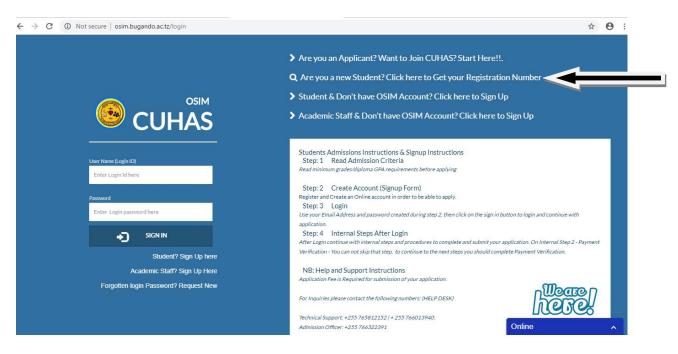
CUHAS ONLINE STUDENT INFORMATION MANAGEMENT SYSTEM

HOW TO REGISTER ON OSIM

1. On your Internet Browser type the following address: osim.bugando.ac.tz



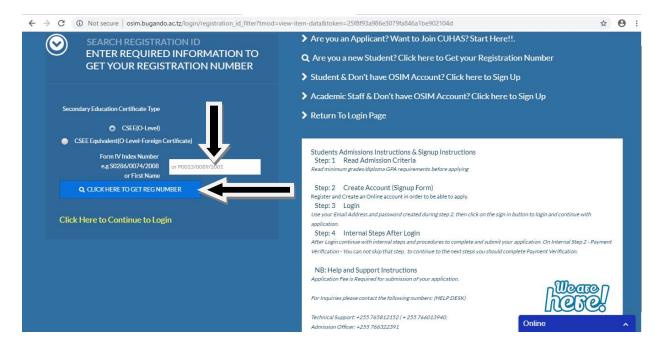
2. Go to the following link: Are you a new Student? Click here to Get your Registration Number link



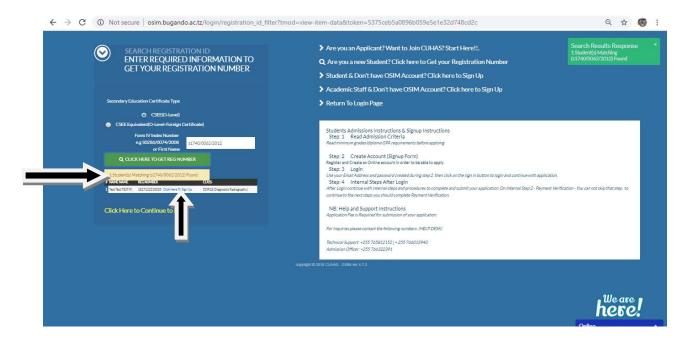
- 3. Click on the following to choose Secondary Education Certificate Type: There are 2 type of users
- CSEE (Olevel)
- 🖶 CSEE Equivalent (Olevel Foreign Certificate)- Foreigners



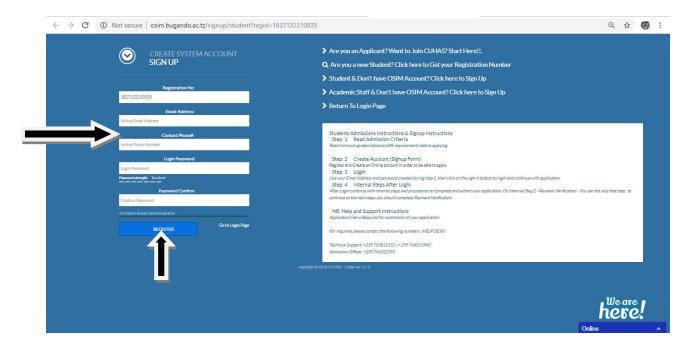
4. Direct students type your CSEE (Olevel) Index number using e.g S0286/0074/2008 format. Then Click on **CLICK HERE TO GET REG NUMBER Button**



