

SSO USER MANUAL version 1.0

1.0 Introduction

1.1 Purpose

This manual provides guidance on how to use the EASTC Single Sign On System (SSO), a web-based application comprising various modules such as Student Information System (SIS), NHIF, Electronic Task Management System, Loan beneficiaries, Online Application System etc.

1.2 Scope

The system is accessible to students, and staff, providing tools to support academic and administrative functions.

1.3 Intended Audience

- Rectors
- Lectures
- Finance Staff
- Examination office Staff
- Admission Office Staff
- Other administrative Staff

1.4 System Requirements

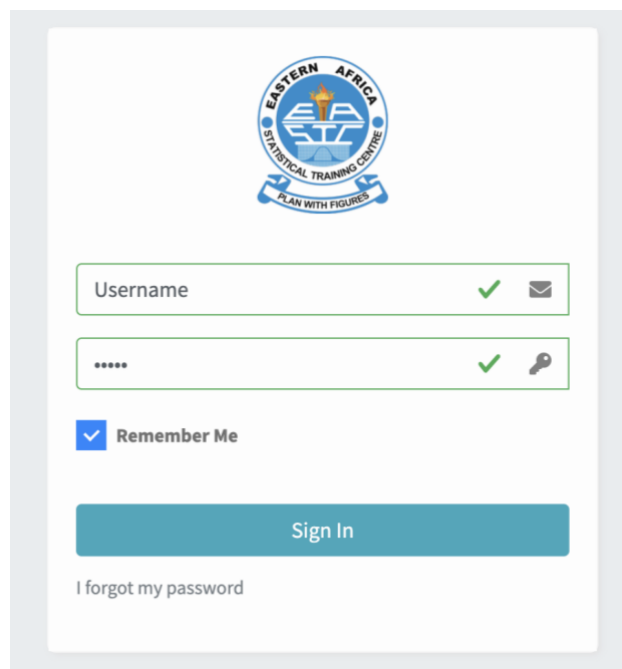
Requirement	Specification
Browser	Google Chrome, Firefox, Safari (latest versions)
Internet Connection	Stable connection required
Device	Desktop, Laptop, Tablet (Mobile responsive)

2.0 Getting Started

This user manual comprises two section, student section and staff section.

2.1 Staff Section

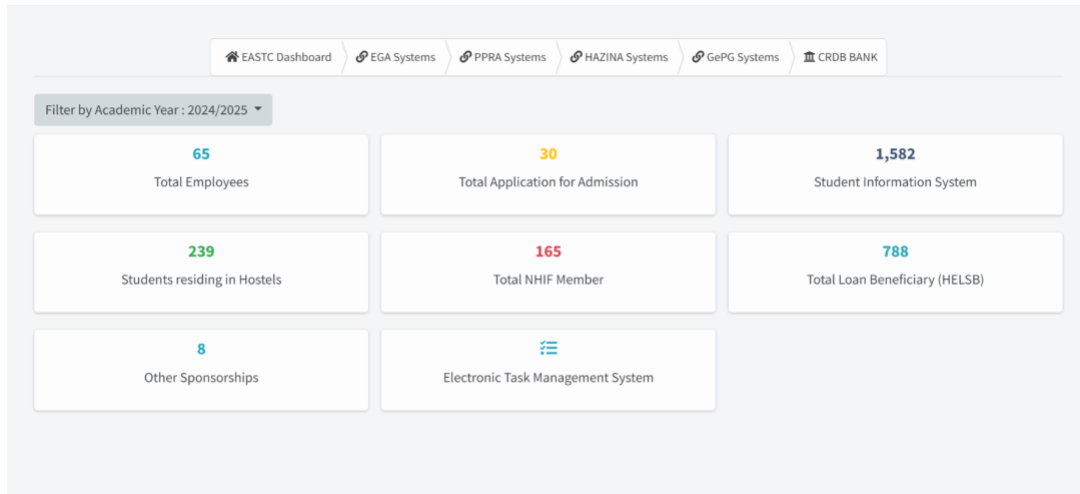
1. Open your web browser.
2. Visit the login page: <https://sso.eastc.ac.tz/site/login>
3. Enter your username (*staff email*) and password.
4. Click 'Login'.



