

ONLINE REGISTRATION OF STUDENTS

User Guide Manual | November 2020



NHIF 2020

DOCUMENT REVISIONS

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1. General Information

This section explains in general terms the system and the purpose for which intended.

1.1. System Overview

Online Member Registration System is a web based application system established by the Fund for enabling NHIF customer undertake their registration process online. These online services include but not limited to submission of student list and ID card applications.

1.2. Document Purpose

This document provides guidance to users of the NHIF Online Member Registration System when undertaking any of the function mentioned above. Assumption is being made that consumer is familiar to and have access to the internet service.

2. System Summary

This section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access and permission.

2.1. System Configuration

Online Member Registration System requires connection to the Internet in order to operate. Being a web based application, the system is platform independent and accessible through any internet connecting device such as computer, mobile and tablet.

2.2. User Access and permission

Online Member Registration System can be accessed only with valid username and password. Customers can obtain their login credentials after submitting official request to the Fund before granted the required login credential.

3. Getting Started

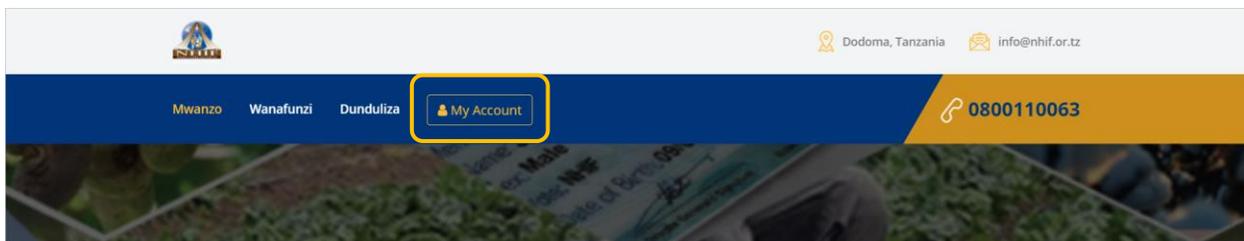
This section explains step by step procedures on how to get access and use the Online Member Registration System for different categories of users.

3.1. Dean Office

Dean office shall be required to login to the system in order to upload the student list so that later on their respective applications can be submitted to NHIF for card production.

3.1.1. Login into the system

1. To log in to the system, open web browser and type the URL <https://omrs.nhif.or.tz>. On the page that appears next, **click on My Account** menu link found at the top of the page.



2. A login screen window shall appear where by dean office is required to **enter email address and password**.

Jamhuri ya Muungano wa Tanzania
Mfuko wa Taifa wa Bima ya Afya
 Huduma bora za matibabu ni haki yako na ni dhamana yetu

udsm@gmail.com

.....

➤ Sign In

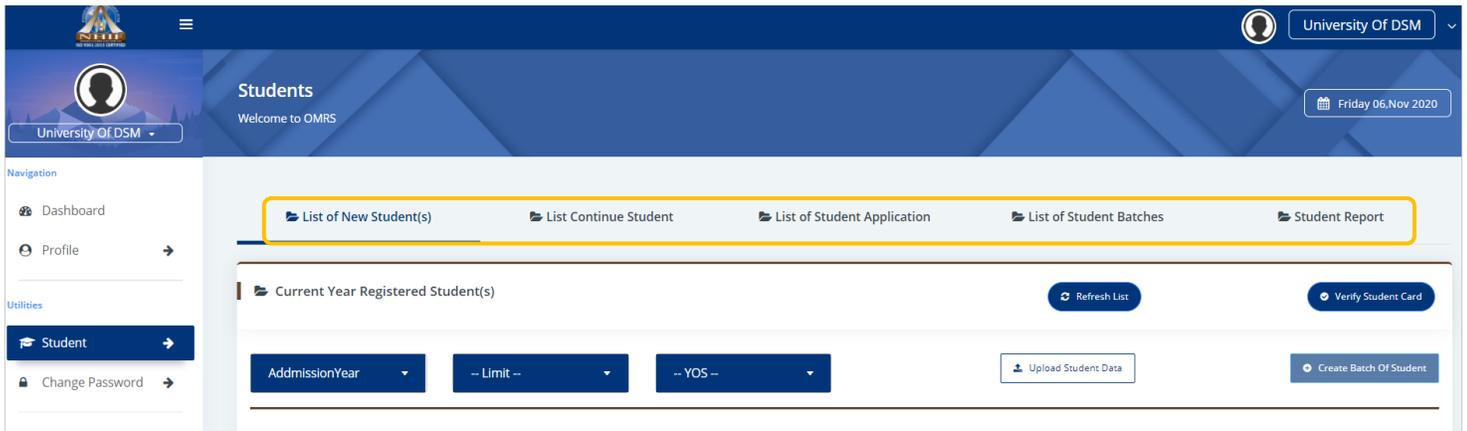
3. After successful log in the following page shall appear.

