

2016

**INSTITUTE OF SOCIAL WORK  
REGISTRATION SYSTEM  
SELF REGISTER GUIDE**



*Picture: Capture from ISW library*

**PREPARED BY  
ICT UNIT - ACADEMIC**

## USER GUIDE

This guide will show you the step by step on how to log-in in Registration system and Register yourself as ISW student and able to access your results. Please follow the instructions carefully.

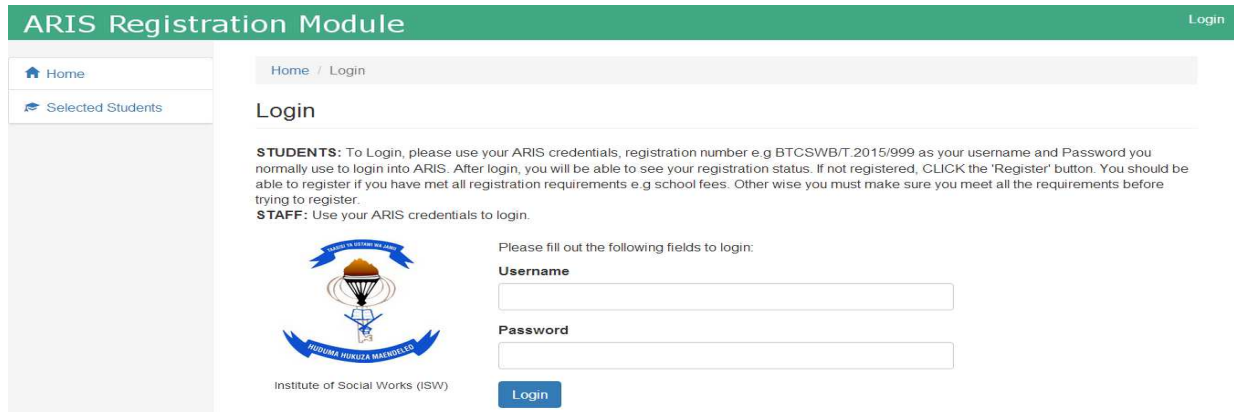
### STEP 1: ISW Website

Go to ISW website ([www.isw.ac.tz](http://www.isw.ac.tz)) and select the link called ARIS. *ARIS page will open*



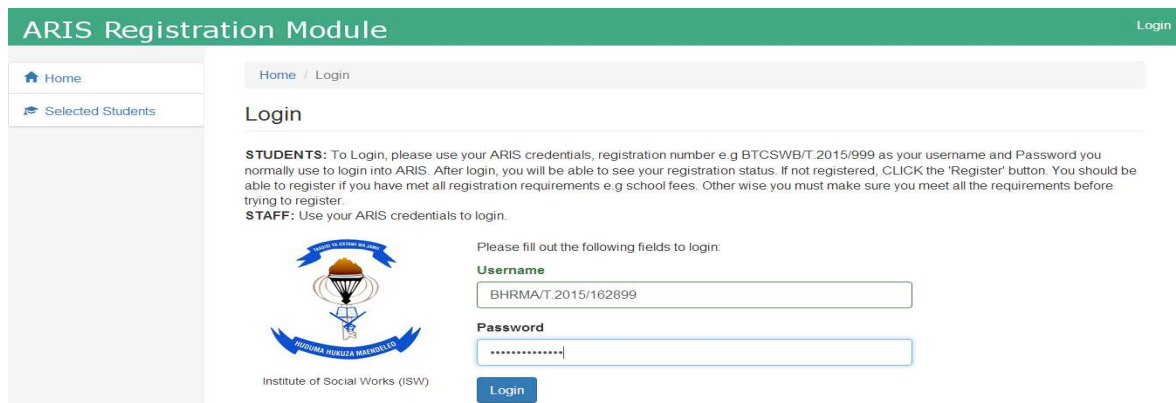
### STEP 2: REGISTRATION MODULE

On left side click the link “REGISTRATION”. *Registration page will open.*



### STEP 3: LOG-IN

Enter Username and Password and then Click Log-in button. **Note: Use the same username and password you use on ARIS**



Once you log-in if your username and password are correct Welcome message will appear which show your Full name and registration number.

ARIS Registration Module Logout(BTCSWA/T.2015/001)

Home / Welcome, DEBORA MBATTA (BTCSWA/T.2015/001) - 2015/16 Semester 2

Welcome, ██████████ (BTCSWA/T.2015/██████) - 2015/16 Semester 2

Programme Name: Basic Technician Certificate in Social Work (BTCSW) | Registration Status: **Not Registered**

Warning! You are NOT Registered. See the details below:

SN#	Requirement	Description	Verified
1	School Fees	Pay School Fees and Submit Pay-in slip to the accountant for Verification - Account Balance: 0.00; Qualifies: YES	Yes

### STEP 4: REGISTER

On the bottom side of the page select the link called “CLICK HERE TO REGISTER”. A message will appear showing that you are registered.

**Note that:** you can only able to register if your status is verified and this means that you meet the requirements such as school fee

- Registration Form
- Course Registration
- Logout

SN#	Requirement	Description	Verified
1	School Fees	Pay School Fees and Submit Pay-in slip to the accountant for Verification - Account Balance: 0.00; Qualifies: YES	Yes

[Click here to Register](#)

Note: You cannot register if any of the requirements above is not verified. If it is school fees, make sure you pay and you go to the accounts office for verification

Otherwise you cannot register if any of the requirement is not verified. If you found you are not verified please go to ACCOUNTING with your pay slip.

Programme Name: Basic Technician Certificate in Social Work (BTCSW) | Registration Status: **Not Registered**

Warning! You are NOT Registered. See the details below:

SN#	Requirement	Description	Verified
1	School Fees	Pay School Fees and Submit Pay-in slip to the accountant for Verification - Account Balance: 329,500.00; Qualifies: NO	No

[Click here to Register](#)

Note: You cannot register if any of the requirements above is not verified. If it is school fees, make sure you pay and you go to the accounts office for verification

### STEP 5: FILL YOUR DETAIL (Option)

When you log-in to the system you will able to do the following

**MY PROFILE** - View and Edit your Profile and fill the details like picture etc.

**REGISTRATION FORM** – here you can add all of your personal detail related to you as student

**COURSE REGISTRATION** – here you can view all course have you registered for a particular semester



## STEP 6: LOG-OUT

When you complete step 4, you can now click “LOG-OUT” option on the bottom side of the left side of the page.



Close the page and go back to ARIS option and log-in. Use the same username and Password to log-in



Now you can view your “RESULTS”.



### CONTACT INFORMATION:

IF YOU FACE ANY PROBLEM ON HOW TO LOG-IN OR REGISTER PLEASE CONTACT TO ARIS ADMINISTRATOR.

**EMAIL:** w.hamad@isw.ac.tz.

**OFFICE:** 401 – IRC BUILDING

**PHONE:** 0655-335667

IF YOUR STATUS SHOW YOU ARE NOT VERIFIED PLEASE GO TO ACCOUNTING OFFICE WITH YOUR PAY SLIP.