

NURSES' AND MIDWIVES' TRAINING COLLEGE, TAMALE

Management information system

Student Guide

Before Sign in

New Users

- You will need a passport photograph, an **ACTIVE** e-mail address and a mobile phone number.
- Provide your **Registration Number** and the default password **223344** on the **Sign in** page to start your accounts activation process.

➤ **INFORMATION VERIFIER**

- Kindly verifier YOUR information. Click **Yes->**to confirm OR **No->**to decline.

➤ **PROFILE PICTURE**

- Upload your passport sized photograph through this page.
- **Note:** This passport picture will be printed on all documents obtained from this site. Do not send a complete photograph of yourself.

➤ **PROFILE SETTINGS**

- Provide your profile details (gender, date of birth, e-mail address, mobile phone number, etc) on this page.
- **Note:** You must use an active **E-MAIL** address through which an activation code will be delivered to you. An e-mail address **DOES NOT** begin with www.

➤ **ACCOUNT ACTIVATION**

- Complete your account activation by providing the activation code that is delivered to your email address.
- **Note:** If you have not received the activation code, **RE-SEND** it or verify your e-mail address at **PROFILE SETTINGS** (by clicking the << button).

Existing users

- Provide your **Registration Number** and **Password** to and click **Sign In**.

After Sign In

After every successful **Sign In** you can access the following services on the site.

➤ **HOME**

- Visit here to obtain information on current registration information and others.

• **COURSE REGISTRATION**

○ **CHECK COURSES**

- Check available courses to be registered in your programme and level on this page.

○ **COURSE REGISTRATION**

- Use this page to go through the course registration process. If registration is due in any trimesters, you will be shown your **TRAILED** and **PREVIOUSLY DEFERRED** courses (if available) that will be registered first. You will then be given the current **CORE** and **ELECTIVE** courses to make your selection in the registration process.
- **NOTE:** Course registration will available throughout the registration period and will be closed if the period expires. Opportunity may be given for the edit of your registered courses if need be by your department.

○ **EDIT REGISTRATION**

- Use this page to edit your registered courses before registration date expires. You can remove, defer or add courses on this page.

• **FEES**

- Check your fee history on this page

• **RESULTS**

- Two type of results can be accessed:

- **PROVISIONAL RESULTS**
 - Get all your results for any trimester directly on the site after it has been verified by the appropriate quarters prior to final publication.
- **FINAL RESULTS**
 - Obtained your final published results with appropriate **CGPAs** on this page.
- **ASSESSMENT FORM**
 - Use this page to assess the courses you study and/or lecturers who lecture those courses. Only courses you register can be assessed by you.
- **MAILS**
 - Check for incoming mails. You can also send any complaint you have to your EXAMS OFFICER, HOD or the DEAN on this page.
- **CLEARANCE**
 - Obtain **CLEARANCE FORM** from this page after you have completed your studied and have settled all liabilities with the **INSTITUTION**.
- **PROFILE PICTURE**
 - This page provides you the opportunity to change your profile passport picture.
- **CHANGE PASSWORD**
 - Use this page to change your password
- **MY PROFILE**
 - Use this page to access your basic information. You can change your E-mail address or your telephone number on the page. If changing your E-mail address, make sure you use a correct and active E-mail address.
- **GUIDE**
 - Obtain this guide from this link.
- **SIGN OUT**
 - Signs you out of the system.

Contact us:

Forward questions or enquiries to the following **E-MAIL** addresses:

nmtctamale@gmail.com