The screenshot shows the OMRS dashboard for a user at the University of DSM. The navigation menu on the left includes 'Dashboard', 'Profile', 'Student' (highlighted with a yellow box), and 'Change Password'. The main dashboard area displays four statistics: Total Principal(s) (24), Total Dependants(s) (0), Total Children (0), and Total Spouse (0). Below these is a 'My Data' table with the following information:

AgentCode	AgentName	Product(s)	Employer Number	Contribution Type	Office Registered
UDSM	UNIVERSITY OF DSM	STUDENT	2000590	Employer	HQ

4. On the left navigation bar, **click on Student menu**. You shall be presented with a page that contains the following tabs;

- *List of New student*
- *List of Continuing students*
- *List of student applications*
- *List of student batches*
- *Student report*

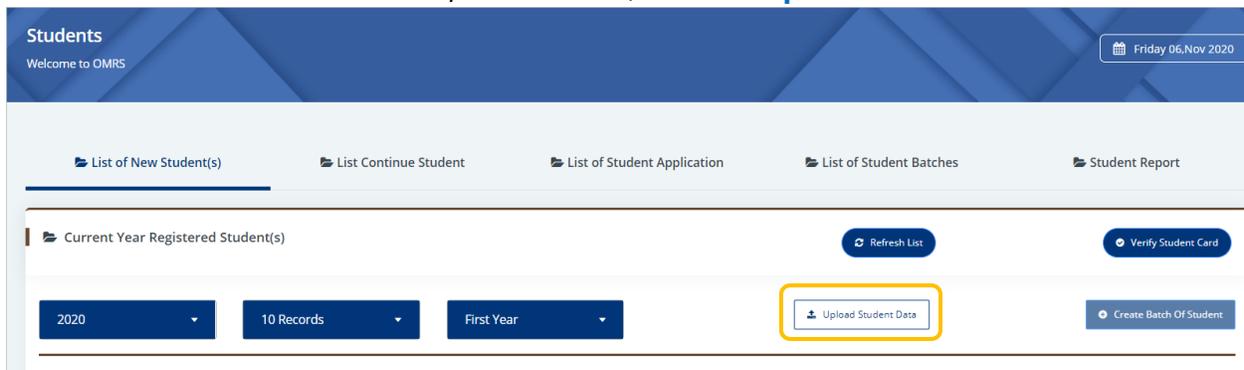


On each of the tabs displayed on the above page, there are several functionality that can be performed on each which has been covered later in this manual

