Postgraduate Management Information System



General Functionalities

Table of Contents

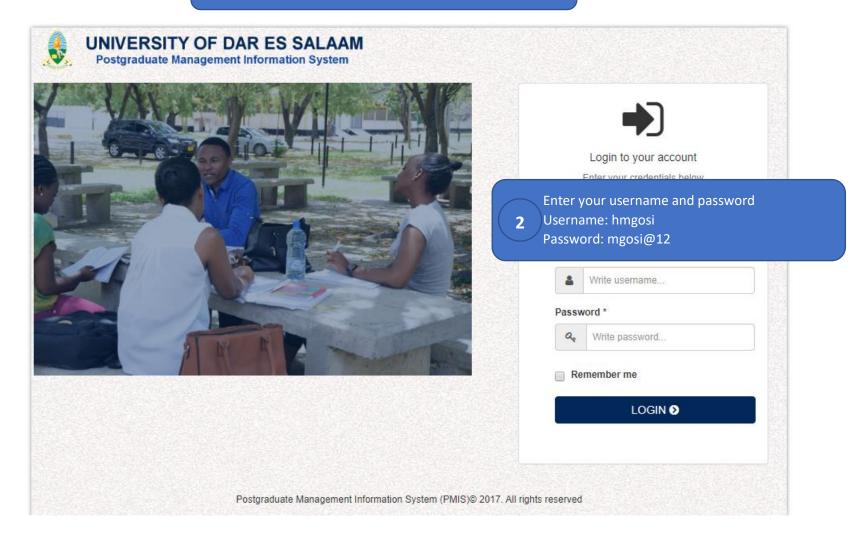
1.	Accessing the System	2
	Accessing the System	
2.	Manage your profile	3
3.	Accessing Students Information	4
	3.1 Search the students	4
	3.2 View Student's Personal Information	5
	3.3 View Student's Financial Information	6
	3.4 View Student's Registration Activities	7
	3.5 View Student's Research Activities	
4.	My basket: List of outstanding tasks	12
5.	Proposal/Dissertation Presentations	13
6.	Research Group Presentations	14
	Notifications and alerts	
8.	Communication with students	16
9.	Logout. Once you are done using the system, remember to log out	17

