

COLLEGE OF BUSINESS EDUCATION



CoSIS STUDENT MODULE USER MANUAL

2021

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1. INTRODUCTION

In the effort of improving service delivery, the College of Business Education developed a student information system called CoSIS. The initiative aims at creating a platform on which students can, for example request transcripts and certificates through their CoSIS accounts.

The College of Business Education Student Information System (CoSIS) is a web-based application developed for management of students' academic and financial data. CoSIS provides all necessary functionalities for tracking and managing both academic and financial students' records. It is a one stop centre for students to view and retrieve data related to academic and finance records during their stay at the College.

2. PURPOSE

The purpose of this user manual is to provide detailed instructions and procedures for students to navigate and understand how the student module works based on pre-defined student roles in CoSIS. This will improve help them to use the system efficiently.

3. PREREQUISITE

For a student to be able to use the student module in CoSIS, the following requirements must be fulfilled:

- 3.1. Must be a registered student
- 3.2. Must have valid username and password
- 3.3. Must be connected to the internet

4. NEW CoSIS USERS

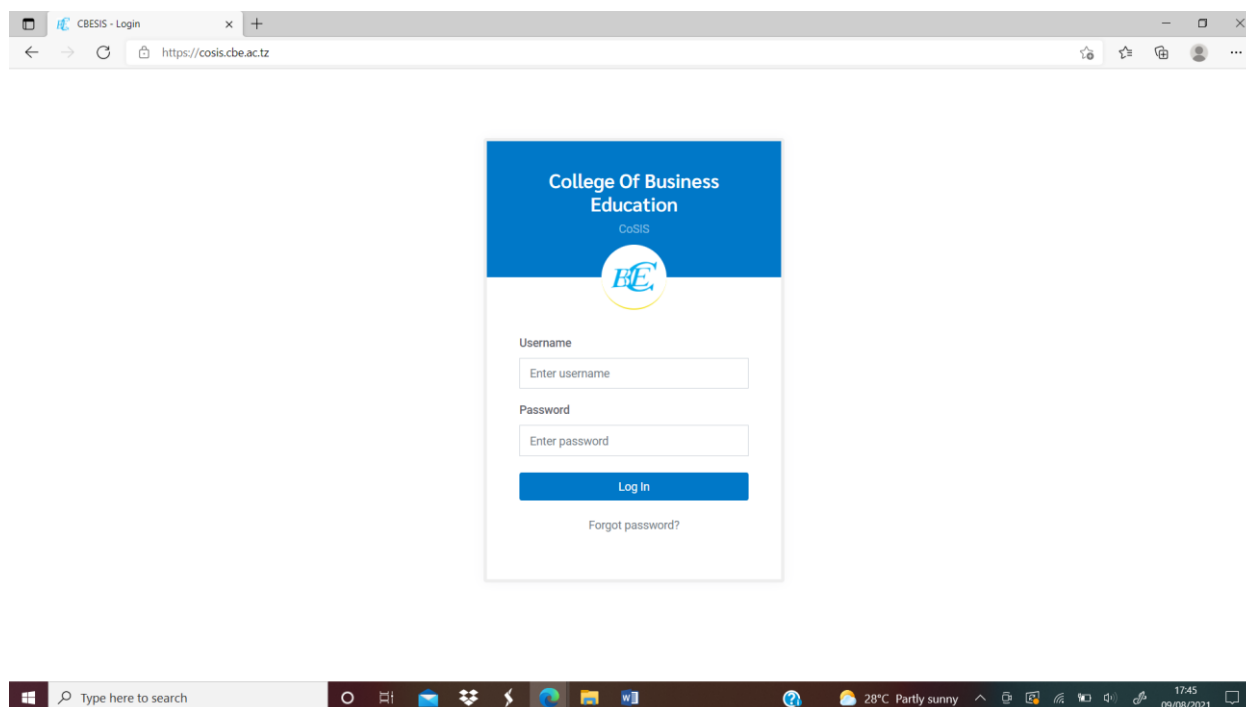
New students should use their Registration numbers as "Username and Password." After being registered at the admission office, a student will be given a registration number. He/she will use the registration number as his/her username and password to login to the system. After a success login a system will prompt you to change your password. The new password must contain not less than eight (8) characters in which capital letters, small letters, special symbol and numbers must be used.