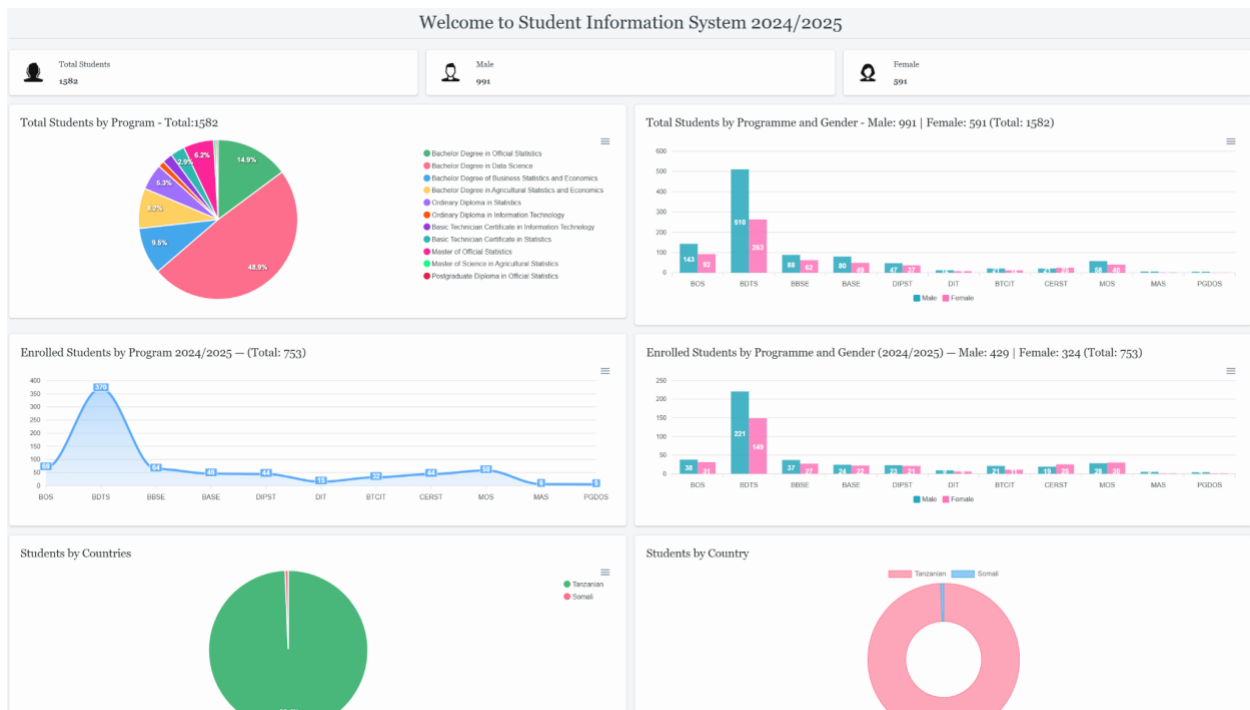
The screenshot shows a login interface for the Eastern Africa Statistical Training Centre. At the top center is the organization's logo, which consists of a circular emblem with a torch in the center, the text 'EASTERN AFRICA' at the top, 'STATISTICAL TRAINING CENTRE' at the bottom, and a banner below with the motto 'PLAN WITH FIGURES'. Below the logo are two input fields. The first is labeled 'Username' and has a green checkmark and an envelope icon to its right. The second is a password field with a green checkmark and a key icon to its right. Below these fields is a checkbox labeled 'Remember Me' which is checked. A teal button labeled 'Sign In' is centered below the checkbox. At the bottom left of the form area is a link that says 'I forgot my password'.

