

## **TEKU ACADEMIC INFORMATION SYSTEM – TAIS**

### **INTRODUCTION**

TAIS is the Student Management Information System that is used to record University academic data that can capture, process and generate reports needs the management to approve examination results and transcripts. This system helps student to perform the following online:

- Register student particulars (once)
- Register semester courses
- Update registered courses
- Edit/Update some of personal particulars
- View semester results
- Send queries/problems to the appropriate faculty/directorate/Unit
- View fee payment status for each academic year
- View University day to day announcements

This is the guideline to enable students be familiar with the system and explanation of activities/functions found in students module.

### **NOTE:**

For better results we highly recommend that system users should use one of the following web browsers.

- **Mozilla Firefox**
- **Google chrome**
- **Opera**

Please **DO NOT USE** Internet Explorer to interact with this system

### **First time users**

All first time students that have already obtained their registration number will be required to complete few steps before starting using the system effectively.

### **Requirements**


All first time students must have the following when interacting with the system

- REGISTRATION NUMBER
- A VALID EMAIL ADDRESS
- NAMES AND CONTACT NUMBERS OF PARENTS/GURDIANS/NEXT OF KIN
- NAMES AND INDEX NUMBERS OF CERTIFICATES FOR PREPREVIOUS EDUCATION
- SCANNED CERTIFICATES (SOFTCOPY) FOR O-LEVEL, A-LEVEL, CERTIFICATES, DIPLOMA, ACADEMIC TRANSCRIPTS AND BIRTH CERTIFICATE

## Getting started

1. Open TEKU website ([www.teku.ac.tz](http://www.teku.ac.tz))
2. In the main menu Click TAIS (Under ICT services)
3. OR
4. Open Google search engine and type: tais teku
5. On either of the step above you will be directed to the login screen
6. Due to the system security imposed you may be required to enable the browser to enable connecting to the secure site (tais). If this happens please following these steps
  - For **Mozilla** users: On the first screen at the bottom click “I understand the risk”
  - On the next screen at the bottom click “Add to the known security site”
  - On the last screen click “Confirm security certificate”
  - For Chrome users: On the first screen click “Proceed anyway”
  - You will be directed to the login screen
7. At the login screen click New student link (As shown below)

# TEKU ACADEMIC INFORMATION SYSTEM - TAIS

(MBEYA)

TAIS is the Student Management Information System that is used to record University academic data that can capture, process and generate reports needs the management to approve examination results and transcripts.

### Students

- Register for Courses online
- Upload photo (PPT) online
- View Course Progress and Results

### Teaching Staff


- View list of Students per Course
- Upload Examination Results for Students

### Login

Username:

Password:

[Any password problem? Click here](#) | [New Student](#)



8. You will be directed to another screen that request to enter your Registration number and Surname/ Last name. Type full registration number eg. TEKU/DCD/1002000, and your surname

## FIRST TIME STUDENT REGISTRATION

### IMPORTANT INSTRUCTIONS

THIS AREA IS ONLY FOR FIRST TIME STUDENTS TO USE THIS SYSTEM, BEFORE PROCEEDING WITH REGISTRATION PROCESS MAKE SURE YOU HAVE THE FOLLOWING:

- YOUR REGISTRATION NO
- A VALID EMAIL ADDRESS
- NAMES AND CONTACT NUMBERS OF PARENTS/GURDIANS
- NAMES AND INDEX NUMBERS OF CERTIFICATES FOR PREPREIOUS EDUCATION
- SCANNED CERTIFICATES (SOFTCOPY) FOR O-LEVEL, A-LEVEL, CERTIFICATES, DIPLOMA, ACADEMIC TRANSCRIPTS AND BIRTH CERTIFICATE

Please enter your Regno	TEKU/DCD/10002000
Please enter your Surname	GODWIN
	Proceed >>>

9. You will be directed to another page, where you will be required to complete some important particulars. You are required to supply correct and true information. Some items once submitted can not be modified. Issues like contact numbers, email addresses, postal address, birth dates (Very important, please select as directed), names and number of previous schools, scores etc.