5. LOGIN TO CoSIS

To access and login to CoSIS, visit CBE website (<https://cbe.ac.tz>) and click CoSIS link which will take you to the CoSIS login page. Enter correct and valid username and password to use the CoSIS. You can also access CoSIS by directly typing the CoSIS

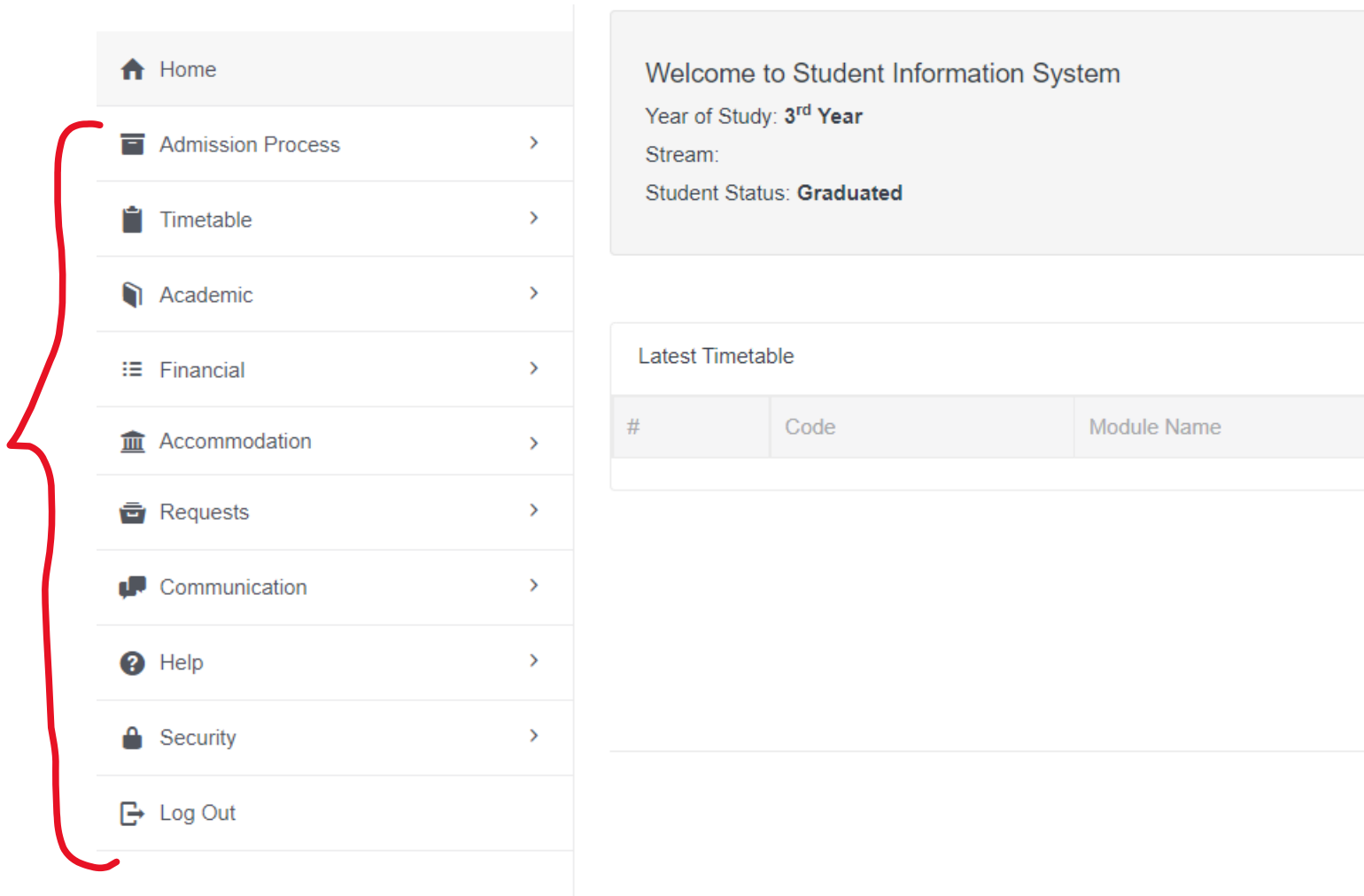
cosis.cbe.ac.tz as shown in Figure 1. Provided that your device is connected to the internet, the browser will direct you to the CoSIS login page.