1. Accessing the System

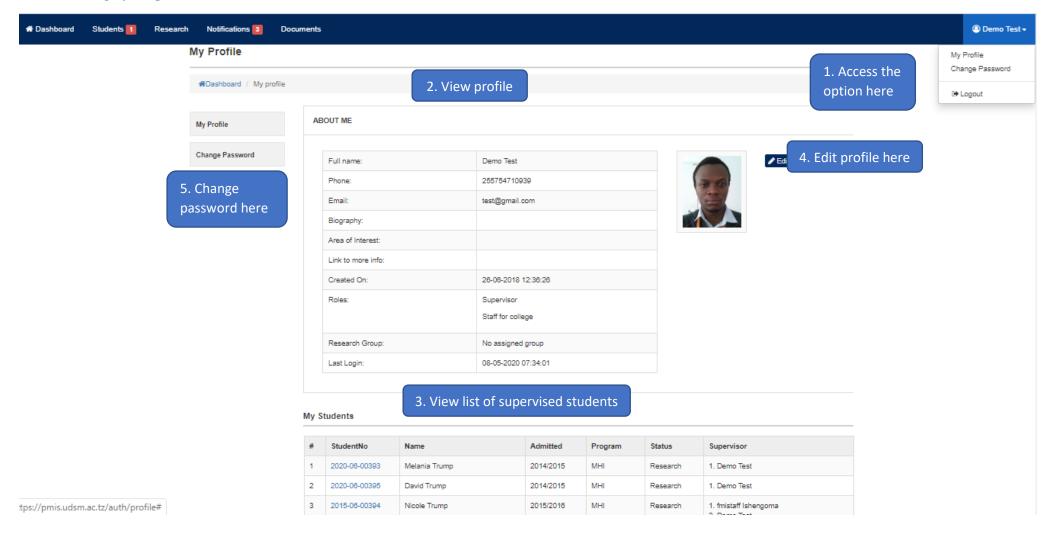
mis.udsm.ac.tz/auth/login

Use any browser on an Internet connected computer Use URL: pmis.udsm.ac.tz





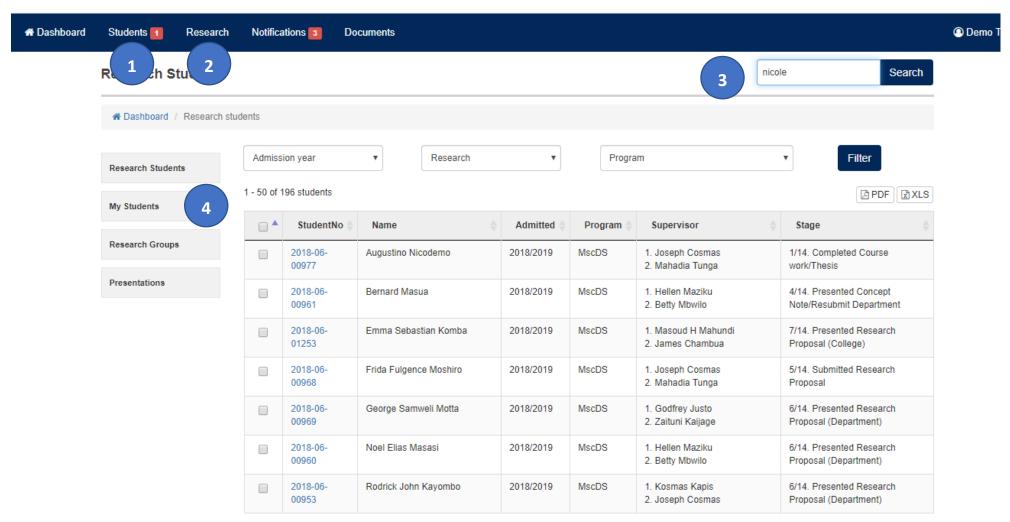
2. Manage your profile



