

# **STUDENT ACADEMIC RECORDS MANAGEMENT INFORMATION SYSTEM (SARIS)**

## **STUDENT MANUAL**

# Introduction

- SARIS is the Student Management Information System that is used to record University/College 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 activities online:

# Student module

- Register student particulars (once)
- Edit/Update some of personal particulars
- Register semester courses
- View semester results
- Make semester teaching assessments
- View payment control numbers
- View fee payments status
- Print payment receipts (with QR Code)
- View University day to day announcements

# Steps for Student Particular Registration

- Open college website (<https://www.mihass.ac.tz> ) then click saris under student menu.
- Or open web browser and type: <https://mihass.puresoftems.com> at the address bar
- **Please note:**  
Use Recommended web browser: Mozilla, Chrome and Opera
- You will be presented with login screen.
- Click **Register Here** at the bottom of the screen.

# Student Particular Registration ...

**Login to System (KS COLLEGE - SARIS)**

Username

Password

Login

Are you new student? [Register Here](#) | Any login problem? [Click here](#)

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# Student Particular Registration ...

- Enter the requested information ([NS Number and Your Surname](#))

K'S ROYAL COLLEGE OF HEALTH SCIENCE

[Home](#) > Dashboard

MENU

FIRST TIME REGISTRATION

Particular	Values
Student Regno/ ID **	<input type="text" value="S3462/0017/2017"/>
Surname **	<input type="text" value="MWAKYOMA"/>
	<input type="button" value="Register"/>

# Student Particular Registration ...

- Proceed with verifying personal particulars. Add your birth date, citizenship, sex e.t.c as directed.

K'S ROYAL COLLEGE OF HEALTH SCIENCE

Home > Dashboard

MENU

Step1: Personal Details

Your Regno:	S3462/0017/2017
First name	BENARD
Middle name	GODFREY
Surname	MWAKYOMA
Citizenship(*)	TANZANIAN
Birth date (Click date icon)(*):	11-Jan-2006
Gender	FEMALE
Marital status	SINGLE
Religion	CHRISTIAN
<a href="#">Proceed &gt;&gt;&gt;</a>	

# Student Particular Registration ...

K'S ROYAL COLLEGE OF HEALTH SCIENCE

[Home](#) > [Dashboard](#)

MENU


Step2: [Contacts](#)

Your Regno:	S3462/0017/2017 ▾
Postal Add (Eg. 1651)	111
Ward/Village (*)	ITENDE
District(*)	MBEYA CBT
City/Region(*)	MBEYA
Tel no: Home/Office	
Mobile no: (Eg. 0762100100)*	0711200100
Email address (Eg: magreth41@gmail.com)*	test@gmail.com
Full name of contact person(Guardian/Father/Mother)*	SUZANA MONGI
Contact Person Mobile No (Eg. 0654457889)*	0711200111
<a href="#">Proceed &gt;&gt;&gt;</a>	

# Student Particular Registration ...

K'S ROYAL COLLEGE OF HEALTH SCIENCE

[Home](#) > [Dashboard](#)

 MENU


Step3: [Creating logging password](#)

Your Regno:	<input type="text" value="S3462/0017/2017"/>
Type new password:	<input type="password" value="....."/>
Retype password:	<input type="password" value="....."/>
<input type="button" value="Proceed &gt;"/>	

# Student Particular Registration ...

K'S ROYAL COLLEGE OF HEALTH SCIENCE

[Home](#) > [Dashboard](#)

 MENU

Step4: [Creating security question](#)

<b>Your Regno:</b>	<input type="text" value="S3462/0017/2017"/>
<b>Select security question:</b>	<input type="text" value="What is the name of your favourite food"/>
<b>Security answer:</b>	<input type="text" value="UGALI"/>
	<input type="button" value="FINISH"/>

# Student Particular Registration ...

K'S ROYAL COLLEGE OF HEALTH SCIENCE

Home > Dashboard

MENU

Step4: Creating security question

Your Regno:	S3462/0017/2017
Select security question:	What is the name of your favourite food
Security answer:	UGALI
	<a href="#">FINISH</a>

krchs.puresoftems.com

SUCCESS: YOU HAVE COMPLETED YOUR ACCOUNT SETUP  
SUCCESSFUL !!