2.1.1 Rector, Deputy Rector Academic Research and Consultancy (DR-ARC), Deputy Rector Planning Finance and Administration (DR-PFA) and Manager Student Support Services (MASS)

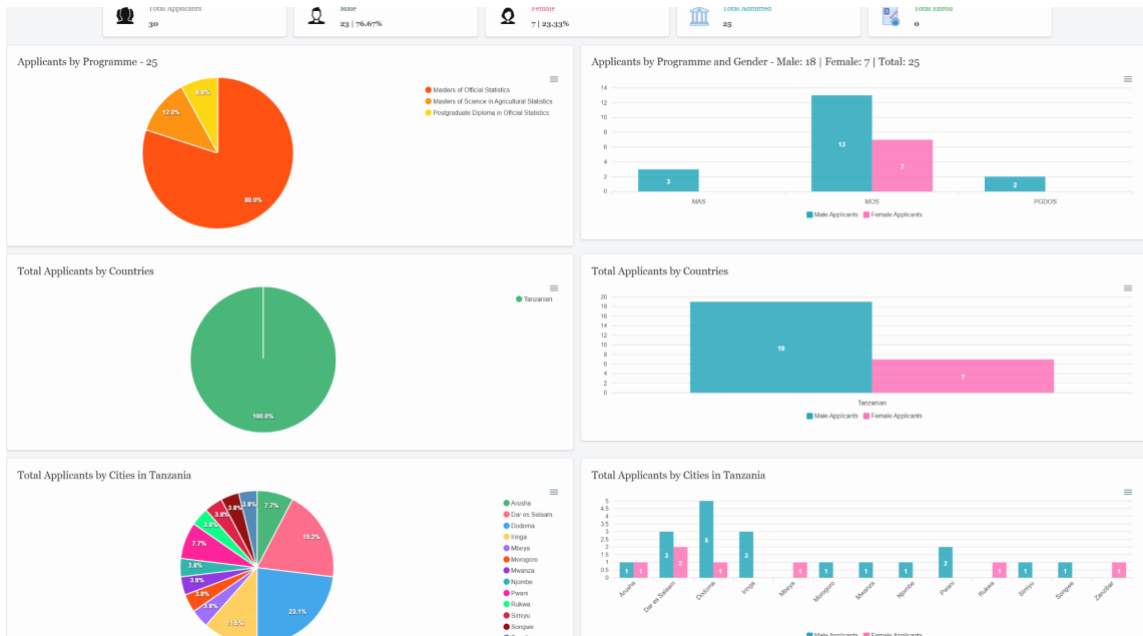
After login into the SSO the following main dashboard will be displayed:



