




## NIT SIMS User Manual: Step-by-Step Student Registration and Payment Guide

This manual serves as a comprehensive guide for new students at the National Institute of Transport (NIT) to seamlessly navigate the Student Information Management System (SIMS). It walks you through the process of logging in, completing your profile, and generating fee invoices, ensuring you can manage your academic and financial information effortlessly. With clear, easy-to-follow instructions, this guide simplifies your journey from registration to payment.

### Step 1: Login to the Student Information Management System (SIMS)

#### 1. Go to the NIT SIMS login page.

- Enter your **Username** and **Password** in the provided fields where username is your **Admission Number** and password is your **surname** in capital letters.
- Optionally, check the "Remember me" box to stay logged in.
- If you've forgotten your password, click on **Forgot your password?** for assistance.
- Press the **Login** button to access your student account.



**NATIONAL INSTITUTE OF TRANSPORT [ NIT ]**  
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Academic Year : 2023/2024 October 15, 2024

**Welcome to SIMS**  
The Student Information Management System (SIMS) holds all the information relating to students.

**Students**

- \* Register for Courses online
- \* View Course Progress and Results
- \* Forums

**Teaching Staff**

- \* View list of Students per Course
- \* Publish Course Results
- \* Track Students Progress/Reports

**Other**

- \* Payment Management
- \* Configuration

### Login

Username



Password

Remember me [Forgot your password?](#) [HELP](#)

## Step 2: Access Your Profile Information

### 2. After logging in, navigate to your profile section.

- On the left sidebar, you will see a menu titled **Profile Menu**.
- Click on **Basic Information** to verify or update your personal details such as name, registration number, and program.
- Complete all the necessary sections like **Contact Information**, **Next of Kin Information**, **Education Background**, and other required information.
- Once done, navigate to the **Submission** tab in the left menu to finalize the profile update.

Profile Menu	Preview Information
 Name : Reg# :	
<a href="#">✓ Basic Information</a>	
<a href="#">✓ Contact Information</a>	
<a href="#">✓ Next of Kin Information</a>	
<a href="#">✓ Education Background</a>	
<a href="#">✓ Bank Account [ Optional ]</a>	
<a href="#">✓ Profile Picture [ Optional ]</a>	
<a href="#">✓ Attachment [ Optional ]</a>	
<a href="#">✓ Submission</a>	
	<b>UNIVERSITY INFORMATION</b>
	Campus Name : Main Campus
	RegNo No. :
	Admission No. :
	Entry Year : 2024/2025 - Semester I
	Intake : September
	Entry Programme : Basic Technician Certificate in Road and Railway Transport Logistics Operations - [ BCRRLO ]
	Entry Class : First Year
	Entry Category : O-Level Certificate
	Sponsor : Private
	<b>PERSON BASIC INFORMATION</b>
	First Name :
	Middle Name :
	Last Name :
	Gender : F
	Birth Date : 21-03-2005
	Nationality : Tanzanian
	

### Step 3: Confirm Personal Information and Submit

#### 3. Review and submit your information.

- After filling out all personal and academic details, confirm that all the information is correct.
- Scroll down to the **Declaration** section, where you will affirm that the information provided is accurate.
- Click the **Submit Information** button at the bottom of the page to proceed.

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#### NEXT OF KIN INFORMATION

##### NEXT OF KIN 1 (Primary)

Name :  
Relationship :  
Mobile No. :  
Email :  
Postal Address :

##### NEXT OF KIN 2

Name :  
Relationship :  
Mobile No. :  
Email :  
Postal Address :

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#### INSURANCE INFORMATION

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#### BANK ACCOUNT INFORMATION

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#### EDUCATION BACKGROUND

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#### ATTACHMENT

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#### DECLARATION

I, **Tumu Chondoro** hereby declare that the information given in this form is true to the best of my knowledge

**NOTE : Please confirm all information is correct before click button below**

Submit Information

## Step 4: Generate the School Fee Invoice

### 4. Access the payments section to generate the invoice.

- On the left sidebar, click on the **Payments** menu.
- Select **Create Invoice** to start the process of generating your school fees invoice.
- Enter the required information, including your **Student Name**, **Programme**, and **Class**.
- Make sure to verify that the details displayed are correct before generating the invoice.
- Click **Load Invoice Items** to see the breakdown of fees, including **Tuition Fee**, **Carry/Retake Fee**, and **Other Fees**.

The screenshot shows a web application interface for generating school fee invoices. On the left, a dark sidebar contains a 'Payments' menu item, which is circled in red and has a sub-menu with 'Create Invoice' and 'Invoice List'. The main content area is titled 'Add/Edit Invoice' and features an 'ACTION MENU' with three items: 'Tuition Fee' (checked), 'Carry/Retake Fee' (checked), and 'Other Fee' (checked). Below this is the 'Fee Structure Invoices' section, which contains several form fields: 'Student Name' (STUDENT), 'Academic Year' (2024/2025), 'Programme' (Basic Technician Certificate in Automobile Engineering and Locomotive Technology), 'Class' (First Year), 'Category' (PRIVATE), and 'Currency' (TZS). A red warning message states 'Make sure displayed programme and Class is correct before generating Invoice.' and a blue 'Load Invoice Items' button is located at the bottom of the form.

After completing these steps, you will have successfully navigated the registration process and can proceed with paying your school fees once control number is sent to you.