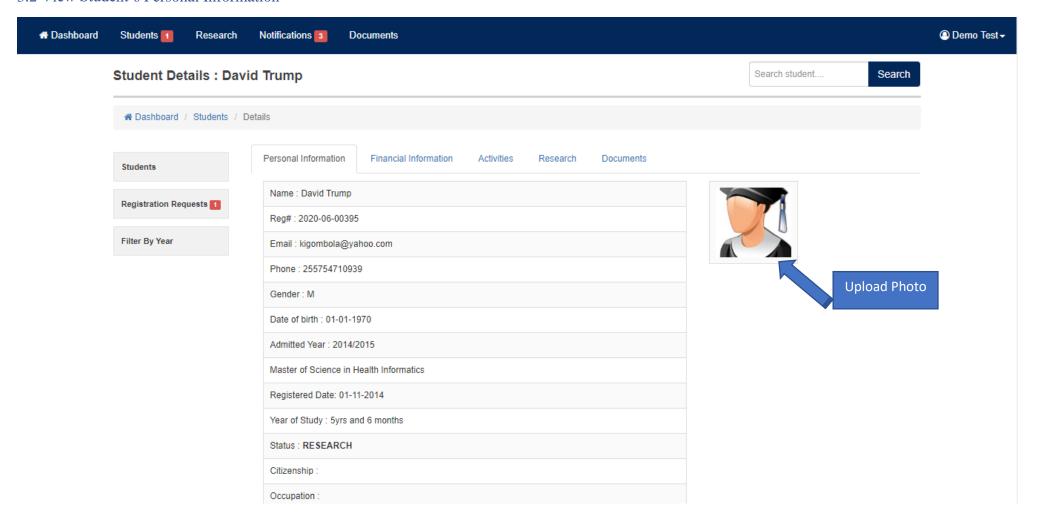
3. Accessing Students Information

3.1 Search the students

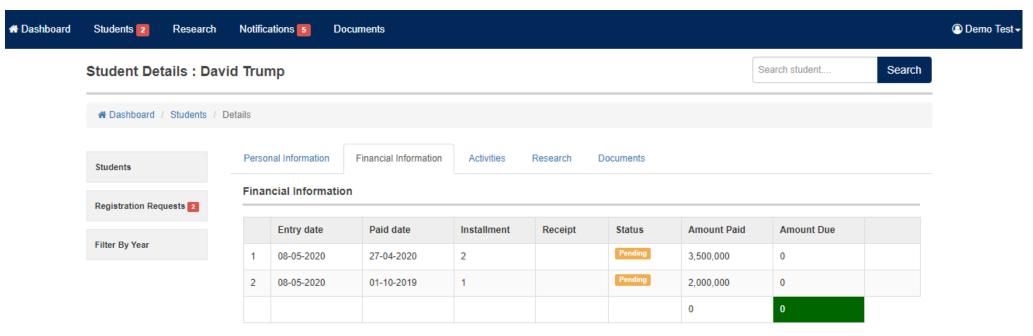
There are 4 options: (1) Students' lists, (2) Research students' list, (3) By search (4) "My Students" button