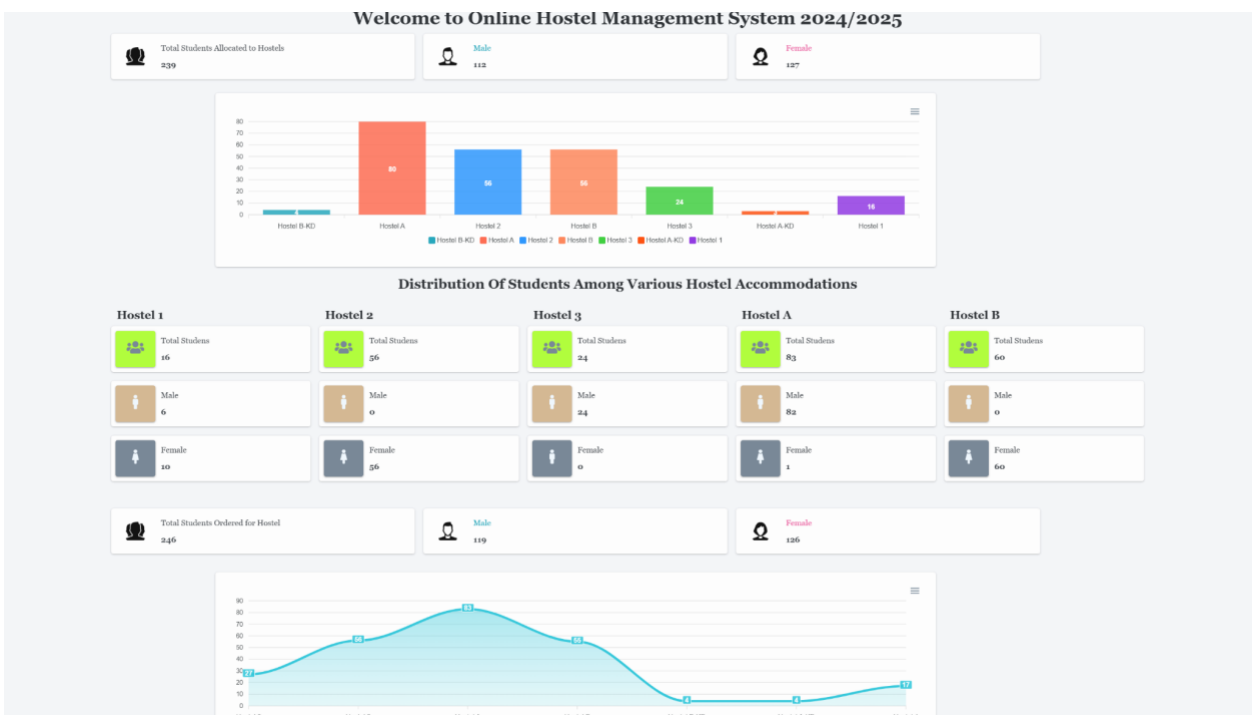
a. By clicking *Student Information System* card the following dashboard will be displayed, also to be view various reports concerning students' information.



b. By clicking *Total Application for Admission* the following dashboard will be displayed also to be view various reports concerning students' admission.

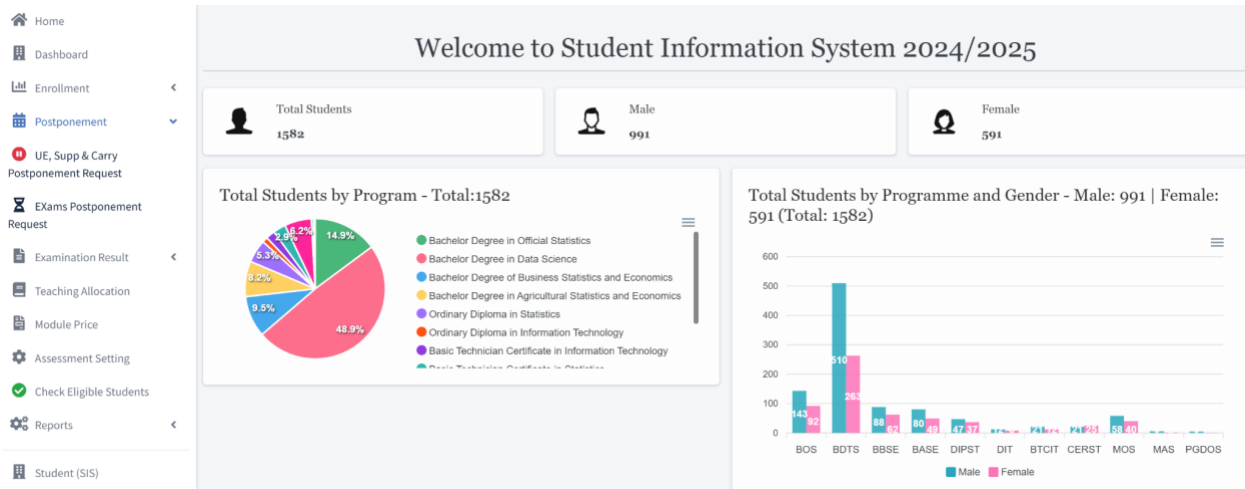


c. By clicking *Students residing in Hostel* card the following dashboard will be displayed also to be view various reports student accommodation.