Figure 1: CoSIS login page



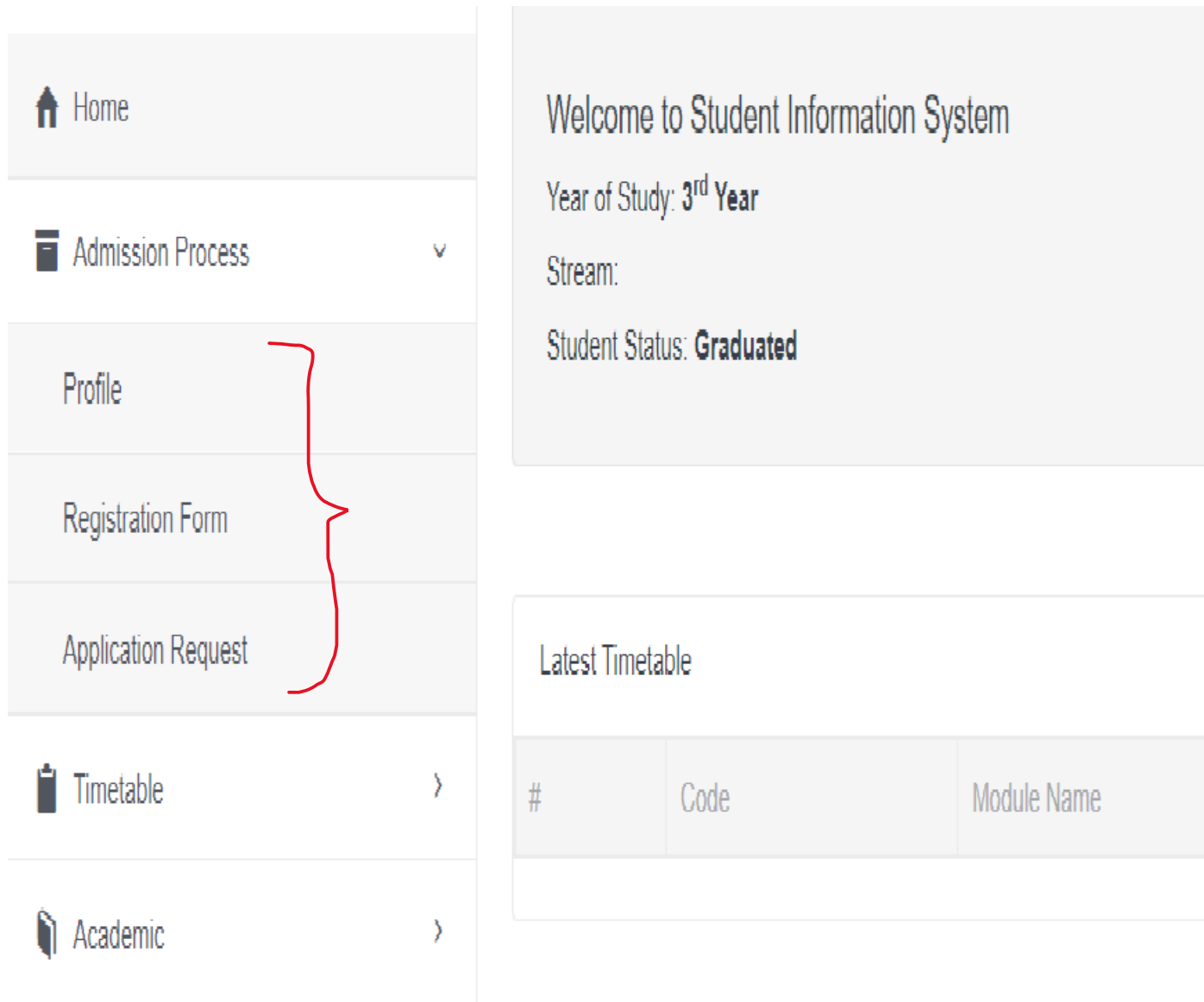
6. USING STUDENT MODULE

This is a module for students in which all CoSIS features related to students' operations can be accessed. These include admission process, timetable information, views for various academic information, information related to financial, requests and views for accommodation, academic related requests and forms, communication board, help and security related to password. Features in this module are user friendly and easy to understand when used along with this manual. Figure 2 shows all features for students' CoSIS operations.