3.2 View Student's Personal Information

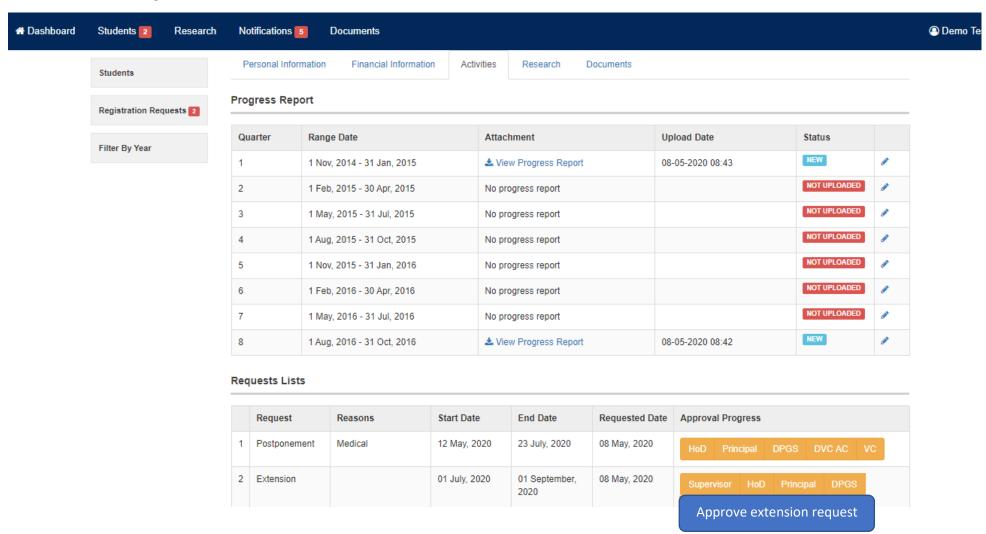


3.3 View Student's Financial Information

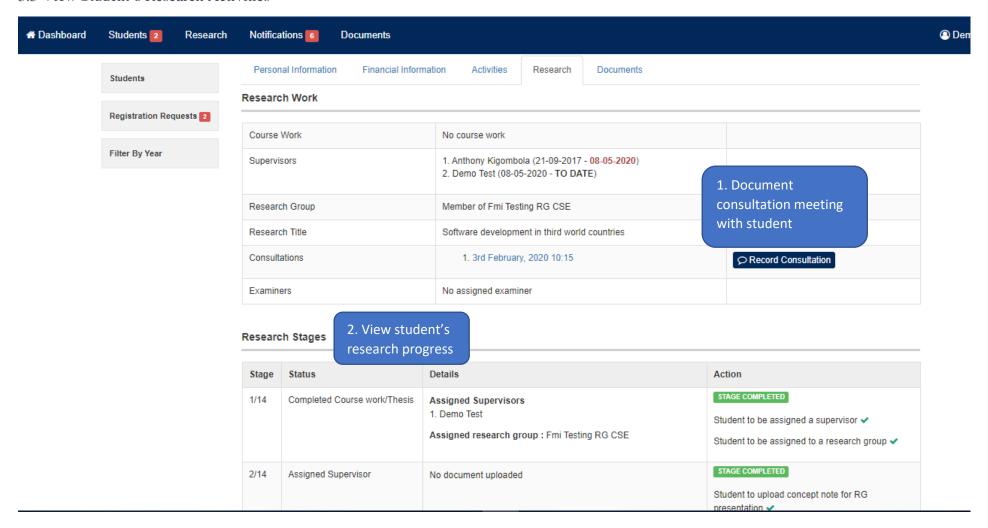


Note: Total fee amount for duration of 2 years is TZS 0

3.4 View Student's Registration Activities

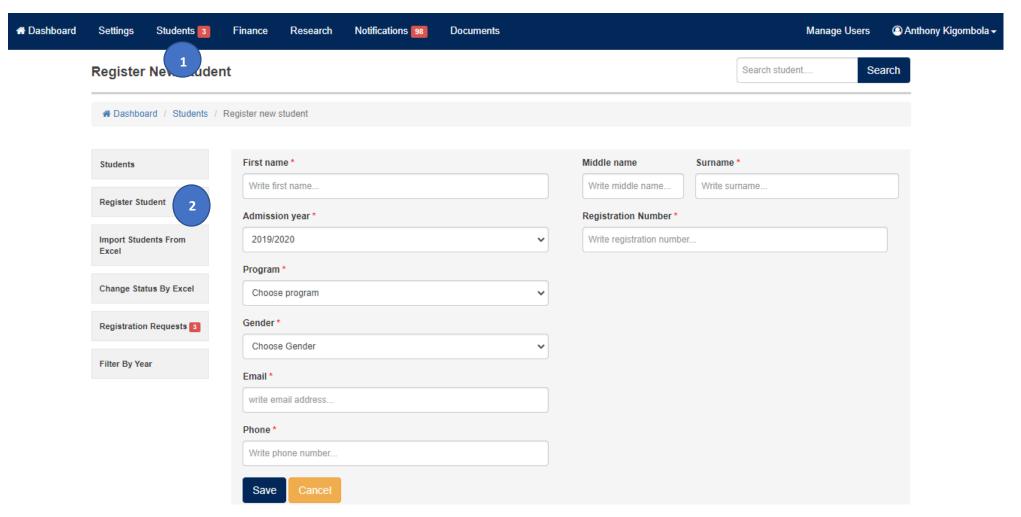


3.5 View Student's Research Activities

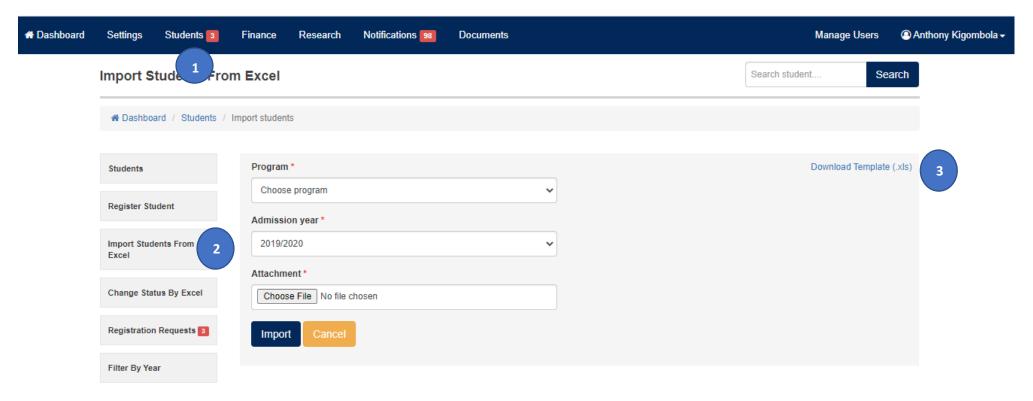


4. Manage Studets

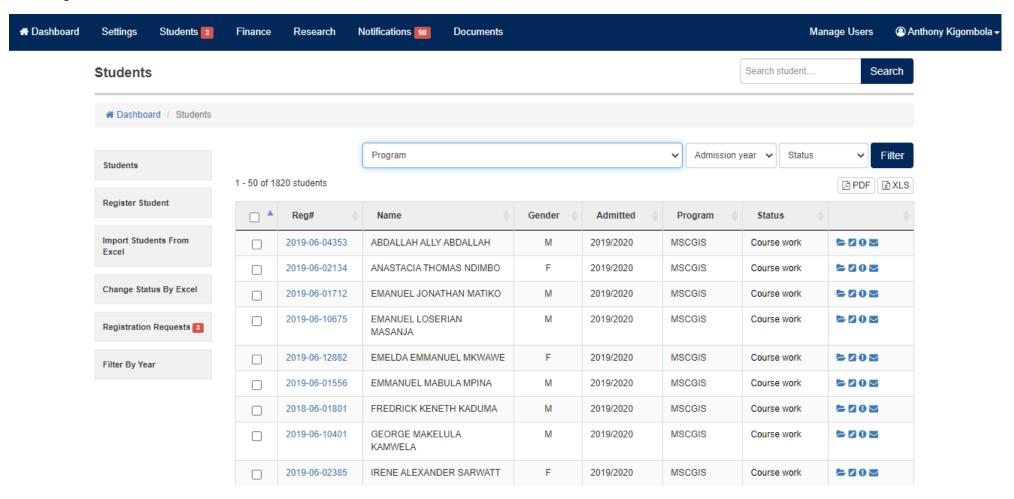
4.1 Adding new students