2.1.2 Examination Officer

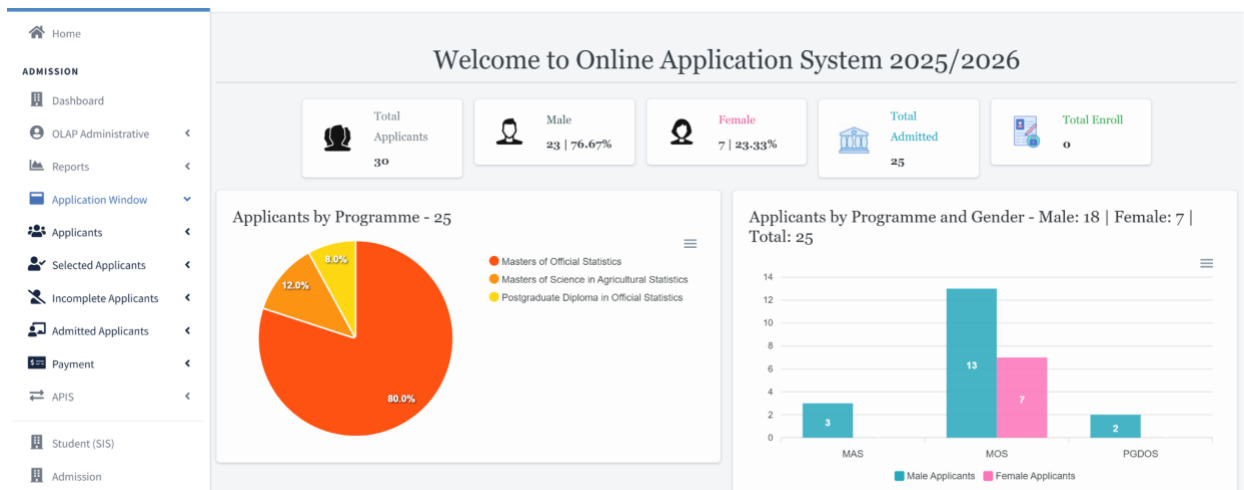
After logged in Examination Officer will see *Student Information System* card and by clicking it the following dashboard will be displayed also to be view various tasks and reports concerning examination matters as shown below.