Figure 2: Students features

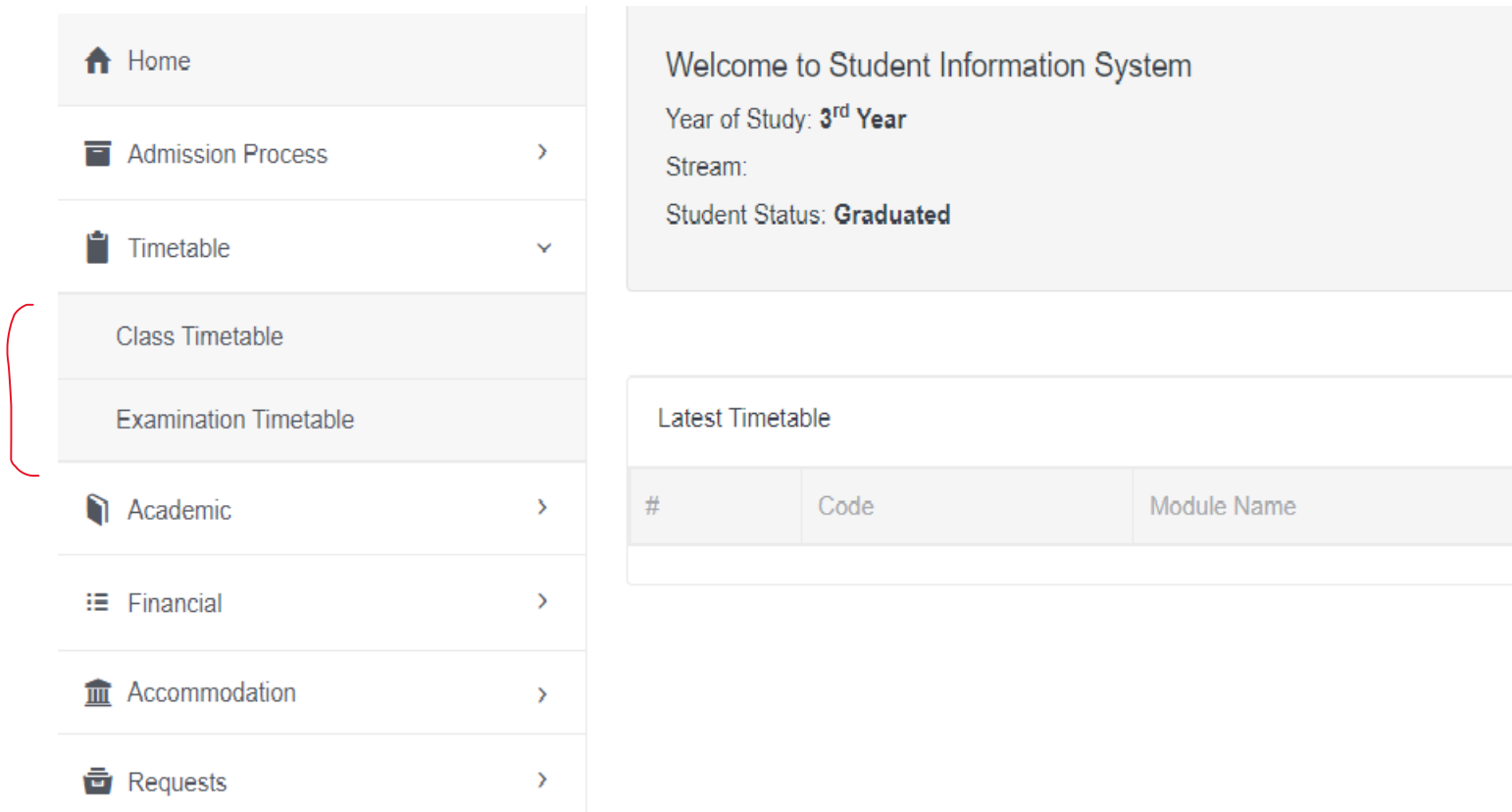
6.1 Admission Process

This feature comprises of "Profile", "Registration Form" and "Application Request". Through this feature you can access your profile to view your details and status. You can also view your registration form to view your personal details. If you wish to update your details such as email or phone number, you can do it in your registration form. If you update any information in your registration form, remember to save changes. Figure 3 shows features comprised in the admission process.