[OK](#)

# Student Particular Registration ...

- After creating login password, a student can now login using username (NS Number) and created password

Login to System (KS COLLEGE - SARIS)

S3462/0017/2017

.....

Login

[Are you new student? Register Here](#) | [Any login problem? Click here](#)

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# **Student Particular Registration ...**

- After login, a student will be able to use his/her menu to perform a range of activities



**SARIS MENU**

- My profile ▼
- Course registration ▼
- C.A Results ▼
- Exam results ▼
- Exam Numbers ▼
- Payment History
- Invoice Numbers
- Announcements
- Payment Instructions
- Teaching Evaluation
- Logout

[Home](#) > App Forms

**STUDENT PERSONAL DETAILS** [[Go Back](#)]

**PERSONAL INFORMATION:**



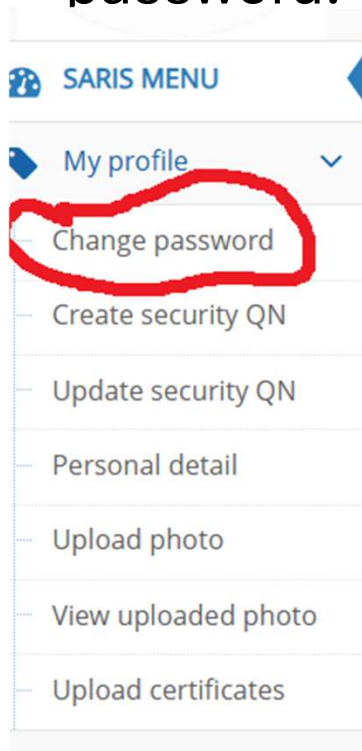
STUDENT REGNO:	<b>S3462/0017/2017</b>		
FIRST NAMES:	<b>BENARD, GODFREY</b>	LAST NAME:	<b>MWAKYOMA</b>
CITIZENSHIP:	<b>TANZANIAN</b>	DATE OF BIRTH :	11-01-2006
GENDER:	<b>FEMALE</b>	MARITAL STATUS:	<b>SINGLE</b>
RELIGION:	<b>CHRISTIAN</b>	CURRENT ADDRESS(Eg. 617):	<b>111</b>
CITY/REGION:	<b>MBEYA</b>	OFFICE PHONE NO:	
MOBILE PHONE NO(Eg 0764100200):	<b>0711200100</b>	EMAIL ADDRESS:	test@gmail.com

**HOME PLACES/HOME DETAILS:**

VILLAGE NAME:	<input type="text" value="ITENDE"/>	DISTRICT:	<input type="text" value="ITENDE"/>
REGION:	<input type="text" value="MBEYA"/>	CONTACT PERSON:	<input type="text" value="SUZANA MONGI"/>

# Changing Password

- To change password, go to [My Profile Menu](#) => [Change password](#). You will be required to enter your current password and new password.



## CHANGE PASSWORD

Particular	Values
Current Password **	<input type="password"/>
New Password **	<input type="password"/>
Retype new Password **	<input type="password"/>
	<input type="button" value="SAVE"/>

# My Profile Module

- Student can perform all other submodule ([Update security question](#), [update personal particulars](#), [upload passport size photo](#), and [upload secondary school certificates](#)) in my profile module by following on screen instructions.

# Semester Course registration

- To register semester courses, go to Course Registration Menu => Select semester and click proceed to confirm courses assigned.
- **Note**
- If the assigned courses are not correct, DO NOT confirm courses, contact IT office/ Academic office for proper courses allocation

# Semester Course registration ...

- SARIS MENU
- My profile
- Course registration
- Register courses**
- View registered courses
- C.A Results
- Exam results
- Exam Numbers
- Payment History

## REGISTER SEMESTER COURSES [Go back]

**Please note:** If the NTA Level and Academic year is not appropriate, please contact system administrator before proceeding with registration process

NTA Level	6
Academic year	2025/2026
Select Semester	1
<a href="#">CHECK LIST OF ALL COURSES FROM PROSPECTUS</a>	
<a href="#">PROCEED</a>	

# Semester Course registration ...


- If you are sure, confirm courses. Otherwise, **do NOT confirm**

Are you sure you want to register semester 1 Courses? [ [Yes Confirm](#) ] [No Cancel / Go back](#) ]