## STUDENT REGISTRATION FORM - STEP1 (Please register your particulars before using the system)

In this form, You are required to enter your personal details as directed during training (If you are not sure, it better to exit and get assistance before filling this form), THEN YOU MUST CLICK **UPDATE MY PROFILE** button at the bottom of this page

**Personal details**

Reg. number	TEKU/DCD/1002000
First name	JOHNSON
Middle name	M.
Surname	GODWIN
Citizenship	TANZANIA
Birthdate (dd/mm/yyyy)	D: 08 M: 05 Y: 1999
Gender	MALE
Marital status	SINGLE
Religion	CHRISTIAN
Postal Add (Eg. P.O BOX 2010)	P.O. BOX 234000
City/Region	MBEYA
Tel no: Home/Office	
Mobile no:	
Email address (Required):	
Contact Person Details	
Full name of contact	

10. After filling the form correctly click “UPDATE MY PROFILE” at the bottom of the page
11. You will be directed to another page for uploading prepared O-Level certificate. This is mandatory. Upload your prepared (scanned) O-Level certificate.

## STEP2: UPLOADING O-LEVEL CERTIFICATE (S)

### INSTRUCTIONS (Please read very careful):

1. The Form four (Form 4) Certificate (**NOT** leaving certificate) **MUST** be in PDF format
2. If you have more than one certificate combine them to form a single PDF document
3. Make sure the size of your PDF document is not more than **3Mb**
4. To upload your form four certificate click browse to locate your document, then upload cert to upload

Choose File No file chosen

Upload Cert

12. Then you will be directed to the next page for uploading A-Level certificate. Do the same if you sat for form six examinations. Otherwise click “NO FORM SIX” If you did not sit for form six examinations

**STEP3: UPLOADING A-LEVEL CERTIFICATE (S)**

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**INSTRUCTIONS (Please read very careful):**

1. The Form six (Form 6) Certificate (**NOT** leaving certificate) **MUST** be in PDF format
2. If you have more than one certificate combine them to form a single PDF document
3. Make sure the size of your PDF document is not more than **3Mb**
4. To upload your form SIX certificate click browse to locate your document, then upload cert to upload
5. IF YOU HAVE NOT SEAT FOR FORM SIX (FORM 6) EXAM, CLICK, THE BUTTON **"NO FORM SIX"**

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13. Then you will be directed to the next page for uploading University/College certificates. Do the same as in step 12. If you upload University/College certificate, you must also upload University/College transcript in the next step.
14. You will be directed to the next page for uploading birth certificate. You must upload birth certificate as in step 11 and 12
15. Then you will be directed to the final step for creating your login password. Type your password and retype and click, Proceed.

## Creating a new password - Step6

Please type your new password as directed below.


Your Regno:

Type new password:

Retype password:

16. Then a success message will appear and you will be directed to the login screen, type your registration and your new password to login and start using the system.

### TEKU ACADEMIC INFORMATION SYSTEM - TAIS (MBEYA)



My profile	Photo	Course Registration	Examination Results	Fee payments	Announcements	Help	Sign Out
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USER: *TEKU/DCD/1002000*      ROLE: *student*      DATE: *04-08-2014*      A. YEAR: *2013/2014*

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**FULL NAME:** JOHNSON, M. GODWIN      **PROGRAM:** ODCD      **CLASS:** 1ST YEAR  
**MOBILE:** 2511111      **NEXT OF KIN:** XXX      **CATEGORY:** 2







Photo Here  
175148

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#### NEW ANNOUNCEMENTS

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- RELEASE OF EXAMINATION RESULTS FOR POSTGRADUATE PROGRAMMES** 
- REMINDING ALL STUDENTS TO CHECK THEIR PERSONAL DETAILS** 
- NOTES TO CANDIDATES/STUDENTS, 2013/2014 ACADEMIC YEAR** 

ALL STUDENTS PROBLEMS SHOULD BE ADDRESSED TO THE RESPECTIVE HEAD OF DEPARTMENT (OR FACULTY DEAN) AND THE SOLUTIONS WILL BE PROVIDED TO THOSE OFFICES.

**DO NOT VISIT IT OFFICE FOR ASSISTANCE RELATING TO EXAM RESULTS !!!**

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## REGISTERED USERS (After registering your particulars)

After completing first time part of registration process, you are now ready to start using the system.

You will be required to use the top drop down menu to access the functions in the system. All University announcements will be seen at the first page as shown in the sample screen above. Also can found when clicked announcements.

### *Changing password*

To change password, at the My profile menu click change password.

My profile => Change password.

Follow all instructions as directed in the screens for changing student password.

**TEKU ACADEMIC INFORMATION SYSTEM - TAIS** (MBEYA)

My profile | Photo | Course Registration | Examination Results | Fee payments | Announcements | Help | Sign Out

**Change password**  
Register my personal details  
View my personal detail  
Edit my personal detail

ROLE: student      DATE: 04-08-2014      A. YEAR: 2013/2014

PROGRAM: ODCD      CLASS: 1ST YEAR  
NEXT OF KIN: XXX      CATEGORY: 2

Photo Here

**NEW ANNOUNCEMENTS**

1. **RELEASE OF EXAMINATION RESULTS FOR POSTGRADUATE PROGRAMMES**
2. **REMINDING ALL STUDENTS TO CHECK THEIR PERSONAL DETAILS**

### *View personal particulars*

It is important to check if all your personal particulars are correct as filled during first time registration process.