Figure 3: Admission Process

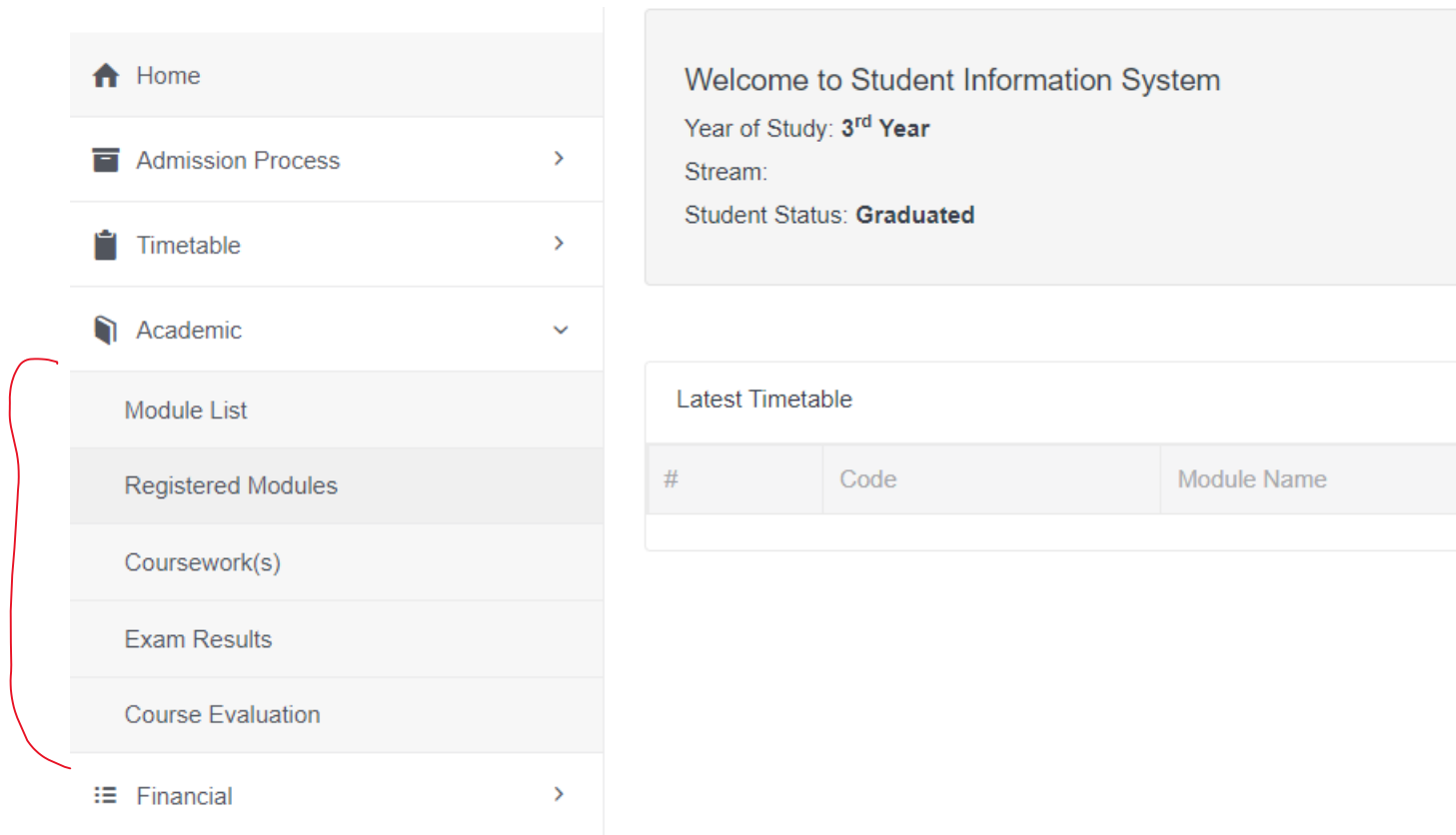
6.2 Timetable

This feature is used to view class and examination timetables. Use “class timetable” link to view details of your class timetable. If the timetable is ready and published, you will be able to access it by clicking the link. Figure 4 below shows links for the class timetable and examination timetable. Use “examination timetable” link to view details of your examination timetable. If the timetable is ready and published, you will be able to access it by clicking the link.

