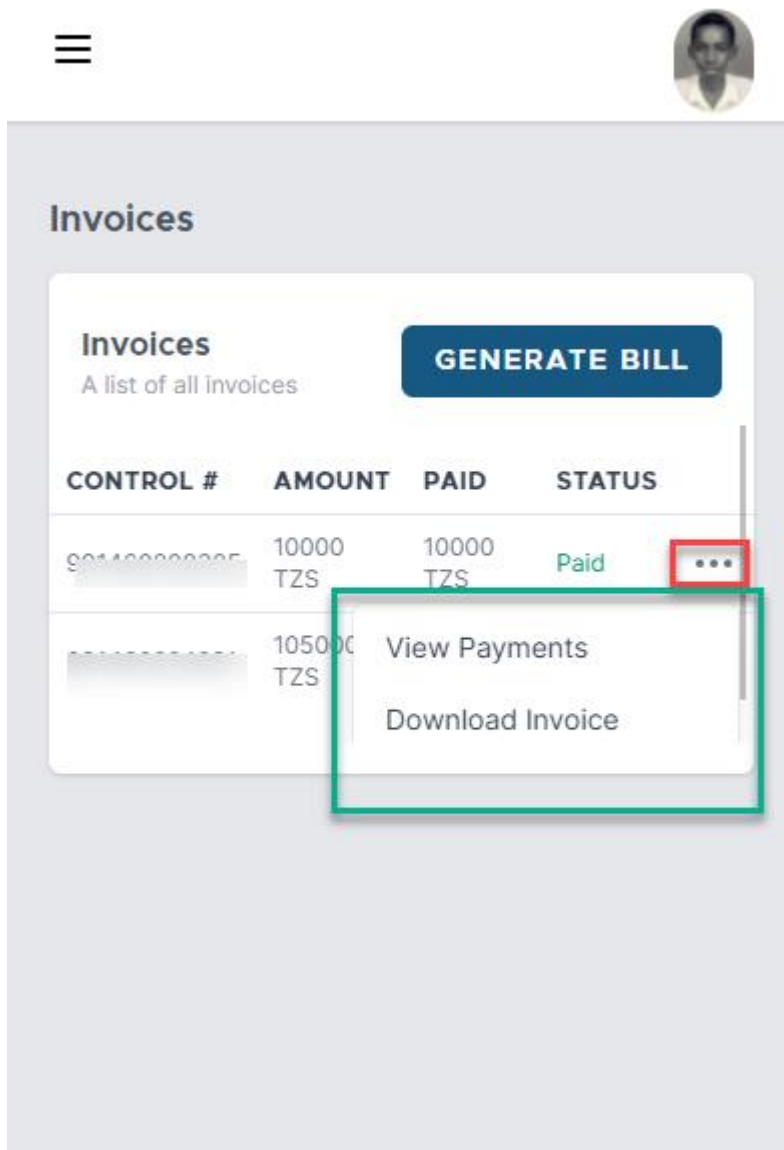


Figure 45 Mobile invoices

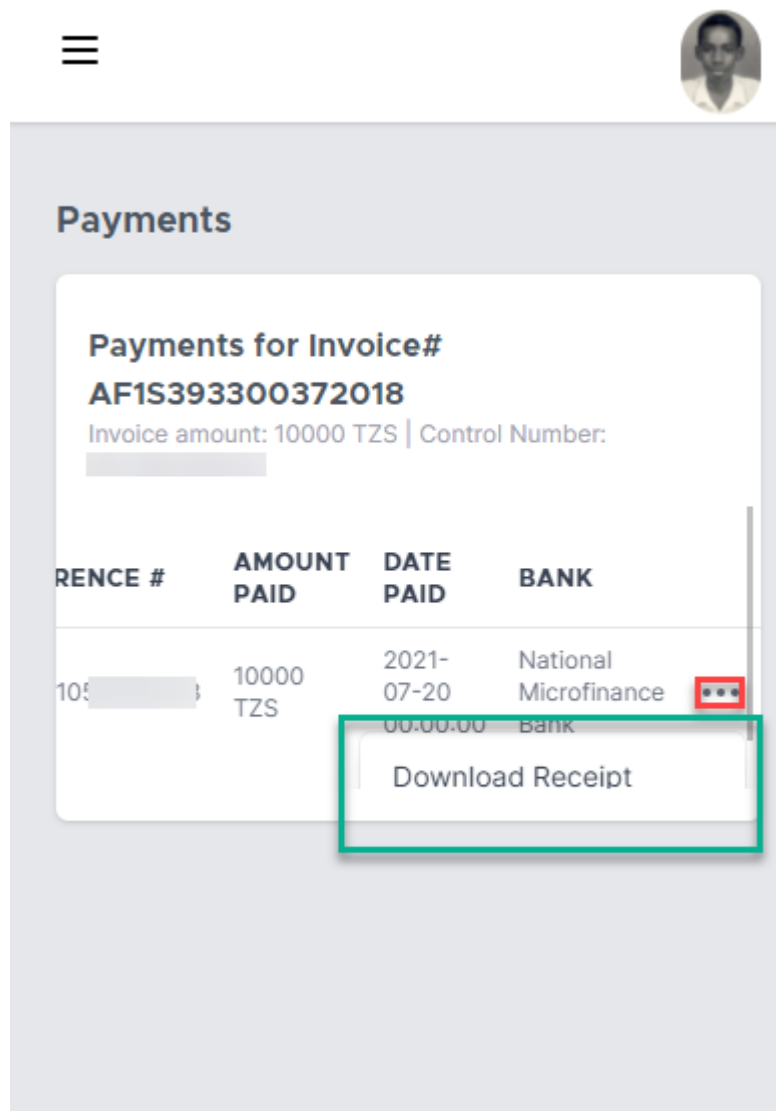


Figure 46 Mobile receipt

2.7 Profile

Profile page provides all the information about student as shown in figure 39 and figure 40.

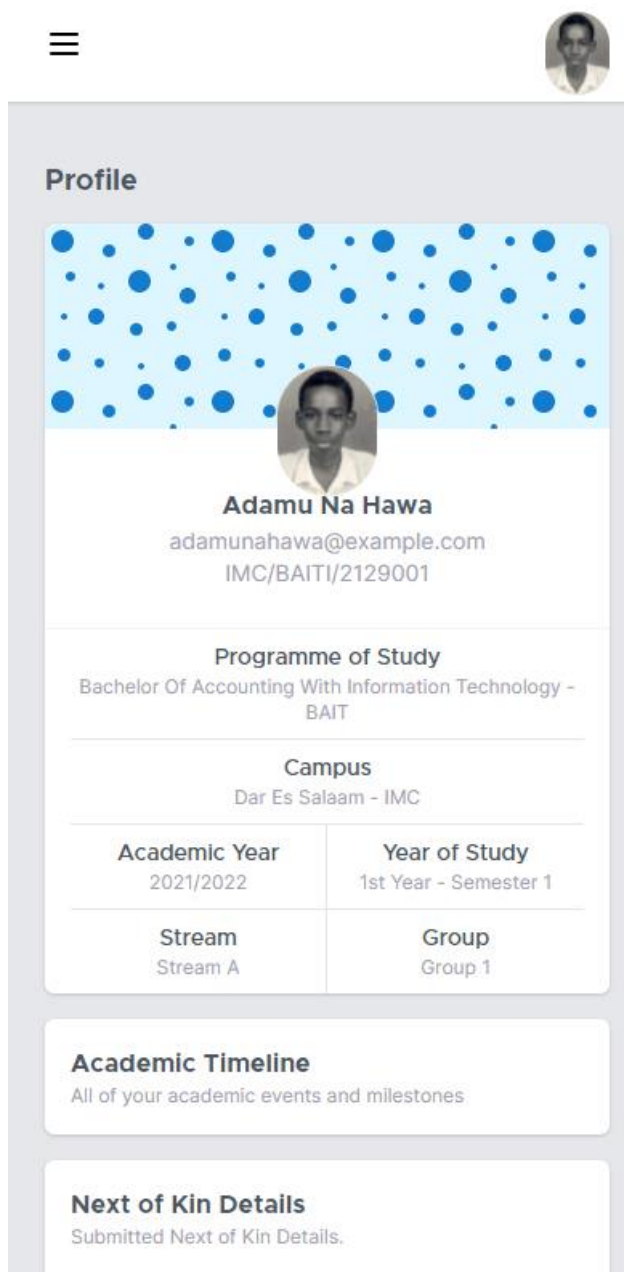


Figure 47 Mobile profile

Academic Timeline provides the history of your academic information at IFM. Previous academics records are shown here.

Next of Kin Details provide information about next of kin.

Note: *Make sure this information is always correct.*

Past education section provides details of your past academic records. The arrows can be expanded to provide more information.

Documents section list the documents you have provided during registration.

Stream

Stream A

Group

Group 1

Academic Timeline

All of your academic events and milestones

Next of Kin Details

Submitted Next of Kin Details.

Relationship: Father Phone:

O-Level, A-Level and Post Education

O-Level, A-Level and Post Education examination results

O-Level

Division: I . 16

S/N	SUBJECT	CODE	GRADE
1	Basic Mathematics	041	C
2	Biology	033	B
3	Literature In English	024	C
4	English Language	022	A
5	Kiswahili	021	B
6	Geography	013	C
7	History	012	C
8	Civics	011	B

A-Level

Division: II . 11

Figure 48 Mobile past education details

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