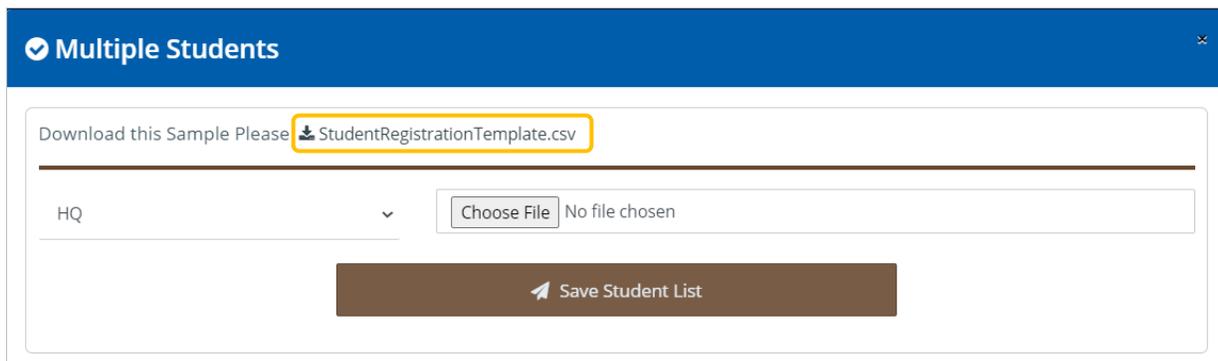
3.1.2. Submission of Student List

The dean's office can upload students' list via csv format file. This file needs to be prepared prior to uploading process. Sample file for preparing student data to be uploaded is available for download as is described below.

1. Under the tab *List of new students*, **Click on Upload student data** button



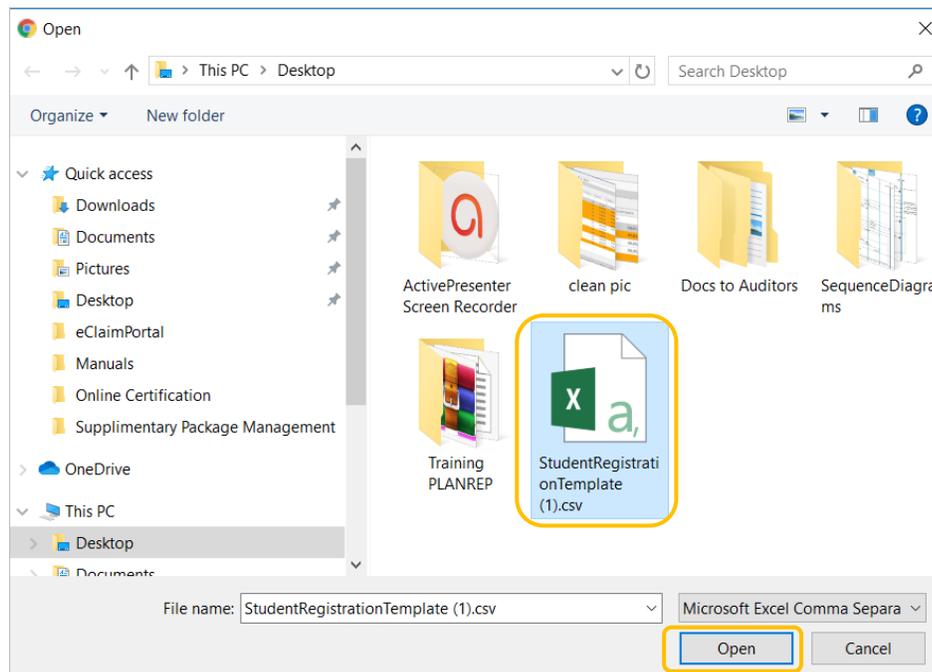
2. The following popup window shall be displayed



- Sample file for uploading data can be downloaded by clicking the [StudentRegistrationTemplate.csv](#) link found at the top of the pop up window as shown in the above figure, and may appear as follows

FormFourIndexNo	FirstName	MiddleNar	LastName	DateOfBirth	MaritalSta	Gender	MobileNo	AdmissionDate	CourseName	CollegeFac	YearOfStu	CourseDur	NationalID	AdmissionNo
S5139/0305/2011	Flora	K	Shabani	21/04/1995	Single	Female	766343411	17/05/2020	Mechanical Engineering	Mech	1	4		150111410723340
S6139/0225/2019	Peter	C	Nusukoti	27/04/1997	Single	Male	766343401	17/05/2020	Computer Engineering	Coet	2	4		150344469092920
S6931/0125/2020	Charles	C	Nusukoti	30/04/1998	Single	Male	766343402	17/05/2020	Computer Engineering	Coet	3	4		150542469092921

- Click **Choose File** button from the pop up window, and a dialog window shall appear where you shall locate the desired file to be uploaded and **click open Button** to select the file.