To view your particulars go to: My profile => View my personal detail

**NOTE MAKE SURE YOU BELONG TO THE RIGHT CATEGORY (GROUP)**

check at your particular summary.

- 1 = Bachelor degree student
- 2 = Diploma student
- 3 = Certificate student
- 4 = Postgraduate Diploma student
- 5 = Master student

If you category is different report to Admission office immediately!!!

### ***Edit personal particulars.***

To edit personal particulars refer to: My profile => Edit my personal detail. You can only edit some of particulars such as contact numbers, previous school and colleges. Some items can not be modified unless special permission is given.

### ***Uploading photo***

To upload photo click Photo at the menu and follow all the instructions shown for uploading photo. You should be smart; this photo will be used in generating academic transcripts at the end of your studies.

**TEKU ACADEMIC INFORMATION SYSTEM - TAIS** (MBEYA)

My profile | Photo | Course Registration | Examination Results | Fee payments | Announcements | Help | Sign Out

USER: TEKU/DCD/1002000      ROLE: student      DATE: 04-08-2014      A. YEAR: 2013/2014

FULL NAME: JOHNSON, M. GODWIN      PROGRAM: ODCD      CLASS: 1ST YEAR  
MOBILE: 2511111      NEXT OF KIN: XXX      CATEGORY: 2

Photo Here

**UPLOADING STUDENT PPT**

PLEASE CLICK BROWSE TO LOCATE THE LOCATION OF YOUR PHOTO THEN UPLOAD TO UPLOAD PHOTO.

Choose File    No file chosen    Upload

This process will take some time depending on the photo size, we recommend that you upload a photo with very small size as possible.

### ***Course registration***

Each semester you will be required to register courses. This process will be possible if you have paid the required the university fees for that semester. It is important to read instructions for course registration before registering courses.

To read instructions on courses registration go to: Course registration => Register new courses => Read instructions.

To register courses go to: Course registration => Register new courses => Register courses => Select semester and click proceed. Select course codes that appear in the text boxes and click “**SUBMIT COURSES**” at the bottom of the page. You will be directed to the next page that shows the courses you registered and their titles.

**PLEASE READ THE COURSE YOU REGISTERED CAREFUL AND IF THERE IS ANY PROBLEM GO TO EDIT SECTION TO EDIT COURSES.**



To edit registered courses, go to: Course registration => Edit registered courses => Edit registered courses. Again select semester and click “Modify” Edit by typing/ deleting correct courses then click update at the bottom of the page.

To view registered courses, go to: Course registration => View registered courses => Select semester and click view.

**NOTE:**

**YOU CAN NOT MODIFY COURSES IF EXAM RESULTS ALREADY POSTED FOR SPECIFIC SEMESTER!!!**

***View examination results***

To view course work marks go to: Examination results => Course work marks => Select semester

To view final examination results go to: Examination results => University exam results => Select semester

You can not view examination results unless you have paid the required university fee for specific semester.

Any problem relating to examination results should be addressed to the specific directorate/faculty.

***Fee payment details***

To view fee payments and other contributions go to: Fee payments => Select academic year => Select class => Click view reports

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(MBEYA)

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My profile
Photo
Course Registration
Examination Results
Fee payments
Announcements
Help
Sign Out

---

USER: TEKU/DCD/1002000
ROLE: student
DATE: 04-08-2014
A. YEAR: 2013/2014

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FULL NAME:	JOHNSON, M. GODWIN	PROGRAM:	ODCD	CLASS:	1ST YEAR
MOBILE:	25411111	NEXT OF KIN:	XXX	CATEGORY:	2

Photo Here  
170x140

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PAYMENT SUMMARY

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Please Select class (1 = First year, 2 = Second year and 3 = Third year) and Select academic to view the payment table

Select academic year	<input type="text" value="2013/2014"/>
Select Class/Year	<input type="text" value="1"/>
<input type="button" value="VIEW REPORT"/> <input type="button" value="CLEAR"/>	

***To view University announcements***

To view announcements click Announcements

***Viewing online help***

To view online help click help => Read notes.

Further help can be obtained by writing to [tais@teku.ac.tz](mailto:tais@teku.ac.tz)

***Exit/Log out***

After completing all issues in your account, please log out by click Sign out.