Sn	Course Code	Course Name	Core/Option
1	CMT05101	Clinical Pharmacology	Core
2	CMT05102	Internal Medicine I	Core
3	CMT05103	Paediatric and Child health I	Core
4	CMT05104	Obstetrics and Gaenacology I	Core
5	CMT05105	Health Promotion	Core
6	CMT05106	Counselling	Core

# Viewing Continuous Assessment (C.A)

- To view C.A, Select NTA Level and Semester

 SARIS MENU

- My profile
- Course registration
- C.A Results**
- NTA LEVEL 4
- NTA LEVEL 5
- NTA LEVEL 6**
- ▶ 1ST Semester
- ▶ 2ND Semester

## C.A RESULTS FOR 1 SEMESTER (NTAL LEVEL 6)

SN	COURSE CODE	COURSE NAME	TEST1	TEST2	ASSIGN1	ASSIGN2	PROJECT	TOTAL C.A
1	CMT06101	Entrepreneurship and Life skills	69	85	100	100	0	354
2	CMT06102	Leadership and Management	69.5	78	100	100	90	437.5

# Viewing Semester Results (NACTE)

- To view final semester results (from NACTE), you must make sure you have:
  - ❖ Registered all courses
  - ❖ Make payment for all fees required
- To view results, go to Exam results menu, select NTA Level and semester.

 SARIS MENU

 My profile 

 Course registration 

 C.A Results 

 Exam results 

NTA LEVEL 4 

NTA LEVEL 5 

NTA LEVEL 6 

▶ 2nd Semester


SEMESTER 2 EXAMINATION RESULTS (NTAL LEVEL 6)















SN	COURSE CODE	COURSE TITLE	CREDITS	GRADE
1	CMT06206	APP. Obstetrics and Gynaecology	16	B+
2	CMT06207	APP. SURGERY	16	B+
3	CMT06209	APP. Paediatrics and child health	16	B+
4	CMT06208	APP. Internal medicine	16	B
GRADE POINT AVERAGE (GPA):				3.7

**NOTE: Grading Key information**

ITEM	MEANING
****	Failed both Written and Practical
***	Failed Written
**	Failed Practical
*	Failed Semester Exam (SE)
*N*	Results Nullified
*W*	Results Withheld

# To view Control numbers (Invoice Numbers)

 SARIS MENU

-  My profile 
-  Course registration 
-  C.A Results 
-  Exam results 
-  Exam Numbers 
-  Payment History
-  Invoice Numbers
-  Announcements
-  Payment Instructions

## My Invoice Number List

[Note down this invoice no and submit to bank for making payments]

InvoiceNo	Amount	Description	Year	Status
SAS0472002031	10,000.00	STUDENT UNION	2024/2025	Active
SAS0472001147	3,000,000.00	SCHOOL FEE	2024/2025	Active
SAS0472000825	215,400.00	EXAMINATION AND NHIF	2023/2024	Active
SAS0472000476	450,000.00	OTHER CHARGES	2023/2024	Active

# To Print Payment Receipts

## SARIS MENU

- My profile
- Course registration
- C.A Results
- Exam results
- Exam Numbers
- Payment History**
- Invoice Numbers
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- Logout

## Payment History

Sn	InvoiceNo	Amount Paid	Balance	Date Added	Bank ReceiptNo	Print Receipt
1	SAS0472001147	375,000.00	1,125,000.00	2025-07-07 12:20:24	EC102645577447	<a href="#">View Receipt</a>
2	SAS0472000825	60,000.00	0.00	2025-07-07 12:18:26	EC102645573656	<a href="#">View Receipt</a>
3	SAS0472000476	90,000.00	0.00	2025-07-07 12:15:09	EC102645567295	<a href="#">View Receipt</a>
4	SAS0472000825	150,000.00	0.00	2025-06-07 20:30:24	EC102606102468	<a href="#">View Receipt</a>
5	SAS0472001147	375,000.00	0.00	2025-04-25 10:48:06	EC102551613990	<a href="#">View Receipt</a>
6	SAS0472000476	162,500.00	0.00	2025-04-25 10:47:04	EC102551611965	<a href="#">View Receipt</a>
7	SAS0472000476	162,500.00	12,500.00	2025-03-06	EC102450000150	<a href="#">View Receipt</a>