 NAME, REGISTRATION NUMBER and CLASS ENROLLED of the student will be displayed



6. Then Click HERE TO SIGN UP



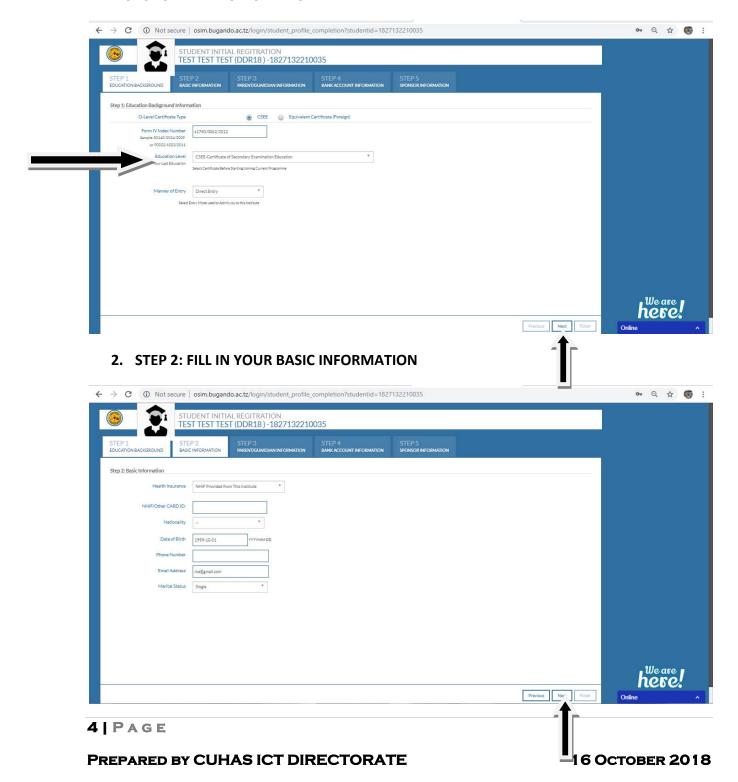
- 7. Enter your EMAIL ADDRESS, CONTACT PHONE NUMBER; LOGIN PASSWORD AND THE PASSWORD CONFIRMATION
- 8. CLICK ON REGISTER BUTTON
- 9. This will take you to the LOG IN Page

THE FOLLOWING PAGE WILL BE DISPLAYED

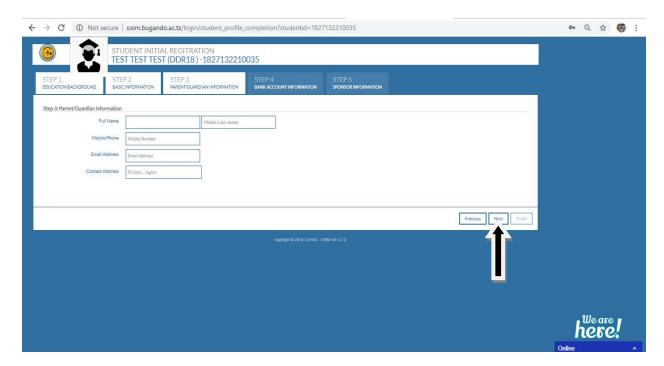
1. STEP 1: FILL IN YOUR EDUCATION BACKGROUND:

CSCEE NUMBER (OLEVEL) WILL BE GENERATED AUTOMATICALY, SELECT THE EDUCATION LEVEL E.G. ASCEE FOR ALEVEL (TYPE IN YOUR LEVEL INDEX NUMBER), MANNER OF ENTRY (SELECT DIRECT).

