STUDENT ONLINE REGISTRATION(APPLICANT)

A student account can be created by the following steps:

i. Enter https://smis.tum.ac.ke/application/register in the browser to access the registration page. The TUMMIS sign-in page will display.

ii. Click the register link. This will display the create TUMMIS create account page

iii. Enter your email, mobile number, password and the security captcha value, then click create

account.

iv. An email is sent into the applicants account on how to activate the account.

v. Click the tab displayed to activate your account. The login page is now displayed.

vi. Enter the email and password used to create the account

vii. Log in using the credentials used to create the account. The system will open a page that requires

you to enter a verification code sent to your mobile phone number.

viii. Enter the verification code from your mobile phone and click the Verify Phone number button.

ix. The system will open a page which requires the user to update his personal details such as title,

first name, middle name, surname, gender and date of birth etc.

x. Enter your personal information and click the submit and continue button

xi. Enter your contact information and click the submit and continue button

xii. Enter your Address information and click save and continue

xiii. The application is complete with a page that displays the applicant's inbox showing courses on offer, my applications, notifications and my profile.

COURSE APPLICATION

i. Under Applications, click the View Courses Available link to display the available courses

ii. Click View link to view the course requirements for a course

iii. This opens the page with the course cluster subject requirements

iv. Click the Apply Now button to apply for a course. This opens the course application page with all the requirement details. Fill in the details and click the Save Course button

v. This opens the application displaying that the application requirements were met and prompts the applicant to submit the application with the warning below.

vi. Click the OK button and then click the Submit Application button to submit the application.

vii. This opens the application fees details page. Choose your payment method and follow the instructions provided then click on Complete.

viii. Fill in your Sponsor/Guardian details, then Submit.

ix. Click on 'Complete Application', tick on Applicant Declaration, then Submit.