

Academic Registration Information System (ARIS)

Students Quick Guide

Version 1.1 January 2011

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1: INTRODUCTION

The Academic Registration Information System (ARIS) is an Information System designed to automate the Universities, colleges and other higher learning institutions students' registry processes. ARIS is mainly a web based system consisting of Admissions, Academics and Accommodation modules, designed with a consistent interface which makes it easy to learn and use.

Its intended goals include:

Automating the overall management of student academic records from registration through academic progress to graduation.

Enabling the university/institution to respond to current and future academic planning issues.

Providing updated and current student information database.

2. HOW TO LOGIN INTO SYSTEM

ARIS Academics Module is a web based system and it can therefore be accessed anywhere and anytime provided the person accessing it has access to the Internet.

To use ARIS system one must first be registered as a user in the system and be given appropriate rights and permissions. Students are able to access on line ARIS system provided the information they provide match with the information in the database.

Students has to Use Their Registration Number as username, and heir surname in capital letters as password, (SURNAME) in capital latter is a default password for each student, after first login students are supposed to change their password.

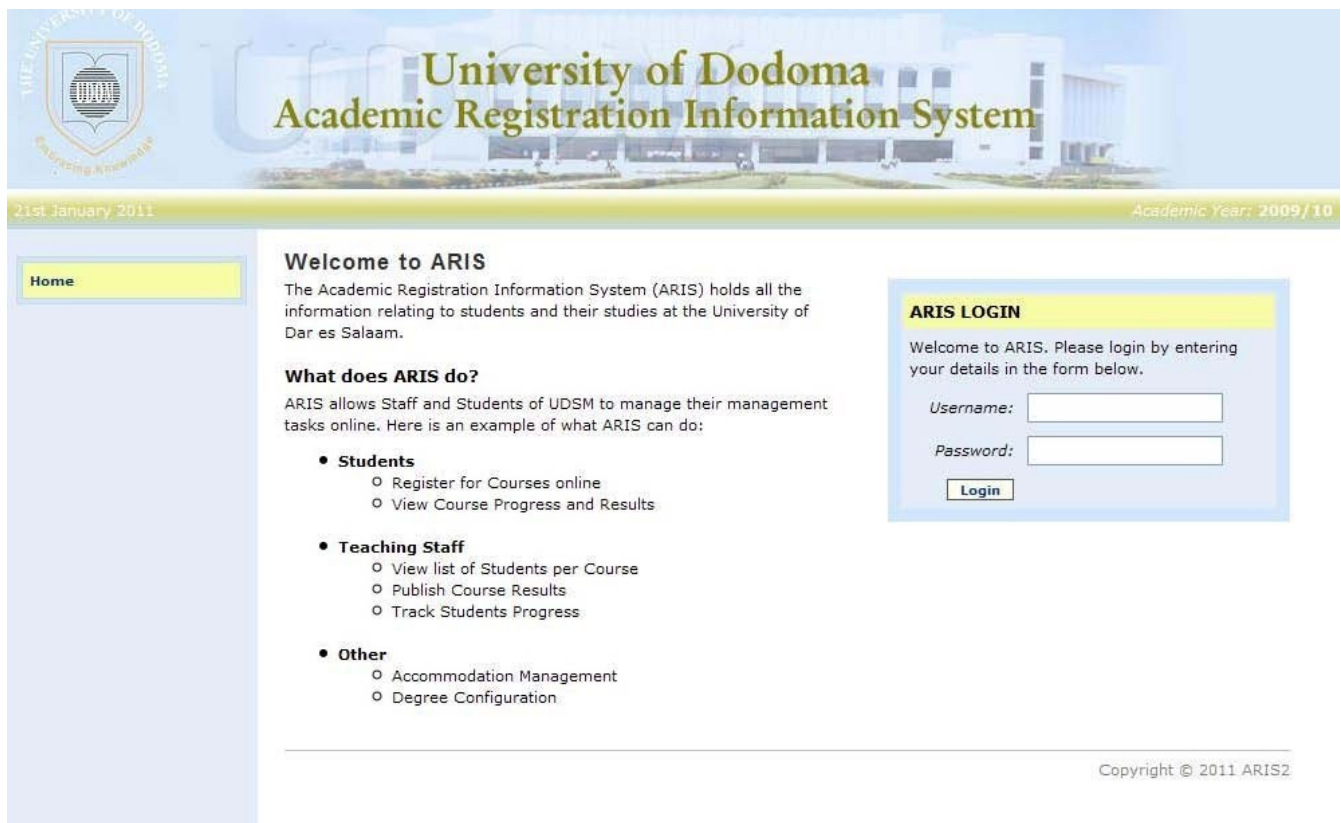


Figure 1.1 Login Screen

Figure 1.1 above requires the user to provide his/her username and password and thereafter click the login button. ARIS system then compares the information provided, with the information in its database and provides access according to the rights and permissions the user has. If the information is wrong the user is denied access.