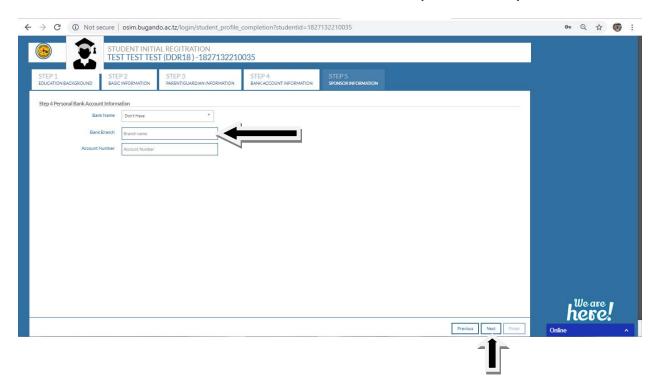
THEN CLICK ON NEXT BUTTON BELOW



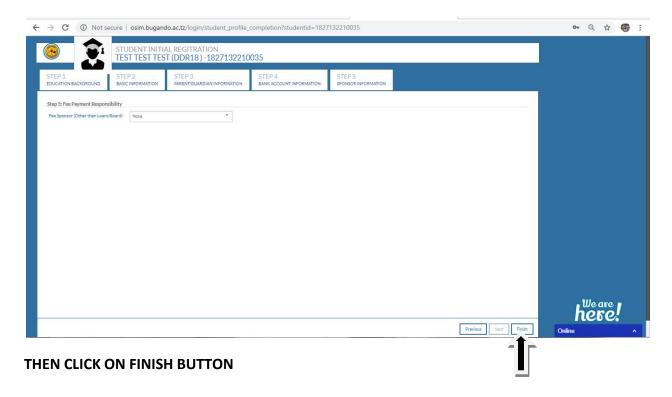
3. STEP 3: FILL IN YOUR PARENT/ GUARDIAN INFORMATION



4. STEP 4: FILL IN YOUR BANK ACCOUNT INFORMATION (IF NECESSARY)

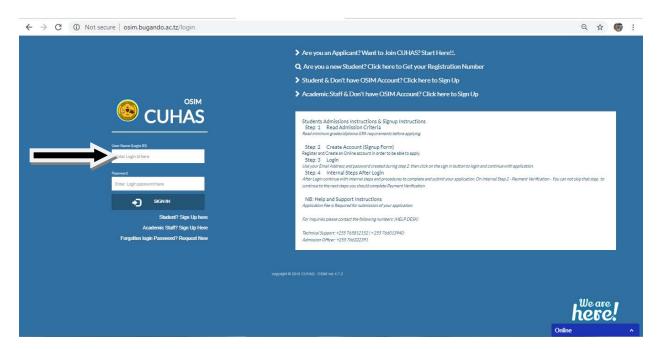


5. STEP 5: FILL IN YOUR SPONSOR INFORMATION

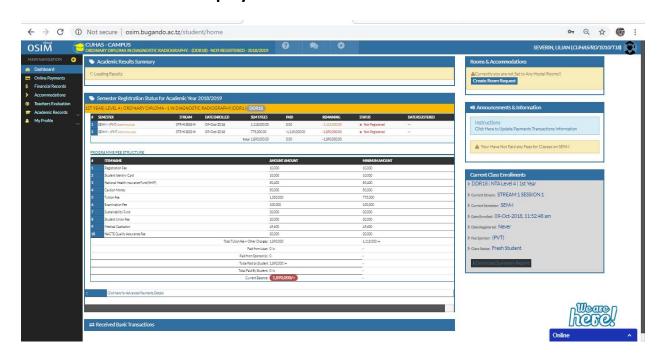


SUCCESFULL REGISTERED STUDENTS

1. LOG IN TO THE SYSTEM USING YOUR REGISTRATION NUMBER e.g. **CUHAS/RD/7000456/T/18** and **PASSWORD** followed by click on the SIGN IN Button