Figure 4: Timetable

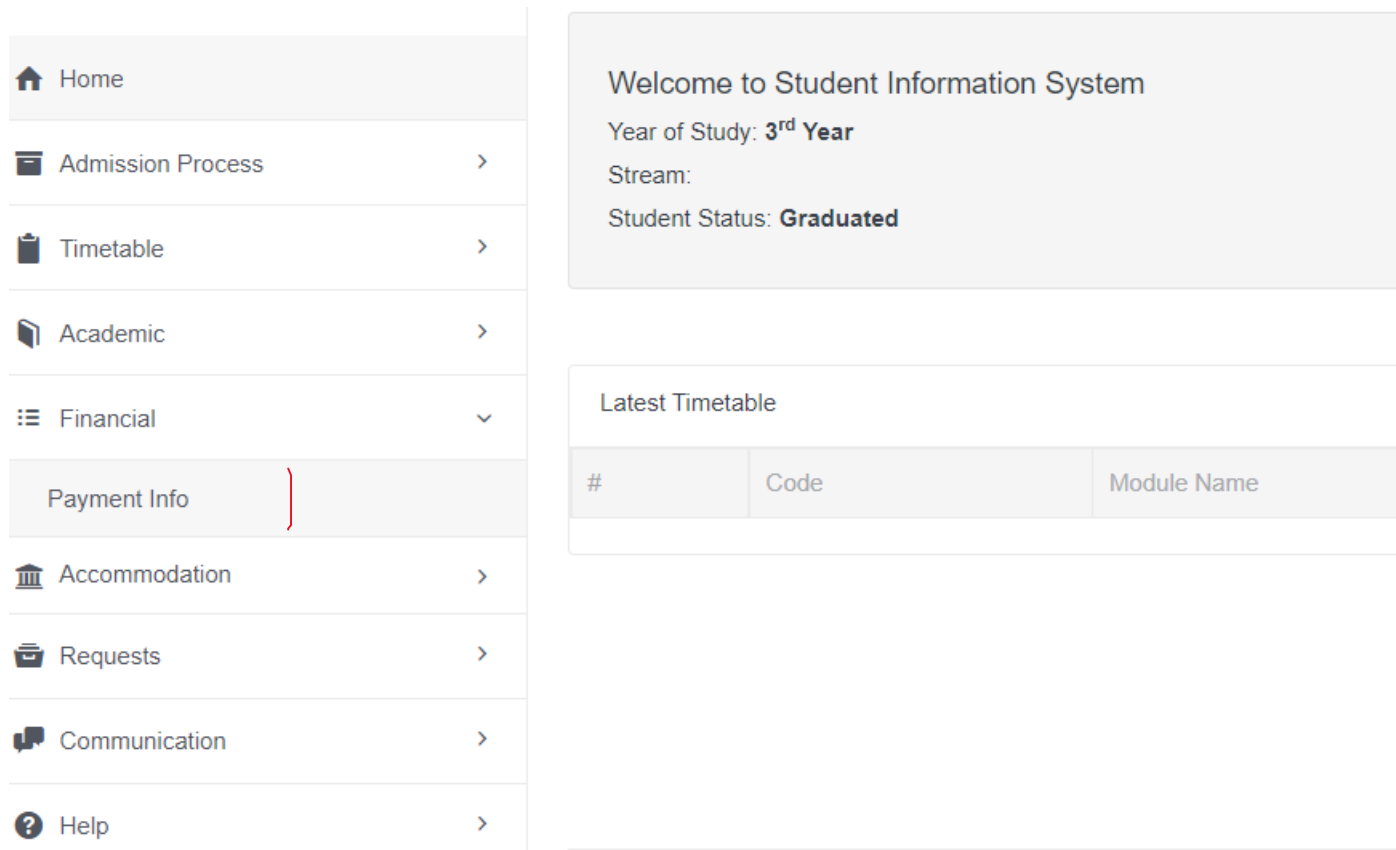
6.3 Academic

This widely used feature comprises of “Module Lists”, “Registered Module”, “Coursework”, “Exam Results”, and “Course Evaluation”. Through this feature you can view list of modules, list of modules you are registered to, your coursework details, your examination results and status of modules you have evaluated. You can access any of the above information by clicking/selecting a respective link indicated in Figure 5. You will be directed to the respective web page as per your selection.

Figure 5: Academic

6.4 Financial

Financial feature comprises of “Payment Info” link which you should use to access your financial information. Use the payment info link to view details related to invoices and payments. You will be able to access details such as paid fee and status of payments, control numbers for various payments, and dates payments made. In case you are unclear of the financial information you have accessed, you may contact finance office. Figure 6 shows a link for payment info.

Figure 6: Financial

6.5 Accommodation

Accommodation feature is used for requesting a room if you wish to stay at CBE hostel. To request a room, you will select "Request Room" link and submit your request. Once your request is approved you will receive a control number for making payment. The control number can be accessed through "payment info" feature described in section 5.4. Figure 7 shows where you can locate the "Request Room" link.

Figure 7: Accommodation

The screenshot displays the Student Information System interface. On the left is a sidebar menu with the following items: Home, Admission Process, Timetable, Academic, Financial, Accommodation (highlighted with a dropdown arrow), Request Room (selected with a red bracket), Requests, Communication, and Help. The main content area on the right shows a welcome message: 'Welcome to Student Information System', 'Year of Study: 3rd Year', 'Stream:', and 'Student Status: **Graduated**'. Below this is a section titled 'Latest Timetable' which contains a table with three columns: '#', 'Code', and 'Module Name'. The table is currently empty.

6.6 Requests

Use Requests feature to request for repeat/carry forward module, "Appeal", "Postponement", "Transcript", "Request New ID Card", and "Certificate" and "Graduation Gown". If you want to appeal for a failed module use appeal link. To postpone studies, use postponement link. To request for a new student identity card, use Request New ID Card link. If you have successfully completed your studies (graduated) use certificate and graduation gown links to request a certificate and a graduation gown respectively. You can access any of the above information by clicking/selecting a respective link indicated in Figure 8. You will be directed to the respective web page as per your selection.