- Click **Save Student list** button to submit student data.

Multiple Students

Download this Sample Please StudentRegistrationTemplate.csv

HQ Choose File StudentRegistrationTemplate (1).csv

[Save Student List](#)

3.1.3. Submission of student card Applications

To submit student card applications, a student batch must be created first. This batch shall contain a list of individual students whose applications are eligible for card production. To create a student batch the following steps should be followed.

1. Under List of new student tab, select a desire list of individual student records to be included in the batch by clicking the check boxes found on the far right of each student records. See figure below

#	Form4 Index No	AdmissionNo	Photo	FullName	YOS	Other Details	DATE	Remarks	
1	S1031/0115/2021	160510462090922		Jamaly T Jamaly	1/4	Single, MALE 0766343403 No National ID Computer Engineering 4 yrs	DOB Wed 04/08/1999 AdmissionDate Sat 08/08/2020	Pending Application	<input checked="" type="checkbox"/>
2	SS139/1405/2011	151111410723340		Florah K Sheby	1/4	Single, FEMALE 0766343411 No National ID Mechanical Engineering 4 yrs	DOB Fri 21/04/1995 AdmissionDate Mon 18/05/2020	Pending Application	<input checked="" type="checkbox"/>
3	S3420-0065-2011	150242448808138		Emmanuel Charles Nusukoti	1/4	Single, MALE 0766762627 No National ID Computer Engineering 4 yrs	DOB Mon 14/06/1999 AdmissionDate Sun 24/05/2020	Student Emmanuel Nusukoti exist, Can be submitted as continues student	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

Previous 1 Next

2. Click on **Create batch of student** button to create batch
3. On the pop up that appears next, you shall see the batch Number that has been created on the left side of the page, **enter batch descriptions** and **click Save batch data** button

Open New Batch

Batch NO: 2000590/2020/2021/025 UDOM Students data Search by Student Details Student FullName goes Here

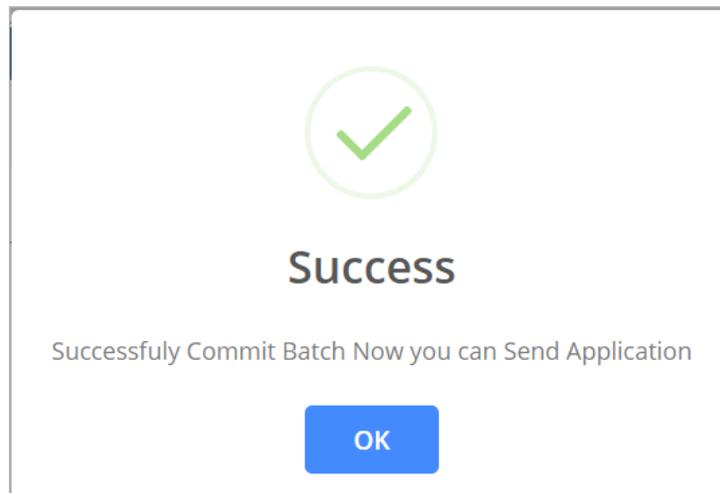
Show 10 entries Search:

S/N	FullName	FormFourIndexNo	AdmissionNo	Action
1	Jamaly T Jamaly	S1031/0115/2021	160510462090922	Remove From Batch
2	Florah K Sheby	S5139/1405/2011	151111410723340	Remove From Batch