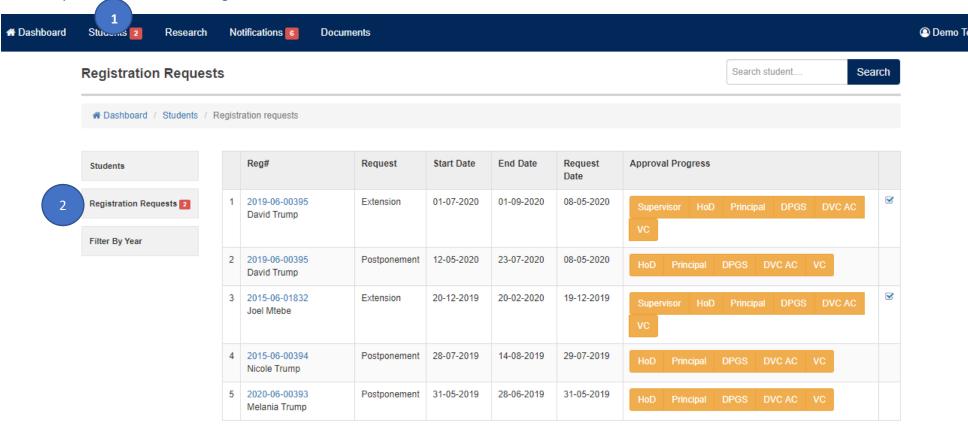
4.2 Bulk enrolment of students



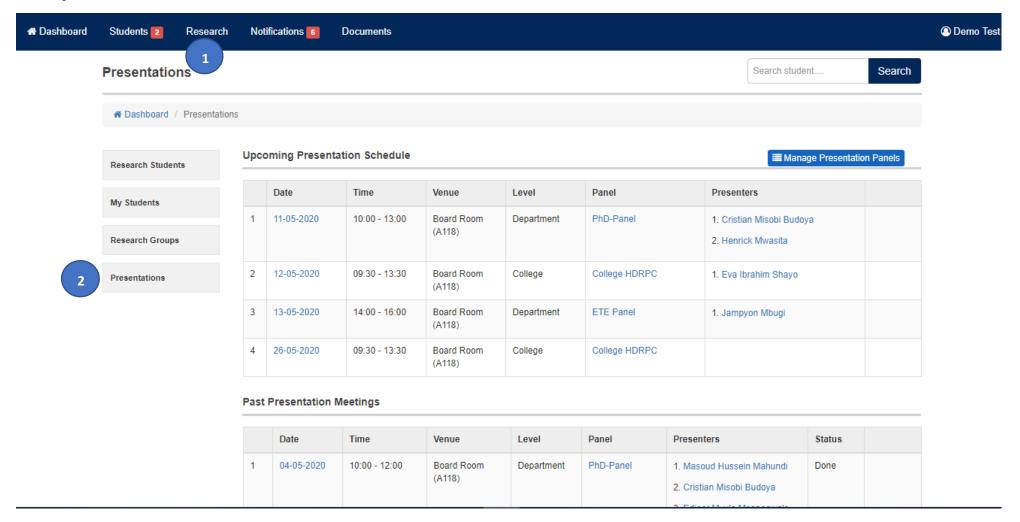
4.3 Change Student Status



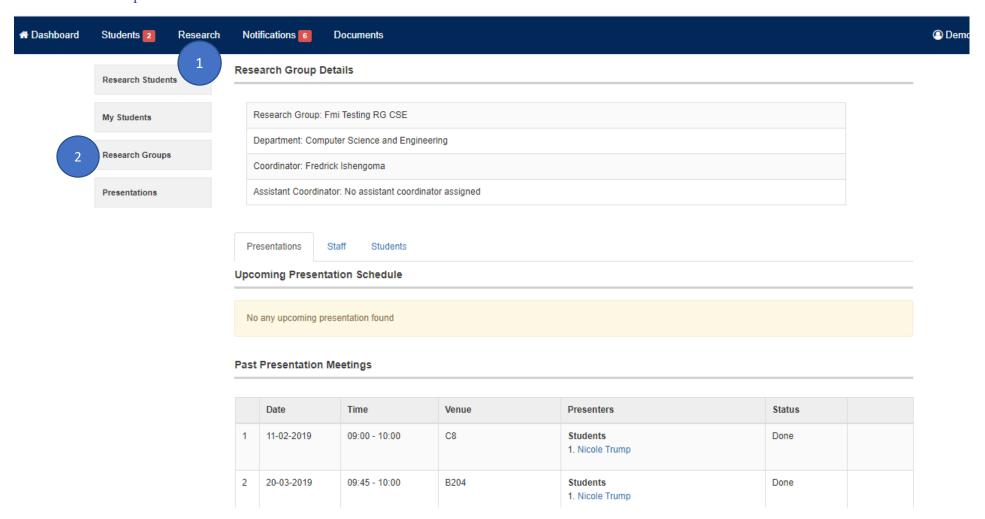
5. My basket: List of outstanding tasks



6. Proposal/Dissertation Presentations



7. Research Group Presentations



8. Notifications and alerts





2	Inbox
	Outbox
	Send Notification
	Predefined Messages
	Scheduling

★ Dashboard / Incoming notification

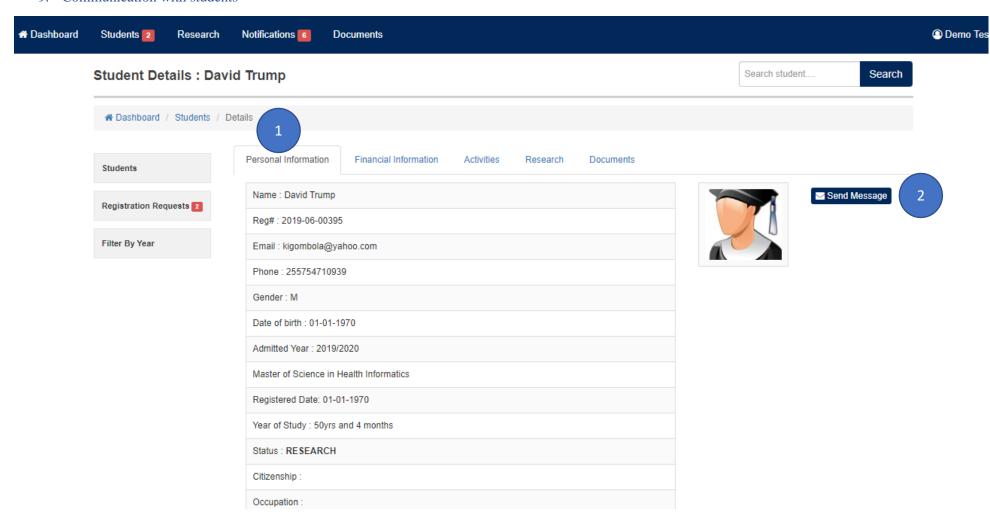