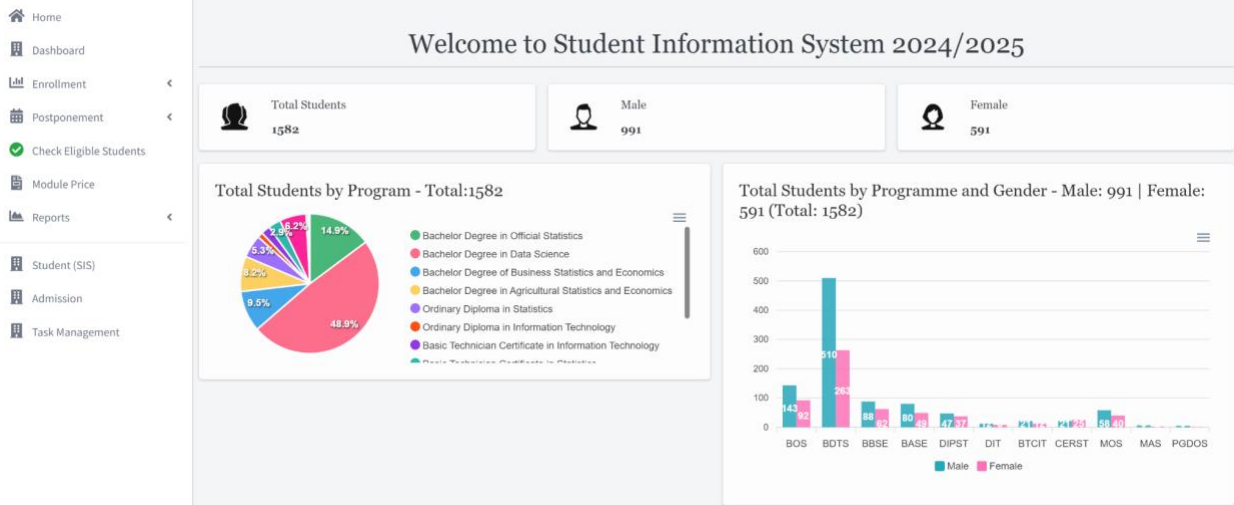
2.1.3 Admission Officer

After logged in Admission Officer will see *Student Information System* and *Total Application for Admission(OLAP)* cards.

By clicking *Total Application for Admission(OLAP)* card the following dashboard will be displayed:-

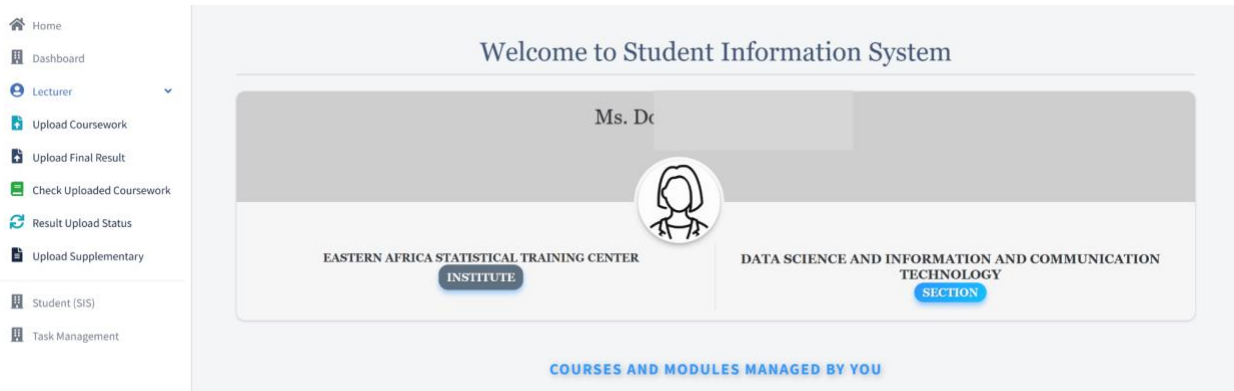


By clicking *Student Information System* card the following dashboard will be displayed:-



2.1.4 Lecturers

After logged in Lecturer will see *Student Information System* card and by clicking it the following dashboard will be displayed and will be able to perform various task especially coursework and examination results upload.



The uploading task will involve the form for selecting module as below:

Upload Results

Module: select module

ITT05101 - Office Applications - DIT - Year I - Dar es Salaam

Ok

After selecting the module and clicking **OK** the following form will be displayed:-

The screenshot shows a web form titled "Upload Results". At the top right, there is a "Download Template" button. Below the title, there is an "Exam Type" dropdown menu with the placeholder text "select assessment type". Underneath is a "File" input field with a search icon and a dropdown menu showing "Test1,Test2 and Assignment1,Assignment2". A large dashed box in the center contains the text "Drag & drop files here ... (or click to select file)". At the bottom left, there are three buttons: "Remove" (red), "Cancel" (grey), and "Browse ..." (green). At the bottom right, there is a blue "Upload" button with a cloud icon.

Lecturer will be able to download the template and fill the marks for specific examination type if is assignments or tests. After that will choose the examination type and drag and drop or browsing the file and clicking the Upload button.

3.0 Troubleshooting

Issue	Solution
Forgot password	Click "Forgot Password" on login page.
Page not loading	Refresh or check internet connection.

4.0 Support

- Email: support@eastc.ac.tz
- Office Hours: Mon–Fri, 8 AM to 5 PM