Showing 1 to 2 of 2 entries Previous 1 Next

Save Batch Data Send Batch Applications

4. The success pop up window shall be displayed as shown below

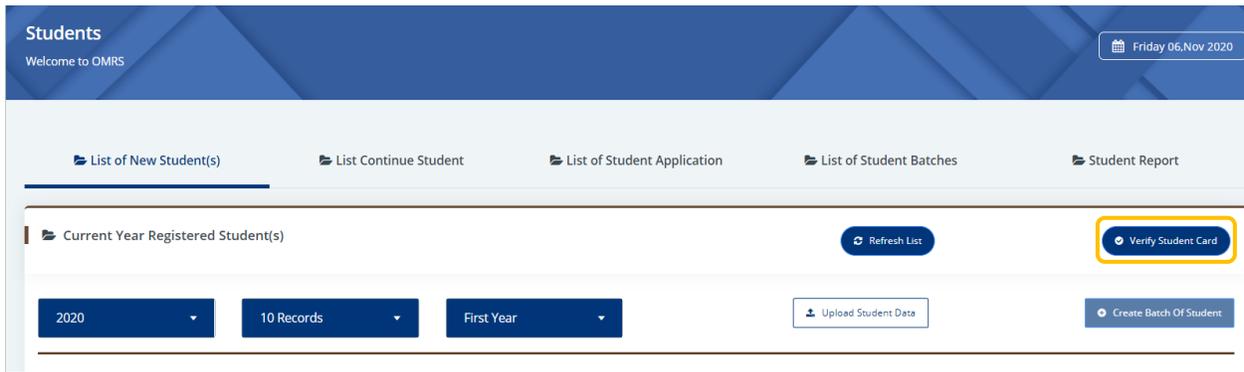


5. The Send batch application button shall become enabled, To submit student applications, **Click on Send batch application** to submit batch application

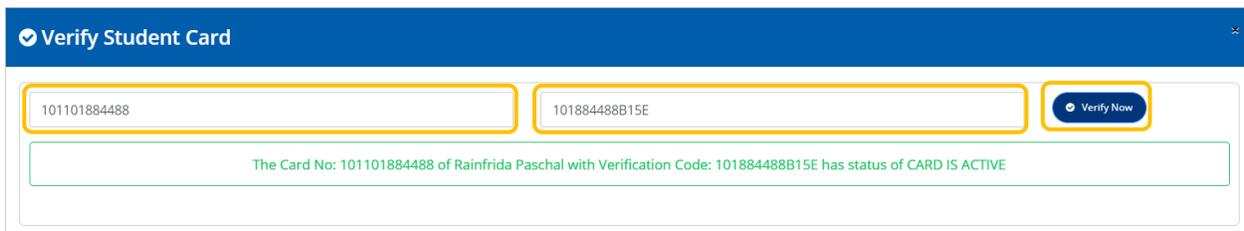
3.1.4. Get status of ID card

To get the status of student ID card the following steps shall be followed

1. Under the tab *new student list*, **Click on the Verify card.**



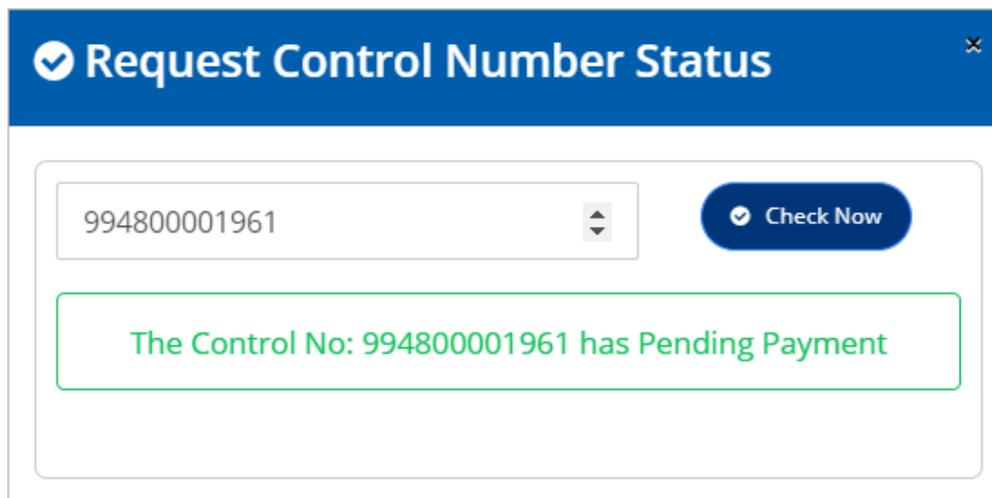
2. On the pop up that appears next, **enter students card number** and **verification code**(obtained earlier)
3. **Click Verify now** to verify the card. The card status shall be displayed at the bottom as shown below