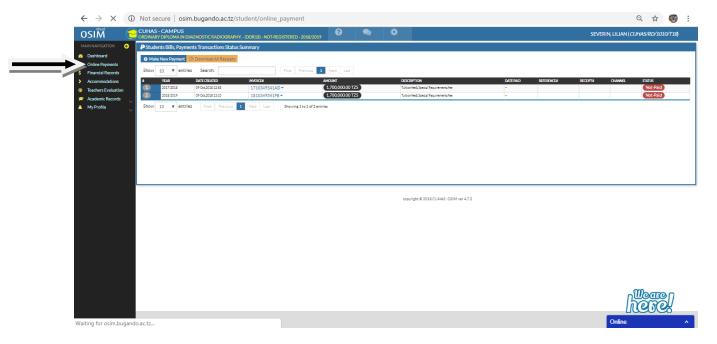


Below window will be displayed

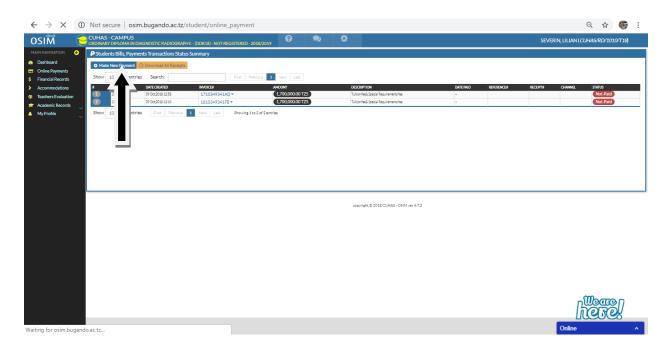


TO MAKE ONLINE PAYMENTS

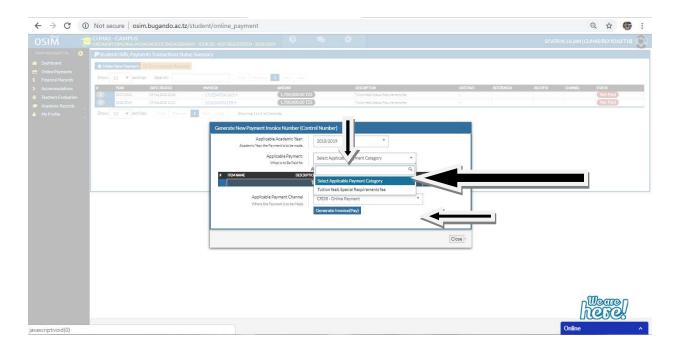
1. Click on ONLINE PAYMENT OPTION



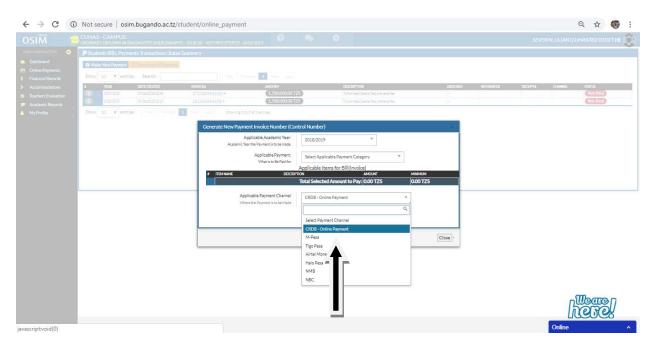
2. CLICK ON MAKE PAYMENTMENT BUTTON



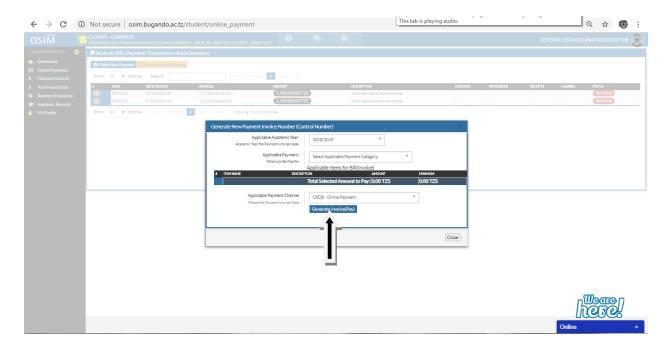
- 3. Then select APPLICABLE ACADEMIC YEAR e.g. 2018/2019
- 4. Followed by APPLICABLE PAYMENT CATEGORY for the Items which you want to Pay for e.g. ADMISTRATIVE COSTS OR TUITION AND SPECIAL REQUIREMENTS FEES



5. Then select APPLICABLE PAYMENT CHANNEL e.g. CRDB, MPESA or TIGOPESA



6. Followed by clicking GENERATE INVOICE (PAY) Button



UNIQUE CONTROL NUMBER FOR EACH ITEM WILL BE GENERATED WHICH CAN BE USED TO MAKE PAYMENT FOR THE SPECIFIC ITEM e.g. ADMISTRATIVE FEE or TUITION FEE AND SPECIAL REQUIREMENT FEES