Figure 8: Requests

The screenshot displays the Student Information System interface. On the left is a navigation menu with the following items: Home, Admission Process, Timetable, Academic, Financial, Accommodation, Requests (expanded), and Communication. The 'Requests' menu is expanded, showing a list of options: Repeat/Carry Module, Appeal, Postponment, Transcript Request, Request New ID Card, Certificate Request, and Graduation Gown. A red vertical line is drawn next to the 'Repeat/Carry Module' option. On the right, a welcome message reads: 'Welcome to Student Information System', 'Year of Study: 3rd Year', 'Stream:', and 'Student Status: **Graduated**'. Below this is a section titled 'Latest Timetable' with a table containing three columns: '#', 'Code', and 'Module Name'. The table is currently empty.

6.7 Communication

A communication feature comprises of "Suggestion Box", and "News & Events" links. If you have any comment and/or complaints you wish to forward to CBE through CoSIS, use the suggestion box link.

To access announcements posted by CBE on CoSIS select News & Events link. The College use this feature to send various messages and announcements to students. Reminders to pay tuition fees, invitation to apply for various courses, and news related to students' academic matters are examples of messages found in News & Events board.

Figure 9: Communication

The screenshot displays the Student Information System interface. On the left is a sidebar menu with the following items: Home, Admission Process, Timetable, Academic, Financial, Accommodation, Requests, Communication (highlighted with a red bracket), Suggestion Box, News & Events, Help, Security, and Log Out. The main content area on the right shows a welcome message: 'Welcome to Student Information System', 'Year of Study: 3rd Year', 'Stream:', and 'Student Status: Graduated'. Below this is a section titled 'Latest Timetable' with a table header containing three columns: '#', 'Code', and 'Module Name'.

6.8 Help

The “Help” feature gives you instruction about password reset and password management guidelines. It also contains a user manual for using the student module. This is your important link for gaining knowledge on how to use the student module. The Help feature contains “Instruction” link which you will select to have access to the manual and password information. Figure 10 shows the instruction link.

Figure 10: Help

The screenshot displays the Student Information System interface. On the left is a vertical sidebar menu with the following items: Home (house icon), Admission Process (calendar icon), Timetable (clipboard icon), Academic (book icon), Financial (list icon), Accommodation (building icon), Requests (box icon), Communication (speech bubble icon), Help (question mark icon), Instruction (highlighted with a red vertical line), Security (lock icon), and Log Out (exit door icon). The main content area on the right has a light gray header with the text: 'Welcome to Student Information System', 'Year of Study: 3rd Year', 'Stream:', and 'Student Status: **Graduated**'. Below this is a section titled 'Latest Timetable' which contains a table with three columns: '#', 'Code', and 'Module Name'. The table is currently empty.

6.9 Security

Use “security” feature to change your password and access your login history. As shown in Figure 11, under the security you will find “Change Password” and “Login History” links. If you want to change your password use the change password link. To view your login history, use login history link. You can access the above by clicking/selecting a respective link indicated in Figure 8. You will be directed to the respective web page as per your selection.

Figure 11: Security

Welcome to Student Information System

Year of Study: **3rd Year**

Stream:

Student Status: **Graduated**

Latest Timetable

Today Tomorrow

#	Code	Module Name	Time

Profile

Entry Year:	2019/2020
Intake:	September
Session:	Night Class
Program:	Bachelor of Accountancy
Department:	Accountancy

Change Password

Login History

Log Out

6.10 Log Out

The last feature on the student module panel is log-out. Once you have finished working in CoSIS, you will use the “Log Out” feature to sign out from the system. This will end your current CoSIS session, and you will be required to start all over again in section 5, if you wish to continue using the CoSIS.