3.1.5. Request control number status

To get the status control number payment the following steps should be followed

1. Under *List of continue student* tab, click **Request control number payment status** button
2. On the pop up window that appears, **enter the control number** and **click Check now button**



- The control number payment status shall be displayed as shown in the above figure

3.1.6. Preview a list of new students

On *List of new student* tab, dean can preview a list of new students who have been registered by NHIF. To preview a list of new students the following step should be followed;

- Go to list of new student tab, **Click on Admission year dropdown** and select the desired admission year, **Click on Limit dropdown** and select a limit of records to be displayed, **click on YOS** to select Year of Study.
- A detailed list of new student shall be displayed as shown in the below figure

The screenshot shows the 'Current Year Registered Student(s)' interface. At the top, there are filters for 'Admission Year' (2020), 'Records' (10 Records), and 'Year of Study' (First Year). Below these filters is a table of students. The table has columns for #, Form4 Index No, AdmissionNo, Photo, FullName, YOS, Other Details, DATE, and Remarks. The first two rows show students with 'Pending Application' status. The third row, for Emmanuel Charles Nusukoti, is highlighted in red and has a message: 'Student Emmanuel Nusukoti exist. Can be submitted as continues student'.

#	Form4 Index No	AdmissionNo	Photo	FullName	YOS	Other Details	DATE	Remarks
1	S1031/0115/2021	160510462099922		Jamaly T Jamaly	1/4	Single, MALE 0766343403 Computer Engineering 4 yrs	DOB: Wed 04/08/1999 AdmissionDate: Sat 09/08/2020	Pending Application
2	S5139/1405/2011	151111410723340		Florah K Sheby	1/4	Single, FEMALE 0766343411 Mechanical Engineering 4 yrs	DOB: Fri 21/04/1995 AdmissionDate: Mon 18/05/2020	Pending Application
3	S3420-0065-2011	150242448808138		Emmanuel Charles Nusukoti	1/4	Single, MALE 0766762927 Computer Engineering 4 yrs	DOB: Mon 14/05/1999 AdmissionDate: Sun 24/05/2020	Student Emmanuel Nusukoti exist. Can be submitted as continues student

3.1.7. Preview continuing students

- Under List continuing student tab, **Click on academic year dropdown** and **select academic year**, **Click data limit dropdown** and **select the desired record limit**.
- A detailed list of continuing student shall be displayed as shown below

S/N	MembershipNo	Form4 Index No	Photo	FullName	ControlNo	PaymentStatus	DateCreated
1	302343252	55239-0305-2011		Semeni K. Khamisi	No Control/No Yet	No Payment Made	Thursday 01/01/1970
2	102343236	51021-0425-2025		Ambwene T. Ngonyani	No Control/No Yet	No Payment Made	Thursday 01/01/1970

3.1.8. Uploading Continuing students

A list of continuing students can be uploaded into the system through the following steps

1. Under the *List of continue student* tab, **click on Upload continuing student** button
2. A dialog window shall appear where you shall **enter batch description** and then **click on choose file button** to located the file that contain a list of continuing student to be uploaded.

Continuous Students

Download this Sample Please [StudentContiniousTemplate.csv](#)

HQ Batch NO: 2000590/2020/2021/026

UDSM continuing student Choose File StudentRegistrationTemplate (1).csv

[Save Batch](#)

3. **Click on Save Batch** Button to save

3.1.9. Preview list of student applications

1. Under List of student application tab, **Click on Academic year** dropdown menu and **select academic year**.
2. **Click on limit dropdown** menu and **select desired records limit**.

3. Click on **Application status** dropdown menu and **select desired status**
4. A list of student application shall be displayed based on the criteria's selected as shown below.