Once logged into the ARIS system, different users will see different menu items depending on their access rights and permissions. However all users will have the same and consistent interface which has the main options on the left side of the screen and content area on the right side of the screen (see figure 1.2 below).

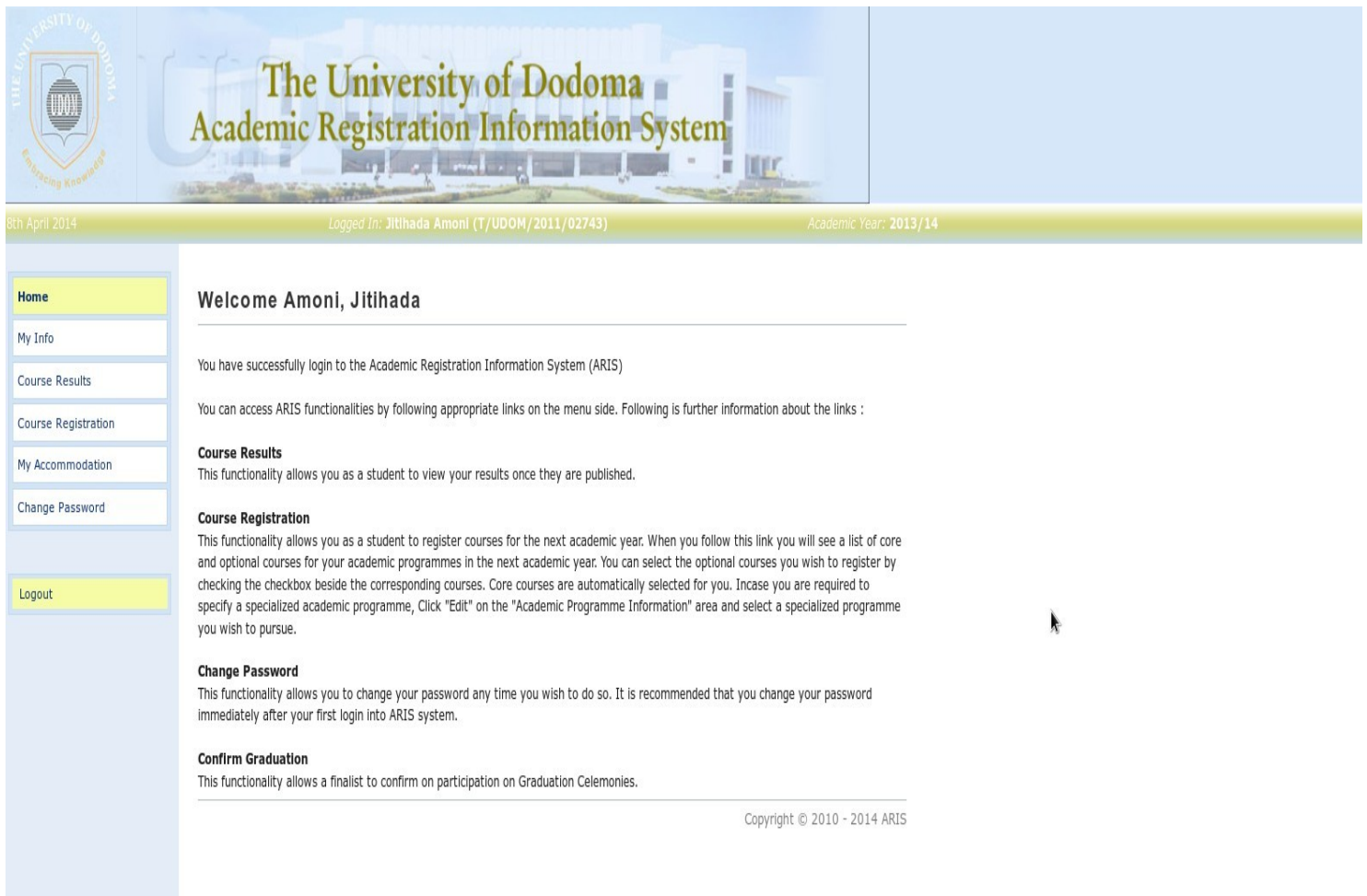


Figure 1.2 First Screen after Login

As can be seen in figure 1.2, the left side of the screen contains the menu items. Each menu item, when clicked, gives access to detailed information of that component. The Menu items shown when a student login as (1) My Info - which shows students details: (2) Course Results – Shows students academic results Yearly: (3) Course Registration – Allow students to register course online; (4) My Accommodation – Students can view their accommodation Details here, and (5) Change Password - students are required to change their password after first successfully login.

3 IMPORTANT:

The last item is logout, User are required to logout after finishing using of the system in order to keep his/her information safe and secure.