#	Sent By	Sent Time	Message	Status
1	Anthony Kigombola	8 May, 2020 08:55:01	Presentation Verdict, Student David Trump, Level : Research group, Type : Concept Note, Verdict : PASS	MARK AS READ
2	David Trump	8 May, 2020 08:43:00	Student David Trump has uploaded a progress report	MARK AS READ
3	David Trump	8 May, 2020 08:42:15	Student David Trump has uploaded a progress report	MARK AS READ
4	Anthony Kigombola	8 May, 2020 07:27:13	Student Melania Trump has been assigned supervisor Demo Test	MARK AS READ
5	Anthony Kigombola	8 May, 2020 07:25:28	Student David Trump has been assigned supervisor Demo Test	MARK AS READ
6	Anthony Kigombola	11 Jul, 2019 11:44:20	Student Nicole Trump has been assigned supervisor Demo Test	MARK AS READ

Demo Te

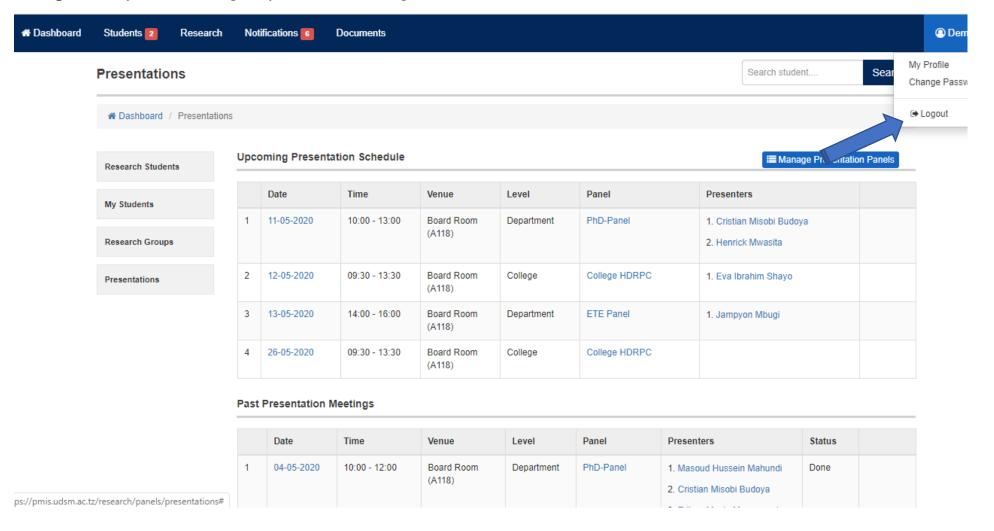
Search

Search student....

9. Communication with students



10. Logout. Once you are done using the system, remember to log out



For assistance, send an email to kigombola@gmail.com