S/N	Card Details	Form4 Index No	Photo	FullName	ApplicationType	ControlNo	PaymentStatus	Status	Track	DateCreated
1	302343252 MembershipNo No CardNo Yet Card Number	55239-0305-2011		Semeni K. Khamisi	New	No ControlNo Yet	No Payment Request Made	Approved	Track	Mon 26/10/2020
2	302343241 MembershipNo No CardNo Yet Card Number	55139-0305-2011		Flora K. Shabani	New	No ControlNo Yet	No Payment Request Made	Approved	Track	Thu 22/10/2020

3.1.10. Preview student batches

1. Under **List of student batches** tab, Click on **Academic year** dropdown menu and **select academic year**.
2. Click on **limit dropdown** menu and **select desired records limit**.
3. Click on **batch dropdown** menu and **select desired batch status**
4. Click on **select** dropdown menu and **select desired selection** option
5. A list of student batches shall be displayed based on the criteria's selected as shown below.

ID	Description	ID Number
2000590/2020/2021/024	(Batch Submitted Nov 06,2020) 2	
2000590/2020/2021/022	(veta batch one 2020) 1	994800001961
2000590/2020/2021/020	(Batch Submitted October 26,2020) 1	994800001960

6. Click on the desired batch to view its details

2000590/2020/2021/024 (Batch Submitted Nov 06,2020) 2

Show 10 entries Search:

S/N	FullName	FormFourIndexNo	AdmissionNo	Remarks	Action
1	Jamal T Jamal	S1221/0115/2021	162510462090922	Passed	Batch Closed
2	Anany T Elilkiona	S2331/0675/2022	162512769090923	Passed	Batch Closed

3.1.11. Preview Students Report

1. Under List of student report tab, **Click on date dropdown** menu and **select start and end** date.
2. **Click on limit dropdown** menu and **select desired records limit**.
3. **Click on report dropdown** menu and **select desired report status**
4. A list of student report shall be displayed based on the criteria's selected as shown below.

List of New Student(s) List Continue Student List of Student Application List of Student Batches Student Report

Student Reports

01/11/2020 - 31/12/2020 Limit 10 Records Continuous Student

Show 10 entries

Copy CSV Excel PDF Print Search:

S/N	MembershipNo	Form4 Index No	Photo	FullName	DateCreated
1	802343301	S1221/0115/2021		Jamal T Jamal	Fri 06/11/2020
2	902343302	S2331/0675/2022		Anany T Elilkiona	Fri 06/11/2020

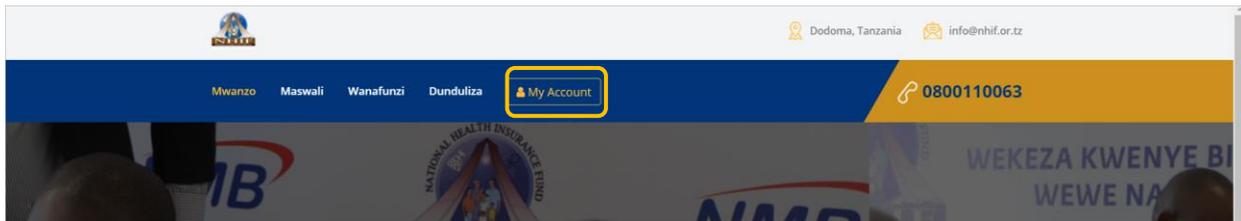
Showing 1 to 2 of 2 entries

3.2. Individual Student

The student module shall enable students to complete their registration process including uploading photo.

3.2.1. Accessing the system

1. To log in to the system, open web browser and type the URL <https://omrs.nhif.or.tz>. On the page that appears next, **click on wanafunzi** menu link found at the top of the page.



3.2.2. Uploading details including photo

1. Click on “chaguo lako” dropdown menu and **select the appropriate selection**
2. Enter index number and click “**Tafuta taarifa**” button
3. Student details shall be displayed as shown in the figure below

Kamilisha Taarifa za Mwanafunzi

Unaweza Kamilisha taarifa zako ili uweze kukamilisha usajili wa uanachama

Mwanafunzi Mwanachama Mpya

s4129-0205-2011

Q Tafuta Taarifa

S/N	Photo	FullName	Other Details	Status	DateCreated		Action
1		MALE Samson K Mbise	COET 0766343411 s4129-0205-2011 1502110450723340 Civil Engineering	New Student	Tuesday 29/09/2020	⋮	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> ⚙️ Submit Application </div>

4. To Update student information including photo, **click on** icon (“**hariri taarifa**”)
5. On the form that appears next, **click on choose file** button and locate the desired photo
6. To upload photo **click on update student photo** button
7. To modify the rest of the information, enter the desired information and **click on modify** button.

🎓 **Modify Student Data** ✕

Do you have National ID ?

No file chosen

National ID <small style="color: red;">*optinal</small>	Phone Number <small style="color: red;">*</small>	Email ID <small style="color: red;">*optinal</small>
<input type="text"/>	<input type="text" value="0766343411"/>	<input type="text" value="tnusukoti@nhif.or.tz"/>
Admission Number <small style="color: red;">*</small>	Gender <small style="color: red;">*</small>	Date of Birth <small style="color: red;">*</small>
<input type="text" value="1502110450723340"/>	<input type="text" value="Male"/>	<input type="text" value="24/04/1995"/>

➤ Modify Now

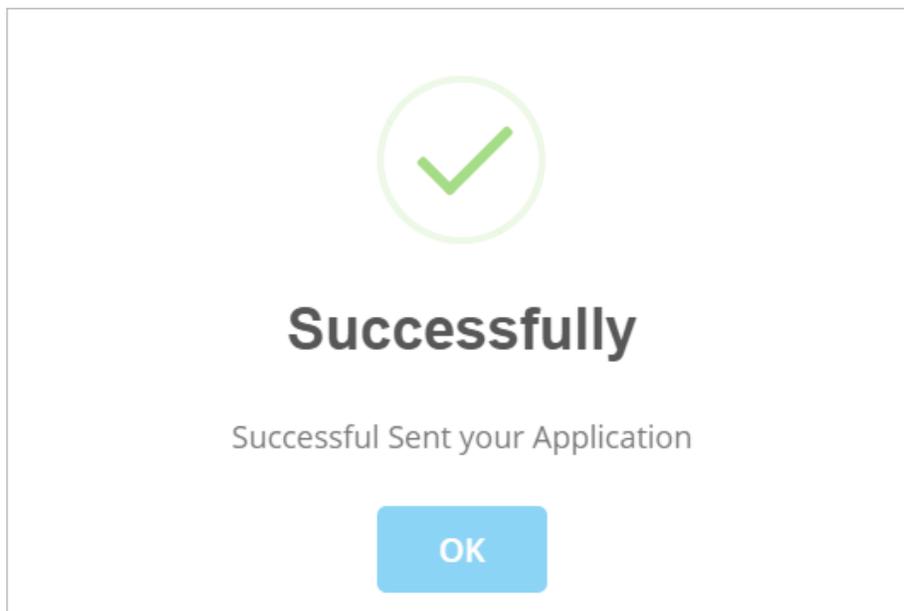
3.2.3. Submit application

To submit application the following steps should be followed

1. On the form that appears below **click on Submit application** button

S/N	Photo	FullName	Other Details	Status	DateCreated	Action
1		MALE Samson K Mbise	COET 0766343411 54129-0205-2011 1502110450723340 Civil Engineering	New Student	Tuesday 29/09/2020	Submit Application

2. The success confirmation button shall be displayed as shown below to mark the success submission of the application



3.2.4. Verify Card

To verify student card the following steps should be followed

1. Click on **"chaguo lako"** dropdown menu and **select "hakiki kadi ya mwanafunzi mtegemezi"**
2. **Enter Card number** and **click "Tafuta taarifa"** button
3. The following page with card details shall appear

Kamilisha Taarifa za Mwanafunzi

Unaweza Kamilisha taarifa zako ili uweze kukamilisha usajili wa uanachama

Hakiki Kadi ya Mwanafunzi Mtegemezi [Tafuta Taarifa](#)

S/N	Card Number	FullName	Verification Code	Card Status
1	101101884488	Rainfrida Paschal	101884488B15E	ACTIVE